

BEFORE & AFTER SCHOOL/SUMMER PARENT HANDBOOK



St. Lucas Lutheran School
648 East Dover Street
Milwaukee, WI 53207
(414) 486-0589
www.saintlucas.org

St. Lucas Evangelical Lutheran Before & After School and Summer Camp Program Mission

St. Lucas Evangelical Lutheran Before & After School and Summer programs assists families through Christ-centered, quality education that nurtures mind, body, and spirit producing life-long learners and leaders who live to glorify the Lord.

St. Lucas Evangelical Lutheran Before & After School and Summer Camp Vision

We reflect the love of Jesus Christ to every single soul. We work together to pursue academic excellence, to plant the seed of faith in these young hearts, and persevere in faith and life.

St. Lucas Evangelical Lutheran Before & After School and Summer Camp Goals

The goal of our Before & After school and Summer programs is to prepare each enrolled child to use their God-given gifts and talents to their fullest potential. This will be done, by providing a Christ centered learning environment, which daily offers experiences and activities that nurture the spiritual, intellectual, physical, social and emotional development of the child.

The Program

The St. Lucas Lutheran Before & After School and Summer Camp programs provides learning on a non-profit basis for the members of our congregation, for members of other WELS/ELS congregations, and prospective members in our community. All children are welcome without reference to race, national or ethnic origins, gender, or ability. Children with special needs are accepted if, in the judgment of the staff, the program is in the best interest of the child and no extra staff is required. The Before and After School Program is for children up to the age of 12.

The Environment

Our before and after school and summer camp programs are more than just “baby-sitting.” We have degreed teachers who are knowledgeable in all levels of child development and education. We aim to provide a rich Christ-centered environment that will help your child grow spiritually, socially, emotionally, physically, and academically. We also offer planned activities for your child to excel and learn from during the before and after school program, while also offering a daily routine that offers them structure throughout their day in a fun learning atmosphere. Parents can be assured that we offer an “open door policy”, so they may visit our center whenever they wish. Letting our children know we are partners and working together for their good, will help them feel safe, secure and confident at St. Lucas.

Hours Of Operation

Our Before & Afterschool Programs and Summer Camp are open daily from 6:00 a.m. to 6:00 p.m.

We offer our *Before School program* from 6:00 a.m to 7:50 a.m. and our *After school Program* from 3:15 p.m. to 6:00 p.m. daily throughout the school year.

In our *Summer program*, we offer a “Day Camp” from 8:00 a.m – 3:00 p.m. daily. We then offer “wrap around” care for those families who need extended hours from 6:00-8:00a.m. and then from 3:00 to 6:00 p.m. throughout the summer months.

Rates for our Before & After School Program during the school year **are as follows:** (Rates are subject to change without notice)

- 1st child - \$4.00 /hr \$2.00/ ½ hr.
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- 2nd child – \$3.50/hr; \$1.50/ ½ hr.
- 3rd child - \$3.00/hr; \$1.00/½ hr.

Rates for Summer “Day Camp”

(Rates subject to change without notice)

- \$85.00 per camper/ per week of enrollment in our “Day Camp” program.
- \$4.00 per hour for “ Wrap Around” care beyond day camp hours /per enrolled child.

Payments:

- Families will be billed weekly for the hours their child uses in either our before and after school or summer “wrap around” programs
- Our center requires that summer camper fees be paid 2 weeks in advance for our summer Day Camp program (8a.m.-3 p.m.) This is for all students who are registered for 2 or more weeks during the summer.
- Billing Statements for the Before & After school or Summer Camp Program will be placed in the hallway mailboxes on Wednesday of each week
- All tuition payments for all programs are **due on Friday** of each week.

Late Payments

If tuition payments are not received at our center by Friday of each week, a late fee of \$10.00 will be added to your bill. Continuous late payments may result in your child be dismissed from our School-Age or Summer Camp programs.

Days Closed

Our center will be closed on the following days during the year:

- New Year's Eve and New Year's Day
- Martin Luther King Jr. Day
- Good Friday and Easter Monday (or as stated by the Director)
- Memorial Day
- Independence Day (4th of July) and the Day after (or as stated by the Director)
- Labor Day
- Thanksgiving Day and the Day after
- Christmas Eve Day and Christmas Day (or as stated by the Director)
- Teacher continuing education in-services, conferences, workshops and conventions.

Weather Closings

St. Lucas Before & After School programs will automatically close during the school year when the *Milwaukee Public Schools close* and/or when *Wisconsin Lutheran High School* closes due to severe weather or the cold.

During the summer months, parents should tune into the local T.V. and radio stations for an announcement that states, ***St. Lucas Lutheran Summer Camp, Milwaukee- Closed-*** if severe weather occurs in our area.

Please listen to the following T.V. channels TMJ4 or FOX6 or radio stations WTMJ or WISN radio for any school closing that may occur during severe weather or warnings throughout the year.

If our Before & After School programs or Summer camp closes during operating hours, a notice will be sent to you by email and it will also be posted on the St. Lucas Lutheran School website.

Parents should *make arrangements now for the care* of their child on any day St. Lucas is closed due to the weather.

Arrivals:

All Parents and Guardians are required to escort their child into the building when they arrive at our center. No child is to be dropped off and allowed to come into our center unescorted.

It is the parent or guardian's responsibility to sign their child in and out of our building every day, using our sign in and out form located in the main hallway of our center. Failure to do so, would lead to the dismissal of your child from our program.

We highly encourage all children to eat breakfast at home before coming to our program, since our program does not offer breakfast. If you are running late on any particular morning and your child has not eaten at home, please send along food for your child to eat at our center, such as a cereal bar or granola bars. We will offer bowls and spoons if needed. Snacks are provided daily by our program for the after school children only.

During the summer months, the enrolled children will be offered a morning and afternoon snack. No breakfast is offered during the summer. All enrolled children must bring a bagged lunch each day they attend our program, unless a special field trip is planned or a meal is arranged ahead of time through the classroom teacher.

The “NO SCHOOL DAY” Program during the school year

Throughout the school year, the elementary school and our 3K & 4K program is closed for various reasons. During these "No School Days" your family has the option of using our 'No School Day' program. This program is for all children ages 3 through ages 12. *This mixed-age program* is held in our before and after school classroom. If your child needs such care, you must register your child in advance, using a "No School Day" form, which will be given to the parents throughout the school year.

If you do decide to use this program, there will be a \$4.00 per hour fee for each child in attendance. This program may close on some No School Days, if enrollment does not meet our minimum number of students.

Child Pick-up

Three people, other than parents, may be authorized to pick up your child. In case of emergency, you must notify the Director if an unauthorized person is picking up your child and is not listed on the emergency contact card. Advise the pick-up person to **bring proper identification (Driver's License) so the teacher can verify the person.**

Please realize that the teachers are instructed to be sure about pick-up authorization. At departure time, a parent or authorized person must sign the child out and make sure the staff person is aware of the child's leaving.

Any parent or guardian arriving after 6:00 p.m. will be **charged \$1.00 per minute for each child in attendance past 6:00 p.m.** The parent or guardian will be assessed the additional fees on their next weekly bill. This also includes a \$10.00 center fee that will also be added to your next billing.

We understand that emergencies do arise. However, please keep in mind the 6:00 p.m. closing time. To avoid such charges, **please arrive before 5:50 p.m.** so you have time to gather your child's belongings and are able to leave the building before the closing time of 6:00 p.m.

Enrollment

When registering your child the following forms must be received before your child will be accepted into our Before & After School or Summer Camp programs.

1. *A **Before and After School Registration Form** or the **Summer Camp Registration Form***
2. *A **Child Information Form** for both the before & after school and summer camp programs.*
3. An ***emergency contact card*** must be completed and kept up- to- date.
4. ***Health forms and Immunization records*** for each enrolled child, which indicates any allergies.
5. ***Summer camp fees are due*** at the time of enrollment, as stated on the registration form.
6. ***Any field trip fees are due (2 weeks in advance)*** for children registered for 2 or more weeks in our summer program.

If your **work schedule changes** weekly, then the parent must fill out an attendance form indicating which days during the week your child will be in attendance. This must be given to the Director no later than the **Friday before** the week of your child's attendance. The forms are located by the sign-in sheets in the hallway.

Snacks

St. Lucas After School program will provide an afternoon snack for all enrolled children.. During the summer program, our center will provide a morning and afternoon snack for your child. Juice will also be provided during snack time.

Snacks that your child will be offered include, but are not limited to: yogurt, pretzels, animal crackers, cheese slices, cheese sticks, beef sticks, popcorn, fruit, raisins, peanut butter, granola mix, soda crackers, apples, grapes, cereals, etc...

Allergies

A special diet may be served only upon written instruction of a child's physician and upon the request of the parent. The parent will be responsible for providing meals and snacks for their child who needs the special diet.

NAPS (Summer Program)

Young Children (3K-K) are very active during our Summer program and therefore are required by the State of Wisconsin to have a rest period each afternoon. We will supply each child with a cot and sheet.

All of our young summer camp children must bring a sleeping bag or blanket from home and a small pillow. Children may bring a stuffed animal or favorite toy to sleep with, but it must remain in their cubby until naptime. Please write your child's name on all items from home.

State Law requires that children rest for 30 minutes. If your child falls asleep they will sleep until our wake-up time. If your child does not sleep they are permitted to have a quiet time through the use of learning games and activities, which will not disturb the other children.

All blankets , sheet, and pillowcases will be sent home every Friday to be laundered and returned to our center clean on Monday.

Photographs/ Videos/ Audio Tapes

Children may be photographed, audio taped or videotaped within our program either for educational, promotional, or advertising purposes.

You are asked to sign a release on the registration form granting us permission to photograph, audiotape, or video tape your child.

Multi-Media

Movies, videos, DVD's and C.D's will be used in our learning curriculum.

The use of such media is an important tool to help all the children of our program learn in a variety of different ways.

The use of movies, videos, audiotapes, DVD's and CD's will be related only to our "Theme of the Week" or our Bible Story.

Field Trips/ Neighborhood Walks

Field trips or Neighborhood walks may be used to enhance the summer curriculum

Parents will be given a written notice of all upcoming field trips indicating the location of the field trip, the departure and arrival times, type of transportation, and any cost that is involved with the field trip. Costs will cover the transportation, tickets, and any meals that may be a part of the trip. Parents will sign the field trip permission form and return payment for the trip prior to their child's participation.

We encourage parents or guardian to help chaperone our field trips. Chaperones will also have an additional cost or fee for the transportation, ticket or meal associated with the field trip. Parents will indicate on the permission form if they would like to be a chaperone for the field trip and return the form with additional payment prior to chaperoning the field trip.

Our staff members will always take a first aid kit and emergency numbers along on all field trips.

School Information

Non- Profit Status

The St. Lucas Lutheran Before & After school programs and Summer program is a member of the Wisconsin Evangelical Lutheran Synod. (WELS) As a member of the WELS, the school qualifies as a 501© (3) tax-exempt organization under the WELS umbrella in Group 1173. Formal verification of St. Lucas non-profit status is kept on file in the Director's and elementary school secretary's office and is available for viewing.

Admission and Participation Policy

St. Lucas Before & After School and Summer programs provide Christian education to all children without reference to race, national or ethnic origins, gender, or ability. Children with special needs are accepted if, in the judgment of the Director and staff, the program is in the best interest of the child and no extra staff is required.

Age Requirements

All students must be 3 years old **by September 1st** of the year they enter our program and be fully potty-trained.

Summer Camp Attendance

Regular attendance is required and essential for acquiring a quality, Christian education. Realizing that situations may keep students from being in school on an given day or for a period of time (sickness, death of relative, dentist etc.) we ask that you **call the Director by 8:00 a.m.** on the day your child will not be attending summer camp. We do record all absences on a daily basis, the Director will call your home if we do not hear from you by 8:10 a.m. Children who arrive after 8:10 a.m. will be marked tardy.

Student Conduct and Discipline

All students are expected to follow the rules of the classroom, and to show respect and kindness to all students and teachers throughout the school day.

When a child forgets to show respect or kindness, or gets into an argument with another student, then our teachers will intervene with positive discipline.

Positive discipline come from our understanding of child development, our knowledge of the individual child (family background, special needs, interests), and implementing appropriate expectations. At this young age children are becoming more independent and assertive. They are learning to put their feelings, needs, and desires into words. Children are learning that what they say and do is important and that it effects others. They are learning to participate in group routines, and are building relationships with others. Positive discipline guides these young Christians in learning about making God-pleasing choices, in doing things the “Jesus Way” . Our source of Christian guidance is knowing that we are redeemed children of God, and expressing that joy in love for our neighbor through words and actions.

Teachers show love and concern for the child, by letting them know what is expected and setting appropriate limits. They are consistent and state rules positively and firmly. They try to anticipate problems and plan accordingly. Persistent behavior problems will be brought to the attention of the parents, so that we may work together for positive changes.

Teachers will encourage the children to think for themselves, correct their own mistakes, and solve their own problems. Teachers will use the techniques of redirection and negotiation to change the child’s behavior and assist in conflict resolution. A “Thinking Time” may be used only for behavior that is repeatedly aggressive or unsafe. Remember, that our focus will be on the problem behavior and not the child. No one will discipline a child by breaking that child’s spirit, be humiliating, abusive or frightening.

These little children are gifts from God, we are here to assist you, the parents, to help your child love their Savior and live their life for Him, in a kind, caring and God-pleasing way.

Dismissal or Discharge from the Before & After School or Summer Programs

The St. Lucas Before & After School or summer programs reserves the right to exclude enrolled children from attending due to the following:

- Non-payment or excessive late payment of fees or tuition.
- Parents do not observe the policies as outlined in the Parent Handbook (The Director will notify the parents verbally or in writing about the violations and set-up a time to review the policy with them.)
- The child is not developmentally ready (socially, emotionally, or intellectually) for our preschool curriculum. (Before dismissal - daily communication and a conference will be held with the parents discussing the child's readiness for our preschool curriculum and options they may have for future admission.)
- If any child appears ill, overtired, or unable to participate in the daily program. (The parents will be notified immediately if present, or within one hour after notification if not present.)
- Parents may appeal any dismissal by bringing the complaint in writing to the Director within 5 working days of the dismissal. It will then be brought before the Board of Christian Education for review and meeting with the parents. The Board of Education will make a final decision based on the evidence brought before them. The parents will be notified of reinstatement or continued dismissal within 5 working days after the initial meeting or in case of required additional meetings, the final meeting.

Health and Safety

Student Health At School

The physical health of students is a concern for every school and family. In order to reduce the health risks that spread illness or disease, St. Lucas Preschool & Childcare reserves the right to send home students that have a high temperature or fever, vomits, has diarrhea, skin rash, sore throat, displays poor personal hygiene, have communicable pathogens (head lice, pink eye etc.) or put other students at risk due to continued sickness.

Parents or guardians will be notified of a child's illness, they are to make arrangements to pick up the child within 1 hour of notification.. The child will be isolated from the other students, and supervised until picked-up.

If your child has a contagious disease, such as but not limited to... chicken pox, German measles, infectious hepatitis, measles, mumps, scarlet fever, or meningitis please notify the Director immediately, so notice of possible exposure can be given to all families enrolled and to local public health offices. The child's name will be kept confidential.

Children with communicable diseases will be readmitted to our preschool only after allowing for the longest possible incubation of the disease or with a signed statement from your physician.

This is not done as a punishment to the student or to burden the family, but to ensure the general health of all student, families, and staff.

The child may return to our preschool when he/she is symptoms free for 24 hours for minor illness or has been on prescribed medications for at least 24 hours.

Immunization Law

Under the State of Wisconsin Immunization Law *parents are responsible* to ensure that their child(ren) has met the number of required immunizations prior to the school year. Failure to do so may result in a fine up to \$25.00 per day from the local district attorney. Upon the 40th day of school, St. Lucas is required by law to file a report with the district attorney's office and the local health department of all our students who are not in compliance with the Immunization Law.

Student Medication

Should your child need to take any form of medication that is sent from home, the parent must fill out the "*Request for Medical Administration During School Hours Form*" and give it to the Director or classroom teacher. You must sign the form, in order for your child to receive the medication.

All medications must be in their original, secured container with your child's name on it, the name of the drug, dosage, and directions for administration, and physician's name printed on it.

Should any type of prescription medication need to be taken on a regular basis for an extended period of time, a copy of the doctor's orders must be on file with the Director. School personnel will give out no medications, including prescription and non-prescription drugs such as aspirin or ibuprofen, unless the required forms are signed by the parent and are received from home.

Accidents and Injuries

Parents will be notified immediately, if their child is injured seriously enough to require professional medical treatment, or in the event of a minor injury when they pick-up their child.

Written permission from the parent to call a child's physician or refer the child for medical care in case of injury shall be kept on file at the preschool and childcare center. A first aid kit, containing bandages, tape, Band-Aids, syrup of ipecac, an ice bag or cold pack, a thermometer with disposable covers and emergency phone numbers will be available to treat minor injuries.

Superficial wounds will be cleaned with soap and water only and protected with a Band-Aid or a bandage. First Aid procedures will be followed for serious injuries.

Suspected poisoning shall be treated only after consultation with a poison control center. Accident reports will be written for every accident, injury, or incident regardless how minor. These reports will be signed and dated by the staff, and parent. It will be kept on file at our center.

Harassment

Any behavior, whether physical, verbal, written or non-verbal that hinders the learning/teaching environment or that can be interpreted as threatening to others is not acceptable. St. Lucas Preschool and Childcare is committed to maintaining a learning environment that is safe where students and staff can work and study productively. St. Lucas Preschool and Childcare prohibits any form of harassment or violence by any enrolled students, enrolled student's parents, family members or relatives, teachers or staff. Examples of prohibited unwelcome and unsolicited behaviors include but are not limited to...

- Physical- intentional, unwelcomed touch against another's body, assault, or blocking free movement in the school.
- Verbal- sexually suggestive, or obscene comments, threats, jokes, as well as comments about another student's body that are negative or embarrassing.
- Written,-displayed or sharing sexually suggestive pictures and cartoons, messages through Face book, twitter, text messaging, instant messaging, mobile phone generated messages and images, Internet postings, obscene letter, notes, or invitations.
- Non-verbal- suggestive sexual or obscene looks, leering or gestures.

All complaints of harassment are to be brought to the attention of the Director, School Principal, Pastors and Board of Christian Education for resolution. The reported complaint will be investigated and action taken as necessary in accordance with the BOCE Discipline of Student Policies and in the event of an adult, the Milwaukee Police Department.

Parents as Partners

Parent/ Guardian/ Visitor Access to our Before & After School Program

Parents and Guardians are partners in education. They are always welcome to visit our programs. For the well being of our students and the entire school community, we need to know who is in the building and where they are. Please follow these simple procedures;

- Come to the lower side door of St. Lucas School,
- Ring the bell, wait for someone to speak with you
- Inform them of your name and why you are there.
- Once authorization has been confirmed by the Director or teacher,
- Ring the bell again and our Director or teachers will let you in.
- The Director or a teacher will meet you at the stairwell and escort you to your child's classroom or on a tour of the school.
- The Director or Teacher will escort the parent/guardian/ or visitor out of the building.

What your family can expect from St. Lucas

- St. Lucas will strive to serve as a model of Christian love in keeping with the center's vision.
- St. Lucas will offer a complete educational program. The course of study will include: A daily devotion, "Theme of the Week", Discussion Time, Group Activities, Art and Crafts, Snacks, Gym & outside time, as well as, guest speakers and field trips.
- St. Lucas will commit to continually improving instruction through ongoing planning, evaluation, refinement, and continuing education
- St. Lucas will commit to maintaining a classroom environment that is safe and respectful.
- St. Lucas will communicate deliberately and specifically with parents about their child's development, individual progress, and behavior in these areas but are not limited to, academically, physically, socially, and emotionally.
- St. Lucas will strive to help our parents understand the importance of their God-given responsibility to bring their child up knowing their Savior, Jesus Christ by helping them know the opportunities our school and church offers to them through Bible studies, Sunday school and other worship & singing opportunities throughout the school year.

What St. Lucas can expect from your family.

- Parents/Guardians will strive to serve as a model of Christian love in keeping with the preschool's vision
- Parents/Guardians will dedicate themselves to developing God-given gifts of their child.
- Parents/ Guardians will make sure that children meet attendance requirements
- Parents/Guardians will promote and assist in maintaining a safe and respectful school environment.
- Parents/Guardians will initiate communication with the teacher about their child's progress and development throughout the school year.
- Parents/Guardians will support the preschool, elementary school and childcare through the giving of their time, talents, and treasures.
- Parents/Guardians will support the policies as stated in this Parent/Student Handbook and approved by the Board of Christian Education.

Adult Spiritual Growth

St. Lucas Church provides weekly worship services throughout the year in addition to special Advent, Lenten, and holiday services. Additionally, St. Lucas provides Bible Study courses to dive into God's Word more deeply. Worship services and Bible Studies give us an opportunity to hear and learn about His many blessings and will for our lives. These experiences also give us an opportunity to praise and thank God for our Salvation in Christ Jesus, to publicly confess His name, and to strengthen our faith by hearing God's Word preached to encourage one another.

Regular, frequent worship and Bible study attendance is important for the spiritual growth of each member of your family. As parents, you need this for your spiritual development so that you can fulfill your responsibilities as Christian parents. Your child

needs your encouragement and example so that they can establish of pattern of spiritual growth for life. We will encourage you regularly to join in Bible Study activities.

Conflict Resolutions

It is hoped that a healthy relationship exists between the home and the childcare, and that any difficulties encountered at the childcare can be worked out in a God-pleasing way in Christian love. Should problems arise, consider these encouragements from God's Word, "Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit-just as you were called to one hope when you were called" Ephesians 4:3-4

"Finally, all of you, live in harmony with one another, be sympathetic, love as brothers, be compassionate and humble." 1 Peter 3:8

By his Spirit, God empowers his people to approach each other humbly, peacefully, and harmoniously. In that spirit, God's people at St. Lucas have established as series of steps leading toward God –pleasing conflict resolution.

In matters dealing with an individual:

1. Discuss the matter with the teacher, director, supervisor, or whomever was directly involved with the matter. More than one meeting may be needed for this issue to be understood and action to be taken.
2. If the conflict has not been resolved, then discuss eh matter with the Director along with whomever was previously involved with the matter. Again, more than one meeting may be needed for the issue to be understood and action to be taken.
3. If the conflict has not been resolved, then discuss the matter with the Pastors along with whomever was previously involved with the matter. A St. Lucas Pastor will become involved in the resolution process. Again, more than one meeting may be needed for the issue to be understood and action to be taken.
4. If the issue has not been resolved, then discuss the matter with the Board of Christian Education along with all the parties previously involved with the matter. More than one meeting may be needed for the issue to be understood and action to be taken.

In matters dealing with school policies and procedures:

1. Discuss the matter with the Director. More than one meeting may be needed for the issue to be understood and action to be taken.
2. If the issue has not been resolved, then discuss the matter with the Board of Christian Education. More than one meeting may be needed for the issue to be understood and action to be taken.

The board of Christian Education is the governing body of the school and their decision is the final word on the matter.

In all matters of conflict between fellow Christians, we have the reassurance that Jesus can heal the conflict and bring resolution through the forgiveness he won for us.

"Therefore, if anyone is in Christ, he is a new creation; the old has gone, the new has

come! All this is from God, who reconciled us to himself in Christ and has given us the ministry of reconciliation..” 2 Corinthians 5:17-18

How Do I Register My Child for the Before & After School Program or the Summer Program

1. Fill out and complete the Registration Form and return it to our center.
2. Complete the “Health History” and “Emergency Care” Forms for your child, indicating if he or she has any known allergies we should be aware of.
3. Indicate on the form an emergency contact number we can reach you at during center hours, and also which 3 people are allowed to pick-up your child in case you are unable to do so. .
4. Have your physician either give you a copy or fax a copy of your child’s immunization records over to our center.

What Should My Child Bring to the Summer Program?

- **A regular sized backpack** to take home papers and notes
- **An extra set of clothes** in a zip-lock bag, labeled with your child’s name on it. (Include a shirt, pants, socks, and underwear)
- **For our younger children (3K-K) -A blanket or sleeping bag** and a **small pillow** for rest time. (Put your child’s name on each one.)
- **A Lunch Box and Drink daily.** (With your child’s name on it) Our program will provide a morning and afternoon snack for your child, as well as juice and milk daily.

Authorized Pick-up People and Pick-up Time

Three people, other than the parent or guardian, may be authorized to pick up your child from St. Lucas In case of an emergency, you must **notify the Director** if an unauthorized person is coming to pick up your child.

Please advise all your pick-up people that they **must show their Driver’s License or a photo ID** to the classroom teacher to verify that they are the person picking up your child and that the information matches that which is on the authorization card.

No child will be allowed to leave with any individual that does not have the proper identification or if there is concern that the pick-up person may be under the influence of alcohol or drugs.

Please realize that the teachers are instructed to verify all pick-up authorizations. Remember, this is for the safety of your child.

At departure time, a parent or authorized person must sign the child out and make sure the teacher is aware that the child is leaving the building.

Any parent or guardian arriving after 6:00 p.m. will be charged \$1.00 per minute for each child in attendance past 6:00 p.m.

This fee must be paid to the center before leaving with your child for the evening.

If this is not done, then an additional late fee of \$10.00 may be added to your next billing plus the amount you the center for the late pick-up.

To avoid such fees, please arrive no later than 5:50 p.m. so you can gather up your child's belongings and leave before the closing time of 6:00 p.m.

Information:

For additional information you can go to our website at www.saintlucas.org and click on the Childcare Link

Our Location

We are located at 648 E. Dover St. just off of KK Ave. across from the Bay View Library.

School and Board of Christian Education Directory

FACULTY AND STAFF

Mr. Michael Koestler	Principal	262-456-0901 262-456-0901
Mr. Bart Gurgel	Grade 8	414-403-5186
Miss Margaret Polzin	Grade 7	414-744-6283
Mr. David Tess	Grade 6	414-502-8377
Mrs. Judy Gurgel	Grade 5	414-281-4649
Mr. Ryan Randall	Grade 4, Boy's A.D.	414-350-6736
Mrs. Laura Raddatz	Grade 3	303-859-2019
Miss Tiffany Straseske	Grade 2	414-483-9463
Miss Joanna Jacobsen	Grade 1	414-378-1088
Mrs. Nancy Schmidt	Kindergarten	414-483-0434
Mrs. Tracy Unnasch	Extended Learning	414-559-0739
Mrs. Debbie Kiedrowski	School Secretary	414-764-0097
Mrs. Susan Zeitler	Pre-school/Before & After school Care	262-542-4530

BOARD OF EDUCATION

Corey Tipton	Chariman	414-321-0688 414-322-9146
John Wood	Preschool/Childcare	414-587-2907
Joe Jozefacki	Lutheran Elementary School	414-744-9833

Brian Gillingham	Children's Ministry	414-852-8028
Robert Schneider	Adult Discipleship	414- 405-4888

PASTORS

Pastor Peter Unnasch	Lead Pastor	414-483-9122
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414-208-6293		
Pastor Robert Gurgel	Senior Pastor	414-281-4649
Pastor Stanley Stein	Associate Pastor	414-769-8114

This Parent Handbook has been adopted by the St. Lucas Board of Christian Education to provide a guide for parents, students, staff and others for carrying out St. Lucas Before & After School and Summer Camp program's Christ-centered mission, vision, objectives, and philosophies.

The Board of Christian Education may update, modify, interpret, delete or replace policy and procedure, school and family expectations, and other St. Lucas Lutheran Before & After School and Summer Camp programs and related items presented in this handbook at any time, as it deems necessary, without permission.