



St. Luke's
Day School

Parent Handbook
2010-2011
(901) 324-8271

WELCOME

St. Luke's United Methodist Day School is a non-profit, church-sponsored early childhood day school. Our program includes half-day classes for PK-2 (Pre-Kindergarten 2 year olds), PK-3 (Pre-Kindergarten 3 year olds), JrK (Junior Kindergarten 4 year olds) and SrK (Senior Kindergarten 5 year olds) students. In addition, we have Early Care and After Care options.

A child is eligible for enrollment if his/her 2nd, 3rd, 4th or 5th birthday falls before September 30 of the 2010/2011 school year.

The major goals of our school are:

- To introduce children to school with a positive experience
- To prepare our children through readiness programs that will ensure successful future school involvement
- To encourage the development of social skills through interaction with classmates and caring adults
- To aid the development of basic skills (visual, auditory, verbal, fine motor and gross motor) by carefully designed programs
- To establish a knowledge base by motivating and stimulating the children's interest in the world around them.

Our church recognizes family, regardless of its particular make-up, as the single most important element in a child's development. Therefore, a varied family ministry is offered to the St. Luke's congregation and made available to Day School children and their families. Programs include age-level and intergenerational activities (choirs, Sunday School, Vacation Bible School, summer and special seasonal activities) and periodic parenting seminars and support groups.

If you have questions regarding our programs, please call me at 324-8271 or send an email to tracy.knox@stlukesumc.org.

Sincerely,
Tracy Knox,
Day School Director

St. Luke's Day School Calendar 2010-2011

August 16	First Day of Classes PK-2, PK-3, JrK	8:15-11:20
September 6	Labor Day	Day School & PDO Closed
October 15-18	Fall Break	Day School & PDO Closed
November 19		9:30am
	4 Year Old's Thanksgiving Feast & Kindergarten Pow-Wow	
November 24, 25, 26	Thanksgiving Break	
	Day School & PDO Closed	
December 10	Day School Christmas Program	9:00am
December 17	Last Day before Christmas Break	
December 20-31	Christmas Break	Day School & PDO Closed
January 3	Day School & PDO Resume	
January 17	Martin Luther King, Jr. Holiday	
	Day School & PDO Closed	
March 14-18		Spring Break
	Day School & PDO Closed	
April 22, 25	Easter Break	Day School & PDO Closed
May 20	Kindergarten Certificate Program	Time TBA
May 26	Last Day of Classes	
May 31, June 1, 2	Snow Day Make-ups (if needed)	
	Kindergarten ONLY	
May 31	Summer Camp Begins	

ST. LUKE'S DAY SCHOOL is comprised of PK-2, PK-3, JrK and SrK classes. The teacher-pupil ratio for all of our classes meets Tennessee state licensure requirements.

Abuse and Neglect

Excerpt from Tennessee Law (Chapter 478, dated July 1985):
“All persons (including MD’s police, teachers, judges and mental health professionals must report suspected abuse to the Department of Human Services, law enforcement or the juvenile court, and these three to each other. Failure to report is a misdemeanor offense. The department must record certain information on a central registry.”

St. Luke’s Day School recognizes the responsibility to abide by this law.

Arrival and Dismissal

Class begins at 8:15 a.m. If your child needs to be here before this time, they may enroll in Early Care, which opens at 7:00 a.m.

Each child must be signed-in on the class notebook provided upon arrival in your child’s classroom and signed-out upon dismissal. PK-2, PK-3 and JrK students not staying for After Care may be picked up between 11:25 and 11:35 a.m. in his/her classroom. SrK students not staying for After Care may be picked up between 12:25 and 12:35 p.m. in his/her classroom.

Birthdays

To avoid hurt feelings, we will send home invitations from the classrooms only if the whole class is invited to the party. Your child may celebrate his/her birthday at school during our snack time. Please let us know in advance so that we can work your party into our snack schedule. Party snacks should be cupcakes or cookies. (See approved list).

After-Care

Our After-care program is available on a full-time or part-time basis. If your child must stay for After-Care on an unscheduled basis, please request permission from your classroom teacher. It is imperative that we maintain proper adult-child ratios. All extra fees must be paid the day they are incurred and should not be included in your regular tuition checks. PK-2, PK-3, JrK students staying for After Care have lunch at 11:30 a.m. and SrK students eat at 12:30 p.m. All children nap until 2:00 p.m.

Discipline

We set limits to establish a consistent, healthy atmosphere for classroom activities. We feel “time-out” is an effective teaching tool. Our discipline procedures are based on the book *1-2-3 Magic* by Thomas W. Phelan, Ph.D.

Dress

School clothes should be comfortable, designed for active wear and easy for the child to manage and encourages independence and self-help. Many toilet accidents are prevented if children can unbutton and unbuckle pants and belts without a struggle. Outdoor play is an important part of our program. Your child needs to be suitably dressed for the weather. Rubber-soled shoes are best for the playground and are required for days we go to the gym. Clogs, sandals, flip-flops and open-toed shoes are not allowed, due to our safety policy.

Illness

Please do not send your child to school with a fever, vomiting, diarrhea, etc. The child must be free of these symptoms for at least 24 hours before he/she returns to school. You will be called if your child displays any of the above symptoms. A note must be sent or a phone call made to the school office when your child is absent. These notifications are kept on file in the office. Do not ask us to keep your child inside while we go out to play. All teachers are needed outside to supervise. If your child is too sick to go outside, they should be not in school.

Inclement Weather Policy

PK-2, PK-3, JrK and SrK classes will follow the closing policy of the Memphis City Schools. If the Memphis City Schools are closed because of bad weather, our Day School & PDO will be closed. If we have a storm during the day, and you are concerned about the traffic safety, please feel free to pick up your child early. If weather becomes severe, parents will be called to pick up their children.

Items From Home

Please do not allow your child to bring candy, gum, and/or toys to school unless you have cleared these items with their classroom teacher. Tapes, CD's and books may be brought to school. Be sure your child's name is on these items.

Late Arrivals

Children should be in school no later than 9:00 a.m. in order to stay for lunch and nap. It is imperative for the school to have an accurate head count to insure that enough workers are on staff for the afternoon. Children who do not attend morning classes are not eligible to come for lunch or afternoon care.

Medication

We are allowed to administer prescription medication **only** with written instruction from the parent. Please make sure you bring the medication in its original dispensed container. We will not administer over-the-counter medicines without a doctor's note.

Parent/Teacher Communication

All special instructions need to be put in writing. Notices concerning carpool or pick-up arrangements, unscheduled After-Care, medication and changes in outdoor activities (due to illness or injury recovery) should be in note form.

Please check your child's communication folder daily and return it to school in his/her backpack each day. This practice helps facilitate communication between home and school and is a good way to share your child's day.

Progress Reports

Progress reports will be sent home periodically. These reports will inform you of your child's progress.

Records

Each PK-2, PK-3, JrK and SrK child must have the July 2010 revised immunization form, a personal record sheet and a health checklist. The school provides these last two forms. SrK children also need a physical, a copy of their birth certificate and their Social Security Number.

Schedule

The school is open from 7 a.m. until 6 p.m., Monday through Friday. Our PK-2, PK-3 and JrK classes meet from 8:15 a.m. until 11:20 a.m. Our SrK classes are in session from 8:15 a.m. until 12:20 p.m.

Terminations

St. Luke's Day School reserves the right to terminate services for any child when such action is considered necessary. The following circumstances will warrant termination of services for a child. However, this list is not all-inclusive:

- Repeated failure to pick up a child by closing time
- Failure to abide by the fee policy
- Behavior from a child that is hazardous to the health and safety of other children or requires continuing one-on-one attention from classroom personnel.

Tuition

All checks should be made payable to St. Luke's Day School. If you pay in cash, please request a receipt. Tuition is due either weekly, bi-monthly or monthly. You can pay with either cash or check. No credit cards will be accepted. Policies in your tuition contract will be strictly observed. A copy of your contract will be given to you at the time of your registration.

Returned Checks

Returned checks will be assessed a fee of \$25. After two checks have been returned, we will request that you pay tuition with cash or a money order.

APPROVED PEANUT-FREE FOOD LIST

Cookies

Grahams-Keebler, Kroger, Nabisco, Honey Maid,
Teddy Vanilla Wafers-Keebler, Kroger, Murray,
Nabisco Jack's Branck-butter, chocolate chip, coconut

Crackers

Austin Brand ONLY-plain variety ONLY
Cheese Cracker Sandwiches Keebler Brand ONLY-Cheese Dip and
Cracker Pack, Kraft Cheese Nips
Kroger-Baked Chicken, Cheese Bits, Country Club, Saltines, Wheat-
Crisps, Pepperidge Farm-Original Cheese Goldfish (NOT Cracker Sub-
stitute), Sunshine Brand-CheesIts, Party Mix

Cupcakes, Donuts, Fruit Bars, Fruit Snacks, Pudding

Dolly Madison Zingers
Hostess Cakes-Cupcakes, Ding Dongs, Streusel Cake, Suzy Q's, Twinkies
Donuts-Hostess, Krispy Crème, Kroger brands
Fruit Snacks/Fruit Rolls-Betty Crocker, Kellogg's Kroger, or Sunkist
brand **only**
Kroger Brand Fruit and Grain Bars (NOT Granola Bars), Nutri-Grain
brand cereal bars
Kellogg's Rice Krispy Treats
Hunt's Pudding Snacks (NO "Spoonibbles")
Jell-O Brand Instant Pudding
Kroger Brand Instant Pudding, Pudding Snacks
Birthday Party Cupcakes-Kroger's white cake "Funcups" in the bakery
section (Kroger is the only chain bakery that has some peanut-free cup-
cakes and cakes)

Cake Mix, Frostings

Betty Crocker cake mix-Angel Food, Butter Yellow, Chocolate
Fudge, White, Yellow
Duncan Hines cake mix-Angel Food, Butter Golden, Devil's Food,
Strawberry, White
Pillsbury cake mix-Golden butter, Strawberry, White, Yellow
Pillsbury brownie mix
White frosting ONLY- Better Crocker and Pillsbury brands ONLY

APPROVED PEANUT-FREE FOOD LIST, (cont.)

Ice Cream

Keebler Brand-cones

Kroger Brand-Assorted Fruit Pops, Crispy Bars, Fudge Pops, Ice Cream Bars, Orange Crème Treats, Strawberry Shortcake Bars, Twin Fruit Pops

Kroger Brand-Ice Cream Sandwich (Chocolate, Chocolate Chip, Neapolitan, Vanilla flavors)

Kroger Brand-waffle and cake style cones

Old Fashioned Brand-Chocolate Ship, Fudge Marble, Orange Vanilla, Strawberry Swirl, Superman, and Vanilla flavors ONLY (NO Chocolate, NO Neapolitan), Rainbow Sherbet

Popsicle Brand-Assorted Fruit Flavor Pops, Fudgesicle

Candy

Airheads, Nerds, Blow Pops, Pez, Dum Dum Pops Pixystix

Gobstoppers, Red Vines, Good & Plenty, Skittles

Haribo brand gummi candy, Smarties, Sweetarts and Chew Sweetarts

Hershey's Kissables, Sour Patch, Laffy Taffy, Swedish Fish

Life-Saver Brand gummies, Life-Savers/Life-saver pops

Tootsie Rolls, Tootsie Pops, Marshmallows, Whoppers

Mike and Ike, York Peppermint Patties, Milk Duds

Caramels-Kraft or Brach's Milk Maid

Hershey's Chocolate Chips (No Nestle's)

Starburst Fruit Chews (NO Jellybeans), Twizzlers licorice-red, black, wildberry

Cereals

General Mills-Wheeties; Kellogg's-Corn Flakes, Crispix, Rice Krispies

Kroger Brand-Corn Flakes, Krispy Rice

Chips, Snacks, Pretzels

Brim's-tortilla chips, potato chips; Lays (NOT Kettle-style), Ruffles

Bugles, Funyuns, Pringles, Rold Gold Pretzels, Sunchips

Doritos, Fritos, Tostitos chips, Cheetos Cheese Puffs

Kroger Brand-Cornitos, Corn Puff Poppers, Cheese Curls

Kroger Brand-Pretzels, Snack Mix (NOT Chex),

Tortilla chips, potato chips

Asbestos Notification

In compliance with Federal, State and Local regulations, St. Luke's Days school maintains an up to date Management Plan relating to the presence of Asbestos Containing Building Material (ACBM).

This plan is kept in the Director's office at all times and is available to be viewed by any parent, guardian or other concerned parties during regular business hours.

St. Luke's Facilities Manager, Tim Taylor, is the LEA (Local Education Agency) Designated Person as required by the Asbestos Hazard Emergency Response Act (AHERA).

As required by AHERA, St Luke's Day School was inspected in April, 2010 by Tioga Environmental Consultants, Inc. Tioga has also developed the Management Plan that is on file and has been submitted to the appropriate agencies of the State of Tennessee. Tioga and its employees are fully accredited as AHERA Inspectors and Management Planners.

The LEA's Designated Person is responsible for performing Periodic Surveillance of all ACBM every six months and reporting any change of condition since the last inspection or surveillance. These inspections will be documented in the Management Plan.

AHERA also requires re-inspection of all ACBM by an accredited inspector ever three years from the implementation date of the Management Plan. This re-inspection will be scheduled for April, 2013.

NOTES

WHAT IS A CHILD

A child is someone with the energy of an atom, the subtlety of a bulldozer and an imagination that would challenge the creative effort of the most able science-fiction writer.

A child, unless he is asleep, is in constant motion. He is a noisy, restless, squirming bundle of energy. But, for all his exuberance, a child is the most sensitive of God's creations.

A child thrives when time is taken to answer his many questions, when he is encouraged to develop his own special talents and, most important, when an untiring effort is made to help him broaden his own reasoning powers. But each time that he is brushed aside or ignored, as if consideration and justice were reserved solely for grown-ups, he wilts a little.

A child is notorious for being inattentive, forgetful and –that most grievous fault–a dreamer. If allowed to use his imagination, he will explore and travel a universe of concepts, which will enrich and become a part of his life. If squelched and repeatedly reminded to be “practical,” he will eventually retire to a prosaic little world.

A child can consume much of your time. He can try your patience. He can exhaust your energy. But what greater regard for all your effort than to see his face radiant with a sense of accomplishment... the discovery that he has it in his power to manipulate a whole new world of knowledge and ideas.

Matthew Orlando