

Parent Handbook



Water of Life Lutheran School

5430 S. Grand Canyon Dr

Las Vegas, NV 89148

www.wateroflifeschool.org

702.253.7020



Welcome to Water of Life Lutheran School, a unique and wonderful place where your child will be surrounded by God's love and caring teachers every day.

This is a place for your child to grow spiritually, emotionally, and physically. We also offer opportunities for growth in important skills that lead to reading and writing. Best of all, we offer an atmosphere that is nurturing and FUN! We believe learning should be a great and happy adventure.

We understand how important it is to you and your family to find just the right place for your child's early school experiences. We're here to help you make your child's early years the best they can be!

God's blessings,

Beth Marquardt
Director & Preschool Teacher, Water of Life Lutheran School

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What we believe:

The Bible is the inspired, perfect, and holy Word of God.

Jesus is the perfect and holy incarnation of God.

About Jesus, the Son of God-

- By his incarnation, he became one with us.
- By his perfect life, he fulfilled the Father's holy will.
- By his innocent death, he overcame hell.
- By his rising from the grave, he opened heaven.

Jesus has a deep and abiding love for each and every one of us.

“For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.” (John 3:16)

Mission Statement:

Water of Life Lutheran School exists to educate children and help them develop spiritually, intellectually, socially, and physically; and to create a passion in children to share Jesus' love with others. We do this so they may go into their communities to be a positive influence with their knowledge, Christian faith, and Christian principles.



About the Logo:

The blues in the logo are the same as those in the logo for Water of Life Lutheran Church.

The cross shows the school's connection to the Gospel; it is at the center of all we will teach and do.

The young plant represents the young children that will come to us to be fed and nourished.

The three drops of water represent the Father, Son, and Holy Spirit. God himself is the living water that nurtures our children— the same living water that nourishes the souls that come to Water of Life Lutheran Church.

The circle represents the school. It will surround all who come there with warmth and love from God through Christ, so young hearts, minds, and souls can grow in faith, knowledge, and love.

School Staff:

Director:

Beth Marquardt

Teachers:

Sue Heinitz

Jenny Otto

Jackie Unke

Office Administrators:

Jessica Aragon

Kelli Vogt

Pastors:

Reverend Daniel Burgess

Board of Directors:

Chairman:

Martin Heiny

Financial Officer:

Jessica Aragon

Recording Secretary:

Debbie Bogdan

Additional Members:

Ronald Wiggs

Non-voting members:

Reverend Daniel Burgess

Beth Marquardt

Our Philosophy

We believe, above all, that your child deserves to know how much they are loved by God. This is the center of everything at Water of Life Lutheran School.

Our goal is to nurture the spiritual, emotional, physical, and social growth of your child through an age-appropriate program.

Every child is a unique person in his/her own right, so we will meet the individual needs of each and every child.

We believe that each day your child spends at school should be filled with joy, wonder, fun, and the excitement that comes from learning new things and sharing new experiences. This is our daily mission.

Your child deserves an environment that invites exploring, discovery, fun, and play. For us, this means classrooms filled with materials that encourage your child's positive growth in all areas.

Your child deserves an environment that serves to help him/her fulfill his/her highest potential. Every activity and learning experience is thoughtfully constructed to aid in the development of his/her spirituality, intellect, character, and God-given abilities.

We believe our children and families deserve the very best we have to offer, so each part of our program meets or exceeds standards set by the state of Nevada, and meets Developmentally Appropriate Practice standards as set by the National Association for the Education of Young Children (NAEYC).

“Train up a child in the way he should go, And when he is old he will not depart from it.”

(Proverbs 22:6)

Notice of Nondiscriminatory Policy as to Students

Water of Life Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletic, and other school-administered programs.

Tuition, Hours, and Enrollment

Tuition Policy

The Registration Fee is non-refundable, and is due upon official registration and enrollment.

Our tuition covers only the academic school year. You are not charged tuition for one week at Thanksgiving, Easter Break and two weeks for Christmas Break. There are 37 weeks of school that require tuition payments. Payments are made through our auto-debit system, Tuition Express. The weekly tuition payment will be processed according to the billing option chosen. A \$25 insufficient funds fee will be charged if your payment is denied. Credit card payments will include a \$3.50 per transaction fee.

The following billing options are available:

- Once-a-week tuition payment on the Friday of the week prior for the following week
- Weekly tuition payment using check or cash
Payments every Friday, starting with the last Friday of the week prior

A 15-minute grace period will be given for children who are picked up late. After the grace period, there will be a \$10 charge per half hour. Parents should notify the school in the event of an emergency that will result in a late pick-up.

Non-payment of tuition will result in termination of student privileges at our school. In the case of a no-notice withdrawal from our school, tuition is non-refundable and partial months will not be refunded. If a student is withdrawn by the 15th of the month, the rest of the month's tuition will be refunded. We require at least two weeks notice of intent to withdraw a student.

Making Changes to Your Tuition Express Account

Changes to your Tuition Express method of payment need to be submitted to the Front Office via a new Tuition Express Form.

Tuition information is available on the Tuition and Schedule sheet.

Making Changes to Your Child's Schedule

Changes to your child's schedule need to be submitted to the Front Office via a Program Change Request Form.

Enrollment

For enrollment information, please see the Front Office. Enrollment information is also available at the school website, www.wateroflifeschool.org. ALL paperwork must be submitted to the Front Office at least one week before a student's start date. A student will not be admitted to class without a complete file.

Registration

Registration fees vary and discounts are available. Please see the Front Office for details.

Certified Non-Member Status

The Certified Non-Member Status and the resulting tuition discount is granted upon completion of our "4 Key Concepts" Class for parents. Please see the Front Office for details about the class.

Sample Daily Schedule Preschool, Pre-K & Kindergarten

For a more specific daily schedule, please see your child’s teacher. Students will have Chapel each week.

8am-12pm	Daily learning activities including Bible stories, small and large-group activities, literacy blocks, snack and outside play, pre-reading and reading groups, writing, art, science, social studies and pre-math and math groups, End of half day kindergarten
12pm-1pm	Lunch and recess time for all Full Time students
1pm-4pm	Full day kindergarten resumes AfterCare children: Rest time, snack, & afternoon activities- art, play time, learning activities
4pm-6pm	Extended Care - More free play centers and recess outside

Arrival and Departures

Drop off Time

Drop off time for classes begins at 7:55am, unless you have signed up for an extended care, then the school opens at 7:00am

Arrival Procedures

The school’s front door is equipped with a special lock with a key pad. Each person authorized to pick up or drop off a child will receive a unique combination that opens the door. Upon arrival students must be signed in by a parent/guardian or designated representative at the Front Office. *Students must then be escorted in person to the classroom.*

Departure Procedures

A parent/guardian or designated representative must come to the classroom door to pick up a student, and must sign the student out on the designated sheet or at the front office. A student will only be released to a parent/guardian or a previously designated representative. The school office must have copies of identification for all parents/guardians and designated representatives on file.

If a parent/guardian wishes to designate a temporary representative to pick up a student, arrangements must be made to have identification on file with the school office. Anyone picking up a child even on a one-time basis must provide the front office with proper identification. This must be done before the designated pick-up time, so a photo copy can be made of the identification. A note will be made on the sign-in sheet with the name of the person picking up the student. The person picking up the student must show identification before the student will be released.

A 15-minute grace period will be given for children who are picked up late. After the grace period, there will be a \$10 charge per half hour. Parents should notify the school in the event of an emergency that will result in a late pick-up.

If you have signed up for pm Extended Care, pick up is no later than 6:00pm.

Health

When to Keep Your Child Home From School

Per Nevada health regulations, please keep your child home if these symptoms are present:

- Fever greater than 99 degrees
- Severe sore throat
- Diarrhea or vomiting
- Excessive nasal discharge (especially if it is green or yellow)
- Unidentified or unusual rash
- Any communicable disease such as chicken pox, ringworm, or pink eye

Returning to school

Children may return to school after:

- They have been fever free for 24 hours without fever reducing medicine
- No vomiting or diarrhea for 24 hours

Returning after a communicable disease requires a note from a health care provider.

Please keep an ill child home until he/she is ready to play outside. Children who appear noticeably ill upon arrival will not be admitted to school.

If a Child Becomes Sick at School

Children who become ill at school will be isolated in the school office under the care of the Office Administrator. After parents/guardians are contacted, the child should be picked up within the hour.

Reportable Diseases

State regulations require us to report any communicable diseases to the Health Department. If your child contracts a communicable disease, please notify us immediately. A list of reportable diseases is included in this handbook.

Allergies/Health Issues

Please report any allergies or health issues to the school by filling out the Health Information form included in your registration packet. Any changes in your child's health should be reported to the school as soon as possible.

Minor Accidents and Emergency Authorization

The school staff is certified in CPR and basic first aid. In the event of a minor accident, appropriate first aid protocols will be followed and the accident documented in writing on our Accident Report Forms. All students are required to have a completed Emergency Contact/Emergency Treatment Authorization Form on file with the school office. In the event of an emergency, the school will immediately call local first responders, and the number on the Emergency Contact Form.

Sunscreen

Parents are encouraged to apply sunscreen to their child, if needed, before arriving at school. School staff may not apply sunscreen to any student.

Medications

If your child requires medications during the school day, a member of our staff will administer it, if an Authorization to Administer Medications is on file in the school office. Prescription medication can only be administered if it is in the original container, with the child's name, the doctor's name, and dispensing instructions on it. Over-the-counter medication can only be given with the written permission of the parent. All medications are kept in the school office. Medications requiring refrigeration will be secured in the staff refrigerator in the staff lounge.

Child Abuse and Neglect/Endangerment

School staff is required by law to immediately report any suspected abuse, neglect, or endangerment to the school Director, who will in turn notify Child Protective Services or the proper authorities. The law does not require school staff to notify parents or guardians that a report has been made to Child Protective Services.

Immunizations

For the safety of our staff and students, all students must be up-to-date on all immunizations before attending school. A current immunization record must be on file with the school office. An immunization record must also be on file with the Nevada state registry- WebIZ. You may register through your health care provider or online. Please provide the school access to this record by filling out the form in the Enrollment and Registration Packet.

School Policies and Procedures

Personal Belongings

Each child has an assigned space for outerwear, lunch boxes, extra clothes, and backpacks. Please label any personal items- i.e. backpack, lunchbox, thermos, jackets and coats, etc.

Clothing

Please see the School Dress Code for information about our school dress code. *Please ensure that your child does not wear jewelry items such as necklaces or rings to school.* These items may become lost and present a potential safety hazard. If earrings are worn, they should be small stud-type earrings.

Each child also must have a complete change of clothes (including underwear and shoes) available at all times in his/her cubby in a resealable, labeled, plastic bag. Please ensure these remain current in terms of clothing size and are appropriate for the season.

Snacks and Lunch

A healthy morning snack is provided at a regularly scheduled time as a part of our morning routine. Children who are staying for lunch need to bring a lunch in a lunch box with an ice pack. Microwaves are not available to heat up your child's lunch. Children will have access to water as a beverage during lunch, please include a drink if desired. Good nutrition is a part of our curriculum. Please help your child put what he/she will be learning into practice by providing healthy food choices in his/her lunch. Please include a snack (*separately packaged and labeled*) if your child is staying in AfterCare.

Rest Time

State of Nevada regulations require that every preschool child who is in a facility for more than 5 hours per day must have a nap/rest period during the day. We provide cots for each child; families are asked to provide a crib sheet and small blanket. These need to be taken home at the end of each week, laundered, and returned on the first day of the following week. Your child may bring a small stuffed toy or doll to use only during rest time. These will remain in the cubbies except during rest time.

Personal Toys

Other than a small doll or stuffed toy for use during rest time, parents are asked to ensure that personal belongings and toys please remain at home. This is to avoid loss or damage at school.

Birthdays and Celebrations

Families are encouraged to share birthdays and special occasions with the class. Please check with your child's teacher regarding scheduling and clear any food allergies before planning your celebration. Treats must be pre-packaged or from a licensed bakery.

Bathroom Policy

We are not licensed to provide diapering service at our facility. All children who attend the school must be toilet trained and self-sufficient in the bathroom. Occasional accidents do occur; however, if accidents become too frequent we will ask you to withdraw your child until he/she is toilet trained. Note- Toilet trained is defined as a 30-day period of time without an accident.

Smoking

Per Nevada law, no smoking is permitted in our school or playground area.

Pest Control

The school and the playground are routinely treated by a licensed professional service with a product that is safe for children and pets.

Field Trips

Teachers may plan an occasional field trip throughout the year. Each teacher will provide the appropriate Field Trip Form prior to the field trip; each child should have a Field Trip Form in order to participate. Children must be accompanied on a Field Trip by a parent, guardian, or other designated adult.

Programs

The students will have regular opportunities to sing both in our Worship Service and in special programs for family and friends. We look forward to sharing these special events with you, and will let you know well in advance when they will occur. Any special program will not incur additional expenses for costumes, etc.

School Staff

Our teachers have undergraduate or advanced degrees in education. Our support staff is highly experienced and well trained. Anyone who has contact with, or access to, the children has passed an extensive, official, FBI background check. All staff is required to undergo appropriate, regularly scheduled, continuing education training and classes.

Fire Zone

The circular drive in front of the church and school is a fire zone. Cars may not be left unattended; please park your car and escort your child into the school.

Communication

Daily Communication

Families are encouraged to communicate daily with your teacher about your child. Providing the teacher with background information as needed will help your teacher provide a school experience that meets your child's needs on every level.

Teacher Communication

Teachers will communicate with families through various methods as determined by each individual teacher (such as e-mails, newsletters, notes, phone calls). There will also be a newsletter from the Director to share overall school news and other items of interest to the school community in general.

Conferences

Your teacher will schedule a regular parent-teacher conference twice a year to discuss your child's progress. Teachers are also available by appointment for additional meetings to discuss anything of concern to you.

Additional Information

Information is also available on the bulletin board just inside the front door of the school, on your classroom bulletin board, and on the school's website.

Questions or Concerns

Questions or concerns about your child or your child's program should be brought to the attention of your child's teacher. If there are additional questions or concerns, please feel free to bring them to the attention of the school Director.

Photographs

Photographs of children participating in school programs may be taken occasionally and may appear in newspapers, magazines, brochures, or other publicity materials. Families who do not wish their child's photograph to be taken may indicate so on the Photo Release Form.

Family Involvement

We consider families to be a great resource for our children and our school. We have an open door policy and families are invited to visit our school any time. We also encourage and appreciate your participation in the classroom. Your teacher will be more than happy to talk with you about opportunities for you to share your talents, abilities, interests, culture, and time with your child's class.

There are also opportunities to share your time, talents, and abilities with the church. Help and support are always appreciated!

Emergency Response Plan

An Emergency Response Plan is on file in the school office. In the event of an emergency, the safety of our students is our top priority. If there is an emergency situation, you will be contacted by the school staff. Please do not call the school, this may hamper the staff's ability to see to the safety of our students. The school regularly schedules emergency drills per State Fire Marshal and state and local ordinances.

Management and Discipline

Children need to feel comfortable and secure and always experience God's love in their lives. For the students to achieve this we teachers need to keep our own faith alive through regular Bible study and worship. Just as we go to God for help and assurance, we want to instill in our children the need for daily prayer. In this way we can nurture their growing faith.

Discipline used in the classroom is evaluated periodically. The Law condemns and tears down while the Gospel forgives and builds up. The children must be confronted with the Law before they feel the need for the Gospel. We use words such as, 'That makes me very sad', 'Jesus tells us to love everyone', 'Please tell me what is bothering you', 'I know you are a very nice boy so I am surprised...', 'Thank you for listening to me', 'I will be sad to see you go outside the circle time area, but'. These types of sentences give the child a chance to change their actions. We also use words such as "I forgive you" often and help the children to do the same when someone has hurt them. The Gospel will then be used to reassure them that God always loves and forgives them, even when they misbehave. We want the children to talk out their concerns or problems with other children. We encourage them to explain their feelings and work out the solutions if possible.

We want to reinforce positive behaviors and ignore less important off task behaviors. Verbally acknowledging appropriate behavior is always preferable to calling out inappropriate ones. Redirection is used for children who are unable to follow classroom rules. If a child continues to disrupt they may be separated from the whole group for a short period of time so they may calm down. We can refer to this as a short-term recovery area. This recovery area can be in the class room or in the office with the director or even in another classroom. We always want to talk to children in a calm and loving way. Having them go to a recovery area helps ensure that we as teachers also have time to calm down. We do not want to argue with a child. We are the teachers and we are here to help them to become independent individuals.

We strive to avoid reporting your child's misbehavior on a regular basic, unless it is something that has caused harm to another child, or is a recurring problem. When we do need to communicate a problem we will always try to do it face to face rather than sending you an email or text. If we find that our interventions are proving ineffective we will bring our concerns to the director. We will then, with your help, formulate a more detailed behavioral plan to help ensure your child's success in the classroom.



Program Information

School Program Foundation

The Preschool and Pre-K programs have at their core the One in Christ curriculum from Concordia Publishing House. This curriculum provides your child with a foundation of Bible stories that share God's love with your child, and provides for age appropriate activities in art, science, and learning about their community and the world around them. Our students also participate in school-wide Chapels each week, led by Pastor or Vicar. Our Chapels center on the particular Bible stories the students are learning that week.

Both the Preschool and Pre-K programs focus on the skills that your child will need the most in order to build a foundation for successful school experiences in the future, as expressed by kindergarten and first grade teachers in our community and across the country. Our school is designed to be the bridge between your home and your child's entry into Kindergarten or First Grade.

Preschool Class Admission Requirements

This class is open to children ages who are ages three and four, are toilet trained, and independent and self-sufficient in the bathroom.

Preschool Class

Our preschool class is specially designed to meet the needs of God's little lambs, many of whom may be attending school for the first time. The learning opportunities in this class provide experiences for students to gain self-reliance skills, independence skills, group cooperation skills, and self-control.

Your child will grow and flourish as they learn to love learning through our theme and literature-based, age-appropriate curriculum. We will provide fun activities to promote letter and number recognition, math concepts, science, social studies, and art.

Pre-K Class Admission Requirements

This class is open to children who are ages four and five, are toilet trained, and independent and self-sufficient in the bathroom.

Pre-K Class

Our Pre-K class assists your child in continuing mastery of the skills needed for successful entry into Kindergarten, such as: group-cooperation skills, communication skills, greater independence skills, and increased self-reliance skills.

Our Pre-K class utilizes a great curriculum, Get Set for School, that introduces reading and math to your child. This curriculum features engaging and enjoyable activities, using proven and research-based methods.

The Get Set for School “Readiness and Writing” and “Language and Literacy” curricula feature a format that emphasizes the joy of learning and includes:

- mastering cooperation skills
- learning how to take turns
- listening skills
- speaking skills
- vocabulary development
- letter recognition
- fine motor skill development
- age-appropriate writing skills

The math portion of Get Set for School helps children gain skills while maintaining a learning environment that follows a child’s natural curiosity and interest, including:

- number sense
- counting
- spatial awareness
- patterning
- sequencing
- problem solving

Music

Our custom music curriculum focuses on the joy of singing and music appreciation, and provides an age-appropriate foundation of hymns and songs. Music time will be a great part of your child’s day, and our children will have many opportunities to sing both in the classroom and in church.

Piano lessons are also available to students who are age four years-old and up. Please see the Director for information.

AfterCare

Our AfterCare Program features additional enrichment opportunities for your child. Special projects that include art, science, and social studies activities, as well as play time, provide a loving and nurturing environment for your child.

Kindergarten Class

Kindergarten Admission Requirements

The Kindergarten Class is open to students who will be age 5 by September 30.

About our Kindergarten Program

Our language arts curriculum is based on educational research and early learning best practices It:

- integrates speaking, listening, reading and writing.
- solidifies phonological and phonemic awareness
- provides engaging phonics instruction
- includes fun and effective strategies for learning sight words
- leads students through the stages of emergent writing
- includes age-appropriate instruction on conventions of a sentence and spelling patterns
- introduces learners to literal and inferential reading comprehension strategy, close reading, word work and reflective thinking
- engages students and inspires a life-long love of reading
- respects diversity in individual reading readiness and preferred learning styles

Mathematics

Our math curriculum is the Saxon Math Curriculum. This research based curriculum utilizes a unique approach to math instruction that enables students to retain their learning, connect it to other concepts, and apply it in problem solving situations. This approach is designed to support long-term mastery and applications that will make a difference in future success in math. Just as importantly, Saxon Math materials are engaging and enjoyable for students to use.

Saxon Math for Kindergarten provides instruction in core concepts that include:

- Numbers and Operations
- Measurement
- Geometry
- Patterns, Algebra, and Functions
- Statistics, Data Analysis, and Probability
- Problem Solving
- Communication
- Mathematical Reasoning
- Connections

Social Studies, Science, and Art

Using Nevada State Academic Standards, students are provided with appropriate learning opportunities that exceed state guidelines in Social Studies, Science, and Art.

School Dress Code

Our school day is a very active one. Parents are reminded to please take extra care to ensure children are appropriately dressed for play/learning activities and for outdoor play.

Your child's safety is very important to us! For the safety of your child, please provide appropriate footwear. We encourage tennis or athletic shoes if possible.

Girls wearing dresses or skirts should wear shorts, bike shorts, or leggings underneath.

Each child must have a complete change of clothes (including underwear and shoes) available at all times in his/her cubby in a resealable, labeled, plastic bag. Please ensure these remain current in terms of clothing size and are appropriate for the season.

2018-2019
WATER OF LIFE LUTHERAN SCHOOL
SCHOOL YEAR CALENDAR

August 9	Back to School Night 6:30pm
August 13	First Day of School
September 3	Labor Day - <u>No school</u>
October 26	Nevada Day - <u>No school</u>
November 12	Veterans' Day - <u>No school</u>
November 19-23	Thanksgiving Break - <u>No school</u>
December 22	Christmas Break begins
January 7	School Resumes
January 21	Martin Luther King Jr. Day - <u>No school</u>
February 18	Presidents' Day - <u>No school</u>
April 13	Spring Break begins - <u>No school</u>
April 23	School Resumes
May 23	Last Day of School

** Please note: CCSD's calendar states that is subject to change for the 2018-2019 school year. If they change their calendar, we will change ours to align with it.**



Parent Handbook Receipt

Child's Name: _____

Child's DOB: _____

I acknowledge that I have read the contents of the Water of Life Lutheran School Parent Handbook.

I agree to comply with and abide by the policies and procedures as described and outlined in this handbook.

I understand that the staff at Water of Life Lutheran School are trained, skilled, professionals who will take every reasonable precaution to ensure the safety and well-being of my child.

I understand that if I choose not to abide by the aforementioned policies and procedures, the Director and Board of Directors may have cause to disenroll my child from Water of Life Lutheran School.

Parent/Guardian Signature

Date

Water of Life Lutheran School is a ministry of Water of Life Lutheran Church. As such, the Pastor at Water of Life are here to serve you and your family in whatever way is helpful to you.

Please check all that apply:

I would like information about Water of Life Lutheran Church

I would like information about what your church believes

I would like information about baptism: ***For my child*** ***For myself/other family members***

I would like information about Sunday School

I would like information about the adult education opportunities at Water of Life

I would like to receive a home visit

I would like to receive a phone call ***Phone:*** _____

I would like to receive Pastor's monthly article and newsletter with information about church events

I would like to receive Pastor's weekly devotion & news e-mails

Name: _____

E-mail address: _____