



# 2017-2018 FAMILY HANDBOOK

*Non-discriminatory policy: OSLA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to pupils at the academy. OSLA does not discriminate on the basis of race, color, national, and ethnic origin in administration of their educational policies, or other academy-administered programs.*

5110 Franklin Pike, Nashville, TN 37220  
Phone: (615) 833-1500 \* [www.OSLANashville.org](http://www.OSLANashville.org) \* [office@OSLANashville.org](mailto:office@OSLANashville.org) \* Fax: (615) 833-3761

## OSLA MISSION

### Academy Mission Statement

Our Savior Lutheran Academy exists to provide Christ-centered environment, where we are integrating God's Word, building meaningful relationships, discovering the students, and equipping them to be tomorrow's servant leaders.

### Guiding Principles

- **Integrating God's Word:** OSLA's faculty and staff strive to lead by example, believing that by demonstrating Christ-like love, our students will grow up more confident and eager to do the same.
- **Building Meaningful Relationships:** Just as fostering a life-long relationship with Christ is at the core of our values, families also discover meaningful bonds throughout their OSLA experience with teachers, other families, and students.
- **Discovering the Students:** We believe that every child is created by God and has a purpose for his or her life. We work to discover each child's strengths and areas of growth.
- **Equipping Students to be Servant Leaders:** The staff at OSLA model Christ's love for others and provide opportunities for the students to reach out into the community to help and serve others.

### Core Values

- **God's Word:** We are centered on the Gospel of Jesus Christ, our Savior; the Bible is God's truth for our lives & the foundation for everything we do.
- **Spiritual & Educational Development:** We provide a coordinated system of dynamic and exceptional Christian Education.
- **Relationships:** We build on Christ to establish strong, healthy relationships within our school & community.
- **Servant Leadership:** We empower & equip students to realize, develop, & use their God-given time, talents, & treasure to become models of service to Christ & others in the world.
- **Outreach:** We share the Gospel of Jesus Christ with others through an intentional system of word and action.

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**Our Savior Lutheran Academy is a ministry outreach of Our Savior Lutheran Church. We invite you to join us for worship on Sunday mornings! You are always welcome here!**

## SUNDAYS AT OUR SAVIOR

### **Traditional Worship - 8:00 am (Communion 1st & 3rd Sundays)**

Our 8:00am worship service is a traditional worship experience utilizing liturgy and hymnody from the rich heritage of the Lutheran church through the ages.

### **Bible Studies & Sunday School - 9:30 am**

### **Contemporary Worship - 10:45 am (Communion 2nd & 4th Sundays)**

Our 10:45 worship service is a less formal worship experience featuring current worship music as well new hymn arrangements.

## ADMISSIONS & ENROLLMENT

### **Admissions Policy**

OSLA will need a copy of your child's birth certificate and an up-to-date immunization record. For children under 2 ½ years old (30 months) of age, we must have proof of a physical examination signed by a physician, within 3 months of the child's start date at OSLA. Parents or Guardians will also be asked to completed a developmental health history form for their child.

As a condition of admission to OSLA, students and their Parents/Guardians agree to abide by the regulations and requirements of OSLA. Typically, those students with school records that reflect a pattern of disruptive behavior by or involving the student, wherein such behavior has resulted in dismissal, will not be granted admission to OSLA. Nevertheless, upon good cause shown, the OSLA director may exercise discretion in the implementation of the standards for admission set forth in the Admissions Policy.

### **Immunizations**

OSLA must follow Tennessee State Guidelines and laws concerning student immunizations. Current requirements are available through your child's pediatrician. An up-to-date certificate of immunization record from the Tennessee Department of Health must be on file in the school office prior to a student attending class at OSLA. For children under 2 ½ years old (30 months) of age, we must have proof of a physical examination signed by a physician, within 3 months of the child's start date at OSLA.

### **Class Size**

The Academy Board recognizes that the number of students in each classroom has an effect on the learning process. Our Academy follows the student/ teacher ratio guidelines set by the Tennessee Department of Human Services.

### **Enrollment**

Enrollment is on a first-come, first-served basis. Priority for academy enrollment is given according to the following order: staff children, siblings of children already enrolled in the program, OSLC church members, and community children.

When academy registration begins, a \$50 application fee and application form need to be submitted. Upon acceptance, an acceptance letter will be mailed with a contract agreement for financial responsibility. The signed contract must be submitted within two weeks. **Fees and tuition are under a yearly contract and non-refundable.** A signed contract holds your spot for the entire year. If a child has a balance remaining from past years in the academy, the child will not be allowed to apply and enroll until the account is brought current.

### **Hours - Pre-K**

The Pre-K 3 &4 and Pre-K 4 & 5 hours are from 8:15 am - 3:15 pm. Drop off (bring student into their classroom) is 8:00 - 8:15 am and pick up (carline) is 3:15 - 3:30 pm. ***Students entering our Pre-K 3 &4 class must be potty trained.***

## TUITION AND FEES

### **Fees (non-refundable):**

- Application ..... \$ 50 (due with application)
- Contract Fee..... \$ 100 (included in the tuition) After April 1st, re-enrolling student fee \$300 (\$100 included in the tuition)
- Mother's Day Out Annual Materials Fee ..... \$50 (due with first monthly payment) *This fee applies to students entering our Mother's Day Out program only. This fee will help to cover wipes, classroom supplies, and art/craft materials utilized in your child's classroom throughout the school year.*

### **Tuition (2016-2017 School Year):**

Preschool Program	Age	Time	Full-time	M/W/F	T/Th
Pre-K 3 & 4	3&4 yr olds	8:15-3:15	\$7,295/ annually or \$755/monthly	\$4,500/annually or \$465/monthly	\$3,195/annually or \$330/monthly
Pre-K 4 & 5	4 &5 yr olds	8:15-3:15	\$7,295/ annually or \$755/monthly	\$4,500/annually or \$465/monthly	N/A
Mother's Day Out Program	Age	Time	Wednesday or Friday    Wednesday & Friday		
MDO	2 yr olds	8:15-3:15	\$150/month * A one-time supply fee of \$50 is due with your contract	\$275/month	

### **Withdrawal of a Student**

It is the policy that OSLA does not refund tuition if a family withdraws a student once the child has been accepted and the family has acknowledged acceptance through a signed contract. OSLA strives for stability in the program in staffing and students attending. Please see guidelines for *Tuition Protection Insurance* program. (Please see our Admissions Director for a brochure detailing more information about this program.) For information regarding withdrawal of a child in our Mother's Day Out program, please see the MDO informational page at the end of this packet.

### **Tuition Referral**

In an effort to publicize the outstanding Christian education-taking place at OSLA, the Academy Board is offering a Tuition Incentive Plan for all students and their families. You will be given a one-time tuition credit. The credit will be given after the new student has attended one semester (approximately 90 school days). You must be identified on the application form to receive tuition credit. Tuition referral is \$250 for new full-time students and \$100 for new part-time student. We appreciate your recruitment efforts.

### **Donations**

OSLA is a 501©3 tax-exempt institution. Monetary or material donations are accepted through the office. If you donate an item to OSLA, please check with the office to see if OSLA has a need for your item(s). Please be sure to complete a "Donation of Goods" form when you bring your item(s).

### **Business Office**

The Academy Board has adopted the following policies regarding financial accounts:

1. **Questions:** All questions regarding tuition, fees, and payments are first directed to the business manager in the business office.
2. **Payments:** To meet its obligations and objectives, OSLA must receive payment of tuition in a timely manner following the signed contract agreement. Initial payments are made before the start of the school year so that materials can be ordered

and received at the start of the school year. A void check & signed contract need to be submitted OSLA office in order for automatic monthly deductions.

3. Due Date: Each tuition payment is due on the first of the month. It is considered to be late if not received by 4 PM on the 5<sup>th</sup>.
4. Late Fees: There is a 5% late fee assessed to your account if payment is not received by 4 PM on due date. It will be automatically billed to your account on the entire balance.
5. Late Pick up Fee: When a child is picked up after 3:30 pm, there will be a \$1/minute late charge. Your account will be billed for the amount.
6. NSF Check Fee: A \$25 fee will be charged for each returned check. The check will be resubmitted to the bank.
7. Delinquent Account-5 Days: If a payment is not received within 5 calendar days of the due date, a notice will be sent to the parent(s) requesting prompt payment or a written explanation to School Board explaining the circumstances as to why payment has not been received.
8. Delinquent Account-15 Days: If a payment is overdue by 15 calendar days of the due date, a second notice will be sent to the parent(s) requesting prompt payment or a written explanation to School Board explaining the circumstances as to why payment has not been received.
9. Delinquent Account-35 Days: If no payment or communication of circumstances has been received by the 35th calendar day, the student is no longer enrolled at OSLA on the 36th calendar day. OSLA reserves the right to collect delinquent tuition & fees.
10. Enrollment: If a child has a balance remaining from the past year in the academy, the child will not be allowed to apply and enroll until the account is brought current.
11. Tuition Refund: A tuition refund, if needed, will be applied for by the parents through the Academy, based on the requirements of the program. It is the policy that OSLA does not refund tuition if a family withdraws a student once the child has been accepted and the family has acknowledged acceptance through a signed contract. Should you relocate 30 miles or more from the school, you may request to be released from the contract and pay for the days your child is enrolled in the above-mentioned school year and all financial responsibilities of the family are paid in full. Progress reports will be held if tuition and fees are not paid to date.
12. Flexible Spending Accounts If your employer requires additional paperwork beyond receipts from OSLA, your request will be filled within 7 days of the request. All requests are signed by the business manager who handles all tuition payments.

**All accounting questions should be e-mailed to the office at [business.office@oslanashville.org](mailto:business.office@oslanashville.org) or mailed to the school at 5110 Franklin Pike, Nashville, TN 37220 (Attn: Business Office).**

## COMMUNICATION

You will be receiving consistent communication from your child's classroom teacher about learning activities, special events, reminders and more on a weekly basis. Please contact your child's teacher with any questions or concerns.

### **RenWeb**

The best form of communication is face-to-face and we strongly encourage those opportunities throughout the year. At OSLA we utilize the RenWeb School Management System to also communicate with families. Families are also able to access our school directory through Renweb.

### **Grievances**

Matthew 18:15 (NIV) "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over."

In an effort to improve the level of communication between Academy faculty, staff, and families, when difficulties arise, the following steps have been identified to assist with conflicts and/or grievances regarding Academy matters. ***If you want an opportunity for specific details of your child's academy experience, it is better to schedule time to talk rather than "catch" a teacher and speak in general terms.***

**Step 1: Personal Communication** - As identified in Matthew 18:15, it is the direction of the Holy Scriptures to FIRST communicate your grievance to the person you have the grievance against. Often times, grievances or conflicts are based on poor communication or lack of information. In step #1, each party has an opportunity to clarify their position, more fully understand the other party's positions, and begin communication to resolve the grievance/conflict.

**Step 2: Academy Director** - If, after completing the first step, you feel the grievance/conflict has not been resolved, the matter should be brought to the attention of the Academy Director and be discussed in a private, personal conference. If time has passed, it is productive to return back to the person with whom you have a grievance to discuss further.

**Step 3: Academy Board Chairman** - If the grievance/conflict has not been resolved in the first two steps, the matter may be brought to the attention of the Academy Board Chairman.

Within the Christian spirit, conflicts between individuals should never be brought up in public (i.e. hallways, parking lot, emails, blogs, Facebook, etc.). Private counseling and Christ centered conflict resolution is strongly encouraged as a tool to resolve differences.

## VISITOR & VOLUNTEER GUIDELINES

### **Parents Visiting at Lunch**

If you would like to join your child for lunch, you are more than welcome! Please contact your child's teacher to make arrangements.

### **Parents Visiting Their Child's Classroom**

If you would like to visit your child's classroom, please make arrangements with your child's teacher prior to your visit. You are always welcome, but it is better to arrange a time, so classroom learning is disrupted as little as possible.

### **Visitor's Pass**

All visitors must sign in and out in the academy office and wear a visitor's pass while on the premises.

### **Volunteer Guidelines**

Volunteers are dedicated persons, and they help the school serve the students. Volunteers enhance the learning of students by assisting in a variety of ways.

These guidelines are designed to be helpful for volunteers who have sustained contact with students at the school site. They are intended to make volunteering a valuable experience for the students and for the volunteer.

1. **Accountability** The Academy Director is responsible for the daily operation of the school and supervises all staff and volunteers. The classroom teacher is responsible for implementing the educational program, with the students in his/her care. Volunteers assist the teacher and take their direction from the teacher or staff person in charge of the activity. At no time, will a volunteer be left alone with a child. A fingerprinted and background checked employee will always be present.
2. **Those Who Are Not Allowed To Volunteer** Adults who have been convicted of either child sexual or physical abuse may not serve as a volunteer in any school-sponsored activity or program for children.
3. **Volunteer Commitment** If for some reason a volunteer cannot meet his/her commitment, the teacher or supervisor should be informed as soon as possible, so the day's schedule can be adjusted.
4. **Confidentiality** Classroom volunteers sometimes have access to privileged information. They have opportunity to observe individual students, or interaction among students or between students and teachers, and to hear comments made by children. Information of this sort needs to be treated as confidential. Volunteers do not discuss a child's apparent behavior problems or academic needs with the child's parent—and certainly not with other parents. Volunteers who have

concerns about what they've observed should discuss their concern with the teacher or the director. Contact with the home should come from the professional staff.

5. **Student Behavior** Discipline is under the direction of the trained professional staff. Volunteers are not responsible for administering any disciplinary measures. The volunteer should instead report behavior problems to the teacher

## STUDENT ARRIVAL & DEPARTURE

### **Arrival of Students - Start of OSLA Day**

The teachers attend daily devotions from 7:45 – 8:00 each morning. Mother's Day Out, Pre-K 3&4 and Pre-K 4&5 families may drop off their children in their classroom between 8:00 am and 8:15 am, as school begins at 8:15 am. All students must be signed into the classroom in the morning, including the time of arrival and a parent's signature.

### **Dismissal of Students - End of OSLA Day**

Mother's Day Out students may be picked up in their classroom at 3:15 pm. , Pre-K 3&4 and Pre-K 4&5 students can be picked up in carline which begins at 3:15 pm and ends at 3:30pm. During carline, please pull up under the "drive under" area near the entrance to the school. We will bring your child to your car. We ask that you please pull ahead to a designated parking spot of buckle your child. All children must be signed out at the end of the school day, including the time of departure and the parent's signature. If your child is not picked up by 3:30 PM, your account will be charged a dollar per minute and a statement will be mailed or emailed. Payment is due within 7 days of the statement date.

### **Parking**

Parents may park in designated parking spaces. Please do not park where a spot is not designated.

### **Early Dismissal Days**

On days that OSLA dismisses at 11:30 AM, there is no lunch served.

### **Inclement Weather - Closings/Late Openings**

Bad weather, especially during winter months, may cause the academy to close or have a late start. Closings or late openings will be called into the local TV stations. Please look for: **Our Savior Lutheran Academy**. Email and or text messages will also be sent out due to school closings.

### **Release of Students to Adults (Legal Court Documents)**

Release of a child will only be to a parent who has custodial rights or person authorized by the custodial parent(s) or adult(s). All teachers will be notified of any change in routine procedure. If there is any restriction as to a parent not being allowed to visit or pick up a child, the guardian **must** provide legal court documentation to the Academy Director regarding the circumstances. The school administration, teachers, and staff reserve the right to ask for identification and/or relevant documentation or to request assistance from law enforcement, if they feel a child's welfare may be endanger.

## STUDENT CONDUCT

### **Christ-like Behavior**

Students of OSLA are expected to conduct themselves in a God-pleasing, Christian manner so that all may see them as followers of our Lord Jesus Christ. As such, students will demonstrate:

- Respect for others, property, and oneself.
- Responsibility for one's decisions and actions, and acceptance of the consequences of such decisions and actions.
- Behavior that reflects Christian values and teaching.

### **Respect for Self and Others**

Students are expected to respect themselves and others. In the event that a student hurts another student with words or actions, he/she will be disciplined. (Please see discipline and guidance section below.)

### **Respect for Property**

Students are expected to respect the property of the school and others. In the event that a student damages property, the child's parents will be required to provide restitution.

### **Discipline and Guidance**

OSLA strives to create an atmosphere of love, trust, cooperation, and mutual respect. The classroom teachers model and encourage positive social skills and problem-solving. We work to guide children to make appropriate choices, express their feelings in an acceptable way, and have positive social interactions with others. At OSLA we utilize strategies such as positive reinforcement, offering choices, setting clear expectations and routines, assisting with conflict resolution, and redirection. If a child is exhibiting continual behaviors that require further intervention, such as excessive aggression or behavior harmful to other children or staff, a student's dismissal from school may occur.

### **Outdoor Recess/Physical Education**

In compliance with the state of Tennessee, the minimum expectation is that children go outside when the temperature is between 32 degrees (*including wind chill*) and 95 degrees (*heat index*). OSLA is also equipped with a gymnasium to meet the needs of all of our students.

Be sure your child is dressed appropriately for the weather. At times, those children susceptible to asthma conditions may need to avoid pollen or other outdoor allergens. In this case, please provide a note to your child's teacher if your child needs to stay inside.

### **Playground Rules**

While students are using the playground, certain behaviors are expected. MDO & Pre-K students use the playground on the hill next to the OSLA building.

While students are using the playground, certain behaviors are expected. It is very important that students engage in safe behavior on the playground for the safety of all students on the playground. The following is a list of behaviors that students will not be allowed to do:

Throw objects such as rocks, sticks, etc.

Taunt or bully other children.

Play or climb on the fence or outside the fence.

Go into the school without a teacher.

Use jump ropes and hula hoops on equipment

Walk up the slide.

Dig in dirt outside of a sandbox area.

Leave the fenced area.

## **DRESS CODE**

\*\* There is no dress code for students in our Mother's Day Out Program or Pre-K programs.\*\*

Tennis shoes are required for playground safety.

### **Extra Change of Clothes**

In case of a spill or bathroom accident, please send a change of clothes including extra socks and underwear for your child. Please put them in a zip lock bag and label with your child's name to give to your classroom teacher.

## ACADEMICS & ENRICHMENT ACTIVITIES

OSLA's programs utilize the Tennessee Early Learning Developmental Standards as a guide in planning our classroom learning experiences. A detailed list of academic, spiritual, physical, social and emotional goals for our Pre-K students are available from your child's teacher.

Each child is a special gift from God with unique skills and talents. The teachers at OSLA strive to foster each child's development and academic growth by recognizing each child as an individual.

Throughout the year, various additional activities and materials are included as part of the curriculum. Special presentations, hands-on learning activities, and technology are an integral part of the educational program.

### **Chapel**

The students have chapel each Wednesday. Parents are always invited to attend. We meet together in the church. We worship through songs, object lessons, Bible stories, and prayer.

### **Faith Instruction**

Lutheran schools are Christian schools, which include daily teachings about the Bible and integrate Christian beliefs into everything they teach. Lutheran schools exist to teach that the Bible is the source and basis for all of our beliefs; that all people and all faiths are to be shown respect and love, as we seek to proclaim the Holy Triune God in word and action; and that only through faith in Jesus Christ can people be saved by God's grace. On Wednesdays, the children attend a special worship chapel. In the classroom, the students utilize the religion curriculum by Concordia Publishing House entitled, "One in Christ."

### **Library**

Students have the opportunity to visit the library weekly. They will enjoy a special story time and our Pre-K students will have the opportunity to check out books.

### **MusiCanopy**

MusiCanopy is an early childhood music education program designed to unleash the musical potential of your child. The engaging song collections feature a wide variety of rhythms, instruments and cultural styles. This exciting program is a fun way to instill the love of music in your child.

**Personal Safety Curriculum** OSLA offers an annual personal safety curriculum called "Keeping Kids Safe" from the TN Department of Human Services. This curriculum is taught to our Student 3 years and older. It covers several areas such as self esteem, family and friends, problem solving, personal safety, and safety around me.

### **Rest Time**

A rest period is scheduled each afternoon. We provide a mat for each child. Parents need to bring a fitted crib sheet and a lightweight blanket to use. All blankets and sheets must be taken home each Friday, washed and returned the following Monday.

### **Supplies**

Parents with students in Pre-K 3 & 4 or our Pre-K 4 & 5 classes will be given a list of supplies needed for their children's education. Children should have these supplies for the first day of school. Students in our Mother's Day Out Program will have a \$50 annual material fee that will be cover wipes, classroom supplies and art/craft materials utilized in your child's classroom

### **On-Campus Field Trips**

The students will enjoy a variety of visits from community guests such as Rescue Rex, The Nashville Fire Department, a dental hygienist, Snowbird, the puppet truck, and more!

## TECHNOLOGY

### Internet Usage

OSLA believes the Internet offers vast, diverse, and unique resources to both students and teachers. The goal in providing this service is to promote educational excellence in school by facilitating research, resource sharing, innovation, and communication. OSLA filters websites through our server.

**SMART boards** Our classrooms are equipped with SMART boards to provide a more interactive and visual curriculum for our students.

### IPADS

The iPad has several uses in the classroom including books, music, educational games, learning apps and assessment tools .

## LUNCH

### Lunches

Your child will need to bring a nutritional snack and lunch from home. Please also pack a drink for your child.

**Items NOT allowed: soda, energy drinks, caffeinated drinks, candy, or foods with high sugar content.**

### Lunch Guests

Parents are always welcome to join their child(ren) for lunch. Please contact your child's teacher to make arrangements.

### Snack (all students)

Please provide a small, healthy *snack and drink* for your child's morning snack.. It can be packed with your child's lunch. It may be helpful to discuss or label what part of the food is intended for snack with your child.

## ILLNESS AND INJURY

### Child Abuse Reporting

Tennessee law mandates that teachers, extended care personnel, counselors, and administrators to report suspected cases of abuse or neglect of students in their care. The personnel on staff at OSLA will abide by this law. Any faculty or staff member of OSLA who has knowledge of, or reason to suspect, abuse or neglect shall report the suspected abuse to the administration. The administration and that staff member will then contact the proper authorities. The administration will ask the teacher to submit a written report. It is the duty of authorities to investigate the report. To report any suspected child abuse or neglect in the state of Tennessee call the Child Abuse Hotline at 1-(877)237-0004.

### Emergency Drills

OSLA has monthly fire drills. In addition, we conduct tornado & emergency evacuation drills throughout the school year. It is important to establish these routines in order to provide a safe situation in the event of an actual emergency. OSLA has an emergency preparedness plan available for review in the school office. This plan details the actions taken in a variety of emergency situations.

### Building Safety

The school entrance and all doors remain locked throughout the day. Please press the intercom button on the pillar to your right as you enter to be buzzed into the building.

### **Emergency Evacuation**

In the event that an emergency should occur and students need to be evacuated, students, faculty, and staff will go in to the large playground area across the drive from the school entrance. If there is a lock down situation, no students will be allowed to leave the campus until it is safe to do so. Upon evaluation of a safe situation, all students must be signed out to leave the OSLA campus. Teachers take emergency forms with them whenever they leave the classroom.

Should the emergency require that the students not be allowed entry to the school building for an extended period of time and weather conditions are such that remaining outdoors is impractical, arrangements will be made to move all students and staff to the church located next to Our Savior Lutheran Church & Academy: Brentwood Hills Church of Christ. Staff will contact you to pick up your child if this should ever occur.

### **Illness**

Students are required to be in good health while they attend OSLA. If your child is out due to a suspected contagious illness, the child must see the doctor and have a written note to return. All students and faculty must be protected. Please call and inform the school office if your child will be absent due to illness.

In order to prevent the spread of any illness, a child must not come to OSLA if a child:

- Has or has had a fever (100 degrees or higher) in the last 24 hours.
- Is vomiting or has diarrhea.
- Has a rash or red, running, or swollen eyes (other than allergy-related).
- Has an illness requiring antibiotics, and has not yet been on the medication for a full 24 hours.

### **Injury**

If your child is injured at OSLA, you will be notified immediately. We will call every phone number listed on your emergency form. If there is a preferred first number to call, please inform the secretary. If we cannot reach you at your emergency numbers, we will obtain emergency care through a clinic, hospital, or private doctor as directed by you on your Emergency Form. Parents will sign a written accident report to acknowledge the occurrence of the injury.

### **Insurance**

All students enrolled at OSLA are covered by the student accident insurance policy held by the Church and Academy. This policy covers only those accidents which occur at OLSA during the hours of attendance or during academy sponsored activities. This policy is secondary coverage which means that it will only apply after parents/guardians' other insurance coverage has been applied.

It is the responsibility of the student and/or parent to promptly report any and all accidents to the child's teacher and director. Failure to do so may affect the settlement of a claim. It is recommended that families have some form of financial coverage besides the school insurance. While the academy has attempted to provide some degree of supplemental insurance coverage, this description is not intended to provide precise advice as to the extent and limitations of coverage and should not be relied upon in determining the insurance needs of your child.

### **Medication**

Do not leave medication in your child's possession at any time. Parents must bring medicine to the office and fill out a medication form in order for medication to be administered. The medicine must be stored in the office, out of reach of children. Medicine can only be administered by one of the administrative staff in the office, or someone designated in their absence. When medicine is given out it will be charted in the medication folder in the office. Please have medicine in original prescription or over-the-counter container. Do not send a couple pills, cough drops, etc. in an envelope, zip lock bag, etc. Medication left over 30 days will be disposed.

### Prescription Medication:

1. Prescription medication must be in the original container labeled with the child's name, the date, directions (dosage & frequency), and the physician's name.
2. If your child is fever free for 24 hours and well enough to function at school, antibiotics and similar prescribed medicine may be administered.

### Non-prescription Medication:

The giving of non-prescription medication at OSLA is strongly discouraged; however, there are the following exceptions:

1. Regularly prescribed over-the-counter medicine may be administered.
2. Parent can come administer over-the-counter medicine not prescribed by a doctor.

## **SPECIAL EVENTS**

Our Savior Lutheran Academy will have many special events and celebrations! Information will be sent home regarding these events throughout the school year.

### **Classroom Celebrations**

Throughout the year there will be classroom parties to celebrate various holidays. Check with your Room Parent or your child's teacher for more information.

### **Birthday Celebrations**

Please communicate with your child's teacher to arrange to bring in a small snack for snack time or at the end of the day. If you decide to have a party for your child, all children in the class, all the boys or all the girls, or no children in the class should receive invitations, so no one is left out.

### **Christmas Program**

Join us for our annual Christmas program, as we celebrate Our Savior Jesus' birth!

### **National Lutheran Schools Week (NLSW)**

During the fourth week in January, we celebrate National Lutheran Schools Week, with over a thousand other Lutheran schools across the United States. The students will have dress up days, special chapels, and other fun events throughout this week!

### **Awards Assembly**

On the last day of school, parents will be invited to attend our closing chapel and awards assembly to celebrate the blessings of the year and the gifts of the students.

**POLICY CHANGES: THE OSLA BOARD RESERVES THE RIGHT TO MAKE NECESSARY POLICY CHANGES AND WILL UPDATE THE OSLA FAMILIES.**

### **Tuition**

Wednesday or Friday- \$150/month      Wednesday & Friday- \$275/month

- Mother's Day Out Annual Materials Fee ..... \$50 (due with your contract) *This fee applies to students entering our Mother's Day Out program only. This fee will cover wipes, classroom supplies and art/craft materials used in your child's classroom.*

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### **Admissions Policy**

OSLA will need a copy of your child's birth certificate and an up-to-date immunization record. For children under 2 ½ years old (30 months) of age, we must have proof of a physical examination signed by a physician, within 3 months of the child's start date at OSLA. Parents or Guardians will also be asked to completed a developmental health history form for their child. As a condition of admission to OSLA, students and their Parents/Guardians agree to abide by the regulations and requirements of OSLA.

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OSLA must follow Tennessee State Guidelines and laws concerning student immunizations. Current requirements are available through your child's pediatrician. An up-to-date certificate of immunization record from the Tennessee Department of Health must be on file in the school office prior to a student attending class at OSLA. For children under 2 ½ years old (30 months) of age, we must have proof of a physical examination signed by a physician, within 3 months of the child's start date at OSLA.

### **Class Size**

Our Savior Lutheran Academy follows the student/ teacher ratio guidelines set by the Tennessee Department of Human Services.

**Hours – Mother's Day Out** The Mother's Day Out program hours are on Wednesdays and Fridays from 8:15 am – 3:15 pm. Children arriving for our Mother's Day Out program can be dropped off at 8:15am in their classroom. Mother's Day Out students may be picked up in their classroom at 3:15 pm. All students must be signed into the classroom in the morning and signed out at departure, including the time and a parent's signature. Mother's Day out follows the OSLA school calendar. When OSLA is closed for breaks or holidays, MDO will not be in session.

### **Snow Day Policy**

In case of snow or other extreme weather conditions, we will be following Our Savior Lutheran Academy's closing procedures. Closings will be called into the local TV stations. Please look for: ***Our Savior Lutheran Academy***. Email and or text messages will also be sent when a school closing occurs. Four (4) snow days are included in the total program cost and reflected in the in the monthly fee.

### **Payment Policy**

Fees are to be paid on the first day of each month. Automatic payments through Vanco will be set up by Automatic Deduction. Fees are not refunded for tempory absenses or illness. The program is self funded and not for profit, therefore we rely on the tuition for payment of the teachers, purchase of supplies and activity costs.

### **Withdrawal of a Student**

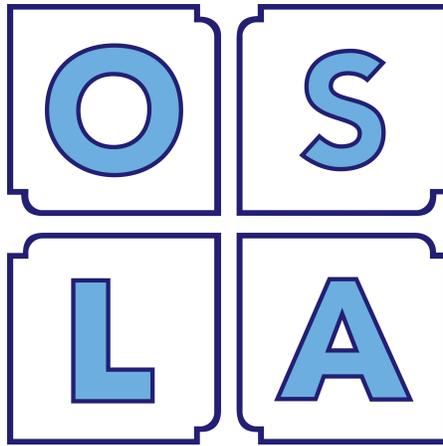
A thirty (30) day written notice is required upon withdrawal of your child.

### **Supplies**

An \$50 annual materials fee will be due for each MDO student for class supplies. Parents will be given a brief list of supplies such as a backpack, lunchbox, rest time blanket and sheet, and diapers to provide for their child.

### **Recruitment**

Mother's Day Out Incentive program offers a one-time tuition credit of \$50. The credit will be given after the new student has attended one semester (approximately 90 school days).



**I have read the 2017-2018 OSLA Family Handbook and agree to abide by all of the policies and procedures established by OSLA. I understand that these policies and procedures may be modified at any time.**

**My signature below also verifies that I have received a copy of the Tennessee Department of Human Services Summary of Licensing Requirements for Child Care Centers. A complete set of rules is available in our school office, as well as online at: <http://state.tn.us/humanserv>**

**ONE per family**

**PARENT NAME (PRINTED):** \_\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OSLA Student:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**OSLA Student:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**OSLA Student:** \_\_\_\_\_ **Class:** \_\_\_\_\_



## 2017-2018 Supply List

### Mother's Day Out-Preschool – Pre-K

5110 Franklin Pike, Nashville, TN 37220 ~ (615) 833-1500 ~ [www.OSLANashville.org](http://www.OSLANashville.org)

#### Mother's Day Out

- Backpack & Lunchbox (with child's name on it)
- change of clothes (in a Ziploc bag with child's name)
  - 1 fitted crib sheet and small blanket for nap
  - 10 diapers to be restocked throughout the year

(Baby wipes and other classroom supplies will be provided as part of the \$50 annual supply fee)

#### Pre-K 4 & 5

#### Pre-K 3 & 4

- Back pack (able to fit sheet, blanket, & lunchbox)
  - Lunchbox (with child's name on it)
    - 1 plastic folder with pockets
  - 2 boxes of Crayola Washable Markers
    - 1 Crayola Water Color Paints
      - 6 glue sticks
    - 1 Beginner (Fat) Pencil
      - 1 paint shirt
  - 1 fitted crib sheet & small blanket for nap
    - 2 boxes of tissues
  - 3 refill containers of diaper wipes
    - 1 – 2" view binder
    - 1 bottles of 4oz Elmer's glue
- 2 packs of Heavy weight construction paper (9"x12")
- change of clothes (In a Ziploc bag with child's name)
  - 1 box of **2** gallon Ziploc bags
  - 2 containers of Clorox-type wipes

- Back pack (able to fit sheet, blanket, & lunchbox)
  - Lunch box (with child's name on it)
- 1 – 12 pack of plain pencils (please sharpen)
  - 1 – 12 pack of colored pencils
  - 1 box of 24-pack Crayola Crayons
- 2 boxes of Crayola Washable Markers
  - 4 glue sticks
  - 1 pair of student scissors
  - 1 Crayola water color paints
    - 1 paint shirt
- 1 plastic table cloth (for art projects)
- 1 pair of headphones (for iPads)
  - 1 – 2" view binder
- 1 container of Clorox-type wipes
  - 1 box of tissues
  - 2 plastic folders with pockets
- change of clothes (in a Ziploc bag with child's name)
- 1 large supply/pencil box (7.5"x11.5") with name on it
  - 1 package of flushable wipes
- 1 fitted crib sheet & small blanket for nap
- 1 pack of colored construction paper