

# ABOUT OUR SCHOOL

## OUR MISSION

We are a Christ-centered early childhood program where teachers and parents teach and strengthen each child's emotional, social, physical, intellectual, and spiritual skills while we are all playing and learning together.

## PHILOSOPHY AND VISION STATEMENT

St. Luke's Day School is committed to the development and enhancement of the whole child. In support of this, we view the family as the main source of security and identity for the young child. It is our ultimate goal, therefore, to achieve a fellowship of Christian love and understanding between parent, child, and school.

## Our School Culture

We are a Christ-centered school where our foundation of spirituality is honored, nurtured, and celebrated.

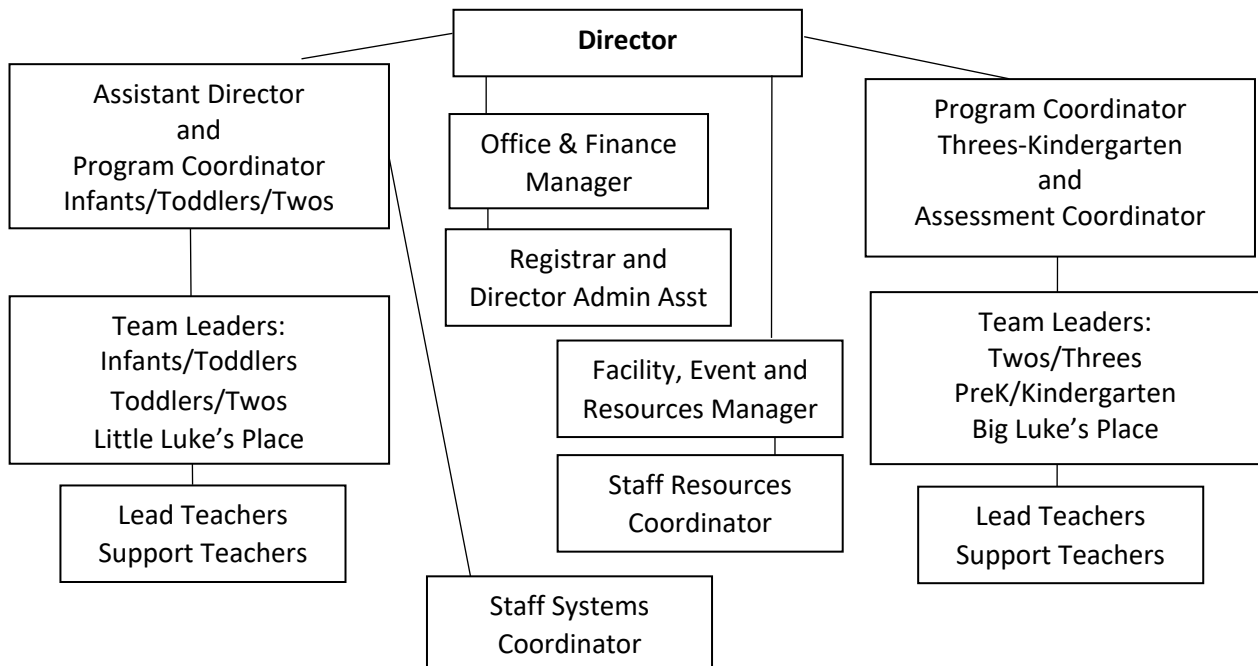
We maintain a balance of consideration and support for children, parents, teachers, administrators, and church family.

Our school is a place that encourages, upholds, and strives for professional excellence.

We have an ambiance of happiness, love, and warmth that radiates throughout our campus.

We specialize in appropriate, child-centered early childhood education that prepares each child for the next step

## ADMINISTRATIVE MODEL OF DAY SCHOOL



## GENERAL RESPONSIBILITIES

**Director:** Oversees SLDS program development, staff hiring, supervision and training, budgeting and financial management, communication with parents and church members, maintenance of state licensing and national accreditation standards.

**Assistant Director:** Works with Day School Director to oversee the SLDS program. Assists with supervision, communication, training, and maintenance of licensing and accreditation standards. In addition, the Assistant Director is the Program Coordinator for identified age-level departments (see definition below). The Assistant Director acts as Director when necessary.

**Program Coordinator:** Responsible for support of curriculum and instruction for identified age-level departments, including SLDS Part-day and Luke's Place Full-day programming. Assists the Director with staff supervision and training of the designated age levels. Communicates with Departmental Team Leaders to insure administrative attention to teacher ideas, concerns, and other issues of age-level program development.

**Assessment Coordinator:** Works with the Director and Assistant Director to monitor school-wide assessment processes as per our SLDS policies. Observes and assesses children as requested; suggests strategies to support children's success. In consultation with the Director and/or Assistant Director, meets with teachers, parents, consultants, and therapists regarding action plans for potential or identified children with special needs. Coordinates plans as agreed.

**Office and Finance Manager:** Oversees office management. Responsible for creating and maintaining necessary computer records and various documents for programming and communication. Collects and tracks tuition payments and other receivables. Supervises and assists Registrar and SLDS Receptionists.

**Registrar and Director's Admin Assist:** Often first SLDS contact to the greater community. Handles SLDS tours, student enrollment, student records, and waiting lists. Conducts duties related to calendar requests, room bookings, volunteer coordination, child care requests, and office tasks as requested by the DS Office Manager. Also serves as the Director's Administrative Assistant.

**Facility, Event, and Resources Manager:** Oversees management of the indoor and outdoor children's areas used by the Day School and SL Children's Ministries. Liaison to the SLUMC Director of Facilities and DTK housekeeping staff. Works closely with parents, administrators, and church staff to manage SLDS events. Oversees the Staff Resource Support Coordinator position and maintains the resource budget.

**Staff Resources Coordinator:** Purchases, organizes, and maintains equipment and supplies for classroom and administration as overseen by the Facility and Events Manager. As the new teacher mentor, meets regularly with teachers during their first year at SLDS to offer information and answer questions. Oversees the SLDS Library and works closely with Library volunteers.

**Staff Systems Coordinator:** Conducts duties related to staff schedules, teacher substitutes, payroll timekeeping, teacher's computer lab, and other office tasks as requested by the Director or Assistant Director. Also works closely with the Office Manager in regards to the Receptionist's daily schedule.

**Team Leader:** Teaching staff liaison to the administrative team. Responsible for bringing the ideas, suggestions, and concerns of the teachers to the attention of the Director and Program Coordinators. Works closely with Program Coordinator to develop strategies for curriculum and instruction and other issues of age-level program development.

## COMMUNICATION

### Establishing Teacher/Parent Communication

Please carefully read the **Parent Communication** section of the **Family Handbook** for important information regarding this subject.

### Classroom and Families Shutterfly Communication

Shutterfly Share Sites are utilized for teachers and families posting of photos and other classroom information.

A monthly calendar is prepared by the teachers for their classroom Shutterfly share site; school wide events are provided by the office. A brief summary of the day is posted daily – “Today we...” Other communication is sent as needed.

### Photocopying

We need to be conservative in our copy needs:

- Be aware of and follow copyright laws for articles from books and magazines.
- **Any and all** parent communication needs to be approved by the Day School office and typed before it can be given out. Please allow ample turn-around time.
- Teachers may use the copiers in the Day School or Auxiliary office for copying handouts, etc. for your classroom. Please refrain from using the large copiers in the mail room (exception for photos). Office staff are available to make copies for you; be sure to note how many copies are needed.
- Copy code for all copiers is **004**. The Day School is charged \$.09 per page for b/w copies and \$.22 per page for color copies.

### Oral Communication

Remember the most effective way to communicate with the parents is to talk to them. Regular conversations in person or by phone help to maintain strong parent/teacher relationships.

### E-mail and Other Electronic Communication

#### St. Luke’s Day School on Instagram

Our school may be found on Instagram by searching for St. Luke’s Day School. This is a school-wide communication managed by the Director; individual classrooms do not have Instagram accounts.

Instagram is a mobile, desktop, and Internet-based photo-sharing application and service that allows users to share pictures and videos. SLDS uses this form of social media to communicate regularly with our SLDS families and faculty, as well as the general public. In respect to the privacy and safety of our young children, our SLDS photos for Instagram should express an idea or story **without showing the children’s faces**. Please see the Director if you have questions. Classroom photos are appreciated and may be saved or air-dropped directly to the Director’s IPod.

#### School Wide E-mail

**For the 2021-22 School Year:** The St. Luke’s Day School **Weekly Parent Communication** highlights COVID-19 conditions and SLDS news and is sent via email.

### **Teacher/Parent E-mail**

All SLDS staff members are given an individual SLDS work e-mail account. Additionally, classroom teachers share a class e-mail account. Please use these for your e-mail communication related to the school. Notification of events, birthday greetings, and other specific communications that apply to your class is appropriate. Copy (cc) your program coordinator on **every** email to parents. **Do not** use email to notify parents of a behavior concern, developmental issues, or any other sensitive information. All communication of this kind must be made in person—**no exceptions allowed**.

### **One Call Now**

One Call Now is a text messaging service. Teacher and parent cell numbers are uploaded into the system and those parties are responsible for opting in to receive texts messages. Text alerts are sent in case of school closing, emergencies, or helpful information to know in the most time-sensitive manner.

### **Social Networking and Blogging**

Be aware that your on-line presence and actions captured via photo images, posts, or comments can reflect on our program.

Do not reference or cite the children, families, or co-workers of St. Luke's Day School without their express consent. In all cases, do not publish any information regarding a Day School child and do not use photographs of the Day School children online. In addition, Day School logos may not be used without written consent.

Please understand that whatever you post online is public and you have no privacy rights in what you put out for the world to see. Anything in cyberspace can be used as grounds for employee disciplinary action, no matter whether it was written from work or outside of work.

Be mature, be ethical, and think before you type.

### **Texting**

Texting to parents is discouraged. As with all cell phone communication, texting that interferes with supervision of the children is never permitted and can result in employee disciplinary action and/or termination. Parents are alerted of this policy in the Family Handbook.

## **CHRISTIAN EDUCATION**

St. Luke's Day School is a ministry of St. Luke's United Methodist Church and therefore Christian Education is seen as a natural and important part of the daily program. Children will pray before meals, sing songs to God, celebrate major holidays of the church year, and hear religious stories suitable for their age. Children of all faiths and cultural backgrounds are welcome at our school.

Children enrolled in our Twos, Threes, PreK, and Transitional Kindergarten classes will participate in our weekly children's chapel services. The children experience a brief worship service where they sing songs, hear a story from the Bible, and share a birthday blessing for all of the children celebrating birthdays during that week. Parents are invited to join us.

### **Chapel Etiquette**

**In order for our chapel service to be a meaningful time for the children we have created chapel etiquette guidelines which are published in the Family Handbook:**

- School begins at 9 a.m. Please be on time so that your child can come to chapel with classmates.
- If chapel has begun, do not send your child in. The chapel usher will open the door in time for late arrivals to join the birthday celebration and music.
- Strollers and large bags must be left outside the chapel. Parents who arrive late must deliver their children's belongings to the classrooms.
- Parents are asked to model chapel manners for their children. Enter quietly, participate joyfully in the service, listen respectfully without talking, and remain for the entire service.
- Birthdays are celebrated each week. Those with birthdays Sunday through Saturday of the current week are honored. Summer birthdays are recognized in May. You are welcome to attend chapel for your child's special birthday blessing.
- When guests attend chapel, we request that they sit on the benches at the back so that children can see the worship leaders.

### **Service Projects**

There are opportunities throughout the year for our children to learn about caring for others. Age-appropriate service projects are planned, including canned food donations at Thanksgiving, a special Christmas donation, canned soup ("Souper Bowl") in January, and a book donation later in the spring. Various community agencies benefit from these donations.

Additionally, our PreK and TK classes choose their own annual service project as a part of their age-level curriculum and instruction.

### **ANCILLARY CLASSES**

St. Luke's Day School offers the following ancillary classes which enhance individual classroom curriculum. Frequency is one or two times per week, depending on the number of days your child attends.

Music – all ages, Infants through Transitional Kindergarten

Motor (children's physical education) – Twos through Transitional Kindergarten

Science – PreK and Transitional Kindergarten

Early Literacy Resource Teacher – Threes

Early Literacy Lab – PreK and Transitional Kindergarten