Parent's Handbook

2026-2027

CONCORDIA LUTHERAN SCHOOL

"Here We Grow"

Serving Ages 12 Months – VPK-4

Phone: **(305) 235-0160**
Fax: **(305) 235-6168**

8701 SW 124 Street
Miami, Florida 33176

Website: **concordiaschool.net**
Email Address: **lauture@concordiaschool.net**
admin@concordiaschool.net

"Train up children in the ways of The Lord, and when they are old, they will not depart from it." Prov. 22:6

Jennifer Lauture
Director

Table of Contents

Welcome	3
Concordia Lutheran School Philosophy	4
Concordia School Staff	5
Curriculum	6
Parent Involvement	6
ProCare App	7
Arrival and Dismissal	8
Emergency Closing	11
Communication & Conferences	11
Lunches and Snacks	11
Medical Guidelines	12
Medication Policy	12
Health and Safety	12
Financial Obligation Agreement	13
Tuition	13
Withdrawals	14
Non Payment Policy	14
Napsack	14
Birthdays	14
Biting Policy	15
Discipline Policy	16
Bathroom Policy	17
Movie and Television Policy	17
Sign in/Sign out Policy	17
Abuse and Neglect Reporting	18
ADA and Inclusion Policy	18
Non-Discrimination Policy	18
Parent Agreement	19

WELCOME

Dear Parents:

We at Concordia warmly welcome you and your child/children to an exciting school year. At Concordia we strive to provide your child/children with a loving, safe environment for learning as we nurture the development of the whole child. Our goal is not only to help your child gain readiness skills for reading, math, science, but also to help your child grow emotionally, socially, and spiritually.

We encourage nurturing your child's spiritual development by reading Bible stories, praying, and talking to one another about God and what He has done for us. Through the message of God's word, you can comfort, assure, and affirm your child during times of emotional stress. The knowledge of God's unconditional love is the best assurance for good emotional health.

Please take the time to read this handbook. The information it provides will be helpful. Feel free to call 305-235-0160 or stop by the office at any time.

Concordia Lutheran School
Board of Education
Concordia Lutheran School Philosophy

The Concordia Lutheran School bases its program on a theory of raising children and encompasses an entire philosophy of life.

The Concordia Lutheran School views itself as a support system for the child and his/her family. To this end, the staff is carefully selected, and the programs are individually planned to meet the unique needs of each child. The program provides a multitude of play opportunities through which each child is guided toward his/her optimal developmental level. We believe strongly that the child under six learns best through direct experiences with his/her world and through interaction with other children and adults.

All play is planned to help the child develop his/her own view of the world. Opportunities to interact with people regardless of ability, age, race, religion, and sexual orientation are provided. We value all life and protect the rights of all people to maintain their own belief system.

The Concordia Lutheran School is neither permissive nor behaviorally structured. We encourage children to control their world through language and the opportunity to make choices. The program provides a panorama of experiences from which the child can choose to give him/her a sense of control. These protected experiences, which allow the child to choose and have control, eliminate most behavioral problems. Verbal and physical aggression is always discouraged and never modeled by the staff. Our goal is to help children solve problems through language and cooperation with others.

Only the highest quality teachers are hired at Concordia Lutheran School. Team teaching is done so that the same curriculum occurs within each age group. Please note that sometimes it is necessary to adjust the number of children in a classroom, and we may not be able to fulfill the teacher's requests.

CONCORDIA LUTHERAN SCHOOL
SCHOOL YEAR 2026-2027

ADMINISTRATIVE STAFF

Mrs. Jennifer Lauture	Director
Mrs. Fernanda Sisson	Financial Officer
Mrs. Amy Osorno	Administrative Assistant

TEACHERS AND ASSISTANTS

Room	Age	Teacher	Assistant
1	VPK	Ms. Beth	Ms. Elyse/Young
2	3 year olds	Ms. Karla	Ms. Liset/Ms. Natalie
3	3 year olds	Mrs. Lengua	Ms. Cecchi/Ms. Natalie
4	27-36 months	Ms. Nathalie	Ms. Powell/Ms. Isarys
5	27-36 months	Ms. Stephanie	Ms. Farrada/Ms. Mia
6	24-27 months	Ms. Roxy	Ms. Stephanie, Ms. Maria S
7	3 year olds	Ms. Melissa	Ms. Ivette/Ms. Sofia
8	12-16 months	Mrs. Rodriguez	Ms. Belkis/Ms. Ana Maria
9	20-24 months	Mrs. Morales	Ms. Kayla/Ms. Emily
10	17-20 months	Mrs. Gonzalez	Ms. Mesa
Art	All ages	Ms. Chiqui	

Additional Staff:,

Kitchen: Ms. Conde, Aftercare: Ms. Carla Rodriguez, Ms. Lily Cortes,

CURRICULUM
Scholastic Big Day for Pre K

Scholastic Big Day for Pre K is used in our classes. In *Big Day for PreK*, each day is organized around three Big Experiences—Whole-Group, Circle Time, and Story Time lessons—that provide an anchor for conversation, play, and learning. Carefully selected activities ground the entire class in a common Big Experience. Big Experiences provide integrated learning opportunities and introduce children to new vocabulary, concepts, and skills. *Big Day for PreK* provides intentional instruction in all learning domains: Social-Emotional Development Oral Language and Vocabulary Emergent Reading Emergent Writing Mathematics Science Social Studies Fine Arts Physical Development Technology
Daily small-group instruction provides multiple opportunities for children to be actively involved in learning, developing skills with teacher modeling, guidance, immediate feedback, and support. Small Group lessons focus on the most predictive skills: phonological awareness, alphabet recognition, and mathematics.

PARENT INVOLVEMENT

Concordia Lutheran School encourages parents to keep an open dialogue regarding any questions or concerns regarding your child's progress. We nurture an environment that promotes children's cognitive, social, emotional, physical, and spiritual development.

Parents and designated family members are welcome on campus and can meet the teachers and/or administrators with a prior appointment. We look forward to this school year and ask you to be involved with us in your child/children's schooling in the following manner:

Prayer
Pray for your child/children and for those of us who work at Concordia Lutheran School.

Communication and Suggestions
We encourage you to stay in regular communication with your child/children's teacher.
Please feel free to make suggestions or share ideas with teachers and administrators on ways in which we can improve the Concordia Lutheran School program.

PTA
The Parent Teacher Association assists with the various fundraising activities throughout the school year. Help is always needed and welcomed. You will receive information about our Parent-Teacher Association. The PTA consists of parents and volunteer staff who work together as a team to accomplish the following goals: To foster fellowship among the families of the school and provide support for teachers and students through organizing events, activities, and fundraisers; to promote community goodwill. We hope that all our parents will try to be involved with our PTA program.

Please stay involved in your child/children's school life. We also want to encourage parents to be regular in your church attendance. It is important for your children to see their parents setting an example in all areas of life. If you do not have a church home, we encourage you to begin visiting Concordia Lutheran Church or any other local church and become an active member.
Parents who are enrolling their children at Concordia Lutheran School are making a commitment with the school to work in cooperation with the administration and the faculty.

We will have special days and events where we invite all our school families to join us in fellowship and thanksgiving.

PROCARE APP

We know how important it is to stay up to date on your child's learning journey, which is why we're excited to offer you access to the ProCare App. Once you download the ProCare mobile app, you can stay up to date on your child's daily activities, milestones, and more! We can send you photos and videos of your child, as well as keep you in the loop on upcoming events and time-sensitive information.

The app also offers several "contactless" ways to check your child in and out. This helps us limit in-person interactions and unnecessary foot traffic in the center so we can better ensure the health and wellbeing of you, your children, and our staff.

How do you get the app? You just download it from the Appstore or
Google play store. (PARENTS ONLY)
How do you sign in-out your child from the app?
1. Open the ProCare app.
2. Press QR code icon on the top left.
3. Press sign in-out at the bottom.
4. Press sign-in or sign-out at the bottom
5. Touch the middle of the screen and Sign with your finger.
6. Press Done.

How do you sign in-out by looking up the student's name at the Kindle
Fire tablets are located on the front counter or Round Building table.
1. Locate the Kindle Fire tablet.
2. Tap on Signed-out if you are signing in or tap on Signed-in if you are signing out.
3. Type the student's name.
4. Tap on the student or students.
5. Tap on the name of the person picking up or dropping off.
6. Tap at the bottom on Sig-In or Sign-Out.
6. Touch the middle of the screen and Sign with your finger.
7. Press Done.

ARRIVAL AND DISMISSAL

Parking Lot Safety and Procedures
Keep designated areas clear during drop-off. **Please Park in a designated parking spot. Additional parking is available in the church parking lot.**
Always hold your child's hand in the parking lot and while crossing the street. Never leave your child unattended in the parking lot/vehicle. Please do not ask staff to watch your child in the car.
Drive slowly in the parking lot. Be mindful of children crossing.
Buckle up! **All children should be** in a safety seat according to legal guidelines for height and weight. We cannot release children if they are not buckled up.
Refrain from using your cell phone while dropping off/ picking up children.
Do not leave valuables in your car.

FALL HOURS:
The arrival procedures are as follows:
Parents **must** sign their children on the ProCare app and the child will be escorted to the classrooms from the hallway of our building, where the teacher or assistant will be waiting.

Arrival for All Students:
Morning front door drop-off is from 8:30 a.m.-8:45 a.m.
The classroom doors open promptly at 8:30 a.m.
Should you arrive between 8:15 a.m., kindly wait with your child/children in the waiting area outside of the office. It is very important that your child arrives on time, as the teachers start their circle time at 8:45. When children arrive late, it disrupts the classroom's attention, when learning is most important.
Should you arrive after **8:45 a.m.**, your child/children should be dropped off at the front office and they will be escorted to his/her classroom.
Morning care is available from 7 a.m. Arrangements must be made in advance for this service. The AM Care Monthly fee is: 7:00-8:30 a.m. $90.00, 7:30-8:30 a.m. $60.00, 8:00-8:30 a.m. $30.00 or $18.00 per occurrence.

Dismissal:
Dismissal times are 11:45 a.m. (VPK students only), 12:45 p.m., 2:45 p.m., 5:30 p.m.* Please be punctual with your scheduled pick up time. You are considered tardy 5 minutes past your appointed hour. Fees for late pick up are as follows:

- 11:45 – 5:30 p.m. the fee $12.00 per hour.
- * After 5:30 p.m. a fee of $1.00 per minute will be charged

Front door pick up is available at 12:45 p.m. and 2:45 p.m. dismissal.
At 5 minutes past the hour any child that has not been picked up will be taken back to the classroom.
A child will be released only to those people who have been listed as authorized by the parents/guardians. In the event that someone other than those authorized to pick up is needed, written permission from the parent must be given. You may send us an email with the name, relationship and phone number of the person to admin@concordiaschool.net. Photo identification

is required; and they must be 18 years or older. Children will not be released to minors under any circumstances.
Please be sure to **sign out your child every day**, as our system will **automatically charge** you a late pickup fee according to your contracted schedule.

SUMMER HOURS:

Arrival for All Students:

Morning front door drop-off is from 8:30 a.m. to 8:45 a.m.
Classroom doors open promptly at 8:30 a.m.
Should you arrive between 8:15 and 8:30 a.m., kindly wait with your child/children in the waiting area outside of the office.
Should you arrive after 8:45 a.m., your child/children should be dropped off at the front office and they will be escorted to his/her classroom.
Morning care is available from 7 a.m. Arrangements must be made in advance for this service. The AM Care Monthly Fee is: 7:00-8:30 a.m. $90.00; 7:30-8:30 a.m. $60.00; 8:00-8:30 a.m. $30.00 or $18.00 per occurrence.

Dismissal for All Students Except VPK:

Dismissal times are 12:45 p.m., 2:45 p.m., 4:45 p.m. and 5:30 p.m.* Please be punctual for your scheduled pick-up time. You are considered tardy 5 minutes past your appointed hour. Fees for late pick up are as follows:

A. 12:45 - 5:30 p.m. the fee of $12.00 per occurrence.
B. ***After 5:30 p.m. a fee of $1.00 per minute will be charged**.

Front door pick up is available at 12:45 p.m., 2:45 p.m. and 4:45 p.m. dismissals.
At 5 minutes past the hour any child that has not been picked up will be taken back to the classroom.
A child will be released only to those people who have been listed on the authorized pick-up form. In the event that someone other than those authorized to pick up is needed, a written permission from the parent must be given. Photo identification is required; and they must be 18 years or older.

Dismissal for VPK Students:

Dismissal time is 4:45 p.m.
After care is available until 5:30 p.m. Arrangements must be made in advance for this service. The fee is $12.00 per hour.
Front door pick up is available.
At 5 minutes past the hour any child that has not been picked up will be taken back to the classroom.
A child will be released only to those people who have been listed on the authorized pick-up form. In the event that someone other than those authorized to pick up is needed, a written permission from the parent must be given. Photo identification is required; and they must be 18 years or older.

Sign-in/Sign-out Policy

All Students:

Students must be signed in and out daily. Parents/Guardians must use the ProCare app. Open the app, press sign in-out at the bottom, press sign-in or sign-out at the bottom, touch the middle of the screen and Sign with your finger, press Done.

All other authorized pick-up people can sign in-out at the two Kindle tablets located on the front counter and the one in the Round Building.

To sign in/out through the Kindle tablets, type the name or tap on the name of the student, tap on your name, press sign in-out at the bottom, press sign-in or sign-out at the bottom, touch the middle of the screen and sign with your finger, press Done.

Students will only be released to authorized people over the age of 18. In the event that someone other than those authorized to pick up a student is needed, written permission from the parent must be given. Photo identification is required; and they must be 18 years or older.

Students will not be released to anyone who appears intoxicated or under the influence of a controlled substance.

School Readiness Students:
School Readiness parents must present a doctor's note if their child is absent for more than three days and must sign in and out their child every day with the real time on the "Monthly Parental Signature Sheet/Attendance Verification Form", also included in the binders located on the front counter of the lobby.

VPK Students:
The Early Learning Coalition requires that your child's teacher takes attendance every day on the "Student Attendance and Parental Choice Certificate" form. Any authorized person to drop off and/or pick up your child must sign and date the attendance between the LAST WORKING DAY OF THE MONTH AND THE FIRST THREE DAYS OF THE NEW MONTH. If for any reason your child is absent on those days, you are RESPONSIBLE for coming to the school just to sign the form. This is a very important step in the process because the certificates serve as proof of attendance and MUST be submitted electronically to the Office of Early Learning of Florida and kept on our records in case of an inspection/audit. Failure to do so may result on the immediate stop payment from the VPK Program on your child's behalf.
Lastly, your child is allowed to be absent no more than 36 days per year or 8 days during the summer without affecting the payments made on behalf of your child. We will receive a reconciliation payment for absences at the end of the school year or summer respectively. Please, be on time every day so your child is able to participate in circle time and doesn't miss this important part of the daily lessons.

EMERGENCY CLOSINGS

In the event of a hurricane please note the following:

- *In most cases*, we follow the Miami-Dade County Public School plan. If Dade County Public Schools close, we will close.
- You may watch the local television channels 4, 6, 7 and 10 where the Dade County Public School status is broadcast.

COMMUNICATION & CONFERENCES

We encourage parents to stay in regular contact with teachers. You may call the school at any time with concerns. Teachers utilize the ProCare App and/or the WhattsApp app to update parents on class happenings. Be sure to check it often. We also post on our Concordia Facebook page, which is a closed group, which means you are a member by invitation only. Members will only have access to this page while their child is attending our school, due to Privacy laws.

School scheduled conferences will be conducted in February. Conferences will be scheduled during the first half of the school year if needed. A conference may be scheduled at any time by your child/children's teacher, or you deem it necessary.

LUNCHES AND SNACKS

Hot lunches are available Monday through Friday. We order our meals from Las Dos Palmas, catering Monday-Thursday and order Papa John's Pizza on Friday. A meal package is available at a cost of $4.75 daily and is payable monthly only. The lunch program is available monthly **only**. If you would only like to participate in the Friday Power Pizza order, the cost is $5.00 per week, also to be paid monthly. Should you sign up for monthly lunches and choose not to continue, please notify the front office by the 25th of the month. Lunch fees are nonrefundable. **NO** changes will be made after the 1st of each month. **NO EXCEPTIONS.** Children have the option of bringing lunch from home; please be sure it is a well-rounded meal.

Nutritious snacks are provided daily for the children.

For the health and safety of our students with severe allergies, please do not send any food items that contain peanut butter or other nut products.

MEDICAL GUIDELINES

Parents of students enrolled at Concordia Lutheran School must present tangible documentation that immunization and health requirements have been met for your child/children. This documentation includes the **HRS FORM 340** and **HRS FORM 680**. These are standard forms which are available in all pediatrician's offices. All medical forms must be turned in two weeks after the start of school.

MEDICATION POLICY

Every attempt must be made by parents to have medications administered at home during non-school hours. However, when a student requires medication during school hours the school administrator or his designee may administer this medication if it is brought in its original container labeled by the pharmacist, stating the student's name, medication, and proper dosage. Concordia Lutheran School must have written authorization from the parent/guardian prior to the administration of any medication.

HEALTH AND SAFETY

Your child/children's health is of the utmost importance to us. If you suspect that your child/children are not well, please keep him/her home. Children should be kept home if they show any of the following symptoms:

Temperature of 100.4 degrees or more
Diarrhea
Vomiting
Persistent coughing
Eye, ear, and nasal (yellow/green) discharge
Severe rash
Sore throat

If your child/children become ill at school, you or your emergency contact person will be notified. Children may need to remain at home the following day to ensure that no further symptoms develop. **Should your child be sent home with a fever above 100.4 degrees he/she must be fever free/symptom free 24 hours prior to their return.**
As soon as it is noticed that a child may be sick, parents will be notified to pick up their child immediately. They will be kept in the office isolation room to isolate them from everyone in their classroom.
If your child/children have been exposed to or contract a contagious disease, he/she must be kept home for duration and the school should be notified immediately.

Documentation should be on file for those children who have special medical need

FINANCIAL OBLIGATION AGREEMENT

The Concordia Lutheran School Board and staff work very hard to keep the cost of educating your child/children as low as possible. We strive to provide your child/children with an environment that is positive and conducive to learning. The Christ-centered education nurtures the development of the whole child.

Our school is run totally on student tuition.
It is imperative that we receive your tuition payment on time and that your account is kept current. If there are extenuating circumstances that prevent you from fulfilling this obligation, please come to the school office and speak to the Director. **No discounts are given for holidays or sick days.** Tuition payments are figured annually but are billed in 10 **equal** monthly payments (August-May), for your ease and convenience. Registration and Supply fees are non-refundable. **Do not give tuition checks to teachers!** For any financial questions, please contact Fernanda Sisson at 305-901-7468, Fernanda@concordiaschool.net or admin@concordiaschool.net

TUITION & FEES 2026-2027

Registration Fee: **$500.00** (due at time of application)
Supply Fee: **$450.00** (due with first tuition payment) or 10 monthly payments of **$50.00**
AM Care Fee: **$90.00 monthly (**7:00-8:30a.m.**)**
7:30-8:30 a.m. $60.00 8:00-8:30 a.m. $40.00
The drop off begins at 8:30 a.m. School begins promptly at 8:45 a.m.
Registration and Supply Fees are non-refundable.

10 EQUAL MONTHLY TUITION PAYMENTS (August-May)

12 – 29 months (K1-K2)	**12:45pm**	**2:45pm**	**5:30pm**
	$836.00	**$916.00**	**$1058.00**
30 – 48 months(K3-K4)	**12:45pm**	**2:45pm**	**5:30pm**
	$819.00	**$899.00**	**$1042.00**
VPK 8:45-11:45	**12:45pm**	**2:45pm**	**5:30pm**
Free/No Reg or Sup	**$508.00**	**$588.00**	**$731.00**

Late payment Fee: **$35.00** (received after the 5th day of each month)
Returned check Fee: $35.00 (for checks returned for non-sufficient funds)
ACH Returned Fee: **$35.00** (for transactions returned for non-sufficient funds)
Late pick up Fee: **$12.00 (**hourly after scheduled pick up time) $1.00 per minute after 5:30 p.m.
Daily A.M. care: **$18.00**
M-F Lunch: **$4.75** (Daily and approximately $90.00 per month**)**
F Lunch Pizza: **$5.00** (Daily and approximately $20.00 per month**)**

WITHDRAWALS

It is the responsibility of parents to notify the school office if you are planning to withdraw your child/children from school. Until the school office has received your request in writing for withdrawal you will be responsible for all accrued tuition. In all cases of withdrawn students, it is the responsibility of the parents to pay the tuition payment through the month of withdrawal. Tuition and Supply fees are **NONREFUNDABLE**.

NON PAYMENT POLICY

Tuition payments are due no later than the 1st of each month. A late fee of $35.00 will be assessed for payments received after this date. Please help us to avoid all late fees!!!!!

No child will be allowed to attend class if their account is 20 days past due. **Once the account is brought current all privileges will resume.**

No charges can be made to accounts that are not current.

We accept cash, personal checks, money orders, cashier's checks, credit cards and ACH withdrawals with written authorization.

NAPSACKS

As a precaution, the school recommends that napping sacks be cleaned each week with hot (120 degrees F) water for at least 20 minutes. Basically, the same conditions as used for a hot water clothes wash. The teachers will send them home on Fridays, to be returned on Mondays.

BIRTHDAYS

Birthdays are an exciting and important time for children. We enjoy celebrating this event with your child/children. However, due to the large increase of children with food allergies, we only allow vanilla ice cream cups and fresh fruit. Make sure to ask the teacher if there are any allergies in your class. Please do not bring any goody bags. Please coordinate the celebration time with your child's teacher at least one day before the birthday. Parents are welcome to attend.

BITING POLICY

Concordia Lutheran School strives to provide a safe and loving environment for all our children. Biting is not an uncommon behavior among children who are birth to three years of age. Unfortunately, sometimes biting occurs, nevertheless, some children communicate through this behavior. For many toddlers, the biting stage is just a passing problem. However, biting can be harmful to other children. Our goal is to help identify what is causing the biting and resolve these issues. If a biting incident occurs, both the parents of the child bitten, and the child biting will be informed.

Why do children bite:

- Experimental biting
- Teething discomfort
- Becoming independent
- Using muscles in new ways
- Is learning to play with other children.
- Is frustrated in expressing his/her needs or wants, such as mother returning to work, a new baby, or parent's separating.

When biting occurs, the staff's job is to provide first aid to the child bitten, as well as the child biting.

For child bitten:

- Staff will separate the child that was bitten from the biter and comfort him/her.
- Intervene immediately.
- The area is cleaned with soap and water and if the skin is broken it will be covered with a bandage.
- Parents are notified and an accident report is written.

For child biting:

- The child is told not to bite. Explain that biting hurts. Tell the child "No biting, biting hurts, or I don't like it."
- The child is placed in "Thinking Space" for no longer than the child's age. (one year, one minute)
- Parents are notified and an incident report is written.
- Reinforce positive behaviors.

If biting continues, we will:

- Meet with the parents of the child who is biting and discuss how the behavior may be modified.
- Have the child shadowed to monitor behavior.
- If a child bites numerous times, a conference will be held to discuss the next steps.
- However, should this continue without improvement, we must take further steps to ensure the safety of the children in our care.

We are here to work as a team with you, feel free to speak to us regarding questions or concerns.

DISCIPLINE POLICY

The goal of good discipline is to help children build their own self-control. Our staff will guide and reinforce good behavior and use intervention assistance and redirection to help children achieve self-control and self-direction.

- Teachers/staff will observe them doing well and praise them, accordingly.
- Set children up to succeed.
- Encourage children's active involvement.
- Speak to children using positive words.
- Listen with interest and respect.
- Be fair.

Should positive redirection fail to change behavior, time-out will be given in one minute increments for each year of the child's age. Time-outs will not exceed four minutes.

At no time will corporal punishment be used, nor will any guidance be tied to withholding food or toileting.

Parents will be made aware of persistent inappropriate behavior. Persistent inappropriate behavior is any behavior which continues after the progressive guidance steps have been used, any behavior that threatens the health or safety of other children or staff, or a continuous inability to conform to the rules and guidance of our program.

Steps of progressive procedures:

1. We will document and record the child's inappropriate behavior.
2. We will document what we have done to try to change the behavior.
3. If inappropriate behavior continues, parents will be asked to participate in a **conference** with the Director. An **action plan** will be developed. The action plan will outline all steps staff and parents will take to try to change their behavior. Parents will be advised that disenrollment may be requested if the action plan is not successful in diminishing the inappropriate behavior.
4. The Director may **suggest** outside resources to parents, and we will work with any outside resource for further guidance.
5. If the inappropriate behavior persists after the above steps have been completed, the child may be disenrolled.

Students demonstrating physically aggressive behavior toward other students and/or staff may be disenrolled without following the above procedures if the child causes bodily harm to another student and/or staff member.

All children in K3-K4 <u>MUST</u> be Fully Potty trained!

BATHROOM POLICY

Children may use the bathroom any time during the school day. Children will always be accompanied to the bathroom by a staff person. We encourage children to be self-sufficient in all aspects of toileting and ask that you reinforce your child's abilities in undressing, wiping, flushing, and redressing, as well as washing hands. Staff may assist children with clothing fasteners if needed but are unable to assist with wiping in VPK.

All children entering the 3 year old class and VPK <u>MUST</u> be fully trained, **per DCF.** We do understand that young children may have toilet accidents from time to time. When clothing needs to be changed due to a toilet accident, two staff members must always be present. At no time will a child be reprimanded or embarrassed by staff for having an accident. Accidents often happen at the beginning of the school year. Your reaction to accidents as unfortunate, but not bad, will be an important support to your child's growing self-confidence and independence.

If a child has **repeated** accidents over a period, we will review the child's readiness for school and determine if the child may continue in attendance at this time.

Movie and Television Policy

Educational and child entertainment films are viewed on an occasional basis to coincide with a learning theme or as a classroom reward. Movie and television watching is not a regular occurrence, and occurs no more than once a week, usually on a Friday afternoon.

Sign-in/ Sign-out Policy

Students must be signed in and out daily through the ProCare App. Students will only be released to authorized people over the age of 18. If someone other than those authorized to pick up is needed, written permission from the parent must be given. Photo identification is required; and they must be 18 years or older.

Students will not be released to anyone who appears intoxicated or under the influence of a controlled substance.

Abuse and Neglect Reporting

In the state of Florida, childcare workers are considered mandatory reports of child abuse and neglect. If a staff member suspects that a student is the victim of child abuse and/ or child neglect, he or she must report the situation immediately. The Staff member will inform the director of the details of the situation and either the staff member or center director will call the Florida Abuse Hotline at 1-800-96-ABUSE.

ADA and Inclusion Policy

Concordia Lutheran School is committed to complying fully with the Americans with Disabilities Act (ADA) and with state and local laws regarding disabilities and ensuring equal opportunities for students, their families, and employees. Children and employees with disabilities are provided with accommodation under ADA.

Non-Discrimination Policy

Concordia Lutheran School does not discriminate on the grounds of race, color, or national origin and extends to all students the same rights, privileges, programs, and activities within the registered program. The non-discrimination policy applies equally to its educational policies, scholarships, and other school or childcare administered programs.

PARENT AGREEMENT

Concordia Lutheran School requires parents to complete the information requested below and to sign in the places indicated to confirm agreement with school policies and procedures. Please complete this form, detach it from the Handbook and return this page to your child's teacher.

Name(s) of Child/Children **Teacher**

Handbook Agreement

I have read and understand the policies and procedures as they are written in the Concordia Lutheran School Parent Handbook for 2026-2027.

Signature of Parent/Guardian Date