

## **FAITH LUTHERAN PRESCHOOL 2025-2026**

### **MISSION**

Our mission is to promote the spiritual, academic, emotional and social growth of our students. The school shall be operated as a ministry and an outreach arm of Faith Lutheran Church, providing a Christian atmosphere for growth and influence in the lives of the students and parents, and a place of contact for unchurched families in the community.

### **PHILOSOPHY**

The learning environment is planned to provide maximum opportunity for exploration and discovery. We strive for the best in early learning with a plus of Christian teaching. Self-concept is perhaps one of the most important concepts to take into consideration. We believe the child who feels good about himself is one who can learn and discover other concepts successfully. We will focus on the whole child which will include development in the areas of social, emotional, physical, cognitive, and language.

### **FAITH LUTHERAN PRESCHOOL BOARD**

Our school is privileged to have support from the preschool board consisting of a minimum of nine members who are selected members of our church congregation. A parent liaison is chosen by the board to serve a one-year term renewable for one year. The primary responsibilities of the board are to meet monthly, assist the Director in decision-making, and handle fundraisers for the school.

### **ENROLLMENT POLICIES**

**Children entering MMO or the Full time Two's Class must be two years old by September 1<sup>st</sup>.**

**Children must be three years old by September 1<sup>st</sup> and completely potty-trained to attend preschool classes.**

A registration fee of \$ 225.00 is paid at the time of enrollment for each child enrolled in the preschool. **This fee reserves a place for your child, is paid annually, and is non-refundable.**

**A Completed Information Form and Admission Form 2935 which includes general information, consent information, medical information with current immunization records and emergency illness/injury information must also be received for a child to**

be enrolled in the program.

In-house registration is held in January for church members and returning students. Open registration will begin in February for new students. Faith Lutheran Preschool does not discriminate against any child due to their ethnic background, religion, sex, national origin or color. Child day care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. Faith Lutheran Preschool may not refuse to care for a child if the reason for refusal is that the child has a disability. If you believe we are in violation of Title III, you may call the ADA Information Line (800-514-0301).

### **UPDATED INFORMATION**

Please inform the Director when there is a change of address, phone number, doctor, updated health/immunization/hearing and vision screening, or other information.

### **TUITION**

**The tuition is due on the first of each month.** Tuition is considered late on the 10th of each month. Effective on the 11th of the month, a late fee of \$15.00 will be assessed. Delinquency of tuition of two months or more, may result in termination of the child from the program. No reduction in tuition or refunds will be made as a result of holidays, absences, or family vacations. **All payments should be made by check, money orders, or automatic withdrawals from a bank account--no cash or partial payments accepted without the Director's acceptance.** Checks should be made payable to Faith Lutheran Preschool. A statement of childcare fees is available upon request. Please notify the Director.

MMO CLASS - \$225.00/mo. 8:30-11:30 (T-TH)

FT 2'S CLASS - \$765/mo. 7:00-6:00

3 DAY CLASS - \$290.00/mo. 8:30 - 11:30 am (T-W-TH) \$590.00/mo. 7:00-6:00

5 DAY CLASSES - \$365.00/mo. 8:30 - 11:30 am \$765.00/mo. 7:00-6:00

### **CALENDAR**

The MMO class and Preschool classes closely follow the Seguin ISD calendar September through May. All holidays, breaks, and in-service days will be observed. The Extended Care classes are available through summer, and FT2's class has a year-round calendar, September through August and will only be closed for major holidays. **Parents agree to honor the yearly calendar.** Copies of the calendars for 2025-2026 will be provided for all parents. In case of inclement weather, a Remind Message or text will be sent announcing a late-start or school closure.

## **MEET THE TEACHER**

You will be able to meet your child's teacher in August. The teacher will contact you to set up a time to come to school and meet. You will have time to see the classroom, hear about plans for the year, discuss any concerns, and express expectations for the school year.

## **PARENTAL INVOLVEMENT AND CONFERENCES**

Parents are encouraged to share questions, concerns and special interests with the teacher and Director. In March, a student progress evaluation will be sent home. If needed, a parent-teacher conference will be scheduled to focus on the child's development and progress. Parents are welcome to schedule conferences with teachers any time during the school year if they have questions or concerns about their child or the program. Conferences with the Director can be made by calling 830-379-7074. Parents are welcome to visit the preschool at any time as long as the visit does not interfere or disrupt the classroom learning.

## **SPECIAL SERVICES**

Students requiring special services (speech, behavioral therapy...) may be seen during the day. Parents and FLP should coordinate days and times for the services to be provided.

## **ARRIVAL AND DEPARTURE**

Classes start promptly at 8:30 a.m. each morning. It is important that your child not arrive late, as the class is disrupted and the student misses out on the daily program. **Breakfast should be eaten before your child arrives at school.** If you arrive early and are not scheduled for early morning Extended Care, please wait with your child until the doors open at 8:30. Please park in the designated parking spaces across from the preschool entrance. **No parking is allowed in front of the entrance door.** We also ask that you turn your ignition off and walk your child to the front door. On rainy days, parents will be instructed to line up their cars in two lanes under the canopy entering from Cedar St and exiting toward the alley. Teachers will remove students from cars (arrival) or place them in cars for you (departure) in order to keep the line moving. If you arrive after 8:45 a.m. you must ring the doorbell. A preschool staff member will escort your child to his/her classroom. **Preschool is over at 11:30 a.m. Extended care closes at 6:00 pm. Please be on time to pick up your child. Children not picked up on time will be charged a late fee.**

## **RELEASE OF CHILDREN**

Children will be released only to a parent, legal guardian, or person designated by the parent on the child's admission form. If your child is going home with someone other than who is authorized, state law requires that you let the teacher or Director know (by written note or phone call). Proof of identity (Driver's License) will be asked for. Even with written notification, we cannot release your child if we are unable to identify the person picking up your child. This will be strictly enforced.

## **EXTENDED CARE AND DROP-IN CARE**

For Preschool students who do not need full time care, we offer before school care and after Preschool care on a drop-in basis. The Director or Extended Care staff must be notified at least 24 hours in advance and the fees are paid daily or weekly at the time the child stays. Rates are: 7:00-8:30 am - \$10.00 and 11:30-6:00 pm - \$40.00

## **IMMUNIZATIONS**

A child's medical information page must be completed before a child can attend school. A physician's signature is required. If a parent makes a choice to not immunize their child, they must provide a notarized Affidavit of Texas Conscientious Choice, as well as a signed medical form from their physician regarding the child's well-being.

## **ILLNESSES**

Please cooperate in keeping your child home if any of these symptoms are present:

1. Oral temperature of 100.4 or higher/Forehead temperature of 100 or higher
2. Symptoms that the child is ill (cough, congestion, runny nose, inflamed eyes, sore throat, headache, body aches)
3. Symptoms of severe illness (nausea or vomiting, diarrhea, shortness of breath, abnormal breathing, lethargy, rash, sores)
4. A physician has diagnosed a communicable/contagious disease

If a child is not well enough to play outside and participate in planned activities, the child is not well enough to come to or remain at the preschool. In addition, state law requires that in the event a child becomes ill at school, he/she must be isolated from the rest of the children. Parents will be notified and required to pick up their child within 30 minutes or as soon as possible. Please note that children with a fever of 100 or higher will not be allowed at the preschool. They may return when fever has been absent for 24 hours without any fever reducing medication and have been without vomiting, diarrhea or any other symptoms. Parents will receive notice from the Director when a child has a communicable disease in our program. Children who have had a communicable

disease must bring a signed release from the doctor before being re-admitted to the preschool, or meet re-admission criteria as defined on the Communicable Disease Chart for Schools and Child Care Centers.

### **MEDICATIONS**

Medication can only be administered to a child with a signed medication permission slip by the parent or by telephone to administer a single dose of a medication. Prescription medications must be in the original container labeled with child's name, date, directions and physician's name. Non-prescription medications must be in the original container and labeled with the child's name and the date it was brought to school. Expired medications will not be administered. **Parents must sign the medication folder before leaving the center.**

### **VISION/HEARING SCREENING**

The Special Senses and Communication Disorder Act, TX Health and Safety Code, Chapter 36 requires a screening for possible vision and hearing problems for children who are 4 years old by September 1<sup>st</sup>. **Parents should provide a copy of their child's vision and hearing screening within 30 days of their child turning 4 years old or upon enrollment.** Please have your physician screen them during the annual check-up visit.

### **CHILD MALTREATMENT - PREVENTION AND REPORTING**

Texas law requires that any person suspecting that a child has been abused or neglected must immediately make a report. In an emergency, call 911 and then call the DFPS Texas Abuse Hotline (1-800-252-5400). You can also make a report online at [txabusehotline.org](http://txabusehotline.org). The FLP staff is obligated to report any signs of maltreatment of a child in our care.

### **WITHDRAWAL POLICIES**

**A student may be withdrawn by the Director if the family is not a good fit or if behavior jeopardizes the Christian learning atmosphere for other children in the classroom.** Certain procedures will be followed first to remedy the situation. It is not our goal to withdraw children, but to work with the family for a positive outcome. Parents who voluntarily withdraw their child must give two weeks' notice to the Director and are responsible for this two weeks of payment. There is no refund of tuition or other fees for children who are voluntarily withdrawn or dismissed with due cause from Faith Lutheran Preschool.

### **DISCIPLINE AND GUIDANCE**

Discipline and guidance is based on an understanding of the child's needs and development, and promotes self-discipline and acceptable behavior. Only positive

methods of discipline and guidance will be used that encourage self-esteem, self-control, and self-direction such as redirecting behavior using positive statements and using brief supervised separation or time out from the group. Positive reinforcement will be used and good behavior recognized and encouraged. Absolutely no physical punishment is allowed. Special problems affecting a child will be brought to the attention of the parents by the teacher and Director. Certain procedures will be followed:

1. Meeting among teachers and Director to discuss the situation and alternative solutions
2. Conference with parents
3. Trial period
4. Evaluation by teacher and Director
5. Final conference with parents to determine if child exits program or child continues in program with appropriate behavior
6. If inappropriate behavior resurfaces (jeopardizing the safety of others, disrupting learning) the child may be exited from school at the Director's discretion.

### **PARENTAL NOTIFICATIONS**

Parents will be notified by phone, email, text, Remind or note. Monthly calendars, newsletters, and reminders will keep parents notified of daily happenings and announcements at the preschool. Any policy changes for Faith Lutheran Preschool will be given to the parents in written form included in the Faith Lutheran Handbook.

### **REMIND 101 APP**

Parents will be asked to join Remind once their child is enrolled at FLP. This app allows the school to send you notices and reminders and provides another opportunity for communication.

### **FACEBOOK AND PHOTOS**

FLP has a Facebook page that updates families with information and photos. You will be asked for permission to use your child's photo. FLP also shares information on a monthly church newsletter. You will be asked for permission to use your child's photo in the newsletter as well.

### **PROPER CLOTHING**

Please dress children in comfortable and washable play clothes which are free from complicated fasteners and can be easily removed. Independence is easier if children wear clothing they can manage themselves. Children need to be able to participate in all activities without worrying about getting dirty. Play clothes that can be dirtied are

exactly what he/she needs to enjoy all the wonderful experiences at school. **NO BOOTS, JELLY SHOES, FLIP FLOPS OR CROCS PLEASE**. These shoes are inappropriate for the type of activities that we do here at school. The children cannot safely perform tasks on the playground in these types of shoes. **TENNIS SHOES WITH SOCKS ARE REQUIRED**. Accidents can and do happen. We ask that you send a spare set of seasonal clothes (shirt, pants, underwear, and socks) in a Ziploc bag clearly marked with their name for your child's comfort in this situation. If wet or dirty clothes are sent home, please bring replacements the following day.

### **TOILET TRAINING**

With cooperation from each parent, our program will help toilet train our two-year-old children. When parents and staff agree that a child is ready, they will discuss training methods that should be consistent between home and school. **Parents are responsible for bringing sufficient diapers, pull-ups with removable sides, extra underwear, wipes, and several changes of clothing for your child. Please label everything you send to school with your child's name.** Jumpsuits, overalls, and pants with belts or buttons make the process more difficult. Please send children in comfortable clothes that can be easily removed. Independence is easier if children wear clothing they can manage themselves. **Children must be fully potty-trained to move up to a Pre-K class.**

### **PERSONAL BELONGINGS**

All toys, games, jewelry, etc... should be left at home. Children are only allowed to bring items from home if it is a scheduled Show-and-Tell Day or the teacher has given permission. The school is not responsible for such items if they become lost or break.

### **SUPPLIES**

Each parent is asked to provide hand-wipes or a bottle of hand-soap and a box of tissues for the classroom. We appreciate any donations of school supplies.

### **INDOOR/OUTDOOR PLAY**

When children participate in physical activity every day, multiple health benefits are derived, and there is evidence of improvement in cognitive and motor skills. Children will have ample opportunity to participate in activities such as running, climbing, dancing, skipping, and jumping on the playground or in the gym a minimum of 30 minutes a day.

### **Insect Repellent and Sunscreen**

You may provide insect repellent and/or sunscreen for your child. Please label the

container with your child's name and inform your child's teacher.

### **SNACK**

A nutritious mid-morning snack is provided for the children. If your child has been diagnosed with a food allergy by a physician, please advise the teacher and turn in a Food Allergy Emergency Plan (stating the foods the child is allergic to, possible symptoms, and steps to take if there is an allergic reaction). If you suspect your child has any known food allergies, please alert the teacher. If you are providing snacks for your child due to allergies or special dietary needs, please have them packaged with the child's name clearly marked.

### **LUNCHES**

Children are responsible for bringing their own lunches. All lunches are placed in a refrigerator, and a microwave is available, but we ask for nothing more than a minute of cook time. We encourage nutritious lunches and "growing foods" will be eaten first. (Ex: meat/cheese, sandwich, fresh fruit, yogurt, veggies) **Candy should not be sent.** Only clear fruit juices, milk, or water are allowed for drinking. **Please include a fork, spoon, and napkin in the lunchbox.** No glass containers. If your child has a Bento lunchbox, please remove the item to be heated and put it in a separate container. **All lunchboxes and thermoses should be marked clearly with your child's name.**

**Please do not send breakfast with your child. Breakfast should be eaten at home before the child arrives at school.**

A morning (and afternoon snack for those that are in extended care) will be provided. (For those children who are in extended care, please send a water-bottle/thermos (no sipping cups) for afternoon water breaks.

### **BIRTHDAY PARTIES, CELEBRATIONS AND SPECIAL OCCASIONS**

Special recognition is given to each child on his/her birthday to make it a special day. Parents are encouraged to bring the snack for their child's birthday. We welcome cookies, lightly-iced cupcakes, or muffins. Plates, napkins and cups may also be sent. Parents will occasionally be asked to provide snacks for the class during Letter Weeks to help reinforce learning. We will also ask parents to help with our special occasion parties- Halloween, Christmas, Valentine's Day, Easter, and the End-of-the-Year. Please coordinate these events with your child's teacher.



### **NAPTIME**

For those children staying all day, they will be required to take a nap or have quiet time. A 2" mat required by the state is provided. **Please provide a fitted crib sheet, travel-size pillow, and a small blanket for sleeping.** These will remain at school during the week, and sent home every Friday to be laundered and returned on Monday. **Please include all names on items.** A stuffed animal may be sent to help with sleep. No pacifiers.

### **CHAPEL**

Chapel will be held on Wednesday mornings at 10:45 a.m. in the Sanctuary for all preschool classes (3-5 year old). Children will learn Bible stories, songs, and prayers. Chapel will last approximately 20 minutes.

### **BOOK ORDERS**

We will be sending home book orders with the five-day preschool children each month. Please know that you are under no obligation to buy anything. This is just a fun way for the school to receive some free materials and to also offer quality books at affordable prices to you.

### **FIELD TRIPS**

Notice will be given before each field trip. At times, parents will be responsible for transporting their own children and staying with them during the field trip. Depending on the field trip site, you may occasionally be asked to pay a small admission fee.

### **WATER ACTIVITIES**

During the summer, students will occasionally participate in supervised FLP water activities (playing in sprinklers, water tables, or a pool filled with less than six inches of water). You will be asked for permission before your child may participate in water activities.

### **GANG FREE ZONE**

As a result of House Bill 2086, information concerning gang-free zones must be brought to the attention of parents and guardians of children in licensed child care centers. A gang-free zone is a designated area around a specific location which includes preschools and day care centers. Faith Lutheran Preschool is a Gang-Free Zone. Therefore, certain gang-related criminal activity or anyone engaging in organized criminal activity within 1000 feet of the center is a violation of this law and is subject to increased penalty under state law.

## **PEST CONTROL**

As part of our commitment to provide your child with a safe, pest-free learning environment, Faith Lutheran Preschool may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications are part of our integrated pest management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on Faith Lutheran Preschool property are made only by trained and licensed technicians.

## **PROCEDURES FOR MEDICAL SITUATIONS**

In case of a medical emergency, parents will be notified immediately after a child is injured and the injury requires medication attention. The following procedures will be followed in case of a medical emergency: 911 will be called if the emergency warrants and FLP staff will apply first-aid and CPR training. We will contact the child's parents or a person from the emergency contact list. FLP will ensure supervision of other children in the group.

## **EMERGENCY PREPAREDNESS PLAN**

In the event of an emergency, all parents and guardians identified on the child's admission forms will be notified of the type of emergency, sheltering location, and any additional details specific to the emergency as soon as all children are safely sheltered. Additional notification will be sent when the emergency situation is remedied and sheltering precautions are lifted. For lock-downs, children will not be released until the area is deemed safe by local law enforcement.

1. Severe Weather/Sheltering (tornado warning, watch) - In case of severe weather, the children will be placed in the hall in the "tuck and cover" position. All doors will remain closed, and the weather information will be monitored through the local radio station for additional guidance. Caregivers will keep children calm and quiet and give them encouragement. Severe weather drills are practiced four times a year.
2. Severe Weather/Sheltering (flash flood warning, watch) - When the National Weather Service transmits that a flash flood watch/ warning is in effect, the weather information will be monitored through the local radio station to confirm. Children would be moved to the Sr. High Loft if there was imminent danger. In the event an evacuation is necessary, all parents would immediately be called.
3. Fire or Chemical Spill - Fire drills are practiced at the center monthly. In the

event of a fire or chemical spill, the alarm will sound. 911 will immediately be called. Everyone in the building will exit. Evacuation Exit routes previously marked and practiced in drills will be used. Children will be taken to the Emergency Relocation Facility if necessary. Parents will be called.

Emergency Relocation Facility of Faith Lutheran Preschool

Primary Site - Seguin ISD Administration Bldg., 1221 E. Kingsbury St.

Secondary Site - Leslie "Goldie" Harris Gym, Cedar St. (across street)

Third Site - Weinert Elementary School

4. Lockdown (Intruder with Weapon/Active Shooter) - Faith Lutheran Preschool will lock the ` doors at 8:45 am. The center will keep doors locked until 11:30 am for student pickup, and again in the afternoon. Parents must ring the doorbell for admittance. In the event an intruder enters the center, all teachers /caregivers will immediately go into Lockdown. All children will be contained in their classroom safely away from the door. 911 will immediately be called. (Phones on silent) Furniture will be used to barricade the door. Children will be kept as calm and quiet as possible. In the event that a child is hurt, first aid will be administered to minor injuries. If severely injured, first aid and CPR will be given and an ambulance will also be called. If an evacuation is imminent, a location out of the intruder's view will be found, and teachers will provide protection if shots are fired in children's location. When safe and secure, parents will be called.

5. Explosion - In the event of a Large-scale explosion and local authorities recommend that we remain in place, the information will be monitored through the local radio station for additional guidance. All windows and exterior doors will remain closed. All fans, heating and air-conditioning systems will be turned off. Children will proceed in a quick and orderly manner to designated safe area (main hall) and door will be locked. If a child is hurt, first aid will be administered. If severely injured, first aid or CPR will be given, and an ambulance will also be called. If local authorities recommend evacuation, children will evacuate and relocate to our Emergency Relocation Facility. All parents will be called.

6. Power Outage/Loss of Heat/Loss of Water - In the case of a power outage, the Director will assess the condition of the Environment. If the area is unsafe or unhealthy for the children, they will be taken to the Emergency Relocation Facility. Parents will be called as soon as possible. The center will reopen when the environment is safe enough for the children to return. Parents will be notified if

early closure is necessary. Children will be relocated to another church building if necessary, until water supply is returned to the building. Parents will be called to pick up children if water supply cannot be restored.

7. Communicable Disease Outbreak - All parents will be informed within 48 hours of any communicable disease affecting any child at Faith Lutheran Preschool. Exclusions will be followed as defined by the Texas Department of State Health Services. If the outbreak is community wide, information will be monitored through the local radio station for additional guidance. All windows and exterior doors will remain locked. All fans, heating and air-conditioning systems will be turned off. If local authorities recommend evacuation, parents will immediately be called. Information from the local radio station will continue to be followed.

### **CONTACT INFORMATION**

Faith Lutheran Preschool is licensed by the Texas Health and Human Services Child Care Licensing, and follows the Minimum Standards and Rules for Child Care Centers. A copy of the Minimum Standards is available for parents' viewing at any time. If you have questions or concerns, you may contact the licensing office at any time.

Local office: 210-337-3399

Child Abuse Hotline: 1-800-252-5400

Website: <http://www.dfps.state.tx.us/childcare/>