

# Parent Handbook

## Faith Lutheran Preschool



FAITH LUTHERAN  
SCHOOL

800 Brooks Street  
Sugar Land, Texas 77478  
(281) 242-4453  
Fax (281) 242-8749  
[www.faithlutheranschool.org](http://www.faithlutheranschool.org)

## **Board of School Administration Members**

Dr. Ron Salazar, Chairman  
Mrs. Marilyn Coleman-Foster  
Mrs. Toni Delgado  
Mrs. Mary Jane Engeling  
Dr. Paul Engeling  
Mr. Kyle Jones  
Dr. Paul Loubser  
Mr. Lynn Pilcher  
Mrs. Cheryl Tasdemir

## **Faith Lutheran Preschool Faculty**

### **Administrator:**

Mrs. Mary Jane Engeling,

[mjengeling@faithlutheralschool.org](mailto:mjengeling@faithlutheralschool.org)

### **Assistant Administrator:**

Mrs. Trista Jones

[tjones@faithlutheralschool.org](mailto:tjones@faithlutheralschool.org)

### **Director:**

Mrs. Karen Sokol

### **Teachers:**

Mrs. Karen Sokol

Mrs. Denise Hutto

<b>Mission Statement.....</b>	<b>4</b>
<b>Philosophy of Education .....</b>	<b>4</b>
<b>Specific Goals of Faith Lutheran Preschool .....</b>	<b>5</b>
<b>But do I have to be Lutheran?.....</b>	<b>5</b>
<b>The Lutheran Church – Missouri Synod.....</b>	<b>6</b>
<i>Summary of the Beliefs of the Lutheran Church – Missouri Synod.....</i>	<i>6</i>
<i>Faith into Practice .....</i>	<i>6</i>
<b>Non-Discrimination Policy.....</b>	<b>6</b>
<b>Enrollment.....</b>	<b>7</b>
<b>Orientation .....</b>	<b>7</b>
<b>Fees and Tuition .....</b>	<b>7</b>
<i>Registration Fees.....</i>	<i>7</i>
<i>Tuition Payments .....</i>	<i>7</i>
<i>Penalty Fees.....</i>	<i>8</i>
<i>Sending Money to School .....</i>	<i>8</i>
<i>Withdrawals .....</i>	<i>8</i>
<b>School Records .....</b>	<b>8</b>
<b>Parent Involvement and Access .....</b>	<b>8</b>
<b>Arrival and Departure Procedures .....</b>	<b>9</b>
<i>Parking Lot Guidelines .....</i>	<i>9</i>
<b>Breakfast.....</b>	<b>9</b>
<b>Lunch Bunch .....</b>	<b>10</b>
<b>Bad Weather Days.....</b>	<b>10</b>
<b>School Calendar .....</b>	<b>10</b>
<b>Absentee Procedure .....</b>	<b>10</b>
<b>Staff .....</b>	<b>10</b>
<b>School – Home Communication .....</b>	<b>10</b>
<b>Health and Safety .....</b>	<b>11</b>
<b>Incident/Illness Reports .....</b>	<b>12</b>
<b>Emergencies .....</b>	<b>12</b>
<b>Discipline and Guidance.....</b>	<b>13</b>
<b>Activities and Environment .....</b>	<b>14</b>
<b>Snacks.....</b>	<b>14</b>
<b>Birthdays.....</b>	<b>14</b>
<b>Dress Code .....</b>	<b>14</b>
<i>Footwear:.....</i>	<i>15</i>
<b>Personal Belongings.....</b>	<b>15</b>
<b>Special Programs .....</b>	<b>15</b>
<b>Chapel Offerings .....</b>	<b>15</b>
<b>Faith Lutheran Church Services and Sunday School Classes.....</b>	<b>15</b>
<i>Professional Photographer.....</i>	<i>15</i>
<i>Hearing and Vision Screenings .....</i>	<i>15</i>
<b>Licensing.....</b>	<b>16</b>

## Mission Statement

Faith Lutheran Preschool is a religious-educational institution for Pre-Kindergarten children, ages 2½ through 5 years old, founded in 1975 as a ministry of Faith Lutheran Church in response to Jesus' Great Commission, "Go therefore and spread the Gospel It is owned and operated by Faith Lutheran Church, LCMS, of Sugar Land, Texas. Administration and supervision are under the direction of the Board of School Administration. Faith Lutheran School and Preschool strives for academic excellence in a caring, nurturing environment, recognizing each child as a unique creation of God the Father with unique abilities and skills. The mission of Faith Lutheran School is to disciple children in the ways of God. We do this by providing a safe and structured environment where the students can experience a Spirit guided balance of

- ❖ Academic, physical, and spiritual discipline and
- ❖ God's love, grace, and mercy.

It is our goal to help each student reaches his or her own level of excellence and that each student meets and knows Jesus Christ as Lord and Savior.

## Philosophy of Education

Faith Lutheran School sees each child as a physical-mental-spiritual being, created by God and capable of experiencing a deep relationship with Him. Our faculty and staff consider it the highest calling to witness our faith daily by ministering to all children. We desire to work with parents and families to build up the character and academic excellence in each child. We believe in a God-centered academic program that produces strong character and sets the stage for an excellent education. We recognize that our children need to be guided under scriptural principles and that this approach is needed to give our children security within bounds. We therefore make the following statement to clarify our Philosophy of Christian Education.

- ❖ Reveal God as He has disclosed Himself in the written Word of God, the Bible.
- ❖ Reveal the nature and person of God as seen in the world and the physical laws that have been established.
- ❖ Demonstrate the Love of God in His Son and personhood of Jesus Christ.
- ❖ Introduce the child to the Lord if he/she lacks a personal relationship with Him, and foster the growth of that relationship.
- ❖ Help establish the proper perspective and relationship among men, the universe, and the Creator God.
- ❖ Establish a systematic foundation for understanding and enjoying responsibility, justice, punishment, mercy, and reward.
- ❖ Assist the parents in their God given (Eph. 6:4) responsibility of imparting the faith. Although others may be delegated to minister to the child and administer discipline within a setting outside the home, the basic responsibility and authority remain with the parents.
- ❖ Provide a learning environment instills in the student Christian values and ideas. This training and education of the child should include much more than the imparting of external facts; it is the imparting of a life by those who have come to know and experience that life and accept it as their own way of living. This should bring a proper balance between the student's intellectual ability and his spiritual needs.
- ❖ Provide an integrated teaching system that emphasizes the active recognition of how God's plan has worked in the past, where the child fits into the plan now, and how he/she can be part of it as it continually unfolds.
- ❖ Prepare the child for service in the Body of Christ through the teaching of basic educational skills.
- ❖ Help the child recognize his position as an important member of the Body of Christ and teach that child that he/she possesses useful gifts.
- ❖ Guide and encourage the child in their choices of service to the Body of Christ and to challenge them to use the talents given to them by God, our Father, to the fullest

## **Specific Goals of Faith Lutheran Preschool**

### **Children who know God loves them.**

We want children to see themselves as a special creation, unique and loved by God. We want them to see Jesus as their best friend and learn to live in a relationship of love and forgiveness.

### **Children who have a positive self-concept.**

We want children to see themselves as one who can learn successfully and as one who is liked by other children and adults around them. They must feel free to “risk” failure and be comfortable with mistakes.

### **Children who are healthy and physically coordinated.**

Children who are not healthy do not have the energy to learn. Good health requires that children be well nourished, be adequately rested, and have opportunity for vigorous activity to develop physically.

### **Children who begin to relate to other children and adults, and to deal with their own emotions.**

Preschool aged children are learning to play and work with other children and adults. They are beginning to learn to channel their emotions into acceptable outlets. We want to provide a setting of trust and forgiveness as they adjust to being in a group setting and feel part of a community or group.

### **Children who expand their concepts and ideas about the world.**

Preschool aged children are developing an understanding of the community – the people, their work and community services - and the expanded world. This forms a basis for comprehending what is read and experienced in later years. Add to this the world of nature, and how all these concepts are related, and children will have a beginning understanding of our diversified society and world that God created.

### **Children who can use language to communicate with others.**

Children learn through talking and asking questions. They relate to people through exchanging ideas. Children must be able to speak so that others know what they mean and be able to listen to the ideas of others. We want them to view themselves as competent communicators able to use a variety of communication media: print, pictures, and speech.

### **Children who express themselves in many ways.**

Children need to have an expression and appreciation of aesthetic events and activities. Children gain an understanding of ideas through expressing them in their own way. They may use movement, art media, speaking, dramatics, building materials, music and a variety of other means to express themselves. We want children to be comfortable with the possibilities of all creative materials and activities.

### **Children who are curious and want to learn.**

We want children to be creative thinkers and problem-solvers. Children are naturally curious. We want to develop their natural curiosity by teaching and encouraging them to observe, to ask questions, to solve problems and to try different ways of doing things. Our goal is to foster children who can initiate and carry out play activities.

## **But do I have to be Lutheran?**

*“But do I have to be Lutheran?”* is a question often asked by people seeking enrollment in our schools, but who are not members of a Lutheran Church. The answer is “no”. It is not mandatory to be a member of a Lutheran Church. It is our wish however, that you understand the meaning of “being a Lutheran” before committing to enrollment.

Lutheran schools are used by their operating congregations to serve all Christian communities and to focus on outreach to non-Christian communities. With this fact in mind, most Lutheran Schools keep track of church attendance to indicate which families are currently being served by another local church, and which families may benefit from or be open to the outreach and care of our operational congregation (Faith Lutheran Church).

## The Lutheran Church – Missouri Synod

Faith Lutheran Church has been a part of the Sugar Land community since 1972. It is also part of a “Lutheran community” that we call the Missouri Synod. The Lutheran Church - Missouri Synod (LCMS) is a “family” of 2.4 million Christians, gathered in more than 6,150 congregations throughout the United States. Our church body was founded more than 150 years ago by a small group of immigrants in America who were dedicated to preaching and teaching the Gospel of the forgiveness of sins through Christ alone. Many of these immigrants settled in central Missouri, hence the word “Missouri” in our church’s name. The LCMS has always had a strong commitment to Christian education, establishing the first parochial school in 1847.

For further information regarding the beliefs and practices of the LCMS, please visit [www.lcms.org](http://www.lcms.org) or speak with the Pastor of Faith Lutheran Church, 281-242-4453.

### ***Summary of the Beliefs of the Lutheran Church – Missouri Synod***

With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God: the Father, creator of all that exists; Jesus Christ, the Son, who became human to suffer and die for the sins of all human beings and to rise to life again in the ultimate victory over death and Satan; and the Holy Spirit, who creates faith through God’s Word and Sacraments. The three persons of the Trinity are coequal and coeternal, one God.

Being “Lutheran,” our congregations accept and teach Bible-based teachings of Martin Luther that inspired the reformation of the Christian Church in the 16th century. The teaching of Luther and the reformers can be summarized in three short phrases: **Grace alone, Faith alone, Scripture alone.**

#### **Grace alone**

God loves the people of the world, even though they are sinful, rebel against Him and do not deserve His love. He sent Jesus, His Son, to love the unlovable and save the ungodly.

#### **Faith alone**

By His suffering and death as the substitute for all people of all time, Jesus purchased and won forgiveness and eternal life for them. Those who hear this Good News and believe it have the eternal life that it offers. God creates faith in Christ and gives people forgiveness through Him.

#### **Scripture alone**

The Bible is God’s inerrant and infallible Word, in which He reveals His Law and His Gospel of salvation in Jesus Christ. It is the sole rule and norm for Christian doctrine.

### ***Faith into Practice***

The LCMS and Faith Lutheran Church and Schools can be described as **Christ-centered** and **people-sensitive**. We place great emphasis on caring and nurturing people of all ages and nationalities. Collectively the LCMS operates several relief programs in which provide not only spiritual care but care for physical and emotional needs for people who suffer from natural disasters or personal tragedies. The LCMS maintains a large network of hospitals and nursing homes, missions (in nearly 70 countries), and human-care agencies. We are a respected leader in the field of Christian education, operating almost 2,500 early childhood centers, elementary and high schools serving more than 280,000 children synod-wide.

## **Non-Discrimination Policy**

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

## Enrollment

- ❖ Enrollment will be open to any child provided the school can meet the needs of the child. Applicants to the preschool program will be screened by a faculty member to determine if we can meet these needs.
- ❖ **All children must be** toilet trained and wear cloth underwear.
- ❖ Registration for enrollment is only valid if accompanied by the registration fee.
- ❖ Before the first day of school the following must be on file in the Preschool office:
  - Application or Re-enrollment form, completed and signed
  - Medical form signed by a physician
  - Immunization records
  - A copy of the child's birth certificate
- ❖ Students may be accepted during the course of the year as vacancies occur.
- ❖ Faith Lutheran Preschool reserves the right to dismiss a child from the program for the following reasons:
  - For delinquency in payment of fees.
  - Failure to provide the legally required documentation of immunizations and required vision and hearing screening during the course of the school year.
  - If the child is considered to be a detriment to other children or to the program.
  - If the parents become unsupportive or uncooperative in the policies and procedures of our programs.
  - If the child's needs cannot be met by this program's curriculum and/or staff. In this situation a meeting would be held with the parents, teacher and the administrator.
- ❖ The Director and Assistant Administrator will make class assignment decisions based on age, gender and developmental level of child. Requests for certain teachers will be taken into consideration but not guaranteed.

## Orientation

It is very important that at least one parent of all new and returning students be present for Orientation. Therefore, we will charge \$25 to the account of each student who does not have a parent in attendance. During orientation, important points of this Handbook will be reviewed and other information concerning parking, student drop-off, sports, etc. will be covered.

## Fees and Tuition

### ***Registration Fees***

All new parents must complete the Application Forms and submit to the office with a non-refundable registration fee in accordance with the current Fee Schedule. Returning parents must complete the Re-enrollment Forms and submit to the office with a non-refundable registration fee in accordance with the current Fee Schedule.

### ***Tuition Payments***

**Auto-draft payments through Simply Giving is preferred** and the form for setting up the auto draft payments is included in the Application Forms and Enrollment Forms. Tuition payments may be mailed or delivered in person to the black mailbox by the day school office. **DO NOT SEND A PAYMENT WITH A STUDENT OR DELIVER IT TO A TEACHER.** Form of payment may be cash (correct change only), money orders or personal checks. In the event that a check is returned to us for "insufficient funds", a fee will be incurred in accordance with the current Fee Schedule.

Tuition payments that are paid by cash or check are due on the first day of each month. Payments made after the tenth (10th) day of the month will incur a late fee in accordance with the current Fee Schedule.

NOTE: A student may be denied admission to class if payments are 30 days in arrears  
No refunds on tuition are made because of absences,

## ***Penalty Fees***

Penalty Fees will be added to your account for the following:

Tuition payments made after the tenth (10th) day of the month will incur a late fee in accordance with the current Fee Schedule.

A **\$25.00** fee will be assessed for not attending the Opening Orientation before classes begin in the fall.

## ***Sending Money to School***

All payments, if not an auto-draft payment, should be sent to the office in a sealed envelope with the following information on the outside:

- ❖ Child's name and teacher's name
- ❖ Amount and purpose (lunch bunch)
- ❖ **DO NOT SEND A PAYMENT WITH A STUDENT OR DELIVER IT TO A TEACHER.**

## ***Withdrawals***

Withdrawals from school must be made through the school office. Students having attended one day or more of any month will owe the full month tuition. Refunds on prepaid tuition will be prorated accordingly. Student's records will not be released until all accounts are paid in full.

Student's scholastic records will be mailed to the new school following a written request.

## **School Records**

Parents are responsible for notifying the Preschool Office of new immunizations, required vision and hearing screening, or changes in the health of your child. Failure to provide the legally required documentation of immunizations and required vision and hearing screening is cause for dismissal.

Parents are responsible for notifying the Preschool Office of changes in address, telephone numbers, e-mails, or other data on your child's Emergency and Transportation Form. **Current information is vital in case of emergencies.**

All forms and records will be kept in the school office while your child is enrolled and for at least 3 months following the last day of child's enrollment: signed agreement to Student/Parent Handbook, admission forms, medical and immunizations records, hearing and vision screening results, and any *Illness/Incident Report* forms.

## **Parent Involvement and Access**

Because the school is an extension of the parent and home training, parents are welcome to visit the classroom at anytime. It is best to check out your plans with the teacher first. Drop-in visits are permitted, but parents need to check in with the Assistant Administrator before entering the classroom.

Parents and other visitors who enter the building outside of drop-off/pick-up times are required to sign in at the front desk.

Younger children often cause interruptions and distractions. Please make other arrangements for them during your classroom visits.

Parents are expected to support, uphold and follow all policies and procedures of Faith Lutheran Preschool. We ask that you do not speak ill of our staff or our policies/procedures in front of or in earshot of your child or to other parents.

If there are **legal restrictions** as to who may see or pick up your child, we **MUST** have a copy of all legal documents pertaining to the restrictions. Our center cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records or picking the child up **unless** the center has been furnished with legally filed, executed and current documents. Copies of all court documents must be submitted to the center. In case of conflicts, the proper authorities will be contacted.

# Arrival and Departure Procedures

## ***Parking Lot Guidelines***

- ❖ Drive straight in and circle around the parking lot counter-clockwise, following the arrows. When backing out of a parking spot, please continue around the parking lot counter-clockwise, following the arrows. Please do not back out of the parking space and go back the way you pulled in.
- ❖ Do not drive while talking on a CELL PHONE
- ❖ Drive slowly and cautiously through the parking lot
- ❖ Do not pass cars unloading
- ❖ **DO NOT PARK IN FIRE LANE. VEHICLES MUST BE PARKED IN A DESIGNATED PARKING SPACE.**

Parents are expected to bring their children to school on time. Classes begin at 8:30 a.m. Children may arrive in their classrooms at 8:20. Teachers attend a morning devotion and meeting from 8:00 until 8:20, therefore no adult will be available in the classrooms during this time. Do not leave your child alone in the classroom if the teacher has not yet arrived in the classroom.

Parents must bring their children into the classroom and sign them in. If you need to speak with your child's teacher, please make **arrangements** to do so at this time. Trying to conference with the teacher at arrival is not advisable for a number of reasons

A parent/designated person will pick up **younger preschool classes** in their classrooms.

The **Kinderbridge** class will be brought out to the curb on Camellia Street on the north side of the school building. Instructions as follows:

- ❖ Turn on Camellia Street forming a line around the cul-de-sac.
- ❖ The children will be dismissed from the curb on Camellia Street.
- ❖ Please do not exit your vehicle or leave your vehicle unattended at the curb.
- ❖ If the weather is not cooperating (raining or bitterly cold), the class will be dismissed from the classroom. In which case, parents will need to park and come into the building to pick up children.

Children attending all other programs offered by the school will be picked up in the classroom or on the playground.

Classes end at 11:30 a.m. If the classroom door is closed, please wait for the teacher to open it to excuse the children. If you will be picking up your child before 11:30, please let the teacher know before school begins. When you arrive, wait at the front desk while your child is brought to you.

Parents must advise the teacher or Administrator **in writing** if someone other than the parent or designated person is to pick up the child. That person will be required to show a valid picture I.D. to the teacher or Assistant Administrator and know the family password. If this procedure is not followed, the child will not be allowed to leave the school campus until a parent makes arrangements.

## **Breakfast**

It is requested that you not send your child to school without eating breakfast. It is very important that children eat a healthy breakfast with a balance of carbohydrates, fats and proteins. Failure to eat breakfast results in behavioral problems, especially in younger children, and disrupted class time, with children complaining of headaches or hunger.

## **Lunch Bunch**

Lunch Bunch is offered Monday, Wednesday and Friday to all morning students in our program. This is an optional benefit and may be used on an “as needed or wanted” basis.

Your child will need to bring his/her lunch **including a drink (no carbonated beverages)**. Lunches cannot be stored in school refrigerators. Teachers/staff are not permitted to microwave student lunches.

Lunch Bunch fees are paid in advance. Lunch Bunch coupons may be purchased any morning from the Preschool office in any amounts. Each day that a child stays for Lunch Bunch, a coupon is placed in the Red School House drop box.

## **Bad Weather Days**

When **Fort Bend Independent School District** closes due to inclement weather, Faith Lutheran will also close and your child will not have to report to school that day. A list of school closings will be announced on radio station KTRH 740 AM and on the following local television stations, NBC Ch.2, CBS Ch.11, ABC Ch.13 and Fox 26.

## **School Calendar**

Faith Lutheran Preschool operates on a “school” calendar and is not open year round. The school closes for holidays and for teacher in-service days. Please consult the school calendar for the exact dates of school holidays and in-service days.

## **Absentee Procedure**

Daily attendance will be taken. After two absences, a call will be made to the parents. Please call the school before 8:30 a.m. on the day of your child’s absence notifying school personnel of the reason for the absence.

## **Staff**

Our staff is experienced in working with young children. Staff members will exhibit a joy of working with young children and will show respect and concern for each child.

Each staff member participates in an on-going program of in-service training, specifically designed for early childhood education and in accordance with the standards set by the Texas Department of Family and Protective Services.

Each staff member meets the criteria and requirements set forth by the Texas Department of Family and Protective Services.

All staff members have current certifications in First Aid and CPR.

## **School – Home Communication**

A monthly school calendar will be sent home during the first week of each month. This calendar will include the name of the children prayed for each day by our staff, school holidays, special days and any other information pertinent to all children in our programs.

A yearly calendar is available on the Faith Lutheran School web site ([www.faithlutheranschool.org](http://www.faithlutheranschool.org)) or a copy can be e-mailed to you on request.

Your child’s teacher will send memos/notes and weekly classroom newsletters home. E-mails will be an important means of communication as well. Please make sure that the school has your current e-mail address and is notified of any changes.

Progress reports will be sent home twice during the school year. Teachers are available for conferences upon request.

If you think that you have missed a particular communication, please ask the school office or your child's teacher about it. Parents are responsible for reading notes/emails and responding, if necessary, in a timely fashion. If not, your child may miss participation in particular activities.

## Health and Safety

A medical report and immunization form, provided by the school, must be completed and signed by the child's physician and returned to school before the first day of classes.

Immunization records are monitored by the State Department of Health. Immunization requirements are found on the medical form.

If you have chosen not to have your child immunized, a notarized statement to that effect is needed for your child's records. Your child may be excluded from class during outbreaks of certain diseases (no tuition would be refunded).

Faith Lutheran Preschool does not administer any kind of **medication**, prescribed or over-the-counter, including *Tylenol*. No medications of any kind may be sent to school in a child's backpack or lunch box, this includes **gummy vitamins and cough drops**.

Precautions are taken at all times to safeguard the health of all the children. These precautions include refusing to admit sick children into the classroom and isolating children who become ill during school hours. Children should be kept at home if they show any indication of illness or infection. A child with an elevated temperature (100.0 degrees or higher) will not be admitted to the classroom. Your child should remain at home for an additional 24 hours from their last signs of illness (vomiting, diarrhea, fever). Specifically, children must be free of fever, **unsuppressed by my medication**, for 24 hours before returning to school. If you have any questions regarding the decision of whether or not to send your child to school because of illness, call the Assistant Administrator before arriving at school.

Children who display any of the following signs and symptoms of illness should not be sent to school or will be sent home if symptoms develop during school hours.

- ❖ Diarrhea – more than 1 loose stool within a 24 hour period/ must be diarrhea-free for 24 hours before returning to school
- ❖ Severe coughing causing the child to become red or blue in the face or to make a whooping sound
- ❖ Difficult or rapid breathing
- ❖ Yellowish skin or eyes
- ❖ Conjunctivitis (*pink – eye*)
- ❖ Temperature of 99.4 degrees Fahrenheit or higher taken by the auxiliary method (Returning students must be free of fever for 24 hours)
- ❖ Untreated infected skin patches (i.e. ringworm)
- ❖ Unusually dark urine and/or gray or white stool
- ❖ Stiff neck
- ❖ Vomiting (Returning students must be free of vomiting within a 24 hour period)
- ❖ Constant flow of green/yellow “snot”

If your child shows signs of being or becoming ill, you will be notified and asked to come and pick up your child. We are NOT equipped to handle sick children. If you do not pick up your child within 30 minutes of notification, you will be charged a \$10 late fee and emergency numbers will be called.

Any medical, physical or emotional condition or problem observed by a teacher which may affect the health or learning ability of the child or children in the class will be brought to the parents' attention. On the flip side, please advise the school of any medical, physical or emotional trauma your child may be experiencing at home. Remember that little deals may be big deals to young children (i.e. losing security blanket, change in status of a pet, Grandma leaving after a visit, etc.).

Because some children may experience a reaction to medication, we require that the parent administer all first doses of a medicine at least twelve hours before the child attends school.

Please notify the school office if your child contracts a contagious infection or illness, so that exposure notices may be sent home to your child's classmates. If your child is hospitalized for any reason, please notify the office. The child must have a doctor's release before returning to school. No student who is known to have a contagious or infectious disease may attend school. If your child should contract one of the following illnesses, please do not send him/her to school unless the following conditions have been met.

- ❖ **Chicken Pox** - Have a doctor's permit to re-enter school or wait 7 days after the first crop of spots.
- ❖ **Fifth Disease** - Readmit when fever subsides and have a doctor's permit to re-enter school.
- ❖ **Flu** - Readmit when fever is gone.
- ❖ **Gastroenteritis** - Readmit when diarrhea subsides.
- ❖ **Hepatitis** - Have a doctor's permit to re-enter school. Parents of classroom contacts will be notified on recommendation of attending physician.
- ❖ **Impetigo** - Have a doctor's permit to re-enter school or wait until all sores are well.
- ❖ **Measles** - Have a doctor's permit to re-enter school or until rash is gone. Must be reported since measles may be mistaken for other illness.
- ❖ **Meningitis** - Have a doctor's permit to re-enter school.
- ❖ **Mononucleosis** - Have a doctor's permit to re-enter school or exclude until free of symptoms.
- ❖ **Mumps** - Have a doctor's permit to re-enter school or wait until all swelling is gone. Must be reported since mumps may be mistaken for other illness.
- ❖ **Pediculosis/Head Lice** - Exclude from classroom until free of lice and nits. Extreme or recurring cases may require doctor's permit to re-enter school.
- ❖ **Pink Eye** - Have doctor's permit to re-enter school or until eyes are clear.
- ❖ **Poison Ivy**- Treat and keep covered. Extreme cases must have a doctor's permit to re-enter school.
- ❖ **Ringworm of Skin** - May attend with doctor's permit following prescribed treatment and area is covered.
- ❖ **Scabies** - Have doctor's permit to re-enter school.
- ❖ **Strep Throat / (Scarlet Fever)** –May attend with doctor's permit to re-enter school and free of symptoms.
- ❖ **Tuberculosis** - Have a doctor's permit to re-enter school.
- ❖ **Whooping Cough** - Doctor's permit to re-enter school or exclude until free of cough, (3-5) weeks.

A child who becomes *mildly ill* during the school day will be allowed to watch class activities and participate in as much as he/she feels able to do. *Mildly ill* means a child is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified above.

In an effort to protect the well-being and safety of children, the State of Texas requires anyone who suspects child abuse and neglect to report it to the proper authorities. The school staff has been trained to identify the signs and symptoms of abuse and neglect. All suspect indicators will be documented and reported. The school is required by law to cooperate with any investigation of child abuse and neglect. You will be notified if your child is questioned as part of the investigation.

## Incident/Illness Reports

Accidents and suspected illnesses are reported to the Assistant Administrator. The teacher will fill out a report and parents will be notified. The report signed (by teacher and parents) will be kept on file in the school office.

## Emergencies

In cases of **general emergencies** (not life threatening), first aid will be administered to the injured/ill child by a person trained in First Aid. If necessary the parents will be notified, and they will decide what further actions are necessary. This will be done for any head injury, possible fracture or a cut needing stitches.

In cases of **severe injury or illness**, the life squad will be notified. The school records will include any necessary medical history for each child and an emergency telephone number.

In the event of a **dental emergency**, the child will be calmed and checked to determine the type of injury. A person trained in first aid will administer dental first aid. If the injury is serious, the parent or designated emergency person will be contacted and the life squad will be notified by the Administrator, if necessary. This will be done in the case of profuse bleeding; a knocked out tooth; a loosened or chipped tooth; a tooth pushed through the gums, and injury to the lips, tongue or cheek; or a broken or dislocated jaw.

In the event of a **fire emergency**, which requires evacuation, the teacher will lead the children out the safest exit and will remain with them. The school Administrator will decide when the class may return to the building.

In the event of weather **emergency** or any time the Civil Defense sirens are sounding, the children will be taken to the center hallways of the school building. The teacher will lead the children to the hallway and will remain with them. The school Administrator will decide when the class may return to the classroom. Fire drills are practiced one time each month that the school is in session. Severe weather drills are practiced one time every six months.

If your child needs to be transported by an ambulance, a staff member will accompany your child.

## **Discipline and Guidance**

Children are expected to behave in a developmentally appropriate manner. However, there are some behaviors that are not acceptable at any level of development. The following behaviors will not be acceptable: hitting, kicking, pinching, biting, pushing and shoving, tripping, spitting, name-calling, using "cuss" words, using obscene gestures, discussing bathroom nouns and verbs, pulling or cutting hair, using God's name in vain and any other behavior that can cause hurt feelings or hurt bodies. The teacher, parent and Assistant Administrator will work together to find a mutually agreeable solution, if possible, to handle those behaviors. In cases where a mutually agreeable solution is not possible, the Preschool will request that the parent withdraw the child from the Preschool program.

**The number of incidents of an inappropriate behavior; the severity and amount of damage caused by a behavior; the circumstances before the incident; the age of the child; any emotional or physical factors; and any other contributing factors that might make a child behave the way he/she does will be taken into consideration before any extreme disciplinary action is taken.**

Children will be encouraged to develop a sense of self-control, cooperation and respect for others. Discipline will be consistent, appropriate to the child's level of understanding and directed toward teaching the child acceptable behavior and self-control.

Positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction will be used. They may include:

- ❖ Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- ❖ Reminding/explaining a child of behavior expectations by using clear, positive and simple statements;
- ❖ Redirecting behavior using positive statements;
- ❖ Using brief supervised separation or time out from the group, when appropriate for the child's age and development;
- ❖ Encouraging acceptable words to express feelings

The following types of discipline and guidance are prohibited:

- ❖ Corporal punishment or threats of corporal punishment;
- ❖ Punishment associated with food, naps or toileting;
- ❖ Pinching, shaking or biting a child;
- ❖ Hitting a child with a hand or instrument;

- ❖ Putting anything in or on a child's mouth;
- ❖ Humiliating, ridiculing, rejecting or yelling at a child;
- ❖ Subjecting a child to harsh, abusive or profane language;
- ❖ Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- ❖ Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

In order to work together, we would appreciate parents sharing guidance techniques that work at home and any changes/incidents at home that may affect your child's behavior.

## Activities and Environment

Children will be provided with a school environment that is hands-on, developmentally appropriate, positive, spiritually alive and nurturing of the whole child.

Activities will be offered and provided that will give each child the opportunity to foster intellectual, communicative, creative, social, physical and spiritual growth.

Activities will include, but not be limited to

- ❖ Bible stories and applications
- ❖ arts and crafts
- ❖ music activities including rhythm, singing and creative movements
- ❖ quality and appropriate children's literature
- ❖ nutritious snacks
- ❖ science experiments
- ❖ reading, writing and math readiness activities
- ❖ weekly chapel services
- ❖ outdoor and indoor large motor activities
- ❖ fine motor development activities
- ❖ computer experiences (for four-year olds).

## Snacks

A daily snack is provided for children in all classes. If your child has specific food allergies that require special snacks, you will be asked to provide those snacks. Water will be served with snacks. Candy and sweets are not served as snacks. Weekly snack menus are posted.

## Birthdays

Birthdays are special days and celebrated in each classroom. A special birthday snack may be brought to school. Cookies or cupcakes purchased from a bakery or grocery store are permitted. **Homemade** treats are **not** permitted. Please confirm birthday plans with your child's teacher in advance.

Summer birthdays may be celebrated on a school day of your choice. Half birthdays are a good choice.

Birthday party invitations may only be sent to school for distribution if they are sent to **all** children in the class.

## Dress Code

Uniforms are not required at Faith Lutheran Preschool. However, we do expect our students to set a high standard of cleanliness, neatness, and good taste. Articles of clothing should not portray ungodly characters or themes that involve violence or the occult. Because all students will be engaged daily in play activities, comfortable and washable clothing should be worn. Clothing should not be tight or restrictive for these activities. Jewelry, accessories, loose items, expensive items, or things that prohibit easy and quick bathroom activities should not be worn. Girls are should wear **shorts underneath dresses** and bring along a pair of tennis shoes if dress shoes are worn.

### ***Footwear:***

- ❖ **Tennis shoes are the best.** Closed-toe shoes are required
- ❖ NO SANDALS
- ❖ NO BOOTS
- ❖ Please double-knot shoes before leaving home!

Hats and caps may only be worn to school and outside on the playground.

### **Personal Belongings**

Each child needs to bring the following items to school:

- ❖ A nutritious lunch including a non-carbonated drink when he/she stays for Lunch Bunch or Extended Care.
- ❖ A coat/sweater in colder weather
- ❖ Items listed on the School Supplies list.

Leave the following at home:

- ❖ Candy, gum, carbonated drinks
- ❖ **Toys**, unless requested for Show and Tell
- ❖ Anything expensive, valuable or sentimental
- ❖ Pets
- ❖ Electronic devices
- ❖ VHS or DVD movies
- ❖ Bug spray or sunscreen

Everything your child brings to school needs to be **LABELED** with your child's name.

### **Special Programs**

The Preschool practice during school hours for two very special programs each year:

- ❖ In **December**, all children will participate in a Christmas Program celebrating the birth of Jesus.
- ❖ In **May**, an end-of-the-year program including a "graduation" ceremony.

### **Chapel Offerings**

Chapel services will be held once a week. During each chapel service students will have the opportunity to give a money offering to a worthy benefit or cause. The designation of chapel offerings will be communicated through the monthly calendar. Offerings are not required but strongly encouraged. During the months of November and December, we will accept donations of non-perishable foods for chapel offerings.

- ❖ Services fine motor development activities

### **Faith Lutheran Church Services and Sunday School Classes**

Families are always invited to worship with our congregational family here at Faith Lutheran Church. Worship services are at 8:00 a.m. and 10:30 a.m. Sunday school classes for children and adults begin at 9:15.

### ***Professional Photographer***

A professional photographer will take color pictures of all of the children in the fall and in the spring. Parents will receive notification of scheduled dates. Parents may purchase picture packages, but no parent is obligated to purchase pictures at any time.

### ***Hearing and Vision Screenings***

Hearing and Vision Screenings will be offered to all enrolled students at a nominal fee for the parents. TDFPS requires that all children four years and older, entering a school system for the first time, be screened in these areas.

## **Licensing**

Faith Lutheran Preschool operates in compliance with the guidelines given by the Texas Department of Family and Protective Services. The license is posted by the front office. Copies of reports are available on the parent bulletin board by the front office or upon request to the Administrator.