

St. Mark's Lutheran Preschool  
Parent-Student Handbook  
2023-2024



St. Mark's Lutheran School  
Preschool – Grade Eight  
2323 Las Lomas Drive  
Hacienda Heights, CA 91745

Office Phone (626) 968-0428

PS After 4:00 P.M. Phone (626) 774-4116

Fax Number (626) 333-4998

Office Hours 7:30 A.M. – 4:00 P.M.

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**School Personnel  
2023-2024**

**Administrative Staff**

Principal  
Preschool Director  
Office Manager  
Asst. Office Manager  
School Secretary  
School Secretary

Monica Gerardo  
Lori Muñoz  
Martina Rendon  
Claudia Alcala  
Araceli Gallardo  
Jennifer Martinez

**Preschool Teachers**

Andrea Pineda  
Alana Trost  
Ronda Salazar  
Shelley Fujinami  
Martha Cotton

Kristi Mee-Iem  
Audrey Furukawa  
Claudia Sepulveda  
Michelle Navarro  
Elizabeth Garcia

**Teaching Assistants**

Madalyn Navarro  
Rebecca Wong

Linda Vega

**Cook – Estela Gomez**

**Church Executive Officers**

President – Gwen Andrizzi  
Vice President – Christine Birtja  
Treasurer – Dan Garrett  
Secretary – Mary Rosentreter

**Day School Committee**

Betty Castañeda – Chair  
Alex Cormack  
Ruth Jasso  
Terri Jackson  
Tracy Nishizu  
Bill Rosentreter  
Marian Locke

## Philosophy

Dear Parents and Students,

Thank you for selecting St. Mark's Preschool for your child's early childhood education. We strive for an atmosphere of Christian love and understanding to nurture your child's spiritual growth. Our teachers will plan activities to stimulate not only the intellectual, but also the social, emotional, spiritual, and physical well-being of your child. In this way, we are helping the "whole child" to grow.

As your child becomes a part of the program, your positive interest and support will help your child gain as much as possible from the St. Mark's experience. Your support of our program is essential. If during the school year you have problems or questions, talk to your child's teacher. This may be followed up by a talk with the director if you'd like.

Some specific things you may do to help your child's year be the best:

1. Provide a good, nutritious breakfast.
2. See that your child gets plenty of sleep each night.
3. See that your child arrives at school on time each day.
4. Do not send your child to school when he or she is ill.
5. Attend and support all school functions.
6. Communicate with the school frequently throughout the school year.

This Parent/Student Handbook is a guide to help you and your child gain the greatest benefit from St. Mark's. Please refer to it throughout the school year.

The staff at St. Mark's considers it a privilege to assist your family in the Christian education of your child.

Sincerely,  
Lori Muñoz  
Preschool Director

\*St. Mark's Lutheran Preschool is licensed by the California State Department of Social Services.

## General Information

### A. Non-Discrimination Statement

St. Mark's Lutheran Preschool does not discriminate by race, color, national or ethnic origin. Preschool admission is open to children from the age of two years through five years. Each child admitted to the program must be determined ready for the type of group experience that the school offers and be able to benefit from the program. Children who have special needs may not be accepted unless it is determined that there will be no adverse effect upon other children either by direct behavior of the child or by requiring excessive staff time or special equipment. The school must be able to meet the individual needs of all the children attending.

### B. Admissions Procedures – General Admission Policy

- Priority 1: Children currently attending St. Mark's
- Priority 2: Families of children currently enrolled at St. Mark's who wish to enroll another sister or brother
- Priority 3: Children of the Congregation
- Priority 4: If room is available, children from the waiting list

Each student is enrolled for a period of one school year only. Re-enrollment is necessary each school year and depends upon the successful completion of the previous grade and fulfillment of all financial obligations.

In Preschool, parents may request a teacher for their child only once at enrollment for the next school year. The Preschool Director will consider the parents' request but will make all children's placements based on the child's best interest, as well as that of the school's. We appreciate your understanding and cooperation. Program activities include potty training (for the two-year-old class only), extended childcare, weekly chapel service, year-round program, hot lunch program with morning and afternoon snacks, age level curriculum, and age-appropriate academic program.

It is a California state law and St. Mark's Preschool Policy that each child be immunized **before** he or she attends preschool. It is mandatory for each child to have an updated immunization record on file before admission. The State Licensing Child Care Division checks these records periodically. It will be necessary to dismiss a child who does not have the above records on file.

The teacher or director will give children a health check each morning. If your child is ill, they may not stay at school.

### Enrollment Procedure

The Preschool is open to children between two through five years of age who are in good health and whose parents desire that he or she have a rewarding Christian education experience. The Preschool Director will interview all prospective parents.

1. Complete the application form and submit \$200 enrollment fee. Please note this fee is non-refundable.
2. Submit the \$150 family commitment fee. This fee is also non-refundable if the child doesn't attend St. Mark's.
3. No family will be allowed to re-enroll or will be considered as re-enrolled if any tuition fees are unpaid or delinquent on May 10. This means that the delinquent family would lose its preferred position with a requested teacher and a child from the wait list will take the student's place.

### Forms to Be Completed Before the Child Enters School

The child will be required to have a physical examination by a doctor before admission to the school.

The parent will be asked to complete a parent's report on the child's pre-admission health history. The parent will also be asked to complete a family and social history form. The parent will be required to complete the Identification

and Emergency Information form to be kept on file in the school office. Also, the parent will need to fill out the emergency consent form and the signed tuition agreement, both which will be kept on file in the school office.

#### C. Parental Obligations

It is of the utmost importance that parents constantly seek to remind themselves that their support of the school, especially regarding attendance at school and church functions when attendance is expected, willingness to participate in school projects, and prompt payment of tuition all operate as a prerequisite to re-registration and as a condition for continued presence in the school. It is also required for parents to support St. Mark's teachers and administration with discipline issues with their child. Much growth can be seen in a child when the parents and the school work together as a team.

The administration and faculty will conduct a quarterly review of school and church attendance. Attendance at school functions, participation in school projects, and failure to fulfill any part of the enrollment agreement or to adhere to the guidelines set forth in this handbook will jeopardize a family's continued presence in the school.

#### D. Tuition and Fees

The year's tuition may be paid in one lump sum or in 10 equal installments from August through May. On Registration Day, both the August and May payments are due. All other payments are due on the first day of the month. Parents are responsible for the year's tuition. In the event of an early withdrawal or termination of enrollment, families are contractually obligated to pay the balance of their tuition.

1. Tuition is due on the first of every month and failure to pay on time will result in suspension from school.
2. Any checks returned due to insufficient funds will result in a \$25 service charge. After a second returned check, a cashier's check will be required for any subsequent payments.
3. A \$15 delinquent fee is charged for payments received after the 10<sup>th</sup> of the month. You may pay your bills up to and through the 10<sup>th</sup> during normal office hours (7:30 A.M. – 4:00 P.M.). Payments postmarked the 10<sup>th</sup> or left in the mail slot after 4:00 P.M. will be late and charged the \$15 late fee. Also, if the 10<sup>th</sup> is a HOLIDAY, a SATURDAY, or a SUNDAY, payments are due the last working day **before** the 10<sup>th</sup>. The preschool staff does not accept payments.
4. Tuition should be paid by money order, cashier's check, personal check, or cash only.
5. There will be a \$30 fee for any program changes. **There will be no program changes allowed after April 1<sup>st</sup>.**

#### E. Extended Day Care

To assist families that need care for their children all day during the week, St. Mark's has established an Extended Day Care program, which is open from 6:30 A.M. – 6:00 P.M. Supervised recreational activities are featured.

**Continuous misuse of Day Care hours will result in a fee increase as well as potential loss of participation in the Day Care program.**

#### F. Absences

The school cannot deduct tuition for any absences, for vacation, or for colds or other illnesses.

##### Make-Up Days

If a child is absent on his scheduled program day, he or she will not be allowed to make-up the day they were absent.

##### Program Days

5 days = Monday through Friday

3 days = Monday, Wednesday, and Friday

2 days = Tuesday and Thursday (two-year-olds only)

**This is school policy. These days must be followed. NO EXCEPTIONS.**

G. Family Commitment Agreement

Every family is expected to donate service to the school. The Family Goal is 15 hours to be completed during the school year, or in lieu of this, to contribute \$150 to the school. The cost of education per child is significantly more than the indicated tuition rate. To maintain tuition levels at rates more truly reflective of a family's ability to pay, it is expected that every family will honor the commitment. The family commitment fee is due at the time of enrollment and is refundable when all 15 hours of completed service are returned to the school office. **No refund is given if all 15 hours are not turned in by the last Booster meeting. No refund is given for partially completed commitments.**

**Parents who do additional volunteer work around the school may be interested in our 30-hour club. After completing and turning in the 15-hour card, parents may ask for another 15-hour card that is pink in color. Completion of this card earns you a spot in our 30-hour club, which includes an end-of-the-year luncheon and school spirit gift.**

H. Parent-Teacher Booster Club

The Parent-Teacher Booster Club is composed of parents, faculty members, and other persons interested in the educational program at St. Mark's. Through active participation, parents can contribute to the success of the school in a very positive way. All parents are members of the Parent Booster Club and annually pay the Parent Booster Club fee at the time of registration.

*Objectives and Purposes of the Parent-Teacher Booster Club:*

1. To build a strong relationship between staff, parents, the St. Mark's Church, and school ministries.
2. To provide a solid organization to assist the school's fundraising efforts.
3. To enlist the spiritual, educational, and social resources of home and school to provide the best Christian education possible.
4. To promote a broader appreciation of the ideals of St. Mark's Lutheran Church and School.

This organization shall not seek to direct the technical activities of the school or control its policies.

### **School Policies**

A. Child Abuse Reporting Obligation

In accord with St. Mark's policy and California law, school staff is obligated under penalty of fine and jail term to report a reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

B. Federal Asbestos Management Compliance

Asbestos regulations for schools found in the Asbestos Hazard Emergency Response Act and as promulgated by the Environmental Protection Agency are followed at St. Mark's Lutheran School and monitored by CTL Environmental Services. An in-place management program is followed. Parents interested in obtaining more information are encouraged to contact Principal Gerardo.

C. Address or Telephone Number Change

It is necessary that you notify one of our school secretaries when there is a change in your address or phone number. This is extremely important so that we keep our emergency information forms up to date!



D. Emergency

Parents are notified immediately of serious injury or sudden illnesses that occur during school hours. For this reason, you must notify the school office when there is a change of phone number or persons to contact when you cannot be reached. Parents should understand that enrollment at St. Mark’s confers upon the school the obligation to select emergency care providers in the absence of our ability to reach the parents and that no liability would attach to such a decision in the event the parent cannot be reached.

E. School Insurance

All children in Preschool are required to have accident insurance to attend St. Mark’s Preschool. At registration, proof of insurance, listing the company name and policy number, will be required. As a service to parents, school insurance can be purchased on Registration Day.

F. Arriving and Leaving

ALL CHILDREN ATTENDING ST. MARK’S PRESCHOOL MUST BE BROUGHT IN BY AN ADULT (18 years or older). WHEN BRINGING YOUR CHILD TO SCHOOL AND BEFORE TAKING YOUR CHILD HOME, YOU MUST SIGN IN AND OUT.

Please bring your child to school as close to 8:45 A.M. as possible. Children are to be brought to their classroom to greet the teacher so she may give them a health check. Pick-up time is 12:15 P.M. Parents that arrive later than 12:30 P.M. will be charged \$10 per hour.

The school closes promptly at 6:00 P.M. Your child is uncomfortable when left after closing time and we hope you will make every effort to be on time. The following are the overtime rates for past 6:00 P.M.

Overtime Rates	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	Additional Children
6:00 P.M. – 6:10 P.M.	\$5	\$5	\$5
6:10 P.M. – 6:20 P.M.	\$10	\$5	\$5
6:20 P.M. – 6:30 P.M.	\$15		
6:30 P.M. – Onward	\$5 per minute		

**Important Note:**

**CONTINUOUS MISUSE OF DAY CARE HOURS (PICKING UP PAST 6:00 P.M.) WILL RESULT IN A FEE INCREASE AS WELL AS POTENTIAL LOSS OF PARTICIPATION IN THE DAY CARE PROGRAM.**

**ADULTS WHO COME TO PICK UP YOUR CHILD**

**IMPORTANT! If someone else is coming to pick up your child, be sure to give the details to the Director or your child’s teacher. Your cooperation will be sincerely appreciated. We will not release your child to a stranger! The individual will need to provide a valid ID to match the name you provided the school.**

G. Visitors

Visitors are welcome to see our school, observe the classes, and talk to the staff members. Please call the office (626) 968-0428 for an appointment.

H. Conferences

Teachers will hold Parent/Teacher conferences in the Fall and Spring for all children. The conferences will provide an opportunity to discuss the progress of your child. Conferences are held from 1:00-3:00 P.M. Conference times are 15 minutes with the teacher.

I. Lunch and Snacks

A hot lunch is provided for all children. We strongly discourage bringing food from home. If you should have concerns regarding your child’s lunch, please talk to the Director. This must be approved only by the Director. In the morning at 10:00 A.M., all children receive a snack with milk. Afternoon Day Care also provides a snack at 2:30 P.M. Children that are in the 8:45 A.M – 12:15 P.M. program and are picked up after 12:30 P.M. will be

charged an extra \$10 fee per hour. Children who are still at school at 5:00 P.M. may bring a snack from home, otherwise graham crackers and milk will be served. Teachers will heat up food if needed. **No peanut butter or nuts**, as we are a nut free zone.

#### Children with Food Allergies

Parents with concerns about their child's food allergies will need to provide any special foods, snacks, drinks, etc. for their child if the menu for the day does not provide what the child can have.

#### J. Carpools

Carpools are the parents' responsibility and can be formed at "Back to School Night." Those parents who get together should have an agreement on safety rules for that carpool. Large carpools are a potential danger. Very young children may need a little time to get acquainted with the school and the other children before accepting a carpool. Don't forget all children must be in a car seat while traveling in a vehicle. We can't release a child if they do not have a car seat.

#### K. Parent Bulletin Board

On the Parent Bulletin Board, parents will find notes from the teacher, Director, or office that need their attention. Preschool special activities will be posted along with sign-up sheets for parent's assistance. Parents may find new items of interest pertaining to children. The board should be checked daily.

#### L. Clothing

Dress your child in washable play clothes since playing is an important part of our program. Elastic waistbands on pants are recommended for children three and up but required for the two-year-old classroom. Tennis shoes or other types of good running and climbing shoes are acceptable. Sandals, boots, and crocs are not allowed. Jackets, sweaters, and other garments should be **MARKED WITH THE CHILD'S NAME ON THE INSIDE OF THE GARMENT** for easy identification.

#### M. Raffle Tickets

At Registration, all families are required to purchase one \$10 raffle ticket per child. The raffle drawing will be held during the fall.

#### N. Health Report

Under standards set by the State Department of Social Welfare, a current health report is required for every child at the time of registration your child's first year in preschool. This report must include the up-to-date immunizations for DTP, Polio, Measles, Mumps, Rubella, Hib, Hepatitis B, TB Skin test, and Varicella signed by the doctor. This medical information **MUST BE COMPLETED AND BE ON FILE BEFORE YOUR CHILD ATTENDS SCHOOL.**

#### O. Illness

**Please**, for the health of your child and others, do not send your child to school when he or she is ill. When a child is out of school, please phone the office or email on the first day of absence. **If a child has a contagious disease, please phone immediately.** After a child has been absent from school due to illness for three or more days, a doctor's release is required in writing for re-admittance to school. A child attending school must be well enough to participate in all activities both inside and outside. Children must be free of fever (without fever reducing medications), vomiting, and diarrhea for 24 hours before they may return to school. Prescription medicine must have the child's name on the bottle, and the parent will have to fill out a form with directions for the staff regarding the amount to be given and the time. The school will not provide anyone with aspirin or other fever reducing medication.

#### P. Cubbies and Backpacks

Each child enrolled in school will be assigned a cubby and hook for their belongings. School projects, art items, jackets, sweaters, and other items belonging to your child will be kept there during the day. At the end of the day your child will place their belongings in their backpack to take home.

Q. Bringing Things from Home

We ask that children do not bring toys to school since they can get lost or broken. Children may want to “share” a fun experience they have recently enjoyed such as a train ride, trip, etc. “Sharing Days” at preschool will be left up to each teacher’s discretion.

R. Things That are Not Allowed at School

Boots, sandals, lipstick, nail polish, money, gum, candy, any type of toy (especially a toy weapon), and any object that could cause injury to other students are NOT ALLOWED at Preschool.

S. Naptime

Children who stay into the afternoon will be taking a nap or resting. All children must lay down quietly to allow those that need to sleep to have a quiet environment to do so. They should bring a blanket, fitted crib sheet, and a change of clothing **marked with their name**. Blankets should be taken home every Friday to be washed.

T. Birthday Parties and Festival Days

Birthdays are important to children. If you would like to furnish a party treat for your child to share, we request a single food item per child in the classroom. Examples would be a cookie, cupcake, or fruit bar. To minimize disruption to the academic day, all parties will be held at 10:00 A.M. Goodie bags, party decorations, and pizza are not allowed. Please notify the classroom teacher at least one day prior to the birthday. Thank you for assisting us in celebrating your child’s birthday. Birthday Party invitations must be emailed by the parent. A class email list is available from the Preschool office. Do NOT send invitations to school to be sent home.

When we have Festival Days at school, please help your child participate by signing up to bring an item or bring the donation amount. Your child’s teacher will then go purchase food items for the party.

U. Lost and Found

Every year, children lose many things of value. Please see that your child tries to recover his or her belongings. Articles not claimed are given to a charitable organization at the end of the school year. Encourage your child to put his or her belongings in the assigned cubby. Mark all items sent to school with your child’s name.

V. Class Photos

Individual pictures will be taken on our picture day. Pictures will be delivered to school unless the parents request that they be mailed to their home. Note that not all photo packages come with a class picture.

W. Pets

Pets may not be brought to school.

X. SML School Parking Lot Safety Tips and Rules

**We ask that you use extreme caution when you bring your child to school or pick him or her up after school. PLEASE USE THE PARKING LOT. Do not permit your child to enter or leave your car at the curb. Please observe the “Exit” and “Entrance” driveways for the parking lot. Please hold your child’s hand. Preschoolers must be walked all the way to class and signed in by an adult.**

Y. Fire, Earthquake, and Lockdown Drills

In addition to regularly practicing fire, earthquake, and lockdown drills, St. Mark’s School has installed a tested fire prevention system meeting the Los Angeles County Code. We conduct drills once a month on a rotating schedule.

Z. Summer School

Our Summer School program offers children a change of pace from the regular school year. Learning is enhanced through various curriculum themes. The curriculum will be learned through activities such as art, crafts, music, creative movement, cooking, and on campus field trips. Children will review academics that were taught during the school year. Summer School information and prices are available in March or April of each year. Summer School is available on a first come first served basis.

### **Discipline Policy and Procedure**

Preschool age children should be allowed the freedom of action, choice, and thought. When children are young, they need to experiment and learn through many sensory experiences. The Preschool provides their first group experience and exposure to rules that govern behavior within a group.

We will expect the child to perform within the following limits:

1. Children shall be encouraged to respect their own body, mind (ideas), and feelings.
2. No child shall be allowed to engage in an activity or experience which will cause the child to become ill or hurt, suffer undue mental anxiety, frustration, or guilt, without intervention by the teacher.
3. No child shall be allowed to inflict injury on others, intimidate, or threaten another child without teacher and or Director intervention. Children that continually hurt or threaten other children or staff may be asked to leave St. Mark's.
4. Each child shall be encouraged to take care of and properly use the materials and equipment provided. No child shall be allowed to destroy or misuse property. Destruction of property may result in parents paying to replace items and the child may be asked to leave St. Mark's.

Teachers deal with the children in a Christian spirit. Constructive methods are used for group and individual control. If a child should need further direction, the following will occur:

1. Talk with the Director
2. Sit in the Director's office
3. Parent notified of behavior and assistance sought to correct the problems
4. If above methods fail, the child will be asked to leave the school

### ST. MARK'S PROHIBITS CORPORAL PUNISHMENT

### **Curriculum**

#### **The process in which a child learns is more important than the finished product.**

The Preschool child learns through sensory experiences. At St. Mark's, we attempt to instruct children through exposure to a variety of sights, sounds, and smells. Abstract concepts, such as the working of a wheel, develop meaning for children who have felt one, spun it, and sent it rolling across the floor. Children need to climb, crawl, swing, and dig. The young child's play is the method through which learning takes place. Through play, children learn what things are, how they work, who people are, and how they relate to each other.

#### A. Math Program – Harcourt California Math

The Pre-K and Junior Kindergarten children will learn math skills in everyday classrooms activities and through the math curriculum. Kindergarten math skills include classification, forms, logical consequences, shape, size, number recognition and formation, matching, number concepts, and counting skills. They complete the Kindergarten *Harcourt California Math* curriculum.

#### B. Religious Program

All St. Mark's children will attend a short chapel service conducted by the Pastor or members of the staff. The part-time children will attend chapel every other week, while the full-time children will attend the service each week. The *Beginner's Bible* is the curriculum used with all Preschool children. It is designed to introduce the most basic doctrines of the Christian faith and apply these concepts to the day-to-day lives of young children. The children will see many instances in which Jesus showed His great love for people.

C. Music Program

The children will learn music appreciation through song and movement. CDs and streaming sites used in the classroom will expand the children's learning skills through music.

D. Unit Study Program

Teachers will offer appropriate activities and materials to create a variety of learning experiences for the children throughout the school year. These activities will be organized around a central theme each week such as the family, community helpers, seasons, animals, etc.

E. All Aboard-Sing, Spell, Read and Write Phonics

*Sing, Spell, Read and Write* uses phonics songs, interactive charts, and games to teach the alphabetic principles, phonemic awareness, sound/letter correspondence, short vowel sounds, and blending in a fun and meaningful way. The two-year-old, three-year-old, Pre-K, and Junior Kindergarten classes all use this program.

F. Junior Kindergarten

The Junior Kindergarten program is an exciting full-day program from 8:00 A.M. to 3:00 P.M. Junior Kindergarten includes integrated learning explorations in the areas of phonemic awareness, reading, writing, speaking, listening, hands-on-science, social studies, music, art, religion, drama, and physical education. This program offers students the opportunity for a high-quality early learning experience in a Christ-centered environment. Weekly chapel, daily prayer, and regular Bible reading encourage students' spiritual growth. Students develop the physical, social, and academic skills needed to confidently move to the next level of academic achievement in Kindergarten.

## St. Mark's Preschool Calendar 2023-2024

Registration Days	July 31, August 1 & 2
First Day of School (M/W/F & M/F Children)	August 9
First Day of School (T/TH Children)	August 10
Rally Sunday	August 27
Back to School Night 6:00 P.M.	August 24
Parent Booster Club Meeting 6:00 P.M.	September 7
# Labor Day	September 4
Fall Fundraiser	September 11-25
<b>Preschool School Pictures</b>	<b>October 5 &amp; 6 (starting 8:45 A.M.)</b>
<b>Conferences</b>	<b>October 12 &amp; 13 (1:00-3:00 P.M.)</b>
Preschool Photo Make Up Day	October 13
St. Mark's Fall Carnival	October 27
# Veteran's Day	November 10
<b>Thanksgiving Chapel Program</b>	<b>November 17 (9:30 A.M.)</b>
# Thanksgiving Vacation	November 20-24
<b>Christmas Program</b>	<b>December 15 (9:30 A.M.)</b>
Christmas Parties	December 19
*Christmas Vacation	December 21-January 5
# Christmas Vacation Days Closed	December 25-January 5
School Resumes	January 8
# Martin Luther King Day	January 15
<b>Preschool sings at St. Mark's Church</b>	<b>January 28</b>
Kindergarten Testing	January 29-February 2
Spring Fundraiser	January 29-February 13
Kindergarten Information Day/Luncheon	February 8
# Lincoln's Birthday	February 12
Class Valentine's Parties	February 14
# President's Day	February 19
Silent Auction	February 23 & 24
Staff Tea	March 4
<b>Conferences</b>	<b>March 7 &amp; 8 (1:00-3:00 P.M.)</b>
Easter Parade and Parties	March 27
# Good Friday	March 29
*Easter Vacation	April 1-5
Spirit Week	April 15-19
Open House	<b>May 3 (9:30 A.M.)</b>
Last Day of School (All Preschool Children)	May 15
End of School Parties (All Preschool Children)	May 15
*Day Care (only those children attending Session 1 Summer School)	May 16 & 17
Summer School Session I	May 20
# Memorial Day	May 27

### # School & Day Care Closed

\* **Day Care Only – This Means Only Those Children Who Use the 3:15 P.M. or 6:00 P.M. Programs May Come to School. This Includes Christmas Vacation, Easter Vacation, & the End of the School Year.**

## St. Mark's Lutheran School – Appendix II

### Permission to Participate in School Activities and to Receive Emergency Medical Care

I hereby grant permission for my child to use all the play equipment and participate in all the activities of the school.

I hereby grant permission for my child to leave the school premises under the supervision of a staff member for neighborhood walks or for field trips in an authorized vehicle.

I hereby grant permission for my child to be included in evaluation and pictures connected with the school program.

I hereby grant permission to the school and/or the agent of the school to take whatever steps may be necessary to obtain medical care if warranted. These steps may include, but are not limited to, the following:

1. Attempt to contact the parent or guardian
2. Attempt to contact the child's physician
3. Attempt to contact the parent/guardian through any of the persons listed on the emergency information form that the parent/guardian completed for the school
4. If we cannot contact the parent/guardian or get a hold of the child's physician, we will do any or all the following:
  - a) Call paramedics or another physician
  - b) Call an ambulance
  - c) Have the child taken to an emergency hospital in the company of a staff member
5. All expenses incurred under number 4 above will be borne by the child's family
6. The school will not be responsible for anything that may happen because of false information given at the time

It is understood that every parent/guardian who assists as a driver must have a valid California Drivers' License and possess evidence of legal minimum insurance and understand that applicable seat belt regulations apply.

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

# St. Mark's Lutheran School Appendix III

## Payment Policy

“Why do I have to pay a full month's tuition when my child only goes to school for two weeks?”

We get these questions in December (Christmas break) and at the end of the year. Many times, there is a misunderstanding about the way the tuition payments are made, and we would like to explain exactly how this process works.

The tuition charged is for the entire school year. We willingly finance the total amount to make it possible for you to make ten payments instead of requiring the whole sum up front. You do not put your child in school by the month, but you are enrolling for the year. It is not possible to pay for only one or two months out of that year, the whole year must be paid.

For example: When you buy a car, the payments must be made each month. If you do not drive the car for one month, you must still pay the payment, which is due for that month. Tuition is financed in much the same way.

For this reason, months that have holidays, such as Christmas and Easter vacations and May when school ends in the middle of the month, require a full payment. Therefore, tuition is not refundable. Early withdrawal from St. Mark's will result in the forfeiture of the last month's tuition payment.

I have read the above and understand that St. Mark's does not pro-rate tuition on a monthly, weekly, daily or any basis. Each payment is unrelated to the number of days my child attends school. Each payment made goes toward paying off my total tuition financed.

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_



**St. Mark's Lutheran School Appendix IV**  
**Verification of Student Insurance**

Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Policy # if Different \_\_\_\_\_

Student Name \_\_\_\_\_ Policy # if Different \_\_\_\_\_

Student Name \_\_\_\_\_ Policy # if Different \_\_\_\_\_

Student Name \_\_\_\_\_ Policy # if Different \_\_\_\_\_

Student Name \_\_\_\_\_ Policy # if Different \_\_\_\_\_

All St. Mark's parents are required to have insurance for each student. If you do not have insurance for your student, student insurance is available for purchase. If purchasing student insurance, please fill out school provided insurance forms with payment. These forms and payment MUST be submitted at registration.

**To be filled out by registration worker**

Parent purchased school insurance? Yes \_\_\_\_\_

If yes, attach the form and check.

**ALL students must have insurance by August 9, 2023**

## St. Mark's Lutheran School Appendix V Parking Lot Rules and Regulations

Our goal is for all of our students to arrive at and be picked up from school safely and efficiently. Unfortunately, some of the people who drive students to school and pick up students from school follow procedures that are contrary to both of these goals and actually cause safety hazards. We appreciate your concern for all of our students' safety and your patience.

### Guidelines and Requirements:

- Speed Limit is 5 miles per hour in the parking lot.
- Using **the morning drop off zone**. You may use the drop off zone only if your child or children have their items collected and are ready to depart your vehicle. If you need more time to exit, please use a regular parking space. Otherwise, when dropping off a student, you must park your car, exit the vehicle, and walk your child to the sidewalk. Please use crosswalks where they are available.
- Students from Preschool through at least second grade should hold the hand of the adult picking up and dropping off the student.
- Dropping off a family member who gets the child and then gets into a car that is strolling through the parking lot is not allowed. Cars must be parked in a legal parking spot while waiting for a student.
- Parking in the handicapped spot if your vehicle does not have a handicapped placard is not allowed.
- Waiting for a parking spot that is not immediately available, (in other words, the car you are waiting for does not have its back-up lights on) is not allowed.

St. Mark's will enforce these requirements and guidelines first with a warning and then with fines. Warnings are not required for serious infractions. Excessive violations or unpaid fines may result in the expulsion of your child from school.

It is the undersigned responsibility to acquaint anyone picking up or dropping off his/her student with the St. Mark's parking lot rules and regulations.

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

# St. Mark's Lutheran School Appendix VI

## Parent Agreement/Handbook

I have read the St. Mark's Lutheran School Parent-Student Handbook. I understand and accept the policies set forth in the Parent-Student Handbook including all the Appendix's items.

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Grade/Homeroom \_\_\_\_\_

Student Name \_\_\_\_\_ Grade/Homeroom \_\_\_\_\_

Student Name \_\_\_\_\_ Grade/Homeroom \_\_\_\_\_

Student Name \_\_\_\_\_ Grade/Homeroom \_\_\_\_\_

Student Name \_\_\_\_\_ Grade/Homeroom \_\_\_\_\_