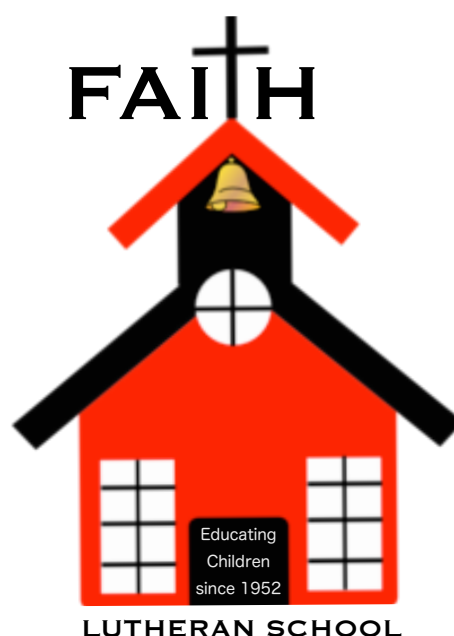


Faith Lutheran Preschool Parent Handbook



Faith Lutheran Preschool 3925 E 5th St. Tucson, AZ 85711

Phone: 520-881-0670 www.faith-lutheran.org Email: office@faith-lutheran.org



Tuition & Fees

Enrollment Fee: \$25.00 Non-refundable and due at time of enrollment.

Please make check payable to "Faith Lutheran School."

(We cannot secure a position for your child without a paid enrollment fee.)

Tuition:

Half Day Program (8:15 am - 11:30 am)

2 Days \$160.00/Month

3 Days \$240.00/Month

5 Days \$360.00/Month

School Day Hours (8:15 am - 3:00 pm)

2 Days \$300.00/Month

3 Days \$405.00/Month

5 Days \$445.00/Month

Full Day Hours (7:00 am - 6:00 pm)

Every School Day \$490.00/Month

Extended Care Hours: 7:00 a.m. to 8:00 a.m.

3:00 p.m. to 6:00 p.m.

Cost: \$6.00/ hour

The above information is for the current school year only. Tuition and fees are subject to change.

Dear Parents,

Welcome! It is with great pleasure, and thankful hearts, that we offer you a quality, nurturing, and above all Christian learning environment for your child's early learning experience. We strive to offer a quality education to each and every child. This handbook is intended to inform you of procedures and requirements that make Faith Preschool run smoothly. Please contact me if you have any questions or concerns. Our goal is excellence...with your support and cooperation, we will be able to achieve that goal. I am looking forward to working with you and your family to give your child a truly enjoyable experience at SCHOOL!

Esther Nicholas, Director

PHILOSOPHY

Our preschool exists to apply the Word of God, as revealed in Scripture, to the hearts and lives of these very small children. In most cases, our preschool will be your child's first experience with "school". It is our prayer that through our preschool, Jesus will become your child's Best Friend.

May Jesus stay that Best Friend through your child's life. We are here to direct your child to follow in Jesus' footsteps. "Train up a child in the way he should go, and when he is old he will not depart from it." Proverbs 22:6

CURRICULUM

It is our sincere desire that each child grow independently, emotionally, physically, creatively, socially, and spiritually, through our program. All instruction is Christ-centered. Your child will learn through the subjects of Word of God, Reading Readiness, Math, Art and Creative Expression, Drama, Free Play, Language Arts, Music, and Physical Development. All subjects are integrated as enjoyable parts of our varied curriculum. Our goal is to have your child learn and develop with a "Hands-On" approach. Your child will Have Fun, but all the while LEARN!

It is our intent for each child to love to learn, therefore, ultimately, to love "School".

POLICIES & PROCEDURES

The following policies and procedures are based on the Arizona Department of Health Services Child Care Licensing regulations. (ADHS)

HOURS OF OPERATION

The preschool half day program will operate from 8:15 a.m. until 11:30 a.m.

Full day program will operate from 8:15 a.m. to 3:00 p.m.

Extended Care will be offered before and after our program from 7:00 a.m. to 6:00 p.m., Monday through Friday. The preschool will be closed for a variety of in-service and vacation days. NO CARE will be available. Please consult the yearly calendar for specific days.

ENROLLMENT & TUITION FEES

Please see the fee schedule attached to the cover of this handbook. Prices are subject to change. Enrollment fees are non-refundable. Tuition fees are pro-rated/or refunded at our discretion. Late fees may be assessed for late or non-payments. Enrollment is limited to availability.

DISENROLLMENT

Disenrollment may be for one or more of the following reasons:

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Completion of Preschool courses.

Suspension due to disciplinary action (cf. discipline policy).

Suspension due to failure of parents to pay necessary fees on time.

HEALTH

A child may not attend school if he/she has had a fever of over 100 degrees within the last 24 hours. If your child has a rash, diarrhea, vomiting, or heavy nasal discharge, he/she is not allowed to attend school until the symptoms have cleared. If a child becomes ill during school time, he/she will be isolated from the group and given the proper attention. The parent or guardian will be notified. We understand that illness is often inconvenient to parents who work outside the home; however, for the well being of every child that attends our school, we must adhere to and enforce these rules.

A current immunization record, signed by the child's health care provider, is required for each child enrolled in our preschool. The ADHS requires that:

1. Your child's immunization record be provided and signed by your health care professional.
2. Your child's immunization record be on file at the school before your child starts school.

There will be NO extensions.

PIMA COUNTY HEALTH DEPT. IMMUNIZATION PROGRAM 520-740-3755

MEDICATIONS

Do not send any over the counter medicine or sunscreen to school for your child. We cannot administer any over-the-counter medications without a written statement from your physician. Any prescribed medicines must be given only as prescribed by your doctor, and a special form must be filled out in order for this to be done. Only the Director, or her designee, may administer medicines. All medication must be kept locked in the medicine box located in office.

Authorization Forms can be found in the same place.

Note: If antibiotics have been prescribed for your child, do not send him/her to school until he/she has been on the medication for a full 24 hours.

In the case of a prescription medication:

- It must be in the original container.
- It must have the prescription label.
- It must have the doctor's & child's names.
- It must have the current date & expiration date.
- It must be accompanied by a calibrated spoon if appropriate.
- An authorization form must be filled out completely.

ILLNESS

The following illnesses require that a child **MUST** be excluded from school:

- Chicken Pox • Diarrhea • Fever • Lice • Pinworms • Shigella
- Symptoms of inflammation • Unidentified rashes

We will exclude children who are suspected of the listed conditions. Any communicable diseases your child is exposed to will be listed on the Sign In/Sign Out sheet the day following the reported occurrence.

REPORTABLE ILLNESSES

We are required to report the following illnesses to the State Health Dept. Please notify the School Office should your child be diagnosed with the following:

Chicken Pox, Food Poisoning, Giardiasis (type of diarrhea), Hemophilus influenza type B (HiB), Lice, Measles, Mumps, Meningitis, Pink Eye, Reyes Syndrome, Rubella, Salmonellosis, Scabies, Strep Infections Whooping Cough

Please Note! Consideration for others is crucial to controlling the spread of colds and flu and other illnesses at school. We prefer that the child remain at home when suffering from common colds and ear infections. Children, who do not feel well, will not be able to concentrate or enjoy their day at school. They could easily infect other classmates and teachers. PLEASE consider this if your child indicates any minor discomfort. A child with a fever may NOT attend school unless he/she has been free of a fever for at least 24 hours! Often temperatures rise as the day progresses.

EMERGENCY PROCEDURES

All staff members are certified in First Aid and CPR. In the event of illness or accident, first aid will be administered and parents or emergency contact person will be contacted.

All minor accidents suffered will be indicated by an "OUCH" report. If a more serious accident occurs, you will receive an Injury Report describing the incident. You will need to sign this original form and return it to the Preschool Office.

ABUSE /NEGLECT

In accordance with the Arizona State Law, the staff at Redeemer Lutheran Preschool must report suspicion of any form of child abuse. This includes sexual abuse, physical abuse, emotional abuse or neglect. The preschool does not condone, hide or tolerate any type of child abuse. Our foremost responsibility is to ensure the safety of your child.

DISCIPLINE

We believe that discipline is a positive ongoing process that teaches children how to effectively interact with others. We encourage the use of self-control, redirection, problem-solving, and cooperation. These methods are used to teach the children how to be responsible and accountable for their own behavior. By targeting the child's behavior as opposed to the child, we believe the end result is stronger self esteem.

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The consequences of improper behavior are as follows:

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Verbal warning Isolation from group Parent conference Possible disenrollment if behavior does not improve

SAFETY

Our Facility has adequate liability insurance required by the state for the number of children enrolled.

Admissions: A parent or guardian is required to sign the child in on the Admission/Release Sheet.

Release: A parent or guardian is required to sign the child out on the Admission/Release Sheet before leaving.

Redeemer Preschool uses a sign in/sign out system to record the arrival and departure of children at school each day. Parents, or other adults, **designated in writing**, by parents, sign the daily record when bringing or picking up a child at school. ADHS regulations for preschool require that the full signature of each person designated to deliver or pick up your child be on file at the school. A form for this purpose is provided by the school for each child. Inform the school of any person(s) NOT authorized to pick your child up, as well. It is MANDATORY for any person picking up your child to show proper picture identification.

Children arriving before 8:15 a.m. will be required to go to Extended Care. Children not picked up by 12:15 p.m. will go into Extended Care also. There is a charge for Extended Care and a late charge when your child is picked up after hours! (There will be a minimum 1 hour charge.)

If your child will not attend on a day he/she is scheduled to attend, due to illness or otherwise, please call the office and excuse your child.

CLOTHING

Please encourage your child to wear washable, durable clothes. Tennis shoes are conducive to playing on playground equipment. Sandals without socks are not permitted, nor are flip flops. When girls wear dresses, please have them wear shorts underneath. We ask that each child have a complete change of labeled clothing in a Ziploc bag left at school. All articles of clothing for outdoor wear should be labeled with your child's name.

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FOOD

Preschool children are required to bring a snack to eat during the morning snack time. This should be nutrition in nature. Either 2% milk or 100% juice should accompany their snack. A list of acceptable snacks will be given to each child by their teacher. Occasionally, due to allergies, certain foods will not be allowed. Extended Care children will be provided an afternoon snack or may bring one from home. 100% juice will be provided to Extended Care children.

Candy or Gum ~ We ask that candy not be sent to school. GUM is NOT allowed!!!!

REST

Extended Care participants will REST every afternoon, after Noon Recess and Devotion. Sleeping is not required, however, often times, occurs. Your child will be allowed to sleep. "Quiet time" activities will be provided after 30 minutes of REST, for those who do not wish to sleep. A mat and sheet, required by the ADHS, will be provided for each child attending afternoon Extended Care.

TRANSPORTATION

Redeemer Lutheran Preschool does not offer transportation to or from school.

COMMUNICATION BETWEEN HOME & SCHOOL

If you have concerns or matters to discuss at length with the teacher director, please schedule a meeting time. Do not take teaching and learning time away from our students and teachers.

Parent Boards are posted in the classroom. All notices are posted on the Bulletin Board. We send notices home with the children, as well, but it is a good idea to make a habit of checking the bulletin boards to make sure you have received all the information sent out.

Parent Volunteers are welcomed once our routines are established. All Volunteers MUST sign in. Please see the teacher to schedule your volunteer time. ALL volunteers are subject to fill out a personal profile form and need to submit to a background check.

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Notes & Numbers

Arizona Health Department

400 W. Congress Suite 100 Tucson, AZ 85701 520-628-6540

All volunteers and visitors are required to check in at our office before entering our preschool classrooms.

Because we are committed to operate a quality, licensed program, we strive to meet Arizona state requirements. All inspection reports are available upon request.

Field Trips

At this time, Arizona law makes it very difficult to adequately and safely plan field trips. Due to transportation issues, Redeemer Lutheran Preschool will not be taking field trips.

Enrollment fees are NOT refundable! Tuition fees are refunded at our discretion.

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Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14

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