

GETHSEMANE LUTHERAN  
PRE-SCHOOL AND  
PRE-KINDERGARTEN  
PROGRAM

Our Mission Statement

By God's grace we **declare** salvation through Jesus Christ, **prepare** God's children for life by faith in Christ and **share** Christ's love with our families, communities and world.

Statement of Purpose

Gethsemane Lutheran Church, with the establishment and maintenance of the Christian Day School, wishes to emphasize the importance of Christian education. The emphasis in the school is to provide Christian atmosphere between teacher and student whether they be involved in "Jesus Time," math, or science. The teachers are very carefully chosen to promote this kind of atmosphere. Our goal is to help the children see that all learning, understanding and life experiences are good and desirable when experienced under the grace and forgiveness of Jesus Christ, the Son of God. Our basic curriculum will be almost identical to the public system except for chapel, devotions and religion classes. We pray that the Christian teachers' methods and atmosphere will help train a child to see the world and live with a new and vigorous vitality in the knowledge of their Savior. We use the words "help train" remembering that the most important part must be done in the home by the parents.

Let us work together to give your children a full understanding of how God works and lives in this world through His Spirit and how He can influence every experience in life itself.

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This booklet is designed for you as a guide to answer many of the questions you may have about our school and the Preschool program in particular. It will give you an idea of what to expect from the school and what the school expects from you. *Please read the book thoroughly and keep it handy as a reference.*

Gethsemane Lutheran School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs and activities generally made available to students at the school. It does not discriminate on the basis of color, national and ethnic origin in administration of its educational policies, athletics and other school administered programs.

## GOALS OF OUR PROGRAM

Our goal is to provide for the social, emotional, spiritual, and academic needs of each child in order to help create within that child a healthy self-esteem, respect for others and his environment, a feeling of independence, to encourage a love for learning, and to help each child understand how much God loves him/her as a precious individual.

## PHILOSOPHY

In a Montessori Preschool setting, we believe the child is the constructor of his own knowledge and is an active participant in his own individual learning experience with the Montessori Directress serving primarily as observer and guide. We feel the child is worthy of an attitude of mutual respect; that he is an equal in humanity, if not in development, experience, and education; and that within the prepared environment, he is capable of making choices that are developmentally appropriate for his age.

We believe that the child is innately equipped with the capacity to learn through an appropriate self-initiated interaction upon the environment, which is filled with attractive materials, which "call" to the child.

We believe in offering choices to the child and are willing to allow him to take the natural or logical consequences for both wise and unwise choices.

We believe that we are partners with the parents and together we have a great desire to raise healthy, happy, strong children who will become the leaders of tomorrow.

## UNIQUENESS

Our preschool program at Gethsemane, as every good Montessori program, is unique in the respect that it truly is a child-centered program.

The curriculum supports both the needs of individual children and the class as a whole and is comprised of developmentally appropriate materials and activities, which allow for a hands-on approach, utilizing concrete materials as the building blocks for later development of abstract thought.

As we believe that children achieve a sense of satisfaction and a state of "normalization" through constructive work in the environment, they are encouraged to interact in real-life activities. Through this real work, they discover that they are capable and vital to the world around them. Thus, they begin to sense their ability to do for themselves, become independent, and contribute meaningfully to their environment and to others.

There is also time during each day for religious instruction, games, music, art, science, and just plain fun. All these wonderful activities make for a well-rounded, confident, and productive individual - a person ready to take his rightful place in the world around him.

We want each child to see that all learning, understanding and life experiences are good and desirable when experienced under the grace and forgiveness of Jesus Christ, the Son of God.

Admissions policy

Acceptance into Gethsemane Lutheran School's Preschool, Pre-Kindergarten or Kindergarten program, requires that the child must be three, four or five years old respectively on or before September 15th of that school year. If this is a first time enrollment, a copy of the child's birth certificate must be presented with the Enrollment Application.

All children must be toilet-trained before enrollment at Gethsemane Lutheran School. This includes the ability to care for themselves after using the toilet. Children with special needs may be admitted to the program only after the parents observe a full Montessori work cycle and meet with the director to determine if the program would be beneficial for their child.

Gethsemane Lutheran School may not be equipped to properly serve a child with special needs. A lack of independent ambulation or the need for assistance in feeding, toileting, or dressing will not be used as sole criteria for enrollment or for denial of enrollment or placement. Every effort will be made to accommodate a child's needs and to integrate the child with his/her peers who do not have disabilities. Gethsemane's Board of Christian Education in consultation with the parents and teaching staff will make the final decision.

Colorado State Law requires that each student present a current Health Certificate of Immunization to Gethsemane Lutheran School prior to attending. Updates to the health record as required by law will be requested annually. Exceptions from the immunization requirements shall be accepted only if instructions given on the reverse side of the Colorado Department of Health Certificate of Immunization have been properly executed.

Gethsemane Lutheran School reserves the right to terminate the enrollment of any student based upon failure to comply with any Board of Christian Education policies.

*Gethsemane Lutheran School admits students of any race, color, or national or ethnic origin.*

Arrival, pick-up, class hours

**Preschool Classes** (3 year olds) meet on Monday, Wednesday and Friday mornings from 8:00 – 11:00 AM in a 3 and 4-year-old combo class, or Tuesday and Thursday mornings from 8:00 – 11:00 AM in a 3-year-old only class.

**AM Pre-K Classes** (4 year olds) meet Monday, Wednesday and Friday mornings from 8:00 – 11:00 AM in a 3 and 4-year-old combo class, a 4-year-old only class, or a Pre-K 4-year-old Monday through Friday morning class from 8:00 – 11:00 AM.

**PM Pre-K Classes** (4 year olds) meet Monday through Friday afternoons from Noon – 3:00 PM.

Parents: please enter the building through the main school doors. Please allow your child remove his coat and hang it along with his/her backpack on the hooks next to the classrooms. **All children must be signed in** on the sign-in sheets located near the classroom doors. Please sign your name and the time.

If this is your child's first time in a school setting, please be aware that it is entirely normal for him/her to have some separation anxiety. Many children will cry at first (you may too!). This is normal and will pass if you make the drop-off very matter-of-fact and reassure your child that you will be back soon to pick him/her up. This seems harder on the parents than the child!

When picking up your child, please sign your child out on the sheets in the hallway, check your child's folder for items to take home, and pick up any items your child may have hanging on the hooks. Each child should shake hands with the teacher when leaving so that we may monitor who is picking up the child.

We will not release a child to anyone who is not listed on the Child Pickup Form without written permission from the

parent(s). A note must be given to your child's teacher, or written in the information book in the hallway. In an emergency, notification of a change may be made by telephone. However, that person must show identification when the child is picked up. Anyone picking up the child, even though authorized, will be asked for identification if not known by the staff.

If a child is not picked up within 10 minutes of the end of the class period, he/she will be taken to the school office. We will contact the parents and any persons listed on the emergency card. If no contact is located and it is time for the staff to leave, the authorities will be contacted. A child will never be left at the school unsupervised.

**Before and/or after school care is not available for PS/PK.** A fee may be charged if you are more than 15 minutes late.

The teachers will check to see that all children have been signed out. After all of the children have been picked up, the teachers will close and lock the exit doors. All areas will be checked to be certain that no child is still in the area.

#### ATTENDANCE AND EXCUSING CHILDREN

Punctual and regular attendance is expected and is extremely important to the student. Please call the school office (303) 451-6908 by 8:30 AM if your child will be absent. A written excuse or phone call from the parent is expected when children have been absent.

Vacations should not be taken while school is in session. If a prolonged absence is necessary, the school office must be notified in advance. Tuition must be kept current during a period of absence.

#### CHAPEL Services

Special worship services are held in the church on Wednesdays for the children (Pre-K and combo classes only). Parents are welcome to attend. During these brief worship services we do take an offering, which is donated to Christian projects decided upon by the school staff. Church dress is encouraged.

#### Child Abuse

The Colorado Statutes and Social Service Regulations require that any staff member who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made to the County Department of Social Services or a local law enforcement agency.

To file a complaint about suspected licensing violations, or to report suspected child abuse, contact:

Adams County Department of Social Services  
7401 Broadway  
Denver, CO 80221  
(303) 866-5958

#### CHURCH AFFILIATION

Gethsemane Lutheran Church is a member of the Lutheran Church, Missouri Synod. As a member of that body, it adheres strictly to the historic confessions of the Lutheran Church, and believes that as a Christian congregation, it has but one mission, namely, to preach the changeless Christ as Savior in, and to, a changing world. We pray that in all our activities Christ may be glorified.

Opportunities to learn more about the teachings of our church are available in the Adult Membership Class. Contact the Church or School offices for further information regarding class times. You are, of course, always welcome to attend our church services at either 8:00 or 10:45 am every Sunday morning.

#### Church Attendance

All students are encouraged to regularly attend worship in their home congregation. We sincerely hope that as our children grow in their relationship with the Lord they will be developing good worship habits.

Because we believe that your family's worship habits have a major impact on your child's spiritual development, our Board of Christian Education adopted a plan encouraging your active involvement in worship at Gethsemane Lutheran Church. The policy includes an expectation that Gethsemane member families will attend worship at least 50% of the time each quarter. Many of you share this same conviction and are providing a good model for your children. This modeling demonstrates to your children the high level of importance God has in your life.

#### CLASSROOM Helpers

We appreciate help on special projects and activities in the classroom such as decorating, treats for the class, help on programs, etc. As the year proceeds, we may ask volunteers to help with group work or a special testing program. Each teacher has his/her own method of utilizing parents in the classroom. If you choose to volunteer in the classroom you will be asked to sign a confidentiality form.

#### Classroom Visitors

We have an "open door" policy in our Montessori Classrooms. Parents are welcome at any time. However, it is a good idea to check with your child's teacher first in order to limit the number of visitors at one time. We also ask that you wait to observe after the first month of school, so your child has a chance to adjust to the routine. Also, please understand that the teacher's first responsibility is to her class, and she should not be asked to take time from the class to spend with visitors.

Parents and visitors must sign in at the school office before entering a classroom. Please do not bring younger siblings when you come to observe.

#### Continuation Service - Pre-Kindergarten

The Pre-Kindergarten continuation service ends our school year. Please refer to the school calendar for date and time. This service celebrates the accomplishments of our children as they become Kindergarten students. Students with outstanding fees, tuition or fines will not be able to participate unless their account is clear.

#### discipline

Many parents new to our school ask about our discipline policy. We have found that students tend to live up to what is expected of them. If expectations are positive, the students normally react positively. At Gethsemane we expect a

Christian attitude of love and faith, honesty, obedience and respect for people and things. When a child deviates from this norm, discipline is needed. Discipline methods may include but are not limited to: redirection, verbal correction, removal of privileges and time-out. Parents will be contacted if the behavior continues.

#### DRESS CODE

This dress code is designed to reflect our distinctiveness as Christians and to encourage pride in one's grooming. The way we dress displays our feelings and attitudes and affects our actions and behavior. As in other areas of our Christian lives, we seek not to offend others in our dress and individual desires may have to be denied for common good. Gethsemane Lutheran School's dress code may not always reflect society's standards. Parents, students and teachers will be cooperatively responsible for enforcement of the dress code. The school administration reserves the right to send the student home, or to request the parent/guardian to bring an appropriate change of clothes, in the case of inappropriate dress. The following dress code applies to all school-sponsored activities.

#### DRESS CODE VIOLATIONS

Parents will be called and asked to pick up their child or bring in appropriate clothing.

#### GUIDELINES FOR DRESS:

- School dress must be safe for school activities in and out of the classroom.
- All students should have appropriate clothing (coats, gloves, head covering) for all recesses and outdoor activities. Snow boots should be worn when weather requires, but a change of shoes is necessary for the classroom. For safety reasons, children in PS-K should NOT have strings on outdoor clothing, coats or sweaters.
- Appropriate dress is required to attend field trips. The teacher will inform the students prior to the trip regarding the dress code for each trip.
- **Chapel days (Wednesday) are dress-up days!**
  - Appropriate attire for Chapel:
    - Girls: A dress/skirt/skort or dress pants and blouse/sweater
    - Boys: Dress pants/dress shorts and collared shirt. Shirt must be buttoned with tails tucked in.
  - Inappropriate chapel attire for all students: Non-dress shorts, jeans, sweatpants, sweatshirts, T-shirts or sports' jerseys/shorts.
  - CHAPEL DRESS IS WORN FOR THE ENTIRE DAY.
  - Shoes should be appropriate for outdoor play.
- Clothing should be free of holes, depict modesty and fit properly. Frayed pants are not acceptable.
- Hairstyles should be conservative and reflect careful grooming. NO EXTREME STYLES WILL BE ALLOWED.
- Hats and sunglasses are allowed outside only.
- Pants must be at the waist and not be sagging. A belt may be required to keep the pants up.
- Plain or Christian T-shirts are acceptable. Shirts with undesirable slogans or designs are not acceptable.
- Shoes must be worn. Shoes that require laces must have laces and must be tied. Shoes and sandals must have a heel strap. No "roller-skate" shoes, high-heels, cleated shoes, clogs, or flip flops are to be worn. We strongly recommend shoes that protect the whole foot. Shoes should fit securely and be appropriate for outdoor activities. No high heels are to be worn, as they are dangerous for children to play in.
- No writing on clothing or body parts with markers, pens, etc.

#### EMERGENCY FORMS

The office keeps a record of all emergency contacts for every child. The record is only as good as the phone numbers given to the office. Please be sure to update your child's emergency card every time you have a change

of address or phone number. We like to have all available numbers for family members (home, cell, work, etc.).

#### Field Day

Our Pre-K and Kindergarten children have their own Field Day. They have a morning of non-competitive games in the park adjoining our parking lot. All AM and PM Pre-K, K and KE children participate at the same time (approx. 9 – 11:30 AM). The date will be announced in April, watch your classroom notes and the *Gethsemane Gladiator*. There are NO afternoon classes on this day.

Our field day requires a large number of parent volunteers to help run the games and chaperone small groups of children. Watch for the sign up sheets outside your child's classroom.

#### Field trips

Field trips are planned periodically during the year. Transportation is by private car (volunteer parent drivers). All drivers of vehicles transporting children must comply with applicable laws of the Colorado Department of Revenue, Motor Vehicle Division and the City of Northglenn. Drivers should check with their insurance companies before driving any children on field trips to see if their insurance is adequate. The school will require information on liability insurance from parents and staff who transport children in their own cars and verify that all drivers have a valid driver's license.

Written permission will be required from parents for all children to attend a field trip. The required staff to child ratio will be maintained at all times and children will be supervised. Any parent driving on the field trip will be considered a staff member.

An itinerary of the trip and a list of children and staff attending will be kept in the school office. Emergency contacts for all children will be carried. No extra children or visitors are allowed on field trips without the approval of the teacher.

#### Field Trip Late Arrivals

If your child is late on a field trip day and the group has already left, you have two options:

1. You may take your child to the location of the field trip and personally hand the child over to the teacher in charge. (Times and address of the field trip will be left in the school office.)
2. You may take your child back home – no on-site care is available.

#### FIELD TRIP VEHICLE SAFETY

When children are being transported, the following rules will apply for their safety:

1. Child-staff ratio will apply.
2. Children will not be permitted to ride in the front seat of a vehicle with a passenger-side airbag. In a vehicle without a passenger side airbag, the child must be at least four years old, weigh more than 40 lbs, and be

secured in child restraint system that conforms to all applicable Federal Motor Vehicle Safety Standards.

3. Children must remain seated while the vehicle is in operation.
4. Each child must have his/her own seat belt (child safety seat if age/weight required).
5. Children must be loaded and unloaded out of the path of moving vehicles.
6. Children's arms, legs and heads must remain inside the vehicle at all times.
7. Children must not be left unattended in the vehicle.

#### Fire Drill/tornado warning

Fire drills are conducted on a regular basis. When the fire alarm sounds, all children will immediately line up at the fire exit door. The teacher will lead the class out the door and across the parking lot to the fence. The second teacher will check the bathrooms, pick up the attendance record and follow the class out the exit door. The class and teachers will remain outside until the signal to return is sounded. In the event of a tornado warning, the teachers will take the class to the church basement until it is safe to return to the classroom.

#### Folders

Each child will have a file folder located in the hallway next to your child's classroom. This folder is for the child to place papers he/she wishes to take home. You will also find correspondence from the classroom teacher and the school office in these folders. Please check your child's folder daily to keep informed. You will also find a copy of the weekly newsletter, *Gethsemane Gladiator*, in the file.

#### Gethsemane Gladiator

The school newspaper, *Gethsemane Gladiator*, is published weekly. It always includes a current school calendar as well as news important for parents to know. It is printed on a goldenrod colored sheet to make it easy for you to find. Please read this for your best source of up-to-date information.

#### HINTS FOR THE BEGINNING OF SCHOOL

Talk of school as a pleasant and worthwhile experience. Your child's self esteem can be strengthened by discussing any problems with him. Share as many experiences with your child as possible, such as trips, games, reading, household chores, devotions, and church and Sunday school attendance.

Teach your child to put on and take off his own outer clothing. Be sure your child is familiar with general safety rules (crossing streets, leaving with strangers, etc.). Teach your child to pick up and be responsible for his/her own toys, clothes and work materials.

#### Identifying location of all children

Attendance is taken at the beginning of the class period and the children are counted at specific times during the school day and the number is checked against the attendance record.

If a child becomes lost while at school, an immediate search will begin throughout the building and school grounds. If the child is not found, the parents and authorities will be notified.

#### Illnesses & MEDICATION

If a child becomes ill at school, the parent will be notified (please keep your emergency card current!). Until the child is picked up from school, the child will be kept in the school office. If your child has a contagious infection, we require a written note from your physician that your child is no longer contagious before re-admission to school.

If your child has any of the following symptoms, he/she is not healthy enough to attend school. Please keep him/her



home until he/she is symptom free.

- A fever of 99 degrees or higher
- Deep coughing
- Yellow or green nasal or eye discharge
- Upset stomach
- Vomiting or diarrhea

The school must be notified if your child has been diagnosed with any communicable illness such as, but not limited to, hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella. The school will, when required, contact the local health department or the State of Colorado Department of Public Health and Environment, all staff members and parents/guardians of our students. We will maintain the confidentiality of the student.

If your child has been exposed to an illness outside of the school, please report the exposure to the preschool director and keep the child home for the period of time prescribed by the child's physician. If strep throat is contracted, the child must be on medication for 24 hours before returning to school.

State Law requires that we use the following guidelines regarding medication at school:

#### *PRESCRIPTION MEDICATIONS*

All prescription drugs must be in an original pharmacy bottle with written doctor's instructions clearly marked. This must be accompanied by a signed doctor's note including instructions and a parental permission slip. All prescriptions must be kept locked in the school office — not in a child's backpack, locker, or lunchbox (this includes inhalers).

#### *NON-PRESCRIPTION MEDICATIONS*

Non-prescription (over-the-counter) medications will be given only if they are sent with a signed physician's note (including dosage and frequency) as well as a signed parental permission slip. This policy includes, but is not limited to, aspirin/non-aspirin, cough drops and any first aid ointment. If a child gets a headache while at school, the parent will be called and must come to the school to give any medicine. We are no longer allowed to administer any medication with phone approval. The parent or guardian must provide the medication. Medications may not be transported to school by the child.

#### *FIRST AID PROCEDURES*

The school staff is permitted to wash cuts and scrapes with soap and water only. A bandage may be applied if necessary. Any additional first aid requires written parental and physician's permission. 911 will be called when additional help is necessary.

#### *IMMUNIZATIONS*

For your information

Colorado School Immunization Law requires that all parents be notified if a school accepts non-immunized children in their program. Parents in the state of Colorado have the right to exempt their children from immunizations for medical, religious, or personal reasons. They are required to sign a form stating this, and their children may be subject to exclusion from school and to quarantine in the event of an outbreak. Gethsemane does allow parents to

make that choice and therefore, we have a minimal number of non-immunized children enrolled.

All children must have a Certificate of Immunization or approved alternate Certificate on file here before their first day of school.

#### LIBRARY

Every child may use the school library. A replacement cost will be charged for books damaged beyond repair or lost. Students will not be allowed to check out any more books until previously checked out books are returned. Parents have the responsibility along with their child(ren) for the return and care of all books. A 5¢ per day fine is charged for overdue books after a 5-day grace period. Each student is responsible for all books checked out on his/her card.

If you are one of our volunteer parents in the library and need to bring your younger children with you, please be sure they stay with you and are not unsupervised or wandering the halls and classrooms. However, we do prefer that volunteers not bring their younger children..

#### LOST AND FOUND

Personal belongings of children, which are left at school, are placed in a lost and found box located in the school office. Any items not picked up at the end of each quarter, will be donated to a local charity. *Please mark personal items with your child's name.*

#### MUSIC

The PS and PK children sing at Gethsemane Lutheran Church services on selected Sundays two or three times per school year. We appreciate all of the children being at church to sing as they work very hard to learn the songs. Schedules will appear in the weekly *Gethsemane Gladiator* and a note is also sent home.

#### New students

Every new student must have a classroom visit prior to starting school. Your child's teacher will arrange the exact date and time with you.

#### Parent Information Night

In order for parents to be better informed about the Montessori method, we hold a parent information night in September. Parents are invited to come and learn more about their child's education and to ask any questions they might have about the program and the school in general.

#### PARENT - TEACHER CONFERENCES

Two parent/teacher conferences are scheduled during the year for Preschool through 8th grade after the first and third marking periods. Sign-up sheets will be available for you to schedule a time to meet with your child's teacher. If a conference is desired at any other time during the year, this may be arranged by contacting the student's teacher. Dates for our conferences are shown in the school calendar. NOTE: No PS, PK or KE classes on conference days.

#### PARENT TEACHER LEAGUE (PTL)

The Gethsemane Parent-Teacher League is comprised of school parents and teachers. They meet regularly during the school year for fellowship and to support the school. The PTL has an executive board and sub-committees to plan and carryout activities and fundraisers for the school during the year.

Gethsemane T-shirts, sweatshirts, etc., are also made available through the PTL (parents may order shirts for their whole family on the school information open houses). These shirts are appropriate for sporting events and on Friday's "spirit days."

Children are permitted at meetings and other functions, however, their parents – not the teachers, are responsible for the behavior of their children at all PTL functions. Children should not be allowed to run through the school or outside the building, but remain in the area in which the activity is taking place and behave in a manner that is not disruptive.

#### PARKING POLICY

Parking during school hours (8:00 a.m. to 3:00 p.m.)

1. Please do not stop or park in the driveways. Park in designated spaces only.
2. Please drive slowly; observe the marked crossing to the park.
3. If parking for a length of time, please park on the east side of the parking lot along Washington. The center of the parking lot is used by the upper grades as a game area and we want to keep it open and safe for the children.
4. The cone area is for the safety of the children.

#### PERSONAL PROPERTY

It is the responsibility of the student or parent to maintain security for all personal property (including money) brought to, stored at, or used within the boundaries of the school facility or outside the facility where their presence may be required. The school, faculty, staff or church shall at no time be deemed responsible for damage or loss of any such equipment or materials. Each child's property should be marked with his/her name.

#### PICTURES

Individual pictures of the children are taken each fall and sold at a minimum price. Parents will be notified of the dates. A school yearbook is published in May of each year and is distributed to all students (covered by your activity fee) on their last scheduled class day. Class pictures are taken mid-year and are also available for purchase.

#### Playground policy

Please be sure to dress your child warmly for outside play (or at least send the following items)

Warm Jacket

Mittens or Gloves

Hat

Boots (if there is snow on the ground or snow predicted)

Children will be going outside unless the weather is extremely cold (20 degrees or less). We cannot leave any children in the office. The Secretary is the only one covering the office and cannot always stay at her desk because of other duties. Therefore, your child will go outside with or without the proper clothes. If your child is too ill to be out, he/she is probably too ill to be at school.

## School Closure

In case of bad weather, you may listen to KOA radio (850 AM) or watch channels 4, 7 or 9 after 6:00 a.m. Watch or listen for our school name specifically. Calling the school on snow days is not helpful as weather also prevents staff members from getting to school.

## SCHOOL PROPERTY

During the school year, each student may be using materials and other property belonging to Gethsemane Lutheran Church and School. It is expected that school property will be treated with respect. Defacing or damaging any property owned by the church or school will result in a financial penalty not to exceed the cost of having the item cleaned, repaired or replaced.

## SCHOOL SAFETY

The staff of Gethsemane Lutheran School is responsible for the safety of nearly 200 school children. In case of an emergency, the staff and students need to react quickly and responsively. This could require the staff and students to utilize the hallways to leave the building or move to a safer location within the building. In order to ensure a safe environment for the students and minimize hallway congestion, the GLS staff will be enforcing the following policies:

- No pets are allowed to be unleashed or unrestrained in the area outside the school doors where the students are dismissed. No pets of any kind are allowed inside the school or church. The staff will make exceptions to this policy for classroom animals (that live in the classroom), service animals, animals that are part of an assembly or program, and for animals that are brought into the building with permission from the Principal, Preschool Director or classroom teacher for a student's show-and-tell time.
- Strollers are not allowed to be brought into the building and parked in any hallway during the 10 minutes before school begins and the 15 minutes after school is dismissed.

## SCHOOL RULES AND GUIDELINES

The following rules and guidelines apply to the general conduct and procedures expected from the students.

1. Good manners are always expected - this means respect for people and things, including all school property.
2. Students must have the teacher's permission to be in the hall during class time. No wandering, loitering, running in the halls, or playing in the restrooms is allowed. Students should not be in any of the offices without permission.
3. No arguing or "talking back" to a teacher. Failure to accept discipline gracefully or to follow the direct order of a teacher may lead to a detention. If a child feels that he/she is being treated unfairly, he/she may ask to discuss the matter with the teacher in private.
4. Soft voices and quiet feet are to be used inside the building at all times. Please, no SHOUTING!
5. The church grounds are off-limits to all students. The playground is off limits before and after school. Students must wait for rides in the patio area.
6. Playground equipment will be used as it was intended. Pupils will line up promptly and quietly when signaled by the teacher. During school hours the playground is reserved for students who are in session.
7. No nuisance items (including electronic games, collectibles etc.) will be allowed at school. WEAPONS (including pocketknives) are never allowed at school. Loss or theft of such items is not the responsibility of Gethsemane Lutheran Church or School.

8. No ball playing near the building. Baseballs are not allowed at school. Snowball throwing is strictly forbidden.
9. Any student involved in stealing may be issued a suspension by the principal.
10. All payments must be made before the end of the school year. Records will not be released until all fees are paid.
11. Pop and snacks from the school machines will be available at designated times. Change is available from the teacher operating the machine.
12. NO gum chewing is allowed.

#### School Rule on Harassment

The school shall provide and operate in an environment free of harassment. The school defines harassment as “deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a non-sexual or sexual nature which are unwelcome.”

#### Security

Our school has a security foyer on the south side of the building. Everyone entering the building during school hours will have to enter through the main school doors and will be greeted by the office staff prior to entering any area of the school or church building. All visitors coming into the school must sign in on our “Visitor Log” located in the school office. This includes pickup and drop off.

#### Show & Tell

Individual Teachers schedule Show & Tell days.

#### SNACK/Birthday Treats

Parents take turns providing a snack for their child’s class. You will receive a snack list each month. We ask you to send a snack for the day it is your turn. The snack list will indicate how many children we have in the class to help you plan for the amount to send. Please try to send a nutritious snack, juice, cups, napkins and plates (if needed).

Some suggestions:

- |   |                           |
|---|---------------------------|
| Celery and peanut butter                  | String cheese             |
| Crackers and cheese                       | Yogurt dip and vegetables |
| Fresh or dried fruit                      | Granola bars              |
| Banana bread or other quick bread/muffins | Bagels and cream cheese   |
| Rice or popcorn cakes                     | Tortillas with jelly      |
| Homemade trail mix                        |                           |

Children serve themselves snack during the class time. Frequently, children decide to work rather than have a snack. Therefore, please be sure they have an adequate breakfast or lunch before coming to school. If your child’s appointed snack day conflicts with your schedule, please make arrangements to trade with someone on the list. Snack lists are also located on the board in the hallway.

#### BIRTHDAY TREATS

Your child’s teacher will schedule your child to bring a treat on or close to his/her birthday. We prefer to have “non-messy” foods since frosting and cake are hard to get out of the carpeting. Decorated cookies are a great idea. You are welcome to join us for the celebration as your child does a “walk around the sun.”

## Special Morning Pre-K activities

Occasionally an all-school activity is planned. Usually these occur in the morning. At these times we will ask the afternoon Pre-K class to join us during the morning class time – no afternoon classes will be held on those days. Student-staff ratios will be met on these days. Notification will be made as early as possible for these changes.

## Student Files

The following must be submitted to the school office on or before the first day of school.

- Enrollment Application and Registration Fee (non-refundable)
- Copy of their Birth Certificate
- Complete Immunization Record
- Health Record (updated annually, must be signed by a physician)
- Emergency Form
- Student Pick Up Form
- Handbook Receipt

All children enrolled in PS and PK must have the School Physical and Health Form completed, signed and dated by their physician before the first day of school. Please schedule appointments early as it is difficult to get appointments in August. **YOUR CHILD WILL NOT BE ABLE TO ATTEND CLASS UNTIL THESE FORMS ARE COMPLETED AND IN THE SCHOOL OFFICE.**

## SUPPLIES

PS, PK and KE parents will be given a list of supplies to bring to school. Please **do not label** these supplies with your child's name as all Montessori children share the classroom supplies. Supplies may be brought the first day of school.

## Television/Video viewing

Television or video viewing in our classroom is only used occasionally as an enrichment activity with certain lessons the teacher is presenting. We may show an educational, religious, or non-violent video on special party days.

## TOBACCO FREE – DRUG FREE ZONE

Gethsemane Lutheran School is a tobacco free and drug free environment. Use of any of these substances by adults or students on school grounds while students are present is prohibited.

## TUITION, registration, REFERRALS AND FEES

### NON-REFUNDABLE REGISTRATION FEE

*A non-refundable registration fee* is charged for each child at the time he/she is registered for school. The fee includes book fees and other supplies purchased by the school. Registration fees are not pro-rated based on enrollment date. *An activity fee* is charged to cover field trips, a yearbook and other events.

### TUITION PAYMENTS AND OTHER CHARGES

Tuition is based on a yearly fee. Your family has 3 payment options. You will receive your contract for tuition and fees after registering your child. In order to participate in the 12-month payment plan, you must register

prior to June 15<sup>th</sup>. Tuition payments are due on the first of each month throughout the year (12 month plan starts in June, 10 month plan begins in August). Tuition outstanding by the 10th of that month is past due and will result in a late fee of \$10. The Board of Christian Education reserves the right to terminate the enrollment of a student(s) if tuition payments are 30 days delinquent. Tuition is pro-rated based on the date of enrollment. An 8% discount is given for payment of the full year's tuition by July 1. A 6% discount is given for payment of the full year's tuition by August 10.

The final tuition payment must be received by May 10 of the school year. Children with unpaid tuition after May 10 will not be allowed to return to school or participate in any end-of-year functions until their account is settled.

A charge of \$18.00 is assessed for each check returned by the bank for insufficient funds. Only cash or a money order will be accepted after a second NSF check is received. Records cannot be released until all money owed Gethsemane Lutheran School is paid.

Current students and their siblings plus members of Gethsemane Lutheran Church have priority to registration for the next school year. If a current tuition-paying family is in arrears from the previous year, they will not be allowed to register their children for the following school year until paid in full.

#### REFERRALS

Families will receive a significant tuition credit for each new student from a family new to Gethsemane that they refer. The referring family may receive up to a \$250 tuition credit, \$200 tuition credit, or a \$150 tuition credit. The credit is only for the first year that the referred student attends Gethsemane. Please contact the school office for more information.

#### WEB PAGE

Gethsemane Lutheran Church and School has a web page at [www.glutheran.com](http://www.glutheran.com). As the site grows you will find a lot of pertinent school information such as calendar details, fee schedules, forms etc.

#### WITHDRAWALS FROM SCHOOL

Parents planning to withdraw a child from school must notify the school secretary and the teacher at least five (5) days in advance of the withdrawal. An *Exit Interview* form should be completed and returned to the office.

#### Zoo Day

We celebrate the end of each school year with an optional outing to the Denver Zoo. All of Gethsemane Lutheran School's PS and PK children and their families are welcome to join the school staff at the zoo. All information regarding admission will go out to the families in May. Refer to the school calendar for the date. Please plan to join us!