



REV.8.10.26

2026-2027

OSLS FAMILY HANDBOOK

PRESCHOOL

(includes PS2, PS3, and PreK)



Policy Changes: The OSLS Board reserves the right to make necessary policy changes during the school year.

Non-Discrimination Statement: Our Savior Lutheran School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. The school does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, financial aid programs, athletic programs, or other school-administered programs.

WELCOME

Welcome to Our Savior Lutheran Church and School Preschool. We are delighted to have you as part of our school family and look forward to partnering with you as your child learns, grows, and experiences God's love each day.

My name is **Tammy Sojka**, and I am the Preschool Director. I have been blessed to serve at Our Savior for over 20 years in a variety of roles. Throughout my time here, I have taught art classes, worked with elementary and middle school students, and currently have the privilege of leading our preschool program.

I am passionate about early childhood education and dedicated to providing a safe, nurturing, Christ-centered environment where every child can thrive academically, socially, emotionally, and spiritually. It is truly a blessing that you have chosen Our Savior Lutheran Preschool for your child's education.

I look forward to spending time with your children, watching them grow in their faith and confidence, and building meaningful relationships with your family throughout the year. Together, we will make this a wonderful year filled with learning, laughter, friendship, and God's many blessings.

Thank you for trusting us with your most precious gift. Welcome to the Our Savior Family!

ABOUT THIS HANDBOOK

This handbook serves as a guide to the mission, values, policies, procedures, and expectations of Our Savior Lutheran School. It is designed to strengthen the partnership between home, church, and school while providing a consistent framework for a safe, respectful, and Christ-centered learning environment.

We encourage every family to read this handbook and refer to it throughout the school year. By working together and supporting these expectations, we help every student grow spiritually, academically, socially, emotionally, and physically as they strive for excellence, live love, and share God's Word.

This Parent & Student Handbook summarizes the policies, procedures, and expectations that most directly affect students and families at Our Savior Lutheran School. It is designed to help families understand school operations and support a strong partnership between home, church, and school.

The handbook is intended to support, not replace, the policies adopted by the Our Savior Lutheran School Board. In matters requiring policy interpretation or administrative action, the School Board Manual and Board-approved policies govern the operation of the school.

OUR MISSION STATEMENT

Our Savior Lutheran School: A Christ-centered academic community equipping students to strive for excellence, live love, and share God's word.

OUR VISION STATEMENT

- **One Christ-centered Community** - Romans 12:4-6a - "For as in one body we have many members, and the members do not all have the same function, so we, though many, are one body in Christ, and individually members one of another. Having gifts that differ according to the grace given to us, let us use them."
- **Striving for Excellence in faith, education, partnership, and service** - Colossians 3: 23-24
"Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ."
- **Living Love through our thoughts, plans, words, and actions** - 1 John 4:7 "Beloved, let us love one another, for love is from God, and whoever loves has been born of God and knows God."
- **Sharing God's Word in our classroom, our school, our community, and to the ends of the earth** - Acts 1:8 "But you will receive power when the Holy Spirit has come upon you, and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the end of the earth."

OUR SAVIOR LUTHERAN SCHOOL'S PHILOSOPHY

- **Faith** (Lutheran Church-Missouri Synod Foundation)
We believe that all people are created by God and are precious gifts from Him. Because of sin, we are separated from God. In His great love, God sent His Son, Jesus Christ, into the world to redeem us. Through the work of the Holy Spirit, God's Word, and Holy Baptism, we receive forgiveness, new life, and the privilege of living as servants of Christ. Through God's grace, we are empowered to glorify Him by serving others.
- **Purpose** (Striving for Excellence)
We believe every child is uniquely created by God with individual gifts, talents, and abilities. Our purpose is to help each child recognize these gifts as blessings from God, develop them to their fullest potential, and use them in faithful service to His kingdom. We seek to cultivate academic excellence, Christlike character, confidence, and a lifelong love of learning as students faithfully steward the gifts God has entrusted to them.
- **Partnership** (One Christ-centered Community)
We believe the family is God's primary influence in a child's education. Our ministry recognizes that students flourish when the home, church, and school work together as one Christ-centered community. Through this partnership, we nurture each child's spiritual, academic, social, emotional, and physical growth while encouraging a lifelong relationship with Jesus Christ.
- **Impact** (Sharing God's Word & Living Love)
Therefore, our goal is to partner with families in preparing students to live as faithful Christian citizens who reflect Christ's love and positively impact the world. We are committed to providing a Christ-centered education that is academically challenging, spiritually enriching, and grounded in God's Word. Through qualified, dedicated, experienced, and certified faculty and staff, we equip students to glorify God by striving for excellence, living love, and sharing His Word in their classrooms, communities, and beyond.

CHURCH INFO

Our Savior Lutheran School is committed to providing a Christ-centered education where students are challenged academically, spiritually, socially, emotionally, and physically. Like a championship team, success is built one day, one lesson, and one relationship at a time. Every school day is an opportunity to learn, grow, and glorify God because **every play counts**.

OUR SAVIOR LUTHERAN CHURCH

Our Savior Lutheran School exists as an educational ministry of Our Savior Lutheran Church. The church and school work together to provide students with opportunities to grow in faith, knowledge, character, and service.

As a ministry of the congregation, the school integrates Christian faith into every aspect of learning while encouraging students and families to actively participate in the life of the church. Families who do not have a church home are warmly invited to worship and become part of the Our Savior church family.

WORSHIP OPPORTUNITIES

At Our Savior Lutheran Church, worship is at the heart of our life together as a Christ-centered community. Families are encouraged to participate regularly in worship, Bible study, and fellowship as we grow in faith and support one another.

SUNDAY WORSHIP SERVICES

- 8:00 a.m. – Traditional Worship
- 10:00 a.m. – Modern Worship

KIDS CHURCH 4 YEARS OF AGE THROUGH 5TH GRADE (DURING THE SCHOOL YEAR)

Children are encouraged to begin worship with their families in the church sanctuary. During the 10:00 a.m. worship service, children are dismissed at the beginning of the third worship song to participate in Kids Church, where they experience age-appropriate Bible teaching, worship, and activities designed to help them grow in their faith.

CHILDREN, YOUTH & FAMILY MINISTRIES

Our Savior Lutheran Church offers a variety of opportunities for spiritual growth and Christian fellowship, including:

- Kid's Club for Preschool 3-4 years of age
- Kid's Club for Kindergarten–2nd Grade
- Kid's Club for 3rd–5th Grade
- Middle School Youth Group
- High School Youth Group
- Adult Bible Study Opportunities
- Family Bible Study Opportunities

Families are encouraged to participate in these ministries as they build relationships, grow in God's Word, and become active members of our Christ-centered community. Current schedules and ministry opportunities are available through the church office and on the church website.

WEEKLY CHAPEL

Weekly chapel is held each **Wednesday** and is an important part of our Christ-centered education. Students gather as one school family to worship, grow in God's Word, and strengthen their faith together. Families and guests are always welcome to attend.

EACH CHAPEL SERVICE INCLUDES:

- **Worship** through music and prayer
- **Scripture** readings and Bible-based teaching
- **Faith Application** that encourages students to live out God's Word each day

CHAPEL BUDDIES

- Students in **Grades 3–8** are paired with students in **Preschool 2–Grade 2**.
- Older students **welcome, assist, encourage, and model Christ-like leadership** while building meaningful relationships across grade levels.

CHAPEL OFFERINGS

- **Voluntary** offerings are collected throughout the year.
- Offerings support **ministries and mission organizations outside of Our Savior Lutheran Church and School**.
- Students practice our Core Values by **Living Love** through generosity and compassion and **Sharing God's Word** by supporting ministries that serve others and proclaim the Gospel locally and around the world.

LUTHERAN CHURCH—MISSOURI SYNOD

Our Savior Lutheran Church and School are members of the **Lutheran Church—Missouri Synod (LCMS)**, a Christian denomination committed to the authority of God's Word and the faithful teaching of the Gospel of Jesus Christ. **As an LCMS school, we:**

- **Teach** all subjects from a biblical worldview.
- **Integrate** Christian faith throughout the school day.
- **Proclaim** salvation by God's grace through faith in Jesus Christ.
- **Encourage** students to grow in faith, knowledge, character, and service.

Additional information about the Lutheran Church—Missouri Synod is available at www.lcms.org.

SCHOOL GOVERNANCE

Our Savior Lutheran School is a ministry of **Our Savior Lutheran Church** and operates under the authority of the congregation through its elected **School Board**.

THE SCHOOL BOARD:

- **Establishes** school policies.
- **Provides** governance and long-range planning.
- **Supports** the mission and ministry of the school.

THE PRINCIPAL:

- **Provides** educational leadership for the school.
- **Implements** School Board policies.
- **Oversees** the daily operation of the school, including curriculum, instruction, student life, faculty supervision, and school programs.

The Preschool Director is responsible for the daily administration and operation of the Preschool program under the supervision of the Principal.

OUR SCHOOL

Our Savior Lutheran School is committed to providing a Christ-centered education where students are challenged academically, spiritually, socially, emotionally, and physically. Like a championship team, success is built one day, one lesson, and one relationship at a time. Every school day is an opportunity to learn, grow, and glorify God because **every play counts**.

ADMINISTRATION

Our Savior Lutheran School is led by the **Principal**, who serves as the educational leader of the school and is responsible for the daily operation of the K–8 program.

The Principal:

- **Provides** educational leadership for the school.
- **Implements** School Board policies.
- **Supervises** faculty and staff.
- **Oversees** curriculum, instruction, student life, and school programs.
- **Partners** with families to support student success.

Our Savior Preschool is led by the **Preschool Director**, who oversees the daily operation of the preschool program.

The Preschool Director:

- **Provides** leadership for our preschool.
- **Implements** School Board Policies and Pinellas County License Board.
- **Supervises** preschool staff.
- **Oversees** curriculum and state and county mandates.
- **Partners** with families to support student success.

ACCREDITATION

Our Savior Lutheran School is committed to providing an academically excellent, Christ-centered education.

Our school is:

- **Accredited** by **National Lutheran School Accreditation (NLSA)**.
- **Recognized** by the State of Florida.
- **Operated** as a ministry of Our Savior Lutheran Church and the Lutheran Church—Missouri Synod.

Accreditation reflects our commitment to continuous improvement, educational excellence, and accountability.

FACULTY & STAFF

Our faculty and staff are dedicated Christian professionals who model Christ's love while challenging students to reach their God-given potential.

Our faculty and staff:

- **Teach** from a biblical worldview.
- **Build** positive relationships with students.
- **Partner** with families.
- **Pursue** professional growth.
- **Demonstrate** Christian character in all they do.

SCHOOL HOURS

- **Student Arrival:** 8:00–8:15 a.m.
- **School Day:** 8:15 a.m.–2:55 p.m.
- **Before Care:** 7:30–8:00 a.m.
- **After Care:** 3:00–6:00 p.m.

Students are encouraged to arrive between **8:00 and 8:10 a.m.** to allow time to unpack, prepare for class, and begin learning promptly at **8:15 a.m.**

CAMPUS ACCESS & SECURITY

Student safety is a shared responsibility of our school community.

To help maintain a safe campus:

- **Campus gates** are secured after morning arrival.
- **Visitors** must enter through the school office.
- **Check-in** is required before visiting campus.
- **Photo identification** may be requested.
- **Background screening** is required for volunteers working directly with students.
- **Safety drills** are conducted regularly throughout the school year.

EMERGENCY CLOSINGS

During severe weather or other emergencies, Our Savior Lutheran School generally follows the operational decisions of **Pinellas County Schools**.

Families will be notified through the school's communication systems regarding:

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|---|--|
| <ul style="list-style-type: none"> • School closures • Delayed openings • Early dismissals | <ul style="list-style-type: none"> • Emergency procedures • Campus reopening |
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If circumstances require a decision different from Pinellas County Schools, families will be notified as early as possible.

SCHOOL CALENDAR

The annual school calendar is available on the school website at www.osls.net and includes important dates, holidays, teacher workdays, parent conferences, chapel schedules, testing windows, early dismissal days, and other school activities.

SCHOOL COMMUNICATION

Strong communication between home and school is essential to student success and strengthens our partnership in providing a Christ-centered education.

Families should regularly monitor the school's official communication channels:

SchoolConnect

- **Weekly Spartan Newsletter** from the school office
- **Weekly Classroom Communications** from teachers
- School announcements and reminders
- Emergency notifications

FACTS Family Portal

- Grades and attendance
- Billing and student information
- **Merit and demerit notifications** emailed between **4:00–4:30 p.m.**

- **Automatic absence notification** emailed at **9:00 a.m.** when a student is recorded absent.

School Website (www.osls.net)

- School calendar
- Uniform information
- Parent & Student Handbook
- Lunch information
- Forms and school resources

Official School Social Media

- School highlights
- Student celebrations
- Special events and activities

To ensure you receive important school communications, please **check your spam or junk email folder** and add all **@oursaviorfl.org** email addresses to your **Safe Senders** or **Trusted Contacts** list.

Parents/guardians are responsible for maintaining current contact information, including email addresses, telephone numbers, mailing addresses, and emergency contacts. Changes should be reported promptly to the school office.

Questions or concerns regarding a student should first be directed to the **classroom teacher**. If additional assistance is needed, parents are encouraged to contact the Preschool Director.

ADMISSIONS

Choosing a school is one of the most important decisions a family will make. Our admissions process seeks students and families who desire to partner with us in a Christ-centered community committed to faith, learning, and service. From the very first step of enrollment, we believe **every new beginning counts**.

ADMISSION REQUIREMENTS

Students applying for admission to **Preschool, Pre Kindergarten, VPK** must meet the following requirements before an admissions decision is made.

Applicants must:

- **Meet** the age requirement for the requested grade level on or before **September 1**.
- **Participate** in a campus tour and enrollment interview.
- **Submit** all required records and documentation.
- **Current Florida Certificate of Immunization (DH 680)** with all required immunizations.
- **Current Physical (DH 3040)** must be within one year of enrollment and updated yearly.
- **Evaluations or other applicable developmental records**, if applicable.
- **Additional documentation** may be requested during the admissions process.

Admission is contingent upon available classroom space and successful completion of the admissions process.

CLASS PLACEMENT

Class placement is determined by the administration based on multiple factors, including classroom balance, number of new students and ratio of girls and boys.

Because significant time and careful consideration are given to the placement of every student, **requests for specific teachers or classmates cannot be accommodated**. Final class placement decisions are made by the administration in the best interest of each student and the overall school community.

ADMISSION DECISIONS

Admission decisions are made by the administration after a thorough review of the applicant's records, assessment results, and admissions criteria.

Admission is contingent upon:

- **Successful completion** of the admissions process.
- **Available classroom space**.
- **The school's ability** to meet the student's educational and emotional needs within its programs and available resources.
- Students new to our school program may be required to complete a pre-kindergarten screening before enrollment to ensure appropriate placement and readiness.

Our Savior Lutheran School reserves the right to deny or rescind admission if information provided during the admissions process is incomplete or inaccurate, or if circumstances arise indicating that enrollment is not in the best interest of the student or the school community.

Admission decisions are made prayerfully and thoughtfully in support of the mission of Our Savior Lutheran School and the success of every student. **All admission decisions are final.**

TUITION & FEES

Providing a Christ-centered education is a shared investment between the school and our families. Through faithful stewardship and partnership, we work together to create opportunities for students to grow in faith and excellence. **Every partnership strengthens our mission.**

TUITION

Tuition is established annually by the School Board and is published prior to each enrollment period. Tuition rates vary by grade level and program.

VPK TUITION AND ENRICHMENT PROGRAM

ENRICHMENT PROGRAM

The Enrichment program is available for families who would like their children to participate in additional activities such as computers, music, library, P.E., foreign language, art, enhanced science lessons, and extended review of morning topics.

- **Hours:** 11:30 AM – 3:00 PM
- **Limited Enrollment:** Spaces are available on a first-come, first-served basis.
- **Fee:** Tuition applies; includes non-VPK days.
- **Requirements:** Students must wear sneakers and a P.E. uniform on P.E. days.

VOLUNTARY PREKINDERGARTEN (VPK) PROGRAM

The Voluntary Prekindergarten (VPK) program is a state-funded educational program that provides eligible Florida four-year-olds with tuition-free instruction. Families must apply for and receive a VPK Certificate of Eligibility through the State of Florida to participate.

Please note that while the VPK instructional program is provided at no tuition cost to eligible families, there is a separate fee for our Enrichment Program. The Enrichment Program extends your child's learning beyond the state-funded VPK instructional hours and provides additional educational activities, care, and experiences. Tuition for the Enrichment Program is the responsibility of the parent or guardian.

Families participating in the VPK program are responsible for any tuition for our enrichment program and fees. Scholarship amounts shown below are estimates based on the previous year's funding and are subject to change.

2026–2027 Annual Tuition

Grade	School Hours	Annual Tuition	Estimated Scholarship/Discount*	Estimated Parent Cost
PS2 & PS3 (Half-Day)	8:15–11:30	\$6,070	—	\$6,070
PS2 & PS3 (Full-Day)	8:15–3:00	\$8,610	—	\$8,610
VPK (Half-Day)	8:15–11:20	\$3,029	VPK Voucher (\$3,029)*	Free
VPK (Full-Day) Enrichment	8:15–3:00	\$9,660	VPK Voucher (\$3,029)*	\$6,631
Kindergarten–3rd Grade	8:15–3:00	\$10,310	SUFS (\$8,270)*	\$2,040
4th–5th Grade	8:15–3:00	\$10,310	SUFS (\$8,270)*	\$2,040
6th–8th Grade	8:15–3:00	\$10,650	SUFS (\$8,059)*	\$2,591

*Scholarship amounts shown are estimates using the previous year's funding and are subject to change.

REGISTRATION FEES

A **non-refundable re-enrollment fee** is required each year to reserve a student's enrollment for the upcoming school year.

Current students receive priority during the annual re-enrollment period. Following the priority period, enrollment opens to newly accepted students as space becomes available.

2026-2027 Annual Fees

Fee	Amount
Re-Enrollment Fee (Non-Refundable)	\$300
Kindergarten Graduation Fee	\$25
8th Grade Graduation Fee	\$50
4th Grade Class Trip (St. Augustine)	Approximately \$150
5th Grade Class Trip (Lake Swan)	Approximately \$200
Middle School Class Trip	Approximately \$900
Serving Our Savior (SOS)	Ten (10) hours per family or \$50 per hour not served

FACTS PAYMENT PLANS

All tuition and applicable school fees are processed through **FACTS Tuition Management** using **automatic payments (AutoPay)**.

Families are responsible for:

- **Establishing** a FACTS account.
- **Selecting** an available payment plan.
- **Maintaining** current payment information.
- **Ensuring** sufficient funds are available for scheduled AutoPay withdrawals.
- **Monitoring** their FACTS account for tuition, incidental charges, and payment activity.

Questions regarding tuition payments or FACTS accounts should be directed to the school office.

EXTENDED CARE FEES

Before Care and After Care are available for enrolled students.

2026-2027 Extended Care Rates

Program	Annual Rate	Monthly Payment (July-April)
Before Care (7:30–8:00 a.m.)	\$350	\$35
Before & After Care (7:30–8:00 a.m. and 3:00–6:00 p.m.)	\$1,500	\$150
Drop-In Care	\$12.00 per hour	N/A

Registration is required for annual Extended Care programs. Extended Care fees are billed through FACTS.

CHILDCARE DAYS

Childcare may be offered on designated teacher workdays, conference days, holidays, and other scheduled school closure days.

Registration is required for all Childcare Days. Availability may be limited, and applicable fees will be communicated in advance through SchoolConnect and other school communications.

INCIDENTAL CHARGES

Additional charges may be billed through FACTS throughout the school year for school-related activities, services, or expenses not included in annual tuition.

Incidental charges may include:

- **Extended Care**
- **Childcare Days**
- **Serving Our Savior (SOS) Hours** not completed
- **Lost or Damaged School Property**
- **Returned Payment Fees**
- **Other School-Approved Expenses (Enrichment only)**

Families are responsible for reviewing and paying incidental charges through their FACTS account.

LATE PAYMENTS

Tuition and fees are due according to each family's FACTS payment plan.

Families experiencing financial hardship are encouraged to contact the school office promptly. Early communication often allows concerns to be addressed before they affect a student's account.

Delinquent accounts may result in:

- **Late fees** assessed through FACTS.
- **Collection** of outstanding balances.
- **Restriction** from participating in certain school-sponsored activities or events.
- **Delayed release** of student records or transcripts, when permitted by law.
- **Denial of re-enrollment** for the following school year.

RETURNED CHECKS

Because tuition and fees are processed through **FACTS AutoPay**, returned electronic payments (ACH) or other rejected transactions may result in a returned payment fee and any applicable bank charges.

Families are responsible for any fees associated with rejected payments.

PARENT REPAYMENT AGREEMENT & REFUND POLICY

The **annual re-enrollment fee** is **non-refundable**.

Parent Repayment Agreement

Withdrawal Date	Parent Tuition Responsibility
On or before June 1	10% of annual tuition
June 2 – July 31	20% of annual tuition
During the first two weeks of school	30% of annual tuition
During the first quarter	50% of annual tuition
During the second quarter	75% of annual tuition
During the third or fourth quarter	100% of annual tuition

Questions regarding tuition, fees, payment plans, or withdrawal policies should be directed to the school office before making enrollment or withdrawal decisions.

PARENTS

Parents are a child's first and most influential teachers. When home, church, and school work together, students thrive academically, spiritually, and personally. Together, we encourage students to know Christ, strive for excellence, live love, and share God's Word because **every family makes a difference**.

PARENT PARTNERSHIP

A successful Christian education depends on a strong partnership between parents, students, and the school. When families and school staff work together with mutual trust, respect, and open communication, students are best equipped to grow in faith, learning, and character.

CHRISTIAN PARTNERSHIP

Our Savior Lutheran School partners with families who desire a Christ-centered education grounded in God's Word. Parents are encouraged to actively support the school's mission, philosophy, policies, and expectations while reinforcing Christian values at home.

Together, we strive to create an environment where students learn to know Christ, strive for excellence, live love, and share God's Word in their daily lives.

PARENT RESPONSIBILITIES

Parents play an essential role in their child's educational success. Families are expected to:

- **Support** the mission and ministry of Our Savior Lutheran School.
- **Ensure** their child attends school regularly and arrives on time, prepared to learn.
- **Encourage** respect for teachers, staff, classmates, and school expectations.
- **Monitor** academic progress, behavior, and school communications.
- **Communicate** promptly with teachers and the school office regarding concerns or changes affecting their child.
- **Maintain** current emergency contact and family information.
- **Partner** with the school in addressing academic, behavioral, and spiritual growth.

WORSHIP & SPIRITUAL GROWTH

Because Our Savior Lutheran School is a ministry of Our Savior Lutheran Church, families are encouraged to make regular worship and spiritual growth a priority.

Regular participation in worship, Bible study, prayer, and Christian fellowship strengthens the partnership between home, church, and school while helping students develop a lifelong relationship with Jesus Christ.

Families without a church home are warmly invited to participate in the worship services, Bible studies, and ministries offered through Our Savior Lutheran Church.

PRAYER

Prayer is central to the life of our school community. Students pray throughout the school day, during classroom devotions, before meals, in weekly chapel, and during special events.

Parents are encouraged to make prayer a regular part of family life by praying with and for their children, school staff, classmates, and the ministries of Our Savior Lutheran Church and School.

MATTHEW 18 CONFLICT RESOLUTION

Healthy relationships are built upon open communication, mutual respect, forgiveness, and grace. When questions or concerns arise, families are expected to follow the biblical principles found in **Matthew 18:15–17**.

When addressing concerns, parents should:

1. **Pray** for wisdom, understanding, and Christ-centered resolution.
2. **Speak directly** with the individual involved, beginning with the classroom teacher when appropriate.
3. **Seek understanding** by listening respectfully and working together toward a positive solution.
4. **Involve the Director** only after reasonable efforts have been made to resolve the concern at the appropriate level.
5. **Support** the final resolution and continue working together in a spirit of Christian love and mutual respect.

Gossip, social media discussions, or conversations that bypass the individuals directly involved do not support biblical conflict resolution and are discouraged. Our goal is always to preserve relationships, demonstrate Christ's love, and work together for the benefit of every student.

COMMUNICATION

Open, respectful, and timely communication strengthens the partnership between home and school. Our Savior Lutheran School is committed to keeping families informed while encouraging communication that reflects Christian love, mutual respect, and a shared commitment to student success.

FACTS Family Portal

FACTS is the school's official student information system and should be monitored regularly by parents. Through the **FACTS Family Portal**, families may:

- **View** attendance.
- **Review** tuition and incidental charges.
- **Update** family and emergency contact information.
- **Receive** school information as applicable.

Parents are responsible for keeping all contact information current throughout the school year.

SCHOOLCONNECT, SCHOOL EMAIL & WEEKLY NEWSLETTER

SchoolConnect is the school's primary communication platform.

Families should regularly monitor:

- **Weekly Spartan Newsletter** from the school office.
- **Weekly Classroom Communications** from teachers.
- **School announcements and reminders.**
- **Emergency notifications.**

To ensure delivery of school communications:

- **Check** your spam or junk email folder regularly.
- **Add** all **@oursaviorfl.org** email addresses to your **Safe Senders** or **Trusted Contacts** list.
- **Notify** the school office promptly if your email address changes.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are an important opportunity to discuss a student's academic progress, spiritual growth, behavior, and overall development.

Conferences may be:

- **Scheduled** during designated conference days.
- **Requested** by a parent or teacher at **any time during the school year.**
- **Conducted** in person, by phone, or virtually when appropriate.

Parents are encouraged to communicate early whenever concerns arise rather than waiting for scheduled conference dates.

RESOLVING QUESTIONS & CONCERNS

Questions and concerns should be addressed promptly using the appropriate communication process.

Parents are encouraged to follow this sequence:

1. **Contact the classroom teacher** regarding classroom, academic, or behavioral concerns.
2. **Contact the Preschool Director** if additional assistance is needed after communication with the teacher.

Whenever possible, concerns should be addressed directly with the individuals involved and in accordance with the principles of **Matthew 18**.

COMMUNICATION GUIDELINES

To foster positive relationships and effective communication, parents are expected to:

- **Communicate** respectfully with faculty, staff, volunteers, students, and other families.
- **Allow** reasonable time for staff members to respond to emails or phone calls during normal business hours.
- **Model** Christian character in all conversations, meetings, emails, social media interactions, and school events.
- **Respect** the privacy of students, families, and school personnel.
- **Partner** with the school in maintaining a positive, Christ-centered learning environment.

Healthy communication builds trust, strengthens relationships, and allows our school community to work together in the best interest of every student.

PARENT INVOLVEMENT

Parents are encouraged to actively participate in the life of Our Savior Lutheran School. Parent involvement strengthens the partnership between home, church, and school while enriching the educational experience for all students.

PARENT-TEACHER FELLOWSHIP (PTF)

The **Parent-Teacher Fellowship (PTF)** supports the mission of Our Savior Lutheran School by encouraging fellowship, building school community, supporting teachers, and enhancing the educational experience of our students.

PTF provides opportunities for families to:

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| <ul style="list-style-type: none">• Build relationships with other school families.• Support teachers and staff.• Assist with school programs and activities.• Coordinate fundraising and community-building events. | <ul style="list-style-type: none">• Strengthen the partnership between home, church, and school. |
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All parents and guardians are encouraged to participate in PTF activities throughout the school year.

PARENT ACADEMY

The **Parent Academy** equips parents with practical tools and biblical encouragement to support their child's spiritual, academic, and personal growth. Through engaging presentations and fellowship, Parent Academy strengthens the partnership between home, church, and school.

Parent Academy Requirements

- **Quarter 1 (Required):** Orientation held during **Spartan Ready Day**, is required for all families.
- Families are also encouraged to attend **at least one additional Parent Academy** offered during **Quarter 2, Quarter 3, or Quarter 4**.
- Participation in Parent Academy counts toward **Serving Our Savior (SOS)** volunteer hours.

Parent Academy Themes

- **Quarter 1: Our Savior – One Christ-Centered Community** *(Required)*
- **Quarter 2: Sharing God's Word** – Equipping families to nurture faith and spiritual leadership at home.
- **Quarter 3: Striving for Excellence** – Supporting academic success, responsibility, and lifelong learning.
- **Quarter 4: Living Love** – Building healthy relationships, Christ-like character, and a culture of service.

To provide flexibility for busy families, **multiple Parent Academy sessions will be scheduled throughout the school year**. Families may attend **any one** of the Quarter 2, 3, or 4 sessions to fulfill SOS requirements. Parent Academy dates, topics, and registration information will be communicated through the **Weekly Spartan Newsletter**, SchoolConnect, and the school calendar.

SERVING OUR SAVIOR (SOS)

Serving Our Savior (SOS) is the school's volunteer program that encourages families to use their time and talents to support the ministry of Our Savior Lutheran School.

Each family is expected to complete **ten (10) SOS hours** during the school year.

SOS opportunities may include:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Classroom assistance • PTF events • School programs • Athletics | <ul style="list-style-type: none"> • Campus improvement projects • Parent Academy participation • Amazon wish list purchases • Approved volunteer activities |
|--|--|

Families who do not complete the required volunteer hours will be billed **\$50 per unserved hour** through FACTS.

School Events

Throughout the school year, Our Savior Lutheran School offers a variety of events that encourage fellowship, celebrate student achievement, and strengthen our Christ-centered community.

Families are encouraged to participate in events such as:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Spartan Ready Day • Open House • Grandparents Day • School performances and concerts • Athletic events | <ul style="list-style-type: none"> • Family fellowship activities • Chapel services • PTF-sponsored events • Other school celebrations and activities |
|---|---|

Participation in school events helps build relationships, strengthens the partnership between home and school, and creates lasting memories for students and families.

VISITORS & VOLUNTEERS

Our Savior Lutheran School values the partnership of parents and volunteers who support our mission and ministry. To provide a safe, secure, and Christ-centered learning environment, all visitors and volunteers are expected to follow the procedures and expectations outlined below.

Visitor & Volunteer Procedures

To maintain a safe and secure campus, all visitors and volunteers must report directly to the school office upon arrival.

All visitors and volunteers are required to:

- **Sign in** through the school's visitor management system.
- **Wear** a visitor badge while on campus.
- **Remain** only in approved areas of campus.
- **Sign out** through the school office before leaving campus.
- **Follow** all campus safety procedures and directions provided by faculty or staff.

Visitors are welcome on campus for scheduled conferences, volunteer assignments, school events, and other school-approved activities.

Volunteer Eligibility & Background Screening

The safety of our students is a shared responsibility. All volunteers serving in student-related activities must meet the school's volunteer eligibility requirements.

Background screening is required for volunteers who:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Volunteer in classrooms or on campus on a regular basis. • Supervise or work directly with students. • Chaperone field trips. • Drive students for school-sponsored activities. A copy of a Driver's License and current insurance must be on file. | <ul style="list-style-type: none"> • Serve in any role designated by the administration |
|--|---|

Background screenings must be completed through the school's approved provider and remain current according to school policy before volunteer service may begin.

Volunteer Orientation

All volunteers receive orientation appropriate to their volunteer responsibilities to ensure a safe, organized, and successful volunteer experience.

Volunteer orientation may include:

- | | |
|---|---|
| <ul style="list-style-type: none"> • School mission and expectations • Campus safety and emergency procedures • Confidentiality requirements | <ul style="list-style-type: none"> • Student supervision expectations • Volunteer responsibilities and appropriate interactions with students |
|---|---|

Additional training may be required for long-term, specialized, or student-facing volunteer assignments.

Volunteer Expectations

Volunteers represent Our Savior Lutheran School while serving on campus and at school-sponsored activities. **Volunteers are expected to:**

- **Model** Christian character and positive behavior.
- **Support** the direction of teachers, staff, and administrators.
- **Dress** modestly and appropriately for working with students.
- **Keep** cell phones silent and stored away unless authorized for a school purpose.
- **Maintain** professional boundaries with students.
- **Respect** school policies and procedures.
- **Refrain** from posting photos or videos of students on personal social media without school authorization.
- **Report** any safety concerns or incidents immediately to a staff member or administrator.

Confidentiality

Volunteers may become aware of confidential information regarding students, families, or staff while serving at school. Volunteers are expected to:

- **Respect** the privacy of all students, families, and staff.
- **Keep** student information confidential.
- **Avoid** discussing student behavior, academic performance, or personal matters with others.
- **Refer** questions regarding students to the appropriate teacher or administrator.

Failure to maintain confidentiality may result in the loss of volunteer privileges.

Student Supervision

The classroom teacher or supervising staff member is responsible for student supervision at all times.

Volunteers are expected to:

- **Follow** the direction of the supervising staff member.
- **Actively supervise** assigned students.
- **Report** injuries, illnesses, safety concerns, or behavioral issues immediately.
- **Avoid** administering discipline unless directed by a staff member.
- **Never** be alone with an individual student unless specifically authorized by school personnel.

STUDENTS

Student life at Our Savior Lutheran School extends far beyond the classroom. Every lesson, relationship, challenge, and success helps shape students into confident Christian leaders. We encourage every student to **reset, refocus, and make the next play**, remembering that **every choice shapes our character**.

ARRIVAL & DEPARTURE

Student safety is a shared responsibility of families and school staff. The procedures below help ensure a safe, orderly, and efficient arrival and dismissal each school day.

ARRIVAL

The school day begins promptly at **8:15 a.m.**

Students may arrive on campus beginning at **8:00 a.m.** Students arriving before **8:00 a.m.** must be enrolled in **Before Care**, which begins at **7:30 a.m.**

Students should arrive with sufficient time to unpack, prepare for the day, and be seated and ready to learn when class begins.

All preschool and Prekindergarten children must be walked to their classroom by an adult 18 years of age or older.

DISMISSAL

The instructional day concludes at **2:55 p.m.**

Students are dismissed according to their family's designated transportation plan. Parents are responsible for notifying the school office of any transportation changes before dismissal.

Students not picked up by the conclusion of dismissal supervision will be signed into **After Care**, and applicable fees will be charged through FACTS.

Pre school and Pre Kindergarten students will be dismissed at 2:55pm on the 4th Avenue entrance. If you have more than one child in the school they will be brought to the youngest aged child's dismissal area. Your child will be brought to the gate and dismissed by their teacher.

For the safety of all students, children will only be released to authorized individuals listed in FACTS unless prior arrangements have been approved by the school office. Please make sure that you have a photo Identification available.

EARLY PICK-UP

To help ensure a smooth and safe pick up, please contact your child's teacher before arriving so they can prepare your child for pick-up.

When you arrive on campus, please check in with the school office and let the office staff know that you are there to pick up your child. The office will notify the teacher, who will then bring your child to the office for pick up.

AFTER SCHOOL PROCEDURES

Students are expected to leave campus promptly at dismissal unless they are:

- **Participating** in a supervised school activity.
- **Enrolled** in After Care.
- **Under the direct supervision** of a parent or authorized adult.

Students may not remain on campus unsupervised after dismissal.

Parents should arrive on time for dismissal to ensure a safe and orderly conclusion to the school day. Consistent late pick-ups may result in students being placed in After Care and applicable fees being charged.

ATTENDANCE

Regular attendance is essential to student success. Every school day provides opportunities for students to learn, participate, build relationships, and contribute to the classroom community. Because many learning experiences cannot be recreated through make-up work, families are expected to make school attendance a priority.

ATTENDANCE PHILOSOPHY

Regular attendance is essential to student success. Every school day provides opportunities for students to learn, participate, build relationships, and contribute to the classroom community. Protecting instructional time is an important part of our commitment to academic excellence, and many learning experiences cannot be recreated through make-up work.

Consistent attendance is a shared responsibility between the school and home.

Parents are encouraged to schedule vacations, appointments, and other non-emergency activities outside of school hours whenever possible. Students who miss excessive instructional time may experience gaps in learning and classroom participation.

ABSENCES

Parents or guardians must notify the school office as soon as possible when a student will be absent.

Excused absences may include:

- **Personal illness or injury**
- **Medical or dental appointments** that cannot be scheduled outside of school hours
- **Serious illness or death** in the immediate family
- **Court appearances** or other legally required obligations
- **School-approved activities**
- **Other circumstances** approved by the administration

Unexcused absences include, but are not limited to:

- **Family vacations** taken during the school year (ex: day trips, starting the weekend early, several days)
- **Oversleeping**
- **Transportation issues**
- **Personal errands**
- **Non-school activities** not approved by the administration
- **Failure to notify** the school of the absence

VPK ATTENDANCE AND TARDINESS

If your child is absent, you must notify the school office. The VPK program consists of 540 instructional hours each year. Children may not be absent for more than ten (10) days per semester.

- **Semester 1:** First day of school through Christmas break
- **Semester 2:** First day back from Christmas break through the last day of school

Being on time is essential for your child's success and participation in our VPK program. Regular attendance and prompt arrival help children establish routines, participate in instructional activities, and meet the attendance requirements established by Our Savior Lutheran Church and School.

Excessive tardiness disrupts the learning environment and may impact your child's ability to receive the full benefit of the VPK program. Continued excessive tardiness may result in a conference with administration and could lead to removal from the VPK program in accordance with program requirements. If these attendance requirements cannot be met, or if your child exceeds the permitted number of absences, they will be withdrawn from the VPK program at our site.

LATE VPK PICK-UP POLICY

For VPK-only students, the program ends at 11:30 AM. If your child is picked up after this time, you will be charged the current tuition rate. Late pickup may not occur more than two (2) times per month. Exceeding this limit will result in the enrichment tuition rate being charged for the remainder of the month.

HOURS OF VPK

The VPK program operates Monday through Friday, 8:15 AM – 11:30 AM, except on days noted in the school calendar.

REMOVAL FROM THE VPK PROGRAM

In addition to the attendance requirements listed above, removal from the VPK or Enrichment program may occur at the discretion of the Director, Principal, or School Board if circumstances warrant.

MEDICAL APPOINTMENTS

Whenever possible, medical, dental, and therapy appointments should be scheduled outside of school hours.

When appointments must occur during the school day:

- **Notify** the school office in advance whenever possible.
- **Provide** documentation from the healthcare provider upon request.

Students should return to school following an appointment whenever practical.

PHILOSOPHY OF DISCIPLINE

Discipline is an opportunity for growth. Every student will make mistakes, and every mistake is an opportunity to learn, accept responsibility, and make a better choice.

At OSLS, we will

1. **Remind** the student of the rules or expectations
 2. **Redirect** them to a different activity
 3. **Remove** them from the activity.
- Time out appropriate to their age (3 years of age= 3 mins)
Brought to the Directors office for a calm down period

OSLS CORE VALUES & BEHAVIOR EXPECTATIONS

Our Core Values provide the foundation for student behavior and guide the choices we make each day.

O – Our Savior: One Christ-Centered Community

Romans 12:4–6a

Be Safe

I will act in ways that keep myself and others safe physically, emotionally, and spiritually. I understand that my actions affect our entire school community. **Examples include:**

- | | |
|--|--|
| <ul style="list-style-type: none"> • Protecting others • Using self-control • Making safe choices | <ul style="list-style-type: none"> • Supporting classmates • Caring for the emotional and spiritual well-being of others |
|--|--|

S – Striving for Excellence

Colossians 3:23–24

Be Reliable • Be Resilient

I will come prepared, persevere through challenges, respond positively to correction, and give my best effort in everything I do. **Examples include:**

- | | |
|---|---|
| <ul style="list-style-type: none"> • Being prepared for learning • Arriving on time • Persevering through challenges | <ul style="list-style-type: none"> • Responding positively to correction • Working toward growth • Giving your best effort |
|---|---|

L – Living Love

1 John 4:7

Be Respectful

I will treat others with kindness, fairness, and compassion while respecting people, property, and the learning environment. **Examples include:**

- | | |
|--|--|
| <ul style="list-style-type: none"> • Valuing others • Listening to peers and adults • Using kind words and actions • Cooperating with others | <ul style="list-style-type: none"> • Helping classmates • Encouraging others • Being accountable for my actions |
|--|--|

S – Sharing God's Word

Acts 1:8

Be Responsible

I will demonstrate honesty, integrity, leadership, and service because my actions reflect Jesus Christ.

Examples include:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Being honest • Keeping commitments • Reporting concerns | <ul style="list-style-type: none"> • Demonstrating positive leadership • Serving others • Sharing my faith |
|---|---|

PRESCHOOL & PRE-K DRESS CODE

To provide a safe, comfortable, and active learning environment, children should come to school dressed for play. Our students participate in classroom activities, outdoor play, art, and sensory experiences, so clothing should allow them to move freely and independently.

CLOTHING

- Dress your child in comfortable, weather-appropriate clothing that can get messy during play and learning activities.
- Clothing should fit properly and allow children to run, climb, sit on the floor, and use the restroom independently.
- Shirts must cover the shoulders and midriff. No spaghetti straps or dresses that have shoulder straps thinner than 2 inches.
- Shorts, skirts, and dresses must be an appropriate length for active play. Shorts must be worn underneath dresses and skirts.
- Clothing with inappropriate language, images, or advertisements is not permitted. Example: skulls, weapons or video games.
- Please avoid belts, overalls, or other clothing that makes independent toileting difficult.
- Dress-up clothing is not permitted: princess dresses, costumes, or pajamas will not be permitted.

SHOES

Our playground equipment is not designed for shoes with hard bottoms.

- Athletic shoes (sneakers) with socks are required and must be worn everyday and must not have wheels or light up.

PHYSICAL EDUCATION (PE) PRE K ONLY

- Students participating in PE must wear their designated PE uniform and athletic shoes on scheduled PE days.

OUTERWEAR

- Please label all sweaters, jackets, and coats with your child's name.
- Children may need a light jacket during cooler months, as classrooms can vary in temperature.

EXTRA CLOTHING

Each child must keep a complete extra set of clothing at school at all times in a labeled bag, including:

- | | |
|-------------------|--------------------------|
| • Shirt | • Socks |
| • Pants or shorts | • An extra pair of shoes |
| • Underwear | |

These items are needed in case of accidents, spills, water play, or other unexpected messes. Please replace any used clothing promptly.

These expectations are based on **early childhood research and best practices**, which emphasize safety, independence, and active, hands-on learning as essential components of a high-quality preschool program.

GROOMING STANDARDS

Students are expected to maintain a clean, neat, and well-groomed appearance.

Hair should be clean, appropriately styled, and free from distracting designs or unnatural colors. Tattoos, writing on the body, and other distracting forms of personal appearance are not permitted.

Boy's hair must be:

- Clean, neatly trimmed, and kept out of their eyes.
- No hair colors, natural colors only.
- Free from shaved designs or distracting styles such as Mohawks, dreadlocks, ponytails, buns, mullets, rat tails or other long styles.
- Kept above the collar, ears, and eyebrows.
- Cornrow braids are welcomed as long as they are braided close to the scalp and are kept above the collar.

Girls hair must be:

- Natural color
- Free from shaved designs or distracting styles such as Mohawks, dreadlocks, mullets, or rat tails.
- Headbands and hair accessories must be modest and functional.
- No hair extensions or clip on hair.

WATER BOTTLES

Each child must bring a reusable water bottle to school every day.

- **Contain only water.**
- **Close securely** to prevent spills.
- **Not have** exposed, non-retractable straws.
- **The water bottle must be permanently labeled with the child's first and last name** using a waterproof label or permanent sticker. Writing names with markers that can wash off is not sufficient.

CURRICULUM & ASSESSMENT

Our Savior Lutheran School provides a Christ-centered education that equips students spiritually, academically, socially, emotionally, and physically. Through a rigorous curriculum grounded in God's Word, students are challenged to strive for excellence while developing the knowledge, skills, and Christian character needed to faithfully serve God and others.

CHRIST-CENTERED LEARNING

Christ is at the center of every subject and every school day. Biblical truth is integrated throughout the curriculum, encouraging students to grow in faith while developing academically. Students are challenged to:

- | | |
|--|---|
| <ul style="list-style-type: none">• Know Christ through His Word.• Think critically and biblically.• Develop their God-given talents. | <ul style="list-style-type: none">• Serve others with humility and compassion.• Strive for excellence in all they do |
|--|---|

RELIGION

Religion is taught as an academic subject and integrated throughout every area of learning. Students participate in daily devotions, Bible instruction, weekly chapel, prayer, Scripture memory, and opportunities to apply God's Word through service and daily living.

STUDENT HEALTH

The health and safety of our students are important priorities at Our Savior Lutheran School. Parents are asked to help maintain a healthy learning environment by keeping ill students at home, providing current health information, and communicating medical concerns with the school.

ILLNESS

Students who are ill should remain at home to protect their own health and the well-being of others.

A student should not attend school if he or she:

- **Has a fever of 100.4°F (38°C) or higher.**
- **Has vomited** or experienced diarrhea within the previous 24 hours.
- **Has symptoms** of a contagious illness.
- **Is unable** to participate in normal classroom activities.

Students must be **fever-free for at least 24 hours without the use of fever-reducing medication** and free from vomiting or diarrhea for at least 24 hours before returning to school.

Parents will be contacted if a student becomes ill during the school day and should arrange for prompt pick-up.

PHYSICIAN'S NOTE FOR RETURN TO SCHOOL

To help protect the health and safety of all students and staff, a physician's written release may be required before your child returns to school following certain illnesses or infections.

A doctor's note will be required if your child has been diagnosed with, or is suspected of having, a contagious illness or infection, including but not limited to:

- Impetigo
- Strep throat
- Conjunctivitis (pink eye)
- Fifth disease
- Contagious rashes
- Other contagious illnesses or infections as determined by your child's healthcare provider or the school

The physician's note must state that your child is no longer contagious and is cleared to return to school. The school reserves the right to request a doctor's note whenever there is a concern about a contagious illness to help ensure the health and well-being of our school community.

MEDICATION

Whenever possible, medication should be administered at home.

When medication must be administered during the school day:

- **Prescription medications** must be in the original pharmacy-labeled container.
- **Non-prescription medications** must be in the original manufacturer's container.
- **A completed Medication Authorization Form** signed by the parent or guardian must be on file.
- **Medication** must be delivered to the school office by a parent or authorized adult.

Students may not carry or self-administer medication unless authorized by the administration and permitted by law.

INJURIES

Students who become injured during the school day will receive appropriate first aid from trained school personnel. An accident report will be provided to the parent at pick up.

Parents or guardians will be notified whenever an injury:

- **Requires** medical attention.
- **Is determined** by school personnel to warrant parent notification.
- **Involves** a head injury.

In the event of a serious injury or medical emergency, the school will contact emergency medical services (911) and then notify the student's parent or emergency contact.

FOOD SERVICE

Healthy eating habits support student learning, growth, and overall well-being. Families are encouraged to provide nutritious meals and snacks that help students remain focused and ready to learn throughout the school day.

Students may bring lunch from home or participate in the school's lunch program when available. Our Savior Lutheran Preschool partners with Saltwater Catering Services to provide lunches for purchase. Families choosing not to participate in the lunch program are responsible for providing a nutritious lunch and any required snacks each day.

Please pack foods that your child can eat independently and that require minimal assistance. Include an ice pack for foods requiring refrigeration or a thermos for foods that should remain warm. The school does not refrigerate or heat student lunches.

In accordance with Pinellas County Child Care Licensing Regulations, lunches and snacks should provide a balanced and nutritious meal. If a child arrives without a lunch or snack, or if the food provided is not nutritionally adequate, the school will provide supplemental food items as required by licensing regulations. Families will be billed through Saltwater Catering Services when a lunch is provided by the school.

When packing your child's lunch, families are encouraged to follow the USDA [MyPlate.gov](https://www.myplate.gov) recommendations by including a variety of fruits, vegetables, whole grains, lean proteins, and dairy (or dairy alternatives).

All lunch boxes, food containers, drink containers, and water bottles **must be clearly labeled with the child's first and last name.**

CHOKING PRECAUTIONS

To help keep young children safe, parents are responsible for packing foods that are appropriate for their child's age and developmental level.

For children under 4 years of age:

- Cut hot dogs lengthwise into strips.
- Quarter whole grapes and cherry tomatoes.
- Cut or break pretzels, cheese cubes, and other firm foods into bite-sized pieces.

For children 3 years of age and younger, the following foods are not permitted:

- Popcorn
- Tortilla chips
- Other hard foods that present a choking hazard

The school reserves the right to determine whether a food item presents a choking risk and may require that it be modified or replaced before it is served to a child.

FOOD ALLERGIES & SPECIAL DIETS

Please notify the school of any food allergies or medically necessary dietary restrictions. A physician's written statement is required for any medically prescribed special diet.

Families will be notified if food restrictions apply within their child's classroom due to student allergies. We appreciate your cooperation in helping provide a safe environment for every child.

SNACKS

Teachers will communicate each classroom's daily snack schedule.

Parents are encouraged to send healthy, individually packaged snacks that are appropriate for their child's age and easy for students to manage independently. Candy will not be considered a snack. Classroom teachers may establish additional snack guidelines based on student allergies or classroom needs.

Snack items must also comply with the Choking Precautions outlined above.

BIRTHDAY CELEBRATIONS

Birthdays are celebrated in ways that support our Christ-centered school community while minimizing disruptions to instruction.

Families wishing to provide birthday treats should:

- **Coordinate** with the classroom teacher in advance.
- **Provide** commercially packaged treats.
- **Follow** classroom allergy and dietary guidelines.

Teachers may establish additional classroom procedures for birthday celebrations.

EXTENDED CARE

Learning and character development continue beyond the school day. Our Extended Care Program provides a safe, caring, and Christ-centered environment where students continue to practice responsibility, kindness, and respect. **Every moment is an opportunity to grow.**

BEFORE CARE

Before Care is available **Monday through Friday from 7:30 a.m. to 8:00 a.m.** for students enrolled in the program.

Parents are responsible for **walking their child directly to the Before Care teacher** each morning and ensuring the child has been received by a staff member before leaving campus.

Students are expected to follow all school rules and demonstrate the OSLS Core Values while participating in Before Care.

AFTER CARE

After Care is available **Monday through Friday from 3:15 p.m. to 6:00 p.m.** for students enrolled in the program.

Students are expected to:

- **Follow** all school rules and Core Values.
- **Treat** staff and fellow students with respect.
- **Participate** appropriately in recreation and scheduled activities.
- **Care** for school property and equipment.

The **After Care Director** establishes the daily schedule and routines for the program. Families may obtain a copy of the schedule by contacting the After Care Director or After Care teacher.

SIGN-IN/SIGN-OUT

Students attending Before Care or After Care must be signed in and/or signed out according to school procedures.

Only parents, legal guardians, or individuals authorized in the school's student information system (FACTS) may pick up a student. School personnel may request photo identification before releasing a student. Parents are responsible for keeping emergency contacts and authorized pick-up information current.

LATE PICK-UP

The Extended Care program closes promptly at **6:00 p.m.**

Families are expected to pick up their child on time. A **late pick-up fee** will be assessed for students who remain after 6:00 p.m. to help offset the additional staffing costs incurred when employees must remain beyond their scheduled workday and are delayed from their own personal commitments. Repeated late pick-ups may result in a review of a family's continued participation in the Extended Care program.

NOON DISMISSAL CARE

Extended Care may be offered on scheduled noon dismissal days.

When available, Noon Dismissal Care will be identified on the school's **Academic Calendar**, available on **osls.net**. Families should refer to the Academic Calendar for availability and any additional registration or fee information.

2026-2027 OSLS FAMILY HANDBOOK ACKNOWLEDGEMENT FORM

ONE per family



2026-2027 OSLS FAMILY HANDBOOK PRESCHOOL-PREKINDERGARTEN



Please Print

OSLS Student: _____ Grade: _____

OSLS Student: _____ Grade: _____

OSLS Student: _____ Grade: _____

OSLS Student: _____ Grade: _____

I have read the **2026-2027 OSLS FAMILY HANDBOOK**
and agree to abide by all of
the policies and procedures established by
OUR SAVIOR LUTHERAN CHURCH & SCHOOL.
I understand that these policies and procedures
may be modified at any time.

Parent Name PRINTED: _____ Date: _____

Parent SIGNATURE: _____ Date: _____