

Lutheran Church of The Cross Day School



Preschool Handbook 2022-2023

**4400 Chancellor St. NE
St. Petersburg, FL 33703
727.522.8331**

Dear Parents and Students,

It is with great excitement that we present the 53rd Anniversary edition of our Parent-Student Handbook! The home-school partnership is paramount to your child's educational success. We value our relationship, recognizing the quality of our parental involvement sets us apart as a school family.

The information and policies contained in this Handbook are necessary to function as a successful school! We strongly encourage and deeply appreciate families observing our Arrival and Dismissal Procedures, communicating with faculty and staff when questions arise and generally reinforcing all LCCDS policies and procedures with your child.

We have been blessed as a school for 50+ years due to family involvement and commitment to education. LCCDS is proud to partner with you, our families, as we travel this education road together.

Warmest regards,



Holly Carlson

Holly C. Carlson
Head of School



Alexis Walker

Alexis Walker
Assistant Head of School

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MISSION STATEMENT

LCC Day School is a partnership of school, church, and families, inspiring superior academic performance while instilling leadership, responsibility, and values in a nurturing environment. Our mission is to meet the changing needs of our students as they develop their God-given potential from early childhood through adolescence.

PHILOSOPHY

At LCC Day School, each child is valued for his or her unique traits in personality, styles of learning, rate of development and ability. We strive to instill a lifelong love of learning in an appropriately challenging and faith-centered environment. Education based in Christian values and ethics provides a moral foundation for life. At LCC Day School, we believe that school is not just preparation for life; for a child, school is life. Learning how to move from the dependency of the preschooler to become a caring, respectful young person who can think, and act independently requires the encouragement of both school and home working together. Children gain confidence as they grow in responsibility. Challenging children's potential and preparing students for future competitive pre-college preparatory schools is key to LCCDS's mission. Knowing how to lead, how to function well as part of a group, and how to take another's perspective, moves students a step beyond independence to interdependence, and toward being a vital part of a community.

STAFF

Our professional staff is carefully selected for their educational background, teaching experience, and for their sensitivity to the individual needs of children.

LCC Day School is accredited by Florida Council of Independent Schools. Additionally, the Preschool staff is accredited by the Pinellas County Licensing Board. Our teachers have a minimum of a bachelor's degree. Courses, seminars, and workshops are a continuing effort to keep our staff informed of new developments in early childhood, elementary, and middle school education. All teachers undergo a thorough background check, including fingerprinting.

LCCDS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

LCCDS Preschool

As a Christian school, LCC Day School has the right to expect and does expect that students, their families, and LCC Day School faculty and staff will conduct themselves in a Christ-like manner as Christian role models.

Parent Information

- **Play is children's work.** Our play-filled environment includes the following developmentally appropriate activities:

- Play-oriented activities
- Cooperative learning
- Social skills
- Manipulatives
- Problem Solving
- Balanced Literacy



- Class times are either 8:30 AM -11:30 AM or 8:30 AM – 3:00 PM
- There is one scheduled parent-teacher conference each school year. Please feel free to schedule an additional conference.
- Additional Information:
 - Each child **MUST BE POTTY PROFICIENT**. (See page 5 for complete description.)
 - Please send your child to school in clothes that can “take it”, are comfortable, allow freedom of movement and make it easy for your child to toilet himself.
 - Please send your child to school in sneakers. Please NO SANDALS, COWBOY BOOTS, or SLIP ONS.
 - Panther Spirit Fridays - Students are encouraged to wear LCCDS Spirit Shirts on Fridays. Spirit Shirts can be purchased from our Spirit Store (located in the Life Center lobby).
 - Florida Law states: Children 5 years old or younger must be secured in a federally approved child restraint system:



Children 3 years old and younger must use a separate car-seat or the vehicle's built-in child seat. Children 4 through 5 years must sit in either a separate car seat, a built-in child seat or a seat belt, depending on the child's height and weight. Children may not be transported in the front seat of a car even without airbags. Drivers must carry \$100,000/\$300,000 liability policy limits and \$100,000 property damage limits.

- Some teachers may have classroom pets. Please advise us if your preschooler has any allergies.

Extra Care

Hours: Before Care is offered Monday – Friday 7:30 a.m. – 8:15 a.m.

After Care is offered Monday – Friday 11:30 a.m.– 3:00 p.m. for preschoolers and also 3:00 p.m.– 5:30 p.m. Preschoolers will need a lunch and a cot sheet (purchased from the school) for the 11:30 – 3:00 hours.

- If your child is not a Full-Care student, please call the office for available spaces. **Space is limited and on a first come, first served basis.**
- All Preschool students leaving or returning to school **during school hours** must sign in and out at the school office. When it is necessary to pick up a child during school hours, parents are required to park, come to the office, and sign the checkout sheet, and the student will be called from class.
- If your child arrives at school before 8:15 and leaves any time after 3:00 pickup, the parent is required to sign the child in and out with the Extra Care teacher.

Parent Association

The Parent Association, whose contributions are integral to the excellence of our programs, provides a structure for parental involvement in the school. Opportunities include classroom volunteering, school events and fund-raising. **The Parent Association's goal is to have 100% family involvement**, maintaining a positive influence on the continuing growth of LCCDS Preschool, Elementary, and Middle School.



General Information & Helpful Hints

We are here in the best interest of your child. Do not hesitate to call us at any time.

- Please read all communications sent from the school, including Panther Paw Weekly (electronic weekly newsletter) and Blast Emails. In addition, please post the monthly class calendar you receive from your child's teacher.
- Parents are asked to refrain from texting teachers/staff regarding school business. Please use email or a phone call to send or retrieve information. Text messages cannot be returned per Board policy.
- Keep your address, home and cell phone number, and email address updated in RenWeb/FACTS so we may contact you in an emergency.
- Please email your campus Administrative Assistant with carpool arrangements and changes by 2:00.
- See that your child arrives at school on time and is picked up promptly. Please notify the Preschool Office if your student is not going to attend school or will be arriving late.
- Per Florida Statute XXIII 316.6135, please do not leave children in your car unattended. Also, please do not leave your car unattended in the carline.
- Please do not pack hand sanitizer in your child's backpack.
- Please do not send any items depicting violence to school; i.e., clothing or accessories. Please leave all personal toys at home except on "Show & Tell" days.
- Holiday & Birthday Celebrations are so important to our children, our teachers will make sure the day is extra special for your child! Parents may check with your child's teacher regarding providing a Birthday treat or joining the class during the treat/snack time.
- Please see that your child has a good night's sleep.
- Please inform us of any problems that may cause your child to be emotionally upset.
- Remember that in your child's artwork, it is the process, not the product, which counts. Admire your child's artwork but let him/her tell you about it.
- Class lists and address information may not be used for business solicitation.
- Student placement is an administrative decision based on the student's social and academic needs; therefore, teacher requests are not accepted.



Food & Nutrition

A nutritious snack will be served each day. Additionally, a catered lunch is available 5 days a week through our school catering company. The catered lunch includes a beverage. Beverages are not sold separately. For the convenience of parents and families, menus and prices are available online. Lunches may only be ordered and paid for online. Additional information regarding the school lunch program is sent home in the beginning of the school year. Students may bring packed lunches and drinks from home. Microwaves and refrigeration are not available for students' lunches. Be sure to pack ice packs with your child's lunch to ensure food safety. In keeping with the guidelines of the USDA, we ask that you send in a nutritious lunch that includes items from all 5 food groups, as you

are able. This would include items from fruit, grain, vegetable, protein and dairy food groups. A complete guide from ChooseMyPlate.gov is sent home for parent education in the beginning of the school year. In keeping with these guidelines, we request that NO CANDY, GUM, or SODA be sent in your child's lunch. Please do not send in food items that may present a choking hazard for children under the age of 4. This includes but is not limited to: whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cubes of cheese and any food that is of similar shape and size of the trachea/windpipe.

***Students forgetting their lunch will be provided with a school lunch from the LCCDS lunch vendor and the parents will be invoiced.*

Student Health

1. All students must have Physical and Immunization Forms on record by the first day of school. As required by the PCLB, we must inform you: "Some children in our care may not have current immunizations."
2. All students **must** have birth certificates on file.
3. Parents should notify the office if their student has a communicable disease or virus such as Covid, Strep Throat, Chicken Pox, Head Lice Etc.
4. Any child who leaves school must be **fever free for 24 hours without fever reducing medicine** before returning to school unless the school receives a doctor's note.
5. Any child who has head lice must be nit free to return to school.
6. No medicine shall be administered at school without written permission on the **LCCDS Medication Record** form available from the office. **All medication MUST be in the original container with a doctor prescription attached.**
7. All accidents and injuries will be reported to the parent. **Accident or Incident Report** forms will be sent home to be signed and returned.
8. In case of emergency, the following steps will be taken:
 - a. Notify parent
 - b. Notify emergency contact person.
 - c. If parents or emergency contact person cannot be reached, then contact child's doctor.
 - d. In case of serious injuries, 911 will be called.

***Smoking, including e-cigarettes, is prohibited on the premises of the children's center.*



Potty Proficiency

Our school is licensed by the Pinellas County License Board. One of our license requirements is for all students to be "potty trained" since we are not licensed for diapering. Yes, we understand that accidents do happen but we do have some expectations as to what your child should comfortably be able to do before they come through our door. For your child to be considered "potty proficient" they need to be able to accomplish the following:

- Your child knows when they have to "go".
- Your child can "go" when you take them.
- Your child can pull down and up the simplest clothing.
- Your child can wipe after toileting with some accuracy.
- Your child rarely, if ever, has a toileting accident.
- Boys, can use a potty without a shield or use a urinal.
- Your child is comfortable going to the bathroom without a parent.

- Your child only wears a pull-up/diaper at night and is insulted if you suggest otherwise.

We want your child to feel confident and independent when it comes to bathroom duties. Our goal is to provide the very best preschool experience for your child.

Student Records

LCC Day School Staff may have access to student records.

The case often arises where other professionals or schools (camps, physicians, educational psychologists, therapists) require official school transcripts, recommendations, or behavioral questionnaires. We ask that parents provide us one week's notice to complete and mail these.

Please note: No records, recommendations, observation forms, etc. will be released directly to parents. It is our policy to mail all information.

Discipline Management

Realistic expectations will be set for children and acceptable behavior will be continually reinforced in a positive manner.

The two principal rules governing behavior are:

1. Children must respect each other both physically and socially.
2. Children must respect property that belongs to either the school or another person.

If a child needs to be disciplined, the teacher will immediately maintain eye contact with the child and discuss the infraction. The teacher will attempt to divert the child's attention by redirecting his behavior to more constructive channels. Continuation of the behavior will result in the following sequence, as warranted:

1. Quiet time, in the view of the teacher, giving the child time to think over his actions.
2. Parent-teacher conference to ensure that the child is receiving reinforcement at home to correct the behavior.
3. If severe, disruptive behavior continues which threatens the well-being of other children or repeatedly disrupts the daily routine, permanent removal from the school will be an option.

To be effective, the response to behavior will be immediate and consistent.

As required by the PCLB, we must inform you: *"No child will be subjected to discipline which is severe, humiliating, or frightening, or associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited."*

Discipline Policy

Becoming a student who can think, and act independently requires the encouragement of home and school working together. Good conduct and discipline are necessary for cooperative learning. The expectations for all LCC Day School students:

1. To demonstrate concern for others, as well as self
2. To respect the rights of others
3. To accept and respect others
4. To grow in their own self-discipline and independence

The following are required behaviors for LCC Day School students:

1. Following classroom instruction
2. Listening respectfully to teachers and staff
3. Cooperating with teachers and peers
4. Staying on task and asking relevant/focused questions pertaining to the subject matter at hand
5. Being respectful of property and others

6. Coming to class with paper, pencil and necessary supplies (i.e. textbook, charged device in grades 6, 7, and 8)

Should the student choose to disregard any of these required behaviors, the following actions may be taken. Consequences will be determined based on a student's age, development, and maturity level.

1. Reminder by classroom teacher/specialist (Verbal, visual, post it note, etc.). Each situation will be handled at the discretion of LCC Day School staff in accordance with the school rules, policies, and practices.
2. Removal from class(es). This can include a verbal or written reflection opportunity and/or silent lunch or break. *Taking a short break from classroom or school activities provides an opportunity for students to self-regulate and gives guided practice in problem-solving. When used effectively, taking a break is not perceived as a punishment but rather allows the student to regain self-control with dignity and independence. The goal of this practice is to build resilience and help students develop the capacity to internally adjust before misbehavior occurs. When a student has not responded positively to redirection or when behavior does not follow school rules and guidelines, verbal or written reflection opportunities may be used for the student to thoughtfully process their choices/actions, how their behavior has impacted others, how to fix or resolve the situation, and to determine alternative approaches for the future.*
3. If behavior continues, step 2 is repeated and parents will be notified, and a conference may be required.
 - a. The parent is called and informed that their student has accrued two visits to the office for behavior infractions.
 - b. A parent, teacher, administrator conference may be held with the student in attendance.
 - c. An immediate plan will be developed by the Administrator for the student to follow which insists upon proper behavior by the student; all members of the conference sign the plan and receive individual copies of it. The plan may include an action plan to correct the negative behavior, a written note of apology, and/or staying after school on same or following day to perform community service at school, in-school suspension/Saturday School, or, in some cases, counseling.

The goal of discipline management at LCC Day School is to create a positive learning environment for all students. Discipline issues will be handled by the classroom teacher on an individual basis, working with the parents and the administration as necessary. Response to the behavior will be immediate and consistent. If severe disruptive behavior continues which threatens the well-being of others, or repeatedly disrupts the daily routine, permanent removal from the school will be an option.



LCC Day School reserves the right to issue an in-school suspension or hold Saturday School for students when it is deemed necessary. Saturday School is a disciplinary measure issued for offenses considered to warrant further disciplinary action and includes: Students are to be on campus from 7:00 a.m. to noon in the LCC Day school uniform. Work during Saturday School is to include written assignments and/or school cleanup. Second and subsequent visits to Saturday School will be charged at the rate of \$20 per hour (\$100 per Saturday) in addition to the above to cover the cost of supervising the student.

Occasionally, it becomes necessary to suspend a student from school classes, activities and events. The suspension period is determined solely at the discretion of the Head of School and/or Assistant Head of School. Should a student receive a suspension, the following will apply:

- a. No credit will be given in all subject areas during the time of suspension.

- a. The student will be required to complete and timely submit all classwork and homework assignments during their suspension, though no credit will be given.
- b. The student will be responsible for making up tests the following day and will receive a ten percent reduction on the test grade.
- c. Infractions that may result in suspension or permanent removal from school include, but are not limited to:
 - Profanity directed at a staff member
 - Repeated harassment of any kind
 - Leaving school without permission
 - Verbal/Emotional abuse of others
 - Actions toward another where physical harm is intended
 - Other behaviors deemed inappropriate by LCCDS Administration
 - Horseplay
 - Disrespect towards staff/students/facilities/guests

Bullying and Harassment

LCC Day School supports an environment free of harassment and bullying. Our school is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with their peers and our school community.

“Bullying ends where kindness begins.” Teaching our children to treat everyone with kindness is the best way to combat bullying. The school community has an obligation to promote mutual respect, tolerance, and acceptance.



Bullying behavior is defined as repeated and persistent verbal, written, physical, or psychological action, implied action or communication intended to cause harm, fear, or distress to another person or group of persons. An imbalance of power between the aggressor and the target is often involved. Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means (cyberbullying), or indirectly through social and emotional aggression. Bullying includes any of the foregoing by a person even if the person did not initiate it but perpetuates it.

All allegations of bullying or harassment during school hours or at school events should be reported to the Head of School or Assistant Head of School. The Head of School and/or Assistant Head of School will be responsible for investigating the allegation in a timely manner and issuing logical consequences accordingly. Additionally, parents of all involved will be notified in a timely manner. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action. LCC Day School teachers will discuss the LCCDS discipline and bullying policies with students in a manner that is age appropriate.

Social Media/Internet

The LCCDS Discipline Policy applies to student conduct on Social Media/Internet. Additionally:

- a. There is no expectation of privacy in electronics owned by the school or student owned devices brought on campus.
- b. When requested, students must open their accounts and tender their login/password information.
- c. LCCDS prohibits racial, sexual, gender (including sexual orientation or gender identity) or religious harassment.
- d. LCCDS prohibits fake profiles, threats of violence, and/or disparaging remarks about students, faculty, and staff.
- e. LCCDS prohibits filming or photographing anyone, including faculty/staff, on campus without consent.
- f. Students may not post inappropriate conduct or postings which reflect poorly on the school.

Dress Code

As an extension of our uniform policy LCC Day School prohibits the wearing of political attire (buttons, shirts, hats, etc.) in support of any particular candidate or political or social movements. This is a blanket requirement and irrespective of the particular affiliation of that candidate or movement.

Drugs and Alcohol

Use or possession of drugs, alcohol, tobacco and non-tobacco products, including the full range of options for vaping and electronic cigarettes, and/or any additional illegal substances is strictly prohibited at LCCDS and this applies whether;

- On campus
- Off campus at school sponsored events or while representing the school
- Off campus when interacting with classmates

***The Pinellas County Licensing Board prohibits smoking, including e-cigarettes, on the LCCDS campus.*

Threat of Harm to Self or Others

Should the school become aware of a threat regarding a student's intention to harm him/herself or others, the school will investigate the situation and parents/guardians will be notified. Following this, the School Protection Officer from CIS will be informed. A student may not return without a full psychiatric evaluation to determine both the student's safety, as well as the safety of the school community. Specifically, the medical evaluator will report to the school that the child in question is not a harm to themselves or others. A follow up with the School Counselor will be required. The student's therapist must provide counseling strategies and maintain regular contact with the school counselor.

Weapons

The safety of our students, faculty, and staff is paramount; therefore, we have a "zero tolerance" policy for threats of violence or weaponry on campus. These offenses will be taken seriously and may result in permanent removal from the school.

***Violation of any school policies will result in discipline which can include suspension or expulsion. LCCDS administration shall have absolute discretion in all matters of student discipline up to and including expulsion. Discipline decisions are made on a case-by-case basis.*

Mutual Respect Policy

School staff members, as well as all school families, deserve mutual respect and should feel safe and secure in the school environment at all times. In the event a family member/guardian uses inappropriate behavior or language, becomes verbally and/or physically threatening or abusive to a staff member or another family, the following will apply: *Offending individuals will be banned from school property at all times, or said child's enrollment in LCCDS will be terminated immediately.*

Carline Procedures

Times

- Student hours: 8:30 AM - 3:00 PM
- Before care 7:30 AM - 8:15 AM, After care (reservations required) from 3:00 PM -5:30 PM
- Morning carline: 8:10 AM - 8:30 AM
- Midday carline: 11:30 AM - 11:45 AM
- Afternoon carline: 3:00 PM – 3:15 PM

Preschool Carline Specifics

- Please join the Preschool Carline from the North end of Overlook Dr. To get into Carline, you may need to cross over to Bayshore Blvd. and use Kentucky Ave. to get back to Overlook Dr. We ask that you make a right-hand turn **ONLY** into the Preschool Carline.
- Preschool parents must unbuckle/buckle their children in/out of their car seat.
- When exiting the Preschool covered drive-through, you must turn right and exit onto Chancellor Street.



Extra Tip

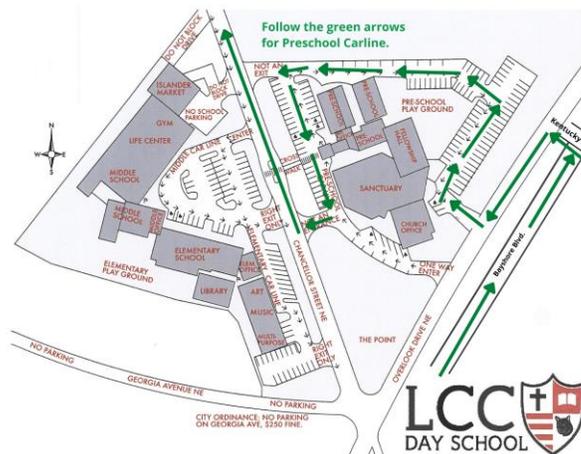
- If you have a preschool student and elementary student, plan drop off/pick up your elementary student first and then proceed to the preschool.

General Rules

- Your family nametag must always be visible through the front windshield of your vehicle. If someone else is picking up your child, you must let the office know before 2:00PM.
- If someone else often picks up your student, please request an extra car tag for them.
- Students should enter and exit the vehicle from the side closest to the sidewalk, which is the safest side and required by our FCIS accreditation.
- Only allow your child to exit your car when a Staff member is present.
- Please practice buckling and unbuckling the seatbelt or car seat with you child.
- We respectfully ask that you do not walk your child into the buildings to their classrooms.
- Drive slowly while on our campus, 15mph maximum.
- Left hand turns will not be permitted when entering and exiting the campus during the AM or PM Carlines.
- Please refrain from using your cell phone while in carline.
- Please be courteous to our neighboring homes and businesses. We are aware that the hustle and bustle of carline can sometimes put stress on everyone, including the Shore Acres Community. Please represent LCCDS in a positive light.

Before Care Arrival Specifics

- Preschool, Elementary and Middle School Before Care is available starting at 7:30 AM. Parents who wish to utilize Before Care must park and walk with your child to the designated locations.
- Preschool students: Walk up to the front gate where you will sign in and be greeted by a staff member who will receive your child.



Emergency Procedures

Emergency procedures for fire, severe weather, intruder alert, or any other school wide emergency are practiced by faculty, staff and students. All staff are trained in LCCDS emergency procedures. Information relating to emergencies will be communicated via school-to-parent text, or at www.lccdayschool.com.

LEAP Summer Program

LCCDS has a summer program geared for children who have completed a 2-year-old program. The purpose of this program is to provide a continuous educational experience, which is both interesting and stimulating for the children. The main emphasis is for children to be challenged while having fun. Enrichment includes in-school field trips, projects in art and science, cooking activities, and technology. You may choose one or all of the weeks, each with its own theme or emphasis. This program begins the week after school is dismissed for the summer.

MISSION AND VISION

Lutheran Church of the Cross Day School is a ministry of Lutheran Church of the Cross. As such, we are sharing the Diversity, Equality, and Inclusion statement adopted by the governing body of the church, the Evangelical Lutheran Church in America (ELCA).

LCC Day School Mission Statement

In keeping with ELCA's mission to live faithfully, witness boldly and serve joyfully.

LCCDS is a partnership of school, church, and families, inspiring superior academic performance while instilling leadership, responsibility, and values in a nurturing environment. Our mission is to meet the changing needs of our students as they develop their God-given potential from early childhood through adolescence.

Evangelical Lutheran Church in America Mission & Vision

Together in Jesus Christ we are freed by grace to live faithfully, witness boldly and serve joyfully.

Vision – A world experiencing the difference God’s grace and love in Christ makes for all people and creation.

Values - Our values are grounded in faith, in our biblical and Lutheran confessional sources and our love of God and neighbor. They speak to the way this church lives and practices our faith, and they will guide how we journey forward in Christ as church together.

Forgiveness and reconciliation – We are reconciled to God by God's forgiving mercy. Forgiveness and reconciliation flow from what God has made us to be in Jesus Christ and what God is doing with us in the world. As a people of God, we embody forgiveness in speech, action and relationships, and our ministry in reconciliation is foundational.

Dignity, compassion, and justice – Each person is created in God's image. We respect this God-given right to dignity and, inspired by the life of Jesus, show love and compassion for all people. Through proclamation of the gospel, through worship and as servants of God working for healing and justice in the world, we uphold and seek to protect the dignity and human rights of all people.

Inclusion and diversity – As Christ's church, we value the richness of God's creation and offer a radical welcome to all people, appreciating our common humanity and our differences. We are a church that does not view diversity as a barrier to unity. We recognize and will challenge dynamics of power and privilege that create barriers to participation and equity in this church and society – for women, people of color, minority ethnic groups, people with disabilities, people who are marginalized or living in poverty, and the LGBTQ community.

Courage and openness to change – Because we trust in God's promise and understand faith to be a living, daring confidence in God's grace, we are emboldened to embrace learning and change in our spiritual and institutional journey as church. This means we are open to new ways and willing to take risks to discover God's plan for this church.

Faithful stewardship of God's creation and gifts – As church together, faithful stewardship is about holding to God's purpose and ensuring the responsibilities and resources that God has entrusted to us are used with great care and with accountability to God, to each other and those served by this church.

Information included in the Parent Handbook is accurate at the time of printing. LCCDS reserves the right to add/change policies or information to the Parent Handbook at any time during the school year. In the event an addendum becomes necessary, parents will be notified through blast email.