



Our Savior Lutheran

# Preschool Academy

## Parent Handbook

11503 Vance Jackson  
San Antonio, TX 78230  
[www.oslpa.org](http://www.oslpa.org)

Phone (210) 696-2716  
Fax (210) 558-0572

## Table of Contents

OSL Preschool Academy Mission	3
Philosophy	3
Objectives	3
Enrollment & Admissions	3
Children with Special Needs	4
What to send with your child?	4
Hearing and Vision Requirements	4
OSL Preschool Academy Hours	4
Holidays and Vacations	4
Statement of Non-discrimination	5
Staff Requirements	5
Curriculum	5
Billing (tuition fee schedule, payments & refunds, vacation)	5
After School Care	6
Attendance and Absences	6
Late Pick-up Fees	6
Withdrawals	6
Release of Children	6
Discipline	7
Birthdays	7
Quiet Time/Naptime	7
Outside Play	7
Health & Safety (General standards, immunization, illness and medication)	8
Accidents/Incidents	9
Food	9
Program Dismissal Policy	9
What Can Parents Do to Help?	10
Inclement Weather	10
Agencies	10
Notification	10
Comments, Questions and Complaints	10
Gang-free zone	11
Breastfeeding Provision	11
How to Contact Us	11
Emergency Evacuation Plan	11
Handbook Acknowledgement	13

## Our Mission

Our Savior Lutheran Preschool Academy exists to provide children with a high quality Christian education as it encourages, supports, and nurtures families through the Word of God.

## Philosophy

The Bible teaches that parents have the primary responsibility for nurturing their children and instructing them in the Christian faith. Ephesians 6:4 says, "Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord." Ephesians 6:4

Our Savior Lutheran Preschool Academy exists to help parents nurture their children and strives to meet their child's spiritual, social, emotional, intellectual, and physical needs in a developmentally appropriate manner. We are here to serve those seeking a Christian education for their child so that each child may develop to his or her full potential.

## Objectives

Our Savior Lutheran Preschool Academy provides the following objectives for each child enrolled:

### *Spiritual Development*

Daily opportunities to hear and apply God's Word as it is taught in its truth and purity .

### *Intellectual Development*

An educational experience in a Christian environment which provides age-appropriate activities in basic language arts, communication skills, science, reading, and math readiness.

### *Physical Development*

Daily opportunities to develop large and small motor skills.

### *Social Development*

Daily opportunities to develop social skills based upon Christ-centered, God-pleasing principles of love and concern for each other's safety and well-being.

### *Emotional Development*

An atmosphere in which each child can feel accepted as a redeemed child of God and is encouraged to express his or her feelings and opinions.

### *Creative Development*

Daily opportunities to develop self-expression through art, music and movement, play, exploration, and problem solving.

## Enrollment & Admissions

Enrollment is open to any child, ages 4 years through the age of 5 years. The following forms must be completed before your child attends OSL Preschool Academy:

1. Application and Registration Packet
2. Health Statement
3. Copy of Immunization from child's health care provider (updated regularly by parents)
4. Parent Handbook Agreement
5. Billing Agreement (oral agreements are not valid, only written agreements are valid)
6. Emergency Contact Card
7. Birth certificate copy showing age as of September 1<sup>st</sup>.

A child will be enrolled when all the required paperwork above is complete and the following steps have been completed:

1. Registration fee of \$75.00 is paid. (This non-refundable fee is due when registration forms are completed.)
2. First monthly payment is paid in advance.
3. A child Processing Form is completed and signed by parent and director.
4. An intake interview has been conducted with the director and teacher. (Intake interviews cover the parent handbook, classroom orientation & form completion)

*A child must be completely toilet trained – no longer in diapers or pull-ups – in order to register.*

### Children with Special Needs:

Individual consideration shall be given for each request for enrollment:

1. There shall be no more than one special needs child in a group.
2. Acceptance of the child is to be considered a trial until it is fully established that the needs of the child can be met without loss to the whole group.
3. The number of days that the child attends, and the length of the time that the child stays, will be decided by the staff and parents.

### What to Send with Your child?

All children are required to bring the following, labeled with their name:

- A small blanket or large beach towel (if desired) for naptime and an extra set of clothes to wear to have on hand. All personal belongings should be labeled with your child's name.
- Please remember that children are taken outside daily (weather permitting), as stated in Minimum Standard Rules, and should dress accordingly, including shoes and appropriate outer clothing.
- Toys are not permitted in school, with the exception of a soft toy for naptime. On occasion, we will request that favorite things are brought in to show and share, but otherwise, toys must be left at home. **Our Savior Lutheran Preschool Academy is not responsible for lost or broken toys or other personal items.**

### Hearing and Vision Requirements

The Special Senses and Communication Disorder Act, Texas Health and Safety Code requires a vision and hearing screening for children who are four years of age or older. A copy of this screening is required to be in the child's file at Our Savior Lutheran Preschool Academy.

### OSL Preschool Academy Hours

OSL Preschool Academy operating hours are 8:30 a.m. to 3:30 p.m. Monday through Friday, August through June. After School Care Center will be available from 4:00 p.m.-6:00 p.m. at an additional cost.

### Holidays and Vacations

OSL Preschool Academy will follow the Northside Independent School District calendar.

## Statement of Non-discrimination

OSL Preschool Academy does not discriminate on the basis of race, religion, color, sex, national origin, disability, lifestyle, or any other basis prohibited by law.

## Staff Requirements

The Staff at OSL Preschool Academy consists of qualified caring individuals who are dedicated to helping your child reach his/her fullest potential. Each staff member meets the requirements of the Texas Department of Family and Protective Services. Our teachers have at least a Child Development Associates certification or the equivalent of work experience. Some of our teachers may also have a Bachelor's Degree or a Master's Degree in Early Childhood.

## Curriculum

The curriculum at OSL will help your child grow spiritually, emotionally, socially, physically, intellectually, and creatively. Our Christ-centered curriculum builds upon each individual's own skills and experiences. We utilize child- and teacher-directed learning in the areas of:

### *Music*

Music with preschool children opens the doors to creativity, motor development, and the total learning process.

### *Science*

Counting, classifying, sorting, size relationships, measurement, one-to-one correspondence, numbers, and shapes will be introduced.

### *Art*

The art curriculum provides the children with many opportunities to use their imagination, express their individuality, and be creative!

### *Language Arts*

Language Arts in the preschool classroom involves developing pre-reading and pre-writing skills. It overlaps into all subject areas, and happens every moment that the child is in the classroom.

### *Physical Education*

Much of the physical development at this age occurs through non-directed free play in a well-planned environment.

## Billing (Tuition Fee Schedule)

**Tuition is due on the 1<sup>st</sup> of every month. It's important for planning and staffing that your tuition is paid before service is rendered.** Your child will not be permitted to attend school if the tuition is not paid by the 1<sup>st</sup> of each month.

OSL Preschool Academy does not provide statements of account unless requested by the parent. Payments are due on the 1<sup>st</sup> of each month, regardless if a statement is provided. A \$30.00 NSF will be charged to your account in the event a check is returned.

Tuition refunds are not given without the appropriate withdrawal procedures followed. All refunds are approved by the Director.

Tuition charges will remain consistent regardless of absences. This is necessary to ensure staff coverage and your child's place in the program. Tuition charges will also remain consistent regardless of center holidays or closed days for inclement weather.

## After School Care Fees

The Preschool Academy provides After School care. The fees are paid in advance by purchasing "blocks of credits". Credits are purchased in blocks of 15 hours which costs \$45 for the 15 hour block. As credits are used the Preschool Academy will deduct used credits from the pre-purchased block. Once the remaining credits reach 3 hours, a new block of credits must be purchased. At no time will a negative balance of credits be permitted.

## Attendance and Absences

For your child's own comfort and protection, plus consideration for the other children, please keep your child home when he/she is not feeling well. Please call the office at 210-696-2716 by 8:30 a.m. when your child will not be in attendance. If your child will be attending late or leaving early for a necessary appointment, please let the staff know in advance. There will be no refund or reduction in tuition for absences.

## Late Pick-up Fees

If your child is not picked up by 6:00 p.m., a late fee of \$5.00 per each 15-minute period will be charged. All late fees must be paid with your next tuition payment. Consistent and /or significant late pickups may be cause for removal of your child from the OSL Preschool Academy program.

## Withdrawals

Parents may withdraw a child from the program anytime during the year. A two-week written notice is required for all withdrawals. Parents wishing to withdraw their child, but who fail to provide the appropriate notice will be liable for the tuition.

## Release of Children

A child may be released only to a parent or guardian named by the parent on the enrollment form. Anyone authorized to pick-up your child **must** show a valid Texas Driver License. Please notify the office in writing of any changes regarding pick-up authorization. In the case of divorced parents, it is important that the registering parent indicate on the enrollment form who has legal custody and who may pick-up the child. In the case of sole custody, the parent with custody is required to provide the center with a copy of the divorce decree. This confidential document will be placed in the child's file and is for the safety and protection of the child.

In the event of an Emergency pick-up we are required to verify authorization. Anytime an emergency occurs, and a child must be picked up by someone not listed on the child's enrollment agreement, Texas State Law requires the following:

1. Parent must provide OSL Preschool Academy with the following information:
  - a. A note or fax that is signed by the authorized parent/guardian.
  - b. Name and physical description of the person who will be picking up the child.
2. The person picking up the child must:
  - a. Present an identification card with a picture when picking up the child.
  - b. Complete an Emergency Pick-up verification form.

Persons not listed on a child's enrollment agreement will be allowed to pick up the child only in an emergency situation, and only after the above procedures have been followed. Under no circumstances will a child be allowed to leave OSL Preschool Academy with an unauthorized person.

## Discipline

At OSL Preschool Academy we believe that when children are provided with a happy, relaxed classroom atmosphere where they can engage in productive and enjoyable activities, discipline problems decrease. We also believe in using behavior management techniques such as positive reinforcement and redirection to guide children's behavior. Supervised time-away or redirection may be used if necessary and age appropriate. The staff at OSL Preschool Academy responds positively in a fair, clear, consistent and Christian manner. The use of physical punishment is not permitted at OSL Preschool Academy by staff or parents. Children will not be subjected to harsh or cruel treatment, humiliation, abusive language, or punishment associated with food or napping.

It is the policy of OSL Preschool Academy to create a safe and nurturing environment for all children. At times, it may be necessary to address severe disciplinary problems. While our goal is to welcome all children at all times, some severe disciplinary problems may result in dismissal from the program. These problems include but are not limited to:

1. Behavior which endangers the physical well-being of the child or others.
2. The OSL Preschool Academy Program cannot meet the child's needs.

OSL Preschool Academy will not dismiss any child without holding a parent-conference and establishing a plan of action.

At no time may a parent discipline or re-direct children. They may only notify the teacher, who will redirect the children.

## Birthdays

We enjoy celebrating children's birthdays at OSL Preschool Academy. You are welcome to bring cake, cupcakes, or other food items. The Texas Health Department requires that all food brought be purchased at a licensed store/facility for health and safety reasons. We do encourage families to bring nutritional snacks.

## Quiet Time/Naptime

After lunch a nap period or quiet time is provided for all children. To protect your child's health, we provide a sanitized mat for naptime. Parents will need to furnish a small blanket or a beach towel with the child's name clearly marked. All blankets and beach towels will be sent home at the end of the week for washing.

## Outside Play

Children need an outside playtime. Children will go outside a portion of each day. Keep this in mind as you dress your child for the day. Dressing in layers will be helpful in adjusting for changing temperatures. Teachers may decide to keep children inside based on the severity of the weather and/or condition of the playground. Please do not ask teacher(s) to keep your child inside. Children that are not well enough or not able to participate in all of the daily activities should be kept home until they are able to participate. We are unable to provide one-to-one care for children.

## Health and Safety

### *General Standards*

In our efforts to assure the safety of all children and staff, the following strategies are in effect;

1. Fire drills are conducted on a monthly basis. Escape routes are posted in every room.
2. Severe weather drills are conducted once every three months.
3. All gates are kept latched at all times.
4. Parents are asked not to park in the driveway. This will keep the driveway clear for students' drop-off and pick-up, as well as for emergency vehicles.
5. Universal precautions as specified by the Texas Department of Family and Protective Services (TDFPS) are implemented at OSL Preschool. The center is monitored periodically by TDFPS, the San Antonio Fire Marshall and the San Antonio Metropolitan Health District.

### *Immunization*

Every child enrolled at OSL Preschool Academy must have the required immunizations. If for some reason immunizations are contraindicated, the school must have on file a yearly statement signed by the child's doctor as to the fact that immunizations will not be given. Immunizations must be updated as required and a copy given to the center to be placed in your child's file. *Tuberculosis testing requirements vary across the state of Texas. At the present time, our local authority does not require TB testing for our students. Parents and/or guardians will be notified in writing if there are any changes to the TB requirements.*

### *Illness*

Your child's health is a matter of major importance to us. Children attending OSL Preschool Academy should be free of all contagious diseases. If your child should become ill while at the center with one of more of the following symptoms, you will be requested to pick up your child immediately (max. within 1 hour of phone call). Your child will be cared for apart from other children as much as possible until your arrival.

Children who have symptoms of a communicable or contagious disease may not be brought to the center. A child with a cold, fever, eye infection, ear infection, diarrhea, or other obvious signs of illness should be kept at home. Please keep your child home if he/she has the following:

1. Oral temperature of above 101 degrees
2. Armpit temperature of above 100 degrees
3. Constant cough
4. Symptoms of possible communicable disease such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 12 hours, rash with fever, mouth sores with drooling, behavior changes, sore throat, nasal discharge or other signs that the child may be severely ill.

When a child has been absent due to an illness, he/she can return after he/she has been **symptom free for 24 hours** or has a doctor's note to return. We ask that each parent adhere to the above guidelines. This consideration will help prevent your child and others from becoming ill unnecessarily. In our efforts, we will wash hands frequently, clean materials and facilities daily, and enforce universal precautions.

Should your child be sent home due to an illness, high fever or communicable disease he/she may not return until the 24 hours of being **symptom free**.

### Medication

Medication may be administered by the Director or a trained staff member. The following procedures must be taken: **(No over-the-counter medication will be administered)**

1. Parents must sign a medication authorization form.
2. The medication must be in the original container labeled with the child's full name and the date brought to the center.
3. The medication must be administered in amounts according to the label directions or as amended by a physician.
4. The medication must be administered only to the child for whom it is intended.
5. The medication must not be administered after its expiration date.

Parents should make every effort to administer medication to their children. OSL Preschool Academy will only administer medication once a day. Please remember to give the medication to a staff member so that it can be properly stored. **Medications are not to be left in the child's cubby or backpack.**

If your child has a periodic and recurring medical problem, such as headaches, asthma attacks, or allergic reactions, parents may sign a Medication Authorization allowing OSL Preschool Academy staff to administer the medication when symptoms occur for up to a six-month period. One Medication Authorization Form must be filled out for *each medication*.

### Accidents & Incidents

The OSL Preschool Academy staff makes every effort to ensure your child's safety. Unfortunately, minor accidents may occur. OSL Preschool Academy staff will administer 1<sup>st</sup> Aid for minor cuts and scrapes. All minor accidents involving a child are reported in writing to parents. The report includes the child's name, statement and description of occurrence, person witnessing the accident, and the Director's signature. In the event of an emergency, or any type of head injury the parent is notified immediately and 911 will be called, if necessary. All incidents will be documented and reported to the OSL Preschool Academy Director.

### Food

Parents must provide all lunches and snacks. Snacks and lunches must be **READY-TO-EAT**. OSL Preschool Academy will not supply any food items and will not prepare, or assist with preparing, parent-provided lunches or snacks.

### Program Dismissal Policy

Participants may be asked to withdraw from the program for the following reasons:

- Delinquency with payment or/and consistently paying tuition late.
- Failure to provide required records or to meet the standards of the Texas Department of Protective and Regulatory Services
- Consistently late pick-up of a child.
- A problem continues which negatively affects other children in attendance at OSL Preschool such as threats directed towards children, staff or self.
- The OSL Preschool Academy's program does not meet the child's needs.

## What Can Parents Do to Help?

- Always notify OSL Preschool Academy's office each day your child is absent.
- Follow all policies and procedures for both program and billing.
- Provide appropriate positive discipline and guidance.
- Maintain open communication with staff. Comments and questions are always welcome.
- Keep children's enrollment agreements up-to-date with current addresses, phone numbers (home, cellular, pager, and work), medical information, etc. This requirement is mandatory for licensing requirements as well as for the well-being of the children.
  
- Provide a doctor's statement that your child is physically able to participate in the center's program.
- Bring in immunization records every time they are updated for your child's file.
- Be involved with your child and follow up with the activities from your child's class.
- OSL Preschool Academy encourages parent volunteers. Please talk with your child's teacher about ways you can contribute.

## Inclement Weather

In the event of inclement weather, OSL Preschool Academy will follow Northside Independent School District's closure plan. Please be attentive to morning news announcements on the radio and television. Your safety is our primary goal.

## Agencies

OSL Preschool Academy reports to the Texas Department of Family and Protective Services, Child Care Delivery Services, and the Texas Health Department. All current inspections are posted in the main hallway of the building.

Texas Department of Family and Protective Services, Licensing Division was established by law to regulate child-care facilities to help protect the health, safety, and well-being of children in care. The Licensing Division has developed minimum standards that all licensed child care facilities are required to meet. A copy of minimum standards is in the Director's office for your review. The license, latest fire inspection, health inspection, and the latest inspection report from TDFPS are posted in the main entrance of the center for your review.

If you suspect that your child or any child has been physically or sexually abused, report the situation immediately. Toll-free Child Abuse Hotline number (1-800-252-5400) is available 24 hours a day.

TDFPS abuse hotline: [www.txabusehotline.org](http://www.txabusehotline.org)

TDFPS website: [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us).

Address: 3635 SE Military Drive, San Antonio, TX 78233

Local Licensing Office: 210-337-3399

## Notification

Parents will be notified in writing 2 weeks prior to any policy changes.

## Comments, Questions, and Complaints

Parent's comments and questions are always welcome. Please feel free to discuss any questions or concerns about the policies and procedures of OSL Preschool with the Director. OSL Preschool Academy has an open door policy. Parents are welcome to visit any time.

## Gang Free Zone

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

## Breastfeeding Provisions

Parents have the right to breastfeed or provide breast milk for their child while in our care. Our Savior Preschool Academy will provide a comfortable place with a seat in our facility that enables a mother to breastfeed her child.

## How to Contact Us

OSL Preschool Academy is open from 8:30 a.m. – 3:30 p.m. and After School Day Care from 4 p.m. to 6 p.m. Please call 696-2716 during these hours to contact staff members.

## Emergency Evacuation & Relocation Plan

This emergency evacuation and relocation plan is designed to ensure the safety of children during a fire, weather, or other emergency requiring evacuation or relocation of the children. Emergency evacuation procedures will be practiced and documented at least monthly at different times during hours of operation.

Emergency evacuation routes are posted in each classroom immediately inside the classroom door. Teachers and staff will follow these posted evacuation routes during practice and real events. Children will be advised to walk in an orderly fashion to the appointed evacuation location. No running or talking will be permitted.

The Preschool Director/School Principal will ensure the children have been relocated safely and he will designate one staff member to contact the Fire Department or appropriate agency via the 911 call system. Calls will be made from a cell phone or from the church building, or another nearby location as necessary. Upon departure from the school the teachers will take attendance. Once the children have been moved safely to a safe zone, the teachers will take attendance again. Similarly, when the children are returned to the school or to another safe zone, the teachers will take attendance upon departure from the area and once again as the children are returned to the school. The teachers will ensure all children remain in one area and can be accounted for at all times.

Copies of the children's application for school will be kept in a red binder which will be maintained in the office of the Education Administrator. This binder will contain all staff cell phone numbers as well as cell numbers for the Pastor and for the Staff Minister. Additional informational items that will be maintained in the red binder include emergency numbers, medical authorizations, and attendance sheets. Emergency contact numbers for the teaching staff include:

### **School Staff Emergency Contact Numbers**

Director/Principal Josh Rimpel	210-722-5452
Education Administrator Dan Mayer	210-630-3587
Lower Grades Teacher Leah Clark	210-454-1690
Preschool Academy Teacher Emily Wicker	307-220-2156
Daycare Worker Karen Mayer	210-473-6001

### **Church Staff Emergency Contact Numbers**

Church Telephone	210-696-2716
Pastor Soukup	210-837-3934
Staff Minister Kasischke	210-394-2232

The Preschool Director/Principal will designate a different staff member to collect the red binder containing children information/application forms, emergency numbers, medical authorizations, and attendance sheets, and to take those records out to the evacuation area. Nobody will be permitted to enter the school building once it is evacuated.

Several on-campus locations will be used for emergency evacuation, depending on weather, accessibility, and other factors, at the Director/Principal's discretion. Staff must ensure 100% of children attendance in any area of evacuation and staff must remain alert to changing conditions and to ensure children remain in the safe zone. Attendance will be taken upon arrival and prior to departure of the safe zone.

- Children and staff may evacuate to the church sanctuary if safe
- Children and staff may evacuate to the far end of the parking lot if safe
- Children and staff may evacuate down the hill behind the school if safe
- Children and staff may evacuate off campus to the Cody Library across the street only in the event of safety requirements and with the approval of the Director/Principal

**In the event of the need to evacuate to an area away from the school campus the following locations will be used, at the direction of emergency personnel. These locations are listed closest to farthest away.**

1. Walk safely across the street to the Cody Library
2. Walk safely across the street to down Clifton Forge to the entrance to Hausman Elementary School
3. Walk safely north on Vance Jackson Street to the entrance to Hobby Middle School.

Teachers must closely monitor the children to ensure they remain in line and are always accounted for.

## HANDBOOK ACKNOWLEDGEMENT

I herewith state that I have read and understand the Parent Handbook and the Tuition Payment Policies and Procedures for Our Savior Lutheran Preschool Academy. I have had an opportunity to discuss these policies and procedures with an OSL Preschool Academy staff member.

I also acknowledge that I have received a copy of the supply list and will supply all items pertaining to my child's care at OSL Preschool Academy.

---

Parent/Guardian Signature

---

Date