



St. Paul Lutheran Church & School

Roseburg, Oregon

God's Kingdom Growing in the Umpqua Valley

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Pastor Dave Weir
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Pre-Kindergarten Handbook

2026–2027

Our mission is to provide educational excellence in a Christ-centered community;
and to reach out with the Love of Jesus to the children and their parents or guardians.

WELCOME

We look forward to working with you and your child this year as we learn and grow together. St. Paul Lutheran Church and School supports families in raising children in virtue, faith and safety.

We provide a safe, loving Christian atmosphere in which children learn and develop. We more firmly establish Christ-like attitudes and ideals in a child’s heart through the hours spent with Christian teachers and students. That this noble end may be accomplished, we pray for His blessings upon our efforts.

St. Paul Lutheran Church and School welcomes children of any race, color, national or ethnic origin, or health status to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin or health status. The School Ministry Team gives final approval to applicants.

Our goals are to know Jesus; to learn and grow in faith and in knowledge guided by the Holy Spirit; and to worship the Triune God, Father, Son and Holy Spirit. With God’s help and the participation of parents, staff and children, we shall reach these noble goals.

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REGISTRATION

All students must submit a registration form with the registration fee to the office. The registration form authorizes the use of your child's picture for internal communications, our marketing program, as well as media coverage of school activities and events.

We may need the following forms to complete registration:

- **Special needs** - The child's parents, staff and outside specialists, if necessary, will develop a specific care plan in writing so that staff is aware of the child's needs.
- **Medication permission** – A signed medical permission slip needs to be on file so the child can receive medication during school hours. All medications must be in original labeled containers and brought by a parent or legal guardian.
- **Immunizations** – Parents are required to present a current record of their child's immunization and be current on all shots, immunizations, etc. We may also require parents/guardians to complete an official record for the Douglas County Health Office.

SERVICES PROVIDED

GRADE LEVEL	TIME	DAYS	REQUIREMENTS
AM Pre-Kindergarten*	8:30am – 12:30pm	2-Day, T/Th 3-Day, M/W/F 5-Day, M-F	Must be 36 months old <u>and</u> toilet trained.

*Students must be toilet trained.

PHOTO/VIDEO APPROVAL POLICY

I understand that photos and video are occasionally taken at St. Paul Lutheran School for promotional and marketing purposes. **My child's enrollment is my understanding and agreement that any photo or video taken by St. Paul Lutheran School of my child may be used in St. Paul Lutheran School promotional and marketing materials, on all social media sites, as well as on their website.** Furthermore, I consent that such photographs and/or video shall be the property of St. Paul Lutheran School, which has the right to duplicate, reproduce, and make other uses as the St. Paul Lutheran School deems necessary.

TUITION & FEES

The registration fee is due at the time of registration. Church member student registration fees are waived if registered by May 31st; all registration fees are applicable after May 31st. Registration fees are non-refundable.

Tuition is payable in 10 monthly installments, from August to May. The first installment is due August 1st prior to the start of the school year. **Tuition installments are late after the 15th of each month, and may be subject to a \$25 late fee.** Tuition and fee schedule, and a copy of the collection policy for the school year are available in the main office. Curriculum fees are due August 1st and are non-refundable. **If parents utilize electronic payments, they will be responsible for any fees.**

Questions regarding students' accounts (tuition or fees) may be emailed to: arclerk@stpaulroseburg.org, or you may drop a note in the payment box outside the front office.

Collection Policy

Accounts that are past due 45 days will receive \$40 late fee, and make the student ineligible for our services. Arrangements will be made to collect any unpaid balances. A collection agency may be used to collect past due accounts. Parents/guardians will be responsible for any costs incurred in the collection of unpaid balances. **If an account has not been paid in full by May 15th, the family will not be eligible for re-enrollment.**

Discounts

- There is a 10% discount for multiple children enrolled in Pre-Kindergarten. (8:30am-12:30pm)
- There is a 3% discount for pre-payment of Pre-Kindergarten tuition. (8:30am-12:30pm)

Tuition Assistance

Tuition assistance may be available for students, and is based on financial need. Applications are available in the main office each year at the time of enrollment for the next school year. Please speak with the Director for more information.

Early withdrawal

Early withdrawal requires a two-week written notice.

Returned checks

Checks returned for insufficient funds will incur a \$35.00 charge to your account.

ACTIVITIES

School pictures

We schedule individual student and class pictures in the fall. Parents will receive advance notice of the exact picture day and the picture packages available for sale. There is no obligation to purchase pictures.

Fundraising activities

Fundraising activities occur during the school year to raise monies for school related projects.

Community service

Classes participate and contribute toward community missions such as canned food drives or community service activities for the elderly.

Chapel

Students attend morning Chapel services weekly, during which time offerings are collected for missionary work in Roseburg and around the world.

Worship services

Occasionally, we invite our students to participate in Sunday worship services. Parents are encouraged to join their children.

ATTENDANCE

Arrival & dismissal times

Because we have an open campus, children MUST be escorted by parents/guardians to class. Classroom doors open for students at 8:25 am; classes begin at 8:30. Minors may not drop off, or pick up, children from our programs.

In order to ensure students' safety, each student will be released only to the parent, designated guardian or car pool driver (with parental written consent). ***The school must receive prior notification in writing if someone not listed on the registration form will be picking up the student.** During pick up and drop off siblings MUST stay with parents, designated guardian or car pool driver.

Teachers will have the responsibility of releasing students from class. Please make verbal and/or eye contact with the teacher. If the responsible party does not arrive 10 minutes after dismissal time, the family will be charged a \$10.00 fee for each occurrence.

Absences

For the safety of your children, parents/guardians should notify our staff by calling the main office at 541-673-7212 if their child will be absent.

CLOSURES OR DELAYS

Please check the local media for notification of school closures. The Remind App is also used to notify parents of delays and closures. Weather-related closures at our school will coincide with the Roseburg School District. The Director has the discretion to invoke school closures if it is deemed unsafe for school activities. **Please see inclement weather policy on the last page of this handbook.**

CONCERN/COMPLAINT POLICY

On occasion a parent or legal guardian of a student may have a concern or complaint. Should that occur, parents or guardians of that child are asked to follow the following procedure:

- Contact the classroom teacher or the individual with whom you have the concern, with kindness and respect, to discuss the issue.
- If not resolved or satisfied, contact the Director.

CURRICULUM

We select textbooks and other educational materials from both secular and Christian materials. We integrate Christian faith into the curriculum. God and His Word are the center of all we do.

Progress reports/parent conferences

We schedule parent/teacher conferences once a year, generally in the spring, for Pre-Kindergarten students (see school calendar).

DRESS CODE

Philippians 4:5 "Let your moderation be known to all men..." We are very thankful for the cooperation of the parents and students who work together to maintain our dress code standards. The following are guidelines for children.

Pre-Kindergartener's standards of dress:

- Clothing appropriate for play; please do not "overdress" your child as we do painting and other messy activities.
- If dresses are worn, please have girls wear shorts underneath. It is hard to be modest sitting on the floor or playing on our play structure.
- Always send a sweater or jacket in case the weather turns cool.
- Please label all outer clothing with child's name!
- We hope the above Standard of Dress guidelines will be helpful in choosing acceptable attire for school and school related activities. If you have further questions, do not hesitate to call the office and talk with our Director.

LOST & FOUND

Please label lunch boxes, clothing, etc. so your child's items are easily identifiable. A rack of lost & found items is stored in the main hall, for a short amount of time. Unclaimed items are donated. Please check this rack often.

EMERGENCY CARE POLICY

Medical emergency

In the event of an emergency relating to fire, illness, a child not breathing, an injury or other emergency that requires immediate attention, our staff will call 911 and seek medical attention; and then contact the parent(s).

Parents grant permission to call an ambulance or take the child to an available physician or hospital at the parent's expense, when signing the registration form. If a specific doctor or dentist is not indicated in the registration form, the child will be taken to Mercy Medical Center, (541) 673-0611, located at 2700 Stewart Parkway, Roseburg, OR 97471. If necessary, staff will call an ambulance and the child will be transported to the appropriate medical facility.

DISTRIBUTION OF PRESCRIPTION OR NON-PRESCRIPTION MEDICATIONS POLICY

Parents will notify staff of St. Paul Lutheran Church & School if their child is to receive any medication during the hours a child is in our care.

No medications will be given unless staff has obtained written authorization from parent(s) or guardians. This authorization will be kept on file. If no written form has been submitted by parent/guardian, medication cannot be administered.

All prescription medications must be in the original container, labeled with the child's name, dosage, directions for administration, date, and physician's name.

All non-prescription medications, such as sunscreen, cough drops and Chap-stick, must be in the original container, labeled with the child's name, dosage and directions for administration.

All medications will be kept in a locked file cabinet in the school office, or in a locked container in the Barnabas House. Medications requiring refrigeration shall be kept in the refrigerator in a separate covered container marked "Medications."

Distribution/Administration of medication will be by one of the staff in the following manner:

- Staff member will give medication to the child as directed by the physician.
- Staff member will observe child taking the medication.
- Staff will record the student's name, date, time medication was administered and the signature of the staff member administering the medication.
- At the end of the school year, these records will be filed, along with the permission slip in the office.

Emergency evacuation plan

In the event of an emergency that requires evacuation of the school, we will walk out the back to St. Joseph's Catholic Church (630 W. Stanton St.). From that location, we will contact the children's parents or emergency contacts.

Fire/earthquake drill

Staff and children will practice two aspects of the Fire/Earthquake/Lockdown drill per month. We will practice drills that include building evacuation monthly.

First aid treatment

First aid treatment for minor abrasions cuts or scrapes:

- Wear gloves
- Wash area with soap and water
- Use clean dressing or bandage

ILLNESS

A child with one of these symptoms shall not be admitted or retained in school.

- Fever of over 100 degrees Fahrenheit
- Nausea
- Severe cough
- Difficult breathing or wheezing
- Diarrhea
- Vomiting
- Yellow or green drainage from the nose or eyes
- Complaints of severe pain
- Visible head lice or nits
- Unusual yellow color to skin or eyes
- Skin or eye lesions or rashes that are severe, weeping or pus filled (pink eye)
- Stiff neck and headache with one or more of the symptoms listed

******Staff and students must be fever free for 24 hours before returning to school, without the use of medication, (Tylenol, Ibuprofen, Advil, Motrin, etc.) ******

A child who shows these signs of illness shall be isolated and the parent(s) notified and asked to pick up the child as soon as possible.

When isolated, the child shall be located where he/she can be seen and heard by staff and shall be given a place to lie down, generally in the main office.

If a child has mild cold symptoms that do not impair his/her functioning, the child may remain in the school or center and we will notify the parents when they pick up their child.

We will report an outbreak of a communicable disease in writing to all parents.

If your child has a communicable disease, you are required to call the school office so that we may take the necessary steps to protect all children.

This includes any child diagnosed as having or being a carrier of a childcare restrictable disease, as defined in Health Division administrative rule OAR 333-019-0010.

OAR 333-019-0010: Imposition of Restrictions

(1) To protect the public health, persons who attend or work at schools or Child Care Facilities or who work at Health Care Facilities or Food Service Facilities shall not attend or work at these facilities whilst in a communicable stage of any restrictable diseases unless authorized to do so as hereunder specified.

(2) At all such facilities, restrictable diseases include: diphtheria, measles, Salmonella Typhi infection, shigellosis, Shiga-toxigenic Escherichia coli (STEC) infection, hepatitis A, tuberculosis, open or draining skin lesions infected with Staphylococcus aureus or Streptococcus pyogenes, and any illness accompanied by diarrhea or vomiting.

(3) At schools, Child Care, and Health Care Facilities, such restrictable diseases shall also include: chickenpox, pertussis, rubella, and scabies. Children in the communicable stages of hepatitis B infection may be excluded from attending school or childcare if,

in the opinion of the local health officer, the child poses an unusually high risk to other children (e.g., exhibits uncontrollable biting or spitting).

PARENT INVOLVEMENT

Parents are encouraged to become involved in their child's education. You are welcome into the classrooms during the hours of operation. If possible, please make prior arrangements. All visitors must check in at the office. A background check must be on file with the office if you plan to volunteer in a classroom. While helping at the school, parents must follow the school's discipline policy in class with their own children and others.

All Pre-Kindergarten parents are required to provide a classroom snack one or two days each month. Please coordinate with your child's teacher regarding the specific snacks – **all snacks must be commercially prepared and in their original un-opened packaging**, nutritious snacks such as fresh fruit or vegetables, crackers/cheese, yogurt cups, popcorn, juice or milk (these will be stored in the classroom refrigerator). Parents sign up via a link that is generated monthly.

We cannot accept foods prepared at home.

Lunch and Snacks

The school does not provide a hot lunch program. Parents must provide a lunch for children who are in our care. If the student does not have a lunch, the school will provide one and charge a \$5.00 fee.

Parent communication

Parents of Pre-Kindergarten students will find communication and student work filed in accordion files, available when you pick up your child. Parents are required to enroll in the Remind App.

SCHOOL DISCIPLINE POLICY

Discipline

Discipline helps children learn self-direction and self-control. Both parents and teachers have the responsibility to teach discipline in and out of the classroom. *"Train up children in the way they should go..."* Proverbs 22:6.

Our approach to discipline is to effect change through positive reinforcement and not physical or emotional punishment.

Positive behavior

In order to understand and maintain uniform guidelines for appropriate school behavior, parents, teachers, Director and children will work together to implement, follow through and improve the following guidelines. In each case, we will consider the child's age and particular circumstances.

General behavior

The child will:

- show respect and care for people and the school environment.
- walk and talk quietly in hallways and on sidewalks.
- use no abusive or disrespectful language.

Playground behavior

The child will:

- show consideration for others.
- not throw rocks/sand or other dangerous objects.
- not engage in contact sports.
- leave playground only with permission.
- play only in designated areas.
- be responsible for and put away playground equipment.
- line up promptly when recess is over.

Church/Chapel behavior

The child will:

- show reverence during worship and participate in the service through appropriate singing, praying and quiet sitting.
- show respect and care for the sanctuary throughout the week, especially when the room is not being used for a worship service.
- show respect for others using the sanctuary; such as church gatherings and funerals.

Lunch behavior

The child will:

- use proper table manners.
- clean the table and properly dispose of garbage.
- be permitted to talk quietly.
- remain at the table until the supervising adults have granted dismissal.

Bullying

- St. Paul does not allow any form of bullying, including electronic bullying, or bullying via social media. All instances of bullying will be brought to the attention of the Director to be dealt with appropriately.

Classroom rules

Each teacher will implement classroom rules and positive reinforcements or consequence for appropriate or inappropriate classroom behavior. When correcting a child for misbehavior, teachers and other adults extend forgiveness and love following the example of our Lord Jesus Christ. Teachers may utilize behavior reports to record both positive and negative behavior.

In case a teacher is unable to obtain good conduct from a child, the parent will be notified by note, phone or in person in a timely manner.

If the problem persists, we may request a conference between parent, child and Director to resolve the problem.

Suspension

The Administration has the ultimate authority in cases of discipline, and it shall be the Director and School Ministry Team's duty and responsibility to suspend students from school for reasons deemed justifiable. The Administration may reinstate a suspended student.

Expulsion

Expulsion is the final step in all irresolvable disciplinary cases and is not open to further consideration. A review of the expulsion case will occur before the expulsion takes effect. The review will involve the parents, student, teacher, Director and the School Ministry Team.

Social Media Policy

Social Media – Facebook, social networking sites, blogs and other websites. St. Paul encourages families and staff to share their children's St. Paul experiences on social media with family and friends. We encourage you to use discretion in sharing information or photos of children not in your family. Information of a sensitive or concerning nature may be brought to the attention of the other party and staff, or Director, if necessary, but is not appropriate to a public forum, such as social media.

Inclement Weather Policy

In case of inclement weather, St. Paul Lutheran School will follow the same closure or delay plan of Roseburg Public Schools. Radio stations, televisions and the Roseburg Public Schools website are sources of information about school delays or closures.

School Closure:

If Roseburg Public Schools are closed, our Pre-Kindergarten program will be closed.

****The Director has the discretion to invoke a school closure if deemed unsafe to conduct school activities.**

Two Hour School Delay:

If Roseburg Public Schools are on a two-hour delay, there will be no School at St. Paul.