



# **CREATION SCHOOL**

RIGOR, RELEVANCE, & RELATIONSHIPS

## **Elementary Parent Handbook 2022-2023**

**Christ Lutheran Vail  
Creation School Ministry**

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# **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 engage in **authentic relationships** and **authentic experiences** in the academic, spiritual, emotional, social and physical lives of its students, their families, the community and the world.

## **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.

## **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.

## **Hours of Operation, Registration, Tuition**

Campus Hours - 7:50 a.m. - 4:00 p.m. Monday - Friday

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

Kindergarten (Age 5 as of September 1, 2022) thru Fifth Grade

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

Classes begin at 8:15 a.m

### *Late Arrival/Tardy*

A little late is too late. All students arriving once the school gate is closed and after the scheduled start time for their classroom are required to stop by 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 director.

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

## **Registration**

Registration is for the entire (10 month) school year. 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
- Tuition Intent to Pay Form

All registration forms are available on our website at [www.creationschool.org](http://www.creationschool.org)

## **Financial Support from Christ Lutheran Vail Church**

Creation Elementary 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 families consider allocating Arizona tax credit dollars to support Christian education at Creation School.

### **Tuition**

Tuition is \$778 month/\$7,780 annual  
Tuition payments are due by the 5<sup>th</sup> of each month.

Families are required to schedule a meeting with the Financial Aid Advisor to discuss tuition in further detail.

#### *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 has provided over \$115,000 in the last year to Creation Students, which has made tuition affordable for families at all income levels. All elementary families should meet with the school's financial advisor.

#### *Tuition Preschool Discounts*

Siblings who register at Creation Preschool are eligible to receive a reduced registration fee of \$100 and receive a 10% monthly discount on their tuition.

### **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.

### **Special Needs**

Please speak with the School Administrator concerning your child's special needs.

### **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 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.

#### 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, 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.

## Attendance

Regular attendance for each child is necessary for maximum growth. Therefore, parents and the school should assume the responsibility for regular attendance. The regular school attendance of a child of school age is required by state law. 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.

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 8:00 a.m. is considered tardy.

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.

Arizona law requires that a parent or legal guardian must ensure that their minor child between the age of six and sixteen is in school for the full time school is in session, unless otherwise legally excused pursuant to A.R.S. 15-802 or 15-803.

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](http://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.

## 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.

You will be notified if your child is exposed to a contagious illness at school.

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.**

### **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.

### **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 neighborhood 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 neighbors. Guidance methods may include redirection, 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. The director 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 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 teacher or parent which involves humiliation, striking a child or any other physical display of anger in the classroom will not be tolerated.***

## **Clothing 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.
- 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.

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.

## **Backpacks**

Children will need to bring a backpack each day to hold their extra 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.

## **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.

## **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.***

## **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](mailto:creationschoolPTL@gmail.com) or visit the PTL Page found on our school website.

## Parent 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 volunteering for the Fall Fundraiser, the fall family event, teacher appreciation week, the winter family event, the spring family event, or other fundraisers/school events the PTL offers this year.

### C. Other Volunteer Opportunities

- 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.
- Classroom or Library Volunteers - at the discretion of the teacher(s).
- After-school Clubs/Activities - help create, lead and facilitate an after-school activity. Please email the Volunteer Coordinator for more information.

#### *Additional Volunteer Information*

All individuals who volunteer in the school must complete the CLV mandated background check .

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, 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](mailto:creationschool@christlutheranvail.org)

### 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 attending with, and transporting their own children and any fees associated with the trip.

## **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, 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.

***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.

## **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 verbally 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 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.

## **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.**

**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.**

**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.**



**Christ Lutheran Vail  
Creation School Handbook  
PARENT ACKNOWLEDGEMENT**

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

\*\*\*\*\*

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

Name of child enrolled \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

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