



# **PARENT HANDBOOK**

*Jesus said: "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."*

**CROWN OF LIFE CHRISTIAN ACADEMY  
5820 DANIELS PARKWAY  
FORT MYERS, FL 33912  
School: (239) 482-7315**

**Pastor: Reverend Martin Luchterhand  
Campus Director: Miss Rebecca Rixe  
Education Committee President: Mr. Jerry VonDeylen**

**WELCOME TO:**

**Crown of Life Christian Academy**

Dear families,

It is with great pleasure that we welcome you and your children to Crown of Life Christian Academy! Our student population is delightfully diverse both culturally and worldly. Families from various parts of the Fort Myers Area choose to send their child(ren) to our Christian and family oriented school.

We are appreciative of the confidence shown in allowing us to teach and train your child(ren). We eagerly look forward to partnering with you and educating and enlightening the next generation of young leaders.

The administration, teachers, and staff of COLCA value excellence in education and we hold ourselves accountable for a thorough education of the whole child- mind, body, and spirit. Every aspect of our school conveys dedication to excellence: a challenging curriculum; a safe, structured, nurturing learning environment; a desirable student to teacher ratio; and a newer facility.

We trust that this handbook will help you to better understand our program of quality Christian education at COLCA. We encourage you to carefully read and discuss it with your children and welcome the opportunity to answer any questions you might yet have.

***CROWN OF LIFE CHRISTIAN ACADEMY IS OWNED AND OPERATED BY CROWN OF LIFE EVANGELICAL LUTHERAN CHURCH WHICH IS A MEMBER OF THE WISCONSIN EVANGELICAL LUTHERAN SYNOD.***

**A TRADITION OF EXCELLENCE**

The Wisconsin Evangelical Lutheran Synod (WELS) has a rich tradition of academic excellence in its Preschool through Grade 12 school system. The WELS has operated highly regarded schools across the United States, the Caribbean, and elsewhere in the world for 150 years. Currently, WELS churches and associations operate 396 early childhood centers, 345 elementary schools, and 26 high schools across the nation.

Crown of Life Christian Academy of Fort Myers is a part of the fourth largest private school system in America.

The Wisconsin synod has provided excellent instructors to these schools by training its own teachers since 1884. It is gratifying to report that, on average students attending WELS schools annually tend to outperform their peers by a considerable margin on national achievement tests. We humbly thank God for his blessing upon our schools.

Crown of Life Christian Academy is proud to continue this rich tradition of academic excellence in the Fort Myers Community!

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## **OUR PURPOSE AND PHILOSOPHY**

We at Crown of Life Christian Academy believe that each child is a special and unique gift from God and are treated with love and respect. Children will be dealt with in a gentle and loving way by our dedicated faculty and staff. We will seek to impart timeless Christian morals, values and ethics to equip the students to face an ever-changing world. All this will be done in a stimulating environment conducive to learning.

COLCA is dedicated to providing excellence in education for all its students. Our degreed teachers are committed to achieving this excellence by maintaining high academic standards, a safe, disciplined, nurturing environment, and pro- active home-school communication.

COLCA offers a comprehensive and varied curriculum, with all subjects being taught from a distinctively Christian perspective. This curriculum is designed with flexibility to meet the needs of each student as it encourages exploration, critical thinking, problem solving, and sound study habits. The ultimate goal is to cultivate and maximize each student's unique talents and abilities so that he/she will be well equipped to serve as a valuable member of today's society.

Crown of Life Lutheran Church seeks to share the Gospel message with families throughout our community. Christ is the cornerstone of our educational program.

## **OUR MISSION**

To ensure that children have the Word of God, through which God brings them to eternal salvation.

To guide each child toward becoming a viable Christian citizen whose life will be a witness to many people.

To gain the opportunity to proclaim the Gospel and serve the entire family's spiritual needs.

## **OUR CONVICTION**

Jesus said: "*Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.*" (Mark 10:14) By these words Jesus was indicating His love for children and His desire that they be brought to Him so He might bless them. The members of Crown of Life Lutheran Church have established this school in order to bring children to Jesus so they might learn of His love for them and to trust in Him as their Savior.

At Crown of Life Christian Academy your family will find:

### **SCHOOL ENVIRONMENT**

- A Christian environment that is loving and caring
- Facilities that are safe and clean
- Classrooms that are fun and conducive to learning
- A campus with an open-door policy with parents
- A campus that is growing and expanding
- A school of best-practices that includes the best elements of:
  - o Cutting-edge, Current Curriculum
  - o Classical Education
  - o Modern Technology

### **TEACHERS**

- Teachers and staff that are committed to excellence
- Teachers that have a passion for children and their education
- Teachers that give attention to the needs and development of every student
- Teachers that communicate regularly and affectively with parents
- Teachers that partner with parents in educating and raising children
- Teachers trained in excellent Christian education with degrees from one of the foremost Christian teacher- training colleges in America
- Teachers that are facilitators of information

### **CURRICULUM**

- Curriculum that centers around Christ and God's Word
- Curriculum that is research-based and proven to be successful
- Curriculum that is developmentally appropriate
- Curriculum that can be adapted to the needs of every student
- Curriculum that includes advanced technologies

### **SCHOOL STRUCTURE AND GOVERNANCE**

Crown of Life Christian Academy is governed by the council/board of Crown of Life Lutheran Church. The chairman of education on the council serves as the direct contact for the council. Under the governing board, the school maintains the following structure:

**Pastor Martin Luchterhand: Pastor**

Key Responsibilities

- Counsel with teachers, parents, and students as needed
- Oversee teacher interaction, cooperation, and performance
- Be available to assist families in any way possible

**Jerry VonDeylen: School Administrator**

Key Responsibilities

- Serve as a primary contact person for the school programs for prospective parents and congregation members
- Serve as a primary contact for public relations and human resource issues
- Coordinate registration processes and maintain student, staff, and program records with the Preschool Director
- Oversee teacher interaction, cooperation, and performance
- Counsel with teachers, parents, and students as needed
- Oversee annual budget planning, school projections, and school visioning
- Oversee Curriculum design, development, and implementation with the Preschool director
- Serve as the liason between school and church

**Rebecca Rixe: Campus Director**

Key Responsibilities

- Serve as a primary contact person for the preschool and school program for prospective parents and congregation members
- Serve as the primary contact person for student related issues
- Coordinate registration processes and maintain student, staff, and program records with the school administrator
- Oversee curriculum design, development, and implantation with the school administrator
- Coordinate, design, and implement preschool and school wide programs and processes
- Oversee teacher interaction, cooperation, and performance with the administrator and the pastor.
- Counsel with teachers, parents, and students as needed with the help of the administrator and pastor.
- Schedule safety drills (i.e. fire, tornado, etc.) and keep documentation on procedures and results of drills
- Assist school administrator with annual budget planning, school projections, and school visioning.

**LEAD TEACHERS**

Key Responsibilities

Lead teachers of the classrooms are directly responsible for their classroom and their students. Parents are encouraged to speak regularly with their child's lead teacher regarding the progress of their child or any concerns they might have. Further concerns may then be directed to the School Administrator or Preschool Director as the concerns apply to the responsibilities of each above.

## **ENROLLMENT REQUIREMENTS**

### **Eligibility**

#### **3- year old preschool**

Children ages 3 and 4 are eligible for entrance into Crown of Life Preschool. A child who turns 3 at any time through-out the year may begin preschool, but all children must be fully potty trained.

#### **4 year old VPK Preschool**

Children who are 4 years old on or before September 1 are eligible for entrance into the VPK program at Crown of Life Preschool. Parents must obtain a Certificate of Eligibility from the 4Cs office. All children must be fully potty trained.

#### **Kindergarten**

Children who are of the appropriate age before September 1 are eligible for entrance into Kindergarten.

#### **Elementary School**

Every year, our goal at Crown of Life Christian Academy is to add a grade so we one day can enroll preschool – 8<sup>th</sup> grade.

We are currently enrolling Kindergarten- 3rd grade for the 2015/2016 school year.

## **STATEMENT OF NON-DISCRIMINATION**

Crown of Life prohibits harassment and/or discrimination against a student on the basis of gender, race, color, disability, linguistic preference, ethnic or natural origin, and guarantees all the rights, privileges, programs, policies, and activities generally accorded or made available to students at the school. We further abide by the laws of the Americans with Disabilities Act (ADA).

## **REQUIRED FORMS**

To enroll your child, the following forms will need to be submitted before your child begins:

- A completed Application for Enrollment
- A completed School Health Entry Exam (Contact your physician for exam and form)
- A completed Florida Certificate of Immunization OR Exemption Certificate
- A copy of the child's birth certificate
- A completed permission form for photos, media, field trips

Continual updates of immunization will be required while attending our school. Your child's immunization records will be evaluated on a regular basis by the local health department. Children who do not have updated forms are not allowed in the school.

### **CONFIDENTIALITY**

A child's records are open only to the Teacher, the Administrator, the Director, or the child's parent or legal guardian. Information parents share with the Principal or Teacher will be kept confidential. Only pertinent information will be reported to the necessary authorities.

### **PHYSICALLY AND/OR LEARNING CHALLENGED**

Crown of Life Christian Academy is not equipped to meet the needs of all children, including, but not limited to, those with severe physical and/or learning challenges. We will make every attempt to serve every child and every family. However, if the staff cannot adequately meet the child's needs, we will suggest agencies through which parents can receive help.

### **HOURS OF OPERATION**

The 2015/2016 school year starts August 24, 2015-June 3, 2016

Crown of Life hours of operation are as follows:

2-3 year old preschool- 9:00a.m.-1:00p.m. with options of before and after care.

4 day VPK- 9:00a.m.-12:45p.m. with options of before and after care.

5 day VPK-9:00a.m.-12:00p.m. with options of before and after care.

Kindergarten-3rd grade- Classes begin promptly each day at 8:30 a.m. and conclude at 3:30 p.m.

Before care is available from 7:30 to 8:30 and after care is available from 3:30 to 5:30p.m. (There is an additional charge for extended care)

### **SCHOOL YEAR CALENDAR**

Crown of Life Christian Academy will begin its school year in August. We will be closed in observance of the following days: Labor Day, Teacher Conference in October, Thanksgiving and Friday after, Christmas Eve Day through New Years Day, President's Day, Good Friday and Easter Monday, Memorial Day. Tuition fees reflect closing for these holidays and have already been pro-rated.

### **ARRIVAL/DEPARTURE PROCEDURES**

Parents are to park in the appropriate parking spaces. Parents are to bring their children in through the school entrance. Upon arrival children are to be brought in to the classroom by an adult, and signed in. **The adult must physically sign the child in with their full signature. The child must also be signed out at the end of the day.** If someone other than the designated person will be picking up your child, please indicate this in the morning by noting it in the sign-in sheet. Please inform the person we will need to see their driver's license. We will not release your child to anyone we cannot verify as an authorized person. **LATE PICK-UPS** will result in extended care fees.

We want all parents to get to know each other. Parents are also very welcome to stay and visit as long as they like. However, please keep in mind that loudly talking at arrival and departure time in the hallway may be disruptive to the class. Thank you for your cooperation.



## **CLOTHING**

We support the Christian concept that our bodies are temples of the Holy Spirit. Children will be expected to be dressed in accordance with good Christian principles and practices, and yet, allow for comfort and agility to participate in all types of activities. If we determine that a child's dress/ personal appearance is not consistent with Christian principles, the parent(s) will be informed and counseled.

## **ELEMENTARY SCHOOL UNIFORMS**

Only elementary school children (kindergarten and above) are required to wear uniforms at Crown of Life Christian Academy. Crown of Life uniform consists of the following:

**TOPS:** Any solid color polo shirt

**BOTTOMS:** Tan, navy, or black pants, shorts, or skirts.

Only tops and bottoms in good condition and repair with no holes or tears are to be worn at school. Young ladies who wear skirts are also encouraged to wear additional clothing under the skirt for the sake of modesty during the school day and active play times.

## **SNACKS**

Parents are to provide a nutritional morning snack during the day. Snacks need to be stored in a container with the child's name on it. Snacks need to be nutritious and healthy (no chips, soda pop, candy, etc.). Please speak to the teacher about appropriate and healthy snacks. Snacks that are appropriate for children to bring are:

Fruit	cereals	crackers	granola bars	yogurt
Fruit juice	vegetables	pudding	jello	cheese
Milk	peanut butter	pretzels	trail/granola mix	

## **LUNCH**

Parents are to provide a nutritional lunch for your child. Please, no candy, gum, or soda. Lunches need to be in lunch boxes with ice packs, not bags. At various times a list of ideas for nutritional lunches will be posted on the bulletin board. We welcome your ideas to share. A microwave will be available to your child.

## **STUDENT SUPPLIES**

1. All items must be labeled with child's name.
2. Children should not bring toys or other things from home unless it has been scheduled as a show and tell. NO weapons (sharp objects, guns, or toys that represent weapons) may ever come to school.
3. A complete school supply list will be given to the parent before school begins.

### **WEATHER**

If there would be a school closing that is weather related, Crown of Life will follow the Lee County Public School System.

### **PHOTOGRAPHS/VIDEOS/TAPES**

Children may be photographed, audio taped, and videotaped for use within our school either for educational, promotional or advertising purposes. Parents are asked to sign a release on the Application for Enrollment granting us permission to photograph, audiotape, and video tape their child.

### **SINGING IN CHURCH**

The children will be encouraged to sing in church on special occasions. Parents are most welcome and encouraged to attend with their child.

### **CHURCH AND SUNDAY SCHOOL ATTENDANCE**

Consistent with the philosophy and objectives of Christian education, church and Sunday school attendance is highly desirable and important. If you have no church home, we invite you to Crown of Life Lutheran Church and Sunday school as a supplement to the school curriculum. Sunday school is also offered for all school age children. Adult Bible study is available at the same time as Sunday school. Bible Inquirer's Classes are also available for anyone interested in learning more about what the Bible teaches.

### **TUITION AND FEES**

Crown of Life Christian Academy is a non-profit organization. It is not our intention or policy to receive financial gain from our institution. Our fees are needed to maintain our facilities and offer the level of educational excellence (low student-teacher ratios, clean, safe facility) that is part of our philosophy of education.

### **PAYMENT POLICY**

1. Three tuition payment plans are available: annually, biannually, or monthly.
2. Billing will occur on the 1st of each month.
3. Tuition may be paid via cash or check.
4. A sibling discount of 10% will be given to families for each additional child enrolled.
5. A late payment fee of \$15.00 will be added after the 20<sup>th</sup> day of the month. After the 30<sup>th</sup> day of the month the child will not be permitted to attend school until tuition is paid.
6. A fee of \$30.00 will be charged for checks returned for insufficient funds.

*PLEASE SPEAK TO THE ADMINISTRATOR BEFORE A FINANCIAL PROBLEM DEVELOPS*

### **FINANCIAL ASSISTANCE**

Crown of Life Christian Academy is enrolled in the Step Up for Students Scholarship program. This is income based and we encourage all families to register for this to see if financial help can be received through this.

We also have scholarship funding available through our church and want to help make it feasible for those who are greatly interested in sending their child to receive Christian education.

### **ATTENDANCE POLICY**

Regular school attendance is both a right and responsibility of the parent and student. Crown of Life Christian Academy recognizes that consistent school attendance is essential for academic success and that all absences affect learning. Thus parents who do not bring their children to school will *continue to be charged*.

Preschool and VPK classes begin promptly at 9:00 a.m. Parents are strongly encouraged to have their child present before 9:00 a.m.

Elementary school classes and teaching begins promptly at 8:30 a.m. Parents are strongly encouraged to have their children present before 8:30 a.m. If a child arrives later than 8:35 a.m., the child will be marked tardy for that day.

A parent or guardian is required to call the office by 8:30 a.m. when a student is absent (unless an advanced absence notice has been submitted.)

Each elementary parent is asked to sign an attendance policy contract.

### **REPORTING ABSENCES**

The school office must be notified by telephone (239) 482- 7315 no later than 8:30 a.m. if your child will be absent from school. When a student returns to school after an absence, the child must bring a parent written note explaining the reason for the absence.

### **LEAVING EARLY/ ARRIVING LATE**

When a child arrives late to school in the morning, parents are asked to accompany the child to the office and sign him/her in. When a child leaves early from school, parents must check in to the office first before going to the classroom to avoid disruptions in the classroom.

### **EXCUSED ABSENCES**

- Personal illness: Students missing 3 or more days of school due to illness or injury are required to provide a written statement from a health care provider
- Illness in the immediate family requiring the student to be at home
- Death in the family
- Scheduled Medical appointment
- Quarantine
- Court appearance

- Observance of religious holiday
- Immunization
- School sponsored event or activity previously approved
- Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal or designee. Parents must submit documentation related to the condition.

### **UNEXCUSED ABSENCES**

- Any absence that does not fall into one of the above excused absence categories will be unexcused. Any student who has been absent from school will be marked unexcused until he/she submits the required documentation as specified above. Failure to provide the required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:
  - o Absences due to vacations, personal services, local non-school events, programs or sporting activities.
  - o Absences due to older students providing day care services for siblings.
  - o Absences due to non-compliance with immunization requirements (unless lawfully exempted).

Students will be expected to make up work for unexcused absences after hours.

### **CURRICULUM**

The curriculum at Crown of Life Christian Academy is to enrich the mind and enlighten the heart through the timeless truths of God's Word. Crown of Life's curricular framework is balanced and comprehensive. Its design promotes cognitive growth in all of its objectives, activities, strategies, and resources. The curriculum takes into account the wide range of cultural backgrounds and learning styles of its students, offering flexibility to remediate the struggling student while at the same time enrich the gifted learner. The Crown of Life Christian Academy student will be fully equipped with the tools needed to succeed in and out of the classroom.

### **FACULTY**

The dedication, professionalism, and training of any school's faculty are determining factors in assessing the degree of excellence of that educational institution. In order to facilitate the exceptional academic quality for which Crown of Life Christian Academy was established, Crown of Life Christian Academy's core classroom teachers possess at minimum a Bachelor of Science in Education.

### **LEARNING ENVIRONMENT**

Respect and educational purpose characterize the classroom environment at Crown of Life Christian Academy. The code of conduct promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. This learning atmosphere is relaxed but orderly- a place where instruction can take place and the joy of academic accomplishment can be experienced. Classrooms that are quiet and conducive to learning are the norm. Students are asked to raise their hands and wait for the teacher to call on them before giving an answer. In maintaining structured, disciplined classrooms, the teachers provide an educational setting where children can focus more

readily, apply themselves better, and realize greater success in their quest to learn.

### **DISCIPLINE**

Discipline is derived from the word “disciple” which means “a learner.” At Crown of Life Christian Academy we do not think of discipline as punishment, but rather as a form of education. It is our goal to help your child learn self-control as well as Christian attitudes and behaviors. Teachers will deal with each child in accordance with Christian love.

In no instance will physical punishment be used, nor will discipline be related to food, rest, or toileting. We prefer to give encouragement and praise of good behavior, while offering corrective guidance and redirection for improper behavior. We do our best to anticipate problems and redirect a child’s activities. We will narrow choices if necessary. Positive words will be used to encourage positive behavior. We will encourage children to use words to express themselves.

If the child is exhibiting an inappropriate behavior we will tell the child that they need to stop, explain why the behavior is unacceptable, and offer reasonable alternatives. Logical and natural consequences as well as temporary loss of privileges may be used as a reasonable alternative.

If the child is repeating bad behavior, the parents will be consulted. The child may possibly be suspended for a period of time at the administrator’s discretion. If the poor behavior persists, the child may be dismissed from the program at the discretion of the administrator.

In all cases of discipline, Crown of Life teachers will act with utmost love for the children and with their best in mind. We exist to partner with parents in raising and educating their children.

### **DISCIPLINARY PROCEDURES**

In the event that a student fails to observe the Crown of Life student conduct and Discipline policy, a discipline process is initiated as follows:

1. The infraction is brought to the student’s attention.
2. The incident is documented by the teacher.
3. The teacher and student work together to achieve resolution. This may result temporarily in extra duties or the loss of privileges for the student. Whenever consequences are administered, they will be consistent, logical, and motivated by love for the child.
4. Parents may receive a phone call, hand-written note, or email message from the teacher indicating the concern.
5. A teacher or principal may request a parent conference in which behavioral issues are identified and solutions are discussed.
6. A student can be placed on probation for repeated violations.
7. A student may be suspended for continued violations of school rules. A suspension may be 1, 3, or 5 days and may be served at home or in the school as directed by the administration.

8. If a student persists in his/her lack of cooperation as indicated by an unwilling spirit, rebellious behavior, or unacceptable attitude, the parents will be asked to withdraw the child.

As disciplinary situations arise, we will approach our concerns with prayer and Christian love, always seeking to arrive at peaceful and proper solutions that are in the best interest of the child.

### **SUSPENSION AND EXPULSION POLICY**

**In- School Suspension (ISS)** - The principal may institute an ISS for discipline purposes. The student will be placed in a physical setting where they will have appropriate suspension by a designated person. Any disruption by the student will result in the student being sent home.

**Out of School Suspension (OSS)** - The principal may suspend any student from attendance at school or any school related activity on our off campus or from attendance at a specified class or classes.

### **GRIEVANCE PROCEDURE**

Crown of Life Lutheran Administration and Teachers and school staff work very hard to maintain an environment that nurtures academic excellence for our students. Differences of opinions need not create a divisive relationship between school and home. For the sake of the children, there is a mutual benefit if these differences can be resolved through communication and understanding.

### **HEALTH AND SAFETY**

#### **FIRST AID**

The school is able to provide only basic first aid treatment in case of an accident. A closed container labeled *First Aid* containing soap, band-aids, disposable latex gloves, cotton balls, sterile gauze pads and rolls, adhesive tape, tweezers, an ice bag or cold pack, a surface thermometer with disposable covers, and emergency phone numbers will be available to treat minor injuries. The kits will be accessible to teachers, but kept out of the reach of children. Our educational staff is trained in Pediatric CPR and Basic First Aid techniques.

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

Suspected poisoning shall be treated only after consultation with a poison control center.

An Accident/Incident report will be written for every accident or incident regardless of how minor. These reports will be signed and dated by the teacher and the parent and kept for the records.

All accidents and incidents must also be recorded in the Accident/Incident Log Book and reviewed monthly to insure the safety of the children.

## **EMERGENCIES**

Parents will be notified immediately if their child is injured seriously enough to require professional medical treatment. Parents will be notified when they pick up their child if their child sustains a minor injury. Written permission from the parent to call a child's physician or refer the child for medical care in case of injury shall be on file at the school.

In case of extreme or very painful injury, the school will immediately call 911. Parents or an identified emergency contact will be notified immediately as per the notarized medical form in your child's file. ***It is very important to notify the principal or teacher of any changes on the medical form.***

## **ILLNESS AND ABSENCE FROM SCHOOL**

Please be certain that your child is in good health before bringing him/her to school. It is in the best interest of your child and the other children to keep your child at home when they have symptoms of illness. Please contact the secretary or teacher if your child will not be coming to school.

Some reasons for a child to remain at home or to be sent home are: fever, cold, cough, difficult or rapid breathing, sore throat, headache, ear infection, vomiting, skin rash or sores, inflamed or swollen eyes, diarrhea, dark urine and/or gray or white stool, yellowish skin or eyes, or head lice. A child may return to the school when they are free of symptoms and are able to fully participate in preschool activities or 24 hours after prescribed medication has begun. A child who has head lice may return after treatment has removed all lice, lice eggs, and egg cases.

Should a teacher feel that a child is unable to function properly at the school due to illness, the parent or guardian will be notified immediately and requested to make arrangements for transportation home within one hour. The ill child will be isolated and supervised until pickup.

In the event that a child has a *contagious disease*, they may not attend the school. The school must be informed of the disease so notice of possible exposure can be given to all families enrolled and the local county health department. A memo will be posted on the parent bulletin board. *The child's name will be kept confidential.* A doctor's note will be required before a child is allowed to return to school. Communicable diseases include, but are not limited to: chicken pox, German measles, infectious hepatitis, measles, mumps, scarlet fever, or meningitis.

**Children must be free of symptoms and able to fully participate in school activities or on prescribed medication for 24 hours before returning to school.**

## **MEDICATION**

The only medications that will be administered at the school are Epi-pens and asthma inhalers.

When these medications are required, the parent must fill out a *Medication Administration Record* (Regular or "As Needed"). Staff will see that the Medication Administration Record is correctly filled out by using the Medication Administration Safety Checklist. The Medication Administration Record will be kept with the medication in the medication container and initialed by two staff when administering the medication.

## **CHILD ABUSE/NEGLECT**

Anyone working in the school who knows or has reasonable cause to suspect that a child has been abused, abandoned, or neglected is required by Florida law to contact the Department of Children and Families central abuse hotline (1-800-96-ABUSE).

## **EMERGENCY CONTACTS**

Emergency Ambulance 911 (non emergency 1-239-338-2000)

Fire 911 (non emergency 1-239-334-6222)

Health Department 1-239-690-2100

Police 911 (non emergency 1-239-334-4155)

Poison Control Center 1-800-222-1222

Child Abuse/Neglect Hotline 1-800-96-ABUSE (1-800-962-2873)

Gulf Coast Hospital  
13681 Doctors Way  
Fort Myers, Florida 33912  
239-768-5000

## **INSURANCE**

Crown of Life Christian Academy is fully insured with property, facility, and liability insurance as required by the state of Florida and as further appropriate for our operations.



## **COMMENTS AND COMPLAINTS**

If you have a comment or complaint, please do not hesitate to talk to the Principal or the child's teacher. Open communication is what is best to help your child succeed.

## **WAYS PARENTS CAN HELP**

1. Teach your child independence. Encourage them to do things for themselves.
2. Confer regularly with the teacher about your child, but refrain from discussing the child in their presence. Report any upsetting experiences at home that may affect them.
3. Take an interest in the school and whatever your child brings home.
4. Take time to listen to your child's daily experiences and discuss them with real interest.
5. Live, work, and play as a family group.
6. Attend parent-teacher meetings.
7. CALL if you ever have any questions or concerns!

## **COMMUNICATION**

We hope to be in regular and constant contact and communication with all parents at all times- in the classrooms, in the hallways, on the playground, on the telephone, by e-mail, by text, and more. It is our goal to always be on the same page as parents regarding their children.

In addition, parents will be receiving weekly newsletters with updates and information regarding the school to help keep you aware of all that pertains to your child at school!

## **PARENT MESSAGES**

Important information will be posted on the bulletin board located in the hallway adjacent to the room. Be sure to check this board regularly.

## **PARENT CONFERENCES**

Formal parent/teacher conferences will be scheduled at least twice during the school year, usually one in the fall and the other in early spring. Parents may request additional conferences at any time. Please make it a point to talk with your child's teacher often.

## **OUR COMMITMENT TO EXCELLENCE AND TO PARENTS**

In everything we do, we will pursue the following goals:

- We will be the most clean school
- We will be the most dedicated school to students
- We will be the most loving school toward students and parents
- We will be the most committed school toward excellence and continual improvement.

If you feel we do not meet these standards, communicate with us so we can!

## **CONTACT INFORMATION**

Crown of Life Lutheran Christian Academy  
5820 Daniels Parkway  
Fort Myers, FL 33912

Office: 239-482-7315  
Web: [www.crownlifelutheran.com](http://www.crownlifelutheran.com)

## **ADMINISTRATION**

Pastor Martin Luchterhand, Pastor  
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