



OUR SAVIOR'S
CHRISTIAN SCHOOL
Reaching hearts. Teaching minds. Building futures.

Preschool 3 & 4-year-olds Parent Handbook 2024-25

63 Mountain View Avenue
Albany, New York 12205

Office (518) 459-2273
Fax (518) 900-5240
www.oursaviors.com

Table of Contents

About Our Program	3-5
Mission Statement, Statement of Faith, Non-discriminatory Statement, Background, Accreditation, Amendment Policy, and Home-School Relationship	
Policies and Procedures	5-12
Enrollment	
Withdrawal Policy	
Financial Policy	
Arrival and Departure	
Release Authorization	
Days of Attendance	
Absent and Late Policy	
Information Updates	
Communication	
Dress Code	
Snacks and Lunches/Special Treats	
Naptime	
Toilet Training	
Technology	
Toys	
Lost and Found	
School Closings and Delays	
Release of Children	
After Care Program	
Health and Safety	12-14
Injuries and Accidents	
Illnesses	
Immunizations	
Student Health Examination	
Medications	
Cleaning/Sanitizing/Disinfecting	
Safety and Security	14
Security System, Fire Drills, Safety Drills	
Behavior Policy	15
Parental Statement of Support (read, sign and return)	16

Our Savior's Christian School Mission & Faith Statements:

MISSION STATEMENT

The mission of Our Savior's Christian School is to build a solid foundation in each child by reaching hearts with Biblical truth, teaching minds through strong academics, and cultivating both in partnership with families, to build their future through a Christian worldview.

STATEMENT OF FAITH

- **We believe** that the Bible is the Word of God. Through it, God reveals Himself to us. The entire Bible is God-breathed and God-inspired. The Old and New Testaments are the norm and guide upon which we base our faith. (2 Timothy 3:16, 2 Peter 1:21)
- **We believe** that God the Father created the universe. He is holy and just, and also loving and compassionate. His deepest desire is to live in a close relationship with all people. (Gen. 1:1, 1 Pet. 1:15, 16)
- **We believe** that because of His desire to live in a relationship with us, He sent His own Son, Jesus Christ, who became a human being, born of a virgin. He is fully God and fully man. Through His death and resurrection, Jesus made it possible for all people to live in a relationship with God. We believe that Jesus Christ is the Way, the Truth, and the Life. Through Him, and Him alone, can people enter into a relationship with God (John 3:16-19, John 10:33, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10).
- **We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).
- **We believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28) as the larger Body of Christ. As His Body, we are called to worship with Him, serve Him, and be the instrument through which the Good News in its fullness is shared with the world.
- **We believe** in the worth and value of life and every human being. Created in God's image, humans matter to God. Their worth is dependent, not on accomplishments, but on God's love for them. Because God sees mankind as worth dying for, we affirm and acknowledge the dignity of every human being (Jeremiah 29:11, Psalm 139:13-14, Ephesians 2:9-10). At the same time, we acknowledge that mankind is separated from God because of sin (Romans 3:23). We joyfully proclaim the Good News that because of Jesus Christ, forgiveness is possible through faith in Him (Romans 5:8, 1 John 1:9). It is this forgiveness that restores fallen humanity's worth (Romans 6:23, 10:9-10).
- **We believe** that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends relations to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4).
- **We believe** that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

Forward

Parenthood is a special, God-given position that carries tremendous responsibilities. We at Our Savior's are eager to assist you in fulfilling these responsibilities through an educational program designed to provide guidance and direction for your child's spiritual development along with his or her mental, physical, and social growth.

This Parent Handbook is intended to help you understand the program of Christian education offered at Our Savior's Christian School (hereinafter OSCS). Many of the basic procedures and policies of your school are presented in this booklet. Please take time to become familiar with these policies and discuss them with your child.

Your Parent Handbook serves as an open invitation for cooperation between the home and the school. Cooperation based on mutual respect and understanding is most beneficial in the development of a child's positive attitude toward school. We hope to build on a relationship of trust and understanding so that together, as parents and educators, we may lead each child to approach his or her full potential as a redeemed child of God.

Non-discriminatory Statement

Our Savior's Christian School does not discriminate on the basis of race, color, national or ethnic origins in the administration of its admission policies or other school policies and procedures.

Background

In 1956, Our Savior's Lutheran School was founded. Then in the fall of 2019, through prayer, the school changed its name to Our Savior's Christian School. The school has a renewed vision for the future, although that original goal to provide a program of quality Christian education in the church and to the surrounding communities, still rings true. From its inception, Our Savior's Christian School has been rooted in this scriptural truth: *"The fear of the Lord is the beginning of wisdom."* Because of this truth, a major emphasis at Our Savior's Christian School is to lead each student to grow in a personal relationship with Jesus Christ and further develop their love for God and appreciation for others.

Accreditation

Our Savior's Christian School is accredited through both the Association of Christian Schools International (ACSI), and Middle States Association (MSACS). Accreditation is a process by which schools are evaluated and shown to meet high standards of quality. "Accredited" is not a synonym for "licenced". Licensure is credibility against the New York State Standards. Accreditation includes and exceeds those standards.

Accreditation conducts a thorough evaluation of the school's entire operation. Additionally, our accreditation with ACSI includes a Biblical worldview component which is why OSCS has chosen to align with them. We have dual accreditation with MSACS, a public school entity. Go to www.educationcorner.com for more information on accreditation.

Amendment Policy

Although it is our intent to follow what is in print in this document for the entire school year, occasionally new situations arise that warrant a change in policy or procedure. Therefore, OSCS administration reserves the right to amend the policies and procedures outlined in this handbook with reasonable notice.

Home-School Relationship

In today's highly technological society, communication between parents and teachers is more important than ever. The Our Savior's Christian School's faculty has a number of tools for communication with the parents. Teachers' email addresses are published on our school website www.oursaviors.com. Our website also features separate pages for each teacher, as well as information from philosophy to policy and upcoming events.

Policies and Procedures

Enrollment

To enter Our Savior's Christian Preschool Program, there are three qualifications:

1. Be three (3) or four (4) years of age by December 1st.
2. Be independently sufficient in the bathroom.
 - This means that a child can recognize the need to use the restroom, as well as tell the teacher of his or her need to do so.
 - The student should be able to operate the bathroom door handle, independently handle his/her clothing, use toilet paper, get on and off the toilet, wash his/her hands, and return to classroom activities.
 - Diapers and Pull-Ups are not used in our classrooms. We are not staffed for changing diapers or pull-ups. While we understand and expect preschool students to have occasional accidents, we want our teachers to be able to teach and interact with your children in a way that allows them to benefit the most. Having the teachers change diapers, on a regular basis, would distract from this goal.
3. Readiness evaluation by the Preschool Director determined by verbal assessment with the parent.
 - The evaluation is to assess the child behaviorally and academically for the 3/4-year-old program
 - The evaluation is to determine class placement

Application: After the above criteria is met, submission of an enrollment form, completely filled out and returned with the proper registration fees. All registration fees are non-refundable.

Upon acceptance, the following items should be provided:

- ✓ certificate of immunization;
- ✓ recent physical form obtained from a healthcare provider;
- ✓ copy of the child's birth certificate.

Early Childhood families should be aware that all children entering OSCS Preschool are on a 30-day probation period, allowing the teacher to assess the full readiness of the student into the preschool program.

WITHDRAWAL POLICY

The overhead expenses of Our Savior's do not diminish with the departure of students during the school year. A withdrawal fee of \$250 per student will be applied if a student withdraws from OSCS unless the withdrawal falls under one of the following criteria:

- 1) An out of town move greater than 30 miles
- 2) OSCS can no longer meet the academic needs of a student as determined by administration.
- 3) OSCS is expelling the student due to disciplinary reasons.

Tuition will be prorated through the end of the month the student(s) last attended. All financial assistance applied to the account is non-refundable. OSCS will hold and remove access to records on the Family Portal and will not release transcript records until accounts are paid in full.

FINANCIAL POLICY

It is understood that all families enrolling their children will sign and fulfill their tuition agreement. If this is not the case, enrollment will be discontinued. It is understood that parents/guardians have signed a financial agreement in the enrollment packet, and will adhere to the policy as was stated, which they had agreed to.

Arrival and Departure

OSCS preschool issues a mandatory OSC ID card for each approved student contact. Contacts must present their OSC ID card to be scanned at drop-off and pick-up time each day. The first card issued to each contact is complimentary. Any contact arriving without their OSC ID card after eight times will be issued a new card, assuming it is lost. Additional cards will be charged a \$10.00 fee. Each preschool student must have at least two approved contacts prior to the first day of drop-off to begin school.

Morning arrival – Enter the parking lot at 10 mph or less, go around to the right of the island, proceed along the front sidewalk of the church, and enter a parking space on your left. You may park in any of the spaces in front of the preschool entrance door (church office). Then, proceed to use the crosswalk and carefully cross the driveway and onto the sidewalk to the preschool. You may also park against the curb to the far left of that entrance and walk the sidewalk directly into the preschool. Then exit the parking lot slowly (10 mph) and onto Mountain View Ave (30 mph or less, please be aware of our neighbors).

Preschool students will be received in the Preschool Lobby (Door Entrance:C) beginning at **8:00 am**. (Early care students will enter the OSCS Main Lobby (Door Entrance: F) between 7:30 and 7:55 and be received in the school cafeteria). Parents/guardians will present their OSC Photo ID card which will be scanned for student check-in. Students then will be escorted by a teacher's aide to their classroom. **A teacher or aide *must* be present before you leave your child.**

Preschool students will arrive at the Preschool Lobby (Door Entrance:C) during the scheduled "Rolling Arrival" time between 8:00-8:20 as previously set with their child's teacher. Our academic school day officially begins promptly at 8:30 am. Any student arriving after 8:30 will be considered late and it will appear on their attendance record. We ask that you and your child arrive **before** this time to minimize the disruptions to the ongoing classroom activities. Also, due to the brief nature of the morning preschool session, we ask that all children be present in their classrooms no later than **9:00 am**. In the event of a need for late arrival due to a doctor's appointment, etc., we ask that students arrive no later than 9:15 for half-day students, and 10:00 for full-day students, (a doctor's note is required). Late arrival is excused with an email to your child's teacher and the preschool director; (cmichaud@oursaviors.com). If you arrive after 8:30 a.m., please enter the Preschool Lobby and press the button by the blue preschool double doors. Main office staff will answer and will notify your child's teacher of your arrival. Your child will be met in the Preschool Lobby and escorted to their classroom as soon as they are able.

Afternoon Pick Up – Enter the parking lot at 10 mph or less, go around the right of the island, and proceed along the sidewalk (there may be a carline present for K-8 pickup, so you will proceed to the left of those cars) [3:00 – 3:20pm], and park in a space on the left. **You may NOT cut across the left side of the island with the digital sign and go directly to a parking space.** Use the crosswalk to enter the preschool entrance and pick up your child.

At dismissal, all departing students will be brought to the Preschool Lobby between 11:30-11:40am for half-day students and 3:00pm for full-day students. Parents/approved contacts must come into the Preschool Lobby (Door Entrance:C) to pick up their children and check them out by having their OSC ID card scanned. Please be prompt in picking up your child. Children must be picked up between 3:00 pm and 3:15 pm. After 3:15 pm, your child will be checked into After Care (Door Entrance:D). There is a fee for

After Care (see below). Your child has an expectation that you will be there to collect him/her, and being on time alleviates anxieties. If an unforeseeable circumstance happens that changes the regularly planned dismissal of your child during the school day, please call the main school office by 10:30am for half-day students and by 2:00pm for full-day students, so the teachers can explain the change of dismissal to your child.

Then, after you have picked up your child, use the crosswalk to safely cross the driveway to your car and drive slowly (10 mph) out of the parking lot and onto Mountain View Ave (30 mph or less). Thank you for your cooperation.

Release Authorization

Your child's safety is of utmost importance to us. Children will be released only to their parents and to the individuals listed on the Child Enrollment Form (student contacts). To add names to this list or have your child released to an individual not on this list, please present written authorization to your child's teacher at the time of drop-off. To permanently amend your authorized pick-up list, please make the adjustment on FACTS and email the teacher and the preschool director (cmichaud@oursaviors.com) of the change. Please inform individuals to have their driver's license/photo ID ready to be checked the first time of pick-up.

Days of Attendance

Parents will, at the time of registration, decide upon the days of attendance. There is no switching or swapping of days of attendance. If you require a permanent change in schedule (i.e., add a full-day and/or another half-day), AND space is available, you may make the change going forward for the remainder of the year. This change will only happen after approval by the preschool director. A 48-hour notice of schedule change is necessary to allow teacher preparation.

Absent and Late Policy

If your child will be late or absent, please email your child's teacher and the preschool director. If your child has a pre-planned doctor's appointment within the school day, please email your child's teacher and the preschool director. If your child needs an unplanned, last minute early dismissal, please notify the office (518-459-2273) by 10:30 am. for half-day students, and by 2:00 for full-day students, and email your child's teacher.

Parents/guardians are required to notify the preschool director and your child's teacher by email if your child will be absent due to a scheduled trip, or any extended time away from school (vacations are considered an unexcused absence). Please note: Teachers are NOT required to provide work in advance of days missed. Teachers will plan to provide the work upon their return when able. A total of 20 absences/late arrivals (excused and unexcused combined), are permitted for 5-day preschool students. A total of 12 absences/late arrivals (excused and unexcused combined), are permitted for 2

and 3-day students. If there are any further absences after the 20 or 12 absences/late arrivals, a meeting with the preschool director will be required.

Information Updates

If your email, home address, work, cell phone numbers, or any other important information should change, please email the teacher and preschool director and adjust the information in FACTS.

Communication

Communication between home and school is vital to ensure a positive school experience for your child. Discussions or directions regarding your child's belongings, food, habits, needs, etc. should be addressed personally or in writing to your child's teacher. Your child's teacher will send home notes, email, or discuss in person with you regarding behavior and academic issues to keep you informed on your child's success in the school environment. Also, please look at your teacher's weekly newsletter to receive important information about what your child is learning and what classroom or school events are coming up in school.

If you wish to provide information to your child's teacher during school hours, you may call (518) 459-2273, which is the main school telephone line. The office staff will relay your information to their teacher for you, as they are busy actively teaching during school hours. We ask that all non-emergency phone calls be made before or after hours to preserve the flow of instruction during the school day. Our Savior's Christian School's preschool staff may also be contacted via email. Your child's teacher will respond in a timely manner to any questions or concerns that you may have.

Dress Code

To assist students in maintaining a biblical emphasis and ensure an orderly learning environment, a dress code has been established for Our Savior's Christian School. Clothing should be modest, clean, and worn appropriately. Students must be covered from shoulders to knees. Heads should not be covered in the building. Comfortable clothes that are easy for your child such as pull-on pants without snaps and zippers which you do not mind getting dirty are best. **Closed-toed and closed-heeled shoes** with non-slip soles are required for all preschool students. For playground safety, no sandals, dress shoes or dress boots, elevated heels, crocs, flip-flops or jelly shoes are permitted, as they may cause falls or slips. Skirt length must be above the ankles for playground safety. Shorts, leggings, or tights need to be worn under skirts and dresses. Your child must be able to manipulate their own clothing (pull-on clothing without snaps or zippers best).

Please supply a **seasonal change of clothing**, including underwear and socks, in case of an accident. All clothing should be labeled with your child's full name and brought to school in a bag that can be resealed. Please include a gallon-sized zip bag in your child's seasonal clothing bag for possible wet or soiled clothing to be sent home in.

Snacks and Lunches/ Special Treats

Snacks and lunchtime (for the full-day students) are an integral part of the everyday in the preschool classroom. Please be sure that you pack a nutritious snack and (if applicable) lunch for your child every day in containers that your child can open/close independently. No candy or soda (this is reserved exclusively for class party days). Please label all lunch boxes, water bottles, and containers with your child's name. If desired, hot lunch (ordered through FACTS in advance) and milk cards are available to full-day students for a fee. You may purchase a milk card for \$15 for 40 milks. You will be notified when your child is low on milk. Students who are not purchasing hot lunches should arrive with their lunch at morning drop-off, as the children eat lunch together at a specified time. Microwaves are not available for reheating food; however, a thermos works very well for keeping food warm until lunchtime.

Birthdays and holidays are exciting times for young children. Sharing special birthday and holiday treats is allowed. In classrooms with students who have food allergies, treats should be individually wrapped, store-bought and prepackaged, and cleared by the classroom teacher for the allergic student's safety. For all celebration treats brought into preschool, please make advance arrangements with your child's teacher.

Invitations to parties outside of Our Savior's Christian School should not be distributed on school property unless the entire class is invited to the party.

Naptime

Students who are enrolled in the full-day program, have rest time from approximately 12:45-2:15pm daily. Each student will use their same cot throughout the school year. They will need a small pillow, a crib sheet, and a blanket or a child-sized sleeping bag which will be sent home weekly for laundering on their last weekly scheduled day. Your child may additionally bring in one (1) soft, quiet toy (no rattles, music, or lights, etc.) for rest time.

Toilet Training

Diapers and pull-ups are not used in our preschool classrooms. **Students must be fully toilet-trained and out of diapers** before they can be enrolled in our preschool program. Please see the enrollment section for specific details.

Technology

At OSCS, we are careful to limit technology/screen time for preschoolers. We understand that it is healthy and age-appropriate not to exceed one hour of screen time daily. In the 3 and 4-year-old classes, students are typically exposed to no more than 20 minutes per day. Technology is provided as an enhancement for previous learning, such as through math, science or ELA videos, and also through dance/movement videos which connect to the weekly theme, or lessons of that week. Once or twice a year, such as on party days, Biblically-based shows may be viewed, which are pre-screened by the teacher. In addition, in the 4-year-old classrooms, students will each spend

approximately five minutes per week on iPad's with the curriculum-based writing app; *Learning Without Tears*; "Wet, Dry, Try". This app enhances handwriting growth, congruent to what has been taught that week.

Toys

Students are discouraged from bringing toys or treasured items to school unless requested by the teacher for special activities or occasions.

Lost and Found

Children leave things behind from time to time during the school day. All clothing, boots, lunch boxes, and water bottles should be labeled with your child's first and last name, so we are able to identify your child's items (students have identical items). Any unidentified items will be placed in the school's Lost and Found.

School Closings and Delays

In case of inclement weather and we have to close school or go on a 2-hour delay, you will be notified by email, text or the OSCS App as to the procedure. You may also listen to announcements about school closings on local radio and television stations. When it comes to delays or closings, we follow the **South Colonie School District, however, we reserve the right to make our own determinations.** There may be times when OSCS is in session even though your own district may not be in session. Two-hour delays will close the morning, half-day preschool session. The Extended School Day Program will be in operation. Drop-off time for full-day preschool students will begin at 10:00 am in the Preschool Lobby (Door Entrance:C. Early Care drop-off for 2-hour delay is at 9:30 in the school's Main Lobby (Door Entrance F). Normal activities will resume as scheduled.

RELEASE OF CHILDREN

Parents must provide OSCS with the names of persons authorized to bring or pick up their child. It is the parent's responsibility to update the FACTS Management database. We will rely on this information for daily dismissal and in the event of an emergency. The school reserves the right to ask to see valid photo identification for anyone picking up a child.

After Care Program

After-school care (3:00-6:00 pm) is available for enrolled full-day students of OSCS on days that the student is scheduled to attend when school is in session.

OSCS' After School Program consists of recreation and snacks, provided by OSCS.

After 3:15, preschool students will be picked up at the After School entrance (Door Entrance:D) on the side of the building (exterior door with outside staircase). A buzzer and camera system have been set up for security at that entrance for the After School Program. Preschool students need to be "signed out" by presenting their OSC Photo ID

card to the aftercare staff before leaving the school. If the after-school coordinator does not answer the buzzer when pressed, please call the after-school phone number listed below.

The phone number for After Care is **(518) 459-2273 - prompt 3.**

There are two options for the After School Program.

1. A 20-day punch card is available (prepaid) for \$250
2. A daily rate: \$15/day per child. You will be billed at the end of the month through FACTS online.

If a child is picked up after 6:00 pm, parents will be assessed a late fee of \$5.00 for every ten minutes after 6:00 pm.

Health and Safety

SCHOOL NURSE / INJURIES AND ACCIDENTS

OSCS has a nurse on duty, provided by South Colonie School District for part of the week, to care for our student's needs. If your child suffers an injury, she will provide care and attempt to contact you immediately when appropriate. She is responsible for protecting and promoting the health of all the students and works closely with administration, teachers, and parents to maximize each child's potential to learn and grow. Parents should share information and concerns regarding the student's health to assist the nurse in providing quality care either in person or on FACTS Management.

ACCIDENT INSURANCE

Through the registration fee, students are covered by accident insurance while school is in session. This insurance provides coverage in excess of any family insurance plan. School-related accidents should be promptly reported to the principal, and claim forms are available through the school office.

ILLNESS

In an effort to control the spread of illnesses and maintain a healthy school environment, children who exhibit the following conditions are not to be brought to school:

- Fever, diarrhea, or vomiting at any time within the past 24 hours
- Runny nose with thick yellowish or greenish discharge
- Frequent or heavy coughing
- Wheezing or severe sneezing
- Skin Rash
- Contagious diseases or condition** such as:
 - Chicken Pox
 - Ringworm

- Impetigo
- Conjunctivitis (Pink Eye)
- Strep Throat
- Measles
- Mumps
- Head Lice
- Pinworms
- Meningitis
- Staph Infections

Please notify your child's teacher, through the school office at **(518) 459-2273, immediately if your child is diagnosed with any of these illnesses so that the teacher and the parents of the students in your child's class may be informed of the possibility of exposure.

In the rare event of a child needing immediate isolation, we will use the private nurse's office.

Students should be fever-free (24 hours) without fever reducing medicine, before returning to school. Specific information regarding re-entry into school, following one of these illnesses, should be obtained from the school nurse. If your child becomes ill or displays any of the above symptoms, while at school, we will contact you to pick up your child immediately.

IMMUNIZATIONS

Each child is required, by Public Health Law 2164, to have a current, official copy of his or her immunization record on file at OSCS. Failure to provide this form will delay your child's enrollment and (if not kept current) their attendance at OSCS. Evidence of required immunizations must be submitted before entering school. Acceptable proof includes a written certificate on record signed by a physician or documentation of medical exemption only. As of June 13, 2019, parents may no longer opt for a religious exemption in the state of New York. Please deliver a copy of immunization records to your child's teacher or the school nurse, as your child receives them.

MEDICATIONS

It is preferred that parents administer both over-the-counter and prescription medication to their children at the designated times. If this is not possible, the school nurse may be able to dispense over-the-counter medications if (and only if) an Annual Authorization to Dispense Medication form has been completed and added to your child's file. The medicine must be in its original container with a current date and/or prescription on the label, and clear, written instructions are included. **Please deliver any necessary medications directly to the school office and do not leave them in lunch boxes or backpacks where children can access them.**

CLEANING/SANITIZING/DISINFECTING

Shared items and surfaces used within the preschool classrooms during the school day are cleaned, sanitized and/or disinfected twice daily. All cots are sanitized daily following nap time.

Safety and Security

Parents have entrusted OSCS with the Christian education, care, and safety of their children during the academic school day. All staff have been instructed, trained, and practice prudent security measures to maintain a safe and secure learning environment for students.

Please note: Preschool parents will not be able to enter the school building freely to drop-off or pick-up their children. Preschool parents will be able to enter the preschool lobby to drop off and pick up their children prior to the beginning and at the end of class times. There will be no parents in the school building without an appointment.

SECURITY SYSTEM

The entire school facility is locked during the normal school day (Monday-Friday, 8:30am-6:00pm). Outside of preschool parents utilizing the preschool lobby entrance, all visitors (including all parents) must enter the school building through the main school office door, which is controlled by the school office personnel with a buzzer and a speaker to let guests enter. They are to stop by the school office, with a valid photo ID and obtain a visitor's pass before visiting a classroom or any other part of the building. We use a program called Raptor to screen all persons coming into OSCS.

To help maintain a secure environment please do not open or hold any perimeter door for others between the hours of 8:30 am and 6:00pm, M-F.

FIRE DRILLS

Fire drills will be held at various times during the school year, usually beginning with the first week of school. To help students acclimate well for the drills, teachers begin practicing that first week. Exit directions are posted in each classroom. When the alarm sounds, students are to exit according to the designated route under the direction of the teacher and they should remain quiet.

SAFETY DRILLS

We value the safety and security of our students, therefore, we will conduct unannounced drills with the students to familiarize them with the proper procedures during any emergency. The following four drills are standard FEMA protocol: 'Stay Put', 'Shelter-in-Place', 'Lockdown', and 'Evacuation' drills.

Behavior Policy

Preschoolers are learning to grow in several areas. Two of these areas in their childhood development are behavioral and emotional. At Our Savior's Christian School, we are teaching your child to learn many things including problem-solving strategies to help them grow in their problem-solving skills. Some of the ways preschool classroom teachers do this are by utilizing prompting (verbal and visual clues), modeling (with or without puppets or props), verbal praise, and children's literature. All of these strategies used are to promote problem-solving and are filtered through the lens of God's love and grace for them. At times, when a teacher recognizes a student is agitated and may need some time away from the group to calm, they will direct a student to self-regulate with peaceful sensory tools and "God books" in a classroom "calming/peace corner" along with nearby teacher supervision. Once the student is regulated, he/she may rejoin the group activities. However, during times when a problem does occur, the teachers will: 1) calmly approach the student, stopping any hurtful actions, 2) acknowledge the student's feelings, 3) determine what the problem is, 4) guide the student by offering some solutions, and 5) provide support, prayer and praise as the problem gets resolved.

Unfortunately, consequences for the continuation of physically aggressive behaviors are necessary. In these instances, the student may be removed from the situation with teacher support present. Some of the measures taken at this point may be: 1) a time-out (1 minute per age, i.e., 3-year-old sits for 3 minutes), 2) not allowing the student to rejoin the activity and kept with a teacher until the time-out has passed, 3) removal of an object which may have been used aggressively.

The purpose of all discipline is to reach the heart and guide the student to make good choices based on scripture and God's love for them. (Ephesians 4:15, 25-26, 29 and 32; Galatians 5:22-23; and John 13:34)

All children entering OSCS Preschool are on a 30-day probation period, allowing for time for preschool staff to assess the full readiness of the student into the preschool program.

When an individual classroom policy has been exhausted, students will be referred to the preschool director's office. Students who are referred to the office may be required to have a parent conference before they return to class. If the inappropriate behaviors continue to persist during school following the parent conference, further disciplinary action may be taken, which may include removal from the school.



Parental Statement of Support

The mission of Our Savior's Christian School is to build a solid foundation in each child by reaching hearts with Biblical truth, teaching minds through strong academics, and cultivating both in partnership with families to build their future through a Christian worldview.

We understand that OSCS is **partnering** with us, as parents, in the education of our children. We understand how important it is that we work **cooperatively** and in a positive manner toward this goal.

We understand and will encourage the importance of our child developing and maintaining **honor** and **respect** for the rights and property of others.

We agree to support and honor the teachers, administration, and staff members of Our Savior's Christian School, as well as to **pray** for them and their ministry.

We understand that it is our obligation to ensure that our child arrives at school on time each day. We further understand that it is our responsibility to see that **regular attendance** is maintained.

We pledge to pay our financial obligations to the school regularly and on time.

We have **read** and agree to all that is stated above and acknowledge we have received the school's handbook and **understand** it is our responsibility to read and comply with the policies and procedures

Should be signed by both parents/guardians.

Student Name: _____ **Date:** _____

Signature of Parent/Guardians: _____

Signature of Parent/Guardians: _____