



SUNBEAMS LUTHERAN SCHOOL PARENT HANDBOOK 2024-25

Inspiring God's beloved children to become life-long learners.

*"Declare His glory among the nations,
His marvelous deeds among all people."
1 Chronicles 16:24*

SUNBEAMS LUTHERAN SCHOOL
at LUTHERAN CHURCH OF THE CROSS

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WELCOME

Welcome to Lutheran Church of the Cross and Sunbeams Lutheran School. Greetings in the name of our precious Savior, Jesus Christ. It is with glad hearts that we welcome your family into our church and school family. Your student is a precious gift from God! Our school program has been designed to prepare your student for learning today and into the future. With the Washington State Learning Standards as our guide and through our Project Construct Curriculum Framework and hands-on learning activities, your student will begin to acquire the necessary skills for preschool, kindergarten, and elementary school.

Sunbeams Lutheran School has provided a quality Christian education program for more than 45 years! Your student will have many opportunities to experience and learn new things and explore many new challenges.

Sunbeams Lutheran School is a Washington state approved private school and is fully accredited by the NLSA.

Here at Sunbeams, your student will grow spiritually, physically, mentally, creatively, socially, and emotionally. Each student will be encouraged to be the best they can be, using their God given talents and abilities. We will “inspire each of God’s beloved children to become life-long learners.”

This handbook has been designed to give you a better understanding of our program at Sunbeams Lutheran School. We look forward with excitement to the coming year filled with new opportunities, new experiences, new challenges, and growth for you and your student.

May God bless our year together!

Mrs. Denise Pacilli

Director

Dear Sunbeams Family,
Greetings in Jesus Christ!

On behalf of Lutheran Church of the Cross, welcome to our church and school family! We consider you our Family! We thank you for the opportunity to teach your students and for entrusting them to our care. We believe that you and your family are here at Sunbeams for a reason.

Jesus says, *“Let the little children come to Me and do not hinder them, for the Kingdom of Heaven belongs to such as these.”*

(Matthew 19:14). Here at Sunbeams, your student will meet Jesus. In the daily lessons, the weekly chapels, and the overall experience of being a Sunbeam, your child will grow familiar with the name of Jesus. Jesus loves your student. He wants the best for your student. He will continue to guide and equip your student for a life lived in Him.

Not only does Jesus love your student; Jesus loves you! As a sign of that love, you now have a pastor. Whether you attend a church or not, whether you know me or not, I consider myself to you be your pastor. That means I’m here for you, to support you and encourage you, to care for you as I am able. Please know that I am praying for you and for your family. If there’s ever anything that we can do to support you and your family, please let me know.

You are invited to attend all events at the Lutheran Church of the Cross. You are especially invited to our worship services on Sunday mornings. If you have any questions regarding faith and life (or anything else for that matter) please do not hesitate to ask. I may not have an answer, but I’m here to listen and to pray.

May God bless you and your family throughout this school year! May He fill you with joy and confidence in your student’s education and in the growth that will happen this year! At Sunbeams, you can rest assured that God is planting your student like tree, a tree planted by streams of Living Water, deeply rooted in a quality education and in the love of Jesus (Psalm 1:3).

Your servant in Christ,

Pastor Kirk S. Hulvey

Proverbs 22:6 - Train a child in the way he should go, and when he is old, he will not turn from it.

SUNBEAMS LUTHERAN SCHOOL BOARD & STAFF AND LUTHERAN CHURCH OF THE CROSS STAFF

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EDUCATIONAL PHILOSOPHY

Our student-centered learning environments, rich with hands-on project-based learning, supported with curriculum and parental involvement are designed to enhance a student's growth in six developmental areas:

1. **SPIRITUAL:** Students will learn that God created everything, He loves them and sent His Son, Jesus, to die for their sins. The Holy Spirit connects them through faith, creating a community of believers. Students will grow in their relationship with God, learning how the Bible applies to our daily lives.
2. **SOCIAL EMOTIONAL:** Students are supported in feeling positive about themselves, that they are special, and can succeed. They will learn that others are special too and will respect their feelings and ideas through socially appropriate behavior.
3. **COGNITIVE:** Students will learn problem solving, researching, and critical thinking skills that help them in the classroom and beyond. Curriculum is connected and developed to engage students, spark interest, and foster a love of learning. Classroom experiences are designed to meet the needs of each learner.
4. **DISCOVERY:** Students become an integral part of a collaborative learning community, engaging in experiences and activities that are hands-on and interactive. Our project-based approach helps provide opportunities to follow their curiosity, participate in authentic learning experiences, and become experts with a deep understanding in various topics.
5. **CREATIVE:** Students will have the opportunity to express their creativity in abundance. Teachers help facilitate growth in this area through project-based learning and instruction in art, music, technology, science, and social studies.
6. **PHYSICAL:** Students learn with their whole body, taking everything in to discover more about themselves and the world around them. Time is dedicated to promoting physical well-being, gross and fine motor skills, and kinesthetic learning. This also leads to a sense of teamwork and connectivity.

STAFF

Our staff consists of Christian teachers, instructional aides, and auxiliary staff. We are completely committed to the students we teach and to sharing our faith and educational training. Staff continues to attend classes and seminars to keep the quality of teaching high and current.

CURRICULUM

It is the philosophy of Sunbeams Lutheran School that students learn most effectively when they can explore their environment and experience a variety of materials and situations. Sunbeams also believes in a developmental approach to learning which emphasizes that students develop at their own rate and that progress is measured individually rather than in comparison to other students in the group.

Sunbeams Lutheran School is a Christ-centered program. Learning experiences are taught from the Christian perspective that each student is a child of God and that all people are deserving of respect as creatures of God. In accordance with this philosophy, we include prayer, worship, Bible stories and teachings, and service to others. More information about the Project Construct Curriculum Framework on page 19.

ADMISSIONS

Admissions Policy

Sunbeams Lutheran School celebrates our multi-cultural diversity and admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies or other school-administered programs.

Some students may not be ready yet for a school situation. Therefore, there is a two-week trial period which enables a student to become accustomed to the routine, format, and rules. If, after this two-week period, the teacher feels the student is not ready or is not adapting to the daily routine, the teacher will meet with the parents to discuss alternative strategies. If acclimation to the

program fails to progress, the teacher may request that the student leave our program. This recommendation will be brought to the Director for review.

Special Needs

The physical safety and emotional stability of your student are of utmost importance to us. If a student has special needs which we cannot satisfy, we will offer to assist the parents in finding a different learning environment whereby the student's needs are met. This may be done prior to admission, the beginning of the school year, or during the year as the need requires.

Registration

A registration fee is payable upon registration. This fee is non-refundable unless the school is unable to enroll your student in the event that the class is already full. This fee is used to purchase supplies, a school T-shirt, curriculum, art materials, books, and learning games.

Entrance Requirements

| | |
|---------------------|---------------------------|
| Multi-Age PreS/PreK | 3 years old by August 31 |
| Kindergarten | 5 years old by August 31 |
| First Grade | 6 years old by August 31 |
| Second Grade | 7 years old by August 31 |
| Third Grade | 8 years old by August 31 |
| Fourth Grade | 9 years old by August 31 |
| Fifth Grade | 10 years old by August 31 |

All students MUST be toilet trained prior to admission.

Enrollment

Enrollment is done online through our Sycamore Education for Sunbeams Lutheran School. Parents of students must complete:

1. Online application form
2. Copy of the student's Birth Certificate
3. Emergency Information form
4. Child Release form
5. Parent Agreement form
6. Interview with the school director
7. Payment of registration fees

Class Sessions

| | | | |
|----------------|---------------------|----------|------------------|
| Green Class | Multi-age PreS/PreK | M/T Th/F | 12:45PM - 3:30PM |
| Red Class | Multi-age PreS/PreK | Tues/Th | 9:00AM - 12PM |
| Orange Class | Multi-age PreS/PreK | M/W/F | 9:00AM - 12PM |
| Purple Class | Kindergarten | M - F | 9:00AM - 3:30PM |
| Yellow Class | First Grade | M - F | 9:00AM - 3:30PM |
| Lime Class | Second Grade | M - F | 9:00AM - 3:30PM |
| Navy Class | Third Grade | M - F | 9:00AM - 3:30PM |
| Sapphire Class | Fourth Grade | M - F | 9:00AM - 3:30PM |
| Maroon Class | Fifth Grade | M - F | 9:00AM - 3:30PM |

Students in Kindergarten-5th grade will dismiss at 2 PM each Wednesday.

ARRIVAL/DEPARTURE

Students will be dropped off at the main entrance each day. Preschool and Kindergarten parents are asked to park in a designated parking space and walk their child to the front entrance. The teachers will escort Preschool and Kindergarten students to their classrooms. 1st- 5th Graders will be responsible to walk to their classrooms independently. Parents will not walk their students to class.

The school doors are locked except during drop-off and pick-up times. If you enter the building at any other time, you will need to ring the doorbell to enter the gray door on the East side near the church administrator's office. If the church administrator is not available, please call the school office. (253) 854-3240

Signs will be used in car windows to identify student's class colors for students in grades K-5.

All classes will come to the narthex for dismissal. Please arrange to pick up your student on time. Our teachers have other commitments and will not be able to stay after school hours. A grace period of 15 minutes following dismissal time will be allowed. If you pick up your student after the grace period, you will be charged a late pickup fee. (See *LATE PICKUP FEE* section). In case of an emergency in which you are unable to pick up your student on time, please call the school office.

TUITION AND FEES

Tuition is due by the **FIFTH** day of each month. Tuition is figured on the cost per student for the total days per year. It may be paid in one of 3 ways:

1. Pay one payment for the entire year by Sept. 15th and receive a 5% discount off the total fees.
2. Pay automatically with ACH bank payments monthly.
3. Pay in cash, check, credit or debit card (4% service fee added) by the fifth day of each month for 10 monthly installments for full-time students; 9 monthly installments for part-time preschool students.

*Please make checks payable to “**Sunbeams Lutheran School.**”

Tuition Discounts

Sunbeams offers a 10% discount to families with more than one student in the school. The first student's tuition is the full amount; each additional student receives the 10% discount **OR** you may pay in advance for the entire year for a 5% discount. Only one discount per student may be applied.

Late Tuition

Tuition is due by the 5th of each month! If monthly tuition payments are more than five (5) days late, the student's parents will be sent a delinquent notice and they will be charged a **\$25.00 late fee**. *If payment becomes two (2) months overdue, it will result in the removal of the student from school.*

NSF Fees

Should a check be returned to the school because of insufficient funds, a **\$25.00** fee will be applied. If NSF checks occur more than one time, all further payments must be made by cash or money order.

Late Pickup

Students should be picked up promptly when their school session ends for the day. Families of students who remain at school longer than **15 minutes** after dismissal will be charged a **\$10.00** fee for every 10 minutes or portion thereof that they remain at school.

Unforeseen Financial Circumstances

If financial circumstances occur which prevent timely payment of tuition, parents may contact the office on or before the tuition due date. Parents needing tuition assistance must speak to the school director to see if an emergency scholarship is available.

EXTENDED PERIODS OF ABSENCE

Should a student be away from school for an extended period of time, due to travel or other circumstances, and the parent wishes to keep the student enrolled, payment must be made for the time the student is not in attendance, otherwise, the position may be filled by another student on our waiting list. The student that was withdrawn will need to reapply. If a parent chooses to withdraw a student during the time of absence, written notice must be given to the director.

ATTENDANCE

Regular class attendance is essential for learning. If your student arrives late or leaves early, they will miss significant learning opportunities. Since our curriculum is Project-Based, missing school greatly hinders a student's learning experience. Please make sure your student arrives ON TIME, ready to learn!

To avoid disruptions to the learning process, parents are encouraged to schedule medical and dental appointments, as well as vacations and other non-school activities around the school day and the school calendar.

If your student will not be attending school for any reason, please contact the school office to inform them of the absence before 9:30 AM. Attendance, tardiness, and early departure will be recorded and calculated. An attendance rate of less than 90% greatly affects a student's learning and may jeopardize promotion to the next grade level.

SUNBEAMS HIGHEST VALUES

As a staff and student body, we respect and honor each person's name and reputation. We strive to love one another as God loves us. We teach and model for each student honesty, integrity, kindness and respect. We expect the partnership and cooperation

of our Sunbeams parents in modeling and promoting respectful behaviors, both in their students, and in their own behaviors as parents. Inappropriate words, behaviors, or harassment of any type will not be tolerated at Sunbeams.

The Peace Table Approach in Conflict Resolution

Young children are capable of engaging in truly cooperative play with their peers and forming real friendships. Development of these skills is not automatic for children. They need coaching and adult supervision to learn and maintain appropriate behaviors with others. They can learn positive ways to play well with others. Regulating emotions and behaviors can improve greatly with guidance. Young children do not learn to control aggression by being harshly punished or shamed, rather, they need teachers to help them learn alternatives to aggression for resolving conflicts, communicate their needs and feelings verbally, and maintain productive relationships.

One of the key tasks of educators is supporting children in their developing sense of self. Children are nurtured in an environment of encouragement and genuine respect so as to develop self-confidence and competence, and acquire self-discipline, by being given chances to take initiative, experience success in performing difficult tasks, and figuring things out for themselves.

(Developmentally Appropriate Practice NAEYC)

Effective conflict resolution involves solving a disagreement or problem so that:

- Both sides feel they have gained something
- Both sides feel their needs have been met
- Physical force or verbal intimidation has been avoided
- Peaceful problem solving has been reinforced

Conflict is inevitable; it is normal and to be expected. Conflict is neither good nor bad. Conflict is interpersonal; it involves a situation and a relationship. Successful resolution involves maintaining the relationship and resolving the issue.

Conflict resolution, as a process, can promote social and moral reasoning, teach acceptable ways to express feelings, and fulfill desires. Positive resolution of conflicts promotes children's independence (autonomy) and reinforces their ability to solve problems without the intervention of adults. Children can practice

using higher-order thinking skills when they are allowed to generate alternatives, predict consequences, and evaluate consequences.

Conflict resolution can also lead to a sense of unity (we are in this together). Addressing conflict, rather than suppressing it, opens the lines of communication, gets people talking to one another (instead of about one another), and makes people feel like they're a part of a team. Conflict resolution promotes teamwork by motivating people to learn how to work harmoniously, come up with creative solutions to problems, and reach outcomes that benefit everyone involved. Learning to effectively deal with conflict develops independence, competence, and strong self-esteem.

STEPS TAKEN IN A PEACE TABLE CONFLICT RESOLUTION PROCESS:

1. Parameters or ground rules are established.
(classroom/school rules)
2. The parties involved need to identify the problem and see the problem as a shared one.
3. Explore possible solutions and recognize that there may be more than one way to achieve agreement. Encourage children to consider possibilities and the consequences of each solution posed.
4. Agree upon a solution. This may involve some give and take. Discussion should continue until both sides feel satisfied. The process of problem solving is more important than an optimal outcome. It is important to translate the solution into concrete actions.
5. Make a commitment to try the agreed upon solution.
6. Discuss what to do if the problem recurs.
7. Conclude with hug, handshake, or fist bump, and prayer.

BEHAVIORAL GUIDELINES

At Sunbeams, we respect and care for each student and staff person in 3 ways: 1) Guarding their names and reputation; 2) Guarding their hearts and feelings; and 3) Guarding their bodies. We do not call names or spread rumors that may hurt someone's reputation. We look out for the feelings of others by including them and speaking well of them. We respect the privacy of our bodies and keep them private. We do not hurt nor harm the body of

others in any way. Students should each seek help from a responsible adult if any of these things should occur.

The following behaviors will not be tolerated at school:

1. *SEXUAL HARASSMENT*

- a. For the purpose of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student, or can be carried out by a group of students or adults and will be investigated.
- b. The school also prohibits the possession of or accessing of pornographic materials. Prohibited materials include: digital or electronic text; images or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities.

2. *BULLYING BEHAVIORS*

- a. Bullying is intentional, targeted, repetitive behavior to harm, put down, harass, intimidate or exclude others. Bullying can take many forms, including: physical; verbal; nonverbal or emotional; cyberbullying; or bullying through note writing.

3. *THREATS OF VIOLENCE OR VIOLENT BEHAVIORS*

- a. Any conduct that threatens or endangers the health, safety, spiritual welfare, or physical well-being of any person.
- b. Any violent threats to damage or destroy physical property.

4. *USING OR POSSESSING WEAPONS OR CONTROLLED SUBSTANCES*

- a. Possessing or distributing any tobacco product, any alcoholic beverage, marijuana, illegal drugs, or any mood-altering substance on campus or at school sponsored events.
- b. Possessing or carrying weapons (including pocket-knives) or other potentially dangerous items or materials, to include simulated weapons or realistic toys, on campus or at school sponsored events.

Responses to Behaviors

Our philosophy of discipline is to teach students what behaviors are appropriate and acceptable. Explaining to students why their behaviors are inappropriate provides an opportunity for students to learn how to function acceptably with others. We use the “Peace

Table” approach. The student is encouraged in an alternate behavior and sent back into the situation to practice the new behavior. We will be positive and consistent in following the school and classroom rules.

If a misbehavior continues to be repeated, or if a serious misbehavior occurs, parents will be notified. The teacher will schedule a conference with the parents, and the Director will be consulted. If a resolution cannot be reached in this meeting, the parents, teacher, and school Director will meet. Finally, if this meeting is unsuccessful then parents, teacher, Director, Pastor, and a representative of the School Board may meet together to attempt resolution. If the situation cannot be resolved, and all options have been explored, the parents may then be asked to withdraw their student from our program. Corporal punishment is not practiced.

Additional supportive measures may include:

1. An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive, or inappropriate, either in writing or face-to-face
2. A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated
3. Developing a safety plan
4. Modifications of work or class schedules
5. Mutual restrictions on contact between parties
6. Increased security and monitoring of certain areas of the campus or school building
7. Providing staff and/or student training
8. Consult with a specialist/mental health counselor

Confidentiality:

If a complainant requests that his or her name not be revealed to the alleged perpetrator, then this will be respected and honored so as to not shame or scare anyone from speaking up. Each child should know they are safe to tell the truth to safe adults in a confidential manner. Their right to privacy should be respected.

Conflict is inevitable, harassment, intimidation, and bullying are not. Conflict is a natural part of life. People view things differently, have disagreements, treat each other with meanness at times. It is important not to label conflict/fighting as bullying. The school will

act in either instance to help facilitate keeping our students safe and secure.

PARENT QUESTIONS OR CONCERNS:

If you have questions or concerns about something that happened during the school day, please contact your child's teacher for more information and clarity. We as the Director and teachers are always open to listening to your concerns and will work together as a team to address them.

PARENT INVOLVEMENT WITH LEARNING

Showing a daily interest in your student's work and activities helps the student to grow in the school experience. Encourage your student to share their day with you. Ask them about what they learned that day. You can use the weekly lesson plan prepared by each teacher as a guide.

Homework folders will be sent home with each student in K-5th on Mondays. The amount of time spent on homework depends on age and abilities of each student.

ADULT VOLUNTEERS AT SCHOOL

Adult volunteers are an asset to our school. Volunteering will be limited to adults only and on a prearranged basis. Volunteers are welcome for scheduled weekly tasks. All volunteers must submit to an annual background check through MinistrySafe. If you would like to be a volunteer, let the Director or Administrative Assistant know.

SNOW DAYS

If snow or ice makes driving hazardous, school may have a late start or be closed. A decision will be made by 8:00AM as to whether school will be in session for that day. If school is being canceled or has a late start for that day, it will be posted on the school website: www.sunbeamslutherschool.com. School cancellations will also be on both KIRO 7 and KOMO 4 News, the Sunbeams Lutheran School Facebook page and Seesaw. We will **NOT** always follow what the Kent School District does. If we have a late start, there may not be morning preschool classes.

CHANGES IN FAMILY CIRCUMSTANCES

It helps us to better understand and work with your student if you keep us informed of any major changes that occur at home such as a death or serious illness, a parent away from home, a new baby, the death of a pet, separation or divorce, disruption in the regular routine, and so on. You do not need to give details, you may just say that there has been a change in family circumstances. These things do affect a student, and our awareness will help us better care for and understand your student. Pastor Kirk Hulvey is available to you if you would like to meet with him. Call the church office to make an appointment with him.

DRESS ATTIRE

For students to be comfortable and eager to participate in all activities we ask that they wear comfortable clothing that cannot be harmed by paint, spilled food, or soil. Students will also be washing their hands frequently, so sleeves that are able to be pushed up easily are helpful. Label each item that will be taken off and put on such as, boots, hats, mittens, scarves, coat, etc. with your student's name. Please dress your student warmly on cold or wet days. We will play outside weather permitting. In case of heavy rain or extreme cold, we may play indoors. **Every student needs to have a change of clothes in a Ziploc bag.** Closed-toed shoes with socks are required for all students.

COMMUNICATION

Our goal is to keep you informed and an active participant in our school program. This will be done through weekly schedules and lesson plans sent home by each teacher, a school newsletter with monthly activities emailed at the beginning of each month. Our Sycamore Education site also contains additional updates about school functions. Classroom teachers will also send out reminders on paper, email, and through Seesaw.

MATERIALS AND SUPPLIES

A classroom supply list will be provided to each family prior to orientation. Optional supplies and other items needed for special projects may be requested as needed.

FIELD TRIPS

We plan field trips and special events each school year to expand and enhance our students' understanding of their studies. On occasion, there is a slight cost involved in the field trip. Please watch for field trip permission slips to go home with your student prior to each event. Permission slips must be signed by a parent or guardian and returned to school prior to every field trip to be able to take these trips.

Parents are often needed to help provide transportation to our destinations for other students. Those driving other students need to provide a copy of their valid Washington State Driver's License, proof of insurance, and be cleared by the Washington State Patrol via MinistrySafe. (Annually, at least one week before the first field trip). A field trip may be canceled if we don't have enough parents to transport or supervise a trip safely.

Students 1 - 4 years old between 20 - 40 pounds are required to ride in a forward-facing child car seat; ages 4 - 8 years old or 40 - 80 pounds are required to use a booster seat until they are 4'9" tall.

BRINGING THINGS FROM HOME

Children may bring something to school to show related to the unit of study. Please don't allow your child to bring something too valuable to let others touch, or that the possibility of loss or damage would cause great upset. The staff will do their best to take care of shared items but will not be responsible for replacing them. Please do not send electronic devices to school.

ABSOLUTELY NO ITEMS THAT ENCOURAGE VIOLENCE SHOULD BE SENT TO SCHOOL such as: play knives, guns, action figure toys, or other cartoon characters.

SNACKS

Preschool/PreK Snacks

Please DO NOT send candy or gum to school with your student. Preschool/PreK students will be asked to sign up to bring in snacks to share with the entire preschool class approximately once per month, during the school year. Snacks must be store-

bought and in the original packaging. Whole fruits and vegetables are also acceptable. Please send enough juice or milk for the class along with the snack. **WE ASK THAT ALL SNACKS ARE NUTRITIOUS!** See your student's teacher for a suggested snack list and the number of students in each class. Occasionally, students will be involved in a cooking project. These will be listed on the weekly class schedule.

Some students suffer from food allergies. **Please do not send anything that contains nuts, peanuts, meat, or seafood.** Check with your student's teacher so we can make sure snacks are safe for all.

Kindergarten – 5th Grade Snacks

Students may bring an individual snack to consume during one of their recess periods.

LUNCH

Kindergarten - Fifth Grade students will need to bring lunch and a water bottle to school each day along with any necessary personal utensils. We will not be providing the option to microwave lunches, and we also do not have refrigeration space for lunches. If needed, use a thermos for warm food or an ice pack for cold food in lunch boxes. **MAKE SURE LUNCHES ARE HEALTHY AND NUTRITIOUS!** Healthy foods better equip your child's brain for learning. Please do not bring in food from fast food restaurants, such as McDonald's, Burger King, Taco Bell, or Dairy Queen.

BIRTHDAYS AND CLASS PARTIES

A student's birthday is a very special time and cause for celebration. In recognition of your student's birthday, your student will be celebrated in their classroom. Summer birthdays will be celebrated before the end of the school year.

We ask that NO special snacks be brought for this occasion. Each class will celebrate 4 parties each school year: Harvest in the fall; Christmas in December; Valentine's Day in February; and Easter in the spring. We would invite you to sign up with your child's teacher to bring special snacks for these times.

We ask that you NOT pass out party invitations at school. If the entire class is invited to a party, please give the invitations to your

student's teacher to hand out to everyone in the class. Please DO NOT bring birthday gifts to school for other students.

PROGRESS REPORTS

Kindergarten - Fifth Grade

Our school year is divided into three (3) trimesters. Progress reports will be sent home three (3) times each school year. Two parent-teacher conferences, one in the late fall and one in the spring, will be scheduled for the purpose of evaluation and informing you of your student's progress throughout the year. A final progress report will be mailed in June at the completion of the school year. Special conferences may be requested at any time during the school year as needed.

Preschool/PreK

Progress will be communicated regularly. Students are assessed continually throughout the year using portfolios, anecdotal records, and observational assessments. An informal conference will be held in the fall. A formal conference will be held in the spring after developmental screenings have been completed.

If you have any questions or concerns, the staff will be happy to talk to you at any time.

PROJECT CONSTRUCT CURRICULUM FRAMEWORK

This curriculum framework has been designed for use in early childhood and elementary education. It is a process-oriented framework and builds upon the way that students learn.

Sociomoral Domain

RELATIONSHIPS

- Build relationships of mutual trust and respect with adults
- Build relationships with peers
- Consider the perspectives of others
- Negotiate and apply rules

DISPOSITIONS

- Be curious
- Be creative

- Take initiative
- Be confident

Cognitive Domain

LOGICO-MATHEMATICAL KNOWLEDGE

- Discover the various ways things may be classified
- Order things according to relative differences
- Construct numerical relationships
- Construct spatial relationships

PHYSICAL KNOWLEDGE

- Act on objects and observe reactions
- Act on objects to produce desired effects

CONVENTIONAL KNOWLEDGE

- Know personal information
- Know about the community
- Know conventional notations, manners, and customs

Representational Domain

SYMBOLIC DEVELOPMENT

- Represent ideas and feelings through pretend play, movement
- Music, art, and construction

LANGUAGE DEVELOPMENT

- Use language for a variety of functions
- Expand and refine the form and organization of language
- Construct meaning from language
- Represent ideas and feelings through language

PHYSICAL DEVELOPMENTAL DOMAIN

- Motor Skills
- Develop motor skills for personally meaningful purposes
- Health and Safety
- Develop healthy living practices

SAFETY DRILLS

Safety drills are conducted monthly. Those include Fire, Earthquake, and Safety Lock Down.

For your child's safety all school doors remained locked during the school day.

TECHNOLOGY

Technology is integrated into the classroom in a purposeful manner. Devices are provided for in-school use by students in grades 1–5. Device use is monitored by teachers with safe internet boundaries in place. An annual technology agreement must be signed by both parent and student and returned before your student will be allowed to use a device in class.

Some platforms utilized by teachers include, but are not limited to:

- SeeSaw
- Epic
- Freckle
- Boddle Learning
- Splash Learn
- Discovery Education

Please do not send other technology devices to school such as cell phones, smart watches, gaming devices, etc.

MEDICAL EMERGENCIES

If a medical emergency should arise during school hours, every effort will be made to contact the parents. There may be circumstances that make this impossible and immediate treatment is necessary. On your emergency form, you have given permission for us to take whatever measures necessary for immediate medical care and treatment.

Should any changes occur in phone numbers, place of employment, etc., please let us know, so that we may be as prepared as possible.

The church is covered by an accident policy for students engaged in school activities. During field trips, all drivers must carry their own primary coverage and the church's insurance is secondary.

CLEANING AND DISINFECTING PROCEDURES

Sunbeams will continue cleaning, sanitizing, and disinfecting and using disinfectant products that comply with CDC guidelines. Lysol/Clorox wipes, a rubbing alcohol/water mixture, hydrogen peroxide, or a bleach/water mixture may be used in the classrooms. Each day after students leave, all classrooms will be vacuumed, swept, mopped, and disinfected meeting CDC guidelines. Bathrooms will be disinfected.

VENTILATION

Ventilation is important to have good indoor air quality. Sunbeams will offer more outside time, open windows, and allow the maximum amount of outside air to enter the building. Air purifiers with a HEPA filter will be used in each classroom.

HEALTH OF STUDENTS AND STAFF

Students must be free from any symptoms of illness for 24 hours prior to attending school, without taking any fever reducing medication.

- If your student has any of the following symptoms they should not attend school.
 - A cough
 - Shortness of breath or difficulty breathing
 - A fever of 100.4° F or higher or a sense of having a fever
 - A sore throat
 - Chills
 - New loss of taste or smell
 - Muscle or body aches or nausea/vomiting/diarrhea
 - Congestion/running nose – not related to seasonal allergies
 - Unusual fatigue
- Does anyone in your household have any of the above symptoms?
- Has your student been in close contact with anyone suspected of or confirmed COVID-19? If so, student who is symptom free may attend school and wear a mask for 10 days-testing on day 5 for Covid-19.

ILLNESS

If a student is sick, or showing signs of illness, vomiting, experiencing diarrhea, or has a fever, please keep them at home! Contact your student's teacher or the school office in the morning to let us know of your student's absence. Students must be fever-free for 24 hours **without** taking fever reducing medication before they can return to school. If the student has been vomiting, they must have gone at least 24 hours **without** vomiting before they can return to school.

If a student should come down with a communicable disease, such as COVID, chicken pox, monkey pox, measles, impetigo, head lice, ringworm, or pink eye **they should NOT attend school**. Please call the school office that morning to let us know of your student's absence.

Should your student become ill at school, you or others listed on their emergency form will be contacted to come pick up your student.

If students are well enough to come to school, they are well enough to participate in the regular program, including indoor and outdoor activities.

Tuition is not refunded for absences.

We will be following the **Washington Department of Health** guidelines regarding COVID-19 and other communicable diseases. The latest supplement will be on file and available online or through the school office.