



PARENT HANDBOOK



Heritage Lutheran Church & School
13401 Johnny Cake Ridge Road
Apple Valley, MN 55124

Phone: 952-431-6225
www.heritagelutheralschool.org

PHILOSOPHY

Scripture clearly provides for us the central purpose for our schools in Proverbs 22:6, which says, "Train a child in the way he should go, and when he is old he will not turn from it." This command has been given to parents because it is the primary responsibility of the parent to provide for the Christian upbringing of their children. It is also the responsibility of the Christian congregation at Heritage Lutheran Church to provide assistance to parents in this important role.

Therefore, the purpose of Heritage Lutheran School is to assist, not to replace, parents with that God-given responsibility of Christian education. This school will be another means to accomplish our congregation's God-given commission to make disciples for Jesus Christ. Our congregation seeks to nurture and build up those already claimed by our Lord and to share the saving Gospel message with those children and families who do not yet know their Savior.

To this end, we intend to provide a Christ-centered learning environment for our students that they may grow in soul, mind and body.

OBJECTIVES

Our daily schedule will address the spiritual, intellectual, social, physical, and emotional needs of the students in a Christ-centered environment. Heritage Lutheran School will:

- Provide opportunities for spiritual growth. Jesus said, "Feed my lambs," (John 21:15). The children will be fed the saving message of salvation and learn of Jesus their Savior and friend.
- Promote social development (getting along with others, sharing, manners, good health habits, etc.)
- Encourage general awareness (seasons, months, days, holidays, etc.).
- Introduce and reinforce number concepts (counting, order, patterns).
- Promote reading readiness (letter awareness, color awareness, matching objects, rhyming, identifying patterns, etc.) and reading.
- Further pre-writing and writing skills (left/right awareness, imitate/copy written examples, drawing shapes, etc.).
- Offer a variety of musical experiences (singing, tapes, rhythm instruments & activities, etc.).
- Provide opportunity to manipulate various art and craft supplies (crayons, paint, playdough, etc.).
- Provide activities that challenge them and at the same time set them up for successful experiences, in order to promote self-esteem and develop positive attitudes, which make learning fun.
- Help parents recognize their roles as their child's first teacher.

Copies of our philosophies regarding classroom management, assessment, and instructional strategies are available upon request. A copy of our Kindergarten curriculum is also available upon request.

SCHEDULE

A school calendar is sent out in late summer indicating the first and last days of school, vacations, singing in church and other important dates. Typically, school starts at end of August (kindergarten)/beginning of September (preschool) and goes until Memorial Day.

Daily activities will include:

social and individual activities (free play and learning centers)

Jesus time (Bible stories/Pastor provides a special lesson each week)

morning meeting (calendar, weather, sharing, etc.)

music (singing, instruments, movement)

cognitive activities (reading and math readiness)

gross motor activities (basic body movement, moving to music, playing on outside equipment in good weather, etc.)

fine motor activities (stringing beads, cutting, coloring, etc.)

snack & storytime

Our schedule is very flexible and may vary depending on the children's needs, interests, and abilities for the day. The schedule is a tool to make the day run more smoothly and to give the students a feeling of adhering to a routine.

ARRIVAL & DEPARTURE

Children are not to arrive more than ten minutes before the start time unless special arrangements have been made. The teacher arrives earlier, but that time is meant to be used to prepare for the day's activities. Please call the teacher if unusual circumstances prevent arriving on time.

An adult will be present at the main doors during arrival time and will provide a drop off service for those with small ones in the car. This adult will be a teacher, the Pastor or a volunteer from the congregation and will help your child into the building and direct them to their cubbies. Please be prompt at picking up your child after school. If you must be late, please notify the teacher in advance. If someone else will be picking up your child, please give the teacher advance written notice.

Bussing is available at 11:45 for kindergarten students only from the public school district for residents of ISD 196 or if your daycare is located in the district.

EARLY DROP OFF/LATE PICKUP POLICY

If a parent is more than 5 minutes early or late in dropping off or picking up a child, late fees will be charged as follows:

-More than 5 min. but less than 15 min. before or after class time: fee = \$5.00

-More than 15 min. but less than 30 min. before or after class time: fee = \$15.00

-More than 30 min. but less than 45 min. before or after class time: fee = \$30.00

-More than 45 min. but less than 60 min. before or after class time; Fee = \$50.00

The teacher will log the arrival time based on the classroom clock. Fees will be paid upon arrival. At the discretion of the School Board, enrollment may be withdrawn if the drop-off/pick-up policy is not being observed or becomes a consistent issue. We understand that the class times may not always be convenient for your family's transportation arrangements. However, this fee cannot replace what was lost; the teacher's opportunity to prepare for the next class or leave for the day and your child's peace of mind.

After 1 hour, Dakota County Social Services will be contacted if no communication from the parents (or designated providers) has been

received. These penalties are not intended to reimburse us for providing daycare (though we are essentially doing this) or to take advantage of parents caught in that unusual massive traffic jam or sudden blizzard. Rather, they are intended to discourage those who may be inclined to take advantage of the teacher's situation.

PRESCHOOL ENROLLMENT

Children 3 years old by September 1st who are potty trained are eligible for enrollment. Exceptions are rare and are based on recommendations from psychologists, pediatricians and previous early childhood educators. Recommendations are reviewed by the faculty and school board for approval. The preschool programs offered are as follows:

- *Tu/Th 2-day program (for 3 & 4 year olds): 9:00 a.m. to 11:30 a.m.
- *M/W/F 3-day program (for 3, 4 & 5 year olds): 9:00 a.m. to 11:30 a.m.
- *M/W/F 3-day program (for 4 year olds only): 9:00 a.m. to 11:30 a.m.
- *M/W/F 3-day program (for 3, 4 & 5 year olds): 12:30 p.m. to 3:00 p.m.
- *M-F 5 day program (for 3 & 4 year olds): 9:00 a.m. to 11:30 a.m.

Requests are considered for class placement, but not guaranteed. Boy/girl ratios, personalities, and overall class size are factors that are considered. Each child's placement is decided cooperatively by the teachers.

Parents will be asked to complete a packet of forms for their child before the first day of class. A complete immunization & health endorsement record will be required as well as permission slips and emergency information. **See Superkids section for extended hours.**

KINDERGARTEN ENROLLMENT

Children must be at least 5 by September 1 of the school year term they enter before they are eligible to register. A record of the Minnesota State Preschool Screening test is also required. Parents will be asked to complete a packet of forms: registration, immunization, district census forms, etc. Enrollment exceptions are rare and are based upon the child's best interest, district testing (at the expense of parents) as well as teacher and board approval. The kindergarten day begins at 8:30 a.m. and ends at 11:45 a.m. Monday – Friday.

TUITION

Members of Heritage Lutheran Church receive a substantial tuition reduction since they are also supporting the school through their regular church contributions. Tuition is due by the first of each month. There is a \$10.00 fee if the tuition payment is more than 10 days late, unless prior arrangements have been made. Checks should be made payable to "Heritage Lutheran" and should be hand delivered by the parent and placed in the tuition box located on the blue cart in the parent communication center or mailed to Heritage Lutheran Church. Please do not send money or checks with your child unless pinned on. There will be no refunds or credit for absences or for unscheduled cancellations beyond our control. Refer to the enclosed "Tuition Rates" schedule for the current school year's tuition and fees.

REGISTRATION

We assume that when you register your child, it is for the full school year. A two-week notice is requested if you plan to drop your child from the program.

A non-refundable registration fee is due upon enrollment.

COMMUNICATION AND PARENT INVOLVEMENT

You are your child's primary teacher. Suggestions and input by parents have a direct impact on your child's educational program. Information is shared between school and home through newsletters, parent-teacher conferences, and notes. Let the teacher know what your child is learning and doing at home, and any other important information you want to share. Parents will be needed to drive and/or chaperone for field trips throughout the year, as scheduled by the teacher. Feel free to call a teacher at home with any issues or concerns you may have. Communication between home and school is in your child's best interest.

CONFERENCES

Scheduled parent-teacher conferences will be offered twice a year (Fall and Spring) to anyone who wishes to participate. If you have specific concerns and feel there is a need for additional conferences, feel free to contact the teacher.

Heritage Lutheran School is available for review upon request. Please feel free to stop in to visit the class at any time. In the interest of developing a smooth routine for our classroom, please delay your visit until school has been in session for one month in the fall.

SAFETY

Precautions for your child's safety are a priority. Our office staff monitors doors as children enter and exit their class sessions. Doors are locked the remainder of the day for your child's safety. Parents are welcome any time during the school day. Your teacher will inform you regarding procedures for entering our locked facility.

SNACKS

The children enjoy a nutritious snack each day. Parents will be asked to provide these snacks according to the teacher's request. You will be notified in advance when to send your snacks. Please notify your child's teacher if he/she has any food allergies, or if there are any foods you do not want your child to eat.

Birthdays will be celebrated with a special treat. You will be informed of when your child's birthday will be celebrated and how many treats to send.

CLOTHING & PERSONAL BELONGINGS

Children will be participating in messy activities such as cooking and painting. Therefore, they should wear comfortable play clothes. Accidents do happen, so please keep a change of clothes in your student's school bag. Please label your child's clothes (especially mittens, hats, etc.). The children will participate in outdoor activities, so please make sure they are dressed appropriately for the weather.

Please encourage your child to leave his/her toys at home. If a child brings a toy to school, he/she will be asked to leave it in his/her school bag to avoid damaged or broken personal belongings. Occasionally, your child will be asked to bring something for "show and tell" and you will be notified of those days in advance.

DISCIPLINE POLICY

In Proverbs 23:13 we read, "Do not withhold discipline from a child." Children are dealt with constructively at all times. The teacher uses love, encouragement, and praise, with an emphasis on desirable characteristics. When appropriate, the teacher will offer the child choices or redirect the child. If necessary, a child may be isolated from the group (within the classroom, in view of the teacher) for a few minutes, in an attempt to teach him/her to live with the logical consequences of his/her actions. Any severe behavior problems will be brought to the attention of the child's parents.

HEALTH REGULATIONS & POLICIES

Parents are asked to protect their children as well as others by keeping a child who is carrying an infectious illness at home. Please use your good judgment about sending your child to school when he/she is not feeling well. **Please keep your child at home if he/she has a temp. of more than 99.5 or has vomited within the past 24 hours.** In the event that your child should have a contagious illness, please notify the school so that we may contact other parents to alert them to the possibility of exposure. If your child should become ill at school, we will notify you to come to school and pick up your child. If your child will not be in school for the day, please notify the teacher (952-431-6225). Children are required to wear shoes at school.

EMERGENCY PROCEDURES

In case of emergency or serious illness, immediate first aid will be administered, and, if necessary, we will call 911. Parents will be notified immediately. A first aid kit will be readily available in the classroom. If a poisoning is ever suspected, the Poison Control Center will be contacted. Parents will be notified immediately.

MEDICATION

The staff can administer only prescription medications that are in the pharmacy-labeled container. Parents are required to fill out a medication permission form that is obtained from the teacher upon request. Non-prescription drugs can only be administered by the parent. There is, however, an exception for kindergarten. Parents of kindergarteners may authorize the teacher to administer acetaminophen.

SEVERE WEATHER CLOSINGS

If severe weather occurs, please listen to WCCO-AM (830) or WCCO T.V. for school closing announcements. If ISD#196 (Rosemount, Apple Valley, Eagan schools - look for it in the R's) is closed, Heritage Lutheran School will also be closed. (*Our name will not specifically be announced.*) If there are delays, the A.M. session will be canceled. If there are early closings, the P.M. session will be canceled also. If the P.M. session has already begun, parents will be notified to pick up their child as soon as possible. If school is not officially closed, but you do not want to risk bringing your child, that is understandable. Please call the school to let us know.

SUPER KIDS PROGRAM

Heritage Super K is a Bible-centered afternoon program that complements our morning programs. Super K is offered for school age children (3-5 years old).

The program is meant to serve parents who may need an extended day for their child or for children who may need more social interaction and intellectual stimulation in their day. Please refer to the Super Kids brochure.

Super Kids is an optional, extended day program, 1 to 5 days a week, for preschoolers and kindergarten students. It runs from 11:30 a.m. to 5:00 p.m. and offers literacy activities, math challenges, science projects, music, drama, movement, crafts and field trips.

This program has a fee in addition to the school tuition. All registration fees are non-refundable.

Recommendations for Christian Schools following Heritage Lutheran Kindergarten:

Good Shepherd Lutheran School (Pre-K – 8th grade)
151 County Rd. 42 E. Burnsville, MN 55306
952-432-5527

Crown of Life Lutheran School (Pre-K – 8th grade)
115 Crusader Avenue West West St. Paul, MN 55118
651-451-3832

Pilgrim Lutheran School (Pre-K—8th grade)
3901 1st Ave. S. Minneapolis, MN
612-825-5375

St. Croix Lutheran Middle & High School (6th – 12th grade)
1200 Oakdale Avenue West St. Paul, MN 55118
651-455-1521

DIRECTORY

Heritage Lutheran Church & School 952-431-6225
website – www.heritagelutheranschool.org
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Pastor Karl Anderson - home 952-322-2102
Sarah Smith - Kindergarten Teacher - home 952-953-4454
Stacy Kiecker - Preschool Teacher - home 952-431-6990
Teresa Lehne - Preschool Teacher –home 952-997-2773

Heritage School Board:
Lyle Fahning – School Board Chairman 952-440-2810
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