



# OUR SAVIOR LUTHERAN ACADEMY

## 2023-2024 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.*

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## 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 Saturday nights or Sunday mornings! You are always welcome here!**

## SERVICES AT OUR SAVIOR

**Traditional Worship** – Sundays at 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** - Sundays at 9:30 am

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

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

**Saturday Night** – Saturdays at 5:00 pm

**Live Stream** – All of our services are streamed live and recorded on YouTube if you would like to join us from home. Simply search "Our Savior Lutheran Church Nashville" to find our channel.

## FOLLOW US ON SOCIAL MEDIA



Our Savior Lutheran Academy



oslanashvilletn

## ADMISSIONS & ENROLLMENT

### Admissions Policy

OSLA will need a completed application, a completed health history form, and an up-to-date immunization record for each student. 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 30 months (about 2 and a half years) 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 influences the learning process. Our Academy strictly follows the student/teacher ratio guidelines set by the Tennessee Department of Human Services but strives to maintain lower ratios whenever possible.

<u>DHS REQUIRED RATIOS</u>	<u>OSLA RATIOS</u>
Infant Classes – 1:4, maximum of 8 students	Infant Classes – 1:4, maximum of 8 students
Toddler Classes – 1:6, maximum of 12 students	Toddler Classes – 1:4, maximum of 8 students
Two-Year-Old Classes – 1:7, maximum of 14 students	Two-Year-Old Classes – 1:5, maximum of 10 students
Preschool Classes – 1:13, maximum of 22 students	Preschool Classes – 1:9, maximum of 12 students
Pre-K Classes – 1:16, maximum of 24 students	Pre-K Classes – 1:10, maximum of 14 students

### Enrollment

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

To secure a spot for your child, you must submit your completed application and signed contract, as well as any applicable fees and additional paperwork. **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 (August 1-July 31). If a child has an outstanding balance 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 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

OSLA Ratio: 1:4, 2:8

<b><u>Infants and Toddlers (12 weeks-24 months)</u></b>	<b><u>Hours</u></b>	<b><u>Tuition</u></b>
5 days (including extended care)	7am-6pm	\$1390/month

OSLA Ratio: 1:5, 2:10

<b><u>Twos (2 years)</u></b>	<b><u>Hours</u></b>	<b><u>Tuition</u></b>
3 days (T/W/Th) School Day	8am-3pm	\$675/month
3 days (T/W/Th) Extended Day	7am-6pm	\$875/month
5 days - School Day	8am-3pm	\$910/month
5 days - Extended Day	7am-6pm	\$1190/month

OSLA Ratio: 1:9, 2:12

<b><u>Preschool (3 and 4 years)</u></b>	<b><u>Hours</u></b>	<b><u>Tuition</u></b>
3 days (T/W/Th) School Day	8am-3pm	\$675/month
3 days (T/W/Th) Extended Day	7am-6pm	\$875/month
5 days - School Day	8am-3pm	\$910/month
5 days - Extended Day	7am-6pm	\$1190/month

OSLA Ratio: 1:10, 2:14

<b><u>PreK (4 and 5 years)</u></b>	<b><u>Hours</u></b>	<b><u>Tuition</u></b>
3 days (T/W/Th) School Day	8am-3pm	\$675/month
3 days (T/W/Th) Extended Day	7am-6pm	\$875/month
5 days - School Day	8am-3pm	\$910/month
5 days - Extended Day	7am-6pm	\$1190/month

### **Discounts:**

Military and First Responders- 25% off

Staff- 25% off

Siblings- 10% off lowest tuition

Church Member- 10% off one child's tuition (with signed Covenant Agreement)

OSLA does not stack discounts. For example, a staff member who is also a member of the church would not receive both rate reductions.

### **Fees (Non-Refundable)**

\$100 Contract Fee (applies to first month of tuition)

\$50 Application Fee

\$50 Supply Fee is due with your contract to cover wipes and other supplies throughout the school year.

\*These fees are due within 10 business days of accepting enrollment.

### **Bonus Days**

We will offer "Bonus Days" at an additional fee. Bonus Days are days that Davidson Co./Metro is usually closed. These 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). The cost of these days is \$50 per child, per day. Normal discounts will not be applicable. The spot will need to be reserved two weeks in advance so that we can be sure we have the staff to meet ratio requirements. The invoice for bonus days will be separate from your tuition bill.

### Withdrawal of a Student

Once a contract has been signed, students cannot be withdrawn unless a withdrawal notice is submitted in writing prior to the 1<sup>st</sup> day of the calendar month of withdrawing the student. If written notice is provided and the contract is terminated, the parent/guardian agrees to pay through the last month of attendance, **plus one month. 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. We will not administer refunds for days that the school or specific classrooms must close due to highly contagious or widespread illnesses.

### Donations

OSLA is a 501©3 tax-exempt institution. Monetary or material donations are accepted through the office. If you would like to donate 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 should be directed to the Academy Director.
2. Payments: To meet its obligations and objectives, OSLA must receive payment of enrollment fees in a timely manner following the acceptance of an OSLA enrollment offer. If enrollment fees are not paid within 10 business days of accepting enrollment, the spot is forfeited and your child will be placed back on the waitlist. 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 signed contract needs to be submitted to the OSLA office. All invoices are done through Brightwheel.
3. Due Date: Each tuition payment is due on the first of the month. It is late if not received by the end of business on the 5<sup>th</sup> day of the month.
4. Late Fees: There is a 5% late fee assessed to your account if payment is not received by end of business on the 5<sup>th</sup> of the month due. It will be automatically billed to your account on the entire balance.
5. 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 Academy Board explaining the circumstances as to why payment has not been received.
6. 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 Academy Board explaining the circumstances as to why payment has not been received.
7. Delinquent Account-35 Days: If no payment or communication of circumstances has been received by the 35<sup>th</sup> calendar day, the student is no longer enrolled at OSLA on the 36<sup>th</sup> calendar day. OSLA reserves the right to collect delinquent tuition & fees.
8. Enrollment: If a child has an outstanding balance from the past year in the academy, the child will not be allowed to apply and enroll until the account is brought current.
9. Late Pick Up Fee: When a child is picked up after 3:00 pm or 6:00 pm, depending on whether your child is enrolled in extended care or not, there will be a \$1/minute late charge. Your account will be billed for the amount without notice. You will be given one grace day with a warning.
10. Tuition Refund: Once a contract has been signed, students cannot be withdrawn unless a withdrawal notice is submitted in writing prior to the 1<sup>st</sup> day of the calendar month of withdrawing the student. If written notice is provided and the contract is terminated, the parent/guardian agrees to pay through the complete month of withdrawal, **plus one month. Granting contract termination is at the discretion of the Director and Academy Board.**
11. 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.

## 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. We understand that some parents would like a teacher's personal cell phone numbers for babysitting purposes or otherwise, but please send all messages regarding OSLA matters through the Brightwheel app. This protects the family, employee, and Academy. Messages sent through Brightwheel can only be read by parents, teachers, and administrators. Other classroom parents cannot read your messages, even if it is a reply to a mass message sent by teachers or administration. For private matters, when Brightwheel is not the appropriate platform, please e-mail the Academy Director.

### **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, 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 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 or one of our Pastors.

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.

### **Volunteer Guidelines**

Volunteers are dedicated people, 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. They are included in this handbook to assure parents that OSLA is committed to keeping their children safe.

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. Volunteers who have sustained contact with students will be fingerprinted and background checked. However, even though volunteers are cleared by DHS, an OSLA 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. **Confidentiality** - Classroom volunteers sometimes have access to privileged information. They have the 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 will be treated as confidential. Volunteers will 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 have observed will discuss their concern with the teacher or the director. Contact with the home will come from the professional staff.
4. **Student Behavior** - Discipline is under the direction of the trained professional staff. Volunteers are not responsible for administering any disciplinary measures.

## STUDENT ARRIVAL & DEPARTURE

### Arrival of Students

Students attending OSLA's Extended Care Program may be dropped off as early as 7:00am. If students are not enrolled in this program, but are dropped off before 8:00am, 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 or after 8:00am. **We ask that all students are dropped off by 9:00am**, with the exception of appointments, so they do not miss instruction time. Please let us know if your child will be dropped off after 9:00am. All students must be checked into the classroom using the Brightwheel app on the Academy 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 must be picked up by 3pm in their classroom. They will need to be checked out using the Brightwheel app on the Academy 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 on the Academy iPad. In the event that we are experiencing technical difficulties, a sign out sheet will be used that will require the child's name, the time, and a signature from the adult picking up the child.

### 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 authorized persons must be listed in Brightwheel and teachers or administration must be notified of any change in routine procedure. Anyone picking up a child must use their unique Brightwheel code. If there is any restriction, such as 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.

### 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. Early dismissal is 11:00am. Students will not be served lunch on early dismissal days.



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

Severe 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 the safety of our families and staff. Inclement Weather Days are included in the total program cost and reflected in the monthly fee. We will not administer refunds for the day(s) we are closed for inclement weather.

## **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. If 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 and our goal is to maintain a safe and Christ-like environment for your child to learn, grow, and play. 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.

Specifically for the Preschool and Pre-K classes at OSLA, there is an emphasis on encouraging appropriate behaviors to help children develop self-management skills. An effort is made to help children understand why some behaviors are not acceptable, and suggestions for more appropriate behaviors are given. As stated above, the classroom rules children are expected to follow include: be safe by keeping your hands, feet, and objects to yourself; be respectful and kind to teachers and classmates; be responsible for yourself and your play area; and be a good listener. At the discretion of the director, teachers will implement these rules by following the discipline protocol below when disciplinary action becomes necessary due to unacceptable behavior.

1. Positive reinforcement
2. Verbal warning for specific unacceptable behavior
3. Separation from group with a warning of future consequences for repeated behavior
4. Separation from group with a warning and a Brightwheel message sent to parents for repeated behavior
5. Call to parent for pick up and dismissal for the remainder of the school day
6. After the third dismissal, there will be a parent/teacher conference to discuss corrective behavior and consequences for future incidents
7. Repeated aggressive, disruptive, or disrespectful behavior with four dismissals will result in removal from the program with approval from the Preschool or Pre-K Lead teachers and the Academy Director

The Director reserves the right to expel a child from the program if all discipline options have been exhausted or if there is demonstration of extreme behavior.

### **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 child or 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 Preschool and Pre-K classes up until or after October of their preschool/PreK year.
4. Failure to pay/habitual lateness in payments, specifically if no payment or communication of circumstances has been received by the 35<sup>th</sup> calendar day after a payment was due.
5. Failure to complete forms, including immunization records.
6. Excessive lateness in picking up from school after 3:00 for the school day program and after 6:00 for the extended care program more than three times in one semester.
7. Custody issues that place the school at risk for domestic violence.
8. Parents threaten physical or intimidating actions towards staff, Church members, another child, Board members, Pastors, or greeters.
9. Parents verbally abuse staff.

### **Potty Training Requirements**

Children in our Preschool 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 and 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 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 October, 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.**

### **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.
- Use jump ropes and hula hoops on equipment.
- Taunt or bully other children
- Walk up the slide.
- Play or climb on the fence or outside the fence.
- Dig in dirt outside of a sandbox area.
- Go into the school without a teacher.
- 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. Closed toe shoes that go behind the heel 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. If your child is two years or older and/or in the midst of potty training, please send an extra pair of shoes as well.

## 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 all our students is 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 sanctuary. 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. If library books are checked out and not returned, an \$18 fee will be added to your Brightwheel account.

**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.

**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, the puppet truck, and more!

### Supplies

A list of supplies needed for your children's education is available on the OSLA website ([oslanashville.org](http://oslanashville.org)). We ask that children have these supplies for the first day of school. All students 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.

### 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 or sleepsack to use. If your child is 13 months or older, they may have a "lovey" or stuffed animal. All blankets and sheets must be taken home each Friday, washed and returned the following Monday.

## TECHNOLOGY

### Internet Usage

OSLA believes the Internet offers vast, diverse, and unique resources to both students and teachers. Teachers occasionally use the internet in classrooms. 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.

### **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 and have your notifications turned on!

### **SMART boards**

Our classrooms for students 2 years and older are equipped with SMART boards to provide a more interactive and visual curriculum for our students. This has several uses in the classroom, including books, music, educational games, learning apps, and assessment tools.

## **LUNCH (STUDENTS EATING SOLID FOODS)**

### **Lunch Guests**

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

### **Snacks and Lunch**

Parents should bring two healthy snacks, a full lunch, and a drink for their child each day. Children in the extended care program should eat breakfast before arrival at school. A snack time will be provided mid-morning and after nap in each classroom. Lunches should be nutritious and appealing and should be in containers the children can learn to open by themselves. All drinks should be sent in a water bottle or sippy cup, as they will also be taken to recess with the children. Juice is discouraged and water can and will be refilled throughout the day.

Please label all lunchboxes, food containers, water bottles, sippy cups, and any other reusable container with your child's name.

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

If a child has any food allergies, the allergy must be listed on the enrollment papers so the child's teachers will be aware of any special dietary considerations the child may need. ***OSLA is a peanut-free facility.***

Due to the extreme risk of choking, foods should be appropriate for the chewing abilities of the children. For this reason, the following methods should be used in preparing these items should parents wish to send them for their child's lunch:

<b>Food Item</b>	<b>How to Prepare</b>	<b>Reason</b>
Hotdogs	Quartered or matchsticks/ Not whole or coins	Potential to swell in child's throat
Grapes/Blueberries/Olives/Cherry Tomatoes (anything spherical)	Halved lengthwise (quartered if larger than a ping pong ball)	Choking hazard
Popcorn	Not allowed	Choking hazard
Whole fruits	Must be peeled or sectioned	Self sufficiency

## **ILLNESS AND INJURY**

### **Child Abuse Reporting**

Tennessee law mandates that everyone, including teachers, extended care personnel, counselors, and administrators 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 Child Abuse Hotline. It is the duty of the 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. Please refrain from letting other individuals into the building as you are exiting, as this hinders our ability to monitor who is present in the facility.

### **Emergency Evacuation**

If an emergency should occur, and students need to be evacuated, students, faculty, and staff will go into 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, or will be sent home, if they:

- Have 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 medication for a full 24 hours

### **Pandemic Protocol and Procedures**

The health and safety of our students, faculty, and staff are of paramount importance to Our Savior Lutheran Church & Academy. As such, OSLA will address various wide-spread illnesses appropriately and as needed. Families will not be refunded for days we have to close due to wide-spread illnesses.

### **Injury**

If your child is seriously injured at OSLA, you will be notified immediately. We will call the parents listed as emergency contacts and send a message through Brightwheel. Depending on the severity of the injury, we may call other emergency contacts if we are unable to reach the parents. If there is a preferred number to call first, please inform the Director or Assistant Director. 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 receive an incident report through Brightwheel.

### **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 OSLA 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

With the exception of emergency, life-saving medication (i.e. epi-pens) or daily topicals, OSLA no longer keeps medication on hand. We will keep epi-pens/Auvi-Q injectors, allergy medication (Benadryl, Zyrtec, etc.), and inhalers with the appropriate documentation (allergy plan) from your child's doctor. Topicals such as diaper cream, sunscreen, and bug spray may also be kept at OSLA year-round.

We will keep and administer pain relief, anti-inflammatory, cough suppressant, decongestant and other over-the-counter medications for one week at a time. These will only be administered upon request of the parent and may not be used to control a fever. After one week, they will be sent home.

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 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 logged on Brightwheel. Please have medicine in the original prescription or over-the-counter container.

### Written Authorization

Medication will be administered to a student only if the parent/guardian has provided written and signed consent by filling out the Medication Administration Consent Form. This document contains the following information:

- Student Name & Date of Birth
- Parent/Guardian Name/Address/Phone Number
- Name of Drug & Dosage
- Amount & Times that the drug is to be administered
- Reason for taking medication
- Special instructions for storage and handling (if applicable)

### Prescription Medication:

1. Prescription medication must be in the **original container** labeled with the child's name, the date, directions for administration (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 at the written request of the parent.
2. Parents can come administer over-the-counter medicine not prescribed by a doctor.
3. OSLA cannot supply any medications that have not been provided by the parents or without written permission. We do not have medications for children on hand.

Medication CANNOT be administered if:

- It is not in its original container
- Is expired
- Written authorization by the parent/guardian has not been given
- Without the instructions provided by the child's doctor or pharmacist
- Medicine may not be administered for non-medical reasons, such as to induce sleep

## Lice Policy

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

## 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 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. All snacks must be store-bought and peanut-free to prevent any allergic reactions to ingredients or cross-contamination. If you decide to have a party for your child, all the 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!

### **Promotion Ceremony**

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

### **Community Support Drives**

Throughout the year, OSLA collects various items to support our community. These items include school supplies and non-perishable food for Blessings in a Backpack, warm clothing for Room in the Inn, toys for the Metro Police Toy Drive, and diapers for the Women's Shelter through Inspiritus. Your support during these drives is greatly appreciated!

## ADDITIONAL GUIDELINES FOR INFANTS & TODDLERS

### **Bottles**

Please send all bottles pre-made, whether it is formula or breastmilk. This prevents bottles from being mixed incorrectly and potential spills, while also ensuring that the teacher’s attention is not taken away from the children.

### **Labeling**

Please label anything that is sent to school with your child with their first and last name. This includes bottles, sippy cups, food containers, packs of diapers, and sleepsacks. It is most important to label bottles, sippy cups, and food containers to ensure that they do not get mixed up and fed to another child.

### **Sleepsacks**

Per the Tennessee Department of Health and Human Services and Safe Sleep Standards, no child under the age of 13 months shall have a blanket in the crib with them. However, they may wear sleepsacks, sleep suits, or other wearable blankets to stay warm. If your child uses one of these during naps, they must have their arms out and have no compression around their midsection. OSLA is not permitted to swaddle infants or use sleepsacks with “wings.” If you have a question about a specific sleepsack or wearable blanket, please ask the Director or Assistant Director.

### **Transitioning From Cribs to Cots**

When your child turns 12 months old, we will begin to transition them from napping in a crib to napping on a cot. Once they are 13 months old, they may stay in a sleepsack, or they may start using a blanket instead if you wish. They may also have a lovey for nap once they turn 13 months.

### **Car seats**

If you would like to leave your child’s car seat at OSLA, please store it on the shelves in the lobby. Please be advised that parents are required to take their child out of the car seat immediately when they arrive at OSLA and that employees are not permitted to buckle them into their car seats at the end of the day.

### **Diaper Cream and Other Medications**

OSLA requires a medication form to be filled out by the parent for all creams and medications. Diaper cream may be applied by classroom teachers, but all other medications must be administered by designated staff.

### **Starting Solids**

As your child develops and starts trying new things, we are happy to help you transition to solid foods. Teachers are trained in CPR and First Aid, including the Heimlich Maneuver. However, to prevent the need for these skills, please prepare your child’s food in such a way that it makes it easier and safer to eat. This includes cutting foods into small pieces or long spears that allow for taking bites independently, steaming or cooking hard foods (such as carrots, broccoli, and apples) to make them easier to chew, and refraining from sending foods that pose a choking risk. We ask that you please only send food that you have already tried at home.

If you have any questions about the policies or procedures at Our Savior Lutheran Academy, please do not hesitate to ask the administration.

We are here to serve you, your children, and God.

### **Administrator Contact Information**

Amy Waltz  
Director  
amy.waltz@oslanashville.org

Olivia Howse  
Assistant Director  
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Emily Keiper  
Director of Admissions and Enrollment  
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This handbook is subject to change at any time with the approval of the Academy Board. All families will be notified of any changes.