



Creation School

Rigor Relevance Relationships

Elementary Family Handbook 2024-2025

**Christ Lutheran Vail
Creation School Ministry**

14600 E. Colossal Cave Road

Vail AZ 85641

520-468-7075

www.creationschool.org

creationschool@christlutheranvail.org

Christ Lutheran Vail Creation Elementary School Ministry

“Go and preach the Gospel to all creation.” Mark 16:15

Our Vision: to be a life-changing connection to Christ in our world

Our Mission Statement:

The mission of Creation School is to equip its students through rigor, relevance, and relationships, to lead their families, communities, and the world as loving followers of Jesus.

Our Purpose:

The Creation Elementary School ministry of Christ Lutheran Vail seeks to make loving disciples by providing a safe, high-quality, Christ-centered environment, where children will be nurtured in their faith in Jesus, grow in love and respect for others, and experience the joy of learning in developmentally appropriate ways.

Our Philosophy:

We believe that each child is truly loved as a child of God, and an heir to the kingdom through the saving grace of Jesus.

We believe that parents are the primary teachers in a child’s life and we strive to support the learning that begins at home.

We believe that each child learns through exploration, and makes sense of the world through:

- Intellectual discovery
- An emotional connection to adults and peers
- The physicality of his/her body
- His/her understanding of self and his/her place in the community
- The wonder and appreciation for the miracle of creation and its Creator.

Our Statement of Faith:

Creation Elementary School is a ministry of Christ Lutheran Vail Church. We teach Christian doctrine from a Lutheran perspective based upon the Word of God. We believe and teach that we are saved by God’s grace through faith in Jesus Christ our Lord and Savior. We believe that the Bible is the inspired Word of God, and the absolute authority for Christian living.

School Policies and Procedures

Admission Policy

We believe that every child is a unique creation and a child of God. We seek to create a community where every child can experience the joy of learning in developmentally appropriate ways to the best of his or her abilities.

Creation School does not discriminate based on race, religion, cultural heritage, political beliefs, or national origin.

Creation School does not exclude children with disabilities from our programs unless they pose a direct concern to the health or safety of others or require a fundamental alteration of the program. It is our desire to include all children but those with individualized needs will be evaluated individually to determine if we are able to accommodate the student. Additional fees may be incurred.

Enrollment and Admission

Admission requirements and guidelines are published and distributed with the registration forms each year. Creation School strives to adhere to all State of Arizona guidelines relating to age and/or other school enrollment requirements. Registration is for the entire (10 month) school year.

All registration forms are available on our website at www.creationschool.org

Returning Students

A completed and signed Returning Student form must be submitted along with the required forms. The non-refundable registration fee must be provided.

New and/or Transferring Students (including all kindergarten students)

Registration forms must be fully completed and signed by the parent or guardian. The non-refundable registration fee must be provided.

Transfer students attending Creation Elementary do so with a trial period during the first quarter of enrollment. During this trial period, school readiness will be assessed through observation and documentation. Difficulty adjusting to the school environment will result in an intervention by the Dean of Students/Director, and possible disenrollment if we are unable to meet the student's needs.

To register your child, please complete the following registration forms, and return them with your registration fee during the financial aid advisory meeting.

- Creation School Registration Form
- Emergency, Information and Immunization Card
- Copy of Immunization Record (*even if there are no changes - we are unable to pull from last year's file*).
- Media Release Form
- Race and Ethnicity Data Collection Form
- "Getting to know you!" Form

- Creation School Handbook Parent Acknowledgement Form
- Affidavit for Intent for Private School (submitted to Pima County)*
- Transcript/Report Card & Records Release (from previous school)

*An Affidavit of Intent stating that your child is attending a private school must be filed with the county school superintendent. Affidavits need only be filed once, within thirty days of the beginning of instruction. The affidavit may be obtained from the Pima County School Superintendent's Office or downloaded from our website (www.creationschool.org).

Please ensure the following is included with your submission to Pima County:

- Certified copy of your student's birth certificate; it will be returned to you. (Required by A.R.S. §15-828)
- Signed/stamped by a Notary Public.

Registration Fee

Registration fees are non-refundable and for the entire (10 month) school year. Registration fees for the first child is \$200. Each additional sibling registration fee is \$150.

Tuition & Payment Options

Tuition for the 2024-2025 is **\$9,250 annually**. Families have the option to make monthly or quarterly payments.

- Monthly tuition payments are due by the **6th** of each month for 10 equal monthly payments (August-May).
- Quarterly tuition payments are due by the **beginning** of each quarter for 4 equal quarterly payments.

Payments can be made with Cash, Check, Zelle (payments@christlutheranvail.org), or scheduled auto-payments through Joyful Response (complete form found at www.creationschool.org/payment and return in person or via email).

PayPal and Square payments are accepted, but will incur an additional fee of 2.5%. Please email accounting@christlutheranvail.org for questions.

Please note: Tuition payments help secure the smooth operation of our school. Delinquent accounts may incur additional late fees. If there is an extenuating circumstance that prevents timely payments, please reach out to the Director for accommodations.

Arizona Empowerment Scholarship Account (ESA) Program

Arizona recently expanded the ESA program to include covering costs of private school for residents who have a K-12 student. In order to receive funding, you must apply online and follow the steps below to make your quarterly payments.

Apply for the “Universal” ESA scholarship at <https://www.azed.gov/esa/eligibility-requirements> (available May 2024). Please notify Josey at accounting@christlutheranvail.org once you apply, so that we can send you the invoice via email.

1st-6th graders: The Empowerment Scholarship Account Program (ESA) will pay a majority of the tuition in quarterly payments made through Classwallet. Choose ‘Pay Vendor,’ ‘Creation School Christ Lutheran Vail Church,’ and upload a PDF invoice of your quarterly tuition. The remaining amount due can be paid via Cash, Check, or Zelle (payments@christlutheranvail.org). Please be prompt with your payments.

Kindergarten parents have the option to apply for the ESA program, however it only covers around 50% of the Kindergarten annual tuition (paid quarterly). Tax Credit Scholarships (discussed below) may cover a larger percentage of the tuition costs for Kindergarteners compared to ESA, since you have the opportunity to submit applications for all of our partnered STOs.

*Per Arizona State Guidelines: Families **may not** utilize ESA and STOs for the same time period.*

Tax Credit Scholarships

Tuition at Creation School is amazingly affordable as a result of scholarships. The Arizona Private School Tax Credit offers a unique opportunity for AZ taxpayers to make contributions to various School Tuition Organization (STO) and recommend students at Creation School. Taxpayers receive a dollar-for-dollar AZ State Tax Credit and students receive tuition scholarships. STOs provided almost \$200,000 last school year to Creation Students, which has made tuition affordable for families at all income levels.

To find a list of our partnered STOs, please visit the Creation School website at www.creationschool.org/tuition-financial-aid

New Elementary families should meet with the school’s financial advisor with any questions regarding financial aid options.

Tuition Discounts

- **Preschool Sibling Discount:** Siblings who register at Creation Preschool are eligible to receive a reduced registration fee of \$150 and receive a 10% discount on their annual tuition.
- **Returning K-6 students** will receive up to a \$400 credit toward their annual tuition.
- **Pastor Meeting:** Schedule a sit-down with Pastor Hook to receive up to a \$400 tuition credit toward your student’s annual tuition. Email david.hook@christlutheranvail.org

Financial Support from Christ Lutheran Vail Church

Creation School is sponsored by Christ Lutheran Vail Church. However, Creation School is financially dependent solely upon the tuition and donations provided by our parents and partners in the educational ministry. All donations are welcome and go to enrich the experiences of the children.

We also strongly suggest that ALL friends and families consider allocating Arizona tax credit dollars to our partnered STOs to support Christian education at Creation School. You can find a list of our partnered STOs on our website: www.creationschool.org/tuition-financial-aid

Disenrollment Procedure

Christ Lutheran Vail requests a two-week notice if you are removing your child from the program. Refunds will be evaluated on a case by case basis, but will not be given unless notice was provided.

Individualized Needs/Support Services

Please speak with the School Administrator/Dean of Students concerning your child's individualized needs. This would include any student who has an IEP/ISP, 504 Plan, Behavioral Plan. Additional fees may be incurred to ensure adequate support for your child.

Insurance

Christ Lutheran Vail Creation School carries the required amount of liability insurance for school coverage.

Accident/Emergency Policy

In the event of an accident or emergency, parents are to be notified within 30 minutes by phone or other expeditious means; which will be performed by the Director. In his/her absence the next person in the chain of command will resume this responsibility.

In the event of an accident or emergency, parents are also to be given written notification within 24 hours; which will be performed by the Director. In his/her absence the next person on the chain of command will resume this responsibility.

Media Release

We are proud of who your child is and what he or she can accomplish. We use digital media in our classroom observations, documentation, and publicity. Some of these photos may be used to promote the Elementary Education programs on the Christ Lutheran Vail website, Facebook, or other displays. The children in these pictures will have no identifying labels, nor will their pictures be sold to outside companies. Please fill out the media release form included in the registration packet to allow us to use these images.

Sunscreen Policy

Parents are strongly encouraged to put sunscreen on their child every day before coming to school. If a child needs sunscreen to be reapplied, a Creation School staff member may only apply sunscreen with a note from the child's parent; sunscreen must be provided by the child's family. Sun hats, long sleeve shirts, and sunglasses are also recommended.

Pesticide Use

Occasionally, pesticides will be used on campus. Parents will be given a 48-hour notice prior to use, which will be posted on the classroom door.

Child Abuse Reporting Policy

Mandated reporters are required by law, as defined by ARS 13-3620, to report all concerns of child abuse or neglect. All staff members of Creation School and Christ Lutheran Vail Church are mandated reporters.

Communication

Creation School recognizes the importance of communication with the home. We consider ourselves a partner with parents in the educational process of our students. Teachers will share information as needed throughout the school year. Parents need to communicate pertinent information directly with their child's classroom teacher. Parents may also choose to notify administration, as well. The school has established specific tools to help communicate necessary information with the home, they are:

- Email - each teacher and staff member has a school email. Typically their last name first initial @creationschool.org
- Class Tag - ClassTag connects teachers and families with one user-friendly app or web-based platform. Your family will be automatically enrolled/assigned to a class at the beginning of the new year.
- Parent-Teacher Conferences — Conferences are scheduled twice a year. Additional conferences may be held at the request of the parent or teacher anytime.
- Social Media -
 - Facebook - <https://www.facebook.com/creation.school.clv>
 - School Website - www.creationschool.org

We kindly remind all parents to engage in respectful and positive communication with fellow parents and staff. Harassment or any form of disruptive behavior within the parent community is strongly discouraged.

Academic Policies and Procedures

Curriculum

Creation School’s curriculum encourages child-inspired and teacher-guided activities to promote deeper engagement.

Teachers incorporate Arizona Learning Standards to create the framework for project based education and emergent curriculum.

“One in Christ” materials introduce Christian principles such as respect for self and others, a sense of responsibility, empathy, cooperation, and Love for Jesus as Lord and Savior.

In addition to the fundamental principles of education, Creation School offers weekly Art, Music, Worship arts & bi-weekly Physical Education.

Physical Education, both in school and after-school sports programs, exists to provide positive, well-organized activities that contribute to the development of the whole child. The program is meant to model and teach Christian principles and the ideals of good sportsmanship.

Goals and Objectives

- To develop in all participants those skills related to athletic achievement
- To develop qualities that reflect good sportsmanship
- To develop within all participants a sense of team spirit and responsibility while fostering an appreciation for individual accomplishments
- To provide experiences of healthy, fair competition

Creation School teachers continue their professional development in best practices and latest research in Education. Creation School Teachers cultivate relationships to educate the whole child.

Chapel

Students attend weekly Wednesday chapel services from 8:30-9:00 am. While these services are intended to be child centered, parents and friends of the school are allowed to join the students and

faculty/staff in these weekly worship experiences. Please check with your child’s teacher to see when the class will be worshipping in the church. Chapel offerings are used to help support ministries throughout the church, the community, and the world.

Homework

Creation School does not assign nightly or weekly homework in the lower elementary grades (kindergarten through third grade). Overwhelmingly research has been unable to prove that homework in the lower elementary grades improves student performance. However, research has shown when families spend time together, students achieve much more. We are going to ask that you spend your evenings doing things that are proven to correlate with student success; read to your child, work together on a Creation generated family project, eat dinner as a family, play outside and get your child to bed early. It is our hope students will utilize “at-home” time to learn to be life long, responsible, self-directed learners. We hope our “no homework policy” will encourage creativity, curiosity, and family time.

Digital Media and Movies

Creation School will use movies or other digital media occasionally as part of its curriculum. Only movies with a “G” rating will be shown.

Computer Usage

Creation School students have access to technology regardless of what class they are in or what subject is being taught. Our school utilizes different class sets of technology resources. Lower Elementary students use chromebooks for supplemental practice; creating projects for class, and enhancing the overall learning experience. In Upper Elementary, students have the opportunity to develop skills with Google tools including documents, spreadsheets, and presentations.

Daily Operations

School Hours

Campus Hours - 7:50 a.m. - 3:00 p.m. Monday - Friday

The buildings are open for student arrival and supervision by 7:50 a.m.

School Hours 8:15 a.m. – 2:45 p.m. Monday - Friday

*Kindergarten Hours 8:15 a.m. - 2:30 p.m.

Students are expected to be in the classroom at 8:15 a.m.

*Half-days - Students are dismissed at 12 p.m. and must be picked up by 12:05 p.m.

Late Arrival/Tardy

Arriving on time for the start of school is important to the child’s education and the continuity of classroom operations. Parents should make every effort to have their child(ren) arrive at school on time. Any child who is not in the classroom at 8:15 a.m. is considered tardy.

Even a little late is considered too late, because classroom instruction commences at 8:15 a.m. All students arriving once the school gate is closed and after the scheduled start time for their classroom are required to sign in at the front office. When students are tardy, it not only affects them; everyone else around them is disrupted. Excessive tardies will result in meeting with the school administration.

If excessive tardiness continues, (6 tardies per quarter), parents will be contacted to help remedy the situation. The school also reserves the right to make a determination regarding continued enrollment if excessive tardiness becomes habitual, negatively impacting the student or classroom environment. Students that arrive late must be signed in by the person bringing them to school, stating the reason for tardiness. School personnel can then determine if the tardy is excused or unexcused.

Late Pick Up

Class is dismissed at 2:45pm. Students who are not picked up within a timely fashion, will be escorted to Aftercare. Fees will be charged for students who are picked up 15 minutes after dismissal, starting at \$25 per student, as registration fee for Aftercare. Each additional half-hour is \$5.

Attendance

Under Arizona law, all children between six and sixteen years of age must be provided with instruction at minimum in the subjects of reading, grammar, mathematics, social studies, and science (A.R.S. § 15-802(A)). As a general rule, every child who is between six and sixteen years of age must attend and be physically present in school whenever school is in session (A.R.S. § 15-803(A)).

Regular attendance for each child is necessary for maximum growth. Regular attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons including illness, bereavement, other family emergencies, observances of major religious holidays of the family's faith, and doctor's appointments that cannot be reasonably scheduled during non-school time.

Attendance will be monitored. Parents may be asked to meet with School Administration to discuss their students attendance records. Doctors notes may be required for excessive absences. Excessive absences may result in evaluation of enrollment status and can jeopardize student's placement in our program. As defined by Arizona Law, (A.R.S. § 15-803(A)), "absences may be considered excessive when the number of absent days exceeds 10% of the number of required attendance days . . . this includes excused and unexcused absences. A student is required to attend school for 180 days, students may have a total of 18 total absences in a school year (combined excused and unexcused). A student who is absent 10 consecutive unexcused days will be considered truant under AZ law.

We are interested in educating all our students and are willing to work with parents/guardians in correcting a child's truancy problem. If we are able to help with any issues that contribute to unexcused absences or tardies, we welcome the opportunity to work with parents/guardians.

Sick Policy

Please notify the school of any illness or injury. Parents must notify the office immediately when the child has a communicable disease with information on the type of illness and the number of days you expect your child to be absent. Children will not be admitted if they have an infectious illness of any kind or if they are running a fever.

(a fever is considered/defined as 100.3)

You will be notified if your child is exposed to a contagious illness (*refer to list below)

If a child becomes ill during the day, we will contact the parents at once. Please inform us of the arrangements for picking up your child. Children who become ill during the day will be isolated from the other children, when possible. If a child has diarrhea, vomits or has a temperature of 100.3 degrees, you will be called to pick up your child.

Children should be kept at home if any of these conditions exist:

- If your child has a fever or has had one in the previous 24 hours
- If your child has a cold that is less than 2 days old
- If your child has a heavy nasal discharge
- If your child has a congested cough
- If your child has symptoms of a possible communicable disease to include, sniffles, reddened eyes, sore throat, headache, abdominal pain, discharge from eyes, fever, rash, diarrhea, vomiting, pinworms or head lice in the past 24 hours.

Return of Your Child to School

Your child may return to school if:

- no fever or vomiting or diarrhea for 24 hours **without medication/no symptoms**
(ex Tylenol / Motrin)
- the cold is over, but there is a minor nasal drip.
- you've obtained a doctor's written release.

Medication Procedures

Any prescribed medication taken by students during the school day requires a completed **medication authorization form** signed by the parent. All prescribed medication must be in the original prescription bottle with the pharmaceutical label on it stating the appropriate dosage and stop dosage date.

Absolutely no phone authorization of pain medication can be made. All medication will be kept in the Early Care and Education file in a locked container and will be dispensed only by office personnel or Director. **All known allergies must be reported to the School Administrator & child's teacher.**

*Over the counter (OTC) medications: (Including cough drops) If your child must take an "over the counter" (OTC) medication while at school, it must be in the ORIGINAL container with original package directions. A medication consent form must be filled out and signed by the parent/guardian, a phone call home may be made prior to giving any medications in addition to consent form, to ensure safety and accuracy. Only age appropriate dosage as stated on the label will be dispensed. A separate form must be completed for each child and each medication (ie: can not place siblings on one form). OTC medications may not be given for more than 5 consecutive days without a medical provider order and a separate prescribed medication consent is completed.

Illness and Injury Procedures

If your child becomes ill or injured, the following steps will be taken:

- Parents or legal guardians will be notified through written notice, phone call or in person
- Your child will be isolated from the group
- 911 may be called

Young children often experience falls or bumps during the course of a day, especially in the outdoor classroom. Usually, they do not result in serious injury and are handled with simple comfort, a drink of water, or a sympathetic band-aid or ice pack (i.e. not necessary but yet comforting). When children sustain a cut, bruise, or other injury, staff members will provide treatment according to procedures specified in our pediatric first aid training. Teachers will report the injury to parents, guardians or caregivers, recommend treatment by a medical professional, if appropriate, and complete an injury report within one day. Copies are kept in the accident/injury logbook. A notification will be placed in the child's backpack for the child to take home. Parents or guardians will be notified immediately in case of a more serious accident and prompt action will be taken including contacting EMS personnel if a situation warrants. If necessary, we will accompany the child to the hospital preferred by the family in the ambulance. In these cases, injury reports are supplemented by the EMS reports.

Dress Code and Appearance

The comfort of one's body is critical in the advancement of learning. Children should be in clothes that will accommodate a variety of active and messy activities. We suggest:

- Tennis shoes, athletic shoes, sturdy oxfords, or boots for playground use, rather than sandals as children may trip and fall more easily. Flip flops or any type of sandal without backs are NOT recommended.
- Tennis shoes are required on your child's PE days.
- All clothing should be marked with your child's name
- Appropriate dress for the season

Self dressing is an important consideration when purchasing clothing. One of our objectives here at the school is to encourage children to dress and undress themselves as well as they are able. Your child's independence is an important part of learning. We do not expect perfection, but we do encourage progress toward self help since this will enhance a child's feeling of competence.

Additionally, students should come dressed ready to learn. Clothing that is ripped, revealing, ill-fitting, or bears inappropriate logos or graphics disrupts the learning environment.

Elementary students participate in Physical Education Classes throughout the week. Appropriate **dress for PE classes** includes: Sport shoes, socks, and comfortable clothing. Participants will need a pair of properly-fitting shoes for running and other physical activity. Not having properly-fitting shoes is a risk of injury, and may result in dismissal from Physical Education that day. Continual dismissal will result in an overall lowered participation grade.

Shoes

We recommend shoes be worn when outside. Because of the variety of materials the children will encounter (wood chips, sand, gravel, water, mud), closed-toe shoes are safest. Remember that the shoes will also be exposed to messy play, so it is possible they will get muddy.

In an effort to keep our classroom clean, we may remove our shoes when we enter the indoor space. You may provide an "indoor shoe", slipper, or sandal if your child would be more comfortable.

The Arizona Department of Health Services has advised us that having shoes off during a fire drill may cause an injury.

Cell Phones/Smart Watches

Student cell phones/smart watches must be kept secured, off-person, and in silent mode during school hours or during After-Care. The school will not accept responsibility for lost or damaged cell phones or electronic devices.

Having a phone or smart watch in class often becomes a distraction to classroom learning as students send and receive texts or play games on their watches or phone during class time. These behaviors disrupt the learning environment for students and teachers. We suggest these be left at home.

Parents can call the school office with any important message for the student, and the office will communicate that information to the student at an appropriate moment during the school day.

Backpacks

Children will need to bring a backpack each day to hold their extra labeled clothes, and transport classroom projects and teacher notes back home. Please monitor the contents of your child's backpack to avoid any unnecessary surprises (like soiled clothes left too long, or critical information about the program). Children tend to use backpacks as a toy transport. Toys should be left at home, to avoid being lost or broken, with the exception of "Show & Share" designated per class on Fridays. Show & Share items must fit in your child's backpack. Creation School advises students to bring items that are deemed appropriate for school and follow general behavior guidelines (i.e. no weapons, nothing of high-value, or breakable).

Field Trips

Field trips may take place during a variety of times throughout the school year, offered as an additional opportunity for extended learning. Parents will be responsible for transportation, any fees associated with the trip, and may be asked to chaperone.

Transportation

There is no transportation provided by Creation School either to or from the campus, or on field trips. All transportation needs are the responsibility of the parent.

Nutritional Foods

Creation School has a snack/lunch time available for the children. Parents are requested to supply a nutritious, non-refrigerated snack and lunch for their child every day. The Arizona Department of Health Services recommends at least 2 components in each snack and 3-4 components for lunch, such as a combination of protein, whole grains, fruits, or vegetables.

Please bring your child's snack/lunch in a lunch box labeled with your child's name. Please include an ice pack to ensure proper cooling. Microwaves are available for reheating fully cooked food items; please do not send food that needs to be cooked.

It is also important to provide a water bottle for your child to use during the day. It should be labeled with your child's name and taken home every day for washing.

Parent Participation

Parents/Guardians are encouraged to interact with children in any and all school programs and activities. Parents/Guardians are invited to participate in programs, field trips, special projects, class parties, chapel, etc. We encourage each family to participate as much as possible. Parents are always welcome in our classrooms.

Parents are free to visit at any time, but we do ask that conversations about individual children or concerns happen outside of class time. If you have any concerns or are uncertain about anything relating to CLV's Creation School Ministry, please contact the school administrator so that a meeting may be scheduled as soon as possible.

Behavior and Discipline

Behavioral Guidelines

We believe that children can learn to behave appropriately when their needs are met, they have the opportunity to discuss problems, and view positive role models.

Classroom guidelines for behavior are set by the teacher and students during several class meetings and as needed throughout the year. Guidelines typically set up the parameters around **respect for others, respect for the environment, and respect for oneself**. Guidelines are put in place to maintain a sense of community and keep everyone safe.

If a child engages in an inappropriate activity, we will explain to him or her why those actions are unacceptable to others and work toward a resolution.

Children who continue to exhibit poor choices and/or hurt him/herself or another child will be guided to behave in a manner consistent with our policy of loving one another and being good community members. Guidance methods may include redirection, engaging in supervised or self-initiated peer conflict resolution, a class meeting for input into the problem, or a time away to rest and reset the behavior.

A child who resists guidance to the proper, loving behaviors, will prompt the director to schedule a conference with the parents, teachers, and behavior specialist, so that a behavior plan can be put into place. School Administration reserves the right to protect the safety of all children, and when appropriate, may suggest an educational opportunity elsewhere.

If the child's behavior continues to be disruptive or aggressive (with intent to harm or hurt others) after consultation has been made with the parent/guardian, it may result in either a suspension or dismissal from Creation School.

Behaviors displayed by the staff or parent which involves humiliation, striking a child or any other physical display of anger in the classroom will not be tolerated.

Additionally, inappropriate behaviors(i.e. words &/or actions) by any staff will be addressed & necessary consequences will be similarly enacted.

Weapons

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the school.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions.

School Policy Determination, Implementation and Resolution

Parent inquiries about our policies should be directed to the director and secondarily to the senior pastor. If the inquiry cannot be answered/resolved at one of those levels, the parent may take the issue to the CLV Board of Ministry Directors.

Other Programs

Creation School Parent Teacher League (PTL)

The organization is established for the purpose of supporting the education of children at Creation School by fostering relationships among the church, school, parents, and teachers. The mission of the Creation School PTL is to sustain, enhance and enrich the academic learning environment of our students while providing the help and resources to better support and equip our teachers and staff. The Creation PTL will strengthen our school by:

- Raising funds to provide cutting edge facilities for our students and teachers
- Ensuring a strong parent teacher relationship through a spirit of appreciation and open communication
- Providing social opportunities to connect parents, teachers, staff, church and students.

If you have any questions, require additional information, or would like to join our PTL please email them at creationschoolPTL@gmail.com or visit the PTL Page found on our school website at www.creationschool.org

Volunteers at Creation School

Like most Christian schools across the nation, each family will have an opportunity to volunteer at the school or classroom.

A. Work Days

Creation School schedules work days throughout the school year. Many things will need to be done around campus, including yard/lawn work, work on the playgrounds, work in the classrooms, etc. You may sign up for as many of these days as you would like.

B. Creation School Parent-Teacher League (PTL)

The Creation School PTL has many service opportunities available throughout the year. Opportunities include fundraisers, teacher appreciation, and family events.

- C. Church Service benefiting Creation School children directly: Service opportunities include the CLV MOPS kids, set up/take down for church service, at Wednesday night youth groups and more.
- D. Classroom or Library Volunteers - at the discretion of the teacher(s).
- E. After-school Clubs/Activities - help create, lead and facilitate an after-school activity.

Additional Volunteer Information

All individuals who volunteer in the school must complete the CLV mandated background check and child safety training .

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **siblings are not allowed to accompany parent volunteers** to school to serve lunches, to assist with class parties, some class field trips or to help in the classroom.

Should you have any questions, please feel free to email your student's teacher or email creationschool@christlutheranvail.org

Coati Club - After School Program

Coati Club is a fee-based program providing safe fun school age activities for students of Creation School. Students are able to enhance their day with quality activities and enrichment opportunities within a structured recreational environment. Arts and crafts activities, outdoor time, and games are available every day.

Coati Club is open to Kindergarten through 6th grade students registered in Creation School. Registration information may be obtained at the School Office or by emailing frontdesk@creationschool.org or call 520-468-7075. Space is limited.

Coati Club is open in the afternoon from class dismissal until 5:45 pm. Coati Club is available on Early Release days from 12:00 pm - 5:45 pm for your convenience. The After School Program operates on all school days and observes all designated school holidays and breaks.

For more information and further guidelines on Coati Club, please refer to the Coati Club Handbook.

National Lutheran Schools Week

Creation School is a part of the Lutheran Church-Missouri Synod school system. The schools within this organization annually celebrate their ministries together during the last week in January. Students and families are strongly encouraged to be a part of this celebration by participating in Christ Lutheran Vail Church's worship held during that week. Other events may be scheduled during this week of celebration.

Student Pictures and Yearbook

Student and class pictures are taken in the fall. Information concerning pictures is sent home with the students. Families are under no obligation to purchase picture packets. The fall setting includes pictures to be used in the school's yearbook and group class pictures.

Playground

Playground facilities are provided for students to use during the school day. Safety rules, common sense, and school rules regulate the playground areas. Classroom teachers supervise playground use during the day.

No students are to be left unsupervised before the morning staff reports to the playground areas. Fenced in play areas are CLOSED from 2:45 pm – 5:45 pm to allow for security during our after school Coati Club activities.

Handbook Update Policy

The administration reserves the right to modify, amend, change, all or part of the handbook in any fashion whatsoever, at any time at its sole and absolute discretion. Addendum items will be shared with parents & students, as they occur.

Partnership Expectations

As partners in your child's learning, you can expect from Christ Lutheran Vail's Elementary Education Ministry: a high-quality, loving, and educational experience for your child. You can expect from us patience and respect when dealing with conflict, along with grace and forgiveness afforded to every relationship. You are welcome to join us on site at any time to be a part of the educational journey.

As partners, here's what we expect of you:

We expect that you will provide a loving and safe home for your child.

We expect that you will provide nutritious food and appropriate clothing to keep your child healthy, to the best of your ability.

In case of illness, we expect you will keep your child away from other children, to avoid spreading the sickness.

We expect you to be informed, which means: responsibly read the notices posted for parents, as well as seek out information if you have questions. The notices posted may include upcoming events, application of pesticide on the premises, or exposure to contagious sickness.

We expect you to clean out your child's backpack and lunchbox.

We expect you to take an extended role in your child's learning, which may include reading to your child in your home, participating in church or community events, and attending parent meetings and training.

Together, we expect to find joy in our calling, love in our interactions, and peace in our circumstances.

Together, we expect a bright future for our children, days filled with laughter, and a community built by our partnership.

Together, we expect to strengthen God's families through the healing gospel of Jesus Christ.

Creation School Handbook

PARENT/STUDENT ACKNOWLEDGEMENT

This is to acknowledge that I/we have received a copy of the School's Family Handbook.

I/We understand that this handbook provides the guidelines for the school regarding their policies and procedures.

I/We also understand that it is my/our responsibility to read, understand, become familiar with, and comply with the standards and policies that have been established.

I/We further understand that the Elementary School reserves the right to modify, supplement, or revise any policy from time to time, with or without notice, as it deems necessary or appropriate.

I/We commit to consistently fostering harmony and positive relationships among the school staff, teachers, school administration, students, and parents of Creation School. I/We pledge not to engage in any actions that intentionally create discord within the school community.

I/We promise to approach interactions with teachers and administrators with kindness and understanding.

By signing below I/we fully acknowledge that I/we have completely read the handbook provided to us.

Student Name (Please Print) _____

Parent/Guardian's Signature

Date

Student's Signature *(upper grades required)

Date