



**Holy Trinity Lutheran School
and
Concordia Learning Center**



Parent Handbook

13249 S. Redwood Road, Riverton, UT **84065** | www.holytrinityut.org |

Ms. Sue CLC Director 801-580-9318

Ms. Deanna School Principal 801-403-8250

Holy Trinity Lutheran School and Concordia Learning Center Handbook for Parents

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Church and School Personnel

Pastor:

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Concordia Learning Center Director:

Ms. Sue Walker | susiew@q.com | 801-580-9318

Principal, Elementary Teacher, Church Office Manager:

Ms. Deanna Smith | admin@holytrinityut.org | 801-403-8250

Kindergarten thru 5 Grade Teacher:

Ms. Denise Stueber | teacher@holytrinityut.org | 801-455-5795

Board of Education:

Chairman: Mr. Kevin Andrews | kandrews@ubinsurance.com | 801-580-1470

Secretary: Ms. Lisa Jungemann | lisa@lisajungemann.com | 801-232-4796

Member: Ms. Susan R. Opel | sropel87@gmail.com | 801-358-4071

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Welcome

Welcome! Our theme for the school year is “*And I will give them one heart, and a new spirit I will put within them.*” ~Ezekiel 11:19, and we are excited about all that God has in store for us as we learn together.

Our goal at Holy Trinity Lutheran School and Concordia Learning Center is to help children grow in their love for Jesus, to develop their God-given gifts to the fullest, and to prepare them for a fulfilling life as Christian citizens. We strive to achieve these goals through love, understanding, and working closely with parents.

We recognize that children learn best through direct hands-on experiences. At Holy Trinity Lutheran School and Concordia Learning Center children will experience life and educational components through art, math, science, movement and music, literacy, and language. There will also be plenty of time for social interaction through play.

Along with our academics, we believe that a child’s spiritual growth is equally important. We accomplish this by having religion lessons (Jesus time & Bible stories) each day and chapel once a week. We begin our meals with prayer and integrate each day with Jesus.

We are committed to providing your child with an environment that encourages independent, social, and spiritual growth.

In Christ,

Ms. Sue- CLC Director and Ms. Deanna- HTLS Principal

Our Philosophy

We believe that children learn through playing, exploring, and interacting with others. At Holy Trinity Lutheran School (hereafter referred to as “HTLS”) and Concordia Learning Center (hereafter referred to as “CLC”), we strive to provide a safe, nurturing, loving, and clean environment to foster children’s development. We are committed to showing respect through a warm, encouraging, and caring attitude.

Objectives

Our school will:

- Assist students in realizing their relationship with God and, hence, their relationship to others.
- Teach and apply knowledge and basic skills—presenting all subject matter in the light of God's inerrant Word.
- Teach students to live a sanctified life, glorifying God by using the many, varied talents He has given them.
- Recognize and address the changing needs of the students.
- Provide opportunities for interaction between the church, the school, and the community.
- Strengthen families by forming partnerships with parents and providing them with a Christ-centered model for family living.
- Teach students to be good stewards of God’s many gifts.
- Equip students to share their Christian faith so that others may know Christ as Savior and to encourage and build up one another in the faith.

Administration and Organization

Our school and learning center are owned, operated, and supported solely by Holy Trinity Lutheran Church, a member congregation of the Lutheran Church-Missouri Synod. The policies governing our school are administered by the School Board, which is elected by voting members of the congregation. The policies of the School Board are carried out by the principal, who with the assistance of the staff, supervises the school's daily operation.

Non-Discriminatory Policy

HTLS and CLC admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Admission and Enrollment

Admission Age Requirement

Students must reach the following ages on or before September 1, in order to be eligible for admission to the class:

Preschool 3: 3 years old

Kinder College: 4 years old

Kindergarten: 5 years old

First Grade: 6 years old

Second Grade: 7 years old

Third Grade: 8 years old

Fourth Grade: 9 years old

Fifth Grade: 10 years old

Permanent Records

Beginning in Kindergarten, a permanent record file for each student is maintained by the school office. This file contains personal information, academic records, health records, attendance figures, and test scores. Information regarding the accessibility of school records by parents and/or students, and the right of a parent to alter, expunge, or restrict the usage of such records, is outlined in the Buckley Amendment. The Buckley Amendment is a federal law giving rights to parents and students over eighteen (18) years of age to view their school records.

Transferring to Another School

Parents should notify the principal if they plan to transfer their child to another school. The procedure for transferring records is initiated by the new school through the signing of a Record Release Form. All fees owed to Holy Trinity must be paid before these records will be released.

Hours of Operation

School is in session from 8:30 AM to 3:00 PM.

Extended Care is available 7:00 AM to 6:00 PM.

School office hours are 8:00 AM to 4:00 PM during the school year.

The school office is closed during school holidays.

School Closing

If HTLS and CLC are closed for the day due to inclement weather or other emergency, radio stations KALL-AM 910 and KSL-AM1160 will be notified. Parents will also be informed through a Remind text or email, if registered to an account.

Traffic Flow Guidelines

Please use designated stalls appropriately and don't block other cars from entering or leaving accordingly.

Calendar

The school year follows the traditional school calendar and is found on page six (6) of this parent handbook. Reminders of observed holidays and early dismissals are included in the school newsletter. The school calendar may also be accessed on our website, www.holytrinityut.org.

Christian Growth

Chapel: Once a week, all students assemble for a worship service. The services are led by the pastor of Holy Trinity Lutheran Church, our principal, guest clergy, or faculty members. Parents are encouraged to attend these chapel services. Most services last about 30 minutes.

Catechism: Pastor meets with our upper grades teaching them Lutheran Theology in preparation for confirmation.

Chapel Offerings: A chapel offering is received and sent directly to carefully chosen missions. This is an excellent time for children to learn about giving cheerfully and regularly to their Lord. Examples include: South Valley Services and Operation Christmas Child.

Christmas Service: Students are annually involved in presenting the Christmas story to friends and relatives.

Church and Sunday School Attendance: Religious training at Sunday School and Sunday worship services is a vital part of a child's total upbringing in the nurture and admonition of the Lord. Parents are encouraged to set good examples by regularly attending Sunday worship services with their children as well as Adult Bible study. Students sing in church periodically; although not mandatory highly encouraged.

Daily Devotions: Each day at our school, students will participate in daily classroom devotions and in the study of God's Word as found in the Bible.

Academics

Curriculum

HTLS and CLC are based on the firm foundation of God's Word. A Christ-centered curriculum enables us to fulfill our objectives. All education achieves its highest purpose only if its aim is service to God and all creation.

The curriculum is prepared in accordance with Classical Lutheran Education. Classical and Lutheran education can be defined simply as the liberal arts with Lutheran catechesis. The liberal arts cultivate the student's mind and character with academic rigor, formative content, and tools for learning. Lutheran catechesis addresses matter of the child's soul through the Holy Scriptures, Lutheran confessions, Lutheran liturgy, and Lutheran Hymnody. With the Seven Liberal Arts and the Small Catechism's Six Chief Parts, classical and Lutheran education teaches for two kingdoms: an earthly kingdom and a heavenly kingdom.

Areas of instruction include:

RELIGION: Bible stories, doctrine, worship, memorization, mission outreach

LANGUAGE ARTS: Reading, phonics, grammar, usage, spelling, creative writing, oral language development, handwriting/penmanship

MATHEMATICS: Number theory, problem-solving, application, computation, geometry, algebra

SOCIAL STUDIES: Geography, history, family/community relationships, current events

SCIENCE: Life, physical, and earth sciences

MUSIC: Singing, music appreciation, rhythm, recorders, and ukuleles

PHYSICAL EDUCATION: Physical fitness, loco-motor skills, perceptual-motor skills, cooperative skills, team games, rhythmic activities, fine and gross motor development

HEALTH: General health

ART: Aesthetics, art appreciation, history, production

COMPUTER: Literacy, keyboarding, word processing and other applications

WORLD LANGUAGE: Latin

Field Trips

Throughout the year, field trips are scheduled to enrich the classroom learning experience.

Permission slips are distributed several days prior to the trip. These must be signed by the parent or guardian and returned to the teacher before the child will be permitted on the trip. Children without signed permission slips will remain at school.

Assessment

Homework

Students at our school will routinely have homework. The amount of homework varies from grade to grade. Students who demonstrate “on task” behaviors and use their time wisely in the classroom will find they rarely have more than the “normal” amount of homework. Please check with your child’s teacher to determine what might be “normal” for your child. If you feel your child is spending too much time on homework, please inform the teacher. As reading for pleasure is a learned habit, reading at home will be encouraged and expected by all teachers.

Report cards

Report cards are available quarterly for grades K-5. School attendance is reported along with daily attendance and tardiness. Academic subjects, attitude, and school conduct are evaluated.

Grading Scale

Kindergarten and 1st Grade students are assessed based on the following grading scale:

Outstanding (O) = 86% - 100%

Satisfactory (S) = 70% - 85%

Needs Improvement (N) = 69% or lower

2nd – 5th Grade students are assessed based on the following grading scale:

A = 93% - 100%

A- = 90% - 92%

B+ = 87% - 89%

B = 83% - 86%

B- = 80% - 82%

C+ = 77% - 79%

C = 73% - 76%

C- = 70% - 72%

D+ = 67% - 69%

D = 63% - 66%

D- = 60% - 62%

F = 59% and below

Incomplete Work

HTLS and CLC believe that it is important for a student's work to be completed on time. Procedures have been developed for the purpose of teaching students this responsibility and for holding them accountable. Work is considered incomplete if it is not received by the teacher when due or is only partially done. Occasionally, extenuating circumstances will cause work to be incomplete. Upon receiving a note from the parent with a viable excuse, the teacher may grant the student an additional make-up day. Parents should excuse their children only when necessary to achieve the goal of raising responsible and accountable children. Teachers will have consequences for the students for this behavior.

Health & Safety

If a child becomes ill after arriving for care/to school or is sick at home:

If illness occurs while at CLC/school, we send the student home and we require children with the following symptoms remain at home:

- Fever of 100° or higher
- Diarrhea within 24 hours
- Bad colds and discolored nasal discharge, persistent cough
- Vomiting, stomach flu
- Skin rashes
- Head lice
- Eye discharge

Parents will be contacted immediately if children exhibiting any of the above symptoms and will be sent home and may NOT return until symptoms have been absent for a full 24 hours (Tylenol free). Parents will need to pick up their child(ren) or have an emergency contact person arrive at CLC/school within one hour of the call. The child will be put on a cot so that they can rest until a parent arrives.

First Aid

In case of an accident on school grounds, first aid will be administered by the teacher or a designated official. Injuries related to blood or bodily fluids will be treated according to specific administrative policy to prevent transmission of HIV virus and/or Hepatitis B virus. In case of serious injury, the parent or person designated by the parent will be contacted. Emergency phone numbers are a necessity to properly administer this program.

Stranger Danger Preparedness

Due to the world we live in, a drill was created to help children be ready for someone who might come into our school without permission. We practice this drill formally twice a year. The teachers have a plan that they will discuss with their students.

Earthquake Preparedness and Fire Drills

As we live near a fault line, the possibility of an earthquake is an ever-present danger. Teachers will periodically have earthquake drills with their class in conjunction with the rest of the school. Fire drills are held periodically throughout the year. Specific directions for the classroom will be given by each teacher. All students and staff must leave the building during a fire drill. Fire extinguishers and apparatuses in the school building meet current building code standards.

Immunizations

In cooperation with the Salt Lake County Board of Health and in keeping with Utah State Law, HTLS and CLC require an ongoing, updated record of immunization (on a standard Utah health form) for each enrolled pupil.

Medication at School

Children requiring medication, prescription or over the counter, during the course of the school day may receive the medication ONLY if the following guidelines are followed by the parent or guardian:

The child's parent or guardian must sign a permission form that will be filed in the school office. The permission form states that a designated official of HTLS or CLC may give the named child medication because of an illness or other medical problem.

For prescription medication, the child's parent or guardian must also file a doctor's consent form that states the dosage, time, and duration the medication is to be given. This form must be signed by the child's doctor or practitioner, or the medication may be brought in the ORIGINAL PRESCRIPTION CONTAINER with the original instruction label on it. Please note that in the case of any changes in dosage for prescription medication, verification in writing (note or fax) signed by the physician or the physician's nurse must be received in the school office.

Over-the-counter medication must be brought in the ORIGINAL CONTAINER with specific instructions from the parent, guardian, child's doctor, or practitioner stating the dosage, time, and duration the medication is to be given.

All medication is to be brought to the school office where it will be stored in a safe place under lock and key. All medication brought to school will be entered into a Medication Logbook.

The officials designated to dispense medication at HTLS and CLC are the support staff in the school and the school principal. Other designated officials will be determined for special school sponsored events.

Administration of medication by designated school officials may be withdrawn by the school at any time following actual notice to the student's parent or guardian.

HTLS and CLC, in keeping with the laws of the state of Utah (52A-11-601), will not dispense any medication (prescription or over the counter) unless ALL of the guidelines are completely followed.

Lunch Program

Parents must provide their child/children with their own lunches. Students can use the designated refrigerator for lunches. Students cannot bring items that require heating, but a thermos is a great option.

Treats from Home

Please consult the teacher if you wish to provide treats for your child's birthday. The teacher will let you know the number and types of treats preferred for the classroom.

Snacks and/or treats MUST BE IN ORIGINAL PACKAGES AND PURCHASED FROM A COMMERCIAL ESTABLISHMENT.

Section 9.1 of the Health Department Code states, "Foods for commercial use shall not be prepared or stored in a private home or residence. Home canned and HOME PREPARED foods are prohibited." Holy Trinity Lutheran School is required to maintain a Food Establishment Permit. This allows for supervision of cooking and baking in a regularly inspected kitchen.

Visitors

All visitors to the school will be required to report to the school office. Unaccompanied visitors will be given a visitor badge which will identify them to staff and students throughout the building. Regular volunteers and staff members are required to submit to a background check.

Student Behavior

The following general rules apply to student behavior:

Do not disturb classes while they are in session. Do not run or shout in the building.

Do not chew gum while on church/school property.

Lunch is to be eaten only during the lunch period. Eating food in the hallways is not allowed without the teacher's permission.

Toys which are brought from home should be kept in each student's own backpack or cubby/basket. Recess and/or free time (as designated by the teacher) provides an opportunity for students to play with these items.

Please leave all electronic devices, i.e. cell phones, personal listening devices, games, radios, etc., at home.

Respect all property, including that belonging to HTLS and CLC, its neighbors, and other students.

Offensive or disrespectful behavior toward others will not be tolerated. Abusive or vulgar language, whether written or spoken, does not meet the Christian ethic and is unacceptable at HTLS and CLC.

Show respect to school faculty, staff, parents, volunteers, and other students at all times.

No public display of affection is permitted.

Positive Behaviors

Throughout the school year students will be recognized and rewarded for their positive behaviors, choices, and such. "Dunkin' with Ms. Deanna" will be a celebration with a few students and their principal over some treats that can be dunked in milk! Children look forward to **positive reinforcement** because it makes them feel good and causes them to want to perform well.

Attendance Policies and Procedures

Absences, Tardies, and Illnesses

School attendance is mandated by the laws of the State of Utah. In order to receive the greatest benefit, each child must attend school regularly and punctually. School achievement is directly related to regular attendance. In addition, the importance that parents place on education sets a good example to their children. Absences and tardies disrupt the educational process and hinder a child's probability of success. Absences for reasons other than illness or emergency situations should be avoided.

Appointments should be scheduled outside of school time whenever possible. When a student must be absent, he/she is responsible for making up missed work in accordance with published school policy.

When students are absent from school, parents are to call or text the school principal before 9:00a.m. to notify the school of the absence. The student is to have work made up in the same number of days he/she was absent, plus one day.

The school discourages parents from scheduling vacations and trips on school days. When a pre-planned absence must occur, teachers should be notified as soon as possible about the planned absence. Teachers, given sufficient notice, will attempt to gather work for the student in advance. Please understand that there may be some work which cannot be given to the student until he/she returns. Students are responsible for checking with the teacher upon their return and making sure all required work is completed. If a student is given work in advance, the expectation is that the work will be completed no later than two days after the student returns to school.

If the number of absences exceeds ten (10) in a semester or twenty (20) in a year, the student may not be advanced to the next grade.

A full-day student is considered absent for a half day if he/she misses more than 30 minutes of school. A full-day student is considered absent for a full day if he/she misses more than 4 hours of school. Students in Kindergarten are considered absent if they miss more than 30 minutes of school time.

It is important that students learn the value of punctuality, and because tardiness is disruptive to the teaching and learning process, we ask that students arrive at school early enough to be in the classroom at the time school begins. Students who are not in the classroom at the time school begins are considered tardy. If a student is tardy, the parent or driver is to come to the office with the student to sign in.

It is also acknowledged that a child's health could affect their attendance and punctuality. If a student has multiple absences or tardies in the school year due to health concerns or illness, the student will need to work with the teacher and/or the school principal to make arrangements to complete their missing work for their class time absences.

Perfect and Faithful Attendance

Perfect attendance will be awarded quarterly to honor students who have never missed a day of school. Faithful attendance will be awarded quarterly to those students who have only missed two days. These awards promote education by encouraging students to attend class whenever it is in session.

Cell Phones

Students are not allowed to have a cell phone with them during school hours or extended care hours. If a student needs to make or receive a call, arrangements can be made with a staff member to use an office phone.

Telephone Usage

The telephones at Holy Trinity are business phones and are not intended for student use. We ask that parents restrict calls to teachers to after-class hours or pre-arranged times. Students are not allowed to use the phone to make after-school plans. These should be determined before leaving home in the morning.

Disciplinary Policy

HTLS and CLC recognizes that all children are created by God and redeemed by our Lord Jesus Christ. Unfortunately, even the redeemed child of God falls back into sin and does not always conform to the will of God.

Anti-Bullying

Bullying goes against everything we are taught in the Bible. We are called to kindness. We are asked to be hospitable and look out for one another. So, turning on another person does little to demonstrate God's love to others.

HTLS and CLC have ZERO tolerance for bullying of any kind. Those students found to have participated in bullying and, particularly, persistent bullying will be subject to discipline, up to and including suspension or expulsion. Each classroom has a definition for the students on the difference between reporting and tattling.

Therefore, when it becomes necessary, Christian discipline will be administered in accordance with Scriptural principles in an attempt to restore the child to a proper relationship with God. The Holy Spirit through repentance and forgiveness enables the child to change his/her lifestyle.

HTLS and CLC apply Law and Gospel to all aspects of life and learning. Students are taught the demands of God's Law and are comforted by the saving Gospel of Jesus Christ.

The following infractions will result in detention, suspension, or expulsion:

- Possession or use of alcohol, tobacco, or other controlled substances
- Immoral sexual conduct
- Threat or use of physical violence
- Possession or use of fireworks, explosives, or weapons (including knives)
- Unlawful activity, e.g. stealing
- Reprehensible conduct that discredits the school and/or the Christian faith
- Serious and willful destruction of property
- Verbal assault including abusive/profane language
- Willful disobedience
- Chronic overdue and incomplete work (see incomplete homework policy)

In the event, that a student shows repeated misbehavior, causes serious disruption to the normal class routine, shows serious rebellion against a teacher, or causes serious harm to persons or property, the following policy will be implemented.

1. The school principal, at his/her discretion, will suspend the student for not less than one day nor more than three days for the first serious offense. The suspension will be "in house" (served at school) or "out of school", at the principal's discretion. Any unexcused absence on a suspension day will result in a double suspension.
2. Students serving a suspension will not take part in any class activities during the suspension period. The student will be counted absent for the day(s) of the suspension and all make-up work is due before returning to class.
3. Before the student is allowed to return to the classroom, a meeting with the parents or guardians, the student, teacher, and principal must be scheduled.

4. The second suspension during the school year will result in a meeting with a School Board member, the student, his/her parents or guardians, the teacher, and the school principal. The purpose of this meeting will be to determine if expulsion is necessary. Students will not be allowed back into the classroom until this meeting is concluded satisfactorily.
5. The School Board will decide in all matters of expulsion.
6. If in the judgment of the school principal, the misbehavior of a student warrants expulsion, he/she may call for a special School Board meeting.

The purpose of suspensions/expulsions is to provide a method for handling serious disciplinary problems. While necessary disciplinary action will take place, the desired outcome is for the student to come to repentance and for the Gospel of forgiveness to be given.

Communication

Concordia Highlights, our monthly school newsletter, contains announcements about the school. *Concordia Highlights* is distributed as a printed copy to each family.

Parent /Teacher Conferences

Scheduled conferences with parents and teachers are typically held at the end of the first quarter, and during the third quarter of the school year. Please contact your child's teacher should additional conferences be needed.

Parent-Teacher League

The purpose of the Parent-Teacher League (PTL) is to foster and promote a better understanding and a closer relationship between the school, the home, and the church, so that parents and teachers can more effectively work together in communicating, educating, and financially supporting the best possible Christian education. The organization shall meet a minimum of four times during the school year. The newly elected officers shall set the PTL general meeting dates, other PTL activity dates, assists with coordinating service activities, and tracking service hours. The PTL at Holy Trinity Lutheran School is under the direction of the school administration.

Volunteer Hours

- for families, a MINIMUM of twenty (20) service hours per academic year.

While your involvement is preferred, we recognize that some families' circumstances may not allow fulfillment of this service hour commitment. In those cases, it is necessary to make arrangements for service with the school principal and/or CLC director. An assessment of \$10.00 per hour in lieu of unfulfilled parent support time will be levied.

Service hours are tallied semi-annually, and statement information is sent home. Towards the end of the year a billing is sent for incomplete parent support hours.

It is the responsibility of each family to seek opportunities to fulfill their service hour commitment. These hours should be recorded on their family record outside the school office. ALL service hours need to be recorded for the accuracy of school records. This will enable the school to evaluate accurately the number of hours needed to sustain current programs and anticipate future needs.

Problem Solving Guidelines

HTLS and CLC believes in open and active communication between parents and the school. We know that good, healthy, two-way communication is the key to understanding problem situations.

In order to assure communication occurs in an orderly manner; we have adopted the following guidelines:

- A. Concerns about a classroom procedure.
 1. Contact the school office to leave a message for the teacher to make an appointment. If the parent/teacher conference does not resolve the concern, the parent or teacher may request a joint conference with the school principal.
 2. Upon request, the principal will arrange for a conference to include the parent, teacher, and principal at the earliest possible date convenient to all.
 3. If the joint conference does not resolve the concern, the parent or teacher may appeal the principal's decision to the School Board.
 4. Submit the concern in writing to the Chairperson of the School Board.
 5. The decision of the School Board shall be final.
- B. Concerns about school policy.
 1. Contact the school office to arrange a conference with the school principal.
 2. If the conference does not resolve the concern, the parent may refer the matter to the School Board.
 3. Submit the concern in writing to the Chairperson of the School Board.
 4. The decision of the School Board shall be final.
- C. Hearing before the School Board
 1. Upon receiving a written concern, the chairperson of the School Board, the school principal, and pastor will determine if a hearing is to be granted.
 2. In the event that a hearing is granted, the concerned party will be notified of the time of the hearing.
 3. In order to protect the privacy of our students and staff, the hearing will not be open to the public. The following will meet in executive session: the concerned party, members of the School Board, the school principal, and the pastor.
 4. An allotted amount of time, to be determined by the chairperson of the School Board, will be given for the concerned party to present its concerns.
 5. During the presentation of concerns, those present may ask for clarification on certain issues, but may not engage in open dialogue.
 6. At the end of the allotted time, the School Board will dismiss the concerned party. The

board, principal, and pastor will meet further in order to render a decision.

7. The decision of the School Board will be communicated in writing to the concerned party by the chairperson of the School Board and shall be final.

Notification of Changes

Parents are required to update their address, telephone numbers (home, work or cell) and other family information. Please make any changes in medical records, or any other essential information needed for the school records and student safety with the school office.

Tuition

To ensure proper accounting, please send all cash or checks for school sponsored purposes (i.e. PTL fundraisers, fees, etc.) in an envelope clearly marked with the date, child's name, grade, amount and purpose. Funds not sent with that information may not be properly credited.

Ages	Cost
Infant – 2 years	
Full Time 4-5 days	\$795.00
3 days	\$550.00
2 days	\$465.00
2 years	
Full Time 4-5 days	\$685.00
3 days	\$550.00
2 days	\$440.00
3 and 4 years	
Full Time 4-5 days	\$660.00
3 days	\$500.00
2 days	\$385.00
Preschool 3 mornings only (2)	\$190.00
Kinder College mornings only (3)	\$275.00
Kindergarten	\$550.00
First grade – Fifth grade	\$630.00

Extended Care

Extended Care is provided 7:00a.m. to 6:00p.m. The purpose of this program is to provide an extended care program for children attending HTLS and CLC, and to provide working parents with the satisfaction that their children are being well cared for.

A statement of charges will be sent home after the end of each month. Payment is due by the 10th of the new month. Unpaid accounts or accounts that are repeatedly delinquent will result in discontinuation of services. Please make checks payable to Concordia Learning Center.

Dropping Off and Picking Up Children: The signing in/out of children is a state law and the sign in/out book is located in the office area. Children can only be signed in/out by individuals listed on the Emergency Contact sheet provided at the beginning of the school year. If there is an exception to this, it must be cleared with the Director of CLC/school principal by the legal guardian(s) of the child.

NOTE: Staff members are employed only until 6:00p.m. Please respect the program hours. At exactly 6:00p.m., a fee of \$1.00 per minute will be charged until the time your child is picked up. After 7:00p.m., the fee increases to \$5.00 per minute. Children will only be released to the parent or guardian or to those persons (18 years or older) that the parent or guardian has authorized.

Dress Code

HTLS and CLC ask that all students wear clothing that is clean, neat and modest. Other clothing such as costumes or pajamas, are reserved for specialize events throughout the school year. Parents will be notified of the events in a printed format before those events occur. The school principal and the CLC Director have final authority and discretion on dress code matters. First grade on up must wear their school uniforms, which are khaki pants, skirts or skorts, shorts, closed-toed shoes, and a solid colored polo shirt with a collar.

Make-Up

The application of make-up used for educational purposes such as participation in school plays or specifically designated activities is permissible for all students at approved times. Make-up used for medical purposes is permitted with prior authorization of the school principal and/or the CLC Director.

Hair

Hair shall be its natural color. Hair must be clean and well maintained. It must also be out of the child's eyes for best performance in school. Boys must keep their hair above the eyebrows, ears and collar. Hairstyles may not be distracting to the educational atmosphere of the school. Hair alteration used for educational purposes such as school plays or specifically designated activities is permissible for all students at approved times.

*Please note: As HTLS and CLC changes and grows as time passes, changes will need to be made to this handbook in order to best serve our students and their families. Parents will be notified in print when these updates and changes occur. Please contact the HTL school principal and/or the CLC Director if you have any questions about our policies and procedures. Thanks, once again, for all of your support!

“Childhood is not a race to see how quickly a child can read, write and count. It is a small window of time to learn and develop at the pace that is right for each individual child. Earlier is not better.” -Magda Gerber (early childhood educator)

Parent Handbook Acknowledgement Form
2019-2020

Child's name: _____

I have received a copy and understand policies and procedures in the Holy Trinity Lutheran School and Concordia Learning Center Parent Handbook. Please complete the following portion and return to your child's teacher by *Friday, September 13, 2019*.

Parent or Guardian Name (please print): _____

Parent or Guardian Signature: _____ **Date:** _____