



2019-2020 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 * amy.waltz@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.

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 completed application, a completed health history form, and an up-to-date immunization record. As a condition of admission to OSLA, students and their Parents/Guardians agree to abide by the regulations and requirements of OSLA.

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.

To register your child, you must submit your completed application and signed contract, as well as any applicable fees. **Fees (non-refundable) and tuition are under a yearly contract. If you wish to terminate, you must follow the policy explained in the contract.** A signed contract holds your spot for the entire school 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.

Probationary Enrollment Period

All children initially enrolled in OSLA will enter a probationary period of 4 weeks. If during that time period we determine our school setting is not meeting the developmental or learning needs of your child, his or her enrollment may be suspended.

Hours

Extended Care: 7am-8am and 3pm-6pm

School Day: 8am-3pm

TUITION AND FEES

Ratio: 1:4, 2:8

<u>Caterpillars (12 weeks-15 months)</u>	<u>Hours</u>	<u>Tuition *</u>
5 days	7am-6pm	\$1225/month or \$14,700/year

Ratio: 1:4, 2:8

<u>Butterflies (16-23 months)</u>	<u>Hours</u>	<u>Tuition *</u>
5 days	7am-6pm	\$1225/month or \$14,700/year

Ratio: 1:5, 2:10

<u>Mockingbirds (2 years)</u>	<u>Hours</u>	<u>Tuition *</u>
3 days (T/W/Th) School Day	8am-3pm	\$600/month or \$7,200/year
3 days (T/W/Th) Extended Day	7am-6pm	\$775/month or \$9,300/year

Ratio: 1:5, 2:10

<u>Cardinals (2 years)</u>	<u>Hours</u>	<u>Tuition *</u>
5 days -School Day	8am-3pm	\$800/month or \$9,600/year
5 days -Extended Day	7am-6pm	\$1050/month or \$12,600/year

Ratio: 1:8, 2:12

<u>Sprouts (3 and 4 years)</u>	<u>Hours</u>	<u>Tuition</u>
3 days (T/W/Th) School Day	8am-3pm	\$600/month or \$7,200/year
3 days (T/W/Th) Extended Day	7am-6pm	\$775/month or \$9,300/year

Ratio: 1:8, 2:12

<u>Acorns (3 and 4 years)</u>	<u>Hours</u>	<u>Tuition</u>
5 days -School Day	8am-3pm	\$800/month or \$9,600/year
5 days -Extended Day	7am-6pm	\$1050/month or \$12,600/year

Ratio: 1:13, 2:15

<u>Seedlings (4 and 5 years)</u>	<u>Hours</u>	<u>Tuition</u>
3 days (T/W/Th) School Day	8am-3pm	\$600/month or \$7,200/year
3 days (T/W/Th) Extended Day	7am-6pm	\$775/month or \$9,300/year

Ratio: 1:13, 2:15

<u>Oaks (4 and 5 years)</u>	<u>Hours</u>	<u>Tuition</u>
5 days -School Day	8am-3pm	\$800/month or \$9,600/year
5 days -Extended Day	7am-6pm	\$1050/month or \$12,600/year

We will offer "Bonus Days" at an additional fee. If Bonus Days are purchased at the beginning of the year, the cost will be \$520 per child. This will allow children to attend on days that the school is closed, but the center is open. (These days are marked in green on the calendar.)

If your child will not need all of the Bonus Days and you would just like to pay for care on the days needed, the cost will be \$40/day and the spot will need to be reserved two weeks in advance so that we can be sure we have the staff to meet ratios.

*Discounts:

Military and First Responders- 25% per child

Staff- 25% per child

Siblings- 10% off lowest tuition

Church Member- 10% per child (with signed Covenant Agreement)

FEES (NON-REFUNDABLE)

\$50 Application Fee

\$100 Contract Fee (applies to tuition)

*A one-time supply fee of \$50 is due with your contract to cover wipes and other diapering supplies throughout the school year. (Caterpillars, Butterflies, Mockingbirds, Cardinals)

Withdrawal of a Student

Once a contract has been signed, students cannot be withdrawn unless a withdrawal request is submitted in writing prior to the 1st day of the calendar month of withdrawing the student. If written notice is provided and the contract is terminated, I/we agree to pay through the complete month of withdrawal, **plus one month**. If tuition was paid in full, a refund will be given for the remainder of the 2019-2020 school year, **minus two months**.

Granting contract termination is at the discretion of the Director and Academy Board.

Illness

All tuition and fees are under a yearly contract and are non- refundable due to short term illness or student absences.

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 (5 day) students and \$100 for new part-time (less than 5 day) students. 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 voided check, signed contract, and signed ACH/Vanco form need to be submitted to the OSLA office.
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 5th.
4. Late Fees: There is a 5% late fee assessed to your account if payment is not received by 3 PM on the 5th of the month due. It will be automatically billed to your account on the entire balance.
5. Late Pick up Fee: When a child is picked up after 3:00 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: Once a contract has been signed, students cannot be withdrawn unless a withdrawal request is submitted in writing prior to the 1st day of the calendar month of withdrawing the student. If written notice is provided and the contract is terminated, I/we agree to pay through the complete month of withdrawal, **plus one month**. If tuition was paid in full, a refund will be given for the remainder of the 2019-2020 school year, **minus two months**. **Granting contract termination is at the discretion of the Director and Academy Board.**
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 jean.lindsey@oslnashville.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.

Brightwheel

The best form of communication is face-to-face, and we strongly encourage those opportunities throughout the year. At OSLA we utilize the Brightwheel app to also communicate with families. Teachers are able to send updates, pictures, and messages through Brightwheel as well.

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

Students attending OSLA's Extended Care Program may be dropped off between 7am-8am. If students are not enrolled in this program, but are dropped off before 8am, you will be billed \$1/minute early.

Students who are attending OSLA for the School Day Program may be dropped off in their classroom at 8:00. All students will be checked into the classroom using the Brightwheel app on the classroom iPad. A personal code and signature will be needed. In the event that we are experiencing technical difficulties, a sign in sheet will be used that will require the child's name, the time, and a signature from the adult dropping off the child.

Dismissal of Students

Students who are attending OSLA for the School Day Program may be picked up by 3pm in their classroom. They will need to be checked out using the Brightwheel app on the classroom iPad. If students are not picked up by 3pm, they will be moved to the Extended Care Program and parents will be billed \$1/minute until the student is checked out.

Students attending OSLA's Extended Care Program may be picked up any time between 3pm and 6pm. Students will need to be checked out using the Brightwheel app in the Extended Care classroom. In the event that we are experiencing technical difficulties, a sign in sheet will be used that will require the child's name, the time, and a signature from the adult dropping off the child.

Parking

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

Early Dismissal Days

Students will be dismissed following special events on days scheduled for early dismissal, 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**. A message will also be sent through Brightwheel. We will do our best to alert families as soon as possible, but please be patient with us as we decide what is best for safety of our families and staff. Inclement Weather Days are included in the total program cost and reflected in the in the monthly fee.

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 endangered.

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.

Expulsion Policy

OSLA will make every effort to continue to offer placement in our program. Unfortunately, there are sometimes reasons we have to expel a family from the program. If it becomes necessary to ask a family to withdraw from the program for one of the following reasons, a 30-day written notice will be provided to the family in order to offer them the opportunity to find alternative care.

Families will be asked to leave the program for the following reasons:

1. Excessive aggression on the part of the student resulting in injury to other students, staff, or intentionally damaging school property.
2. Failure of the child to adjust after the probationary first calendar month of school.
3. Continued incontinence issues with children in the three, four and Junior Kindergarten classes up until Fall Break or after fall break.
4. Failure to pay/habitual lateness in payments.
5. Failure to complete forms including immunization records.
6. Excessive lateness in picking up from school after 3:00 for the Preschool day and after 6:00 for the extended care day more than three times in one semester.
7. Custody issues that place the school at risk for domestic violence.
8. Parent threatens physical or intimidating actions towards staff, Church member, another child, Board member, Pastors or greeters.
9. Parents verbally abusing staff.

Potty Training Requirements

Children in our Preschool 3's and Pre-K programs must be completely potty trained. This includes being able to sit or stand to urinate, being able to manage their own clothing to pull them up or down, being able to wipe themselves including after a bowel movement and being able to control their bowels while both awake and asleep. Since we do not have changing tables in these classrooms it is very difficult to change your child out of soiled clothing. When these types of accidents occur, it takes one teacher away from teaching the remaining children. This is unacceptable because with the amount of curriculum we teach each day, we need both teachers to complete their activities in order for the students to have time to develop the skills they will need for Kindergarten. We will continue to work with children who have occasional accidents. If the child has not mastered potty training by the end of fall break, we reserve the right to ask you to withdraw your child. The only exception to this would be if documentation is provided by a medical provider denoting a medical condition that results in bowel incontinence. We do reserve the right to ask for withdrawal should your child be diagnosed with encopresis as the classrooms are not equipped with changing facilities to handle this disorder.

If a child has more than one accident in a day, we will call and ask that someone come and pick up the child after the second accident.

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. 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.

***Families are welcome to use the playground after school hours, but please use the playground across the parking lot from the building.**

DRESS CODE

** There is no specific dress code for our students. **

Please be aware that play clothes are the best option, as we are frequently outside and creating arts and crafts. Also, we use cleaning solutions that contain bleach. OSLA is not responsible for the clothing, or other attire, sent to school. Tennis shoes are required for playground safety.

PLEASE dress students in clothing that will be easy for teachers to change diapers in, or easy for the child to use the bathroom on their own.

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 in the Preschool 2's, Preschool 3's and Pre-K 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. 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 students who are 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 over the age of 12 months, and a crib for children under 12 months old. 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 Preschool 2's class will have a \$50 annual material fee that will be used to 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.

Brightwheel

OSLA utilizes the Brightwheel app for emergency contact information, checking in/out of each child, updates throughout the day for parents, billing, and much more. It is required that parents download the app and keep all information up-to-date. In the event of an emergency, a school closing, or the need to distribute information to parents, Brightwheel will be the main mode of communication. Please check the app regularly!

LUNCH (STUDENTS EATING SOLID FOODS)

Lunches

Your child will need to bring lunch from home. Please also pack a water bottle for your child.

*Please see the lunch/snack guideline sheet shared with you at Parent Orientation. See the OSLA office for additional copies.

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 for lunch. Please contact your child's teacher to make arrangements.

Snack

Please provide a small, healthy *snack and drink* for your child's morning and afternoon snack. They 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 seriously 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.

Lice Policy

Students with head lice must remain out of school until they are nit free and lice free.

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. 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.

If you have a child in the Infant or Toddler classroom, please see additional guidelines given to you during enrollment.

