

Concordia Lutheran Elementary
& Learning Center

Parent Handbook

13249 S. Redwood Road**,** Riverton, UT **84065**
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Director Ms. Sarah 385-249-6739
Principal Ms. Deanna 801-403-8250

Concordia Lutheran Elementary & Learning Center Handbook for Parents

Contents

Church and School Personnel.....3
Welcome 4
Our Mission.....5
Objectives 5
Admission and Enrollment.....5
Hours of Operation.....6
Christian Growth.....7
Academics & Accreditation 7
Assessment.....8
Health and Safety.....9
Visitors.....12
Student Behavior.....12
Disciplinary Policy.....13
Attendance Policies and Procedures.....14
Communication.....15
Volunteer Hours Policy.....16
Tuition.....18
Extended Care.....19
Dress Code.....19
Referral Program 20
Tuition Payment Agreement Form to be returned to CLC.....21

Church and School Personnel

Pastor:
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CLC Principal & Teacher:
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Board of Education:

Chairman: Ms. Anne Renz| alrenz@comcast.net **|** 801-230-4937

Member: Ms. Ashley Willoughby | ashleywby@gmail.com | 801-361-0119

Member: Ms. Brooke May

Member: Mr. Tony Cox

Administration and Organization

Our school and learning center are owned, operated, and supported 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

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 based on race, color, national or ethnic origin in the administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Welcome

Welcome! We are excited about all that God has in store for us as we learn together.

Our goal at Concordia Lutheran Elementary and 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 Concordia Lutheran Elementary and 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 with "Jesus Time" & Bible stories each day. We begin our meals with prayer and integrate Jesus into each day.

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

In Christ,

Ms. Sarah- CLC Director and Ms. Deanna- CLC Principal

Our Mission

Concordia Lutheran Elementary and Learning Center (hereafter referred to as “CLC”) exists to honor and glorify the Triune God. We serve our neighbors, cultivate Christian fellowship and love, extend a helping hand, share the Gospel of Christ, and educate our students in the classical style. We believe that children learn through playing, exploring, and interacting with others. 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

CLC 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.

Admission and Enrollment

Children attending the learning center/preschool are placed in a class based on age. Usually children are placed in a room by these ages:

Infant Room:	6 weeks - 18 months
Preschool 2 Room:	18 months - 35 months
Preschool 3 Room:	3 years old
Preschool 4 Room:	4 years old

Placement may be adjusted at any time throughout the year based on ages and staffing ratios. Parents will be notified of any suggested changes by the director.

Tuition is based on age and not room. Please see the “Tuition” section for more information.

Elementary School Admission Age Requirement

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

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
Sixth Grade:	11 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.

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 CLC must be paid before these records are released.

Hours of Operation

School is in session from 8:30 AM to 3:00 PM. Students who are checked in after 8:30am will be marked as tardy.

Childcare is available from 7:00 AM to 6:00 PM.

Coyote Club, our after school childcare for school-aged kids is available from 3:00 PM to 6:00 PM (additional charge)

See calendar for CLOSED dates throughout the year.

School Closing

If CLC is closed for the day due to inclement weather or other emergency, parents will be informed through Procare and/or text.

Traffic Flow Guidelines

Please drive slowly in our parking lot. Please watch for pedestrians as you enter, park, and exit CLC. Please use designated stalls appropriately and don’t block other cars from entering or leaving accordingly.

Calendar

Each year follows the traditional CLC school calendar, and a copy has been provided separately.

Reminders of observed holidays and early dismissals are included in the school newsletter. The calendar may also be accessed on our website.

Christian Growth

Jesus Time: Daily all students assemble for a devotion time. These are led by the pastor of Holy Trinity Lutheran Church, our director, our principal, guest clergy, or faculty members.

Catechism/Pastor Time: Pastor meets with our elementary students teaching them Lutheran Theology in preparation for confirmation.

Chapel: Once a week, all elementary students assemble for a worship service. The services are led by the pastor of Holy Trinity Lutheran Church or guest clergy. Parents are encouraged to attend.

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

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 & Accreditation

Curriculum

CLC is 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 through Memoria Press. 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 matters 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.

Memoria Press exists to promote and impart the classical heritage of the Christian West. They do this through an emphasis on the liberal arts and the great works of the Western tradition. To achieve this goal, they have produced a comprehensive and accessible classical Christian curriculum that encourages the development of wisdom and virtue through a pursuit of the Good, the True, and the Beautiful. Our motto is "Saving Western Civilization One Student at a Time" and expresses our passion for defending and transferring the culture of the Christian West through classical education.

Concordia Lutheran Elementary (CLC) is accredited through CCLE (Consortium for Classical Lutheran Education) and NLSA (National Lutheran School Accreditation) which makes our school the only Lutheran school in the valley with dual accreditation.

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, cursive

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, guitar and/or ukuleles

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

ART: Aesthetics, art appreciation, history, production

COMPUTER: typing and coding and enrichment for math and reading

WORLD LANGUAGE: Latin

Field Trips

Throughout the year, field trips are scheduled to enrich the classroom learning experience for kindergarten through 6th grade students.

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

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

Students in grades K-6 will receive quarterly report cards. School attendance and tardiness is reported. 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 – 6th 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

CLC believes 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.

Health & Safety

If your child requires a dose of pain-relieving medication (i.e. Tylenol, Ibuprofen) prior to attending CLC, please plan to keep them home.

If illness occurs while at CLC, we will send the child home, and we require children with the following symptoms to 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 exhibit any of the above symptoms. They will be sent home and may NOT return until symptoms have been absent without fever-reducing medication for a full 24 hours. Parents will need to pick up their child(ren) or have an emergency contact person arrive at CLC within one hour of the call. The child will be put on a cot so that they can rest until a parent arrives. Children may need to see their pediatrician in order to return depending on the symptoms or diagnosis (ex. unknown rashes).

We reserve the right to refuse care for an ill child if we feel doing so will endanger the health and/or safety of the other children and staff.

First Aid

In case of an accident on CLC 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.

Earthquake, Fire, Lockdown and other 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 CLC. Fire drills are held periodically throughout the year. Lockdown drills related to “stranger danger/shooters” are also practiced periodically. 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 buildings meet current building code standards.

Security Cameras and Video Recordings

Our school utilizes security cameras to help maintain a safe learning environment. Because camera recordings may capture multiple students, staff members, and visitors, the school does not share or provide copies of security camera footage to parents or guardians. Recordings are reviewed only by authorized personnel for safety, security, and investigative purposes and may be released only when required by law.

Immunizations

In cooperation with the Salt Lake County Board of Health and in keeping with Utah State Law, CLC requires 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 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 CLC are the director and 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.

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 the guidelines are completely followed.

Lunch Program

Parents must provide their child/children with their own lunches. Students should add an ice pack to their lunches. Students cannot bring items that require heating, but a thermos is a great option. Please include proteins, veggies, fruit, and grain in each lunch and NO JUICE/soda just water please. All lunch boxes and water bottles must be labeled with the child's name on the outside.

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." CLC is required to maintain a Food Establishment Permit. This allows for supervision of cooking and baking in a regularly inspected kitchen.

Rest your Brain

All children infants to Preschool 4 are required by licensing to participate in a 2 hour rest/quiet time. This allows all children the time to rest, sleep, or just calm their bodies from the day. They are not required to sleep but must participate quietly without running around or playing until directed otherwise by the staff.

Clothing Appropriate for the Weather

This is Utah- our weather changes sporadically! Please provide your child with spare clothing daily and additional gear depending on the season ex. fall/winter- coat, gloves, etc. and spring/summer- sunscreen. We schedule to play outside multiple times throughout each day and all children need to stay with their class so please send them appropriately prepared.

Visitors

All visitors to CLC will be required to report to the school office. 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 child behavior:

Do not disturb classes while they are in session.

Do not run or shout in the building.

Do not chew gum while on CLC property.

Lunch is to be eaten only during the lunch period. Eating food in the hallways is not allowed.

Toys are ONLY allowed on specific days like Show n Tell and Star of the Week for school-aged students. Preschool-aged children should leave toys at home except for one stuffed animal used during “rest their brain time”, if desired. These toys that are brought from home should be kept in each student’s own backpack or cubby/basket. We do recommend that personal items are labeled and not something that could be broken as CLC is NOT responsible for lost or broken toys.

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

Respect all property, including that belonging to 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 CLC.

Show respect to faculty, staff, parents, volunteers, and other students always.

No public display of affection is permitted.

Positive Behaviors

Throughout the year students will be recognized and rewarded for their positive behaviors, choices, and such. Children look forward to positive reinforcement because it makes them feel good and causes them to want to perform well.

Disciplinary Policy

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.

CLC has 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.

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.

CLC applies 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 on 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.

Attendance Policies and Procedures

Absences, Tardies, and Illnesses

School attendance is mandated by the laws of the State of Utah. 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 within 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. Being tardy to CLC results in a child missing out on the material that was taught at that time. Please have school-aged students to school no later than 8:30am so they receive all of their education. Extreme cases of tardiness and absences may result in contact from the principal to check-in on the situation.

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.

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 decide to complete their missing work for their class time absences.

Children that attend the learning center/preschool need to be here by 9:30am, unless at an appointment. This is so that they are able to rest/nap/enjoy quiet time during Rest Your Brain. Please try to book appointments for children at the beginning or end of the day to prevent them from having to be dropped off twice in one day.

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 and/or store a student cell phone.

Communication

Concordia Highlights, our monthly school newsletter, contains announcements about the school and upcoming events. We also use GroupMe and Procare apps regularly to communicate events to families. Please download those apps to your phone so you are updated promptly.

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, assist with coordinating service activities, and tracking service hours. The PTL at CLC is under the direction of the school administration. Being an active member of the PTL is also an incredible way to complete your volunteer hours.

Volunteer Hours Policy

Family involvement strengthens our community and helps us live out our mission through service and connection. Your time makes a difference—in the classroom, at events, and in the lives of our students.

Volunteer Hour Requirement

✅ **20 hours per family per year**

✅ **Hours are prorated based on start month with a requirement of 2 hours per month**

✅ **Homeschool/Hybrid families are required to volunteer 2 hours per quarter enrolled**

✅ **Can be completed by parents, grandparents, and/or other family members**

✅ **Flexible opportunities that match your schedule and interests**

Volunteer Opportunities Include:

- Classroom help
- School events & fundraisers
- Field trip chaperoning
- Fellowship or outreach events
- Facility support (maintenance, organizing, decorating)
- Serving on committees or helping with the Parent-Teacher League (PTL)
- Wish List Purchases ($15 spent = 1 hour)
- Helping organize and chaperone class parties
- Creating bulletin boards
- Construction Projects (eg. installing FRP, whiteboards)
- Weeding
- Landscaping
- Computer support

Buyout Option

Families may choose to buy out all or part of their hours at **$15 per hour**.

- Full year buyout = **$300**
- A mix of volunteering and buyout is welcome!

Logging Hours

Families are asked to track their family's hours on the honor system. Please use our tracking form to log hours. QR codes and links to access the form are located on our website, on the Parent's Corner bulletin board, and sent via Procare throughout the year.

Statements of accrued hours will be sent via Procare 2-3 times per year.

Annual Deadline: May 29 of each year

Unmet Hours

Any uncompleted hours will be invoiced at the buyout rate ($10/hour) after the deadline.

Need Help or Flexibility?

We get it—life happens. If you're facing a unique situation, please contact us. We're happy to work with you.

Thank you for using your gifts to bless CLC and glorify God through your service.

Tuition (2026-2027)

Ages	Monthly Tuition
Infant 6 weeks – 23 months	
Full Time 4-5 days	$1200.00
3 days	$850.00
2 days	$705.00
2 years	
Full Time 4-5 days	$1015.00
3 days	$840.00
2 days	$665.00
3 and 4 years	
Full Time 4-5 days	$975.00
3 days	$750.00
2 days	$575.00
Preschool 3 mornings only (2) T & Th	$290.00
Preschool 4 mornings only (3) T, W ,Th	$415.00
Kindergarten – Sixth grade (school-aged)	$840.00 - 10 months of the year

Additional Items

Coyote Club Afterschool Care CLC Kindergarten - 6th Afterschool Care (other students)	$6.00 per hour from 3pm-6pm $10.00 per hour from 3pm-6pm
Late fee after 6pm	$1.00 per minute
Late fee after 6:10pm-6:30pm	$5.00 per minute
****School-aged Summer Pricing** (Effective June, July, and August)	Varies (see Ms. Deanna or Ms. Sarah)
One time registration Fee	$150.00 (sibling discounts may apply)
Lutheran Church Member Discount*	25%
Sibling Discount*+	Full Tuition 1st child and 25% off each additional child

Infants – 4-year-olds pay the same rate for childcare every month. Kindergarten - 6th grade tuition is charged equally for 10 months (August through May) or paid in full at the beginning of the school year. There are no tuition deductions for absences, illnesses, or school closures (including holidays). If that becomes an issue for a health or other reason, that can be addressed to the School Board individually through a written letter.

*Only one discount applied per family
+Those who enrolled prior to 2023 will be grandfathered into the following discount: Full Tuition 1st child, 50% off 2nd child, and 25% off each additional child.

Extended Care- Coyote Club for Kindergarten - 6th Grade Students

Extended Care is provided from 7:00a.m. to 6:00p.m. The purpose of this program is to provide an extended care program for children attending CLC, and to provide working parents with the satisfaction that their children are being well cared for. Coyote Club for afterschool care for students of CLC, Kindergarten through 6th grade, is $6 per hour.

A statement of charges will be sent from Procare 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 iPad is in the office area. Children can only be signed in/out by individuals listed on each child's Procare account. If there is an exception to this, it must be cleared with the Director or Principal of CLC and 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. Between 6:10p.m.-6:30pm, 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

CLC asks that all students wear clothing that is clean, neat and modest. This is Utah and our weather changes sporadically. Please provide your child with spare clothing daily and additional gear depending on the season ex. fall/winter- coat, gloves, etc. and spring/summer- sunscreen. We schedule to play outside multiple times throughout each day and all children need to stay with their class so please send them appropriately prepared. Other clothing such as costumes or pajamas, are reserved for special events throughout the year. Parents will be notified of the events in a printed format before those events occur. The Principal and Director have final authority and discretion on dress code matters. Kindergarten thru 6th grade students must wear their school uniforms, which are khaki pants, skirts/skorts, shorts, shoes, and a solid-colored polo shirt with a collar. The girls may also wear polo dresses in solid colors with shorts underneath. On the days we have PE, we request students wear closed-toed shoes.

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 Principal and 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.

Referral Program

Our parents' Word-of-Mouth advertising is what helps CLC to grow! We want to keep this going and reward you for referring your friends and family. If a child begins at CLC and stays for a semester you will receive $50 off your January or June bill, depending on when they start. The family who joins our CLC family will receive the same discount.

*Please note: As 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 CLC Director or Principal 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 *Tuition Payment Agreement Form*

Return by September 5, 2025-2026

I/We agree to pay all amounts due under this contract. If another party(ex: UFA, DWS) is responsible to pay any part of the amount due for the child(ren) and she/he fails to pay when due, I/we agree to pay all amounts due immediately upon notification by the school.

I/We agree to pay for the entire month and school curriculum if the child(ren) leaves before that month is completed.

I/We further agree to abide by the Concordia Lutheran Elementary and Learning Center parent handbook and understand that if my/our child(ren) violates any portion of the parent handbook and/or is removed or expelled from Concordia Lutheran Elementary and Learning Center for any reason consistent with the parent handbook, then I/we are not entitled to a proportionate refund of tuition. In addition, I/we understand that I/we may still be legally responsible for paying any tuition owed at the time our/my child(ren) stops attending Concordia Lutheran Elementary and Learning Center.

I/We further agree to be legally responsible for paying the tuition described in the parent handbook, and within the timeframes described there in. I/We understand that Concordia Lutheran Elementary and Learning Center may take any action available and consistent with applicable law in order to collect unpaid tuition owed by me/us including but not limited to withholding academic transcripts.

I/We have read and understood this Parent Handbook (2025-2026) and conditions contained in this agreement, and I/we agree to be legally bound by those terms and conditions.

I give permission to CLC staff to sign children in/out of Procare when needed.

_____ _____

Name of Parent/Guardian (Please Print) Parent/Guardian Signature

_____

Date

_____ _____

Name of Parent/Guardian (Please Print) Parent/Guardian Signature

_____

Date