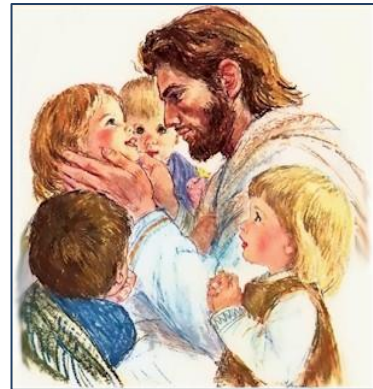
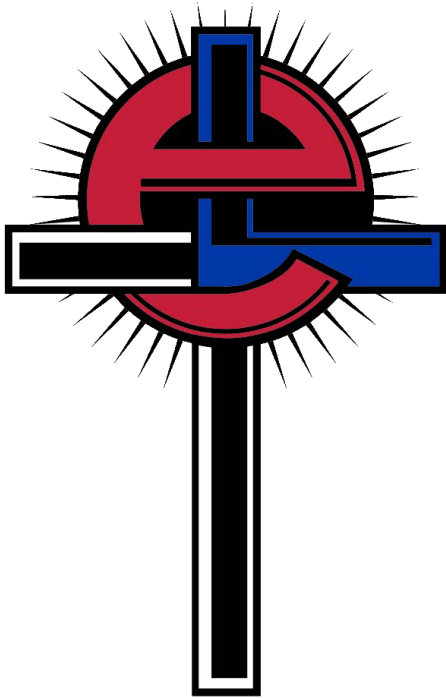


EMMAUS LUTHERAN EARLY CHILDHOOD MINISTRY

2015-2016 Handbook



*Let the little children come to me, and
do not hinder them, for the kingdom
of heaven belongs to such as these."*

-- Matthew 19:14

Emmaus Lutheran School exists to **GLORIFY** the triune God in worship, **NURTURE** our families through the study of God's Word and Christian Education, and **PROCLAIM** the gospel of Jesus Christ to our community and the world.

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I. WELS and Emmaus

WELS Schools

The Wisconsin Lutheran Evangelical Lutheran Synod (WELS) has a long tradition of high academic quality in its elementary schools. The WELS (wels.net) has operated elementary schools for over 150 years. Currently, WELS congregations and associations of congregations operate 409 early childhood ministries, 318 elementary schools, 24 high schools, 2 preparatory high schools, and 1 Lutheran college across the country.

Christ-centered education is the purpose of our schools, but high academic excellence is also something for which we strive. This desire for excellence is reflected in the number of children enrolled in our schools. Currently, our schools have more than 40,500 students in preschool through grade twelve. The WELS has provided excellent instructors for these schools by training its own teachers at Martin Luther College (mlc-wels.edu) and its predecessor, Dr. Martin Luther College, since 1884. Currently there are 2,644 teachers serving in our Lutheran schools. Praise be to God for the wonderful blessings he has given our WELS schools!

Emmaus Lutheran Church and School

Emmaus Lutheran Church is a member of the Wisconsin Evangelical Lutheran Synod (WELS). Our message is as old as God's Word to mankind: Jesus Christ, crucified and risen for the salvation of mankind. To find out more about what our church preaches and confesses visit our website (EmmausLutheran.com).

We extend a warm and sincere welcome to guests and visitors. To those seeking a church home we offer fellowship with a living Redeemer, membership in his Church, and citizenship in his Kingdom. If you are interested in learning more about what our church teaches and confesses please contact pastor to find out when his next Bible Information Class (BIC) begins.

- Service Times: Sunday 8:00 and 10:30 AM
- Bible Class and Sunday School (Preschool-Adult): 9:15 AM

Emmaus Lutheran School has been offering a Christ-centered, Christian education since it opened in 1976. The current school building was built in 1995.

Emmaus Lutheran Early Childhood Ministry is licensed by the State of Arizona. All inspection reports are available for review upon request. Please speak with the ECM Director.

The State of Arizona Department of Health Services
Bureau of Childcare Licensing
150 N. 18th Ave, 4th Floor
Phoenix, Arizona 85007
(602) 364-2539
azdhs.gov/als/childcare

In March of 2014, Emmaus Lutheran School received exemplary school accreditation status for our K-8 grades, having met 96% of the 250 standards in a self-study. Wisconsin Evangelical Lutheran Synod School Accreditation (WELSSA) granted the accreditation certificate after a thorough investigation in the organization and operation of Emmaus Lutheran School. Validation of the quality of education offered at Emmaus is also given by the National Council for Private School Accreditation (NCPSA).

Emmaus Evangelical Lutheran School is established by resolution of Emmaus Evangelical Lutheran Church. As such, the responsibility for programming and maintenance belongs to the church. In order that these responsibilities may be properly attended to, the congregation elects the Church Council. The Church Council carries out the desires of the congregation, seeking improvements and opportunities for growth. The Board of Education Chairman serves as a member on the Church Council. The Board of Education creates, implements, and revises policies for governing the school. It is also the job of the board to ensure the instruction of the children is being carried out in an effective manner in accordance with the principles of a Christ-centered curriculum. The principal acts as an advisor to the board and council and carries out policy set by them.

II. Our Mission, Vision, Objectives, and Exit Bench Marks

Our Mission

Emmaus Lutheran School exists to **GLORIFY** the triune God in worship, **NURTURE** our families through the study of God's Word and Christian Education, and **PROCLAIM** the gospel of Jesus Christ to our community and the world.

Our Vision

God, in the book of Deuteronomy tells us, "These commandments that I give you today are to be upon your hearts. Impress them on your children." (Deuteronomy 6:6-7)

Through inspiration, Solomon states, "Train a child in the way he should go, and when he is old he will not turn from it." (Proverbs 22:6)

Christ tells his followers, "Feed my lambs", in I John 21:15.

Paul, in Ephesians 6:4, states, "Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."

Training children in the Word is primarily the duty of parents. To help parents, Emmaus Lutheran Church has established a Christian Elementary School. It does not exist in opposition to public schools, but seeks to provide a Christ-centered education that the public school is unable to supply.

Our Objectives

- To teach students God's Word and show how to apply it in their lives.
- To provide academic excellence in teaching preschool and pre-kindergarten curriculums in the light of God's Word.

- To prepare our students to succeed in elementary and junior high school academically, socially, and spiritually.
- To provide children with a safe, Christian school community; a place in which words and actions reflect a belief in God's love for all people.
- To support Christian parents and home life.
- To teach children to use their time, talents, and treasures to glorify God in a life of faithful service.
- Prepare children to, one day, be leaders in the church.
- Promote Christian citizenship grounded in obedience to God and his Word.
- To teach children to reflect their love for God in all they think, do, and say.
- To teach and encourage children to share their faith with others.

Exit Bench Marks for Graduation from Pre-Kindergarten

Upon completing Preschool and Pre-Kindergarten our students:

- know Jesus as their Savior.
- share God's Word with others.
- know full name.
- work on telephone number and address.
- print name using capital and lower case letters.
- put on coat and fasten it unassisted.
- use a tissue properly.
- able to be quiet when someone else is talking.
- listen to stories being read.
- use crayons and scissors carefully.
- share and play with others.
- able to stay focused on task for 10-15 minutes.
- respect the care of toys and materials and put them away when finished.

III. Enrolling and Tuition

Enrollment and Expulsion

1. All who enroll their children have a sincere interest in Christian education and agree to the purposes for which the school was established, as set forth in the Philosophy and Purpose, and to all conditions set forth in the Early Childhood Ministry Handbook.
2. All children enrolled in our school are expected to fully participate in the total curriculum of the school. This includes all religious instruction, memorization of Bible passages and hymn verses, and participation in school singing events.
3. Preschool students may enroll after turning 3-years-old and being fully toilet trained, up through the end of the first semester. Students turning three after the first semester will be asked to enroll the following fall (see Preschool and Pre-Kindergarten Programs on page 15 for additional information).
4. Pre-kindergarten students must be 4-years-old by September 1.
5. Kindergarten students must be 5-years-old by September 1.

6. As part of the enrollment process, Emmaus Lutheran School requires an application, a copy of a birth certificate, a copy of your up-to-date immunization record card, and to fill out the Arizona Emergency Information and Immunization Record Card.
7. If an application is received during the school year, Emmaus will take 24-48 hours from the time of receiving all the enrollment documents to review them. After the 24-48 hour period, as long as all the documents are in good order, the child's application will be accepted and he/she will be enrolled and allowed to start attending preschool or pre-kindergarten. The review period also gives the teacher time to prepare a variety of items in the classroom for the new student.
8. The Board of Education reserves the right to revoked enrollment due to disciplinary action or delinquent tuition payments. See these sections for specific details: Christian Conduct and Discipline and Delinquent Tuition Payments.

Emmaus Lutheran School admits students in the following order when the school is at capacity:

1. Children whose parents are members of Emmaus Lutheran Church.
2. Children whose parents are members of another Wisconsin Synod Lutheran congregation.
3. Children whose parents are not members of any church.
4. Children whose parents are members of other churches.

Non-Discriminatory Statement

Emmaus Evangelical Lutheran School admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration policies, athletics, or other school-administered programs.

Tuition and Fees

Emmaus Lutheran Church and School exists to glorify God by faithfully building on the only foundation there is – Christ crucified and risen. Our school is a wonderful blessing God has given us to share his gospel message with his little lambs. There is a cost to operate our school which is why tuition is charged. In the past, Emmaus has tried its best to work with financially struggling families and keep tuition at a level that would not prevent families from receiving the quality, Christ-centered education offered at Emmaus.

While the current collected tuition amount is helpful to maintain our ministry at Emmaus, it doesn't completely cover the operational costs of the school. The remaining portion is subsidized by Emmaus Lutheran Church (about \$150,000 each year). Every student at Emmaus (member and non-member) receives a substantial tuition subsidy. This is not well known, because we don't charge true-cost tuition. Currently, the true-cost of a preschool-kindergarten student is about \$3,100 and a first-eighth grade student is about \$6,200. We don't charge true cost tuition, because we recognize that some families are not able to pay this amount and we never want cost to be the main reason a family can't receive a quality, Christ-centered education at Emmaus.

Tuition Rates

Grade Level	Tuition	10 Month Plan	12 Month Plan
3-Day Preschool/PreK	\$2700	\$270 a month	August - May
5-Day Preschool/PreK	\$3000	\$300 a month	August - May
Kindergarten-Eighth	\$4600	\$460 a month	\$375/month June-May

Delinquent Tuition Payments

Prompt and regular tuition payments are a necessity to properly operate your school and maintain a budget throughout the school year. Monthly tuition payments are due at the beginning of the month. If payments fall behind by 1 or 2 months, a member of the Board of Education will notify you and a resolution will be worked out to bring these payments current. If no resolution is reached and delinquent payments reach 3 months, you will be required to meet with the Board of Education to discuss your account and create a written payment plan. If continued delinquency of tuition reaches 4 months, the account and student's continued enrollment status will be subject to a review by the Board of Education. At the start of a new semester, if your account is more than three months behind you will be required to sign up for the auto-withdrawal option of TADS tuition management, to have your child(ren) continue their Christian education at Emmaus.

We understand that tuition may be a financial burden on some of our families, your school board is willing to work with anyone that needs assistance. The key to this happening is communication and corporation between our families and the Board of Education. If a financial situation arises, please contact a Board of Education member or the principal as soon as possible so that we can work together for resolution before your account gets too far behind.

Extended Care

\$50/year/family Extended Care registration

\$4.00/hour/child Before/After Care

\$5.00/hour/child Drop-In Fee

Member Subsidy

Members of Emmaus Lutheran Church may receive an additional optional subsidy from our congregation. Preschool-PreK subsidy is up to \$300 per student and Kindergarten-8th subsidy is up to \$1,000 per student. Members are encouraged to look at their personal family budget and prayerfully consider how much you are able to pay for tuition. If God has blessed you with the means to pay the majority or all of the tuition, you are encouraged to do so. If fewer families receive subsidy, more funds will be available to assist other families with greater financial need, expand our ministry, and purchase new teaching resources and equipment for the school. It should also be noted that Emmaus members are given additional subsidy because it is assumed they are also giving a first-fruits offering in church on Sunday. Additional tuition subsidy is not the proper motivation to become a member at Emmaus Lutheran Church.

Outstanding Balance upon Leaving School

We understand that there are situations that may arise where you are required to withdraw your son or daughter from school. If a balance on your tuition/fees/other payments is owed or past due, we request you fulfill all payments within 2 weeks of withdrawal. Written arrangements must be made otherwise with the Board of Education. If prompt payment is not received, the Board of Education reserves the right to hold transcripts and all school records until full payment is received.

Previous Tuition Balance at the Beginning of a School Year

If you wish to enroll your son or daughter in the school for the new school year, all tuition/registration fees/other payments (i.e. extended care) from the previous school year must be paid in full. If this is not possible due to certain circumstances in your life, you must meet with the Board of Education prior to the beginning of the school year to discuss your account and create a written payment plan.

Registration

A \$100 registration fee, per child is charged. This registration is billed with your June bill (12 month plan) or August bill (10 month plan).

TADS Tuition Management

Emmaus Lutheran School uses TADS (tads.com) to manage and collect tuition, fees, extended care, etc. payments. Registration for TADS is \$45 per family, per year. This payment is made during the summer when you register for TADS. Through TADS, you'll be able to select your payment method and select from two payment dates. You will have 24-hour access to your account online to see past payments and future bills.

Tuition Assistance

Emmaus cares deeply about Christian Education. Therefore we are happy to offer the following tuition assistance options.

Arizona Tuition Tax Credit

Do you need a little help with your tuition? Arizona has been blessed with a wonderful program called the Arizona Tuition Tax Credit program. This program allows Arizona taxpayers to designate a portion of their state taxes (taxes they are already paying) to Emmaus to be awarded to our kindergarten-8th grade students as a scholarship. If helping provide a Christian education to our students wasn't enough of a reason to participate in the program, the taxpayer also receives a dollar-for-dollar credit for the donation they make. It is a win-win situation! AZ taxpayers help our parents provide their children a Christian Education and the taxpayers receive a 100% refund for the tax credit donation they make, after they file their taxes. Only students in kindergarten – eighth grade are eligible to receive tuition tax credit donations; however, parents of pre-kindergarten student can start "banking" donations that can be awarded when their child enrolls in kindergarten at Emmaus.

Make sure you attend one of the summer or fall workshops at Emmaus to learn how the AZ Tuition Tax Credit program can reduce or even eliminate your tuition payments.

- AZ Christian School Tuition Organization (ACSTO): website www.acsto.org
- Donate online: <https://donor.acsto.org>
- Visit the school office to pick up an envelope of information for yourself, family, co-workers, or friends.
- Call the ACSTO: 480-820-0403
- Mail the check and the form to:
ACSTO
P.O. Box 6580
Chandler, AZ 85246

Emmaus Matching Funds Tuition Assistance

Train a child in the way he should go, and when he is old he will not turn from it (Proverbs 22:6).

This passage serves as a model as to why Emmaus Lutheran School exists. The main purpose of our school is to tell our students about Jesus and what he has done for them. A very important secondary role is striving for excellence in the core classes we teach our students.

Because the Christ-centered education offered is so important, we'd never want a student to be unable to attend Emmaus because of financial reasons. Emmaus' tuition assistance program was created for this reason. Emmaus is committed to giving your child the best education we can and help financially as we are able. Commitment must also be shown on the part of the parents requesting tuition assistance. This commitment is shown in the following ways:

1. Parents appreciate the Christian education their child is receiving and show its high value by making their child's education a high priority.
2. Parents continue to make payments toward their tuition balance. The scholarship fund monies are disbursed in the form of matching funds. Money is credited to each account only after the account holder makes their scheduled payment that is equal to or exceeds the amount of the matching fund.
3. Parents communicate their current financial situation with the Board of Education and continue to communicate when, and if, their financial situation changes.

The amount of aid during each period is subject to change. The amount of assistance given to a family is based on the amount of money available to award, the number of families that are requesting assistance, and the financial needs of those families.

Tuition assistance is awarded three times a year and distributed monthly. The first award period is in August and will be dispersed after each September, October, and November tuition payment is made. The second award period is in November and will be dispersed after each December, January, and February tuition payment is made. The third award period is in February and will be dispersed after each March, April, and May tuition payment is made.

All families who would like to apply must demonstrate an existing financial need. This is demonstrated by submitting an application and a letter stating why the family believes they need financial assistance. Each family only needs to apply once each school year. Paperwork must be submitted by the advertised deadline. The letter can be the same letter that has been or will be submitted for the Arizona Tuition Tax

Credit program, if the family chooses. The application form is available in the school office. Please note, if a family receives Tuition Tax Credit monies that will cover the remaining balance of their account, any financial assistance from this fund will end.

The Board of Education is aware of the financial hardships many of our families are experiencing and we continue to look for ways to help in any way we can. Our prayer is that this fund continues to grow so we can help as many families as possible and strengthen Emmaus as a whole.

IV. School Life

Chapel Services

In addition to daily classroom ChristLight stories, all the students of Emmaus Lutheran School attend a school chapel service each Friday at 8:30 AM. All parents are welcome and encouraged to attend, if it fits into your schedule. When there is no school on Friday, chapel is held on Wednesday. This service is led by the male teachers at Emmaus, our pastor, local WELS pastors, and teachers from Arizona Lutheran Academy (ALA). The service consists of songs, Scripture readings, and a devotional message.

At this service, a special mission offering is collected for the spreading the gospel of our Lord Jesus Christ. The amount of this mission offering should not be the emphasis. Our Lord is more concerned about cheerfully giving an offering in thanks to Jesus. Mission offering envelopes are sent home on Thursday. Each semester our collected mission offerings will be sent to a home or world mission to support the work they are doing there. Watch the weekly Chronicle or look at the bulletin board to see where our current mission offerings are being sent.

Communication between School and Home

Communication between school and home is key in the operation of a school. To keep parents informed concerning activities and events happening at Emmaus, several forms of communication are used.

Website

Emmaus' website is (EmmausLutheran.com). Information for current members, school families, and first-time visitors is posted on our website. Parents are encouraged to bookmark our website and visit it regularly to read news and updates.

Chronicle

The Emmaus Chronicle is emailed to all school families on Fridays. When there is no school on Friday, the Chronicle is sent out on Thursday. The Chronicle is also posted on the website on the school families page.

Email

Updates, news, reminders, etc. are sent out by email to all of our school families. If we don't have your up-to-date email address, please send an email to Mrs. Conklin in the school office (office@emmauslutheran.com).

Curriculum

Our complete written curriculum for each subject can be found on our website at:

EmmausLutheran.com/Curriculum. Following are summaries of the classes/concepts taught at each level:

Preschool and Pre-Kindergarten

- Bible stories and activities; developing of large and small motor skills; learning to write letters and numbers properly; learning to listen and follow directions; identifying letters; learning basic phonic sounds; identifying numbers, shapes, and colors; and developing social and problem solving skills.

Kindergarten

- ChristLight Bible stories and activities, reading and writing activities, math, science experiments, music and rhythm, listen to stories, snack time, art, crafts, and some drama activities.

First-Eighth

- Bible knowledge, Christian Doctrine, Catechism, and Christian Living
- Reading, Phonics, and Literature, Spelling, Grammar, and Writing
- Mathematics, Geometry, and Algebra
- Social Studies, US and World History
- Geography, Civics, and Current Events
- Physical, Earth, and Life Sciences
- Fitness and Health
- Music and Art

Drop-Off and Pick-Up

The safety of our students while they are being dropped off before school and picked up after school is of utmost importance to us. The following procedures will be followed to help ensure orderly drop-off, pick-up, and our students' safety.

Drop-off

- Morning extended care is available to parents that work early in the morning. It starts at 7:00 AM. Parents, please walk your children into extended care (room 2) and sign them in.
- At 8:00 AM, morning extended care is over. The extended care provider will dismiss the students when the students' teachers have returned to their classroom following the morning faculty devotion and meeting.
- From 8:00-8:30 AM the majority of our students arrive. Please drive slowly in the parking lot and be very aware of what is happening around you. Parents of preschoolers and pre-kindergarteners are required to sign in their child in their child's classroom. Parents of K-8 students are highly encouraged to walk onto campus with their child(ren). This helps ensure the students get to their classroom safely and gives our staff the opportunity to greet you, ask a question, or share some important information with you.
- If you arrive after 8:30 AM, the main gate will already be locked. Please enter through the office. Parents are required to walk their child(ren) in and fill out the sign-in/sign-out sheet on the principal's desk. This procedure, which only applies to K-8 parents, helps us know when students

have arrived at school and who is and is not at school that day. Parents of preschoolers and pre-kindergarteners will still sign-in in their child's classroom if you arrive after 8:30 AM.

Pick-Up

- The preschool and PreK school day is over at 12:00 PM. Parents will meet the teacher and students outside the main school gate to sign their child out. At 12:00 PM, the teachers will walk the students out to the gate for pick up. This change in pick-up will shorten the time our campus is open to a stranger coming onto our campus. If you or a person on your approved list does not pick up your child by 12:05 PM, your child will be signed into Extended Care and charge for the first hour.
- Please drive very slowly through the parking lot and look carefully for students before backing up.
- To help with traffic flow in the parking lot, please follow these procedures:
 - You may drive in and out both entrances of the parking lot.
 - Drive only south (towards Arrowhead) when you are on the east side (next to the fellowship hall) of the parking lot.
 - Drive only north (towards Sweetwater) when you are on the west side (next to 39th Ave) of the parking lot.

Extended Care

Emmaus Lutheran School provides Extended Care for students enrolled in the school.

Times

Morning Extended Care hours are from 7:00 – 8:00 AM. Afternoon hours are from 12:00 – 5:30 PM. Preschool, Pre-K, and kindergarten students not picked up by 12:05 PM after dismissal, will be signed into Extended Care and charged for the first hour. Due to staffing, Extended Care is not available on holidays, vacations, or days there is no school.

Scheduled

12:00 – 12:30	Lunch
12:30 – 12:50	Recess
12:50 – 1:00	Bathroom Break
1:00 – 2:00	Nap/Rest Time
2:00 – 5:30	Free Play

Nap/Rest Rooms

Emmaus' Extended Care offers a nap room for those that need nap a in the afternoon. We also offer a rest room, where students will lie on their mat for a short period of time and rest while they watch a movie. At the beginning of the year, please share with the teacher if you'd like your child to be in the napping or resting room. Also, provide a small pillow and blanket that fit inside a jumbo size zip-lock bag. The pillow and blanket will be sent home monthly to be washed.

Cost

The cost of Extended Care is \$4.00/hour and a yearly \$45.00 registration fee, per family, is required. If your child isn't registered for Extended Care, but needs to stay for Extended Care, the fee is \$5.00/hour.

You will be billed on the 1st and the 16th for the previous two weeks. In the event you know you will be late to pick up your child (after 5:30 PM), please call the school (602-843-3853) to let the Extended Care staff know. Parents who pick up their child after 5:30 PM will be charged a \$1.00 per minute, per child late fee.

Payments

Prompt payment of your Extended Care bill is important to the daily operation of Emmaus.

Communication with the school office and Board of Education is imperative if you start to fall behind on your payments or anticipate a financial shortfall. If a financial situation arises, please contact a Board of Education member or the principal as soon as possible so that we can work out a resolution before your account gets too far behind. The following policy will be used if an Extended Care account becomes delinquent and there is no parent communication or response from school communication attempts:

1. If an Extended Care account is delinquent for two weeks, a first notice will be mailed or given to the parent(s). This notice will include the amount required to bring the account up-to-date.
2. If the Extended Care account is delinquent for a third week, a second notice will be mailed or given to the parent(s). This notice will include the amount required to bring the account up-to-date.
3. If the account is still delinquent after the fourth week, a third notice will be mailed or given to the parent(s). At this time, the student(s) will not be allowed to sign-in to Extended Care until the account is paid in full. Once the account has been made current, the student(s) will be readmitted to Extended Care.

Field Trips

Due to Health Department's strict regulations on transportation, as well as the state of Arizona's car seat law, preschool students do not take field trips. Pre-K students take one or two a year. We will have special guests (e.g. librarian, fire fighters, puppet show, etc.) come and visit our classrooms throughout the school year.

Food and Nutrition

A lunch with an ice pack must be sent if your child will be staying for lunch in Extended Care. A microwave is available if you'd like to send along something that needs to be warmed up. We will be happy to help you with ideas for nutritious lunches. No hard candy, gum, or soda please. Please use good judgment in using containers that do not leak. Remember to label your child's lunch box and containers. We do not have refrigerators available for the lunches, so please send non-perishable foods or include an ice pack or frozen water bottle to keep food from spoiling. Snacks will be served twice a day. The snack schedule will be posted each month.

Parent Involvement

We have an open door policy in our school. Please stop by anytime to visit your child. We urge you to volunteer with the planning and preparation of special projects and parties. We love having volunteers; however, due to state regulations, parent volunteers cannot have direct involvement with students without a background check and fingerprint clearance card. If you would really like to be involved in helping at Emmaus, please ask about serving on the School Support Committee.

Preschool and Pre-Kindergarten Programs

Emmaus offers a three-year-old Preschool program and a four-year-old Pre-Kindergarten (PreK) program.

Three-Year-Old Preschool

Our preschool program is a structured educational program. Students learn learning age-appropriate information and skills, as well as, work on social and emotional development. Our preschool is not intended to be used as just a daycare.

To enroll in preschool, students must be three and fully toilet trained (the student is able to take clothes on/off and wipe by themselves (our Arizona state license does not allow students to wear diapers or pull-ups). A student turning three from September 2 – December 31 may enroll in preschool; however, they may not enroll in PreK the following school year because they won't be four by September 1. The student will be enrolled in preschool with the understanding they will repeat preschool the following year. A student turning three after December 31 will be asked to enroll the following fall, so the educational needs of the current preschool students are not compromised. An exception can be made if the student is transferring from another preschool or, after testing, the student shows he/she is at the level of the current preschool students.

Four-Year-Old Pre-Kindergarten

Our PreK program is also a structured educational program that introduces a variety of skills which help prepare students for kindergarten. More information concerning our kindergarten program is available in the school office.

To enroll in PreK, students must be four by September 1 and fully toilet trained. Students must be five-years-old by September 1 before they may enroll in Emmaus' kindergarten program.

Rationale for Cut-Off Dates

- Cut-off dates and rationale has been written with our students' best interest in mind.
- Children develop in many different areas (e.g. educationally, spiritually, emotionally, socially, and kinesthetically).
- Often a child's current educational level and the development of this level are given the highest priority. At Emmaus, we strive to help children develop in all areas of development.
- While educational development is important, the child needs time to grow and mature in the other areas of development as well.
- Previous experience has shown, if a child is moved along too quickly they can suffer in areas of emotional, social, and kinesthetic development; because they were not given proper time to develop those skills. Often the result of the decision to move the child along does not become evident until the child is in second or third grade.
- Moving a child along faster than God has designed them to develop can make for a very difficult and challenging educational experience.

- We recognize that each child is different and God has blessed children with a unique set of gifts and abilities. If a child is truly gifted educationally, consideration of grade advancement can be made after kindergarten.

School Day

Preschool and PreK are from 8:30 AM – 12:00 PM, Monday through Friday. There is also a 3-day option of Monday, Wednesday, and Friday. For planning purposes, sickness or vacation make-up days or the “banking” of off days are not allowed. The days there is a classroom party is an exception to this policy. If your child is in the 3-day program and a party falls on a Tuesday or Thursday, please bring your child to the party at no additional charge. The preschool and PreK follow the same yearly school calendar as the K-8th students.

At the beginning of the year, parents will fill out a Student Information Sheet including additional individuals who may pick-up their child from school. We will ID a person picking up your child if they are unfamiliar to our staff. Please share this information with your family and friends. We aren't trying to offend them, rather we have your child's safety as our highest priority.

Progress Reports

Assessments of what students are learning happens every day in our classrooms. The teachers assess student learning through activities, projects, asking questions, and observation. A written progress report will also be done two times a year. This progress report will be copied and sent home for parents to see. If you have any questions about the progress report, please don't hesitate to ask your child's teacher.

Questions and Concerns

If and when a question or issue arises, God asks us to speak to the individual(s) involved instead of sharing our concerns with others (Matthew 18:15-17). Discussion of your concerns or questions without including the teacher and principal will not be productive. We are also encouraged in God's Word to speak in a loving manner to each other (Ephesians 4:15).

Parents with questions and concerns about happenings in their child's classroom or on the playground should speak to their child's teacher first. In this way you will alert the teacher to a problem of which they may not be aware or you can receive clarification from the teacher. If, after speaking to your child's teacher, you would like to also speak to the principal along with the teacher, please feel free to do so. If you feel the need to discuss the matter further, pastor and/or the Board of Education chairman can be brought into the conversation as well.

Parents having questions with regard to the established policies or their implementation may bring such questions to the Board of Education through the principal, pastor, or another board member.

School Hours

- Preschool, Pre-Kindergarten, and Kindergarten: Monday-Friday 8:30 AM-12:00 PM
- First – Eighth: Monday-Friday 8:30 AM-3:15 PM.

- In the event there is a half-day, all students will be dismissed at 12:00 PM.

School Pictures

Individual student pictures will be taken by a professional photographer near the beginning of the school year. Parents may purchase any of a variety of picture packages if they choose to do so. If parents would prefer to not purchase pictures, students will still get their picture taken for school use (records, etc.). This will be of no cost to the parents of the student. The date of picture day will be posted on the school calendar and published in the Chronicle.

V. School Policies

Attendance (absences/tardies)

Students are expected to attend classes on a regular basis in accordance with state law. Absences create extra work for both the student and teacher, so it is beneficial to avoid them whenever possible. In the event a student is ill, a phone call or email to the school should be made before school begins as a courtesy to the teachers and to avoid concern regarding a child's whereabouts. For your child's safety, we will call you by 9:00 AM if we have not heard from you. A written or oral excuse from a parent must be provided for an absence from school.

We understand that events may happen in the morning that may cause you to bring your child to school late. However, please make every effort to make these occurrence the exception and not the norm. Emmaus Early Childhood Ministry is a school, not just a day care. Tardies do not start your child's day off on the right foot, plus they are usually walking in late for the most important subject of the day, God's Word.

Please make appointments with doctors, dentists, etc., outside of school time. When this is not possible, the teacher should be notified at least one day in advance. Please avoid vacations during the school year. This helps the child stay current with classwork and assignments. It also aids the teachers in preparation, presenting of class material, and the correcting of assignments.

Christian Conduct and Discipline

All students are expected to obey and show respect to those in authority. Hebrews 13:17 sets as a guide, "Obey your leaders and submit to their authority. They keep watch over you... Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you."

Students are also expected to be considerate, kind, and courteous toward each other at all times. Matthew 22:39 states, "Love your neighbor as yourself." I John 1:9-10 tells us, "Anyone who claims to be in the light but hates his brother is still in the darkness. Whoever loves his brother lives in the light, and there is nothing in him to make him stumble."

Upon enrolling a child at Emmaus Lutheran School, a parent gives his/her child's teacher the authority to carry out the disciplining of the child while attending school or any of its functions. The parents can expect that teachers will correct their children properly in the spirit of Christian love and concern.

Disciplining is carried out through proper application of law and gospel. We recognize the power of the law to control the sinful nature and prepare the heart for the gospel and the power of the gospel to change the heart to live a God pleasing life.

The ultimate goal is to teach children how to be self-disciplined. When teachers discipline students, they are showing that they care too much for them to let them behave in a way that is not God pleasing and want to take the time and effort to help them learn how to behave in a God pleasing manner. This is done in partnership with the home. It is critical that school and home cooperate in helping the child learn self-discipline.

If a child is acting out with unacceptable behavior (refusing to listen to directions, harming other children, temper tantrums, destroying property, etc.) the child will be placed in a safe, observable area for a period of timeout. Once the child has regained composure, different God-pleasing ways to express oneself will be discussed. Repeated incidents of unacceptable behavior will be discussed with the parent and brought the attention of the principal and Board of Education, if necessary.

Continued blatant disrespect or violence toward a teacher or student will not be tolerated. The parent will be contacted to come pick up their child. A meeting with the teacher and principal may be required before the child is allowed to return to school.

Generally speaking, discipline is part of classroom management and is handled by the teacher. The exceptions to this are probations, suspensions, and expulsions, which involve the school principal and the Board of Education. If parents believe their child has been wrongfully accused and/or a consequence is too severe for an indiscretion, they may bring an appeal to the Board of Education. A Board of Education decision may be appealed to the congregation's Board of Elders.

Church Attendance

God reminds us in his Word, "I rejoiced with those who said to me, let us go to the house of the Lord." (Psalm 122:11). The very nature of our school would suggest that church attendance is a concern of both the home and school. The classroom teachers will encourage the children to worship regularly. This is as God would have us do as he reminds us in Hebrews 10:25, "Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another - and all the more as you see the day approaching." The Lord wants us to often hear of our sin and his forgiveness of sin through Jesus.

Just as our bodies need regular amounts of food to continue living, so our souls need the spiritual food given to us through the regular hearing and learning of God's Word. The result will be spiritual blessings now and in eternity. Forsaking the Word of God will bring spiritual disaster.

A partnership exists among parents, our school, and church in working together for the Christian education of children. God gives primary responsibility to the parents. What is taught at school is to reinforce what is taught at home. We encourage parents to be faithful in bringing their children to worship regularly.

During the school year, the children of the various classrooms, including preschool, pre-kindergarten and kindergarten, will sing in our worship services. On those occasions, everyone is expected to participate in that particular service(s). Parents of students that are members of other churches are highly encouraged to bring their child to sing too. We understand non-Emmaus member families have obligations at their own church; however, we view our students singing in a church service as part of their music curriculum. Parents are welcomed and encouraged to attend these services with their children too.

Dress Code

We ask that parents exercise discretion in seeing that their children are neatly and modestly dressed at all times. Our students represent their Savior and Emmaus at all times. We'd hate for a bad impression to be given because of a poor choice in clothing, accessories, or hair style.

We encourage your child to wear washable, durable clothes. For safety, tennis shoes are required. Please do not send your child in sandals or flip-flops; the woodchips on the playground poke into their feet. If your daughter wears a dress, please have her wear shorts underneath. We ask that hairstyles reflect the Christian values of our school; outrageous styles (e.g. Mohawks) or colors (except on spirit days) are not permitted. This brings extra attention to the individual, when we should always be giving the attention, glory, and praise to our Savior, Jesus.

We ask that each child in preschool and pre-kindergarten have a complete change of clothes in case of an accident. Preschool parents, please put your child's clothes in a zip-lock bag and it will be kept at school. PreK parents, please keep your child's clothes in a zip-lock bag in their backpack. All sweatshirts, sweaters and jackets should be labeled with your child's name. We are not responsible for lost items.

Emergency Closing

In the event of an emergency, which necessitates the closing of school, parents will be notified by phone, email, and/or text message. Announcements may also be made on local television and radio stations.

Emergency Information

Current emergency information is required for each student. A form is filled out by the parents for each child at the beginning of each school year. In case of emergency, our procedure will be to contact the parents at home or work. The school should be notified if any changes occur (address, telephone number, work telephone number, email, etc.) during the school year.

Expectations

School and Teacher Expectations

- Proclamation of Law and Gospel in its truth and purity.
- Keep the lines of communication between school and home open.
- Faithful preparation of daily lessons.
- Respect parents and students.

- Correct and discipline with love and respect.
- Correction of assignments and projects in a timely fashion.
- Share information with parents via the Chronicle, email, website, word-of-mouth, notes, etc.

Student Expectations

- Participate in the classroom and group devotions and religion classes.
- Live as a child of God bought with the blood of our Savior, Jesus Christ.
- Arrive at school on time and prepared for the day.
- Work on your school work to the best of your God-given abilities.
- Respect the faculty at Emmaus as representatives of God.
- Respect your classmates and their property.
- Comply with all other policies and requirements which pertain to the rest of the student body.

Parent Expectations

- Not publicly contradict the Biblical teachings which their children are learning in our classrooms.
- If educational questions or concerns arise, parents will first speak with their child's teacher and then principal, if necessary. The principal will decide which cases merit the attention of the Board of Education.
- Bring your child to worship services at which their class sings.
- Bring your child, so they may participate in the all-school functions (family night, plays, field trips, Church singing, Christmas service, graduation service, etc.).
- Pay tuition and fees on schedule in order to keep your child's account in good standing.
- Keep the lines of communication between home and school open.
- Ensure your child is receiving proper nutrition and gets plenty of sleep at night.
- Drop your child off for school on time, so they have time to prepare for their day.
- View your child's written assessment.
- Read the Emmaus Chronicle each week and other email updates.
- If at any time it is discovered that the parents or their children are at variance with these expectations, the matter will be discussed with them. If the parents of the non-member child find that they are unable to comply with these statements, the parents will be encouraged to withdraw their child or children from our school or will be asked to do so by the Board of Education upon review of the matter.

Heat Index

Living in Arizona, we are well aware that we can have extreme temperatures at the beginning and end of the school year. Our number one concern when there are extreme temperatures is the safety of our students. Young children do not sweat as much as adults, which cools their bodies down and they don't recognize the signs of heat danger. That being said, it is still important for our students to get outside for recess. Outdoor running and playing allows them to release energy, so they are able to sit and listen better in the classroom and fosters a lifestyle of movement and exercise at a young age. We will make it our goal to give our students outdoors recess, except when the weather does not allow us to do so

safely. The heat index will be checked at the beginning of recess in the office and the following policy will be carried out.

NOAA's National Weather Service

Heat Index

Temperature (°F)

Relative Humidity (%)	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

Caution
 Extreme Caution
 Danger
 Extreme Danger

Danger Zone	Heat Index	Recess
Caution	80 – 90	Normal Recess
Extreme Caution	91 – 103	10-15 minutes outside, the rest of recess inside
Danger	104 – 124	Inside Recess
Extreme Danger	124 +	Inside Recess

Illness or Injury

Your child's health is important to us, therefore your child will be sent home if he/she appears to have symptoms during the day. In these cases, the child will be isolated immediately from the other children and a parent will be contacted. We understand that this is often inconvenient to parents who work outside the home; however, for the well-being of every child that attends our school, we must insist that the ill child be picked up from school. A child may only return to school when he/she has been fever free and/or vomiting has ceased for 24 hours. If your child is on a medication because of an illness, please do not send them to school until they are no longer contagious, so as not to spread illness to other students and staff. Please call the school office in the morning if your child is sick, so we can be aware of their absence and can pray for their restored health.

Keep your child home if:

- he or she has a fever over 100 degrees.
- he or she has heavy nasal discharge (yellow or green mucus).
- he or she has a constant cough.
- he or she has diarrhea.
- he or she has symptom of a communicable disease such as Chicken Pox, Lice, Pinworms, Shigella, Pink Eye, or an unidentified rash.

Emergency Procedures

In case of accidental injury, we will make an immediate attempt to contact the parent. If we cannot reach you and if it is necessary, we will call the paramedics. All minor accidents will be documented on an accident report. For your child's benefit, please make sure Emmaus has your current home, work, and cell numbers on file.

Pesticide Application

Emmaus Lutheran Early Childhood Ministry will post notice of pesticide application at least 72 hours in advance as required by law under Article 3, R9-5-310, of the AZ Department of Health Services Arizona Administrative Code And Arizona Revised Statutes For Child Care Facilities. The posting will contain:

1. The brand, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide;
2. The date and time of the pesticide application;
3. The pesticide label and the material safety data sheet; and
4. The name and telephone number of the pesticide business licensee and the name of the licensed applicator.

A copy of the written pesticide information is available to a parent upon their request.

School Insurance

Emmaus Lutheran Early Childhood Ministry carries general facility liability insurance as required by law under Article 3, R9-5-308, of the AZ Department of Health Services Arizona Administrative Code And Arizona Revised Statutes For Child Care Facilities. Documentation of the liability insurance coverage is available for review in the school office.

Head Lice

A child cannot be in school with untreated head lice. A child will be excluded for 24 hours after treatment and may return to school if no live lice and no nits are seen. Exclusion will be made if nits are found. Check your child's head on a regular basis and notify the school if you find head lice on any member of your family.

Medication Policy

Medication must be given to students at home. Written authorization from a physician must be received before medication can be administered at school. New medication authorization from parent and doctor

is required if you have any change in the dose or time of medication or if you have a change in medication.

Communicable Disease Policy

In the event of an outbreak of a communicable disease, parents will be notified by phone, special note, or newsletter announcement. Parents are asked to keep children at home and consult a doctor if their child shows symptoms of pink-eye, chicken pox, flu, and the like.

When a student of Emmaus Lutheran School is a carrier of a life-threatening communicable disease, parents of that student may be required to give permission to the principal to notify the parents of another student who has experienced an exposure. Students are encouraged to regularly wash hands as well as practice other good personal hygiene. Emmaus Lutheran School is in compliance with all federal and state legislation regarding blood pathogens, asbestos, hazardous chemical exposure, sexual harassment, and the like.

Prohibited/Unnecessary Items

Students may not bring knives, guns, or any other dangerous weapons to school. Drugs and alcohol are also prohibited. Electronic devices such as CD players, mp3 players, radios, handheld video games, and cellular phones may not be used on school grounds unless permission has been given by a teacher. Unnecessary items include, but are not limited to, gum, trading cards, pets, and toys. These and any other items brought from home that prove to be a distraction to students will be confiscated by the classroom teacher. The school reserves the right, when there is reasonable suspicion, to search students' desks and personal property. Consequences may follow under the discipline policy.

School Property

All students are expected to take good care of all church and school property. This includes buildings, grounds, furnishings, books, equipment, etc. In cases of neglect, damage, or destruction, the compensation of the property is the responsibility of the student and his/her parents. Compensation will be replacement cost of the item. The principal and teachers reserve the right to inspect student storage areas and desks at any time without notice and without student consent.

Transporting Students

Preschool students do not take field trips and pre-kindergarten students take one or two a year. We require all persons transporting students for school activities to provide a seat belt for each child they transport and take every precaution to ensure the safety of the children. According to the new Arizona child seat law, students younger than 8 years-old or shorter than 4 feet 9 inches must ride in booster seat. Drivers are not to place any students in the front seat of their car if it is equipped with a passenger-side air bag. The driver of the vehicle must have a current and valid driver's license. All vehicles transporting students for school activities must carry at least the minimum insurance required by the State of Arizona.