

**ST. PAUL LUTHERAN CHURCH
CHRISTIAN DAY SCHOOL**

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www.redroofschool.com

**PARENT STUDENT HANDBOOK
2018 – 2019**



Director - Sandy Kantorak

Assistant – Mara Marie

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**ST. PAUL LUTHERAN CHURCH
Church Office 830.980.2813
Church Office Fax 830.980.9756**

ST. PAUL LUTHERAN CHURCH CHRISTIAN DAY SCHOOL



Welcome to St. Paul Lutheran Christian Day School. We are excited that you are a part of our family and we look forward to a wonderful year of growth with your child as both an individual and student.

Our Christian Day School Program is an outreach ministry of St. Paul Lutheran Church designed for children ages fourteen months through age five.

St. Paul Lutheran Christian Day School, herein referred to as CDS, is a licensed childcare facility regulated by the Texas Health and Human Services Commission. We operate under the guidelines established in the Minimum Standards set forth by this government agency. A copy of these standards is kept in the CDS director's office along with a copy of the most recent licensing inspection report. A copy of the most current inspection report is also posted on the CDS bulletin board by the front door.

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone where criminal offenses related to organized criminal activity are subject to harsher penalty. If you have questions or concerns regarding licensing and/or minimum standards, you may contact the local DFPS office. They are located at 3635 SE Military Dr., P.O. Box 23990, San Antonio, Texas 78223. The phone number is 210.337.3399. Or, you may access their website at <http://www.dfps.state.tx.us>.

Our Mission:

To provide a Christian preschool program that encourages and develops our children into confident, capable little individuals.

Our Vision:

CDS will provide a safe, loving, caring, and nurturing environment. We will offer mentally, physically, and emotionally balanced growth opportunities through a variety of creative and developmentally appropriate experiences. CDS strives to provide an environment that fosters positive self-esteem, spiritual growth, interpersonal relationships, social awareness, and a love for learning.

BOARD OF DIRECTORS

St. Paul Lutheran CDS is a self-sufficient program and is under the direction of the CDS Board consisting of four members of the congregation with the CDS Director, Church Council Liaison and Church Pastor serving as ex-officio members. The board members contribute their time and efforts voluntarily and serve as a link between you, the staff of CDS, and the church.

CURRICULUM

Infants through age two will participate in activities designed to help develop sensory and communication skills, motor skills, and behavioral expectations. These classrooms follow a weekly theme to determine their classroom activities.

Children ages three through five have a more structured program based on weekly units of study. Creative activities will be offered to give children the opportunity for self-expression and socialization. These activities will include crafts, art projects, stories, music, science and discovery activities, indoor and outdoor play, and chapel time.

Children ages five and older will follow a weekly curriculum that consists of a balanced literacy approach, with a focus on phonics. Through small group and direct instruction, students will build skills in comprehension, vocabulary, fluency, phonics, and phonemic awareness. Math will be taught using a hands-on curriculum designed to teach beginning numeration, patterns, and problem solving. Science and Social Studies will help students discover God's creation around us. Participants must be five as of September 1st of that year and it would be beneficial for the child to have completed one year of pre-K 4.

Each class will follow their own daily schedule which may fluctuate slightly with the interests of the children. Teachers will create daily lesson plans based on a weekly theme that will include activities centering on language, science, math, social skills, music, art, sensory development, and small and large motor development.

Each classroom will be set up in learning centers that may include dramatic play, blocks, books, manipulatives, music, art, science, and discovery. This provides the teachers opportunities to interact with the children in small groups as well as one-on-one.

HOURS OF OPERATION

CDS operates Monday through Thursday from 9:00 a.m. until 2:00 p.m. Doors will open at 9:00 a.m. and children should arrive at this time to get a good start to their school day. Teachers may be in their rooms prior to 9:00 a.m.; however, this is when they prepare your child's learning activities for the day. Children are never to be left in the room if the teacher is not present. **Children should be picked up promptly at 2:00 p.m.** If you know you are going to be late picking up your child, please call. After 2:05 p.m. late pick up fees will be incurred.

Open-Door Policy: CDS has an open-door policy. However, all outside doors to the facility will be locked from 9:30 a.m. until 1:45 p.m. Parents who wish to visit the school during these hours must ring the doorbell to gain access. We ask that for safety and security you sign in with the CDS office when entering the building at all times other than drop off and pick up.

SCHOOL CALENDAR

We observe the same holidays as Comal Independent School District (one exception, CDS will be closed the Monday after Easter). A current copy of our CDS school calendar will be provided to you separately. For the 2018 – 2019 school year, our first day of school is Tuesday, September 4, 2018 and our last day of school is Thursday, May 23, 2019. We will also have two early release days per year, the day prior to the last day of school Comal ISD has before Christmas break (Thursday, December 20, 2018 please refer to our CDS calendar that will be provided separately) and Thursday, May 23, 2019 (the last day of school). Both days we will release students at 12:00 p.m. Children will need to be picked up by this time or late pick up fees will be incurred.

SCHOOL CLOSURE

CDS will follow Comal ISD weather related school closures and delays. If there are any questions, please call your child's teacher or the CDS director. Teacher names and phone numbers will be given out at the beginning of each school year. In case of severe weather warnings of all types, we ask you pick up your child immediately.

This will eliminate the possibility of being unable to reach CDS in case of impassable roads at dismissal time. Please be aware of weather bulletins when your child is at CDS.

ADMISSIONS

Children are placed in classrooms according to their age as of September 1st of the current year. Children will remain in their assigned classrooms throughout the entire school year.

Potty Training Requirements: The 3, 4, and 5 year old classrooms are not equipped for diaper changing, therefore the children in those classrooms **must be fully toilet trained per licensing standards**. If they are not fully toilet trained by the start of school they will not be able to attend until they are. Your child's space will need to be filled unless regular tuition is paid each month. If monthly tuition has not been paid and the child becomes fully toilet trained, your child may return to school without additional fees if there is space available. If space is not available, they will have to wait until the following school year. Please remember, registration and supply fees are non-refundable.

Non-Discrimination Policy: CDS does not discriminate on the basis of sex, race, ethnic background, national origin, religion, or disability. All students enrolled at CDS are provided all the rights, privileges, programs and activities generally accorded or made available to the students at the school at CDS's sole discretion. CDS will make necessary reasonable accommodations for students with disabilities provided that the individual may safely be a part of the school environment and the accommodations requested do not impose undue hardship on CDS.

ADMISSION PAPERWORK

CDS is a licensed childcare facility and is required by law to maintain a confidential file on each child. Each child must have the following forms on file in the office:

- Admission Information form (required at the time of registration)
- Signed physician's statement stating that the child is in good health and can attend CDS
- Current immunization records
- Food Allergy Emergency Care Plan if child has a food allergy diagnosed by a healthcare professional (must have on file prior to child attending school)
- Signed statement confirming that the parent has read and understands the policies and procedures of CDS as outlined in the Parent Student Handbook
- Signed Discipline and Guidance Policy
- Signed Safe Sleep Policy Statement for infants (children under 18 months of age) or signed Infant Sleep Exception Form for children under 18 months of age requiring special accommodations for sleep
- Completed and signed Information Release form

Please check with Comal County Health Department for what immunizations are needed. These records must be updated in our files when new immunizations are received. Parents have one week after the date of admission to complete and return these records. **If not, your child will not be allowed to attend CDS until this has been completed.** Per the Center for Disease Control (CDC), there are some immunizations given in adulthood; for example, Influenza, Hepatitis A, Pertussis, etc. As an organization, we are allowing our staff to individually choose whether they receive these immunizations.

TUITION AND FEES

Tuition is set as an annual amount with the total number of school days for the year taken into account. This amount is then broken down into 9 equal monthly payments (September through May). **You are required to make the same monthly payment each month regardless of the number of school days in that month.** Our operating budget which includes teacher's pay as well as licensing fees, training, background checks and many other fixed and variable costs is 100% dependent on tuition payment for all the children in our program each month. Thank you for your understanding and cooperation.

Age Group	Monthly Tuition	Annual Registration	Annual Supply
14 mo. – PreK (two days)	\$200.00	\$60.00	\$100.00
14 mo. – PreK (four days)	\$380.00	\$60.00	\$150.00
The Bridge (four days only)	\$390.00	\$60.00	\$200.00

At the time of registration, a deposit which consists of the registration fee, half of the supply fee and half of the first month's tuition are due to hold a position for your child at CDS. If for any reason, your child ***does not*** attend CDS in the fall of 2018, this deposit is **NON-REFUNDABLE**. The second half of the supply fee and the second half of September's tuition are due on the first day of school.

Tuition is due on the first school day of each month, unless other arrangements are made with the director. Checks should be made **payable to SPLC CDS** and can be placed in the CDS Drop Box outside of the office. Your canceled check will serve as your receipt for payment. If you pay by cash, a receipt may be issued upon request. CDS accepts cash, checks, or ACH withdrawal only (\$2 additional fee for ACH). Your tuition reserves a place for your child in his/her classroom. **No refunds will be made and there will be no switching of days.**

Late Tuition Fee:	Last Thursday morning of school each month:	\$20.00
Late Pickup Fee:	2:05 p.m. - 2:10 p.m.:	\$10.00
	Each additional minute:	\$ 2.00
Late Supply Fee:	Per month after September:	\$10.00
Returned Check:	Service charge:	\$35.00

Above fees will be added to the following month's tuition.

For children of active disciples of St. Paul Lutheran Church, there is a discounted tuition rate. Please see the director for more information. **If your child misses CDS due to illness, vacation, doctor appointments, inclement weather, etc., there will be no refund.** Statements will be issued on a request basis in January for tax purposes.

DROP IN ATTENDANCE

If your child attends CDS two days per week and you would like to bring your child to school on a day that they are not regularly scheduled, please check with the office prior to that day. Drop-ins are accepted only if space is available. **The drop-in rate is \$25.00 per day and payment is due on that day.**

ARRIVAL AND DEPARTURE

For the safety of the children, they are to be brought to the classroom and left in the care of the teacher. Children are never to be left in a classroom when the teacher is not present. If the teacher is in the classroom please sign your child in, say your good-byes, and enjoy your day. Children who are upset initially will typically calm down within a few minutes of their parents departure. We encourage all parents to call back and check on their child as they deem necessary. **Children must be picked up by a parent or other adult designated by the parents.** Please make sure that the person picking up your child is noted on the enrollment form in their file. In the event your child will be going home with someone not noted on that sheet, a written note must be given to the teacher or director in advance of pick up. Persons unknown to the staff must present a picture ID (ex. driver's license) prior to the child being released, even with written authorization from the parent. Your child's safety is of the utmost importance to the staff of CDS. Please sign your child in each morning and leave a phone number where you or someone responsible can be reached that day. In the afternoon when your child is picked up, you must sign them out by initialing and putting the time they are picked up. Once your child is signed out, they are your responsibility.

MEDICATIONS

Prescription and over the counter medications will be administered by CDS office staff only with prior authorization following Minimum Standard guidelines. Parents should talk to the director for more information.

ILLNESS

Children with a communicable disease may not attend CDS until a medical evaluation determines that they are no longer contagious and are able to participate in CDS activities. A note signed by the physician stating the child is no longer contagious must be turned into the office. Please **DO NOT** bring your child if they have any of the following:

1. An illness that prevents the child from participating comfortably in CDS activities. If your child cannot go outside due to a runny nose, cough, etc. please keep them home. Teachers accompany their classes outside and we do not have a supervised room in which your child can stay during recess.
2. An illness that results in a greater need for care than the staff can provide without compromising the health, safety and supervision of the other children.
3. The child has a tympanic (ear) temperature of 100 degrees or greater and accompanied by behavior changes or other symptoms or signs of illness. This equates to a temporal (forehead) temperature of 99 degrees or greater.
4. Symptoms and signs of possible illness such as lethargy, uncontrolled breathing, uncontrolled diarrhea (two or more times in 24 hours), vomiting (two or more times in 24 hours), rash with fever, green nasal discharge, mouth sores with drooling, wheezing, or behavior change.

The staff will perform a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness or injury or in response to changes in the child's behavior since the last date of attendance.

CHILDREN MUST BE SYMPTOM FREE FOR 24 HOURS BEFORE RETURNING TO CDS.

Should your child become ill or seriously hurt, we will make every effort to contact you as soon as possible. Please make sure your child's emergency contact numbers are current. Emergency contacts will be called when you

cannot be reached. In the event your child is hurt while at CDS, your child's teacher will fill out an Incident/Illness Report which will be kept in your child's file. Upon request, a copy of that form will be sent home with your child. A first aid kit is available in the director's office for any minor needs.

VISION AND HEARING SCREENING TESTS

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children who are enrolled in a childcare center. Children who are four years of age by September 1st of each year will need to be screened for possible vision and hearing problems. The screening should be completed by January 1st or within 120 calendar days of the enrollment date. This screening can be done by your child's general physician. The tests do have to be performed by a licensed or certified screener or a healthcare professional. We are required to keep a record of the screening in your child's file, no matter who performs the tests. You can access <http://www.dshs.state.tx.us/vhs/> for more information.

DISCIPLINE POLICY

A desirable climate for learning and growth is usually the result of careful planning by our staff. Discipline and guidance, therefore shall to the best of our ability, be consistent, based on an understanding of the child's needs and development, directed toward teaching the child acceptable behavior, and promote self-discipline. CDS recognizes that biting can be an age appropriate response for some toddlers because their language skills are still developing. However, our policy is that if there are three documented bites by a child, they will not be allowed to return without approval from the CDS Board. The staff will work with both child and parent to help the child learn that this is an inappropriate behavior. CDS reserves the right to evaluate all excessive discipline problems for referral to the CDS Board to determine if a child should be allowed to return. Confidentiality will be of the utmost importance. Teachers will communicate with parents directly and not in front of the children or other parents. You will need to sign and return a copy of our discipline and guidance policy at the time of registration.

SAFE SLEEP POLICY

All staff, substitute staff, and volunteers at St. Paul Lutheran Christian Day School will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs.
- For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If an infant needs extra warmth, use sleep clothing (such as sleepers or footed pajamas) as an alternative to blankets.
- Place only one infant in a crib to sleep.

- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers).
- Actively observe sleeping infants by sight and sound.
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.

You can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS) at: <http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

ATTIRE AND OUTDOOR PLAY

Please dress your child in comfortable, washable clothing and rubber soled, closed toed shoes. Weather permitting, the children will go outside to play every day. On cold or chilly days, please provide your child with appropriate clothing (jacket, coats, or sweaters). All apparel should be safe for playground activities. It is the parents' responsibility to apply sunscreen and/or insect repellent when deemed necessary. If we are unable to go outside due to inclement weather, we will play inside the gym.

WHAT TO BRING

Parents are responsible for providing their child with his/her lunch, including water, each day they are in attendance. CDS will provide a snack in the morning. Lunches you provide should be nutritional. CDS is not responsible for meeting your child's daily nutritional needs. **We strongly recommend no junk food or candy.** Please have the food prepared the way your child likes (i.e. oranges/apples peeled, hot dogs/grapes cut). We do not refrigerate or heat their lunch. We also ask that you send a bottle of water for your child each day. Parents in the infants, toddlers, and twos classrooms are also responsible for providing diapers and wipes throughout the year. **Please provide a complete change of clothes (i.e., shirt, shorts/pants, socks and underwear) each day in case of an accident. Even our older children can have accidents.**

REMINDER: LABEL ALL ITEMS BROUGHT TO CDS WITH YOUR CHILD'S NAME.

All of the children will rest in the afternoon. Rest time is usually anytime between 12:00 p.m. and 1:30 p.m. Sleep is not mandatory but children are required by Minimum Standards to have a rest period. Please provide a mat that is waterproof or washable for each walking child through age four to sleep or rest on. This mat will be kept at CDS for the school year. Children may also bring a pillow and/or light blanket that will need to be taken home and cleaned at the end of each week.

Parents of infants in our nursery will be asked to write down a daily schedule so that the teacher knows each child's typical naptimes, eating times, etc. This schedule will be posted in the classroom. There is a rocking chair in the nursery and we encourage mothers who are breastfeeding to come and nurse their children. If they would prefer, they may provide us with breast milk to give to their children while they are in our care.

Children in our 3 to 5 year old classes should bring a lightweight backpack (approximately 12"x18") to accommodate a take home folder. This folder will be used by the teacher to send home schoolwork and important information.

Please do not send any toys with your child to CDS. **Unless the teacher gives permission on "Show and Tell" days, please leave personal toys at home. CDS will not be held responsible for lost, stolen or broken items.**

SPECIAL OCCASIONS

The CDS staff and/or room parents plan special parties for the various holidays. Each classroom typically has sign-up sheets for volunteers and special treats. If you would like to bring a treat to celebrate your child's birthday please talk with their teacher about what types of treats are acceptable and when would be a good time to bring them.

Volunteers and Room Parents: Here at CDS, we encourage our parents and family members to participate in activities at the school. All parents interested in being a volunteer or room parent will need to obtain a volunteer packet from the director and be willing to submit information for a background check. Volunteers and room parents are never left alone with a group of students. The children are always under the teacher's supervision; volunteers and room parents are here only to assist with activities.

WITHDRAWAL POLICY

CDS requires written notification at least two weeks in advance of the last intended day of school. Parents are responsible for tuition payment through the last intended day of school given. This policy is in place to ensure that CDS is able to meet all monthly financial obligations including but not limited to staff payroll.

EMERGENCY PLAN

Fire drills are held monthly and severe weather drills as well as lock down drills are held once every three months. Evacuation plans are posted inside each classroom. Should the need arise to relocate to another facility; we would go to Bulverde United Methodist Church, 28300 Hwy. 281 North, San Antonio, Texas. They are located south of our facility on the east side of 281, just south of the Cibolo Creek Bridge. Their phone number is 830.980.7745. Children would need to be transported by staff members and/or the director utilizing their own personal vehicles. Per our licensing guidelines, CDS has a written emergency preparedness plan that details how we will handle situations such as a tornado, flood, fire, communicable disease outbreak, chemical spill, explosion, or an intruder with a weapon. This plan is kept in the office of the CDS director if you wish to review it.

STAFF DEVELOPMENT

In order to provide the best quality learning experiences for each child, the entire CDS staff participates in a minimum of 24 clock hours of in-service training annually. This training may include a combination of early childhood development, curriculum planning, discipline, nutrition, safety, professional development, etc. Each staff member is certified in CPR and First Aid in accordance with Minimum Standards. Each infant/toddler teacher, assistant teacher, as well as office staff is trained in understanding, recognizing and preventing SIDS and shaken baby syndrome as well as understanding brain development in accordance with Minimum Standards. Training is done outside of CDS scheduled hours of operation.

ABUSE AND NEGLECT

CDS is obligated under law to report any suspected abuse or neglect. The Texas Abuse and Neglect Hotline is 1.800.252.5400 or www.txabusehotline.org and is available to staff and parents. Each year, our staff is required by licensing to take training in preventing and responding to child abuse and neglect. Parents can visit the websites www.helpandhope.org or www.preventchildabusetexas.org for more information regarding warning signs of abuse or neglect and prevention techniques. Parents in need of assistance or intervention for child abuse and neglect can contact the Texas Department of Family and Protective Services at www.dfps.state.tx.us. For a full listing of warning signs for abuse please visit the website listed above. Examples of warning signs that a child may be a victim of abuse or neglect are listed below.

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Obvious malnourishment
- Difficulty in sitting or walking
- Severe depression, anxiety, or aggression

PARENT COMMUNICATION

CDS furnishes this parent handbook so we may have open communication with you. If you don't understand any part of this handbook, please discuss it with the director as soon as possible. This handbook is subject to periodical review and as addendums are made parents will be notified in writing. The school also maintains a website and Facebook page that can be viewed for the most up to date information. The website is www.redroofschool.com.

Always feel free to speak with your child's teacher regarding any questions or concerns. If you would like to schedule a conference you are welcome and encouraged to do so.

Every child is a gift from God. Their love for learning is just beginning and we are so very excited to help grow and nurture that love. Thank you for the opportunity to serve your child and your family. Many blessings.

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ST. PAUL LUTHERAN CHURCH

SCHEDULE OF WORSHIP

Sunday School at 9:40 a.m.

Worship Services at 8:30 a.m. and 10:45 a.m.

For more information contact the church office at 830-980-2813 or visit www.redroofchurch.org

**PARENT STUDENT HANDBOOK
POLICY AND PROCEDURE ENROLLMENT AGREEMENT**

I have received a copy and/or have access to the St. Paul Lutheran Christian Day School Parent Handbook online at www.redroofschool.com. I have carefully read each section of the handbook and I understand the policies, procedures, and regulations of the program outlined in the handbook including Tuition and Fee Payments, Cancellations, the Nonrefundable Deposit, and Arrival and Departure protocol as well as all other sections listed below.

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| Mission Statement | Arrival & Departure |
| Board of Directors | Medications |
| Curriculum | Illness |
| Hours of Operation | Vision & Hearing Screening |
| Open Door Policy | Discipline Policy |
| School Calendar | Attire & Outdoor Play |
| School Closure | What to Bring |
| Admissions | Special Occasions |
| Potty Training | Volunteer & Room Parents |
| Non-Discrimination | Withdrawal Policy |
| Admission Paperwork | Emergency Plan |
| Tuition and Fees | Staff Development |
| Late Fees | Abuse & Neglect |
| Drop In Attendance | Parent Communication |

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I have read the parent handbook thoroughly and understand and agree with the terms and conditions that are set forth within. If I have questions I will direct them to the program Director. I accept these conditions for enrollment of my child in St. Paul Lutheran Christian Day School.

Child's Name

Date of Birth

Signature

Name (printed)

date signed

Please sign and date this form and return it to the Director. This will be kept in our files to show that you have read the handbook and understand all of policies of St. Paul Lutheran Christian Day School Program.