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*Policies referenced in the handbook but not included in their entirety are contained in full in the policy manual available at the school office.*

# FIRST LUTHERAN CHRISTIAN SCHOOL

## VALUES AND COMMITMENTS

### VISION

First Lutheran Christian School is a school of excellence and distinction founded in faith, offering seamless education and care for children ages 3 to Grade 7.

### VALUES

Our values reflect four key themes: spiritual, academic, social and citizenship.

Acknowledging that:

- Members of the First Lutheran Christian School family have different faith and spiritual backgrounds and our school seeks to be inclusive;
- Lutheran thought and history compliment our understanding of the central truths of Christianity;
- Our rapidly changing and complex global environment demands we facilitate the individualized development of students; and
- Anyone may apply for enrolment in our school.

We will:

- Encourage each individual to reflect on their experience with Christ, seek spiritual truth and integrate it into their lives;
- Empower and equip individuals in order to create and maintain an enriched environment that facilitates learning and promotes academic excellence;
- Create a caring environment where all are safe and respected;
- Strategically connect with our community and the world in order to enhance the educational experience and share hope.

## **FOUNDATIONAL BELIEFS**

We believe God is at work in the world as the Father, Son and Holy Spirit who creates, saves and makes people new, as the Bible makes clear and the teachings of the Lutheran Church reflect.

We believe faith in Jesus is a gift of God by the power of the Holy Spirit. We witness our faith by His grace as God enables us to regard all people with respect, as beings who are created in God's image, with unique gifts, talents and abilities. This allows us to value everyone as individuals for whom Jesus died and rose again.

We believe the church community, school and families are partners in nurturing faith development and promoting service.

We strive to foster confidence within our students, enabling them to achieve their full potential by emphasizing enduring Christian values such as faith, hope, love, forgiveness and repentance, and learning-based values such as inquiry, critical thought, creativity and excellence.

We believe in developing students who see themselves as citizens of a global society with a responsibility to other people and the environment.

## **ORGANIZATIONAL STRUCTURE**

First Lutheran Christian School is an outreach ministry of First Lutheran Church. An elected school board is responsible for the management and administration of the school ministry, including staffing, resources and program.

The Chief Learning Officer (CLO) works closely with the school board, elected representatives of the Parent Teacher League (PTL) and the teaching staff to ensure students receive an excellent academic education and continuous opportunities for spiritual, emotional and social growth.

## ACCREDITATIONS AND PROFESSIONAL AFFILIATIONS

First Lutheran Christian School is one of more than 30 Lutheran schools across Canada and 2,000 in the United States.

All our teachers are certified to teach in British Columbia. As a member of the Lutheran Teachers' Association, we benefit from the opportunity to obtain resources and attend professional development conferences, building valuable relationships with teachers and administrators across Canada.

First Lutheran Christian School is an accredited member of the Federation of Independent Schools Association and is recognized by the BC Ministry of Education. We are also members of the *Association of Christian Schools International (ACSI)* and the *Society of Christian Schools in BC (SCSBC)*.

## SEAMLESS EDUCATION & CARE

Aligned with our vision of being a “school of excellence and distinction” is our newest initiative: providing seamless and quality **education and care** for students ages 3 to Grade 7. Thus, we are launching a non-profit, year-round daycare for preschool and school-aged children.

In many ways, we are offering a unique and distinct product; the “bundling” of education and care, two services for your child(ren). We believe that by seamlessly creating education and care with a facility, staff, and programming that is synergistic, we can more effectively serve you. We are providing many options so families can create and predict a plan that meets their needs.

The unique and separate Wednesday afternoon daycare programs will integrate our enrichment programs and give your child specialized experiences in extra-curricular activities such as arts and crafts, sports, dance and leadership. These programs occur every Wednesday afternoon from 1:30-5:30pm incorporating a combination of structured and unstructured time and designed to provide students the opportunity to explore non-academic interests and develop new skills.

## **PROGRAMS FOR FAMILIES**

First Lutheran Church offers a wide range of valuable programs designed to support families in all aspects of their lives. Your family is invited to participate in these programs, which include everything from parenting courses to weekly coffee meetings for mothers of all ages.

## **HISTORY**

First Lutheran Christian School opened its doors, in the former First Lutheran Church building on Bernard Avenue, in 1994. In 2004, a spacious new church and school building was completed, providing the school a much more visible presence in the community and unprecedented opportunities for growth.

# KINDERGARTEN TO GRADE 7

## GENERAL POLICIES AND INFORMATION

### ADMISSIONS

Admission is granted to students:

- a. Who turn five on or before December 31<sup>st</sup> of that year (for kindergarten),\*
- b. Who have successfully completed the previous grade's requirements (for older students),
- c. Whose parents or guardians have agreed to support and uphold the stated mission and core values of FLCS, and
- d. Whose parents or guardians have submitted all the required registration materials.

The submission of registration forms by a parent constitutes a contractual agreement between the parents and the school.

Students are admitted in order of registration. New students are accepted on a probation basis that lasts until after the first report card is issued. Should the probationary period need to be extended parents will be notified.

Parents must practice full-disclosure regarding any special needs or challenges of the student which may impact learning. Failure to do so may result in dismissal of the student.

\* In exceptional cases, students born after the December 31<sup>st</sup> kindergarten deadline may be accepted into the kindergarten program. The kindergarten teacher will assess the student, review any supporting documentation and make a recommendation to the CLO. The decision of the CLO will be final. If the student is accepted, parents will be responsible for a higher rate of tuition due to the student's ineligibility for government funding.

## **ATTENDANCE**

Punctual, regular attendance is critical to success at school.

When a student is absent, the school office must be notified by 8:45 am. A note is also required when the student returns to school. A physician or parent's written permission is required in order to excuse a student from the normal daily school activities, including recess and gym class.

Teachers must be informed in advance of scheduled absences so they can assign appropriate work for completion during the period of absence.

## **CLASS SIZE**

First Lutheran Christian School strives to maintain small classes in order to optimize learning opportunities.

Maximum allowable class sizes are as follows:

<b>GRADE LEVEL</b>	<b>WITH ONE TEACHER</b>	<b>WITH TEACHER AND AID</b>
Kindergarten	18	22
Grades 1-3	20	24
Grades 4-7	22	26

Exceptions to class size limits can only be made on a case-by-case basis by the school board, after consultation with the CLO and the teacher of the class, and after providing the parents of the class an opportunity for input.

## **COMMUNICATION**

Because effective communication is essential to the development and maintenance of our partnership with school families, we rely on a variety of communication vehicles to keep you informed.

*Home Visits* – Parents may request a home visit by the teacher prior to the beginning of the school year. The optional visit provides teachers

the opportunity to share plans and expectations, while offering parents and students the chance to meet and get to know teachers in advance.

*Newsletters* – A monthly newsletter is distributed to school families via hard copy for students to bring home. This newsletter can also be accessed on the website, [www.flcs.ca](http://www.flcs.ca). Individual teachers also issue regular classroom newsletters. Additional communication is initiated as required.

*Student Agendas* – Classroom teachers use individual student agendas to support daily communication between school and home.

*Report Cards* – Report cards are distributed three times a year.

*Parent/Teacher Interviews* – Mandatory parent/teacher interviews are conducted after the first report card goes home. A second parent/teacher interview after the second report card is issued is optional and scheduled at the request of the parent or teacher.

## **HEALTH AND SAFETY**

*Allergy Policy* – In order to protect the health and safety of all our students, First Lutheran Christian School, Preschool and Daycare are nut-aware environments.

*First Aid* – The school maintains a complete first aid kit and requires teachers to undergo regular first aid and CPR instruction.

*Medications* – Any child who requires medication administered at school must first present a signed permission form and specific, written instructions.

*Communicable Disease Control* – A student should not attend school if an illness requires more care than staff can provide without compromising the health and safety of other students. In addition, any child who has fever, lethargy, uncharacteristic irritability, persistent crying, diarrhea, blood or mucus visible in stool, vomiting (two or more times in the previous 24 hours) or difficulty breathing should not attend school.

*Emergencies* – Emergency drills are conducted regularly throughout the school year. In case of emergency evacuation, students and staff will proceed to Ecole de L’Anse au Sable on Lequime Road (675 Lequime Road, 250-764-1311). In case of relocating out of the neighbourhood, the students and staff will go to Manteo Resort (3762 Lakeshore Road, 250-860-1031). Students and staff will remain offsite until the situation is rectified or parents can pick up their child(ren).

The staff is required by law to observe, record and report suspected child abuse and neglect. Any abuse of staff by the children or their families may result in the termination of their contracts.

## **DISCIPLINE**

Character development is crucial at FLCS. The First Lutheran Christian School *Discipline Policy* and accompanying *Essential 55* documents are designed to help create and maintain a respectful and responsible atmosphere in keeping with our stated values.

*Discipline Policy* – Discipline is based in establishing and restoring relationships. As a Christian School, it is our responsibility to support parents in their efforts to “train a child in the way that he should go....” It is also our mandate to provide an environment where all children feel safe and can learn. Therefore, it is our goal to guide children in how to “love others as ourselves” as an outflow of our love for God.

We believe in pro-active training that includes:

- Chapel and Christian Studies training on God’s will for us in our relationships with others
- Training with *The Essential 55* Curriculum
- Specific classroom-based discipline policies
- Formal modes of documenting behavioural incidences for the purpose of strategically providing support and intervention when necessary
- The following Code of Conduct:

1. I have the RIGHT to learn in this school. It is my RESPONSIBILITY to listen to instructions, work quietly at my desk or in my group, and to raise my hand if I have a question or concern.
  2. I have the RIGHT to hear and be heard. It is my RESPONSIBILITY not to talk, shout or make loud noises when others are speaking.
  3. I have the RIGHT to be respected at this school. It is my RESPONSIBILITY not to tease or bug other people or to hurt their feelings.
  4. I have a RIGHT to be safe in this school. It is my RESPONSIBILITY not to threaten, kick, punch, or physically harm anyone else.
  5. I have a RIGHT to privacy and to my own personal space. It is my RESPONSIBILITY to respect the personal property of others and to accept their right to privacy.
  6. I have a RIGHT to choose how I behave. It is my RESPONSIBILITY to accept the consequences of my actions.
- Students developed specific rules and regulations that guide playground behaviour:
    1. Have Fun
    2. Keep each other safe
    3. Keep our school safe
    4. Be respectful and kind

There is a responsive side to training which seeks to intervene when inappropriate behaviour occurs for the purpose of restoring relationships. When considering intervention, any diagnosis of a child will be taken into account for the purpose of meeting the needs of children.

In this case, we commit to the following four stage protocol:

- **Level 1:**
  1. Intervening adult establishes positive communication with the student, listening and assessing the situation.
  2. A logical consequence is assigned to the student, including, but not limited to the FLCS “Thinking for Growth” which will require restitution of the relationship.
  3. The adult will document the incident on the “Time for Growth” sheet for the student’s behavioural file (managed by the classroom teacher).
  4. If the student receives three “Time for Growth” sheets in a term, the teacher will initiate a Level 2 procedure.
  
- **Level 2:**
  1. A meeting between the parents, teacher, and student is scheduled for the purpose of addressing a pattern of behaviour or severe offense which has been documented. The administrator will be notified and may be involved.
  2. During the meeting a behaviour intervention plan which includes a plan for making restitution will be documented and signed by the parent and student.
  3. The teacher will implement the behaviour intervention plan.
  
- **Level 3:**
  1. A school-based team (SBT) convenes immediately, including but not limited to the administrator, teacher, parents, and student.
  2. The offenses, patterns of behaviour, previously implemented behaviour intervention plan, and current needs of the student are discussed.
  3. If it is determined that a suspension is the next reasonable intervention, the student may be suspended at the discretion of the SBT.
  4. All modifications to behaviour intervention plans and suspensions will be documented and signed and carbon copied to the school board.

5. The SBT will work to establish additional support systems for the student and/or family at this stage, including referrals, community supports, church-based supports, etc..
  6. A reintegration plan that includes restitution will be agreed upon for the sake of the training the student and supporting them in their relationships.
- **Level 4:**
    1. The SBT reconvenes to discuss the interventions and outcomes.
    2. Expulsion may be recommended to the school board at this stage.
    3. Expulsion procedures are as follows:
      - a) The school board has the authority to expel students who persist in conduct which threatens or interferes with the welfare of the school or is openly defiant to authority.
      - b) This will be done in the spirit of supporting students on the road to establishing positive relationships.
      - c) The SBT must notify the school board of this recommendation in writing and provide accompanying documentation.
      - d) The school board will set the duration and conditions of any expulsion.
      - e) Parents have the right to appeal the expulsion of their student.

Note: There may be offenses which warrant moving to any stage of the policy as deemed appropriate by the CLO.

*Appeal Process* – At First Lutheran Christian School, we uphold every person’s right to fair and unbiased treatment, and we uphold the Biblical principles which see conflict as an opportunity to live out and grow in our faith. As a Christian community, we expect all concerns to be addressed appropriately and respectfully. Our students will learn from watching how adults deal with conflict.

In all situations, we uphold the following principles of procedural fairness:

- You have a right to be informed about decisions being made that directly affect you.
- You will be given a reasonable opportunity to make oral or written submissions to the decision-makers on the matter being considered.
- You have a right to be informed of and be given the opportunity to respond to, all information submitted which might influence a decision, prior to that decision being made.
- You have a right to be informed of decisions made.
- You have a right to receive a fair and unbiased hearing.

In cases where students or parents feel they have been unfairly treated, or if they disagree with a decision made by the school, disciplinary or otherwise, they may launch an appeal as per the steps outlined in the school's *Appeal Policy*.

A copy of the complete *Appeal Policy* is available at the office

***Bullying*** – Bullying involves repeated negative actions meant to inflict harm in a relationship where there is a power imbalance between the aggressor and the victim. It may be direct or indirect, such as acts including exclusion and gossip. In line with our stated values, we believe every member of our school community deserves to feel safe and respected at school, free from bullying. In order to prevent bullying from occurring, anyone who is bullied or witnesses bullying is to report the situation to the teachers immediately. Parents should also speak with the CLO if they suspect a bullying problem. Any students involved in bullying will be dealt with according to the discipline policy of the school.

***Damaged or Destroyed Property*** – We expect our students to treat all school property, including school supplies, equipment and facilities with respect. If any property is damaged or destroyed due to deliberate misuse or carelessness, it must be reported immediately to a teacher.

The student's family will be responsible for replacement or repairs, which must meet the CLO's requirements.

## **UNIFORMS**

FLCS is a uniform school and our families appreciate the benefits uniforms offer.

All clothing marked (\*) must be purchased through our designated uniform supplier. Those items not marked (\*) may be purchased through our uniform supplier or another supplier. Parents who choose to purchase items elsewhere must try to match the uniform's khaki colour as closely as possible. Items must be free of designs, but may include pockets, zippers and tasteful, tone-on-tone stitching. All shorts, skirts and skorts must be no higher than approximately three inches above the knee.

### *Required uniform items*

- A short-sleeved navy blue golf shirt with FLCS logo\*
- A khaki (light tan) pair of pants
- A t-shirt with FLCS logo (required for gym for grades 4 and up)\*
- A pair of gym shorts with FLCS logo (grades 4 and up)\*

Please see ordering information (available from the office) for additional optional uniform items.

### *Uniform Code*

- On regular school days, students are required to wear a FLCS collared shirt (excluding gym t-shirts) and khaki bottoms.
- On special occasions, students will be required to wear their "Formal Uniform":
  - short-sleeved, navy blue golf shirt
  - pants
  - neutral socks
  - black closed-toe shoes
  - black belt (if required)
- Occasionally, students may be allowed to wear casual, appropriate clothing of their choice to school. Logos or

messages that are inappropriate to the age of the student or the Christian witness of our school are not permitted.

- Socks must be neutral in colour and not distract from the rest of the uniform. Socks are mandatory if shoes are worn, but optional in the summer with sandals.
- Students must have a set of outdoor footwear appropriate to the weather. Please no flip-flops or backless shoes.
- Students must have indoor shoes which are non-marking and are in neutral colours (no flashers) so they do not distract from the rest of the uniform.
- Students must have a pair of non-marking shoes to wear in the gym – these may be the indoor shoes mentioned above.
- One pair of all black, non-marking runners may be a solution for indoor shoes, gym shoes, and special event shoes.
- Belts, if worn, must be basic black with no designs.
- Hats are not permitted inside the school building.

Students coming to school out of uniform or with inappropriate clothing or appearance will receive one warning, and on second occurrence, will be required by the CLO to return home to change.

## **ACADEMIC PROGRAM**

As a school of excellence and distinction founded in faith, First Lutheran Christian School meets and exceeds educational outcomes set by the BC Ministry of Education and teaches all subjects through the lens of our Christian world-view.

*Curriculum* - Students receive instruction in the following subject areas:

- Language Arts (including reading, writing, and spelling)
- Mathematics
- Social Studies
- Science
- Christian Studies
- Physical Education
- Fine Arts (including Music, Drama and Art)
- French (Grades K-7)
- Health and Career Education

- Computers

First Lutheran takes part in all provincial standardized testing at Grades 4 and 7. Students from Grades 1 to 7 also take the Canadian Achievement Test each year.

*Homework* – Assigned homework helps reinforce learning and establish good study habits. Parents can facilitate good homework practice by establishing a quiet study environment, instituting a daily homework routine, encouraging the student’s learning and verifying completion of assignments.

At First Lutheran Christian School, students will receive homework based on the following age-appropriate targets:

- Grades K-2: 10-30 minutes per day
- Grades 3-7: 30-60 minutes per day

*Resource Materials* –At First Lutheran Christian School, we believe it is essential that teachers and parents make prudent decisions concerning the materials to which young people are exposed. However, instead of sheltering our students from non-Christian influences and censoring all secular resource materials, we see the value of equipping children to be wise and discerning as they come into contact with a variety of different ideas. As a result, our curriculum and library include both Christian and secular resources, activities and literature. For more information please speak to the CLO.

Textbooks and all other school supplies are provided to students at the beginning of each school year at no cost. Parents are responsible for the replacement of any supplies destroyed through misuse.

## **STUDENT SERVICES**

In alignment with our stated values, FLCS strives to provide students equal access according to the *Special Education Policy of British Columbia*, which promotes an inclusive education system in which all students become a community of learners.

A copy of the complete *Student Services Policy* is available at the office.

## **INTERNATIONAL STUDENTS**

International students are welcome and valued members of the First Lutheran Christian School family.

A copy of the complete *International Student Policy* is available at the office.

## **SCHEDULE**

First Lutheran Christian School is a seamless educational and care facility for children ages 3 to Grade 7. Preschool and school-aged daycare is offered to complement the school schedule and calendar.

School hours are from 8:40am until 3:00pm on Mondays, Tuesdays, Thursdays and Fridays, and from 8:40am until 1:20pm on Wednesdays.

The school provides supervision for 10 minutes before and after school ends each day. Lunch period runs from 11:20am to 12:00pm.

Every Wednesday morning from 8:50am to 9:20am, students and teachers gather for a short chapel service which parents and friends are welcome to attend. At this time, students may participate in a voluntary offering which is directed to an annual mission project.

As part of our ongoing commitment to investing in our high-quality educators, First Lutheran Christian School runs on a banked minutes schedule. By beginning the school day at 8:40am, rather than 9:00am, we accumulate an additional 20 minutes of teaching time each day. This allows us to dismiss students early on Wednesdays and devote a weekly segment of time (1:30 pm to 3:30 pm) to the professional development and collaboration of the teaching staff.

## **FIELD TRIPS**

Each class will go on at least six academic, athletic or recreational field trips per year. Parents/Guardians will be notified of every field trip, including time of departure and return, the nature of the event and plans for transportation. Parents must give written permission for their child(ren) to attend. Permission for outings within walking distance is included in the school registration form.

Volunteer drivers must provide the school with a copy of a valid driver's license, vehicle registration and insurance, including a minimum \$2,000,000 liability. All students must wear seat belts or use car seats provided, by their parents, according to Provincial law. The costs for field trips are generally covered in the school fees.

## **PARENT INVOLVEMENT**

*At School* – The partnership between parents and the school is demonstrated in the Parent Teacher League (PTL), of which all parents and teachers are a part. The PTL Executive, led by elected parents and supported by the CLO, meets several times a year to improve communication, build a sense of community and plan events which provide financial and other support to the school.

*At Home* – Things parents can do at home to ensure their child's success at school include:

- Establishing early, regular bedtimes (beginning before the start of school in September).
- Encouraging active play, and limiting screen time.
- Choosing carefully the extent of participation in extracurricular activities.
- Providing a balanced, healthy breakfast and appropriate snacks and lunch for school.
- Maintaining a consistent homework routine.
- Ensuring early arrival at school in the morning to facilitate a relaxed transition to the classroom.

A copy of the complete *Volunteer Policy* is available at the office.

# PRESCHOOL & PRE-KINDERGARTEN

## GENERAL POLICIES AND INFORMATION

### ADMISSIONS

Children must be 30 months to begin classes.

Before a child will be admitted the Registration Form, Enrolment Contract, and Health Information Form must be completed, signed and returned.

The child must be potty-trained.

Verification of immunization for Diphtheria, Pertussis, Tetanus, Mumps, Polio, Red Measles, Rubella is required for safety and health of the child.

### DEVELOPMENTAL PROGRAM

In a season of preparation, parents need high-quality early childhood education for their child. First Lutheran Christian Preschool offers an in-demand, developmentally appropriate program that aligns with our school's vision of being excellent and distinct, founded in faith.

In our licensed preschool, we value...

- Cultivating independence for each child
- The growth of the whole child, including spiritual growth
- Equipping the child for academic success in developmentally appropriate ways
- Fostering the child's sense of belonging in our learning community
- Facilitating and reporting learning for the individual child
- Partnering with parents

Our experienced educators bring a variety of experiences and credentials to our program. We blend the best of play-based and Montessori approaches to inspire student curiosity, learning, and confidence.

The program has been designed to offer a continuum of developmental choices that include a schedule that prepares students for full-time Kindergarten with morning classes ranging from two days per week to five days per week.

Our innovative Pre-Kindergarten program is designed to uniquely prepare students for their upcoming full-day schedule. So, whether your child is just out of diapers or ready to read, we will accommodate his/her developmental needs.

### **SCHEDULE**

In order to offer choice to families in the early years, we offer the following preschool classes, designed for 3 and 4 year olds:

- 2 day (T/Th) morning Preschool class for 3 year olds
- 3 day (M/W/F) morning Preschool class for 3 and 4 year olds
- 5 half-day Pre-Kindergarten class for 4 year olds

### **ATTENDANCE**

Punctuality and regularity of attendance are encouraged for optimal benefit of the child. If your child will be *absent* for a class, please call the Preschool (church office) to advise.

All children must be brought 5 minutes before class start time and signed in by parents or appointed guardian.

### **SAFE RELEASE OF CHILDREN**

It is a Provincial requirement that your child be signed in and out upon arrivals and departures. Please do not leave until you have signed your child in/out and he/she has been greeted by one of the teachers.

### **CHILD PICK UP**

Only adults you authorize on the Health Information Form may pick up your child. If we do not know the adult picking up your child, we will ask for identification. If your child is to go home with another child or adult, please let the teacher know about the arrangement.

A fee of \$10.00 for each 15 minutes, or portion thereof, will be charged to parents who are late picking up their child. If your child has not been picked up 15 minutes after classes are completed, a staff will try to contact you. If after 30 minutes the staff is still unable to contact you your child's emergency contact person will be called to pick up your child. If either the parent or the emergency contact person cannot be reached after an hour of classes being completed, a social worker for the Ministry of Child and Family Development will be contacted. Payments will be made to the teacher at the time of pick-up or upon arrival of the child's next class.

If the authorized pick up person (including parents) seems under the influence of drugs or alcohol the child will not be released to them, and your emergency contact person will be called.

If an emergency occurs, call the Preschool to let the teacher know of alternative arrangements. Please be considerate of the teacher's schedule. Recurring late pick-ups may result in the termination of the contract.

### **CLASS SIZE**

Classes with two teachers will have a maximum of 20 children and a minimum of 17 children. Classes with one teacher will have a maximum of 10 children and a minimum of 7 children. The number of classes will depend on the number of children enrolled.

### **COMMUNICATION**

Home visits will be conducted by every preschool teacher prior to the start of the school year.

Conferences can be requested at any time during the year by the parent or teacher to discuss any concerns.

A monthly newsletter is distributed to school families via hard copy for students to bring home. This newsletter can also be accessed on the website, [www.flcs.ca](http://www.flcs.ca). Individual teachers also issue regular classroom newsletters. Additional communication is initiated as required.

## **HEALTH & SAFETY**

*Allergy Policy* – In order to protect the health and safety of all our students, First Lutheran Christian School, Preschool and Daycare are nut-aware environments.

*First Aid* – The preschool maintains a complete first aid kit and requires teachers to undergo regular first aid and CPR certification.

*Medications* – Any child who requires medication administered at preschool must first present a signed permission form and specific, written instructions.

*Communicable Disease Control* – A student should not attend preschool if an illness requires more care than staff can provide without compromising the health and safety of other students. In addition, any child who has fever, lethargy, uncharacteristic irritability, persistent crying, diarrhea, blood or mucus visible in stool, vomiting (two or more times in the previous 24 hours) or difficulty breathing should not attend school.

*Emergencies* – Emergency drills are conducted regularly throughout the school year. In case of emergency evacuation, students and staff will proceed to Ecole de L'Anse au Sable on Lequime Road (675 Lequime Road, 250-764-1311). In case of relocating out of the neighbourhood, the students and staff will go to Manteo Resort (3762 Lakeshore Road, 250-860-1031). Students and staff will remain offsite until the situation is rectified or parents can pick up their child(ren).

The staff of the preschool is required by law to observe, record and report suspected child abuse and neglect. Any abuse of staff by the children or their families may result in the termination of their contracts.

*The church and school building are designated no smoking areas.*

## **DISCIPLINE**

We strive to give a Christ-like model for the children to emulate. Children are treated with love and respect because they are God's special gift to us.

Rules and limits will be consistent and stated positively so that the child is aware of them.

The child is listened to, because he/she is important and we are interested.

Encouraging words and praise are given to reinforce acceptable behaviour.

Correction of unacceptable behaviour will be given verbally or by redirecting.

## **FIELD TRIPS**

Field trips will be planned periodically throughout the year. From time to time volunteers may be required for transportation. All drivers must hold a valid BC Driver's Licence with insurance containing a minimum of 2 million dollars liability. A copy of both the licence and insurance will be photocopied and kept on file for the school year.

## **FOOD AND CLOTHING**

A *nutritious, nut-free snack* is to be provided by parents. The teachers are to be notified of any special dietary requirements or allergies. Snacks should include 2 food groups and should be packed in such a way that the child can access it independently.

Please label all your child's belongings. Outer clothing adequate for outside play is required everyday. Slippers and an extra set of clothes are to be placed in a labelled zip-lock bag and left in the child's basket in their cubby.

**PARENT INVOLVEMENT**

Encourage your child to look forward to the first day of school as an exciting new experience. It is important to help child feel connected and confident in his/her new teacher. Your attitude towards the experience will shape your child's perspective.

Thank you for instilling respect and wholesome positive attitudes towards teachers and school personnel.

Listen to your child as he/she shares their interests and achievements in school. Your encouragement will help them attain their maximum learning and achievement.

# DAYCARE

## GENERAL POLICIES AND INFORMATION

### ADMISSIONS

Children must be three years old by the end of December for the preschool aged care and five years old by the end of December for the school aged care.

Before a child will be admitted the Registration Form, Enrolment Contract, and Health Information Form must be completed, signed and returned.

The child must be potty-trained.

Verification of immunization for Diphtheria, Pertussis, Tetanus, Mumps, Polio, Red Measles, Rubella is required for safety and health of the child. If you do not immunize please be prepared to keep your child at home if a communicable disease that has a vaccine goes through the school/daycare.

### HOURS OF OPERATION

First Lutheran Christian School is a seamless educational and care facility for children ages 3 to Grade 7. Preschool and school aged daycare is offered to complement the school schedule and calendar.

#### Monday to Friday Daycare Classes

1. **Preschool Aged Care**  
11:15 am - 5:30 pm
2. **Preschool Break Care** (except Statutory Holidays)  
8:30 am - 5:30 pm
3. **School Aged Wednesday Enrichment Care**  
1:30 pm - 5:30 pm
4. **School Aged Before and After School Care**  
7:30 am - 8:30 am and 3:00 pm - 5:30 pm
5. **School Break Care** (except Statutory Holidays)  
7:30 am - 5:30 pm

## **PROGRAMMING**

Our daily routine is organized to promote your child's development and creativity through a balance of educational, stimulating and fun activities. We believe daycare environments should mirror a child's experience at home and with a family.

Both the preschool-aged and school-aged care will provide an active, enriched, and healthy environment supporting the child's holistic growth and development.

Programming routines are developmentally appropriate and created to meet the needs of the specific group of children.

### **Daily Routine Provides Security**

Children need consistency in their daily routines. They flourish on routine; it helps them make sense of the world and gives them a sense of security. An appropriately structured routine can help reinforce positive behaviours in children. Our daily childcare schedule provides routine and structure for children so that they know basically what to expect from day to day.

### **Daily Routine Encourages Exploration and Play**

Our daily childcare schedule meets the needs of your child by providing a flexible, balanced routine that maximizes learning through play. Activities may include baking, cooking, music, games, outdoor play, etc. Extra-curricular and enrichment activities are scheduled on Wednesday afternoons.

## **WEDNESDAY ENRICHMENT PROGRAM – SCHOOL AGED DAYCARE**

Wednesday afternoon daycare programs will integrate our enrichment programs and include specialized extra-curricular classes in areas such as arts and crafts, sports, dance and leadership. Enrichment programs occur every Wednesday afternoon from 1:30-3:00pm incorporating a combination of structured and unstructured time designed to provide students with the opportunity to explore non-academic interests and develop new skills.

## **SAFE RELEASE OF CHILDREN**

It is a Provincial requirement that your child be signed in and out upon arrivals and departures. Please do not leave until you have signed your child in/out and he/she has been greeted by the daycare provider. If your child is coming directly from school, the daycare provider will meet each child upstairs and sign him/her in upon arrival.

## **CHILD PICK-UP**

Only adults you authorize on the contract may pick up your child. If we do not know the adult picking up your child, we will ask for identification. If your child is to go home with another child or adult, please let the care provider know about the arrangement.

A fee of \$10.00 for each 15 minutes, or portion thereof, will be charged to parents who are late picking up their child. If your child has not been picked up 15 minutes after classes are completed, a staff will try to contact you. If after 30 minutes the staff is still unable to contact you your child's emergency contact person will be called to pick up your child. If either the parent or the emergency contact person cannot be reached after an hour of classes being completed, a social worker for the Ministry of Child and Family Development will be contacted. Payments will be made to the care provider at the time of pick-up or upon arrival of the child's next class.

If the authorized pick up person (including parents) seems under the influence of drugs or alcohol the child will not be released to them, and your emergency contact person will be called. If an emergency occurs, call the school to let the care provider know of alternative arrangements. Please be considerate of the care provider's schedule. Recurring late pick-ups may result in the termination of the contract.

## **COMMUNICATION**

Daycare staff will personally connect with the parents or caregivers each day to give a brief report on how the day went. Daycare providers will actively monitor academic progress by reviewing agendas and collaborating with teachers.

## **HEALTH & SAFETY**

*Allergy Policy* – In order to protect the health and safety of all our students, First Lutheran Christian School, Preschool and Daycare are nut-aware environments. Also, the church and school building are designated no smoking areas.

*First Aid* – The preschool maintains a complete first aid kit and requires teachers to undergo regular first aid and CPR certification.

*Medications* – Any child who requires medication administered at preschool must first present a signed permission form and specific, written instructions.

*Communicable Disease Control* – A student should not attend preschool if an illness requires more care than staff can provide without compromising the health and safety of other students. In addition, any child who has fever, lethargy, uncharacteristic irritability, persistent crying, diarrhea, blood or mucus visible in stool, vomiting (two or more times in the previous 24 hours) or difficulty breathing should not attend school.

*Emergencies* – Emergency drills are conducted regularly throughout the school year. In case of emergency evacuation, students and staff will proceed to Ecole de L'Anse au Sable on Lequime Road (675 Lequime Road, 250-764-1311). In case of relocating out of the neighbourhood, the students and staff will go to Manteo Resort (3762 Lakeshore Road, 250-860-1031). Students and staff will remain offsite until the situation is rectified or parents can pick up their child(ren).

The staff of the preschool is required by law to observe, record and report suspected child abuse and neglect. Any abuse of staff by the children or their families may result in the termination of their contracts.

## **DISCIPLINE**

We strive to give a Christ-like model for the children to emulate. Children are treated with love and respect because they are God's gift to us.

Rules and limits will be consistent and stated positively so that the child is aware of them.

The child is listened to, because he/she is important and we are interested.

Encouraging words and praise are given to reinforce acceptable behaviour.

Correction of unacceptable behaviour will be given verbally and/or removal from the situation.

If necessary, we will call the parents for additional support.

Our school Code of Conduct will apply.

## **FOOD AND CLOTHING**

After-school care will offer a snack time every day. A nutritious, nut-free snack is to be provided by parents. Snacks should include 2 food groups and be packed in such a way that the child can access it independently.

Please label all your child's belongings. Outer clothing adequate for outside play is required at daycare everyday. A separate pair of slippers or indoor shoes must be worn at daycare and can be left in the daycare room. Also, for unexpected emergencies, please leave an additional set of clothing in a clearly marked bag for each student.

**FIELD TRIPS**

Field Trips will be planned periodically throughout the year. We may walk or use public transportation. From time to time volunteers may be required for transportation. All drivers must hold a valid BC Driver's License with insurance containing 2 million dollars liability. A copy of both the license and insurance will be photocopied and kept on file for the school year.

## TUITION AND FEES

PRESCHOOL/PRE-K FEE SCHEDULE			
Preschool & Pre-Kindergarten	Registration Fee Due at time of Registration	Annual Tuition – First Child	Annual Tuition – Sibling Child
2-day Preschool (T,Th)	\$100.00 per child <i>(non-refundable)</i>	\$1,705.00	\$1,045.00
3-day Preschool (M,W,F)		\$2,200.00	\$1,320.00
5-day Pre-Kindergarten		\$2,970.00	\$1,8150.00

K-7 FEE SCHEDULE				
Kindergarten to Grade 7	Registration Fee Due at time of Registration	Early Registration Annual Tuition*	Annual Tuition	Tuition Deposit Due at time of Registration
1 child	\$150.00 per child <i>(non-refundable)</i>	\$3,900.00	\$4,290.00	10% of Yearly Tuition**
2 children		\$6,300.00	\$6,930.00	
3+ children		\$7,400.00	\$8,140.00	

\*Only applicable if registering by February 28, 2011

\*\*Applied to last month's tuition; non-refundable

DAYCARE FEE SCHEDULE						
	Summer 2012	10-month Care <i>(no Summer**)</i>	Before School	After School	Wed. Enrichment	Pro-D Days & Holidays
K-7	\$1,800.00	\$4,400.00	\$770.00	\$2,640.00	\$1,100.00	\$990.00
Preschool 2 days/wk (T,Th)*	\$880.00	\$2,695.00	<i>n/a</i>	\$2,288.00	<i>n/a</i>	\$403.00
Preschool 3 days/wk (M,W,F)*	\$1,320.00	\$3,872.00	<i>n/a</i>	\$3,102.00	<i>n/a</i>	\$770.00
Pre-K 5 days/wk*	\$2,200.00	\$6,567.00	<i>n/a</i>	\$5,390.00	<i>n/a</i>	\$1,177.00

\*Preschool & Pre-K daycare options must mirror the child's Preschool/Pre-K class days.

<b>DROP IN FEES - KINDERGARTEN TO GRADE 7 CARE</b>		
<b>Mondays, Tuesdays, Thursdays, Fridays</b>		
\$14.00	7:30am to 8:30am	Before School Care
\$14.00	3:00pm to 5:30pm	After School Care
<b>Wednesdays</b>		
\$14.00	7:30am to 8:30am	Before School Care
\$14.00	1:30pm to 3:00pm	After School
\$35.00	1:30pm to 5:30pm	Full After School Care

<b>DROP IN FEES - PRESCHOOL-AGED CARE</b>		
<b>Weekdays</b>		
\$6.00	11:15am to 5:30pm	Per Hour or portion thereof to a Daily Maximum of \$35.00
<b>Pro-D Days &amp; School Holidays</b>		
\$6.00	8:30am to 5:30pm	Per Hour or portion thereof to a Daily Maximum of \$35.00

**FLCS Tuition Policies are as follows:**

1. School tuition, Preschool/Pre-K tuition and Daycare fees are due and payable on the first of each month payable by cheque or cash upon the commencement of classes.
2. All tuition and fees must be paid in advance for the year, by providing post-dated cheques or by participating in our Pre-Authorized Debit program.
3. Post-Dated cheques are to be written to **First Lutheran Christian School** for the first of each applicable month.
4. To pay by Pre-Authorized payment please fill in the "Pre-Authorized Debit Agreement (PAD)" form, available in the office. Flexible options are available.
5. June's tuition (or last month's tuition for early withdrawal) will be paid by the Tuition Deposit (not applicable for Preschool/Pre-K or Daycare).
6. Tuition will not be pro-rated for mid-month registration or withdrawal.
7. Any changes to bank account or mailing address information must be submitted to the office in writing as soon as possible.
8. A \$25 administration fee will be charged for items returned by the bank, ie NSF, Stop Payment. Cash will be required to replace returned items.

9. Late accounts may be subject to a 10% administration fee.
10. One calendar month's notice or one month's fee in lieu of notice is required if the child is to withdraw from preschool or daycare or is asked to withdraw due to behavioral issues.
11. No refunds are given for absences due to family vacations or sickness, or for legal holidays or school holidays (ie. Christmas, Easter, Spring Break).

Kindergarten to Grade 7 Financial Assistance may be available for up to fifty percent (50%) of tuition fees only.

A copy of the complete *Financial Assistance Policy* is available at the office.

*Preschool and Daycare subsidy* – The B.C. Ministry of Social Services offers tuition assistance amounting to approximately 75% of the full tuition rate. **The balance of the rate is the responsibility of the parents.** The family rate reductions do not apply to this balance.

A portion of K-7 school tuition may be eligible as a charitable tax receipt through a Canada Customs and Revenue Agency (CRA) approved program.

Tax receipts for daycare fees and preschool tuition are issued by the end of February of each year, as per CRA requirements.

A copy of the complete *Tuition Policy* is available at the office.

## PRIVACY POLICY

First Lutheran Christian School is committed to meeting or exceeding the privacy standards established by British Columbia's Personal Information Protection Act (PIPA) and any other applicable legislation.

The *Personal Information Privacy Policy* describes the policies and practices of First Lutheran Christian School regarding the collection, use and disclosure of personal information about students and parents, including the steps the school has taken to ensure personal and financial information is handled appropriately and securely.

A copy of the complete *Personal Information Privacy Policy* is available at the office