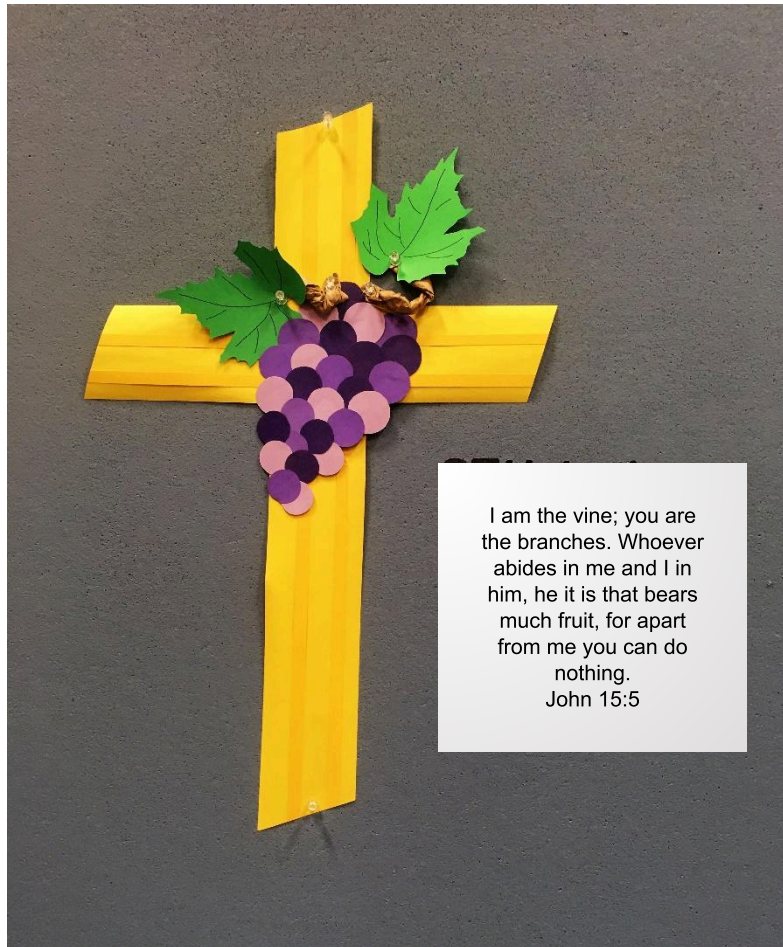


# Christ the Vine Lutheran School Handbook 2025-2026



Christ the Vine Lutheran School is a place where students can flourish academically, artistically and physically while being taught the Gospel. We cultivate the joy of learning within a safe, loving, nurturing environment. We partner with parents through frequent communication.

We invite you to join us for Sunday worship at Christ the Vine Lutheran and stay for brunch afterwards.

Visit [christthevinelutheran.org](http://christthevinelutheran.org) for information.

Christ the Vine Lutheran School is an educational mission of Christ the Vine Lutheran Church.

## Contact Information:

### **CHRIST THE VINE LUTHERAN SCHOOL (CTVLS)**

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Damascus, OR 97089  
503-658-5650  
ctvlutheran@gmail.com  
ctvlutheranschool.org

Pastor Jesse Brubaker  
503-658-5650

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[kristina@christthevinelutheran.org](mailto:kristina@christthevinelutheran.org)

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#### School Staff:

Seanna Bloemer, School Director  
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Karyn Giorgi, Preschool Lead Teacher  
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Josie Saltmarsh, Kindergarten Teacher

[jsaltmarsh.ctv@gmail.com](mailto:jsaltmarsh.ctv@gmail.com)

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Kim Bell, 1st/2nd grade Teacher  
503-658-5650

[kbell.ctv@gmail.com](mailto:kbell.ctv@gmail.com)

or Brightwheel messaging

## **Mission and Vision**

At Christ the Vine Lutheran School we want the best for your child. Our educated and experienced staff ensure that your child feels secure, cared for and loved. We encourage your child's natural curiosity in order to ignite a love for learning and an appreciation of the wonder of God's creation. Our mission is to create a community of learners who investigate and collaborate, sharing in the joy of learning. To accomplish this mission, we provide a rich classroom environment with materials to inspire creativity and curiosity, in order to build a strong foundation for future learning. You will see your child grow in confidence in themselves and in their interactions with others. We implement learning strategies that support students academically, spiritually, and behaviorally. We also provide a supportive environment for parents.

Because we believe that each child is a unique creation of God, we seek his guidance in everything we do with respect to your child's education. We keep God close to us each day through prayer and song, observing His creation through nature study and storytelling. We highlight the special times of the church year; Advent helps us to prepare for the mystery of Christmas and Lent prepares us for the profound miracle of Easter.

## **General School Information**

### **Absences**

In the event your child will be absent, please call the main office at 503-658-8556, or leave a message for your child's teacher on **Brightwheel**.

### **Admissions Policy**

We do not exclude students on the basis of race, color, nationality or ethnic origin from any programs and activities that take place at CTV Lutheran School. Nor do we discriminate with regards to policies, admissions, scholarships, or any other school-administered programs

### **Bottle Drop**

Our school has a non profit Bottle Drop account. We provide the labeled blue bags at the main office and in each classroom. Please support our school by placing all refundable Oregon beverage containers (glass, plastic, cans) in the bags and return them to any Bottle Drop facility, Fred Meyer Happy Valley Bottle Drop Center (by fuel station) or bring

them to the main office. The funds are used for school events. Please share bags with neighbors, extended family and friends; anyone can participate using our labeled blue bags.

### **Chapel**

As part of the religious studies at CTVLS, students regularly attend chapel in the sanctuary. Families are invited to attend and enjoy fellowship time after chapel.

### **Communication**

Staff use Brightwheel messaging to communicate with families. Classroom teachers have a school email. Please see the beginning of the handbook for details.

### **Discipline Policy**

CTVLS is committed to providing a safe, positive, productive learning environment free from harassment, bullying and aggressive behavior.

We encourage families to work with the teachers to use these principles.



All teachers will provide consistent structure and routine daily. Teachers will address minor behavior infractions directly with the student and contact the Director and/or parents if classroom interventions are not effective.

Parents will be contacted immediately if a child is engaged in behavior that poses a threat to his/her safety or to the safety of others. Threats of harm to self or others shall not be tolerated and students in violation may be asked to leave the school.

### **Dress code**

Children should be dressed in comfortable, washable play clothes appropriate for the weather and outdoor recess. Children should be able to independently re-dress after

using the bathroom. It is best to avoid zippered outfits, bodysuits, snaps, belts or buttons. Sturdy shoes are requested: No flip flops or open-toed shoes. Girls should wear shorts under their dresses.

### **Drop-off / Pick-up**

For safety, we ask that you do not allow your child to enter or exit the school unattended. Please advise the teacher if your child had a difficult night, or is having a difficult morning, so they can know that he/she may need extra attention. Only those specifically designated to do so on the registration form will be allowed to pick your child up from school. If your child is being picked up by someone other than a person listed on the registration form, we ask that you tell one of the staff, or indicate the change in a Brightwheel message. We must hear directly from you as the parent to verify approval.

### **Enrollment Process**

- 1) All returning students may submit an application with a registration fee to the church office as soon as January 15th to hold a spot for the following school year. February 1st is "open enrollment" for new families. The registration fee is non-refundable. Current students and siblings of enrolled students have priority enrollment.
- 2) To enter the 3-year old program your child must be at least 3 years old as of September 1st and must be toilet trained and able to re-dress themselves after using the restroom. To be accepted into the Pre-K program, your child must have reached age 4 by September 1<sup>st</sup>, kindergarteners must be 5 by September 1. There is an early entry option for kindergarten; please contact the Director for more information, [sbloemer.ctv@gmail.com](mailto:sbloemer.ctv@gmail.com)
- 3) A current immunization record is required. Forms will be provided. Immunization information must be submitted on the *Oregon Certification of Immunization Status* form from the Oregon Health Authority. Returning students will merely need to have their existing record updated. Please submit/update the immunization record by September 30th each year.
- 4) Each year there is a possibility of financial aid, if there are funds available. Please email the school Director at [sbloemer.ctv@gmail.com](mailto:sbloemer.ctv@gmail.com) to request more information. (Awards of financial aid are kept confidential.)
- 5) Families with children who have special learning needs or health issues are asked to meet with the school director prior to admission. Decisions will be made on a case-by-case basis. CTV Lutheran School reserves the right to deny admission to

students who require a special program that we determine is beyond our capacity to provide.

### **Holiday Parties**

We enjoy celebrating the holidays with parties in the classroom and/or special school events. Watch for opportunities to volunteer and/or sign up to bring food, decorations or special items. We do not celebrate Halloween in our classrooms, but we do enjoy harvest themed activities (pumpkins, apples, scarecrows etc.).

### **Illness Protocol**

Please refer to the Oregon Health Authority chart on the school website; illness protocol. Please notify your teacher if your child is out ill.

### **Inclement Weather**

In the event of inclement weather, we follow the Gresham-Barlow School District. If they are closed due to snow or poor travel conditions, we will be closed. If they have a one or two hour late start, preschool will be closed; all other grades will follow the delay. Watch Brightwheel for exact opening times. There are no tuition refunds for school days canceled due to inclement weather. We reserve the right to add back school days.

### **Medication**

If your child needs to take medication while at school, please meet with the Director prior to sending your child to school.

### **Parking**

Parents/caregivers are required to escort children from their classroom upon arrival and departure. Please do not leave other children (young children/infants) in the car unattended. Everyone please drive slowly and cautiously in all church parking lots at all times.

### **School Hours**

For the 2025-26 school year, Kindergarten-2nd grade begins at 8:30 with drop off after 8:15. Preschool begins at 9:00 with drop off after 8:45. Classroom doors will remain locked until 8:15 and 8:45 respectively. Preschool classes release at 11:45, Kindergarten at 12:30 and 1st/2nd grade releases at 3:00 pm. Please ensure your student's safety by dropping off after doors are open. There is no before or after school supervision. If you have a child in both the Preschool and Kindergarten-2nd grade class and need drop off accommodations, please meet with the Director.

## **Student Safety**

All staff and regular volunteers are required to undergo a background check via Central Background Registry (CBM). This is the only approved background check for Early Childhood programs in the state of Oregon. All staff must be current in First Aid/CPR/AED and have completed all required safety abuse training for educators. First aid kits are available in each classroom. Teachers take first aid kits to the playground daily. Fire alarm boxes and fire extinguishers are located in all buildings and are inspected annually by the local fire department. There are monthly evacuation drills for all students following the SRP Protocol(see appendix). Parents will be notified in the case of an emergency. If a child is injured in such a manner as to require more than first aid, parents will be immediately contacted. If the injury is serious and needs immediate medical attention, 911 will be called. If, for some reason, a lockdown is required, all shades will be pulled, all doors locked, and all students and staff moved to the center of the building away from windows. An AED is available in the church across from the main bathrooms.

## **Tuition Payments**

We make use of an online management tool called **Brightwheel**. This allows families an option to pay tuition online, to receive photos during the school day and to send and receive messages with school staff. Brightwheel *does charge service fees* for use of their online payment services. Tuition and fees may also be paid by cash or check in the main office. Tuition is due by the 5th of each month September-May for preschool and September-June for all other grades. We reserve the right to charge a \$50 late fee if tuition is received after the 5th of the month.

**Withdrawing from School:** Tuition payments are made in advance. If your child needs to be withdrawn from CTVLS during the school year, please note a 30 day written notice of withdrawal is required to cancel payments. If you provide less than 30 days notice of your scheduled payment, you will incur a tuition charge, per agreement in your enrollment application.

## **PRESCHOOL, PRE-K INFORMATION**

### **Birthdays**

Celebrating with a treat is optional. We sing the birthday song, and the birthday child gets to wear a birthday hat and sash. If you choose to bring in treats, please double-check with staff for any allergies.

### **Curriculum**

The preschool curriculum is child-centered, play-based, hands-on, and balanced between teacher-directed lessons and student exploration and discovery. Activities include early math, early literacy, handwriting, art, music, natural science and spiritual lessons including chapel. Young children gain confidence when they try new things. Our low student-teacher ratio allows us to get to know each child so as to understand how best to engage them. (See Preschool Welcome Letter)

### **Field Trips**

A variety of field trips are planned throughout the year. Families will be given plenty of notice. Parents may come and siblings and grandparents are welcome as well. (Please check with the Director if you want to bring guests in addition to these.) Parents are responsible for driving their child to the field trip location.

### **Holiday Parties**

We enjoy celebrating the holidays with parties in the classroom and/or special school events. Watch for opportunities to volunteer and/or sign up to bring food, decorations or special items. We do not celebrate Halloween in our classrooms, but we do enjoy harvest themed activities (pumpkins, apples etc.).

### **Monthly Activity Calendar**

Special events such as: field trips, chapel services, holiday parties, special themed days, and special evening events will be shared on a monthly activity calendar posted in your child's classroom. There is also an Academic Calendar that outlines all school and non school days for the year.

### **Parent Files**

In the classroom each child has a parent file. Please check your file frequently for information, student work, artwork, etc.

### **Toileting**

Students need to be independent in using the bathroom and able to redress themselves. Accidents happen and we ask that you provide a spare set of clothing for school use, if necessary.

**What to Bring to Preschool and what to leave at home:**

- Change of clothes: Students in 3's and Pre-K are asked to bring a change of clothes in a gallon-sized ziplock bag with their name on it. Bags will be kept at school and used if needed.
- Snack: Families are asked to provide a snack on school days, which is smaller than a lunch and can be eaten independently. It shouldn't require refrigeration or warming. Snack containers must fit in cubbies that are about the size of a shoe box. We will provide cups and water to drink. If your child has food allergies, make sure that the teacher has been notified! (In general, it is best to pack nut-free snacks.)
- Items better left at home:
  - Toys/stuffed animals
  - Soothing blankets
  - Lip gloss or chapstick
  - Any other personal items that might get lost or stolen

# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### ADULTS

Close and lock the door  
Account for students and adults  
Do business as usual



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### TEACHERS

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Do business as usual  
Take attendance



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## EVACUATE! (A location may be specified)

### STUDENTS

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy for the hazard

#### Hazard

Tornado  
Hazmat  
Earthquake  
Tsunami

#### Safety Strategy

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults