

# Our Saviour Lutheran School

## Family Handbook



2025-2026

# Family Handbook

<b>Who We Are.....</b>	<b>2</b>
Mission and Values.....	2
Philosophy.....	2
Board of Directors.....	3
Curriculum.....	3
Classroom Schedules.....	3
<b>Behavior Guideline Philosophy.....</b>	<b>4</b>
Guidance Procedures.....	4
Biting.....	6
<b>Registration &amp; Requirements for Enrollment.....</b>	<b>6</b>
Tuition and Fees.....	7
<b>The School Day.....</b>	<b>7</b>
Your Child's First Day.....	7
Hours of Operation.....	8
Parking.....	8
Arrival.....	8
Dismissal.....	9
Change in Pickup Person.....	9
Separation Anxiety.....	9
Classroom Schedule.....	10
Classroom Activities.....	10
<b>Personal Belongings.....</b>	<b>10</b>
Snacks & Lunches.....	10
<b>The School Year.....</b>	<b>11</b>
Calendar.....	11
Inclement Weather Days.....	11
Celebrations & Birthdays.....	11
Rent the Rock.....	11
<b>Communication &amp; Family Involvement.....</b>	<b>12</b>
Brightwheel App.....	12
Family vs. Approved Pick-Ups vs. Emergency Contacts.....	12
Check-In Codes.....	13
Conferences.....	13
Confidentiality.....	13
Family Involvement.....	14
<b>Health &amp; Safety.....</b>	<b>14</b>
Your Child's Health and Safety.....	14
Illness.....	14
Extended Absence.....	15
Medication.....	15
Toilet Training.....	16
Safety.....	16
Injuries.....	16
Supervision.....	17
Insurance.....	17

# Who We Are

## Mission and Values

Our mission is to provide a nurturing, high-quality early childhood education that supports the whole child—mind, body, and heart. We are dedicated to creating a safe, inclusive, engaging, and Christ-centered environment where every child is encouraged to explore, grow, and thrive.

Through meaningful play, intentional teaching, and strong relationships, we lay the foundation for lifelong learning. We are committed to fostering curiosity, creativity, kindness, and confidence in every learner.

We work in partnership with families and one another to ensure that all children feel seen, heard, and loved—equipping them with the skills and values they need to succeed both in school and in life.

## Philosophy

At Our Saviour Lutheran School, we believe that every child is a unique and valuable individual created with purpose and potential. We are committed to nurturing the whole child—mind, body, and heart—through a Christ-centered, inclusive environment where kindness, respect, and compassion flourish.

We recognize that play is fundamental to young children's well-being and development. Play offers natural, engaging opportunities to explore new ideas, build skills, and develop understanding. Through play, children learn to organize thoughts, solve problems flexibly, extend their attention span, and express feelings and needs.

Our classrooms are thoughtfully designed to provide a rich balance of free play and structured activities such as circle time, literacy lessons, and group projects. Our curriculum is tailored to meet each child's individual needs, preparing them academically, socially, and emotionally for kindergarten and beyond. We embrace teachable moments throughout the day to challenge and support children at their own level.

Social and self-help skills are emphasized through modeling and encouragement, fostering responsibility, respect, caring, sharing, and acceptance. Through conversations and active listening, we nurture emotional, language, and social growth, building each child's self-esteem and confidence.

We believe in strong partnerships with families and one another, working together to ensure every child feels seen, heard, and loved. Our goal is to inspire a lifelong love of learning, curiosity, creativity, and kindness in every child, equipping them with the values and skills to thrive in school and life.

## Board of Directors

Since our founding, Our Saviour Lutheran School (OSLS) has been guided by a dedicated Board of Directors composed of volunteers. These individuals generously give their time, talents, and enthusiasm to ensure OSLS remains fiscally sound and upholds its high standards of excellence. The Board is led by a Chairperson, who is selected by fellow Board members to serve in this role. Board Members are often present at school events and are delighted to meet parents and other family members.

If you would like to address the Board, you may submit your request to:  
oslpreschool14@gmail.com.

## Curriculum

At Our Saviour Lutheran School we focus on child-centered teaching, developmentally appropriate practices, and the belief that 'play is a child's work.' Our goal is to develop each child's confidence, creativity, and life-long learning skills in our program. To support this goal, we teach units through make believe play. Each classroom is composed of the following centers: dramatic play, art, science, blocks, table toys, literacy. These centers may vary based on age and developmental appropriateness. The 3 and 4 year old classrooms will also receive explicit phonological awareness lessons using the Heggerty curriculum.

## Classroom Schedules

### **1k and 2K**

8:30-8:45	Arrival
8:45-9:00	Circle Time
9:00-10:00	Classroom Instruction
10:00-10:20	Snack
10:20-10:30	Classroom Instruction
10:30-11:00	Outside Time
11:00-11:50	Classroom Instruction
11:50-12:00	Closing Group
12:00	Dismissal

### **3k and 4k**

8:30-8:45	Arrival
8:45-9:00	Circle Time
9:00-10:15	Classroom Instruction
10:15-10:35	Snack
10:35-11:00	Classroom Instruction
11:00-11:30	Outside Time
11:30-11:50	Classroom Instruction
11:50-12:00	Closing Group
12:00	Dismissal

\*Chapel will take place every Wednesday from 9:05-9:25

*\*Schedules are subject to change based on the needs of the students*

# Behavior Guideline Philosophy

At Our Saviour Lutheran, our foundational goal is to nurture the development of strong social and emotional skills in each child. Rather than using discipline in the traditional sense, we take a *guidance-based* approach, focusing on creating a supportive and encouraging environment for all. Guidance helps children learn from mistakes in developmentally appropriate ways, beginning with intentional modeling and instruction (National Association for the Education of Young Children).

Research shows that children with well-developed social-emotional skills are generally happier, more motivated to learn, and show greater engagement and academic success. They also tend to build more positive relationships with both peers and adults (Hyson, 2004; Kostelnik et al., 2015).

We support children's growth by implementing a *proactive and preventive* guidance approach that emphasizes reinforcing positive behaviors, rather than punishing inappropriate ones.

## **Our Environment**

We design classrooms that are rich in developmentally appropriate materials and experiences, tailored to keep children actively engaged. Our daily schedules minimize long wait times and support children's physical, cognitive, and emotional rhythms, while also allowing flexibility to follow children's interests.

## **Our Teachers**

Teachers work to build strong, trusting relationships with every child. Redirections are delivered calmly and respectfully. We help children identify and name their emotions, and we use social stories and other tools to model appropriate social behaviors. Our staff are committed to meeting each child's individual needs while maintaining a safe and inclusive environment.

## **Our Families**

We believe that collaboration with families is key to consistent, effective guidance. We maintain open, respectful communication and work together to support children both at school and at home. When necessary, we assist families in accessing additional support through trusted professionals or community agencies.

### **Sources:**

Hyson, M. (2004). *The Emotional Development of Young Children: Building an Emotion-Centered Curriculum* (2nd ed.). Teachers College Press.

Kostelnik, M.J., et al. (2015). *Guiding Children's Social Development and Learning: Theory and Skills* (8th ed.). Cengage.

## Guidance Procedures

When a child at Our Saviour Lutheran exhibits challenging behavior, we follow the standards set by the National Association for the Education of Young Children (NAEYC):

1. **Observation & Understanding**

Staff observe the child to identify patterns, triggers, or contributing factors related to the behavior.

2. **Proactive Support**

We focus on teaching skills such as emotional regulation, social interaction, and communication. Strategies include adjusting the environment, modifying activities, and providing peer or adult support.

3. **Safe, Respectful Responses**

Staff respond to behaviors—especially physical aggression—in ways that ensure safety while remaining calm and respectful. Children are clearly informed about acceptable behavior in age-appropriate ways.

4. **Documentation**

All incidents and interventions are logged using tools such as incident reports, or individualized behavior plans.

5. **Family Collaboration**

Conversations with families are held privately and focus on working together to support the child's growth and inclusion. If needed, we co-develop individualized guidance plans.

6. **Referral and Intervention**

When appropriate, we refer families to outside support such as early intervention services, community mental health providers, or private therapists. Our goal is to ensure every child has access to the resources they need.

7. **Individualized, Developmentally Appropriate Guidance**

All responses are tailored to the child's age and developmental level, ensuring fairness, consistency, and respect.

Our Saviour Lutheran School does not condone or tolerate the use of physical punishment of any kind on Our Saviour Lutheran School property. This policy restricts parents and staff from using physical punishment on their children while on Our Saviour Lutheran School property. Also, Our Saviour Lutheran School will not tolerate psychological abuse, coercion, threats, derogatory remarks, withholding, or threatening to withhold food as a form of discipline.

We are committed to upholding a respectful, nurturing environment where every child is supported in their journey toward emotional and social competence.

Despite these efforts, some children may continue to exhibit significant, challenging behaviors. The following steps will be completed if a child must be removed for challenging behaviors that constitute an imminent danger to the child or others:

- Make a referral to an early childhood mental health specialist or Healthy Social Behavioral Initiative specialist. If a child's behavior is such that it necessitates temporary removal on a repeated basis, there should be sufficient documentation for consideration of special education services.
- Maintain documentation on file of the incident's outcomes, subsequent parent conference, and the plan developed that includes appropriate intervention strategies. The parent conference's purpose is to create a plan jointly with the family and available resources to address the specific behaviors that constitute an imminent danger (recurring violence, behavior, or aggression)

- If a child continues to exhibit persistent, severe challenging behavior that is unsafe to themselves, other children, or the teachers, Our Saviour Lutheran School may recommend and/or require alternative placement.
- Suppose a child with an Individualized Family Service Plan (IFSP) or an Individualized Education Program (IEP) exhibits persistent challenging behaviors. In that case, special considerations are enacted due to procedural safeguards and due process rights ensured under the Individuals with Disabilities Education Act (IDEA), Parts C and B. Our Saviour Lutheran School will follow all state special education rules and regulations governing suspension/expulsion.

## Biting

Biting is a normal part of child development. Young children bite for various reasons, such as teething or exploring a new toy or object with their mouth. Biting can also be a way for toddlers to get attention or express how they're feeling. Frustration, anger, and fear are strong emotions, and toddlers lack the language skills to deal with them. If they can't find the words they need quickly enough or can't articulate how they're feeling, they may resort to biting.

Biting tends to occur most often between 12-24 months of age. Biting past the age of two and a half to three is less common. For repeated biting instances with preschoolers, we may request a parent/teacher conference. The purpose of the parent-teacher conference is to discuss what may be causing the child to be upset, frustrated, confused, or afraid and therefore lead to biting. Additionally, we would develop a joint plan of action following our behavior guidance procedures listed in this handbook. If your child bites or is bitten, you and the family of the other child involved will receive an Incident/Accident Report that keeps the identity of both children confidential.

## Registration & Requirements for Enrollment

After parents are notified of the admission date, you must complete the Our Saviour Lutheran School Enrollment Application (found on our website) and pay the non-refundable registration fee. Upon receipt of the enrollment application and payment of registration fees, the parent receives the enrollment agreement, family handbook, permission forms, and health and immunization forms.

On the first day a child attends school, the office must have in each child's file:

- A signed Enrollment Agreement
- A completed set of enrollment paperwork
- General Record and Statement of Child's Health
- Completed medical action plan (if applicable)

Within 30 days of a child's first date of attendance:

- A record of immunization or a completed exemption form

*PLEASE NOTE: We are required to have each of these forms in our files in order to maintain our license to operate. State law requires us to exclude from school any student whose files are incomplete until we have received their missing paperwork. We appreciate your cooperation.*

## Tuition and Fees

Tuition is based on enrollment (a reserved slot), not attendance and payment will be expected whether the child is in attendance or not.

**Registration Fee:** A month of tuition (Non – refundable) Payment required at the time of enrollment

**Sibling Discounts:** You will pay full registration and full monthly tuition for the first child. Then will receive 25% off registration and \$25 off monthly tuition for siblings.

**Tuition:** Our Saviour Lutheran School admits students of any sex, race, color and national or ethnic origin in administration of our educational and admissions policies. Grades offered are 1 Year Preschool, 2 Year Preschool, 3 Year Preschool, and 4 Year Kindergarten. Due to the lack of resources on site to handle special needs children, our admittance policy for such children will operate on an individual basis, with our school director and staff making evaluations and determining whether the student will be admitted. Special needs in this case would be defined as those children with speech, hearing, behavior and/or learning difficulties.

Schedules for payments:

The best way to pay tuition and fees is online through Brightwheel. Tuition balances will generally be posted before the first of the month. Through Brightwheel, you can make recurring or one-time payments online using a checking or savings account for no additional fee. If you choose to use a credit card, a processing fee will be added to your payment. Our Saviour Lutheran is committed to the security of your personal information online. Brightwheel payment services do not store confidential banking information and have the highest encryption levels on bank transfers. No one at our company or externally has any access to any customer banking records. All families using Brightwheel for payment must complete a two-step authentication process to verify their accounts. If online payment is not possible for you, please talk to the Director about alternate payment methods.

**Cash payments will be accepted but are not recommended because of the staff time required to account for these cash payments.** No exceptions will be made to the fee payment schedules.

The first tuition payment is due no later than the 4th of September and the last of eight tuition payments for the school year is due the 4th of April.

Monthly Lunch Bunch fees are due the 4th of each month, September through April.

The initial deposit fee covers tuition for the partial months of August and May.

A \$25.00 late fee is due on the 20th day of the month for any fees due the school that have not been received by the 4th of the month.

If all fees are not paid by the end of the day on the 25th day, the student will not be permitted to be in school beginning on the 26<sup>th</sup> day until all payments have been received.

A \$25 fee will be charged for all returned checks.

## The School Day

### Your Child's First Day

Preparing for the first day of school can be exciting, but it can also be an overwhelming and

anxious time – we understand! We will work with you to make your child's first day the best it can be. Don't hesitate to share any concerns you have before that first drop-off.

On the first day, we ask that you send in the items listed below. Please make sure to label each item with your child's name.

- Please provide a set of extra clothes, including socks, for your child. It's always a good idea to keep a sweater or sweatshirt at the school, too. Clothing should be updated periodically to make sure it still fits and is appropriate for the season.
- Diapers and wipes (if applicable). These items will stay at school.
- A backpack that your child will bring to and from school each day

## Hours of Operation

Our Saviour Lutheran School is open daily Monday-Friday

Arrival time: 8:30-8:45

Instructional time: 8:45-12:00

Lunch Bunch: 12:00-1:00

## Parking

To ensure our children's safety, it is of utmost importance that we practice safety and courtesy while in the parking lot. Please watch out for others, drive slowly, and hold children's hands.

Please only park in designated parking spaces.

## Arrival

Mornings can be busy times, and they often set the tone for our day. Help your child have a successful start to their day by doing the following when you and your child arrive at school:

- Walk your student up the sidewalk to the double door entrance.
- Sign your child in using the Brightwheel App and your check-in code. You can use your smart device to check in.
- Encourage/help your student hang up their backpack before or upon entering the classroom.
- Parents must accompany their child to and from the classroom each day.
- You must connect with the teacher upon your child's arrival. This is a wonderful opportunity to share any important information they should know about your child's morning or changes to their schedule.

Please plan to bring your child to school by 8:45. We want each of our students to gain the most they can from their experiences at Our Saviour Lutheran School. When children consistently arrive late, they miss out on educational opportunities and fun activities that the teachers have carefully planned.

*First month of school: Please drop your student off at their classroom door without entering the room. This sets your child up for success as they are adjusting to their new classroom. For more information see the Separation Anxiety section in our handbook.*

## Dismissal

Families can enter the building at 12:00 to pick up their student. During this time please make sure to

- Enter the building up the sidewalk to the double doors.
- Sign your student out using the Brightwheel App and your code.

## LUNCH BUNCH

- Enter the door that is up the stairs to pick up your student.
- Ring the doorbell.
- Sign your student out using the Brightwheel App and your code.

## Change in Pickup Person

The safety of our students is our top priority. Please notify your child's teacher if someone other than you will be picking up your child. OSLS staff will only release your child to the parents and guardians or the other adults you authorized on the student's Enrollment Application or within the Brightwheel App. If you need to authorize a new pickup person, please send the request via Brightwheel or call the school. For your child's safety, any time a person we do not recognize comes to pick up your child, we will ask for a government-issued photo ID.

## Separation Anxiety

The first few weeks of school are always a time of adjustment, and many students (and parents) feel a sense of separation anxiety which is perfectly normal. Here are a few strategies to help with the process. Remember, separation anxiety is a phase, it is perfectly natural, and it will pass.

- Make the goodbye prompt and cheerful. Giving your child "one more minute" prolongs the inevitable. As a parent, the best thing you can do is hug your child, say "I love you," and reassure them that you will be back soon.
- Establish a goodbye routine. Children crave routine, and parents who establish a consistent goodbye routine have better luck with successful goodbyes. This could be a secret handshake or a special 'I Love You' ritual. This provides a special moment between the two of you that offers a sense of reassurance.
- Trust your child's teacher. This may be difficult to do when you do not yet know them, but keep in mind that our teachers have chosen this profession because they love children, and they have a wealth of ideas and strategies to help settle an upset little one.
- Acknowledge how your child is feeling. It is important to accept and respect your child's temporary unhappiness as it is genuine and normal. Say things like, "I know you feel sad when Mommy leaves, but you will have a good time, and I will be back very soon."

Also, be prepared for regression. Sometimes a change in schedule like a long weekend or an illness that keeps your child home for a few days can have you feeling like you are right back to square one. As frustrating and upsetting as this can be, it is perfectly normal. Stick to the above strategies, and you should notice a significant difference in a couple of days.

## Classroom Schedule

Each classroom follows a slightly different schedule that is customized for their students.

Staff is sensitive to the attention spans of young children and plan accordingly, making activities extensive enough to be challenging and fun but short enough to avoid overwhelming a child.

Each classroom has a schedule posted that lists approximate times of activities. Routine provides security, but flexibility is also important in meeting the varying needs of young children.

## Classroom Activities

Teachers plan activities for the learning centers in the classrooms weekly. Teachers strive to be culturally aware and sensitive in their approach to planning. They plan concrete activities that can be modified to meet all children's needs and provide challenges in skill development.

The classrooms are organized into centers or defined interest areas. Activities are planned for each center in which the children move freely throughout each day. The variety of learning centers include table toys, dramatic play, blocks, literacy, science, and art.

## Personal Belongings

To prevent items from becoming misplaced or lost, please label ALL items brought from home with your child's name. Within each classroom, each child has a hook and/or cubby assigned to them. This will provide storage space for your child's personal belongings.

### Clothing & Shoes

A full day at our school includes fun activities like singing, painting, playing indoors and out, dancing, and eating, so we recommend easy-fitting, washable clothes. Being comfortable lets kids focus on learning and having fun!

Make sure your child is wearing shoes for easy movement. Flip-flops, clogs, cowboy boots, and slick-bottomed shoes often cause children to fall when running outside and limit their play. Please be sure that your child's shoes are rubber-soled and closed-toe with a closed heel or heel strap.

### Belongings from Home

Your child will be provided with stimulating, educational toys every day. Please leave toys and belongings at home, as bringing a treasured object to school can create tension between children and stress for children and staff if something is lost or misplaced.

## Snacks & Lunches

We ask that all students bring a nutritious snack to school each day. Snacks should help fuel your child's body and brain—please avoid sending candy, chips, or sugary treats. Ideal options include fresh fruit, vegetables, cheese, crackers, yogurt, or other healthy choices.

If your child has any food allergies or dietary restrictions, please let us know so we can ensure a safe eating environment for all.

Lunch Bunch Students must bring in a lunch each day, including a drink. If a drink is sent in a cup, please use straw cups or sports bottles. Please provide any utensils your student will need for

their lunch. Please send lunches that are ready to eat and do not require microwaving or heating. Students in all grades should have a lunch box that is clearly marked on the outside with the student's name. Please consider marking your child's name on any containers, as well. We ask that all food be nut-free.

## The School Year

### Calendar

The Holidays we close for are; Labor Day, Thanksgiving, Christmas, Martin Luther King's birthday, President's Day, Spring Break, and Memorial Day. We follow the Greenville County School District calendar for in-service days. Please refer to your school calendar for specific dates.

### Inclement Weather Days

In case of inclement weather, Our Saviour Lutheran School will close as determined by Greenville County Schools.

- If Greenville County Schools are CLOSED, Our Saviour Lutheran School WILL BE CLOSED.
- If Greenville County Schools are opening on a 1-hour delay, Our Saviour Lutheran School WILL OPEN AT 9:00
- If Greenville County Schools are opening on a 2-hour delay, Our Saviour Lutheran School WILL BE CLOSED.
- If Greenville County Schools are dismissed early, Our Saviour Lutheran will be dismissed at the same time.

### Celebrations & Birthdays

Birthdays and celebrations are special days for children, and we love to share in the joy! If you'd like to send a small treat for your child's celebration, all items must be nut-free and commercially packaged with a visible ingredient label so we can safely accommodate allergies and dietary needs.

To keep all students safe, please do not send in candy or treats that may pose a choking hazard. We also ask that you notify your child's teacher in advance if you plan to bring in a treat.

### Rent the Rock

The rock outside our school is now available for rental! For just \$15, you can reserve the rock for 24 hours and paint it to celebrate birthdays, accomplishments, or special events.

Please submit your rental request using this form:  
<https://forms.gle/8p7b9noa6AN6mDoRA>

# Communication & Family Involvement

## Brightwheel App

Upon enrollment, you will receive an invite via email or text to set up your Brightwheel account. Through the app, you can communicate with your child's teacher or administration via messaging, as well as pay tuition and receive your child's daily report.

- Create a free Brightwheel account. When you receive an invitation via email or text, please create a free parent account using either the website or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to.
- Confirm your child's profile. You will see your child's profile after you create an account - you can confirm information such as birthdays, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within Brightwheel until we start to use it regularly.
- Set your account preferences. You can adjust your notification preferences within your profile settings on the app.
- Add your payment information. Brightwheel offers secure, automated online payments that save time and give you advanced tools and reporting.

## Family vs. Approved Pick-Ups vs. Emergency Contacts

We ask that you add and edit Family Members, Approved Pickups, and Emergency Contacts on your child's profile. When adding contacts, you are given four options: Parent, Family, Approved Pickup, and Emergency Contact. Each one has slightly different functions and privileges, as listed in the chart. We do not recommend listing anyone as an Emergency Contact as emergency contacts do NOT have pick-up privileges. Only parents, family, and approved pickups may check a child out. For more information on how to add contacts to your child's profile, [click here](#).

	Parent	Family	Approved pickup	Emergency contact
Create a brightwheel account	✓	✓	✓	
Can check-in & check-out	✓	✓	✓	
View activity feed	✓	✓		
Send and receive messages	✓	Send only		
View child's profile	✓			
View and pay bills	✓			

## Check-In Codes

You must use your check-in code to ensure proper record keeping! To make this easier, Brightwheel allows you to customize your check-in code at any time. Here's how to do this from your profile in the app.

1. Tap the Edit icon next to your check-in code
2. You will see a red-orange screen with your current code displayed
3. Enter a new 4-digit code
4. If your code matches that of another staff or parent, a warning message will be shown, you can still save and use that code, but it is not recommended\*
5. Once you enter a unique code, tap the Save button

\*Please Note: If your check-in code is not unique, you will be required to take a second step and enter the last four digits of your phone number to verify your account before completing a check-in.

## Conferences

Family participation is encouraged and welcomed. OSLS uses Family Conferences to offer family support and communication. Family Conferences are designed:

- To guide families and teachers with a way of sharing valuable information about their child.
- To individualize the planning process for each child in the context of their family, culture, and community.
- To explore ways to use a child's family's strengths to promote growth and development.
- To create an ongoing process for recording the growth and development of the child.

We schedule 2 formal conferences each school year, but we encourage you to reach out to your child's teacher at any time if you have questions, concerns, or want an update on your child's progress. While conferences are not mandatory, they are encouraged, even for our youngest students, as they allow parents the opportunity to follow the progress that their child is making. During these conferences, you will be provided with a written report about your child's strengths and areas for growth.

### Developmental Concerns

If at any point you have developmental concerns for your child, please reach out to your child's teacher to discuss. We are happy to provide strategies, resources, or community programs that may be of support.

## Confidentiality

All information contained in your child's records, including your personal information, is confidential.

Out of respect for other children and families, please do not post photos or videos that contain images of children other than your own on the Internet.

## Family Involvement

OSLS believes that children thrive when the relationship between the family and the center is a partnership. We have an open-door policy—parents and guardians are always welcome at the center, so just let us know when you'd like to come to say hello! We strongly believe in positive two-way communication. Families are encouraged to communicate with teachers and administration in whatever way is most convenient for them. This may include by phone, notes, email, or in person. Information is shared with families through verbal conversations, the Brightwheel app, newsletters, flyers, family bulletin boards, notes, phone calls, posters, conferences, and e-mail.

Families will be invited to scheduled classroom events throughout the school year.

## Health & Safety

### Your Child's Health and Safety

Your child's health is important to all of us. Please notify us of any special health precautions, medications, or concerns regarding your child so we can provide the best possible care.

In accordance with state law, immunization records must be on file at the center within one month of enrollment for all children not yet enrolled in public school. Please ensure that these records are updated after each immunization.

An Authorization for Medical Treatment form must be completed and signed by a parent or guardian and will be kept on file for every child enrolled in our program.

In the event of an emergency, we will make every effort to contact you immediately. If emergency treatment is needed, children may be transported by a staff member or EMS, depending on the severity of the injury. Our designated emergency medical facility is Prisma Children's Hospital (Greenville Memorial) unless otherwise directed by your insurance provider or your instructions.

All staff members are certified in CPR and First Aid and trained to respond promptly and effectively to emergency situations.

### Illness

We realize that it is difficult for working parents to keep their children home, but exclusion from school will help prevent contagion and promote the health and safety of your child. Children should be kept home from school if they are feverish, have diarrhea and/or vomiting, have nasal mucous discharge that isn't clear, or if they show signs of becoming sick (listlessness/drowsiness, productive cough, sore throat, ear pain, eyes that are pink, burning, itching, or producing discharge). If your child cannot comfortably participate in the day's usual activities or your child needs to stay indoors and/or have additional rest, these signs are generally indicative that the child should not be at school.

If your child becomes ill during the school day, every effort will be made to make them comfortable, away from the other children, but with a familiar caregiver. A parent will immediately

be called to come and pick them up. Our Saviour Lutheran School is not able to provide arrangements to care for sick children. Parents are required to respond as soon as possible concerning the sick child when contacted by OSLS staff. If we cannot reach the parent within thirty minutes, we will reach out to the family's additional contacts as stated on enrollment/annual forms and Brightwheel.

Children may attend with minor illnesses if it is not contagious, and it does not affect the child's ability to participate in the day's routine. Minor illnesses include:

- Mild respiratory infections
- Acute infections subsiding after treatment, such as pink eye, impetigo, ear infections
- Cold symptoms without a fever

If the child's health deteriorates at some point in the day, the parent will be contacted to come to pick them up.

To help maintain a healthy environment for all children and staff, we ask that you please keep your child at home if they are sick. Children should not return to the program until:

- At least 24 hours have passed since the fever has subsided without the use of fever-reducing medication
- Diarrhea and/or vomiting has stopped for a full 24 hours
- They have been on prescribed medication for any communicable disease for at least 24 hours

These precautions help us minimize the spread of illness and ensure a safe, healthy environment for everyone.

## Extended Absence

If your child is absent for three days or more, please inform the school of the reason for the absence. This is important for the health and safety of all students and staff.

In some cases, we are required to report certain illnesses to DHEC (Department of Health and Environmental Control). If you would like to review the list of reportable conditions, please stop by the school office for more information.

## Medication

Whenever possible, we recommend that you administer medications at home. To help with medication scheduling, you may consider asking your health care provider for prescriptions with 12-hour dosages. At the center, medications will be administered in accordance with DSS regulations and the policies described below.

- For a staff member to administer any medication to your child, you must complete the Medication Administration Permission Form in its entirety.
- The medication must be brought to school and stored in the original, tamper-resistant container in which they were dispensed with the pharmacy labels. The pharmacy label must specify:
  - The child's name
  - The names of the medication
  - The amount and frequency of dosage

- The date the prescription was filled and the expiration date

## Toilet Training

We understand that potty learning is a unique process for every child, and that each child will show signs of readiness at their own pace. Because of this, **toilet training is not required for enrollment** in our preschool program.

Our staff is experienced and trained in supporting children through this developmental milestone. We're happy to partner with families during this process—with the understanding that potty learning is most successful when we work together consistently at home and school

For children in our 2K program who are not yet toilet trained, we ask that they wear pull-up style diapers or training pants each day. Families should provide a daily supply of these, along with wipes, to be kept at school and replenished regularly.

## Safety

### Authorized Pick-Up

- No child will be released to anyone not listed on the child's enrollment form without prior approval from a parent or guardian.  
If someone outside the regular pick-up list is coming for your child, written or verbal permission from the parent is required. Familiar adults may be identified by the child; photo ID will be required for unfamiliar individuals.

### Health & Hygiene

- Playground and classroom equipment are cleaned and inspected regularly.  
Children and staff follow proper handwashing procedures before and after meals, toileting, diapering, and other hygiene-related activities.

### Record Keeping & Emergency Preparedness

- Child records are kept up to date and are stored in a location that is readily accessible to staff in case of an emergency.  
Monthly fire drills are conducted at different times of day using various exits.  
Fire extinguishers and fire alarms (wired and battery-operated) are installed and regularly inspected.

### Inspections & Licensing

- The State Fire Marshal inspects the premises prior to each license renewal.  
A state licensing inspector conducts an annual, unannounced visit to ensure compliance with safety and childcare regulations.

### Mandated Reporting

- All staff members are mandated reporters and are required by law to report any suspected child abuse or neglect to the appropriate authorities.

## Injuries

All injuries that occur at school will receive immediate attention and basic first aid as needed. If a child requires additional care beyond basic first aid, parents will be contacted immediately.

All injuries, regardless of severity, will be documented and communicated to parents through an accident report, which will be provided at pick-up or sent home the same day.

## Supervision

OSLS staff assume full responsibility for enrolled children upon arrival when they enter the classroom.

Each classroom is responsible for maintaining accurate and up-to-date attendance records throughout the day.

Staff perform regular “Name-to-Face” headcounts, especially when transitioning between areas or crossing thresholds within the center, to ensure all children are accounted for at all times.

## Insurance

Accident insurance is provided by the school for each child. A part of the registration fee is designated for this purpose.

**OUR SAVIOUR LUTHERAN SCHOOL**

2600 Wade Hampton Boulevard  
Greenville, South Carolina 29615  
864-268-4714

2025-2026

I, \_\_\_\_\_ (Student: \_\_\_\_\_),  
have read and understand the Family Handbook. I agree to follow all center policies,  
including the discipline policy, which explains the center's position on corporal  
punishment in compliance with DSS regulations.

Parent Signature \_\_\_\_\_

*A printed copy of the Parent Handbook is always available upon request.*