

TABLE OF CONTENTS

Message from our Pastor.....	5
Message from our Principal.....	7
Message from our CES Chairperson.....	9
School Faculty and Staff.....	11
2015-2016 Enrollment & Classroom Assignments.....	13
2015-2016 School Calendar	
Section 1. Mission Statement and Purpose.....	14
Section 2. Spiritual Principles.....	14
Section 3. Spiritual Matters.....	15
Church Attendance	
Children’s Chapel	
Special Church Services	
Sunday School	
Section 4. Governance.....	16
Board of Education/Elementary School Committee	
Christian Education Society (CES)	
Other Supportive Boards and Committees	

**ELEMENTARY SCHOOL
AND
EARLY CHILDHOOD EDUCATION**

Section 5. Admissions.....	18
Section 6. Curriculum.....	19
Section 7. Academics Program.....	19
Grading Scale	
Progress Reports & Parent/Teacher Consultations	
Extended Learning Program	
Section 8. Financial Support of St. John’s School.....	20
Section 9. Registration Day & Tuition.....	20
Section 10. Facilities.....	21
Security	
Fire and Tornado Drills	
Facility Use Procedure	
Section 11. Arrival and Departure.....	22
General Information	
Tardiness	

Section 12. Before and After School Childcare.....	24
Section 13. Extracurricular Activities.....	24
Activities	
Athletics	
Section 14. Student Discipleship and Conduct.....	25
General Information	
Personal Appearance	
Church/School Building and Grounds	
Food and Drink Statement	
Electronic Devices	
Section 15. Christian Discipline.....	27
Incomplete Work	
Suspension or Termination of Enrollment	
Section 16. Student Services.....	28
Health	
Medication Administration	
Lunch and Milk	
Books and Supplies	
Telephone Use	
Section 17. Home and School Cooperation.....	30
School Attendance	
Communication Tools/Resources	
Unresolved Issues	
School Closings	
St. John’s Crusader Spirit Club	
Other Volunteer Opportunities	

CHILDCARE

(Including Before and After School Childcare)

Childcare Faculty and Staff	34
Section 18. Eligibility, Hours of Operation, and Cost	36
Section 19. Objectives	36
Section 20. Curriculum	36
Section 21. Admission Policy	37

Section 22. Enrollment Procedure	37
Section 23. Child Guidance	37
Section 24. Holidays and Emergency Closings	38
Section 25. Parent Involvement	38
Section 26. Toys from Home	39
Section 27. General Information for Parents	39
Section 28. Health Policy	40
Section 29. Accidents	40
Section 30. Lunch and Snacks	40
Section 31. Discharge Policy	41
Section 32. Payment Policies and Procedures	41
Section 33. The First Day of Childcare	42
Section 34. What to Wear	43
Section 35. St. John’s Before and After School Childcare.	43

ATHLETIC HANDBOOK

Purpose
General Philosophy
Attitudes and Values
Organization
Levels of Competition
Academic Requirements
Attendance Requirements
Behavioral Requirements
Playing Time
Uniforms
Multiple Activities
Transportation
Tournaments
Athlete’s Rights and Responsibilities
Coach’s Rights and Responsibilities
Athletic Director’s Rights and Responsibilities
Parent’s Rights and Responsibilities
Sportsmanship Guidelines
Parent/Coach Relationship

Pastoral Message

Dear Parents,

Some years ago a syndicated newspaper columnist assembled a collection of his essays under the title, "The Things that Matter Most." I've forgotten most of what was in the book, but I always thought the title was useful. It suggests that some things are more important than others.

Jesus made the same point in Luke 10:38-42. Maybe you remember the incident. He is at the home of his good friends Mary and Martha. While Martha was busy being a hostess (which was not a bad thing, by the way), Mary sat at the feet of her Savior listening to his Word. When Martha indicated she could use some help from her sister and asked Jesus to insist that Mary pitch in, he answered her: *"You are worried and upset about many things, but only one thing is needed. Mary has chosen what is better..."*

Since our founding in 1882 St. John's Lutheran Church has supported and operated a Christian elementary school. Why? Because the members of St. John's believe the "the things that matter most" are spiritual in nature and all center around "the one thing needed." And the one thing needed for a fulfilled life in the present and eternal life forevermore is Jesus Christ.

Children who are a part of St. John's School will receive excellent instruction in every facet of education. It will be delivered to them by qualified, experienced and caring teachers through a recognized and publicly accredited program.

Yet, they will receive more. They will also receive "the one thing needed" on a daily basis.

As parents, therefore, you are to be commended. Within the public educational system there are certainly good schools. But you have chosen a setting for your child in which "the one thing needed" becomes the centerpiece of each school day. We now pledge you our faithfulness in carrying out the work to which you have entrusted us, and ask for your prayers as together we partner in the Christian education of your children.

In Christ Jesus,

Pastor Joel D. Leyrer

Message from our Principal

Dear Friends in Christ,

Scripture repeatedly reminds us of the blessings God gives His people. Of all the blessings He has given you, your children may be your most precious. It is my privilege to work with you to bring your children up in the understanding and instruction of our Lord.

It is the hope of St. John's Lutheran School and Church that together we will (1) build a body of believers that praise God's holy name and that will (2) share His love and expectations with the world in which we live. We hope that through our instruction your child will (3) see what happens in life as part of a design our Heavenly Father has for each of us. Our school is a major part of how our congregation intends to accomplish these goals.

Through our school curriculum we teach God the Father's creation and guidance of our world. We teach Jesus Christ as the Savior and Redeemer of our world and our children confess the Holy Spirit, working through the Gospel message, provides the loving power through which we can do all things for God's glory. Our curriculum reflects these principles as we teach the subjects of Religion, Reading, Math, History, Science, the Language Arts and the Fine Arts. Each of these subjects is presented through the eyes of Christian teachers and discussed in ways that emphasize the importance of God's commands. Each of these subjects involves the participation of students to enhance ownership of these Christian ideals.

Through our school's extracurricular activities, we teach the principles of Christian interaction on the athletic field and in academic competition. We offer opportunities of service learning, music, art and small group activities to all our students. We work to involve parents in service to church, school and God through activities for the children.

As we put into print the ways in which we aim to accomplish these goals, we want to communicate to you how we hope to share the responsibility God has given you in the person of your child. We hope you will grant us that privilege.

In the Service of God,

Scott Uecker, Principal

A Message from the St. John's Christian Education Society

Dear Parents,

A new school year is upon us! The Christian Education Society (CES) strives to serve our Lord by fostering a strong relationship between our pastors, teachers and families, and to aid the spiritual and physical growth of St. John's Lutheran School by bringing you and your children events that foster fun, fellowship, and learning throughout the year.

We have already begun planning this year's events which feature some favorites of years past like the Fall Festival and Discovery Day, and some new ideas we will share with you as the time comes. We have done our best to plan events for the whole family to enjoy and we are even working on adult-only events so that parents can get some "quiet time" together to get to know each other as well as our kids do!

However, these events don't "just happen": **We need your help!** Volunteers are always needed for our events throughout the school year in a variety of capacities. Notices of these opportunities can be found at the CES display on Registration Day, posted in the Crusader Chronicle and through notes sent home with your children. **We urge you to prayerfully consider how you can contribute to our mission as an event volunteer or even as a regular member of our CES Committee.**

We also encourage you to share your ideas for events or improvements you may have with a CES Committee member. **We welcome this feedback – CES LISTENS!**

Together we can build a sense of "community" at St John's. We are looking forward to serving our Savior and growing in Christ as He continues to reveal Himself through the people and events we have been so richly blessed with here at St. John's.

In His Service,
Tracey Lampe
St. John's Christian Education Society

2015 -2016 CES Committee Members

Tracey Lampe*	Chair	414-841-3282	tracey@brookfielddentistry.com Traceylampe93@gmail.com
Jenny Lindert*	Treasurer	414-236-9520	jenny.lindert@thomsonreuters.com
Ann Siegmund*	Secretary		absiegmund@hotmail.com
Mary Gaub*	Volunteer Coordinator		mgaub@earthlink.net
Dana Leyrer*	Faculty Advisor	414-476-4764	danaleyrer@att.net
Kristy Baltutis		414-321-5095	jbaltutis@sbcglobal.net
Wendy Close			wendy.close@wlc.edu
Kari Collyard		414-454-0847	karicollyard@yahoo.com
Kim Dvorachek			kdvorachek03@gmail.com
Brenda Denk		414-327-7077	brenda.denk@yahoo.com
Amy Gehl			amygehl@gmail.com
Melissa Gregory		414-258-9041	melissakay38@hotmail.com
Monica Lentz		414-550-0224	lentzm@elmbrookschoools.org
Michelle Moll		414-940-3400	mmoll@hallrender.com
Amy Morin			amymorin95@gmail.com
Kim Peterson			kapeterson530@gmail.com
Melissa Theesfeld		414-302-9414	melissatheesfeld@sbcglobal.net
Tiffany Vitangcol			tvitangcol@gmail.com

SCHOOL FACULTY AND STAFF

PRINCIPAL AND GRADE 8

Mr. Scott Uecker
Office: (414) 258-4214
Email: scott.uecker@sjtosa.org

GRADE 7

Mrs. Christine Rindfleisch
Email: christine.rindfleisch@sjtosa.org

GRADE 6 AND ATHLETIC DIRECTOR

Mr. David Leyrer
Email: david.leyrer@sjtosa.org

GRADE 5 AND ASSISTANT PRINCIPAL

Mr. Michael Henning
Email: michael.henning@sjtosa.org

GRADE 4

Mr. David Allerheiligen
Email: david.allerheiligen@sjtosa.org

GRADES 3

Mrs. Michelle Free
Email: michelle.free@sjtosa.org

GRADE 2

Mrs. Alicia Campbell
Email: alicia.campbell@sjtosa.org

GRADE 1

Mrs. Terry Buske
Email: terry.buske@sjtosa.org

KINDERGARTEN (K5)

Mrs. Dana Leyrer
Email: dana.leyrer@sjtosa.org

Mrs. Rita Allerheiligen
Email: rita.allerheiligen@sjtosa.org

UPPER GRADE SCIENCE

Mr. Keith Hackbarth
Email: keith.hackbarth@sjtosa.org

SPECIAL EDUCATION TEACHER

Mr. Andrew Duncan
Email: andrew.duncan@sjtosa.org

EARLY CHILDHOOD EDUCATION

Mrs. Carrie Henning, K3 Teacher
Email: carrie.henning@sjtosa.org

Mrs. Naomi Stein, K4 Teacher
Email: naomi.stein@sjtosa.org

Mrs. Leslie Campbell, K4 Teacher
Email: leslie.campbell@sjtosa.org

PASTORS

Office: (414) 258-7831

Rev. Joel Leyrer
Email: joel.leyrer@sjtosa.org

Rev. Kyle Bitter
Email: kyle.bitter@sjtosa.org

Rev. Eric Schroeder
Email: eric.schroeder@sjtosa.org

Rev. Joshua Yu
Email: joshua.yu@sjtosa.org

SCHOOL SECRETARY

JoAnn Schmidt
Office phone: (414) 258-4214
Office email: school@sjtosa.org
Email: joann.schmidt@sjtosa.org
Cell phone: (414) 217-7170

PIANO LESSONS

Mrs. Madeline Horton
Email: madeline.horton@sjtosa.org
Phone: (920) 988-0584

Mrs. Sara Bauer
Email: sara.bauer@sjtosa.org

CHILDCARE DIRECTOR

Mrs. Leigh Ann Treichel
Email: childcare@sjtosa.org
Phone: (414) 258-4214 Ext. 81
Cell phone: (414) 587-5258

For current biographies of our faculty, please refer to our website at www.sjtosa.org.

ST JOHN'S EV. LUTHERAN SCHOOL
2015-16 ENROLLMENT

K3 Little Lambs – 32

2-day K3 Little Lambs (16 students)

3-day K3 Little Lambs (16 students)

MRS. CARRIE HENNING, Teacher

Mrs. Julie Campbell, Teacher Aide

K4 Little Explorers – 34

3-day K4 Little Explorers (8 students)

5-day K4 Little Explorers (9 students)

MRS. LESLIE CAMPBELL, AM Teacher

Mrs. Kathy Greenfield, Teacher Aide (M/W/F)

3-day K4 Little Explorers (8 students)

5-day K4 Little Explorers (9 students)

MRS. NAOMI STEIN, AM Teacher

Mrs. Emma Taylor, Teacher Aide (M/W/F)

K5 KINDERGARTEN – 14 full-day

(8 boys, 6 girls)

MRS. RITA ALLERHEILIGEN

K5 KINDERGARTEN – 16 full-day

(7 boys, 9 girls)

MRS. DANA LEYRER

GRADE 1 - 29 (15 boys, 14 girls)

MRS. TERRY BUSKE

Mrs. Jan Kreuser, Teacher Aide (PM)

GRADE 2 – 26 (12 boys, 14 girls)

MRS. ALICIA CAMPBELL

GRADE 3 – 22 (15 boys, 7 girls)

MRS. MICHELLE FREE

GRADE 4 – 25 (11 boys, 14 girls)

MR. DAVID ALLERHEILIGEN

GRADE 5 -- 24 (10 boys, 14 girls)

MR. MICHAEL HENNING

GRADE 6 – 13 (4 boys, 9 girls)

MR. DAVID LEYRER

GRADE 7 – 22 (11 boys, 11 girls)

MRS. CHRISTINE RINDFLEISCH

GRADE 8 – 20 (10 boys, 10 girls)

MR. SCOTT UECKER

Section 1. Mission Statement and Purpose

Mission:

We exist to prepare our children for a lifelong relationship with Christ, proclaim the gospel message, and provide excellence in education in order to equip students for life and eternity.

Vision:

Our school is our congregation's witness to God's love, a special place where children experience, learn of and grow in that love.

Our school is an extension of our congregation, leading and equipping our children to grow in their faith as life-long servants and disciples of their Savior.

Our school is a partner to our homes, assisting and encouraging our parents and community in the God-given responsibility to "train up a child in the way he should go." (Proverbs 22:6)

Objectives:

Spiritual Development – Provide children opportunities to hear of God's love for them, equip them to be Christian witnesses (1 Peter 3:15) and prepare for eternal life with their Savior.

Social Development – Provide an atmosphere of love and caring & respect for fellow students, faculty and staff based on God's unconditional love for us.

Cognitive Development – Provide a stimulating educational environment where children can use all five senses to expand their thinking skills from a Christian point of view.

Emotional Development – Help each child feel accepted and confident as a redeemed child of God and an important member of the body of Christ (1 Corinthians 12:27).

Creative Development – Provide opportunities for developing self-expression through music, movement, song, drama and art.

Physical Development – Provide a safe environment in which children can develop their large and small motor skills.

"Root" Development – Provide for continued community outreach through Bible study, Chinese ministry, childcare, preschool and other venues.

"Growth" Development – Provide for continued expansion of our facilities to serve more children and families.

Section 2. Spiritual Principles

St. John's represents God's Word in the Bible as His inerrant revelation and instruction to us. We believe God speaks to us through His Bible and that each word of the Scriptures we have was given by the Holy Spirit to the biblical authors. We believe the Bible has the complete message of our salvation in Jesus Christ. (II Timothy 3:16, 17) We intend to teach the Old and New Testaments in our course of study and we will apply scriptural principles in all subjects when appropriate.

Our school is our congregation's witness to God's love. Our Lutheran elementary school is a special place where children not only learn of God's love for them but also experience this love of God in their daily learning activities; a special climate in which they may grow in their love of God and love of their fellow man.

Our school is an extension of our congregation. The purposes of St. John's congregation are being carried out through the Lutheran elementary school as it ministers to our children. Through the joint efforts of church and school in presenting God's Word, we hope to lead all our children to obtain and grow in the saving faith in Jesus Christ. It is also the intention of the church and school to equip our children to be disciples and witnesses of their Savior.

Our school is an extension of our homes. The command given to the church to share the truths of God with all nations is especially given to the parents. St. John's congregation has established its Lutheran elementary school to assist our parents and those in our community in their special God-given responsibilities to "train up a child in the way he should go." (Proverbs 22:6)

Section 3. Spiritual Matters

Church Attendance

Redeemed children of God desire to worship their Savior at every opportunity. The Lord tells us it is good to get together as believers for worship. As parents guiding Christ's lambs, we urge you to make use of every opportunity offered to hear God's Word and sing His praises. There will be times when your child will be scheduled to sing in worship services. Your presence at these services is expected as part of our curriculum and encourages a special family worship opportunity.

The command of our Lord for parents to take the responsibility of bringing up their children in the training and instruction of the Lord (Ephesians 6:4) is familiar to all of us. To foster the spirit of partnership among the home, school, and church, and to assist the parents in this, the Board of Education has adopted the following procedure with respect to regular church attendance:

- School personnel will monitor weekly church attendance.
- If a pattern of poor church attendance persists, the pastors will review the situation.
- If there is persistent neglect of worship, the child's continued enrollment and/or tuition status in our school will be reviewed by the Board of Education.

Children's Chapel

Each week a short chapel service for the children is held at St. John's Church. Parents, family, and friends are invited to attend this unique worship that emphasizes growth in relationship to Christ, love for one another, thanksgiving and gratitude to the Lord for His grace, and songs of praise. Once a month, the students view the "Kids' Connection" video, which uses human-interest stories and a pastoral message to communicate God's love to us and ways we can show our love to God. The children also have an opportunity to share in kingdom growth at large through their weekly offering envelopes. Special mission projects are chosen by the faculty.

Special Church Services

Special worship services are held at St. John's each Wednesday afternoon at 3:30 PM during Advent and Lent. Often a class will sing in an afternoon service. In that case, the class will go to church after school as a group with their teacher.

Children not involved in singing on a given Wednesday should be picked up by their parents or other designated adults to go either to the afternoon services or home. Unsupervised school children in a church service will be sent to Extended Care.

ALL students will participate in any memory work required of the class as well as practices for special worship services, including the Christmas service. A written excuse should be provided if students will not be able to attend the service. An excuse from the service does not exempt a student's responsibility for memory work or service practice.

Sunday School

All St. John's Elementary School children are also encouraged to regularly attend Sunday School. Sunday School is in session during the school year at 9:15 AM each Sunday morning.

Section 4. Governance

Board of Education/Elementary School Committee

The school is administered by elected representatives of St. John's Congregation on the Board of Education (BoE). This board represents the school to the Church Council and voters and sets school policy. Board members are as follows:

Mr. Kevin Festerling, BoE Chairman	Mr. Peter Stauffer
Mr. Dan Westfahl, ESC Chairman	Principal Scott Uecker
Mr. David Close, Childcare Comm.	Assistant Principal Michael Henning
Mr. Troy Schulz, Secretary	

The Elementary School Committee (ESC) is responsible for the effective operation of this school and support of school administration. This committee provides parental input to the board and acts as a catalyst in the development of school policy and practice. Committee members are as follows:

Mr. Dan Westfahl, ESC Chairman	Mrs. Kay Starkey
Mrs. Janelle Clark	

The Board of Education is the chief policy-formulating agency of St. John's Ev. Lutheran School. As such it reviews the administrative function of the principal and guides him in his efforts to effectively carry out school policy.

The Principal and Assistant Principal of St. John's Ev. Lutheran School represent administration of the school and are responsible for carrying out the policies of the Board of Education and school in supervision of the instructional program and the faculty, in relationships with parents, governmental and church agencies, and in dealings with students, staff, and volunteers.

If parents have a question or concern regarding the administrative implementation or enforcement of school policy, their concerns should be addressed to the principal as the administrative head of the school. If parents feel that the principal has not satisfactorily addressed their concerns, they may direct their issues to the Elementary School Committee and through it to the Board of Education. The Board of Education functions as the final appeals committee.

Christian Education Society (CES)

All parents and teachers are members of the Christian Education Society (CES). An executive committee has been set up within CES to help carry out the above objectives. The objectives of the Christian Education Society are:

- To promote the Christian welfare of the children and youth in church, home, school, and community.
- To foster a better Christian relationship among the congregation, pastors, teachers, students, and parents and to promote a spirit of pride in our school.
- To assist in the planning and organizing of special school activities.
- To help establish an interesting and educational program for the members of the organization.

Members of the CES Committee for the 2015-16 school year are listed on page 9.

Other Supportive Boards and Committees

Several other boards and committees have also been established to help with the daily functions of St. John's Ev. Lutheran Church and School. For current board/committee members and functions, please refer to our website at sjtosa.org.

Section 5. Admissions

St. John's Ev. Lutheran School welcomes 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 or ethnic origin in administration of its educational policies, administration policies, scholarship and loan programs, and athletic and other school programs.

St. John's Lutheran School accepts children whose parents are interested in a quality Christian education. All pupils of St. John's Ev. Lutheran School (Grades K5 to 8) will study the basic doctrines of the Lutheran Church, and parents who are not Wisconsin Evangelical Lutheran Synod members are strongly encouraged to acquaint themselves with these doctrines through the pastor's Adult Information Class.

The enrollment process begins with an invitation to our Open House. Children registering for Preschool or Kindergarten at St. John's should be the appropriate age by September 1 of the year enrolling.

All students in the preschool and elementary school are required to complete a registration form, an emergency contact card and the state immunization form upon registration. The school office must be kept updated with any changes in this information.

Prioritization of Admission as Follows:

Priority in admissions to the education programs of St. John's Lutheran Church is given to St. John's church members, especially those who have participated in the Early Childhood or Childcare Programs. The admission of other students, whether WELS, unchurched or members of other faiths, will be granted after considering the ministry goals of St. John's church, class/session size, financial implications and long term enrollment goals of St. John's school. The school will maintain waiting lists of applicants for openings should they occur.

Enrollment by Transfer

Students may be admitted to St. John's Ev. Lutheran School by transfer from another school provided that all entrance requirements listed above are met; all health, grade, and attendance records have been received from the previous school; and the school staff sees no exceptional need or condition which might exceed the staff's professional competence. **Each new enrollment will be screened by an enrollment committee consisting of the pastoral staff, principal and a member of the teaching staff before a recommendation is made to the Board of Education. New students may be given an evaluation test if it is deemed necessary and the recommendation will await the transfer of records.**

In order to ensure that the needs of the new student as well as the needs of his/her classmates are being met, all new students will be accepted on a provisional basis for the first semester of their enrollment.

Section 6. Curriculum

St. John's meets the curriculum requirements of the Wisconsin Evangelical Lutheran Synod, the Wisconsin Council of Religious and Independent Schools (WICRIS) and the State of Wisconsin. Our school is accredited by Wisconsin Religious and Independent Schools (WRISA) and the Wisconsin Evangelical Lutheran Synod School Accreditation Association (WELSSA).

In order to keep the course of instruction current and consistently Christ-centered, the teachers join in regular staff meetings and attend conferences, conventions, workshops, and in-service training programs.

Standardized tests are given to discover strengths and weaknesses in the curriculum and thus enable changes and improvements. These tests compare with national averages using percentiles and grade placement equivalents. Results from these tests can be obtained from the Principal.

Section 7. Academics Program

Grading Scale

With few exceptions, the following grading scale is used at St. John's for students in grades 1-8:

A+ = 100-99%	E = Excellent
A = 95-98%	S = Satisfactory
A- = 93-94%	N = Needs Improvement
B+ = 91-92%	U = Unsatisfactory
B = 87-90%	
B- = 85-86%	
C+ = 83-84%	
C = 79-82%	
C- = 77-78%	
D+ = 75-76%	
D = 72-74%	
D- = 70-71%	
F = 69% or less	

Progress Reports & Parent/Teacher Consultations

Our teachers welcome contact from the parents of their students. If you have any questions concerning your child's progress or his learning experience at school, you need not wait for a scheduled conference.

Report cards and mid-term grades are issued regularly to communicate each student's progress. The first quarter reports are discussed at individual conferences between parents and teachers. Additional consultations are held throughout the school year as requested by parents or teachers.

Parent/Teacher Consultations are scheduled two times during the school year. The first is a mandatory consultation scheduled at the time of the 1st quarter reports. The second is an optional consultation which may be requested by either parents or teachers and is scheduled at the time of 2nd quarter report cards.

Special Education Program

God has given each child different talents and abilities. Our goal is to help each child attain grade level abilities. Therefore, St. John's has called a Special Education Teacher to help our children develop the special gifts the Lord has given them. Assistance for classroom teachers, individual, or small group tutoring provides encouragement and instructional support to those students with special needs while also teaching strategies to help them learn in the regular classroom.

Admittance into this part of our educational program is based on teacher recommendation and available scheduling in consultation with the child's parents.

St. John's regularly makes use of the testing and diagnostic services of the Wauwatosa Public School System to identify student needs. These services are available to us for all students regardless of place of residence. These services are not remedial, but only intended to help identify needs a student may have. Wauwatosa residents who qualify for Title 1 Reading, and Speech and Language services may receive services from the Wauwatosa Public system on our site.

Section 8. Financial Support of St. John's School

Tuition is charged to children attending St. John's Ev. Lutheran School to help the congregation finance the work of the school's ministry. Tuition is assessed as described in Section 9.

Some families may choose to make a monetary gift to St. John's School to help support a specific program or to purchase "extras" for the school. These gifts may be made directly to the school or through St. John's regular contribution program. Numerous companies and corporations will match monetary gifts to schools. Please check with the company you work for (or retired from) to see if they will match any monetary gifts you donate to St. John's School. Please contact the school office for details.

St. John's participates in several programs that help to raise money for our school. If you have questions in regards to the following programs, contact the school office:

- St. John's Scrip (gift card) program
- Thrivent Choice Dollars
- Saving used ink and toner cartridges (all brands and sizes)
- General Mills Box Tops for Education
- Campbell's Labels for Education
- Miller Park Opportunity
- Target "Take Charge of Education" Program
- Office Depot/Office Max "Give Back to Schools" Program (St. John's School ID #70113275)

Section 9. Registration Day & Tuition

Registration Day

For the sake of an orderly beginning of the school year, there will be a Registration Day in early to mid-August to distribute materials, give parents the opportunity to sign up for volunteer projects, and collect tuition and fees. At least one parent from each family must be present to register their children for school on Registration Day. If you are unable to be at Registration Day (maybe because of a family vacation) you must contact the school office prior to that day and make arrangements to register your children and make your tuition payment.

Tuition

Tuition is charged to all children attending St. John's Ev. Lutheran Preschool and Elementary School to help the congregation finance the work of the school's ministry. Adopted tuition rates for the upcoming year will be published in the summer letter which goes out in July.

Preschool Tuition

Preschool (K3 and K4) tuition is set and is the same for all member and non-member students, since this program was established as a self-supporting program.

Elementary School Tuition (Grades K5-8)

- Non-member Tuition (Kindergarten thru Grade 8): Non-member parents are required to pay tuition that is approximately equal to the cost of educating a child at St. John's. A yearly tuition schedule is adopted that reflects this policy.
- Member Tuition (Kindergarten thru Grade 8): Member parents are asked to pay a fee to help the congregation finance the work of the school's ministry. This is approximately 33% of the actual cost of educating a child at St. John's. Sibling discounts will apply to full-day member students. If needed, tuition assistance is made available to St. John's members through the Lau Fund. Please contact the church or school office for an application.

Additional Expenses

An Activity Fee of \$50 (Grades K3-8) per student is included in the tuition to cover the cost of field trips, in-house presentations, CES activities and/or special projects during the school year. This makes planning easier for the teachers and eliminates the collection of money from parents during the school year.

Optional Contribution: We encourage each family to help simplify the work for Room Parents by choosing to contribute a dollar amount (at the parents' discretion) that will cover the cost of teacher gifts for Christmas and birthdays. This money will be collected at registration. Room parents are then informed how much money they have to spend for Christmas and birthday gifts. This eliminates the collection of money from parents during the course of the school year.

Tuition/Fee Payments

Tuition/fee payments can be made by:

1. paying either the entire amount on Registration Day in August; or
2. paying half the amount on Registration Day in August with the balance due by January 15; or
3. paying ten equal monthly installments on the 15th of each month (August – May) with the first payment due on Registration Day in August. The remaining nine monthly installments may be paid directly to the school office on or before the 15th, or you may choose to have the remaining nine payments directly debited from either your savings or checking account.

Any outstanding tuition/fees from previous years must be paid in full before re-enrollment can take place. Student grades may not be calculated if payment is in arrears.

Refunds of Tuition and Registration Fees

Parents may apply for a refund if payment was made for months in which the student will not be in attendance.

Section 10. Facilities

Security

For the safety of students, faculty and staff of St. John's, outside doors to the building will remain locked during the school day. If you require admittance to the building during regular school hours, please go to the main doors along Dewey Avenue and ring the intercom buzzer.

Should you meet a stranger in our building we encourage you to greet that person in a friendly manner and offer to escort that person to the school office. If your offer is declined please ask any staff person to use the intercom to contact the school office.

If someone other than a parent will be picking up your child from school, you must inform your child's teacher.

An emergency plan for building threats is part of our staffing handbook.

Fire and Tornado Drills

Fire drills and tornado drills are held at intervals throughout the school year in compliance with state law. Detailed information will be given to the students by their classroom teacher.

Facility Use Procedure

If you would like to use St. John's Educational Facility for extracurricular activities, or personal/family activities, you must contact Mr. David Leyrer, our Athletic Director. In some cases, a nominal fee may be charged for use of the facility. Contact the school office for details.

Section 11. Arrival and Departure

All classes at St. John's School begin at 8:00 AM. Doors will open to students at 7:40 AM. Classroom doors will close at 7:55 AM, as a signal that classes are about to begin. (Students are not considered tardy until 8:00 AM) To help the teachers begin the school day promptly at 8:00 AM, and to avoid disruption, parents are asked to not enter the classroom after the 7:55 AM bell.

All students arriving at school prior to 7:40 AM should report to Childcare using the doors on Harwood Avenue. After 7:40 AM, students attending classes on the lower level of the building may enter the doors on Harwood Avenue. All other students should enter the doors along Dewey Avenue.

Students are to leave the school grounds immediately after dismissal. All students should depart by 3:15 PM unless they are under the supervision of a teacher or other adult for an after-school program or activity. Any child not picked up by 3:15 PM will be sent to the Childcare area at 3:15 PM and the parents will be billed accordingly.

For those parents who will be picking up their children at noon, please park as close to Dewey Avenue as possible to avoid conflict with the playground area.

After School Dismissal Procedures:

- Enter the parking lot and stay to the right. Come around in a loop. Pick up your child in the yellow striped Loading Zone area located well past the STOP sign but near the front doors.
- When picking up in the Loading Zone, only allow your child to enter the vehicle on the right side if possible.
- Another option is to pull in to the parking lot and park in one of the parking spaces. Your child(ren) will be allowed to cross from the school to the parking spaces only on the crosswalk. After your child(ren) are secure in the vehicle, then you should try to merge into the loop. When possible, you may pass the vehicles on the left side and exit the

parking lot. Please do so slowly and ALWAYS stop at the crosswalk, no matter what lane you are in.

Other Reminders:

- No texting while in the loop.
- Please come to a complete stop before the crosswalk or at the STOP sign even if you don't think that it is necessary.
- Be patient. Please no honking.

Tardiness

We believe that regular attendance is a prerequisite for satisfactory academic performance, and that school is a proper setting for students to learn the value of punctuality and reliable attendance. We further believe this value is taught by the model and expectations that we set for our children. Additionally, students arriving late:

1. miss morning devotions, the cornerstone of our Christian elementary school.
2. are disruptive to classroom teaching and the educational process for students who arrive on time.
3. develop behavioral patterns that are undesirable in school and later in life as employees.

For all of these reasons, we intend to start our school day and devotion promptly at 8:00 AM, with the opening bell.

All students who arrive after the 8:00 AM bell will be considered tardy. Recognizing that the education of their child(ren) is a joint responsibility of the parents and the school community, we require that parents accompany their children to the school office to sign the tardy log and to pick up a late pass from the school secretary. No student will be admitted by the classroom teacher without a late pass.

Parents, NOT children, are required to sign the tardy log. Parents should present a doctor's excuse if the tardiness is due to an appointment. It should be noted in the tardy log and the excuse given to the secretary. However, to keep classroom disruption to a minimum, parents may not enter the classroom after the 7:55 AM bell.

Because tardiness is extremely disruptive to teachers and their entire classroom, the disciplinary action for tardiness is as follows:

- **1st tardy in the calendar month** no penalty
- **2nd tardy in the calendar month** 10 minutes off of a recess
- **3rd tardy of the calendar month** 20 minutes off of a recess
- **4th (or more) tardy of the month** no recess that day for the student and parents may be required to meet with the Board of Education.

Students under disciplinary action during recess will be with their class either outside or in the gym, but they will have to sit on the side and not be allowed to participate in the recess activities.

Since our goal is to maintain the best teaching and learning atmosphere for all of our teachers and students, chronic tardiness may be considered sufficient grounds for suspension, non-promotion or expulsion, at the sole discretion of the teacher and Board of Education.

Section 12. St. John's Before and After School Childcare Program

St. John's Childcare is available to students before school beginning at 7:00 AM and after school until 5:45 PM. Those students arriving before 7:40 AM should enter the lower level entrance on Harwood Avenue. This time may be used to read, play games, or color. At 7:40 AM, the students will be dismissed to their classrooms by the Childcare staff.

All students remaining at school after 3:15 PM will be directed to the Childcare area and parents will be billed accordingly. This program provides adult supervision, activities, and a snack. This time may also be used to read or complete homework. For the security of all students, parents must enter through the lower level entrance on Harwood Avenue. The door code and computer access code will be given to families upon registration.

The cost of before and after school Childcare is \$5.00/hour per student. This will be billed in 15 minute increments at \$1.25. (Please see the "Payment Policy" in section 32.)

All school parents are asked to have a Childcare Registration Form on file. Parents wishing to make use of the Childcare Program are asked to complete a reservation form. These reservation forms are due by the close of Childcare (5:45 PM) the day prior to using either before school or noon Childcare, or 9:00AM the day of using after school 3 PM Childcare. Additional forms are available in the school office and the lower level childcare room. You may also call Childcare at 414-453-9322 and leave a message, or email the Childcare office at childcare@sjtosa.org. Failure to adhere to these policies will result in additional fees. (Please see the "Payment Policy" in section 32.)

Before and after school childcare will be available on early dismissal days but may not be available on vacation days. If childcare is needed on vacation days, please check with the staff regarding availability. We will evaluate the need and offer this program based on participation.

St. John's also offers Childcare for children, who are at least 2 years old, potty trained, and able to demonstrate self-help skills. (See Childcare section for details.)

Section 13. Extracurricular Activities

St. John's seeks to enrich each child's educational experience through extra-curricular activities. Many of these activities/athletics are coordinated through Wisconsin Lutheran High School. The following is a partial list:

- Athletics – Volleyball, Basketball, Wrestling, Track, Cross Country, Cheerleading and other sports are generally for grades 5-8 but may occasionally include lower grades.
- Book It Reading Program – Students through 6th grade may participate in the national Book It Reading Program at the teacher's discretion.
- Boy Crusaders and Girl Pioneers – Students in grades 1-8 are invited to participate in Lutheran Girl Pioneers or Boy Crusaders. (Participating grades may vary.) These programs run during the school year, but additional summer activities may be offered.

- Charity Fundraiser –St. John’s may choose to participate in charity fundraisers (such as “Hoops for Heart”, “Mathathon”, etc.). The participating grade levels may vary each year.
- Forensics Competition – Forensics are a part of the curriculum. Students in grades 5-8 may also choose to participate in the Grade School Forensics Festivals.
- Junior Choir – Interested students in grades 5-8 may choose to participate in this choir also.
- Junior Handbell Choir – Students in grade 8 may choose to participate in St. John’s Handbell Choir. (It may also be offered to lower grade students depending on the number of participants.) Practices are generally held during the school day.
- Math Track Meet – This is for students in grades 3-8 who have earned the privilege of displaying their math skills in a team format with other WELS Lutheran Schools in the area. This event is typically held in the spring.
- Spelling Bee – The top scorers in each grade (1-8) earn the privilege of representing St. John’s at an oral spelling bee.
- Music Lessons – Piano Lessons (grades 2-8) and Band Lessons (grades 5-8) are offered on site during the school day to interested students. There is a separate cost for these lessons. A student may be kept from participating in any extra-curricular school activity if the administration, or faculty, believe the student should not be accorded the privilege of representing our school. Factors such as incomplete work, low grades, uncooperative or disrespectful attitudes may result in the suspension or expulsion from participation in extra-curricular activities. If faculty imposes a suspension from an extra-curricular activity, a consultation with the parents will establish a mutually agreed upon length of the suspension and/or the improvement standards that must be met to terminate the suspension. Efforts will be made to schedule this meeting before the suspension is imposed. Appeal of a suspension will be considered by a committee of the Athletic Director, Principal, Assistant Principal and Board of Education Chairman.

Section 14. Student Discipleship and Conduct

Jesus said to His disciples in John 14:15, “If you love me, obey what I command.” As redeemed children of God, the love of God is foremost in the minds of teachers and students. Therefore, we desire to demonstrate our appreciation for God’s love by modeling Christ in everything we say and do. Teachers and students will do this by respecting everyone and everything around them. Our school has specific guidelines to encourage proper Christian conduct. Running, loud talking, and boisterous actions in the halls, classrooms, cafeteria, library and rest rooms; disrespect, and any other behavior which does not reflect a Christ-like attitude will be corrected.

Disobeying school and classroom guidelines is sinful and works against the discipline process. To help students overcome their sinful nature, the teachers will apply both Law and Gospel to nurture students into a stronger relationship with their Lord. This may include one-on-one counseling, isolation, detentions, meetings with parents, and suspensions.

In cases where these strategies are ineffective, the child’s continued enrollment may be reviewed by the Board of Education.

Every attempt is made to maintain Christian discipline at all times in accordance with God’s Word. It must be understood by pupils and parents alike that the pupils owe implicit obedience and respect to all teachers, staff and coaches under the Fourth Commandment.

Personal Appearance

A person's appearance tells others what he is like and what is most important to him. We, as Christians, recognize that our bodies are temples of the Holy Spirit. I Timothy 2:9 instructs us to dress in modest apparel. Not only do clean clothes and a clean body have a definite influence on the attitude and work habits of children, but they also tell others that our school is a place where children do their work to give God glory and honor.

In general, the Board of Education intends to mirror the dress code of Wisconsin Lutheran High School. For general information about what is acceptable and unacceptable, please refer to the Wisco Website (www.wlhs.org) on which their Handbook is published.

What is Acceptable?

Sleeved shirts, sweaters or sweatshirts, slacks, blue jeans and denims in good condition may be worn. Skirts, skorts, and dresses of a modest style, and any attire with pictures or slogans of a positive nature may be worn. Clothing with manufacturer trademarks and recognized sports teams may be worn. Shorts will be permitted from May 1 through September 30.

What is not Acceptable?

Oversized or distracting clothing, bared midriffs, tank tops or spaghetti strap tops may not be worn. Clothing that is excessively tight, is too revealing, or that exposes undergarments may not be worn. Clothing that represents ideas or expressions that oppose Christian principles may not be worn. Between October 1 and April 30, shorts will be permitted when the weather forecast for the day is 80 degrees or higher as determined by the National Weather Service at (262) 965-2074 or by logging on to their website (www.nws.noaa.gov). Enter the school's zip code "53213" to access the day's forecast.

Any clothing that is inappropriate in the opinion of administration or faculty will be prohibited. Any time a problem occurs, the student will be told not to wear the clothing. Parents may seek an explanation from the staff involved. A second warning may require wearing alternative clothing supplied by the school for the balance of the day.

For special occasions special dress is in place. For example, a church service calls for more formal dress than a field trip to the zoo. Parent cooperation in meeting these guidelines will help strengthen the partnership between parents and teachers to train our children in values and habits that reflect our relationship with Christ.

Church/School Building and Grounds

The Lord has made us stewards over the school and church properties of St. John's. He expects us always to honor and respect these properties. At all times, remember to be a good Christian steward of our property.

Food and Drink Statement

To maintain the appearance and quality of our building students may not eat food, chew gum, or drink beverages in carpeted areas. Exceptions may occur but must be approved by Principal, teachers or staff.

For the sake of good nutrition, candy, soda or sweetened waters, and gum are prohibited during school hours and for those students using the Extended Care Program. The Extended Care Program will provide snacks for the participants as part of their charge. Exceptions may be made by the teachers or staff for classroom parties or student birthdays. Please coordinate with the classroom teachers for these occasions.

Any student violations of this policy may result in confiscation and disposal. Enforcement of this policy outside of school hours may vary with the personnel and circumstance. Each child is expected to cooperate and respect the judgment of the responsible adult in the enforcement of this policy.

Electronic Devices

The use of all iPods, MP3 players, radios, and other electronic games or devices (ie. Kindles) is prohibited on school grounds unless specific permission is granted by the teacher or supervisor for EACH use. Failure to follow this policy will result in confiscation of the item by the teacher or staff. Confiscated items may be retrieved by parents from the teacher. Enforcement of this policy outside of school hours may vary with the personnel and circumstance. Each child is expected to cooperate and respect the judgment of the responsible adult in the enforcement of this policy.

Electronic devices used for educational purposes (i.e. laptops, chromebooks, ipads, etc.) require the teacher's permission for use in that class, but permission need not be renewed daily. Any misuse in the class period, such as improper access to the internet, may result in termination of permission for that class.

Cell phones must be turned off during the day and stored in student's locker or book bag. Students may not use them for any purpose on the school site without individual teacher permission for each occasion.

Section 15. Christian Discipline

All students are expected to demonstrate good citizenship in St. John's School. School is a society in which pupils come together to learn from teachers. Such a society, even of Christian people, must be governed by rules of good order so that the purpose of the group can be most efficiently fulfilled. The same love which brought this school into being makes us willing to accept these rules of order, even when they might limit some of our own wishes, for the good of others.

Should it become necessary for the teachers to correct a child's behavior, we ask you to remember that they do this out of loving concern for the child as a citizen of this school and as a fellow member of God's family.

Incomplete Work

A primary goal of St. John's Ev. Lutheran School is the nurturing of disciples. Part of this nurturing process is the development of proper attitudes and work habits. Occasionally children may become careless and/or irresponsible in completing their assignments and bringing them to school on time. Not only may this hinder their growth as disciples, but it also puts them at a disadvantage academically. For Kindergarten thru Grade 4, the teacher will contact the parents about incomplete work. The school may use the following procedure for grades 5-8 for each nine week quarter of the school year:

1. A slip will be sent home with the child indicating which assignments were not present for class. The slip, signed by a parent, is to be returned with the completed assignment at the beginning of the next school day for grading.
2. Whenever a student has missed three assignments within a given quarter, the teacher will contact the child's parents to discuss the situation and to inform them that with the next missed assignment the child will receive a 30-minute detention the following school day. A

phone call to the home and a 30-minute detention will accompany each missed assignment thereafter.

3. If the problem persists, the teacher will meet with the student and his/her parents.
4. If the student continues to miss assignments, the parents and teacher may meet with the principal to discuss the student's relationship to school's authority and responsibility and his/her continued enrollment and willingness to accept the responsibilities that allow promotion to the next grade.

Incomplete work because of illness or other acceptable reason as determined by the teacher will be made up within a reasonable amount of time at the teacher's discretion.

Suspension or Termination of Enrollment

As part of a disciplinary action the Administration may suspend a student from one to three days. A letter of suspension will be sent to parents and a copy of that letter will be placed in the student's permanent file.

A child may be suspended if:

1. his/her actions make the school an unsafe environment for one or more students, faculty, or staff.
2. he/she is disobedient repeatedly or the degree of disobedience is extreme.
3. he/she is disrespectful of authority repeatedly or the degree of disrespect is extreme.
4. his/her behavior breaks God's commands and the behavior requires a consequence that is significantly more than the norm.
5. he/she is "chronically tardy".

A child's enrollment may not be continued if:

1. it becomes apparent that the academic, physical, or psychological needs of that student significantly exceed the professional capabilities of the staff of St. John's Ev. Lutheran School such that the student's needs cannot reasonably be met by our program or staff.
2. his/her actions significantly disrupted classroom instruction,
3. parents set an example contrary to God's instruction,
4. that child's behavior endangers fellow students, or
5. the child is "chronically tardy"

It is the responsibility of administration to recommend any enrollment changes. A letter of termination may be issued by the Board of Education upon the recommendation of the principal. Re-admittance to St. John's may be considered if sufficient evidence is presented to the Board of Education that the student's special needs have been adequately overcome upon receipt of a new enrollment form.

Section 16. Student Services

Student Records

Student records are available to the parents/guardians upon request. The school intends to comply with all Family Educational Right and Privacy Act (FERPA) guidelines. Records are not released to anyone without proper authorization.

Health

A public health nurse of the City of Wauwatosa is available to St. John's School and is responsible for health promotion, disease prevention, and early detection and intervention of other possible health problems of the child.

Parents are advised to keep their child home from school when the child has a fever, severe cold or other infection.

The teacher or school office may make arrangements to send a child home should illness occur during school hours. First aid will be administered by the teacher in the case of minor injuries received by the child.

Medication Administration

The administering of medication is not a function of our school faculty or staff. However, in some instances, a child may be prescribed medication for use during the school day. In these rare cases, it is necessary to have a safe and proper procedure to ensure that the child receives the prescribed medication at designated times during school hours. If medication must be given at school:

- Parents must assume responsibility for the administering of the medication.
- If the parents are unable to dispense the medication during school hours, school personnel may store the medication. The parents must file with the school a document entitled "Student Medication Distribution." This document includes consent and written instructions for the distribution of medication. No prescription medications may be distributed without this document on file.
- If the parents authorize someone else to administer medication during the school day, a note must be sent to the school office. The medication should have written directions from the physician, and should be in the original package from the pharmacy.

Lunch and Milk

St. John's offers Hot Lunch and Milk Programs. Hot lunch is offered five days a week. The costs of the lunches are \$3.00 each. Lunches are ordered by purchasing a 5-day, 10-day, or 20-day lunch card. Additional entrees are also available at \$1.00 each. (These are ordered by purchasing a 5-entrée punch card for \$5.00.) Generally, a choice of chocolate or white milk is available each day at a cost of \$15 for the entire school year. Individual cartons of milk will be available on a daily basis at a cost of 25¢ each.

Each Thursday, attached to the *Crusader Chronicle* will be the "Hot Lunch Ticket Counts". This will allow you to see how many paid lunches your child has left on a ticket. **If your child has NO punches left, they will be served a peanut butter and jelly sandwich instead of the entrée menu item. The \$3.00 cost will still apply to this lunch.**

Children may choose to bring a lunch from home rather than purchase a lunch through the Hot Lunch Program. Please note that if children bring food from home, parents and their children are responsible for proper care of that food; refrigeration is not available to students.

Those children who attend St. John's Childcare at lunchtime will also need to purchase lunch cards as described above. However, snacks and beverages (including lunchtime milk) will be provided by St. John's Childcare.

Books and Supplies

Books and some school supplies are furnished as part of school tuition. Certain regularly used school supplies may be purchased in the school office at reasonable prices. The following religious books must be purchased and become personal property: Lower grades-NIV Bible and Christian Worship hymnal and Upper grades-NIV Bible, Christian Worship hymnal, and catechism.

Telephone Use

With permission of the teacher, a student may use the school phone, a cost of 25 cents per call may be charged. There will be no charge for calls that the teacher or staff deem necessary.

Section 17. Home and School Cooperation

School Attendance

Students should be prompt and regular in attendance. Parents are asked to provide an oral or written excuse giving specific reasons for every absence. Please call the school by 8:00 AM if your child will not be attending school that day.

All students are expected to be in their classrooms ready to begin the school day at 8:00 AM. Occasionally tardiness may occur due to unusual circumstances; however, continued tardiness is not acceptable. Tardiness that is excessive may result in disciplinary action. (Please refer to Section 11.)

Communication Tools/Resources

- Student Handbook. A comprehensive list of important information for St. John's school families. Please be sure to read it!
- School Directory. This lists all school families and includes contact information- addresses, phone numbers and email addresses when available.
- "Crusader Chronicle". This is our school's weekly newsletter. It is available every Thursday. The *Crusader Chronicle* will be posted to our website (www.sjtosa.org) and a copy will be emailed to all school families. Paper copies will be available just outside of the school office for those who do not have access to the internet. Please make a point of reading it. The "Crusader Chronicle" includes information about St. John's events, important dates for the upcoming week, and individual classroom news when appropriate.
- Individual Teacher Newsletters. Some of the teachers will issue an individual classroom newsletter that will be sent to you via your child or email, updating you on the information needed for that week. Please check with the teacher as to when you can expect to receive it.
- Website. Much of the information that you need is available on our website, www.sjtosa.org. It will include the following: our school newsletter the "Crusader Chronicle", Hot Lunch Menu, lunch/milk order forms, permission slips, and calendar information for both church and school. The website is secure and passwords must be obtained to access areas that have specific names. As we increase our use of the website we will keep you informed of any additional information that will be available on it.
- "Master" Calendar. This will be available on the inside first pages of your school handbook and on the website and will include important dates. Please keep in mind that this is a "working calendar" and therefore, occasionally it may be necessary to adjust dates or times of planned events. You will be updated of any changes through the

“Crusader Chronicle”. Also watch for other important dates as they become available (i.e. those involving extracurricular activities and other church/school functions). Important dates will be listed weekly in your “Crusader Chronicle”. There is also a monthly calendar that is available at the beginning of each month and is included in the Chronicle.

- Email. Please feel free to contact the school via email with any questions or concerns. Information for the “Crusader Chronicle” can also be sent via email. St. John’s School email is school@sjtosa.org.

Unresolved Issues

All pupils are bound to be obedient to all faculty and staff at all times and places. (Staff includes: secretaries, Childcare workers, cooks, volunteers, and custodians.)

Please make every effort to address concerns in a God-pleasing manner. Matthew 18 asks that we first talk with our brother. The following procedure should be used when addressing a concern:

1. If pupils feel that they have been treated unfairly, they are encouraged to discuss the matter with their teacher in private. Parents who feel that there has been a misunderstanding are requested to talk to the teacher first, after school hours.
2. If no satisfactory agreement can be reached, then the matter should be taken to the Principal.
3. If no satisfactory agreement can be reached, then the matter should be taken to the Pastor or the Elementary School Committee.

School Closings

- Whenever Wisconsin Lutheran High School is closed because of inclement weather, St. John's will be closed.
- Also, whenever Milwaukee Public Schools are closed because of inclement weather, St. John’s will be closed.

The announcement for closing of the Milwaukee Public Schools will be made on early morning television and radio broadcasts. Any Wisconsin Lutheran High School or Milwaukee Public Schools closing decision made at mid-day, or that is not weather related, does NOT automatically include St. John's. In the event that St. John's closes at mid-day because of emergency, parents will be individually contacted.

St. John’s Crusader Spirit Club

The Crusader Spirit Club is made up of school parents with children involved in sports at St. John’s School, as well as other volunteers from St. John’s Congregation and school families. The function of the Crusader Spirit Club is to:

- ❖ promote school spirit.
- ❖ generate funds to help support St. John’s Athletic Program.
- ❖ assist athletic directors and coaches in organizing and promoting various sport tournaments and functions.
- ❖ assist visiting parents and players when they come to St. John’s for sport functions.

Other Volunteer Opportunities

St. John’s offers a variety of volunteer opportunities for parents to become involved throughout the school year. Parents may volunteer to be Room Parents, Athletic Coaches/Assistant Coaches, helpers for CES sponsored activities, kitchen assistants, library helpers, office helpers, or they may help with the Miller Park Opportunity, to name just a few. We do not require parents to

volunteer, but we would hope that if you enroll your children at St. John's School, you would like to take advantage of the opportunities to become involved with their educational experience here at the school. More information about volunteer opportunities will be given out on Registration Day in August. Also, the *Crusader Chronicle*, our weekly school newsletter, will keep you updated on any activities that may require help from parents.

Policies Upon Request

- ❖ Policy statement of St. John's Lutheran School and Church for the reporting of forms of abuse.
- ❖ Tuition Aid Forms (Lau Fund)

CHILDCARE FACULTY AND STAFF

CHILDCARE STAFF

Childcare Office: (414) 258-4214 ext. 81

Childcare Room: (414) 453-9322

Email: childcare@sjtosa.org

Mrs. Leigh Ann Treichel, Childcare Director

Email: leighann.treichel@sjtosa.org

Mrs. Kelly Johnson, Administrative Assistant

Email: kelly.johnson@sjtosa.org

Mrs. Corinne Paul, Lead Childcare Teacher

Email: corinne.paul@sjtosa.org

SCHOOL ADMINISTRATION

Office phone: (414) 258-4214

Email: school@sjtosa.org

Mr. Scott Uecker, Principal

Email: scott.uecker@sjtosa.org

Mr. Michael Henning, Assistant Principal

Email: michael.henning@sjtosa.org

PASTORAL STAFF

Office: (414) 258-7831

Rev. Joel Leyrer

Email: joel.leyrer@sjtosa.org

Rev. Eric Schroeder

Email: eric.schroeder@sjtosa.org

Pastor Kyle Bitter

Email: kyle.bitter@sjtosa.org

Rev. Joshua Yu

Email: joshua.yu@sjtosa.org

Section 18. Eligibility, Hours of Operation and Cost

St. John's Childcare is available from 7:00 AM to 5:45 PM (Monday thru Friday) for children who are potty trained and at least 2 years of age. Young children must also be able to demonstrate self-help skills such as feeding themselves, drinking from a cup, and verbalizing the need to use the bathroom.

This program is available during the school year with the exception of holiday closings. (See section 24.) The cost of using St. John's Childcare is \$5.00/hour per child. This will be billed in 15 minute increments at \$1.25 each. Our computerized check-in/check-out and billing program will generate invoices that will be sent via email shortly after the 1st and 15th of the month and are due upon receipt. (Please see the "Payment Policy" in section 32.)

St. John's also offers a **Summer Childcare Program**. This program has a separate registration form and a deposit. Information on this program is available upon request.

Section 19. Objectives

- Motivated by the love of Jesus, the staff of St. John's Childcare has the following goals:
- To provide the children with opportunities to hear of God's love for them through stories, finger-plays, songs, and projects. (spiritual development)
- To provide an atmosphere of love and caring for each other based on God's unconditional love for us. (social development)
- To provide a stimulating educational environment where children can use all five senses to expand their thinking skills. (cognitive development)
- To help each child feel accepted and confident as a redeemed child of God. (emotional development)
- To provide opportunities for developing self-expression through music, movement, drama and art. (creative development)
- To provide a safe and happy environment in which children can develop their large and small motor skills. (physical development)

Section 20. Curriculum

Our curriculum is designed to educate the whole child through a variety of multi-sensory activities that promote growth in all major developmental areas. Opportunities include:

- Creative arts
- Sensory experiences
- Science and Math
- Table toys
- Dramatic play
- Library
- Home living
- Music and movement
- Blocks and vehicles
- Gross motor skill-builder

Themes are used to give children a varied menu of subjects to discover and explore. Teachers act as facilitators as they guide and supervise play to foster learning.

Our day consists of active and quiet times; individual, small and large group experiences; indoor and outdoor play.

Section 21. Admission Policy

St. John's Lutheran School welcomes 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, administration policies, scholarship and loan programs, and athletic and other school programs.

Our ministry is operated in conjunction with St. John's Preschool and School and is currently intended to serve children that are at least 2 years of age, potty trained, and able to demonstrate self-help skills such as feeding themselves, drinking from a cup, and verbalizing the need to use the bathroom.

Section 22. Enrollment Procedure

1. Complete and submit the following forms at least one week before the first day of your child's attendance:
 - Registration Form
 - Emergency Contact Card
 - Parental Agreement
 - Immunization Record
 - Child Health Report
 - Health History and Emergency Care Plan
2. All children must be up-to-date on their immunizations. An immunization form must be on file before the child attends the first day. Children must have a physical check-up no more than 1 year prior or 3 months following the date of enrollment.
3. If possible, parents are asked to bring their children for a short visit before their first day. This will help the children ease into the program by giving them a chance to meet their teacher and become acquainted with the Childcare room.

Section 23. Child Guidance

Teachers show love and concern for children by letting them know what is expected and setting appropriate limits. They are consistent and state rules in a positive manner. By developing a positive relationship with each child, a teacher can redirect unacceptable behavior. Our guidance is always done in a loving way and will not be physical, emotional or demeaning. Teachers may

use a variety of techniques and consequences that are intended to be immediate, consistent and logical. Persistent behavior problems will be brought to the attention of the parents, so that we may work together for positive changes.

Section 24. Holidays and Emergency Closings

Holidays: St. John's Childcare will be closed for the following holidays:

- New Year's Eve, December 31st
- New Year's Day, January 1st
- Good Friday, March 25th
- Memorial Day, May 30th
- Independence Day, July 4th
- Labor Day, September 7th
- Thanksgiving Day and the day after, November 26th and 27th
- Christmas Eve, December 24th
- Christmas Day, December 25th

Emergency Closings:

- Whenever Wisconsin Lutheran High School is closed because of inclement weather, St. John's School and Childcare will be closed.
- Also, whenever Milwaukee Public Schools are closed because of inclement weather, St. John's and Childcare will be closed.

The announcement for closing of the Milwaukee Public Schools will be made on early morning television and radio broadcasts. Any Wisconsin Lutheran High School or Milwaukee Public Schools closing decision made at mid-day, or is not weather related, does NOT automatically include St. John's School or Childcare. In the rare occasion that St. John's Childcare closes at mid-day, parents would be individually contacted.

Section 25. Parent Involvement

...from infancy you have known the holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus.

2 Timothy 3:15

As parents, it is important to stay current on matters at Childcare. We would like you to work closely with the teachers in order to make your experiences as enjoyable as possible. Here are a few things you can do:

1. Check your child's cubby and mailbox daily.
2. Check the Parent Board for new information.
3. Check your child in and out using our computerized Childcare program.
4. Let the teachers know when something at home may be affecting your child's behavior at Childcare.
5. Call in before 8:00 AM if your child will be absent.
6. Make payments on time. (Payment is due upon receipt of your Childcare invoice).
7. Keep all information on file up to date.

Section 26. Toys from Home

We ask for your help in discouraging children from bringing toys to school from home. Many children have similar toys to those we have here. Bringing toys may result in confusion or toys getting lost or broken. Your child may bring a toy or book to share when they are “Line Leader”. You will be notified on a monthly basis when it is your child’s turn. Your child may also bring a cuddly toy for nap-time.

Overall, we like to keep home toys at home and childcare toys at Childcare. Thank you for your help with this.

Section 27. General Information for Parents

1. Label all personal belongings.
2. Please notify the office by 8:00 AM if your child is going to be absent.
3. Encourage your child’s independence, but give necessary assistance when arriving and departing from Childcare.
4. Toys that represent weapons or violence will not be allowed at any time.
5. We appreciate your input into our program. Please contact the teacher or administrator with questions, concerns and compliments.
6. Please DO NOT leave your car running when you drop off and pick up.
7. Check your child in and out on the computer.
8. Please escort your child into Childcare and to a teacher.
9. We need to know that your child is safely in your hands so please make contact with your child’s teacher as you exit each day.
10. We need a note or a phone call from a parent to release you child to anyone not preauthorized. (Your child may not be released to school aged siblings.)
11. Regardless of the reason, for late pick-up (after 5:45 PM) there is a \$1.00 charge for every minute you are late. The late charge fee will be billed to your account.
12. A parent board is located near the Childcare entrance. It contains important information for all parents and should be checked daily.
13. If any parent or authorized person comes to pick up a child while under the influence of alcohol, drugs, etc., the police will be notified.
14. A court ordered custody verification must be on file if a parent wishes that the child is not picked up by the other parent.
15. Food allergies will be posted in the room so the staff will be reminded of it.

Section 28. Health Policy

The State of Wisconsin requires children to have a medical report on file, as well as an up-to-date record of immunizations. Non-compliance of this requirement can result in dismissal.

When necessary, prescribed medications may be administered by staff with a written consent of the parent. Medications must be in the pharmacy container with your child's name, name of drug, dosage and physician's name written on it. No exceptions. Over-the-counter medications may be administered by staff with the written consent of the parent. This consent should include dosage and frequency. Medication forms that need to be filled out can be found by the sign in/out book or ask a staff member. We will not administer medication unless a form is filled out.

You will be contacted if your child becomes ill at Childcare. You will be required to pick him or her up within one (1) hour of notification. Your child may return to Childcare when he or she is free of symptoms, including a fever, for 24 hours. If your child is well enough to be at the Childcare, he or she is well enough to participate in all aspects of the program, including going outside. Written permission from your physician to return to Childcare may be requested at the discretion of St. John's Childcare. If you are not able to be reached, we will call one of the parties listed under "Emergency Contacts" on your card. Some reasons for pick up could be, but are not limited to: fever of 100 degrees, diarrhea several times within an hour, and flu-like symptoms.

There may be times when your child is exposed to a communicable disease while at Childcare. A memo will be posted on the parent bulletin board. You must notify Childcare if your child has been diagnosed as having a communicable disease. To help stop the spread of disease, it is important that children with all contagious conditions stay at home until they have recovered. Communicable diseases include, but are not limited to: Chicken Pox, Strep Throat, Scarlet Fever, German Measles, Impetigo, Infectious Hepatitis, Measles, Mumps, Poliomyelitis, Whooping Cough, Diphtheria, Meningitis, and Ring Worm.

PLEASE CALL CHILDCARE BY 8:00 AM IF YOU ARE GOING TO KEEP YOUR CHILD HOME FOR THE DAY DUE TO ILLNESS. IF YOU REACH THE CHILDCARE VOICEMAIL, PLEASE LEAVE A MESSAGE FOR ANY ABSENCE OR IF YOU WISH YOUR CALL TO BE RETURNED.

Section 29. Accidents

If a child has a minor injury, the staff person attending to the child will inform the parents. If an accident occurs which may need medical attention, the staff will contact the parent.

In an emergency when immediate attention is needed, the staff will call 911, then contact the parents and the child's doctor. After 911 has been called, it is up to the paramedics to take the appropriate action.

Section 30. Lunch and Snacks

Childcare participates in the Hot Lunch Program at St. John's School. Those children attending Childcare over the lunch hour may bring a bag lunch or purchase meal punch cards.

Meal punch cards are purchased directly from the Hot Lunch Program. The cost is \$3.00 per lunch. A 5-day lunch card is \$15.00, a 10-day lunch card is \$30.00, or a 20-day lunch card is \$60.00. Your child will get a note in their folder or childcare mailbox when they need to purchase an additional ticket. All snacks and beverages (including lunchtime milk) are provided by Childcare at no additional cost.

There will be no hot lunch served on early (noon) dismissal days or when St. John's School is not in session.

We provide children with a mid-morning and mid-afternoon snack along with juice, milk or water (if the child wishes), depending on what the snack item is.

Section 31. Discharge Policy

Our hope is that all problems can be resolved in any situation that may occur in Childcare. However, if several attempts have been made in writing and/or verbally and efforts do not seem to be working, St. John's Childcare reserves the right to cancel the enrollment of a child for the following reasons:

1. Non-payment or excessive late-payment of fees.
2. Not observing the policies and procedures as outlined in the Parent Handbook.
3. Child has special needs that St. John's Childcare can't meet. (After a trial period has been attempted.)
4. Physical and/or verbal abuse of staff or children by parent or child.
5. Medical or Immunization records are not up-to-date.

Section 32. Payment Policies and Procedures

Let no debt remain outstanding, except the continuing debt to love one another.

Romans 13:8

Cost:

- The cost of using Childcare is \$5.00/hour per child. This will be billed in 15 minute increments at \$1.25 each. Children picked up after Childcare closes (5:45 PM) will be charged \$1.00 per minute, per child. This late fee will be added to your account. Our computerized Check-In/Check-Out and billing program will generate invoices that will be sent via email shortly after the 1st and the 15th of the month. All bills are due upon receipt.
- Parents wishing to make use of the Childcare Program, including the Before and After School Childcare Program, are asked to complete a reservation form. These forms are due by the close of Childcare (5:45 PM) the day prior to using either before school or noon Childcare, or 9:00 AM the day of using after school 3 PM Childcare. Additional forms are available in the school office and the lower level Childcare room. You may also call Childcare at 414-453-9322 and leave a message, or email the Childcare office at childcare@sjtosa.org.

- Childcare, K3, and K4 students must supply bedding for their child's cot. Failure to do so will result in a \$1.00/per day, per item, laundry fee.
- If you will not be using your scheduled day, you are required to call or email the Childcare office by 5:45 PM for before school or noon check-in, or by 9:00 AM for after school 3 PM check-in (unless due to school absence.) This includes, but is not limited to, sports, field trips, piano lessons, vacation, etc. **It is your responsibility, not your child's teacher or coach, to notify Childcare of any schedule changes. Failure to adhere to these policies on a will result in additional fees as follows:**
 - Failure to notify Childcare of non-use of a scheduled day: 1 hour charge of \$5.00/per child scheduled to use all day or after school childcare. A 15 minute charge of \$1.25/per child scheduled to use before school (7-7:45 AM) childcare.
 - Failure to properly sign up for Childcare: You will be charged a "drop in" rate of \$6.00 per hour/per child. This rate will be in effect if your child is not picked up by 3:30 (12:30 for noon dismissal), but will be retroactive to 3:15 (or 12:15).
- St John's Childcare reserves the right to deny Childcare requests to families who fail to provide proper notice of Childcare needs or if their Childcare accounts are greater than 30 days past due.

Returned Checks:

There will be fee equal to the amount charged by the bank added to your account for any returned checks. Recurring returned checks may require that the account be paid with a money order, certified check, or cash.

Late Pick-up:

Children picked up after the childcare closes (5:45 PM) will be charged \$1.00 per every minute, per child, regardless of the reason for being late. The late fee will be charged to your account.

Section 33. First Day of Childcare

The first day of Childcare holds an exciting and new experience for your child, but it can also be filled with anxieties of separation and newness. If your child is using our program in the morning, please allow extra time when dropping off your child on the first few days. Here are some helpful hints:

- Try to get your child in on an activity. This usually lessens the anxiety.
- Talk to your child several days in advance and let them know what is going to happen ... "You're going to stay while I go to work..."
- The greatest fear is that you will not come back. Assure them that you will.

- Although it may be easier for you, don't sneak away.
- Once you start to leave, don't stop. It's important that you follow through even if your child cries.
- Feel free to call later in the morning to see how your child is doing.
- Many children adapt quickly to the routine, however, it is perfectly normal for some children to take several days or weeks to adapt.
- The following items need to be brought **labeled** to Childcare on the first day:
 1. An extra set of clothing including gym shoes and socks (children ages 2 and those K3 children that use childcare on a day other than their K3 school day only) in a labeled Ziploc bag
 2. Outdoor clothing appropriate for the day's weather
 3. A labeled crib sheet and blanket for children who will be attending childcare in the afternoon. These are to be taken home and washed weekly. Failure to provide bedding for your child will result in a \$1.00 fee per item, per day laundry fee
 4. Pull-Ups for naptime, if needed. These must have Velcro closures on the side.

Section 34. What to Wear to Childcare

Inside: It is important that your child wears comfortable and washable clothes to school. Also, please dress your child in clothes that he/she can manage easily in the bathroom. Teachers are always available for help but we really try to encourage independence with the skills of dressing. It gives them a feeling of accomplishment. It is important that your child wear comfortable, closed toed shoes and socks for outside play.

Outside: Please make sure your child is dressed appropriately for the weather. Children like to get outside and enjoy the fresh air and burn off energy. We go outside often when the weather permits. As the weather becomes chilly, be sure your child brings a hat and mittens.

The heavens declare the glory of God; The skies proclaim the work of His hands.
Psalm 19:1

Section 35. St. John's Before and After School Childcare Program

St. John's Childcare is available to students before school beginning at 7:00 AM and after school until 5:45 PM. Those students arriving before 7:40 AM should enter the lower level entrance on Harwood Avenue. This time may be used to read, play games, or color. At 7:40 AM, the students will be dismissed to their classrooms by the Childcare staff. (All unsupervised children dropped off before 7:40 AM will be sent to Childcare and billed accordingly.)

All students remaining at school after 3:15 PM will be directed to the Childcare area and parents will be billed accordingly. This program provides adult supervision, activities, and a snack. This time may also be used to read or complete homework. For the security of all students, parents must enter through the lower level entrance on Harwood Avenue. The door code and computer access code will be given to families upon registration.

The cost of before and after school Childcare is \$5.00/hour per student. This will be billed in 15 minute increments at \$1.25. (Please see the “Payment Policy” in section 32.)

All school parents are asked to have a Childcare Registration Form on file. Parents wishing to make use of the Childcare Program are asked to complete a reservation form. These reservation forms are due by the close of Childcare (5:45 PM) the day prior to using either before school or noon Childcare, or 9:00AM the day of using after school 3:00 PM Childcare. Additional forms are available in the school office and the lower level childcare room. You may also call Childcare at 414-453-9322 and leave a message, or email the Childcare office at childcare@sjtosa.org. Failure to adhere to these policies will result in additional fees. (Please see the “Payment Policy” in section 32.)

Before-school/after-school childcare will be available on early dismissal days but may not be available on vacation days. If childcare is needed on vacation days, please check with the staff regarding availability. We will evaluate the need and offer this program based on participation.