Early Childhood Center Handbook

2026-2027

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Salem Lutheran School
5025 Lakewood Avenue
St. Louis, Missouri 63123
314-353-9242
slcas.org

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WELCOME TO SALEM LUTHERAN SCHOOL

OUR PHILOSOPHY OF CHRISTIAN EDUCATION

It is God's Holy Word that convinces us that it is "God our Savior, who wants all men to be saved and come to the knowledge of the truth." 1 Timothy 2:3-4

OBJECTIVES OF CHRISTIAN EDUCATION

With God's help, Salem Lutheran Church and School strives to meet the philosophy of our Christian Education through these objectives:

Connecting to Christ, Growing in Grace, Seeking to Serve

Connecting to Christ

- We understand that God creates, preserves and rules over all
- We realize that all fall short of the glory of God
- We confess that Jesus Christ is the only means of salvation
- We strive to help students come to know Christ as their personal Savior confident in the power of the Holy Spirit

Growing in Grace

- We pursue spiritual growth through daily devotions and weekly Chapels
- We joyfully express appreciation of God's gifts and the importance of using them wisely
- We actively pursue excellence in education through the development of:
    - thinking skills
    - social - emotional skills
    - physical skills
    - maturity in respect for authority
    - acceptance of personal responsibility

Seeking to Serve

- We are intentional about serving in our families and communities
- We challenge our students to show God's love in their neighborhoods
- We provide opportunities for our students to serve and develop their spiritual gifts
- We support parents, teachers, and staff members as they guide and direct students to put others before themselves

Parents, guardians, students, teachers, and staff are encouraged to pray constantly (1 Thess. 5:17) about the fulfillment of these objectives. In this way, they become a living extension of Christ and His will and mission in our world.

MANAGEMENT

Salem Lutheran School is a parochial school established as an educational mission of Salem Lutheran Church. It is at all times under the control of this congregation, which is responsible for its management and maintenance. The school is under the supervision of the School Board, which acts by authority and in accordance with the constitution and by-laws of Salem Lutheran Church and School. The Principal and Early Childhood Director serves in an advisory capacity on the School Board.

School Board Meetings are held monthly. Parents wishing to address the School Board with an idea or concern may send a FACTS or email to schoolboard@slcas.org.

NON-DISCRIMINATION POLICY

Salem Lutheran School does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, sexual orientation, age, religion, disability, veteran's status, or national origin in its educational programs or activities, including employment and admissions. At the same time, Salem Lutheran School cherishes its right and duty to seek and retain a student body and personnel who will make a positive contribution to its religious character, goals, and mission in order to enhance the Lutheran, Christian tradition.

SEXUAL HARASSMENT POLICY

It is the policy of Salem Lutheran School to provide an educational environment in which all students are treated with respect and dignity. The school prohibits any form of sexual harassment of students, whether verbal, physical, or environmental. It is a violation of this policy for any employee or agent of the school to harass a student or for a student to harass another student in a sexual manner. Federal and state law also prohibits sexual harassment of a student by a school employee. It is never a defense to a claim of sexual harassment that the alleged harasser did not intend to harass. The school has adopted administrative procedures for filing sexual harassment complaints. Complaints should be reported to a school counselor, the Principal, or the Principal's designee.

MISSOURI DIVISION OF FAMILY SERVICES

Salem Lutheran Church and School follows the expectations of Missouri's Department of Education, which requires school personnel to report to the Missouri Division of Family Services if they have reasonable cause to suspect that a child known to them in their professional capacity may be abused or neglected.

SECURITY CAMERA FOOTAGE POLICY

Security cameras are installed and used on Salem's property primarily for the purposes of establishing and maintaining a safe and orderly environment, for identifying disciplinary issues, for minimizing theft and vandalism, and for enforcing school rules. Security cameras may be used in any place on the campus where the public, students, and staff have no reasonable expectation of privacy, such as, but not limited to, entrances, hallways, classrooms, and office spaces. Footage from school cameras may be reviewed by school and church leaders and other authorities to better understand the circumstances of a concern or situation. The footage is not available for public viewing.

ENTRANCE REQUIREMENTS

2-YEAR-OLD CLASSROOM

To be eligible for enrollment a child must have reached their 2nd birthday. The last day of enrollment for new 2-year-olds is February 1st. They do not need to be potty trained to enroll in the 2 year old class.

DIAPERS AND WIPES

Parents supply diapers and wipes. Please label them with your child's name. You will be notified when the supply is getting low.

3-YEAR-OLD CLASSROOM

To be eligible for enrollment a child must have reached their 3rd birthday before August 1st and must be completely potty-trained, no pull-ups, and be self-sufficient. If they are not completely potty trained, they will continue to be charged at a Preschool 2 rate through any necessary transitional period until they are self-sufficient. Talk to the Early Childhood Director during enrollment if your 3-year-old is not potty trained.

PRE-KINDERGARTEN CLASSROOM

To be eligible for enrollment a child must have reached their 4th birthday before August 1st and be potty-trained. Pre-Kindergarten enrollment is for 3 or 5 days a week classes.

ENROLLMENT

When a child enters school for the first time, an official birth certificate issued by the Bureau of Vital Statistics must be presented. Baptismal and hospital certificates will not be accepted. Divorced parents must provide a copy of the dissolution decree that states custody rights. When a child transfers from another school, the parents must sign a form to release records from the previous school attended. An enrollment form providing information for the permanent record, including health records, shall be filled out for each child enrolled. Enrollment is not considered complete until all paperwork and fees are received. Students with incomplete enrollment may not attend classes until enrollment is complete or acceptable arrangements are made.

PROBATION

New Student Admissions: Students new to the school will be accepted on a nine-week probationary basis.

STUDENT REGISTRATION

Enrollment forms will be available by the end of February each year to students eligible to be enrolled in school. Classroom limits have been established. The families who are currently enrolled in the school will have an early registration period before other students will be allowed to enroll. Once that time period is over, the registration will be on a first-come-first-served basis.

A student is officially considered enrolled upon receiving the completed application form, the registration fee, established tuition payment plan, and an up-to-date immunization record.

HEALTH POLICIES

ENFORCEMENT OF IMMUNIZATION LAW

State health officials have announced that laws calling for vaccinations for communicable diseases will be strictly enforced during this coming school year. We must have the complete dates (month, day & year) the child was immunized. Simply stating "up to date" on the form will not comply with the law. State law requires that all children either be immunized or exempted from the immunization against the diseases of measles, German measles, poliomyelitis, and diphtheria on the first day of school.

Those not immunized will not be allowed to attend until they have complied with the law. The school is required by law to submit a report on the immunization status of students. Therefore, current and new students enrolled in Salem are required by Missouri State Law to have an updated immunization record on file for the student to start school.

If you wish your child to be exempted from the immunization requirements as stated by law because the immunization would endanger the child's health or life, please contact the school office for a Physician's Medical Exemption Form. This form will require your doctor's signature to be exempted from compliance with the immunization law.

HEALTH REQUIREMENTS

All students, Preschool through Grade 8, must meet the State of Missouri requirements for immunizations appropriate to their age by the first day of school. State law requires every child attending school to be immunized properly, and the health form must be updated for all enrolling or re-enrolling applicants each year. All new students must have a physical as well as all students entering Kindergarten, grades 3, 5, and 7. Students participating in athletics will need an updated physical every year, clearing them for sports activities on file. All immunization requirements must be met by the first day of school, or there will be NO admittance. For further information, contact the school nurse or Principal.

Parents: Before leaving for school each morning, please complete this short check on each child. If your child exhibits any of the following symptoms, it is recommended by the CDC to keep our child at home until those symptoms are no longer present:

- Sore Throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

ILLNESS

If children become ill during the day, parents will be called to make arrangements to pick up their child. We have no infirmary facilities in the school. Every attempt will be made to contact the parents in case of serious injury. If they cannot be reached, the school reserves the right to use its own good judgment and/or will follow the information given on the Application for Admission form. It is required that emergency contact information is kept current.

- Please help to reduce or prevent the spread of infectious diseases by keeping sick children at home until they are well. Keeping your child home while ill will protect them from further health risks. If your child is returning from an illness that requires medication to be given at school, please refer to the "Medication Authorization Form" included in this handbook. Observe signs of illness, such as tiredness, irritability, coughing, stomachache, and fever. When these signs or others occur, use the following information when caring for your children: Fever is a warning sign that something is wrong. If your child has a temperature over 99.6 degrees, keep the child at home so you can observe closely. If symptoms persist, consult with your doctor.
- Children must be fever-free for 24 hours, without medication, before returning to

school.

- Strep Throat may require antibiotics prescribed by a doctor. A child must be fever-free for 24 hours after the medication is started.
- Vomiting or Diarrhea requires that your child stays home for 24 hours after it has stopped. If symptoms persist, consult your doctor.
- Chicken Pox is occurring even with vaccination. If your child has been exposed to chickenpox, be sure to watch him or her for early symptoms of the disease for 13-17 days from exposure. Symptoms include slight fever, crops of red, and raised eruptions that change to vesicles and then form scabs. Your child should be kept out of school and away from other children. He/she may return to school in 5 to 7 days following the last onset of eruptions. Scabs need not be all gone, but they must be very dry.
- Symptoms of Pink Eye (Conjunctivitis) are itching, redness, and swelling of the eyelid, sensitivity to light, watering, and discharge from the eye. Check with your doctor for proper medication. Your child may return to school after 24 hours on medication.
- We maintain a no Nit/Head Lice Policy. Children determined to have either nit (eggs) or lice will be sent home for the day. The student should be checked again after ten days. In the event that a case of active lice is found in a classroom, the entire class will be checked on that day, and parents of affected classes will be appropriately notified.

MEDICATION ADMINISTRATION POLICY

The State of Missouri has issued regulations for dispensing medications at school. The following guidelines apply to prescription medicine as well as over-the-counter medications.

- It is the policy of Salem Lutheran School that giving medicine to students during school hours should be discouraged and restricted to necessary medication that cannot be given on an alternate dose schedule.
- A doctor's written order must accompany any prescription medication to be dispensed. The order must indicate the student's name, dosage, and time the medication should be dispensed.
- Written permission from the parent or guardian must be on file at school.
- Drugs must be in the prescription bottle and delivered to the office by the parent or guardian. In the case of refills, the bottles must be changed at each refill.
- The parent or guardian must administer the initial dose of any medication.
- All medications must be turned in to the school office. Exceptions are made for inhalers and EpiPens, which may be kept in the classroom.

Although Salem Lutheran School understands the inconvenience this may cause, we nevertheless are required to enforce these guidelines.

We are happy to assist you in the administration of medication for your child in accordance with your doctor's instructions. Please complete the Medication Authorization Form which can be found in the addendum section of the handbook.

Since this is a service that the school is not legally obligated to perform, we ask that you fill out a form that lists dosage, time of dosage, and dates for which the medication shall be given. Please have your doctor complete the form and sign it. We cannot assist you without this form on file.

All prescription medications must be in their original containers. Under no conditions will we give aspirin or other pain medications to students without a written consent form from the parents. It is illegal for us to do so.

Students are not allowed to have any medication in their pockets, purses, backpacks, lockers, lunch bags, etc. All medication must be kept in the office. If your child uses an inhaler or EpiPen, he/she may keep the inhaler or EpiPen in the classroom.

INCLEMENT WEATHER POLICY

Every attempt will be made to keep the school operating despite bad weather.

If school will be closed this information will be announced on local radio and television stations. We are listed as Salem Lutheran-Affton or Salem Lutheran School-Affton on channels KMOV 4, KSDK News Channel 5, KTVI Fox 2, and KPLR News 11.

DELAYED START/SNOW SCHEDULE

In the event we have a day with snow or ice, and it would be safer to start later, we will communicate via the local TV stations and FACTS that we will have a delayed start/snow schedule. On a delayed start day, the school doors will open for students beginning at 9:30 AM, and school will start at 9:45 AM. On a delayed start day, Wildcat Club will open at 8 AM.

EARLY RELEASE

If the weather worsens during the school day, parents will be notified via FACTS and Social Media to pick up their students as soon as possible.

Tuition will not change due to inclement weather.

ARRIVAL AND PICK-UP PROCEDURES

EARLY CHILDHOOD ENTRANCE HOURS

We strive to keep Salem a safe environment and need the cooperation from our families as they drop off and pick up children. Please be alert while in the parking lots, walking to and from your vehicles, and walking with small children. The North entrance of the ECC will have set hours when a person will greet you and open the door for you. These are noted on the door. Please pay attention to the times that the entrance is not open. If you are coming to school during these times, enter through the main floor doors by the school office. Arrivals before 8 AM should go to Wildcat Club.

LATE ARRIVAL

Consistent attendance and timely arrivals help children transition smoothly into their daily routines. Late arrivals are strongly discouraged, as they disrupt the classroom environment, interrupt ongoing lessons, and impact the learning experience for all children.

All children must be dropped off and checked in by 10:00am If a child has not arrived by 10:00am and does not meet the exception criteria below, they will not be admitted for the day, and parents must keep them home.

Exceptions will only be made for scheduled medical or dental appointments accompanied by a formal note from the provider, or for emergency situations evaluated at the discretion of the Director. For scheduled appointments, parents must notify the school office via email or phone no later than 9:00 AM on the morning of the appointment.

To protect the rest and routine of the classrooms, no late drop-offs will be accommodated between 11:30am and 2:30pm, regardless of an appointment note.

Tuition and fees remain due in full; no credits or refunds are issued for days a child is excluded due to a late arrival.

STUDENT PICK-UP PLAN

General Guidelines

- There will be NO parking or pick-up on either side of Lakewood Avenue.
- Times are staggered so parents can pick up students from all pick-up locations. Please plan accordingly.
- For children's safety, please wait for teachers to dismiss cars from the parking lot.
- If you have after-school business matters at Salem, park in the lower front lot, meet your children at the pick-up location, take the children with you, and come into the school.

Preschool 2's and 3's (3 PM) Classroom Door Pick-Up

- Park on the lot on Frankfort (lower front lot) next to the Preschool entrance.
- Ring the bell by the Preschool doors to enter the building.
- Pick up your child at their classroom door. Please wait in the hallway.
- If you wish to go right on Gravois, follow Frankfort to Gravois and turn right.
- If you wish to go left on Gravois, turn left at the alley by the U.S. Bank parking lot, turn right on Heege, then turn left on Gravois.

Pre-K (3:05 PM) Cafeteria Pick-Up

- Park on the lot on Frankfort (lower front lot) next to the Preschool entrance.
- Ring the bell by the Preschool doors to enter the building.
- Pick up your child in the back of the cafeteria.
- If you wish to go right on Gravois, follow Frankfort to Gravois and turn right.
- If you wish to go left on Gravois, turn left at the alley by the U.S. Bank parking lot; turn right on Heege, then turn left on Gravois.
- Any student not picked up by 3:15 PM will be taken to Wildcat Club.

GENERAL GUIDELINES FOR ALL PARENTS

All our preschool classrooms follow a daily schedule beginning at drop off between 8 and 8:15 AM. Our teachers create a schedule that works for their age group.
There will be no parking or pick-up on either side of Lakewood Avenue.

If you arrive at school after ECC Welcome Center Hours, come to the school office to sign in to have office staff mark attendance and lunch choice.
If a child is to be dismissed to someone other than his/her legal guardian, written permission should be presented.

If a child needs to be picked up early, please come to the main school office and then the child will be released to you. If possible, a note should be given to the teacher in the morning, notifying him/her of the early dismissal.

OUR TEACHERS AND STAFF

All of our classroom teachers have a bachelor's degree or higher in education or are pursuing a degree or certification in education or child development.

PERSONAL DAYS

Scheduled days will not change due to an absence. Parents cannot "make up" for days their child has missed.

SUPPLIES

A class supply list will be mailed before the start of the school year for the students to purchase the items they will need for the school year. The students are expected to have the supplies needed at the beginning of the school year and replenish supplies as needed throughout the year.

SCHOOL CLOTHES

Dress your child in comfortable clothes. We will do messy projects and will use indoor and outdoor play equipment daily. Tennis shoes are recommended for your child's safety (no flip-flops or sandals without a back strap). We go outside when weather permits, and the playground is primarily covered with mulch. Please send your child with a warm coat, hat, and gloves on cold days. Please label all items with your child's name.

LOST AND DONATED

Items that are lost or are found on campus are generally turned in to the office. Children are accountable for their valuables at school, and parents should teach their child/children to be responsible for these items. Losses should be reported to the teacher and the office immediately. Any items not claimed at the end of the year will be donated to charity. Salem Lutheran School will not be held responsible for lost money or personal items.

BEHAVIOR EXPECTATIONS

In each classroom, there are rules, routines, and positive reinforcement to help children learn and understand expectations of behavior to keep friends, adults, and our bodies safe. It is our goal to make school a positive and enjoyable experience for each child. Our goal is to offer an atmosphere where all children, teachers, and other adults are valued and respected.

When inappropriate behavior continues to be a problem, parents are informed of the frequency, intensity, methods of redirection, and possible motivation for the behavior. Teachers will handle the majority of discipline within the classroom. Repeated and/or harmful behavior to self or others will be called to the attention of the Early Childhood Director and Principal and parents will be notified. Severe or chronic challenging behavior may result in parent notification to pick up the child from school for the remainder of the day and next school day. Behavior will be monitored, and there will be daily communication with the family.

If the behavior persists, and if a child's behavioral or developmental needs cannot be met, a child's behavior continues to significantly disrupt the educational environment, or the safety of staff/children cannot be ensured, it may be determined that the program does not meet the child's needs. At that time, it may be necessary to withdraw the child from the program. Salem reserves the right to deny acceptance or withdraw a child from the program at any time during the school year that a child's needs cannot be met.

We are blessed to have access to many resources in our area. We ask families to commit to working together to support each child in all areas of development and use the resources in our community such as the local school district.

Examples of persistent challenging behavior:

1) Physical aggression towards adult or peer (hitting, pulling hair, biting, kicking, spitting)
2) Tantrums/Disruptions (throwing items, loud vocalizations, screaming, cursing)
3) Running away (leaving the unsupervised area alone and without permission)
4) Breaking/destroying items (deliberately impairing or destroying items, property damage)
5) Unsafe behavior or words (dangerous acts such as standing on tables, using materials inappropriately, or unsafe words that reflect danger to self or others)

Any student causing intentional injury to another child, who damages property, or is openly defiant toward authority, may be sent home. Readmission to school may occur after students and parents meet with the Principal, Early Childhood Director and teacher.

PROGRAM DISMISSAL

The following circumstances may result in a child being dismissed from our preschool.

- Incomplete forms
- A child who does not adjust to behavioral recommendations as stated in the behavior expectations
- Accounts overdue

DAMAGES

The child will be required to reimburse the school for the loss of as well as for any willful or careless damage to classroom books, supplies, and equipment. Students will be held responsible for school furniture, facilities, and equipment that is deliberately or carelessly defaced, damaged, or marred. The damaged item(s) will be examined, and the cost will be

determined by the Principal.

STUDENT ATTENDANCE, ABSENCE & TARDIES

The school doors open at 8 AM daily. Students that need to arrive at school prior to 8:00 AM or stay beyond 3:30 PM. must be signed in to Wildcat Club. ANY student who arrives before 8 AM should remain in their cars, or be signed in to Wildcat Club. There is no supervision of students who stand in front of the school before school hours.

We have three preschool classroom levels - preschool 2's, 3's, and Pre-Kindergarten 4's. Our core preschool hours are 8:15 – 11:15 AM. Students will not be permitted on the playground before school opens.

LATE ARRIVAL

No late arrivals after 10 am, unless an appointment note (doctor, dentist,etc.) is provided, or for emergency situations to be determined at the discretion of the Early Childhood Director. If a child is not in attendance by 10 am, parents will be asked to keep their child home that day. Late arrivals need to work with the teacher to arrange for a hot lunch purchase immediately.

COMMUNICATION

Clear and consistent communication is critical to the success of any organization and family. This is also true at Salem. Please take time each day to check FACTS and review newsletters from your teachers and the school office. If you have any questions, concerns, or just a great idea, please do not hesitate to contact your teacher or the Principal. We are here to partner with you in excellent Christian education. Let's be sure we are walking together as we lead our children along God's path. Orientation at the beginning of the school year will provide each family with the appropriate class/teacher information relating to class schedule, curriculum, etc.

Salem communicates with families in several ways:

- WEEKLY NEWSLETTERS
  Our school-wide newsletter, *Wildcat Weekly*, provides essential current news regarding Salem Lutheran Church and School and is the official source of information. *Wildcat Weekly* will be emailed to parents via FACTS and at www.slcas.org/school/current-families/. Your classroom teacher will send home a weekly newsletter highlighting class activities.

- FACEBOOK PAGES
  Salem Lutheran School's page is Salem Lutheran School - Affton. Salem Lutheran Church's page is Salem Lutheran Church – Affton. These are great resources to see activities happening during the day, what is coming up, and general reminders. Salem's Parents and Teachers (PATS) also has a Salem Lutheran School PATS page, and we have an alumni page at Salem Affton Alumni Association.

- WEBSITE
  Salem Lutheran Church and School hosts a website at www.slcas.org. Announcements, a calendar of events, class pages, PATS activities, school and church email addresses, church worship schedules, sermon podcasts, and other information can be found there.

We host a page for school families that provides much of the information you may be looking for, such as The Wildcat Weekly, forms, registration for upcoming events, Athletics Schedule, and more. www.slcas.org/school/current-families/.

- CLASS DOJO
  An online community that allows faculty and staff to share activities and information about what is happening in your child's class

- FACTS
  Salem's communication program provides a way for faculty, staff, and families to stay in contact through email. Parents can track their student's progress and lunch balances. If you do not know your FACTS login information, you can call the office.

RAISERIGHT GIFT CARDS FOR TUITION

When purchasing RaiseRight gift cards, parents may designate that 50% of the profit be used for tuition. Church members can also designate that their profits go toward a school family of their choice or have it continue to help fund PATS ministry here at Salem.

STUDENT SERVICES

REACHING MILESTONES

Each year, parents will complete the ASQ-3 and ASQ SE- 2 Questionnaires. These child development questionnaires will be given to each family at the beginning of the school year.
A follow-up questionnaire may be given again after 6 months.
A child may need extra help to reach milestones. To help meet learning goals, your child's teacher may request parents to reach out to the local school district or child's pediatrician. If a parent has concerns, they can talk to the child's teacher and the local school district Parents as Teachers Program. Testing to see if your child needs support in reaching milestones for communication, gross motor, fine motor, problem solving, social emotional, and personal-social will benefit your child now and in the future.

COUNSELING SERVICES

The Lutheran Family & Children's Services (LFCS) Behavioral Health program provides counseling services at Salem Lutheran School. A full-time licensed professional counselor (LPC) on staff at Salem delivers individual and group services to clients. LFCS services are cost-free and are fully grant-funded through the St. Louis County Children's Service Fund. Preschool 3-8th grade students can be referred by family, teachers, and friends, or they may refer themselves and can be seen for a wide variety of reasons including but not limited to: Family Dynamics/Divorce, behavior concerns, self-esteem, friendship or social concerns, anger regulation, anxiety, depression, grief or loss, social-emotional development, goal setting and overcoming personal challenges.

School-based counseling activities include intake, assessment, treatment, safety planning, therapy sessions, case management, and aftercare/discharge planning. LFCS therapists utilize

evidence-based, research-informed, or best-practice treatment approaches that best fit each individual student. Services for each student are individualized based on student needs and preferences. The school therapist also acts as a resource for Salem as a whole, offering informational presentations to children, teachers, and faculty/staff as needed. They may also be involved in care coordination meetings with teachers, staff, and parents to discuss a child's specific situation, helping support the staff and parents as they work with the child or advocate on the child's behalf.

Salem also partners with the Learning Disabilities Association. LDA is a resource for Salem and offers workshops to teachers and parents, and classroom and individual observations.

SPEECH AND LANGUAGE THERAPY

LASE Specialized Education provides special education and speech/language therapy services.

SALEM FOOD ALLERGY POLICY

Salem is committed to providing a safe and nurturing environment for students during meal times. We understand the importance of providing accurate nutrition and allergen information for students to make informed choices for their health and well-being, and we are dedicated to creating an environment that ensures information accuracy always. Furthermore, we understand the impact that food allergies and medical conditions can have on the life of young people. We desire to accommodate children with special needs. We encourage collaboration with school personnel, parents and caregivers, and medical providers.

Currently, at Salem, the school administration educates the faculty and staff (cooks, etc.) about numerous allergens and the use of EpiPens and other treatments for various allergies. Through videos before the school year, the staff can prevent possible dangerous situations.

Communication among students, parents, administrators, teachers, cooks, and the school nurse is the key to avoidance of possible emergency situations. Every Salem teacher and staff member needs a list of students for the academic year who are at risk due to medical conditions. Physician's notes are to be on file in the offices of the Principal and school nurse.

Salem students with allergies are not required to eat at separate tables away from their classmates. These students will be seated with their informed friends who do not have any food or have food containers that have touched possible allergens (Teachers and staff will be checking for safety and appropriate foods.) Washing of hands, by all students, before and after eating is a must.

At birthday parties, Christmas parties, field trips, etc., parents should consult the teacher before bringing treats to school to avoid possible dangerous food for students with allergies. If there is a doubt about the contents of the treats being brought in by the parents, the teacher is responsible for informing all parents. The parent of the student with the allergy will be encouraged to bring a snack that would be more appropriate.

SCHOOL SNACKS

Children will have a morning snack during the school day. Check your teacher's policy on bringing snacks.

LUNCH PROGRAM

Our lunch program operates on a prepaid basis. Parents are expected to monitor their accounts to ensure adequate funds are available for lunch. Parents may view and pay for lunch electronically through their accounts on FACTS. Manual payments made by cash or check can also be accepted. Payments may be brought to the school office or in one of our two Wildcat mailboxes. These mailboxes are located on the school office door and the wall at the Early Childhood entrance. Payments dropped in the mailbox must be put in an envelope and marked with the student's name. Envelopes are provided.

A carton of milk is included with each hot lunch when purchased. Families can pay for an additional carton or bottled water. A menu of lunches that will be served each week will be published at the beginning of each month, published weekly in the Wildcat Weekly, and available online.

Students who order lunch in the morning will be provided lunch and charged appropriately for it. If a student leaves school for the day or during the lunch hour (i.e., for an appointment), they will not be charged for the lunch order.

If you are sending a cold lunch from home, please be sure your child's name is clearly marked on a lunch bag or box. Refrigeration and microwave use are not provided. Please include an ice pack in the lunch bag to keep your child's lunch cold, or put hot items in a thermos to keep warm. Please be sensitive to students with peanut allergies. Peanut-free snacks are recommended to help our students.

Parents are strongly encouraged not to bring in outside "fast food" for lunch. Parents and other family members/significant others are welcome to join their student for lunch during the day if arrangements have been made with the teacher and the office.

LUNCH BUNCH

Lunchbunch can be added daily from 11 AM-12 PM. Children can order hot lunch or bring cold lunch from home. 24-hour notification is required. Pick up your child from Lunch Bunch at the main school office.

EXTRA-CURRICULAR ACTIVITIES

The Early Childhood Center provides a variety of activities such as soccer and music taught by community organizations. There are additional fees for these activities. Watch your classroom newsletters for information.

WILDCAT CLUB GUIDELINES AND PROCEDURES

Wildcat Club is a childcare program that provides quality before and after-school care. It is designed to be a link between home and school. Our Wildcat Club support staff supervises, teaches, and interacts with children. We promote the social, emotional, physical, and

intellectual development of each child by exposing them to many learning activities. Our hours are 7 - 8 AM and 3:30 - 6 PM. Wildcat Club is available on in-session school days.

All students who arrive at school before 8 AM or who remain at school after 3:15 PM (Preschool-Grade 2) or 3:25 PM (Grades 3-8) will automatically be assigned to the Wildcat Club program and assessed the appropriate fee unless arrangements have been made or there is an emergency.

Wildcat Club is not available on snow days but will be available for a late start 1.5 hours before school start time. Parents will not be able to bring their child on a different day to "make up" a snow day.

Pick up and Drop off Procedure

- Dropping your child off or picking them up in the Early Childhood Room or K-8th Wildcat Club Room: The parking lot is available on the lower lot. Do not drive up on the pavement near the back door. The doors are kept locked. Please ring the doorbell. Preschool- 8th-grade parents must come into the building to sign their child in and out.
- Please bring your I.D. until we get to know you. Inform the emergency contacts to bring their I.D. to pick up your child.

Rules

- Electronic devices or handheld games are not permitted.
- Cell phones cannot be out or in use. The phone in the Wildcat Club is to be used for school-related needs only.
- In the Wildcat Club general school rules apply. Failure to follow these rules will result in a timeout, or if the situation is extreme or repeated, the students will be sent to the Principal's office and Wildcat Club services may be revoked temporarily or permanently.

Rates

- See the Financial Policies and Fees (addendum) for Registration and Hourly Rates.
- Families who use the Wildcat Club for emergencies will also be charged a registration fee.
- Fees for the Wildcat Club are per student.
- Any child dropped off or picked up outside of the posted hours of Wildcat Club will incur a fee of $1.00 per minute.
- Charges for children attending the Wildcat Club will be billed every 2 weeks.
- Wildcat Club is billed per hour (to the next ½ hour).
- Wildcat Club is billed twice a month, and payments will be automatically drafted from your designated FACTS account on the 10th and 25th.
- Statements are sent home or emailed. Contact the Early Childhood Director, Finance Coordinator, or school office with any questions.

Repeated late payments, failure to follow Wildcat Club policies and procedures, or an excessive number of late pick-ups will result in the permanent discontinuation of Wildcat Club services. The child will be taken to the school office and a phone call will be made to pick up the child.
Steps if payment is not returned on time:
1) A reminder letter will be sent home

2) Phone conversation
3) Letter confirming that child(ren) will not be able to attend until the balance is paid in full.

Report cards/progress reports may be held by the school office until the account is up to date.

Families who use the Wildcat Club on a regular basis may wish to pre-pay for the weeks that will be used. Contact the office for details.

PARENT AND VOLUNTEER INVOLVEMENT

PARENTS AND TEACHERS FOR SALEM (PATS)

Parents and Teachers for Salem is an auxiliary organization that supports the mission of Salem Lutheran Church and School. Its primary purpose is to unite parents and teachers in spiritual, educational, cultural, social, and financial activities for the welfare of the school, congregation, and community. All parents, grandparents, and guardians of children enrolled in Salem are welcome to join this organization. Contact the school office if you are interested in being connected with something that can talk with you further about taking on a leadership role or assisting in an activity or program.

FAMILY VOLUNTEER SERVICE HOURS POLICY

The success of Salem Lutheran Church and School's programs and activities is due in large part to the positive support and involvement of families. To encourage participation by all families, Salem is instituting a Family Volunteer Service Hours requirement for families of our enrolled students. *Below is an abbreviated version. Additional information can be found in the Parent Student Handbook.*

- All Salem families, Preschool 2 through 8th grade, are expected to participate.
- Families are required to volunteer for Church and School programs for a total of 10 adult hours per K-8 family & 5 adult hours per preschool family. Families with multiple students will follow the requirement based on their oldest child's enrollment.
- Families are encouraged to seek out opportunities to serve at the start of the school year and begin clocking hours as the year continues. All volunteer positions will require pre-coordination and sign ups are first come, first served.
- Anyone may work on behalf of a Salem Family, though workers must be high school age or older unless prior approval is given.
- All Volunteer Service Hours must be completed by the last day of the school year.
- Incomplete school service hours will result in an assessment of $20 per incomplete hour.
- Assessments must be paid by June 30st. Re-enrollment, tuition assistance, release of grades and graduation will be forfeited if the service requirement or dollar penalties are not met. Any service hours completed after the last day of the school year apply to the following school year.
- It is the workers' responsibility to electronically complete the Salem Volunteer Hours Tracking Sheet in Google forms to receive credit for hours worked. Hours worked must be entered in the google forms document to be tracked. https://bit.ly/SLCAStracker

Announcements for volunteer opportunities will be included periodically in the Wildcat Weekly Newsletter, sent via emails and on Salem School's website and social media pages.

VOLUNTEER GUIDELINES

Volunteers are a vital part of the program of Salem Lutheran School. The dedicated assistance these persons provide enhances the entire program of Salem and expands the normal classroom activities of the students. We are most grateful for all of the aid our volunteers provide.

To encourage participation and recognize volunteers, the following guidelines are presented:

1. For certain volunteer situations that involve supervising children, a volunteer card must be completed beforehand so that a background check can be run.
2. All volunteers shall check with the classroom teacher regarding appropriate times and activities.
3. Upon arrival during a school day, volunteers shall check in at the office.
4. Disciplining the students shall be the responsibility of the classroom teacher.
5. Volunteers shall model Christian behavior for the students at all times.
6. Smoking is prohibited in the building and at all school-related functions, including field trips.
7. Confidentiality for student conduct shall be maintained. The classroom teacher will be responsible for reporting any necessary situations to the parents.
8. Situations deemed undesirable will be reported to the Principal.
9. Volunteers shall dress in an appropriate manner.
10. Volunteers may be asked to submit to a background check for insurance purposes.

We sincerely hope these guidelines will be received in a spirit of cooperation, and that our program at Salem Lutheran School can continue to benefit our children.

2023-2024 COVID-19 ADDENDUM TO THE EARLY CHILDHOOD HANDBOOK

Salem Lutheran School's leadership continues to use its best judgment as we move forward taking into account the number one priority, the safety and care of our students, families, faculty and staff. We will continue to implement key mitigation strategies recommended by the CDC to support safe learning environments and reduce the spread of COVID-19.

Each of us will play a role in our collective safety.

On campus, proactive safety measures are being implemented to ensure a safe environment, with staff members, students and visitors being required to adhere to CDC recommendations for schools. While our plan specifies guidelines for our staff and students to follow daily, everyone's health and safety is dependent on each individual doing their part. Off campus, Salem families are expected to conform to CDC and local health department recommendations to help reduce the risks of exposure to their children as well as the students and staff at the school.

Classes resume Wednesday, August 16, 2023. Below is our plan for a successful return:

- All instruction will take place in-person.
- Preschool Quarantine Credits will continue to be issued to families affected by the quarantine of a preschool classroom.

In the event of a positive COVID-19 test result or secondary exposure case at Salem, we will continue to follow CDC guidelines.

MEDICATION AUTHORIZATION FORM

Students needing medication to be given during school hours must have a medication authorization form on file in the student health record. A doctor's written order must accompany any prescription medication to be dispensed. *All medications including over-the-counter medications must have an authorization form completed.*

Parents must supply the medication in a container with the original label, appropriately labeled for administration during school hours. Medicine to be given at school is to remain at school for the period of time it is to be given. Please have your pharmacist label two containers for prescription medications, one for school and one for home.

I hereby request school personnel to supervise the administration of the medication for my child, named below. It is understood that the school is administering medication to my child and/or supervising the administration thereof gratuitously and in reliance on my request and the accompanying physician's request. Accordingly, I assume all responsibility regarding this matter and hereby release the school, its personnel, and governing administration bodies from any and all liability as to injuries or ill effects of any kind which may be caused thereby, including those ill effects caused by school personnel failure to remind students to take the prescribed medication and to monitor its dosage.

Child's Name _____Grade _____D.O.B. _____

Medication _____

Dosage/Time to be given _____Total Daily Dosage _____

Starting Date for Medication _____Discontinue Medication on _____

Reason for taking medication_____

Possible side effects _____

Student allergies to past medications _____

Physician Name _____Physician Number _____

_____

Physician Signature Date

_____

Parent Signature Date

****

REQUEST FOR CHILD TO SELF-ADMINISTER MEDICATION

Because this is a non-prescription medication, we want our child to self-administer the above-named medication. I realize there are additional responsibilities in doing so and assume responsibility for those liabilities.

_____ _____

Parent Signature Date

I have trained the child named above and consider the child to be capable of self-administering an inhaled medication, an epi-pen, or insulin. *Only a rescue inhaled medication for asthma or an epi-pen for severe allergic reactions may be carried by the student.*

_____ _____

Physician Signature Date

BEHAVIOR EXPECTATIONS FORM

In each classroom, there are rules, routines, and positive reinforcement to help children learn and understand expectations of behavior to keep friends, adults, and our bodies safe. It is our goal to make school a positive and enjoyable experience for each child. Our goal is to offer an atmosphere where all children, teachers, and other adults are valued and respected.

When inappropriate behavior continues to be a problem, parents are informed of the frequency, intensity, methods of redirection, and possible motivation for the behavior. Teachers will handle the majority of discipline within the classroom. Repeated and/or harmful behavior to self or others will be called to the attention of the Early Childhood Director and Principal and parents will be notified. Severe or chronic challenging behavior may result in parent notification to pick up the child from school for the remainder of the day and next school day. Behavior will be monitored, and there will be daily communication with the family.

If the behavior persists, and if a child's behavioral or developmental needs cannot be met, a child's behavior continues to significantly disrupt the educational environment, or the safety of staff/children cannot be ensured, it may be determined that the program does not meet the child's needs. At that time, it may be necessary to withdraw the child from the program. Salem reserves the right to deny acceptance or withdraw a child from the program at any time during the school year that a child's needs cannot be met.

We are blessed to have access to many resources in our area. We ask families to commit to working together to support each child in all areas of development and use the resources in our community such as the local school district.

Examples of persistent challenging behavior:

1) Physical aggression towards adult or peer (hitting, pulling hair, biting, kicking, spitting)
2) Tantrums/Disruptions (throwing items, loud vocalizations, screaming, cursing)
3) Running away (leaving the unsupervised area alone and without permission)
4) Breaking/destroying items (deliberately impairing or destroying items, property damage)
5) Unsafe behavior or words (dangerous acts such as standing on tables, using materials inappropriately, or unsafe words that reflect danger to self or others)

Any student causing intentional injury to another child, who damages property, or is openly defiant toward authority, may be sent home. Readmission to school may occur after students and parents meet with the Principal, Early Childhood Director and teacher.

PROGRAM DISMISSAL

The following circumstances may result in a child being dismissed from our preschool.

- Incomplete forms
- A child who does not adjust during the probationary period or to behavioral recommendations as stated in the behavior expectations
- Accounts overdue

_____ _____

Parent Signature Date

PARENT ACKNOWLEDGEMENT FORM

My signature below indicates that I agree to and will follow & uphold the Early Childhood Policies outlined in this handbook.

_____ _____

Parent Signature Date

Returned to Salem School Office on _____