



Infant/Toddler Program

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**Immanuel Lutheran School  
Handbook for Parents and Students**

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**WELCOME to LITTLE LAMBS INFANT and TODDLER PROGRAMS  
at IMMANUEL LUTHERAN SCHOOL**

Welcome to the Little Lambs programs at Immanuel Lutheran School , where God’s love is discussed and taught daily. This handbook is written for Little Lamb Infant and Toddler families. Please read it carefully. Our program, along with your pastor, principal, and teachers, will support your child as they grow academically, developmentally, and in their love of Jesus Christ.

**A MISSION OF IMMANUEL LUTHERAN CHURCH**

Immanuel Lutheran School and its programs are a mission of Immanuel Lutheran Church. The people of Immanuel Lutheran Church are living proof of the grace of God through salvation in Jesus Christ. Our mission is to reach out in love to those who have not yet responded to the gospel that all may be united in Christ.

**IMMANUEL LUTHERAN SCHOOL MISSION**

The mission of Immanuel Lutheran School is to provide a loving environment of academic excellence for children, while developing in them and their families a lasting relationship with Jesus Christ.

**IMMANUEL LUTHERAN SCHOOL MINISTRY PRIORITIES**

- To share the Gospel message that Jesus died for us and we are saved by God’s grace alone.
- To bring the unchurched into the priesthood of believers.
- To help strengthen the relationship of children and school families with our Lord and Savior, Jesus Christ
- To teach children to put Christ first in their lives. He is the vine, we are the branches. Nothing is accomplished without Him.
- To model and teach that Christian behavior and thought should be present in all relationships.
- To teach children that the Fruits of the Spirit (love, joy, peace, patience, kindness, gentleness, faithfulness and self-control) are the outcome of Christian living, not the cause of it.
- To teach children to develop a positive self-image through Christ’s love.
- To provide a rigorous Christ-filled academic experience free from social influences and non-traditional values.

**THE FORMAL PRINCIPLE OF THE LUTHERAN CHURCH**

Every denomination has a formal principle, which is the focal point of their beliefs. The Lutheran Church - Missouri Synod's formal principle is "We are saved by grace, through faith, for the sake of Jesus Christ apart from works of the law." The basis for our formal principle is the Bible. The short version of our formal principle, or motto, is "by grace alone." The Bible tells us our salvation is the gift of grace provided through Jesus Christ. Therefore, grace is not a product of our actions but is solely God's gift to us, His children, whom He loves beyond comprehension.

### **WHAT WE BELIEVE AND TEACH (Highlights)**

- ✝ We are saved by God's grace alone, and not of our own accord (Ephesians 2:8-9).
- ✝ It is only through the Holy Spirit that we are called to saving faith. Faith comes only through the work of the Holy Spirit (Romans 8:9; Acts 1:8; John 14:26; Romans 8:26)
- ✝ The Bible is the true Word of God. (2 Samuel 23:2; 2 Peter 1:21; 1 Corinthians 14:37, Psalms 12:6). The Bible is our only scriptural source, our material principle.
- ✝ God the Father made all things, and He made them perfectly. (Genesis 1-2; Colossians 1:16)
- ✝ Man sinned and therefore was in need of a Savior, who is Christ the Lord. (Romans 3:22-24)
- ✝ We believe in the Triune God, the Trinity. The Father, the Son, and the Holy Spirit are three persons in one in essence, which is the one true God. (Genesis 1:26; Numbers 6; John 14:15-17, 2 Corinthians 13:14)
- ✝ Jesus is the Son of God. He has two natures, that of God and that of man. (Acts 4:12; 1 John 2:2; Romans 6:23; Matthew 1:21; Romans 5:21).
- ✝ We believe in one baptism for the remission of sins. God works through baptism to bring us to faith in Jesus Christ (Mark 16:16; Acts 2:38; Acts 22:16; 1 Peter 3:21).

For specific details on what Lutherans believe, and the holy scriptures that form those beliefs, you may refer to the Book of Concord, <http://bookofconcord.info/search.php>, which contains three creeds and seven confessions (detailed statements of belief), of what Lutherans believe to be true. The content of the creeds and confessions in the Book of Concord are based purely on the Bible, which we hold to be absolutely true. You can also read a synopsis of Lutheran doctrine at the following link:

<https://www.lcms.org/about/beliefs/doctrine/brief-statement-of-lcms-doctrinal-position>

We thank God for the opportunity to provide excellent academic preparation for the children we serve. We are most grateful for the opportunity to share Jesus' amazing love with children and their families.

## **ACCREDITATION**

Immanuel Lutheran School is accredited by the National Lutheran Schools Association and is a non-public State of Connecticut approved Christian day school. With small class sizes and very little classroom disruption, students typically meet and exceed the standards and levels of academic expectation set by the Connecticut Department of Education. The school climate and culture supports high levels of academic learning, investigation, and kindness toward others.

## **BOARD OF CHRISTIAN EDUCATION**

Immanuel Lutheran School is governed by the Board of Christian Education of Immanuel Lutheran Church as empowered by its constitution and by laws. The BOCE is accountable for establishing the goals and objectives of Christian education in concert with the mission statement of the congregation, and for regularly reviewing and appraising the programs and policies of the school as relates to the entire program of Christian education in the congregation.

The overall supervision of the school, staff and students, rests with the principal who carries out the policies of the Board of Christian Education. The teacher assumes daily responsibility for the classroom, providing an environment conducive to the spiritual and academic development of each student. Our teachers are dedicated professionals who are committed to academic excellence while modeling and sharing their Christian faith. Our teachers chose to work at Immanuel Lutheran School for many of the same reasons you chose our school for your child.

## **ADMISSION**

### **Enrollment**

Applications for new families are to be filled out through FACTS, our online management system using this link: <https://il-ct.client.renweb.com/oa/?memberId=18605>

Upon review and acceptance of the application, new families will receive another link that invites them to enroll. This enrollment process also requires a commitment fee, set by the Board of Christian Education, and is simply a down payment on the tuition owed for the upcoming year. The commitment fee also holds the student's spot in the event the class fills to capacity.

## **NON-DISCRIMINATION POLICY**

Immanuel Lutheran School does not discriminate on the basis of race, color, sex (as determined at birth and not subject to change), national or ethnic origin in the administration of its admissions policies, educational policies, and other school administered privileges and programs. However, all staff working in our school must be Christian, and students attending our school must be open to learning about Jesus Christ, our Lord and Savior.

## **INFANT AND TODDLER PROGRAMS**

1. Little Lambs Infant Center welcomes applicants at 6 weeks to 14 months. We are a small center dedicated to giving each child the close personal one on one care they need and deserve. We provide a small, nurturing, Christian atmosphere that fosters your child's developmental needs.
2. Little Lambs Toddler Program welcomes applicants at 14 months, as long as the child is able to walk. Classrooms are grouped by age for safety and developmental readiness. Little Lambs need to be bottle-free during program hours. The staff helps with toilet training and provides a loving and Christian learning environment.

## **CURRICULUM**

We understand that the first 5 years of a young child's life are the most important to their development. Our curriculum is a creative teaching program based on themes that are integrated in Biblical principals. We feel at this early stage of development, each child learns best in a small and nurturing Christian atmosphere. Our objectives are designed to help each child gain a healthy respect for themselves and adults. We know that our program , which includes art, music, gross motor activities, and religion, will help each child develop creative abilities that foster their development. Our goal is to provide a more personal, close working relationship between staff, child, and parent, which will enable us to ensure excellent care and the protection of each child in our center.

We are not a public school and therefore are not required to teach secular mandates, particularly when they oppose our own Bible-based doctrinal beliefs. We do not bend to societal pressure and topics of the day. The Board of Christian Education ensures that the curriculum at Immanuel Lutheran School meets or exceeds Connecticut State Standards and remains in keeping with our Lutheran doctrine, Biblical truth and Christian values.

## TUITION

The tuition rate for each school year is set by the Board of Christian Education in the early part of the calendar year. It is then published along with the enrollment application. Tuition payments are due regardless of your child's attendance and this includes if they are out due to illness, emergencies, weather, or vacation days. Full-time (M-F) families will be awarded a one week tuition free vacation per school year (Sept. 1st- Aug. 31st), after 90 days of being in the program. All tuition vacation credits will require written notice sent to the main office to adjust billing at least a month in advance.

### Payment Options

1. *One Payment in Full.* If a yearly payment is made in full, the family will receive a 5% discount on their tuition if paid by cash or check, or a 2% discount if paid by credit card.
2. *Monthly payments through FACTS.* We recommend using an ACH transaction as your fee will be less than when using a credit card, but you are responsible for paying all fees.

### Delinquent Tuition

Delinquent tuition is a very serious matter. The principal is responsible for ensuring the collection of all tuition payments. Failure to make payment past 30 days may result in the student being asked to withdraw from school until appropriate payments are made.

## TAX-DEDUCTIBLE TUITION THROUGH CHET 529

CHET 529 allows for distributions of up to \$10,000 per year for K-12 private or parochial schools! Contributions to a CHET 529 account are tax deductible up to \$5,000 per year for single filers or \$10,000 per year for joint returns. Families should also consider the CHET Baby Scholars program to receive \$250 when starting an account before your child turns one year old. The 529 accounts may receive gifts from family and friends as well. Parents can learn more at the following link under Flexible Use of Funds. <https://www.fidelity.com/529-plans/connecticut>

## HOW TO ENROLL

**Provide the following:**

- Completed Application for Enrollment
- Birth Certificate
- Health Record and Immunization Schedule
- Emergency Contact Information
- Signed Billing Agreement
- \$200 Registration Fee, which holds your spot. This fee is a downpayment on your tuition.

**Reasons for Non-Acceptance**

- Records are not complete.
  - Screening and/or records indicate a learning style or need that is not offered at ILS.
  - There is evidence of inappropriate or disruptive behavior.
  - Class is at capacity.
  - Parent/guardian or applicant has evidenced an attitude of non-cooperation with staff.
- Any rejected application may be appealed to the Board of Christian Education for review.

**HOW TO BECOME UNENROLLED IN 2 WEEKS**

**Option 1:** (preferred) - Give two-weeks written notice of your departure from the program for charges to be adjusted, your spot to be filled, or staffing to be reduced.

**Option 2:** (not preferred) All tuition payments must be made two weeks ahead of the scheduled service dates. Parents who do not keep up with these payments in a timely manner will be immediately withdrawn from the program. We suggest setting up automatic payments directly from your bank to ensure payments are made on time. Option 1 is a much better choice.

**HOURS OF SERVICE**

Our Infant Program/Toddler Program is open year-round and provides care Monday-Friday from 7:00 AM to 5:30 PM. Within these hours we offer full-time and part-time care for Infants 6 weeks to 14 months, or until children are ready for our Little Lambs Toddler Program. Each day families get 9 hours a day of childcare, anything after 9 hours is an additional \$10 an hour. Our program ends each day at 5:30 PM. Any late pick ups, past 5:30 PM, costs \$1 per minute per child.

**HOLIDAYS**

All programs are closed on the following observed holidays or special days:

New Year's Day  
Martin Luther King Day  
Presidents Day  
Good Friday  
Easter Monday  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day

Professional Development Day  
Columbus/IP Day  
Veterans Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Eve (closing early)  
Christmas Day  
Day After Christmas

### **MORNING DROP-OFF / AFTERNOON PICK-UP FOR LITTLE LAMBS CENTERS**

**Little Lambs Infant Center:** Parents should drop off and pick-up in the Parish Hall parking lot located at the back of the building. Parents will walk to our entrance under the wooden stairwell awning, ring the doorbell and a staff member will greet you at the door. Car Seats are welcome, however with limited storage we ask that you only leave them if necessary.

**Little Lambs Toddler Center:** Parents should drop off at the main door of the Old School (see map on page 16) after parking in the West Street Lot behind the church or the blacktop play area behind the gym before 7:20 am. Ring the bell at the main door of the Old School and a staff member will meet you at the door and escort your child to the classroom. Please notify the program by 9:00 AM if your child will be absent or late.

For afternoon pick-up, parents should park in the West Street Lot behind the church, ring the bell at the main door of the Old School, and a staff member will buzz you in to pick up your child in the classroom. Afternoon pick-up can also be outside on the playground if the weather is nice.

### **KEEP YOUR INFORMATION UPDATED**

Anyone other than a parent taking a child from the school must be on the official pick-up list. Parents may update their pick-up list on the Brightwheel app. Identification will be required.

### **SCHOOL CANCELLATION, DELAY, OR EARLY DISMISSAL**

When school is canceled, delayed or dismissed early due to inclement weather, parents will be notified with an email alerting them of these changes. It will also be posted on the major tv networks (ABC, CBS, NBC, FOX61). Immanuel Lutheran School/Centers follow the Bristol Public School's calls on the weather. Parents must have a plan for these changes and the time schedule is below.

### **2-Hour Delay**

- Little Lambs Infant and Toddler Programs open at 9:00 AM

### **Early Dismissal**

- Little Lambs Infant and Toddler Programs close as early as 12:30 PM or as late as 3:30 PM depending on the pending weather system. Please understand that any closure is to keep everyone safe on the roads. This includes you and your child as well as our staff.

### **CONTACT US - WE WANT TO HEAR FROM YOU!**

Please notify the program by 9:00 AM if your child will be absent or late.

If your child is out sick, the director or nurse consultant will contact you for the proper protocol for returning.

### **HEALTH RULES**

Our school/center is accredited and equipped to care for children who are free from illness and disease. To safeguard the health of all students, staff, and the entire community, we ask all parents/legal guardians to monitor their children for symptoms, conditions, or criteria that are associated with communicable diseases, including COVID-19 and keep them home when they are ill. If there are two confirmed cases of an illness within the program, parents will be notified so you can begin monitoring your child for similar symptoms. If symptoms are observed, please keep your child home and see a doctor if necessary to prevent further spread of illness within the program. We thank you for your cooperation in keeping all our school community healthy!

**Children can be allowed in school providing that:**

- All required health forms are up to date and in our possession.
- Children pass a visual health check administered by teachers/staff and are able to play outdoors in the permitted weather.
- Children do not require medication on a regular basis that can “mask” the symptoms of an illness. Examples: daily cough suppressants, fever reduction medicines such as Tylenol or Advil.
- Children must be able to tolerate fluids other than Pedialyte.

**Please Note: that disguising medication in food or beverages sent to school is not permissible.**

**Children will not be accepted and/or sent home if any of the following symptoms appear:** The child may return to the school only when specific indicators have been met.

**FEVER** (over 100 degrees)

- May return 24 hours after temperature returns to normal without use of medication.

**REPEATED VOMITING**

- May return 24 hours after vomiting stops without use of medication.

**DIARRHEA** 2 or more loose stools not related to digestion. If digestion issues are present a doctor's note with specifics is required for documentation.

- Must be out 24 hours after loose stools have stopped without the use of a special diet or medication.

**COLD SYMPTOMS.** significant yellow/green discharge from the nose and/or eyes; persistent cough with or without yellow/green mucus production

- May return when symptoms have ceased and drainage of mucus is clear.

**CONJUNCTIVITIS**

- May return 24 hours after the first dose of medication has been given and when conjunctivitis is clear.

**STREP THROAT**

- May return at a minimum of 24 hours after medication starts and must be fever free.

**CHICKEN POX**

- May return on the sixth day after the rash began as long as the blisters are crusted over, and not oozing. A doctor's note is also required.

### **HAND FOOT & MOUTH**

- May return if fever free without medication for 24 hours and blisters are scabbed over or with a doctor's note clearing your child to return to school.

### **Medication Permission**

Children requiring medication during the school day must obtain an Authorization for the Administration of Medicine from a meds certified staff member. This must be completed by the family physician and delivered by a parent/ guardian to a lead teacher or director to the school with the prescribed medication in its original container with the action plan for dispensing clearly stated in writing. Tylenol and other over the counter medicine cannot be distributed by school personnel without a doctor's written authorization.

### **Immunizations**

The State of Connecticut requires verification of immunizations prior to your child entering or attending a childcare center. Failure to provide proof of immunizations and the health assessment will prevent your child from attending school. All applicants must meet the State of Connecticut Health Code requirements.

## **INFANTS: WHAT TO PACK**

**Parents are responsible for providing items on the supply list.**

### **Infant Program**

- At least two extra set of clothes, including socks
- Disposable diapers and wipes (cloth is not allowed)
- A bottle per feeding, formula, or breastmilk (No glass bottles)
- bottle bag with ice pack for travel
- 2 Play-yard fitted sheets, swaddle or sleep sack
- Burp cloths and bibs
- Baby food pureed or jarred

## **INFANTS SLEEP SAFE PRACTICES**

All staff are to be diligent in their awareness and implementation of infant safe sleep practices for all children under the age of 12 months. We recognize the importance of being vigilant in the adherence of best practice and state regulations regarding safe sleep. All staff responsible for the supervision of infants will ensure the following:

- Infants shall be physically observed at least every fifteen minutes to assess the infants breathing, color, temperature, and comfort.
- Infants are placed in a supine (back) position for sleeping in a well-constructed, free standing crib or other piece of equipment designed for infant sleeping and appropriate for the particular child
- The mattress is snug fitting and covered by a tightly-fitted sheet unless the child has written documentation from a medical provider specifying a medical reason for an alternative sleep position or alternate piece of equipment.
- When infants can easily turn over from the supine to prone position (back to front), they will be put down to sleep on their back, but then allowed to adopt whatever position they prefer for sleep.
- No items including, but not limited to, pillows, soft bumpers, toys and blankets, including weighted blankets, weighted sleepers, and weighted swaddles, shall be placed with an infant in a crib or hung over the side of the crib or other piece of equipment designed for sleeping except for a pacifier without attachments unless the child has written documentation from a medical provider specifying a medical reason for its use.
- Bibs and garments with ties or hoods shall be removed from infants that are placed to sleep.
- No toys or objects shall be attached to sleeping or rest equipment.
- No infant shall be put to sleep on a sofa, bed, couch, soft mattress, waterbed, or other soft surface.
- No infant shall be put to sleep or allowed to remain asleep in a child restraint system intended for use in a vehicle, an infant carrier, a swing or any place that is not specifically designed to be an infant bed unless the child has written documentation from a medical provider specifying a medical reason for their use.
- No infant shall be swaddled unless the child has written documentation from a medical provider specifying instructions and a timeframe for swaddling the infant.
- No child under 3 years of age shall have access to teething necklaces, teething bracelets or other jewelry that could present a choking or strangulation hazard.

#### **TODDLERS: WHAT TO PACK**

**Parents are responsible for providing items on the supply list.**

### **Toddler Program**

- Backpack and lunchbox
- At least two extra sets of clothing, including socks (and undies if potty training)
- Disposable diapers and wipes (cloth is not allowed)
- Sippy cup or refillable water bottle
- Crib sized sheet and blanket for rest on cots
- Lunch and two healthy snacks (Please send warm food in a thermos or cold food with an ice pack. Glass containers are not allowed.)
- Specific seasonal items as they are needed.

### **FOOD/HOT LUNCH**

Parents provide all meals/ snacks for your child at school. We recommend two healthy snacks and lunch if not purchasing hot lunch at school. If bringing a hot lunch from home it should be in a thermos to keep it warm and food needing to be kept cold should have an ice pack. A water bottle or sippy cup depending on what is age appropriate must also be provided for your child. At no time should medication be administered to any cups sent to school. Infants must have an Infant feeding schedule updated monthly as your child grows in our program. Parents must provide a bottle per feeding, any formula or breast milk, and any baby food. No glass bottles or containers are allowed. All new foods must be introduced at home before sending them to school in case of allergies or adverse reactions. Please also cut up any foods that may be a potential choking hazard. (hotdogs, apples, grapes) Popcorn is not allowed until the child is 3 years old.

Pizza hot lunch is available every Friday at the cost of \$2.00 per meal. A monthly lunch menu is made available for students to choose which Fridays they will buy hot lunch. Lunch selections and payment for the upcoming week must be made by the Friday of the preceding week. Lunch orders received after the deadline will not be accepted.

### **LITTLE LAMBS DRESS CODE**

1. Dress in comfortable play clothes and wear bottoms that are easily pulled up and down to promote independence.
2. Velcro shoes are preferred until students can tie their own shoes.
3. A few sets of extra clothes (including socks and underwear) should be kept at school. Reasons for a change of clothes include messy art or craft projects, irresistible water puddles, a wet slide at recess, spilt milk at lunch, or not making it to the bathroom in time. It is not uncommon to have several changes a day.
4. Every Monday, Little Lamb Toddlers who nap should bring bedding for the week in a labeled bag. Bedding will be sent home on Fridays or the last day of care for washing unless it needs to be cleaned sooner. Cots are sanitized daily and assigned to each child.
5. Children should come to school wearing clean clothing that includes coats and backpacks.

### **TOILET TRAINING**

We encourage you to work with your child's classroom teacher on this milestone as all children entering preschool must be fully potty trained . A clear understanding must be carried out at both, school and home. While potty training, please dress your child in clothing that is easy to get on and off. All children must use toilets at school, no portable potties from home can be used at school, per local health guidelines. Potty seats will be provided and disinfected after every use.

### **OUTDOOR PLAY**

Outdoor play is crucial to a child's development and is an extension of our curriculum. Plan for your child to be outdoors daily and dressed appropriately. The Program Director will decide whether or not outdoor play should be scheduled, and we will stay indoors if weather conditions are above 98 F degrees or below 32 F degrees.

Sunscreen can only be applied with parent permission. Sunscreen forms will be sent home in April and valid through October. Waterplay options are available for Toddlers during the summer months and a specific supply list will go home at that time.

### **DISCIPLINE**

The discipline policy of Immanuel Lutheran School is based on God's commands and is founded on Christian care and love for our students. Through positive guidance, setting clear limits, and consistent application of the rules and regulations, we strive to teach our students to deal with each other in a Christ-pleasing manner. It is understood that all Immanuel Lutheran School parents should fully cooperate with the school in the guidance and discipline of their children. Christian discipline is the application of self-control and orderliness as motivated by Christian attitudes.

If a behavior problem should occur, concerns should be discussed with the program director immediately. The program director will make observations on the child's behaviors. Depending on the nature of the incident and the age of the child, violations of rules and expectations may result in a meeting with the parents and caregiver to address the concerns. A required referral from a specialist or plan of action will be developed and agreed upon by all for the child. Establishing and maintaining a disciplined school environment is the shared responsibility of the teachers, staff, principal, Board of Christian Education, and parental support. Children with behavior that causes a disruption to other children's learning environment or causes danger to the health and safety of the children and staff may be suspended from school or not be allowed to remain enrolled at Immanuel Lutheran School.

### **BITING/CHALLENGING BEHAVIOR POLICY**

The teachers and staff at Immanuel Lutheran School and Little Lambs Learning Center strive to meet the developmental needs of the children in our care. The safety of the children is our first priority. Children with challenging behaviors, including hitting, biting, scratching, aggressive behavior, and spitting are subject to administrative withdrawal. We understand some behaviors are age appropriate and our goal is to work with the family on getting past these developmental learning curves. However, any child who becomes a threat to the safety of the other children in our care, or staff, can face immediate withdrawal. As each situation is unique, the decision will be at the director's or the principal's discretion. Reimbursement of prepaid tuition beyond the day of withdrawal will be refunded. It is the family's responsibility to find a new center or school that better fits their child's needs. Re-enrollment for a terminated child due to biting may be considered after four months, if parents can show the biting has subsided.

**The following steps will be taken to prevent these actions:**

- Staff members noticing any challenging behaviors with a child will address this issue with the director.
- The director and staff will observe the child and record the child's behavior.
- A meeting will be set up with the child's parents/guardian to discuss their observations and concerns.
- If a referral is needed, the parent/guardian must contact the child's pediatrician or other alternative behavior programs.
- The director and staff will aid the best we can in these supportive services.

**In the situation of a biting incident, the following procedure will be taken:**

- The children involved will be separated immediately. The child who was injured will be tended to first. The biter will be redirected to a calming area and spoken too, in an appropriate age manner about the situation. Example: "You hurt your friend." "We do not hurt our friends." "We have to use our words." Teacher will give the child the appropriate word to solve the problem.
- The parents of both children will be notified of the biting incident. An incident report will be kept on file for each child.
- Staff will "shadow" and redirect the child who is biting to help prevent future incidents for a reasonable amount of time, and aid with problem solving.
- If a child bites another child and draws blood, the child will be sent home and the director will decide the next proper measure.

After three biting incidents, the student may be withdrawn, **if posed as unsafe to the other children in the program**. Depending on the severity of the bite, such as breaking the skin, causing a bleeding wound, or refusing to let go, the child may be withdrawn after only one incident. Variables for the principal or director to consider are the severity of the bites, the circumstances of the biting incidents, and the safety of others around the biter.

## DISPUTE RESOLUTION

Should an issue of concern arise regarding any actions in the school or by a teacher, the following steps/process should be used in accordance with Matthew 18:15-17:

1. Contact the teacher or staff member. Discuss the concern with the teacher or other adult with whom you have a concern.
2. Contact the director. If you are not satisfied with the resolution from #1, contact the director so that a time may be set to meet with all parties in a joint meeting to discuss the concern.
3. Contact the principal. If you are not satisfied with the resolution from #2, contact the principal so that a time may be set to meet with all parties in a joint meeting to discuss the concern.
4. Contact the Board of Christian Education. If no resolution is found from #3, parents may appeal in writing to the Board of Christian Education. The Board will then set up a time to meet with all parties and the principal. Any actions or inaction taken by the Board of Christian Education are final. The Board of Christian Education only functions as a group. Each single member of the Board is not “the Board.”

### **FAMILY RIGHTS AND PRIVACY**

Parents have certain rights with respect to their child’s records. They are as follows:

1. The right to inspect and review the student’s educational records within one week of the request to access. This request should be made in writing and should specify what specifically the parent or legal guardian would like to view. The principal will arrange a time in which the parent(s) can view the records.
2. If a parent believes that there are items that are inaccurate or misleading they may request Immanuel Lutheran School to amend the record. If Immanuel Lutheran School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent in writing and advise them of their right to a hearing through the Board of Christian Education.

### **PARENT/TEACHER PARTNERSHIP**

We believe that a child's education is a partnership between parents and the school. We encourage parents to regularly contact the teacher through the Brightwheel app, or by email with any questions or concerns. In addition to ongoing communication, teachers are available to meet with parents during the following:

- Open House
- Tours
- Center Events

## **COMMUNICATION**

### **From the Principal**

It is important that parents keep informed of school events and their child's academic progress. A bi-weekly newsletter will be emailed to parents regarding general school events and notifications.

### **Parent/Teacher/Director**

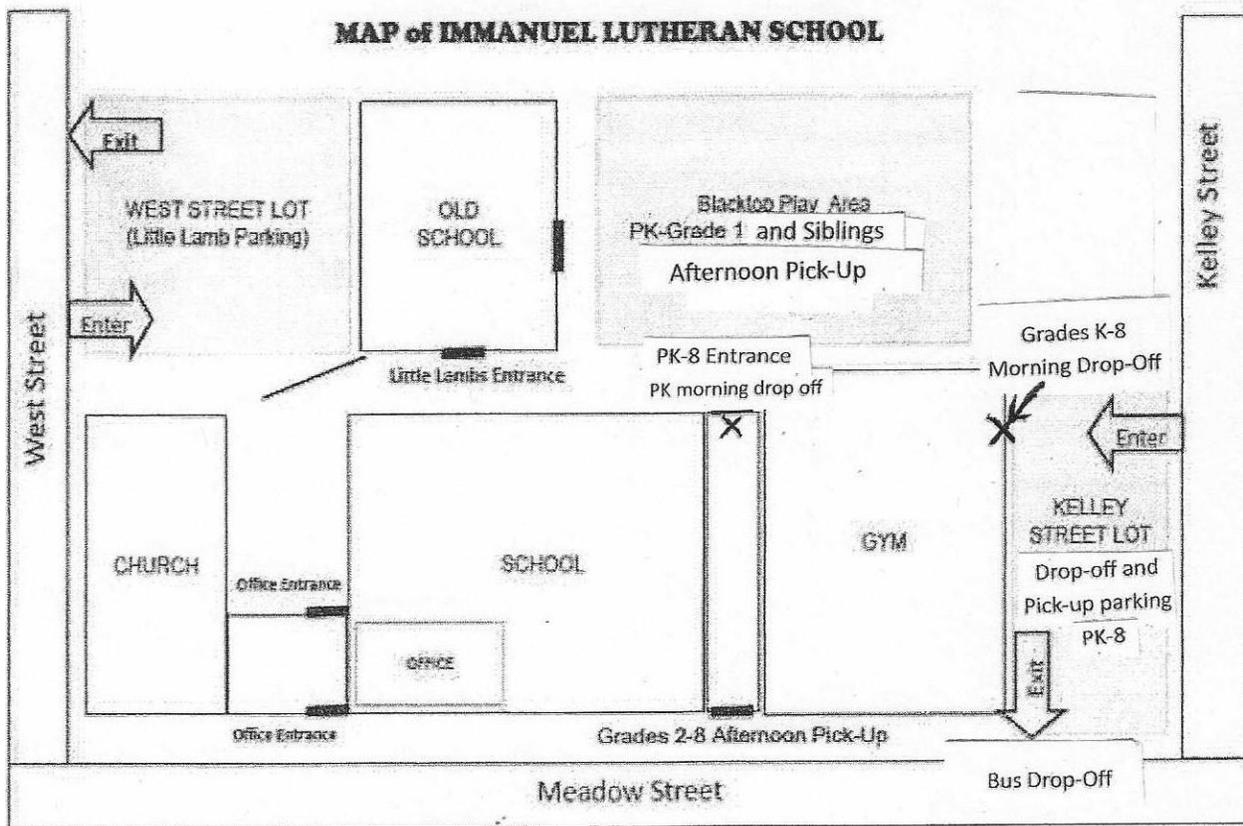
Parents can message on Brightwheel to communicate with your child's classroom teacher. Messages are available for all staff members to see, to keep the lines of communication open. Administrative messages will go directly to the center Director. Parents also have the option of emailing the center director. Brightwheel app will send updates throughout the day on your child. This includes diaper changes, feedings, curriculum, and photos. Reminders and upcoming events will be sent to parents via Brightwheel.

## **PTO (PARENT TEACHER ORGANIZATION)**

The PTO is a parent-teacher association for Immanuel. Various programs are offered for students and parents as well as entire families. Meetings are held on a regular basis.

## **VOLUNTEERING**

Parents of Immanuel Lutheran School students are asked to volunteer for events and activities throughout the school year. Events may include Germanfest, Mum Parade, Sauerkraut Supper, Fall and Spring Fundraisers, Field trip Chaperone, Christmas Pageant, Daughter Dance, Nerf Night, Lutheran Schools Week, Fairs, Musical Events, Book Fair, Back to School, Graduation Celebrations, Coaching Sports, and the hot lunch program. A sign up list is available at the Meet the Teacher event.



**PARENT PERMISSION FORM**

Please read and indicate your agreement with each statement by checking the box for each section. If you do not agree with a statement, do not check it. Your signature is required at the bottom of this page.

**Handbook Acknowledgement**

- I have read and understand the contents of the Immanuel Lutheran School Handbook that include the policies on discipline, illness, attendance, dress code and tuition.

**Photo/Video Release**

Throughout the year photos and videos will be taken of students, student activities, special events, etc. The school would like the right to use these photos and videos for news releases, posting on the school’s website, the year book, school-related presentations, hallway décor, and other marketing purposes. Photos and videos may be used to promote the school.

- I grant permission for Immanuel Lutheran School to use my child(ren)’s photos for the publications listed above.
- I grant permission for Immanuel Lutheran School to use my child(ren)’s photos for school use only.

**Illness**

- I understand that my child is not to come to school if they exhibit symptoms of illness as outlined in the handbook. I understand that my family’s honesty and cooperation regarding symptoms of illness plays a critical role in keeping everyone healthy..

Child’s name (printed) \_\_\_\_\_

Parent’s name (printed) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent’s name (printed) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_