

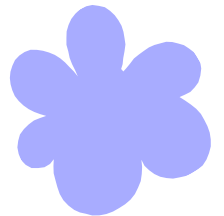


FAMILY



HANDBOOK

OUR SAVIOUR
LUTHERAN SCHOOL



2026-2027

Table of Contents



»» Welcome	→	Page 03
»» Who We Are	→	Page 04
»» Learning at OSLS	→	Page 05
»» Behavior Guidance	→	Page 07
»» Enrollment and Tuition	→	Page 10
»» Daily Procedures	→	Page 14
»» School Year	→	Page 20
»» Communication and Family Involvement	→	Page 22
»» Health and Safety	→	Page 25



Welcome to Our Saviour Lutheran School!

We are honored that you have chosen OSLS to partner with your family during these important early years.

We believe childhood should be filled with joy, curiosity, meaningful relationships, and opportunities to discover God's love through everyday experiences.

This handbook is designed to answer many of the questions families have about our policies, procedures, and daily routines. If you ever have additional questions, please know my door is always open.

Thank you for trusting us with your child. We look forward to a wonderful school year together!

In Partnership,
Angel Peters
Director, OSLS

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, which equips 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. Our early childhood professionals implement Creative Curriculum which is tailored to meet each child's individual needs. This prepares them academically, socially, and emotionally for kindergarten and beyond. We embrace real-life teachable moments throughout the day to enhance growth and support children at their own level.

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 families.

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 nurture each child’s confidence, creativity, and love of lifelong learning.

To support this goal, our classrooms implement Creative Curriculum, a developmentally appropriate, research-supported program used in high-quality early childhood settings nationwide. This curriculum emphasizes:

- play-based learning and exploration
- social-emotional development
- early literacy and math skills
- problem-solving and independence
- real-life, meaningful learning experiences

Our teachers plan lessons based on children’s interests and developmental needs, while also aligning with learning goals that prepare children for future school success. Families will receive ongoing communication about classroom learning themes, activities, and ways to support learning at home.

Technology and Screen Use

At Our Saviour Lutheran School, we value learning through play, exploration, and meaningful interactions. Children spend their days engaging in hands-on activities, outdoor play, books, music, art, sensory experiences, and conversations with teachers and peers. Because we believe these experiences provide the strongest foundation for early learning, screens and personal technology are not part of our daily classroom routine. Any technology used by teachers will be intentional, limited, and designed to support learning.

Classroom Schedules

Each classroom follows a consistent daily schedule that provides children with a balance of structured learning times, child-directed play, outdoor experiences, routines, and transitions. Our schedules are designed using the principles of Creative Curriculum, which emphasize hands-on exploration, social-emotional development, and learning through play within a predictable and nurturing environment.

While daily routines remain consistent, teachers make developmentally appropriate adjustments based on the needs, interests, and energy levels of the children throughout the day.

Sample daily schedules for each classroom will be shared with families at the beginning of the school year. Schedules may be adjusted as needed to best meet the developmental needs of the children in each class.

Our Classrooms

The Butterfly Classroom

Our Butterfly Classroom serves infants and young toddlers in a nurturing environment where responsive caregiving, sensory exploration, and play support each child's early growth and development.

The Firefly Classroom

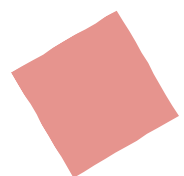
The Firefly Classroom encourages toddlers to learn through exploration, purposeful play, and the Creative Curriculum. Children build independence, language, social-emotional skills, and confidence as they discover the world around them.

The Bumblebee Classroom

The Bumblebee Classroom uses the Creative Curriculum to provide engaging, play-based learning experiences that foster curiosity, creativity, problem-solving, and a strong foundation for lifelong learning.

Classroom Placement

Children are placed in classrooms based on their age, developmental readiness, and available space. Our goal is to provide every child with an environment that best supports their growth and development.



Behavior Guideline Policy

At Our Saviour Lutheran School, 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 School 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/guardians 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.

Guidance Procedures Cont.

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 family conference, and the plan developed that includes appropriate intervention strategies. The family 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 family/teacher conference. The purpose of the family-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.

Enrollment

Enrollment Process

Once a space has been offered, families must submit the required Enrollment Deposit to reserve their child's place in the program.

After the Enrollment Deposit has been received, families will receive a registration packet containing all required enrollment forms, policies, and agreements. All required paperwork must be completed and returned before your child's first day of attendance unless otherwise noted.

Required Enrollment Forms

The registration packet includes:

- Enrollment forms
- Enrollment Agreement
- Family Handbook Acknowledgement
- Permission and authorization forms
- General Record and Statement of Child's Health
- Medical Action Plan (if applicable)

In addition, the following must be received within 30 days of your child's first day of attendance:

- Current immunization record or approved medical exemption

Please Note: State licensing regulations require these documents to be maintained for every enrolled child. Children with incomplete required documentation may not attend until all required forms have been received.

Admissions Policy

Our Saviour Lutheran School admits students without regard to race, color, national or ethnic origin, or religion in the administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

Our preschool currently offers programs for children ages 12 weeks through 4 years old.

We strive to provide an inclusive, nurturing environment where every child has the opportunity to learn and grow. Because each child's needs are unique, admission decisions for children with identified developmental, medical, behavioral, or learning needs are made on an individual basis. The Director and staff will carefully consider whether our program can safely and appropriately meet the child's needs while maintaining a positive learning environment for all children.

If additional supports or accommodations are needed, we will partner with families to determine whether Our Saviour Lutheran School is the best fit for their child.

Waitlist

If a classroom is full, families may request to be added to our waitlist.

A \$25 non-refundable waitlist fee is required to join the waitlist. This fee helps us maintain our waitlist and demonstrates a family's continued interest in enrollment. If your child is offered enrollment and you choose to accept, the \$25 waitlist fee will be applied toward your Enrollment Deposit.

Placement from the waitlist is based on classroom availability, state licensing requirements, and the order in which completed waitlist requests and fees are received. Placement on the waitlist does not guarantee enrollment or a specific start date.

If a family declines an offered space or requests to remain on the waitlist after an opening becomes available, Our Saviour Lutheran School reserves the right to offer the opening to another family.

Tuition and Fees

At Our Saviour Lutheran School, tuition is based on enrollment rather than attendance. When you enroll your child, we reserve a place specifically for them. Therefore, tuition remains the same regardless of absences due to illness, vacations, holidays, weather-related closures, or other personal reasons.

Enrollment Deposit

A non-refundable enrollment deposit equal to one month's tuition is due at the time of enrollment. This deposit reserves your child's place in our program and covers tuition for the month of August.

Annual Supply Fee

Each student is assessed a \$100 annual supply fee to help provide classroom materials and supplies throughout the school year.

- \$50 is due by August 17
- \$50 is due by January 8

The supply fee is non-refundable.

Sibling Discount

The oldest enrolled child pays full tuition and enrollment deposit. Each additional sibling receives:

- 25% off the enrollment deposit
- \$25 off monthly tuition

Monthly Tuition

Tuition is billed monthly beginning in September and continuing through May. Payment is due by the 5th of each month.

Families are encouraged to make payments through Brightwheel using a checking or savings account (no processing fee) or by credit card (processing fees apply).

Late Payments

A \$25 late fee will be assessed to accounts with an outstanding balance after the 20th of the month.

If payment has not been received by the 25th, your child may not attend school beginning on the 26th until the account has been brought current.

Returned checks will incur a \$25 returned check fee.

Families experiencing financial hardship are encouraged to contact the Director as soon as possible. We are happy to discuss payment arrangements whenever possible.

Late Pick-Up Fee

A late pick-up fee of \$1.00 per minute will be assessed for children picked up after their scheduled dismissal time. Fees will be added to your Brightwheel account. Please refer to the Late Pick-Up section of this handbook for complete policy details.

Enrollment Changes

Requests to change your child's schedule (such as changing from a 3-day program to a 5-day program or adding Late Stay) must be submitted in writing.

Enrollment changes requested after July 31 require a minimum of 30 days' written notice and are subject to classroom availability, staffing, and state licensing ratios.

Withdrawal

If you choose to withdraw your child from Our Saviour Lutheran School, we require 30 days' written notice submitted to the Director.

Families remain responsible for tuition during the 30-day notice period, regardless of attendance.

Enrollment deposits and supply fees are non-refundable.

Tuition Adjustments & Refunds

Monthly tuition and Late Stay fees are billed at a consistent monthly rate, even though the number of school days may vary from month to month. This allows us to provide consistent staffing and maintain high-quality programming throughout the school year.

Tuition will not be reduced or refunded for:

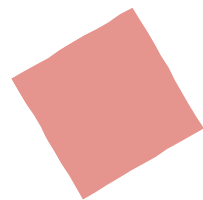
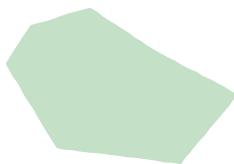
- Illness
- Family vacations
- Inclement weather closures
- School holidays
- Temporary absences
- Partial months of attendance

No refunds will be issued for any portion of a month.

Classroom Placement

Our Saviour Lutheran School reserves the right to adjust classroom assignments, teacher assignments, or program offerings as needed to best serve the children and maintain appropriate staffing and licensing requirements.

While we make every effort to maintain consistency, teacher assignments cannot be guaranteed from year to year.



Daily Procedures

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
- LATE STAY ONLY:
 - One fitted sheet designed to fit the school-provided mat
 - One small blanket

Hours of Operation

Our Saviour Lutheran School is open daily Monday-Friday

Arrival time: 8:30-8:45

Instructional time: 8:45-1:00 (Snack and Lunch Time varies depending on classroom)

Late Stay: 1:00-3:00 (Includes quiet time)

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/guardians must accompany their child to and from the classroom each day.
- Please 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.

Arrival Continued

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: Your child's teacher will meet you at the classroom door. Please say good-bye with a hug, kiss, or other reassurance without entering the room. For more information see the Separation Anxiety section in our handbook.

Dismissal

Families can enter the building at 1:00 or 3:00 (for late stay) to pick up their student. During this time please make sure to

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

Late Pick-Up

Children should be picked up promptly at the end of their scheduled program.

- Preschool dismissal begins at 1:00 PM.
- Late Stay ends at 3:00 PM.

If you anticipate being late, please notify the school as soon as possible.

To ensure adequate staffing and supervision, a **late pick-up fee of \$1.00 per minute** will be charged beginning immediately after your child's scheduled dismissal time. The fee will be added to your Brightwheel account.

Please understand that our staff members have responsibilities and commitments after the school day ends. Prompt pick-up allows us to maintain appropriate staffing schedules and provide quality care for all children.

Repeated late pick-ups may result in a meeting with the Director to develop a plan for timely dismissal.

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.

Quiet Time (Late Stay Program Only)

Children enrolled in the Late Stay Program participate in a daily quiet time to provide an opportunity to rest and recharge. While many children choose to sleep, others may simply relax quietly. Children are encouraged to rest, but they will never be forced to sleep.

Our Saviour Lutheran School provides an individual rest mat for each child. Families of children enrolled in the Late Stay Program are responsible for providing:

- One fitted sheet designed to fit the school-provided mat
- One small blanket

For health and sanitation purposes:

- All bedding must be clearly labeled with the child's name.
- Bedding will be sent home each Friday (or sooner if needed) for laundering and should be returned on the child's next scheduled school day.
- If bedding becomes soiled during the week, it will be sent home for cleaning.
- School-provided mats are cleaned and sanitized regularly in accordance with licensing requirements.

To help create a calm and restful environment for all children, personal comfort items, pillows, toys, and electronics should remain at home.

Children who do not fall asleep after an appropriate rest period will be provided with quiet, teacher-directed activities that do not disturb classmates who are resting.

Infants: Quiet Time procedures described above apply to children enrolled in the Late Stay Program. Infants under 12 months of age follow individualized schedules based on their developmental needs. Families of infants will receive classroom-specific information regarding feeding, sleeping, and safe sleep practices. All infant sleep practices follow South Carolina licensing requirements and safe sleep guidelines.

Bedding and Weekly Cleaning

Each child who participates in late stay must have a fitted sheet and blanket for their mat. To help maintain a clean and healthy environment, bedding will be sent home each Friday (or on the child's last scheduled day of the week) for laundering.

Families are responsible for washing and returning their child's sheet and blanket on their next scheduled school day. Please ensure all bedding is clearly labeled with your child's name.

If a sheet or blanket becomes soiled during the week, it will be sent home for cleaning and must be washed and returned the following school day. Maintaining clean bedding is an important part of keeping our classrooms healthy and comfortable for all children.

Separation Anxiety

The first few weeks of school are always a time of adjustment, and many students (and parents/guardians) 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/guardian, 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/guardians 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 make you feel 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.

Personal Belongings

To help prevent items from becoming misplaced or lost, please label all personal belongings brought from home with your child's first and last name. Each child will have a designated hook and/or cubby in the classroom for storing their belongings.

Please note: In accordance with state licensing requirements, all cups, water bottles, lunch boxes, food containers, and other reusable food or drink items must be clearly labeled with your child's name. This helps ensure proper sanitation, prevents items from being shared between children, and allows staff to easily identify each child's belongings.

While we make every effort to help children keep track of their belongings, Our Saviour Lutheran School is not responsible for lost or misplaced personal items.

Clothing and 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.

Outdoor Play

Outdoor play is an important part of each child's day and supports healthy physical, social, emotional, and cognitive development. Whenever weather and playground conditions are safe, children will spend time outdoors each day.

Please dress your child appropriately for the weather, as we go outside during all seasons. This may include sending jackets, hats, mittens, rain gear, or other weather-appropriate clothing as needed. All outerwear should be clearly labeled with your child's name.

Outdoor play may be modified or canceled during severe weather or when conditions are determined to be unsafe for children.

Snacks and 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. Healthy snack options include fresh fruits, vegetables, cheese, crackers, yogurt, and other wholesome choices.

Students should also bring a lunch each day, including a drink. Lunches should be ready to eat and should not require microwaving or heating. If sending a drink in a reusable cup, please use a straw cup or sports-style water bottle. Please provide any utensils your child will need.

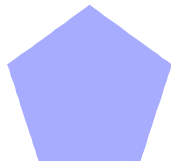
To comply with state licensing requirements and help prevent the spread of germs, all lunch boxes, cups, water bottles, and food containers must be clearly labeled with your child's name.

NUT-FREE POLICY

Our Saviour Lutheran School is a **nut-free facility**. Please do not send any foods containing peanuts or tree nuts, including peanut butter, almond butter, Nutella, mixed nuts, or other nut products.

Because food manufacturers may change ingredients and labeling, we encourage families to carefully check ingredient lists before sending food to school.

If your child has any food allergies or dietary restrictions, please notify the school so we can provide the safest possible environment for all children. Families will be informed of any additional classroom food restrictions that may be necessary due to student allergies.



The School Year

Calendar

Our Saviour Lutheran School follows the Greenville County School District calendar for most holidays and teacher workdays.

2026-2027 School Year

- First Day of School: August 17
- Last Day of School: May 21

Student Holidays (No School)

- September 7
- October 16
- November 2-3
- November 25-27
- December 21 – January 4 (Winter Break)
- January 18
- February 15
- March 12
- March 22-29 (Spring Break)
- April 16

Inclement Weather

The safety of our students, families, and staff is our highest priority. Our Saviour Lutheran School generally follows the Greenville County School District's decisions regarding inclement weather.

- If Greenville County Schools are closed, Our Saviour Lutheran School will also be closed.
- If Greenville County Schools dismiss early, Our Saviour Lutheran School will dismiss at the same time.
- If Greenville County Schools operate on a delayed schedule, Our Saviour Lutheran School will determine whether to delay opening based on weather conditions and the safety of our families and staff. Any delay or schedule change will be communicated to families through Brightwheel as soon as possible.

Celebrations and 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>

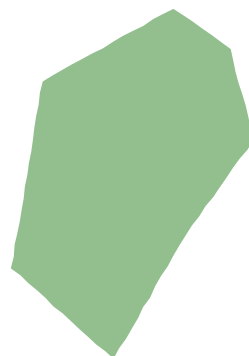
Extra Curricular Programs

Throughout the school year, Our Saviour Lutheran School partners with outside organizations to offer optional extracurricular enrichment opportunities for enrolled students. These programs provide children with opportunities to explore new interests, develop new skills, and participate in additional activities during the school day.

Examples of extracurricular programs may include:

- Soccer Shots
- Music
- Dance
- STEM
- Other enrichment opportunities

Participation in these programs is optional and may require a separate registration and fee paid directly to the program provider. Information regarding available programs, schedules, and registration will be shared with families as opportunities become available.



Communication and 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/guardians, 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/guardian, 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/guardians 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

At Our Saviour Lutheran School, we believe children thrive when families and teachers work together. We value strong partnerships with our families and encourage open, ongoing communication throughout the school year. Our classrooms have an open-door policy, and families are always welcome to communicate with teachers or the Director with questions, concerns, or to celebrate their child's successes.

We communicate with families through Brightwheel, newsletters, emails, phone calls, conferences, classroom bulletin boards, and other school communications.

Family Events

Building a strong school community is important to us! Throughout the school year, we strive to host at least one family event each month. These special events provide families with the opportunity to spend time in the classroom, participate in hands-on activities alongside their child, and connect with teachers and other OSLS families.

Examples of family events may include:

- Friendship Feast
- Pumpkin Decorating
- Holiday celebrations
- Classroom learning experiences
- End-of-year celebrations
- Parent participation activities

While event dates and activities may vary from month to month, we encourage all families to participate whenever possible. These shared experiences help strengthen the connection between home and school and create lasting memories for both children and their families.

Photography & Social Media

Throughout the school year, staff may take photographs or videos of classroom activities and special events for educational documentation and communication with families through Brightwheel. A separate media release form will be used to obtain parent or guardian permission before a child's image is used in promotional materials, including the school's website, social media pages, brochures, or other marketing publications.

We encourage families to celebrate school events and milestones while respecting the privacy of others. Please avoid identifying or tagging children other than your own on social media without the permission of that child's parent or guardian.

Health and 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.

Immunizations

Children under 24 months of age must be up to date on all required immunizations to attend Our Saviour Lutheran School.

Children 24 months of age and older who are not vaccinated may be considered for enrollment in accordance with state requirements and school policy.

Illness

We understand that keeping a sick child home can be difficult for working families. However, excluding ill children from school helps reduce the spread of illness and protects the health and safety of all children and staff.

Please keep your child at home if they:

- Have a fever of 100.4°F or higher
- Are vomiting or have diarrhea
- Have symptoms of a contagious illness that require exclusion from group care
- Are unable to comfortably participate in the day's activities
- Require more care than our staff can reasonably provide while maintaining the health and safety of the other children
- Exhibit symptoms such as excessive coughing, difficulty breathing, unexplained rash, significant eye drainage, or other signs of illness that may be contagious

Illness Continued

If your child becomes ill during the school day, every effort will be made to keep them comfortable in a supervised area away from the other children while remaining with a familiar caregiver. A parent/guardian will be contacted immediately and is expected to arrange for their child to be picked up as soon as possible.

Our Saviour Lutheran School is not equipped to provide care for sick children. If a parent/guardian cannot be reached within 30 minutes, we will contact the child's authorized emergency contacts listed on the enrollment forms and in Brightwheel. Please ensure your contact information remains current throughout the school year.

Children with minor illnesses that are not contagious and do not interfere with their ability to participate in normal classroom activities may attend school. Examples include:

- Mild cold symptoms without a fever
- Mild respiratory symptoms
- Ear infections after treatment has begun
- Pink eye or impetigo after treatment has begun, when approved to return by a healthcare provider

If a child's condition worsens during the day or they are no longer able to participate comfortably, a parent/guardian will be contacted to pick them up.

Returning to School

Children may return to school when they:

- Have been fever-free for at least 24 hours without the use of fever-reducing medication
- Have been free from vomiting and diarrhea for at least 24 hours
- Have been on prescribed medication for a communicable illness for at least 24 hours, when applicable
- Are well enough to participate in normal classroom activities

The Director reserves the right to determine whether a child is well enough to remain at school based on the child's symptoms, ability to participate, and the health and safety of the other children and staff.

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 2-year-old 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.

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/guardians will be contacted immediately.

All injuries, regardless of severity, will be documented and communicated to parents/guardians 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.

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/guardian is required. 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.

Insurance

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