

ABOUT OUR SCHOOL

OUR MISSION

We are a Christ-centered early childhood program where educators 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 create an early childhood education and care environment that fosters trust, collaboration, and inclusion.

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

ADMINISTRATIVE MODEL OF DAY SCHOOL

Director		
Assistant Director/Assessment Coordinator		
<u>Program</u>	<u>Facilities, Events, & Resources</u>	<u>Administration & Finance</u>
Program Coordinator-3s, PreK, TK	Facilities, Events, & Resources Manager (FERM)	Administration & Finance Manager
Program Coordinator-Infants/Toddlers/2s	Resources & Media Coordinator	Registrar & Website Coordinator
Scheduling & Payroll Coordinator	Outdoor Ambassadors	Health & Administrative Coordinator
Age Level Specialists		Website Assistant

GENERAL RESPONSIBILITIES

Director: Oversees all areas of SLDS program development, staff hiring, supervision and training, budgeting and fiscal management, communication with parents and church members, maintenance of state licensing and national accreditation standards. Appoints Admin Team members for implementation and support of best practices in early childhood education and care.

Assistant Director/Assessment Coordinator: Works with the 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 Assessment Coordinator; works with the 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, meets with teachers, parents, consultants, and therapists regarding action plans for potential or identified children with special needs. The Assistant Director acts as Director when necessary.

Program Coordinators: 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 designated age levels. Communicates with Departmental Age Level Specialists to insure administrative attention to teacher ideas, concerns, and other issues of age-level program development. Communicates with parents/guardians and refers to Assistant Director or Director as needed. Works closely with ProCo Champ.

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 FERM Champ position and maintains the resource budget.

Administration and Finance Manager: Oversees office management. Responsible for creating and maintaining computer records and various documents for programming and communication. Supports budgeting and financial record keeping. Collects and tracks tuition payments and other receivables. Supervises and assists Registrar and Website Coordinator, Technology Coordinator, and Admin Champ.

Registrar and Website Coordinator: Often first SLDS contact for the greater community. Handles SLDS tours, student enrollment, student records, and waiting lists. Conducts duties related to calendar requests, room bookings, volunteer coordination, teacher recommendation requests, and office tasks as requested by the Administration Manager. Maintains school website.

Resources and Media Coordinator: Purchases, organizes, and maintains equipment and supplies for indoor and outdoor classrooms and administration as overseen by the Facilities, Events & Resources Manager. Graphic designer for online and in-person visuals. Maintains school Instagram account.

Payroll & Scheduling Coordinator: Handles scheduling and classroom coverage and technical duties related to payroll timekeeping and staff PTO.

Health and Administrative Coordinator: Front desk receptionist, manages children's medications and illness checks, manages well check and immunization updates, assists with admin tasks and teacher paperwork as needed.

Website Assistant: Assists Website Coordinator maintaining the school website and manages technical duties relating to classroom iPads.

Age Level Specialists: 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.

Outdoor Ambassadors: Outdoor classroom liaisons to age-level departments.

COMMUNICATION

Establishing Teacher/Parent Communication

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

REMIND Communication

REMIND is the primary platform for communication between teachers and parents. Each class has a REMIND group; teachers can send announcements to the whole group) or messages to individual parents. Each announcement can have up to 10 attachments. Teachers will send photos, daily “Today We...,” reminders, sign-ups for parties and parent conferences, etc., paying careful attention to the timing and composition of messages.

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. Office staff are available to make copies for you; be sure to note how many copies are needed.

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.

Email and Other Electronic Communication

St. Luke’s Day School on Instagram

Our school can 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.

School Wide Email

The St. Luke's Day School ***Need to Know*** highlights SLDS news and upcoming events and is sent via email to parents and staff two to four times per month.

Teacher/Parent Email

All SLDS staff members are given an individual SLDS work e-mail account. Additionally, classroom teachers share a classroom email account accessed on the class iPad. Please use these or REMIND for your 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**.

Social Networking and Blogging

Be aware that your online 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.

Artificial Intelligence (AI)

A comprehensive policy regarding use of AI by SLDS staff is under development. Policies aim to prevent misuse of AI and will emphasize responsible use for educational and communication purposes. AI will augment, not replace, human interaction and professional judgement. See your supervisor for guidance.

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 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, non-perishable foods ("Souper Bowl of Caring") in January, and another 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.

SPECIALIST INSTRUCTION

St. Luke's Day School offers instruction from the following specialists which enhances individual classroom curriculum. The 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 – Threes, PreK and Transitional Kindergarten

Early Literacy Resource Teacher – Threes

Early Literacy Lab – PreK and Transitional Kindergarten