# Faith Lutheran School
# Preschool
# Parent/Student
# Handbook



# 2026-2027

**3925 E. 5th Street**
**Tucson, AZ 85711**
**(520) 881-0670**

**Faith Lutheran School published this handbook on July 13, 2026 and it replaces the edition published on April 17, 2024.**

The school reserves the right to update the Handbook at any time in accordance with its policies and procedures. The most updated version will always be available on the school's website (https://faith-lutheran.org).

The following policies and procedures are not intended to be all-inclusive. The Faith Lutheran School Board reserves the right to modify, revise, interpret, apply, suspend or discontinue the following policies and procedures, in whole or in part, at our sole and exclusive discretion.

# PRESCHOOL HANDBOOK

**LICENSING:** Preschool and Extended Day Care are licensed by the State of Arizona to provide preschool and childcare.

Bureau of Child Care Licensing
400 W. Congress Suite 100
Tucson, AZ 85701
520-628-6541

*Department of Health Services inspection reports are located in the School office and are available for viewing upon request.*

**HOURS OF OPERATION:** Faith Lutheran Preschool offers both full-time and part-time programs. These programs are opened to children between the ages of 1 and 5 years of age. Hours of operation are 7:00 a.m. to 6:00 pm. Any children picked up after 6:00 p.m. will be billed a penalty fee of $1.00 for every minute past 6:00 p.m. per child.

**HOLIDAYS CLOSED:** Any holiday listed below that falls on a Saturday or Sunday will be observed on the Friday before or Monday after.

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday/Easter
- Memorial Day
- Independence Day
- Juneteenth
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day and the Friday following
- 2-week Holiday at Christmas

**ADMISSION POLICY**: Our preschool is comprised of children from many different religious backgrounds. Faith Lutheran Preschool admits all children and does not discriminate on the basis of race, color, national or ethnic origin.

**DRESS CODE:** We believe that the body is the temple of the Lord and that appropriate clothing and appearance should honor it. Clothing and personal appearance reflect an attitude about one's self, one's peer group, and the school. We require:

- **Tennis shoes or athletic shoes for playground use. Shoes must be closed toed and closed heel, no sandals, boots or jellies are allowed.**
- All outdoor clothing should be marked with your child's name.
- Appropriate dress for the season.
- Girls must wear shorts underneath skirts, dresses, or jumpers at all times.
- Clothing must not be suggestive, violent, sinister or profane in nature. Preschool appropriate characters may be worn as long as it is age appropriate and not causing distraction or disruption. It should not display photos, drawings or symbols associated with Hollywood or TV personalities (real and cartoon), secular music, witchcraft/sorcery and yin-yang symbols or skulls. Christian wear is acceptable.

- Halter tops, midriffs, oversized tank tops or spaghetti straps are not permissible.
- Please be sure to bring a sweater or jacket to wear on cool days.

Self-dressing is an important consideration when purchasing outdoor clothing. One of our objectives here at Faith is to encourage children to dress and undress themselves as well as they are able. Your child's independence is an important part of learning. We do not expect perfection, but we do encourage progress towards self-help since this will enhance a child's feeling of competence.

**INDIVIDUAL SUPPLIES:** All student supplies need to be individually labeled with the student's first and last name. Parents are responsible for providing sunscreen, crib sheet, blanket and a change of clothes to keep in their cubbies. Nap items are sent home weekly to be washed and returned to school. In addition to the above items, parents of toddlers need to provide diapers, wipes, sippy cups, and lunch prepared to serve. All other items brought from home, such as pacifiers and personal toys will not be allowed except for a small item used to snuggle with during nap time which is to remain in the child's cubby during the rest of the day. Please keep in mind that personal toys are a common means of argument between children. For this reason, we keep our supply list for preschool students small and provide everything else they may need during the day.

**SNACKS:** Faith Lutheran Preschool provides a snack in the morning and afternoon that meets or exceeds the state requirement. Snacks are posted weekly in the EDC, preschool and toddler rooms. Parents may provide snacks for their own children, if desired, but snacks will only be given during the designated snack time.

**LUNCH:** Lunch is provided for children three years and up during full-day programs. The lunch menu is posted monthly in the EDC and preschool rooms, as well as online via Gradelink at the beginning of the month. When toddler (1 and 2-year-olds) parents choose to have their child/children eat the school lunch, they need to circle the lunches that they approve of their child eating and then sign and date the lunch menu provided to them at the beginning of the month via the sign in/sign out book. Without this approval from parents, we are unable to serve your child the school lunch and a lunch must be provided by you. Choosing to provide lunch from home does not constitute a break in tuition.

Note to parents of toddlers: For the safety of your child we ask that you bring his/her lunch daily prepared to match the development of your child. Please make sure that the lunch comes the way you would like it served. For example, if your child needs his/her sandwich cut into small pieces please bring it already cut. We ask that you not bring items that are commonly known dangers for potential toddler choking such as whole grapes, nuts, cherries with pits, etc. We are not able to warm up lunches or snacks.

**SUNSCREEN:** The Arizona Department of Health Services recommends the use of sunscreen, SPF 15 or higher, everyday due to the damage sun rays cause to skin. FLS provides two options when it comes to sunscreen: each family can supply their desired sunscreen to be used on their child or FLS will supply sunscreen to be used. Family supplied sunscreen must be labeled with the child's name and must not be expired. Parents who choose to use the sunscreen provided by FLS must sign the *Sunscreen Application Authorization Form* before FLS is able to apply sunscreen to your child if you do not provide your own. A copy of the authorization form can be found in the back of this handbook.

**SIGN IN/OUT REQUIREMENTS:**

- Signers must use a separate Sign-in/Sign-out Record for each of your children.
- Signers must document in ink (not pencil) legibly and clearly, your first initial and full last name.
- Signers must document the TIME OF DAY that you actually signed your child INTO and OUT OF the facility where applicable.

- Signers cannot document the Time-in or the Time-out columns or Signature column until your child care service actually begins and ends. (Ditto marks or arrows may not be used in place of your actual time entries or signatures.)
- Time entries (where applicable) indicating the beginning and the end of a full period of care can only be corrected by the parent or a school staff member. The parent is required to date and initial any area that is corrected.
- Only individuals over 16 and on the emergency card may sign in and out a child from our care. Siblings may not be used for this purpose.

**Penalty Warning:** By signing the Sign-in/Sign-out Record the parent, guardian, or other authorized person verifies, under penalty of perjury, that the times recorded are the actual times the child was in attendance, and that this document is a true and accurate record of signatures, dates, and time of service.

Anyone OTHER than the child's parent picking up a child **MUST** have his or her name listed on the child's emergency form or sign a one-time pick-up authorization form and have a photo ID available.

**VISITING:** Parents are free to visit at any time, but we do ask consideration, so as not to disrupt our programs. We maintain a secure campus; please sign in at the School Office when you arrive. Due to state licensing requirements, parents who wish to stay for more than 20 minutes at time or wish to volunteer in the room, will be required to obtain a fingerprint clearance card.

**PHOTOGRAPHY AND VIDEOGRAPHY:** Parents are welcome to take pictures and video of their own children at Faith Lutheran School. However, parents may not take pictures of other children without the consent of the parents. Video should be limited to productions and special events. Video of classroom instruction is prohibited without the consent of the school principal for the purpose of internal use. Parents may not post pictures or video of other students on social media without the consent of the child/ren's parents.

**PHILOSOPHY:** Faith Lutheran Preschool is honored to partner with parents in the physical, emotional, social, cognitive, and spiritual development of their children. We know how important it is for parents to have nurturing staff who care for their children on a daily basis. Our toddler class and preschool class are designed specifically with the growth and development of 1 and 2-year-olds as well as 3 and 4 years old in mind. We strongly encourage and invite parents to continue the outstanding education their children receive in our preschool, by joining our elementary school, upon graduating from preschool.

**We believe:**

- The young child is a unique and special gift of God (Psalm 127:3), and we should encourage the development of his or her self-esteem and individuality.
- Growth is God-ordained, and children should be free to develop in their own special way and time.
- Parents play the most important role in the life of a child, and our staff is here to support parents as they journey through parenthood.

**Faith Lutheran Preschool can best accomplish this by:**

- Providing a warm, loving Christ-centered environment, where children can develop to their fullest potential both spiritually and physically.
- Providing developmentally appropriate activities, which respect and facilitate a child's unique growth pattern.
- Seeking to teach and apply the love of God and the principles of God's Word at the child's level.

**LEARNING CENTERS**

The children are offered a variety of activities that are arranged throughout the room in learning centers. By offering a variety of activities each child's development needs are met in the classroom. The classroom is

divided into the following areas:

- **Art Center**: Fosters creativity and promotes small motor development that leads to writing skills and divergent thinking skills.

- **Block Center**: Promotes pre-math skills, such as balance, building simple machines, geometry, problem-solving skills and creativity.

- **Dramatic Play**: Encourages social, verbal, problem-solving and negotiating skills, as well as creativity and imagination. This area changes throughout the year from housekeeping to camping and other exciting areas of imaginative play.

- **Sensory Table**: Promotes math skills, such as counting and measurements. This center also promotes pre-science skills, such as forming and testing an hypothesis, as well as encouraging problem solving and divergent thinking skills. A variety of materials, including sand, water, noodles, slime, Goop, Gak, and Ooblek are placed in the sensory table according to the week's theme.

- **Manipulative**s: Provides learning equipment such as marble works, math games, Legos, and puzzles. This equipment focuses on fine motor development, cooperation with peers, creativity and pre-math skills, such as counting, sorting, patterning, and problem solving.

- **Book Center**: Develops pre-reading and verbal skills and nurtures a love for reading and learning. Books change throughout the year based upon season and learning themes.

- **Science/Math Center**: This area is to foster curiosity, and promotes math skills with counting and patterning. It also promotes pre-science skills, such as forming and testing hypotheses. In addition, it promotes problem solving, love and wonder for the world around us, and divergent thinking skills.

## DAILY SCHEDULE

Teachers incorporate the following components into each class session:

- **Table time**: The teachers put out a variety of writing activities, math games, and manipulatives to meet different skill levels. The teachers interact with the children by guiding them on an enjoyable learning activity.

- **Carpet Time**: Weekly themes and learning concepts are introduced and discussed. Stories that reinforce themes are read to the children as a large group, and finger-plays are recited to promote comprehension of subject matter.

- **Arts and Crafts Time**: Open Center-Several different activities are available throughout the room. The children choose activities based on their interests. A planned art activity is also available at this time.

- **Snack Time**: We participate in snack time as a group, where everyone is seated together.

- **Language Time:** Teachers help students achieve the following language goals.
    1. Facilitate verbal language
    2. Encourage complex verbal reasoning
    3. Increase the use of decontextualized language

4. Develop personal narrative skills

- **Music Time**: New songs are introduced weekly to coincide with classroom themes. A variety of musical instruments are used throughout the year.

- **Large Motor**: Time is set aside each day for the children to enhance their large motor skills. Weather dependent, the children will play on our outdoor playground equipment or in the gym, which offers balls, trikes, basketball hoop, jump ropes etc.

- **Faith Time**: A group time that emphasizes Bible stories, discussions, prayer, and weekly chapel visits.

**MOVIES:** Faith Lutheran Preschool may use movies as part of its curriculum for children ages three and up. Only movies with a "G" or "PG" rating will be shown. There will be no more than 3 hours of screen time each week.

**ACCIDENTS:** In the case of most minor "tumbles, cuts and falls," a staff member will treat students. Should the injury be determined serious, emergency medical services will be summoned, and parents and/or those designated on the Emergency Card will be contacted as soon as possible. Staff members receive basic training in first aid and CPR regularly.

**CONTAGIOUS DISEASE:** Communicable diseases require immediate medical intervention. In such cases, please contact the school within 24 hours of diagnosis, so that appropriate measures may be considered. In accordance with the Pima County Health Department recommendations, parents of students will be contacted if there is a suspected contagious situation that we feel needs a diagnosis from a health professional.

**HEALTH SCREENING:** As a service to our families, an annual health screening is provided for students by volunteer health care professionals. Hearing and limited vision screening is recorded and, if necessary, recommendations made.

**ILLNESS:** Because childhood illnesses within the confines of a school community can easily get out of control, we request that you never send a child to school with:

- a severe cough or sore throat
- a temperature above 100.3
- discharge from eyes or nose
- vomiting
- head lice that has not been treated

Should a student become ill at school, we will call parents and/or whoever is designated on the emergency card to come to the school and pick up the ill student as soon as possible. Therefore, an updated emergency card must be on file in the school office for each student.

Your child may return to school if there has been no fever or other symptoms of a possible communicable disease for 24 hours **without medication** (i.e. Tylenol, Motrin)

**IMMUNIZATIONS:** Each student is required to submit a Record of Immunizations in order to comply with Pima County Health Department regulations and in compliance with Arizona State Law.
**NOTE: Immunization laws and health guidelines change periodically. Please consult with your family physician for updated information.**

**MEDICATIONS:** Prescription and over-the-counter drugs required during the school day or during extended care need to be submitted to the school office in their original containers with names and appropriate doses clearly noted. In addition, a form must be completed and signed by the parent or guardian for each medication or it cannot be dispersed. Your child's health requires strict compliance with this policy.

**PRESCHOOL RULES:**

We set the following limits to help children behave appropriately and be safe:

- No running inside
- Quiet voices inside
- Keep your hands and feet to yourself except to hug
- Show respect to others
- Follow directions given by classroom leaders.

Children who misbehave and/or hurt another child will be guided to behave in a manner consistent with our policy of loving one another. Guidance methods may include, but are not limited to:

- Warnings
- Time – out
- Walks around the school
- Contact made with parents

A child who resists guidance to the proper, loving behaviors will result in the director scheduling a conference with the parents.

If the child's behavior continues to be disruptive or aggressive after consultation has been made with the parent/guardian, it will result in permanent dismissal from Faith's program immediately.

*Punishment which involves humiliation, striking a child, or any other physical display of anger will not be tolerated.*

**DISCIPLINE:** We believe that children can learn to behave appropriately and that discipline involves guidance as a child learns to relate with love and respect to others. If a child engages in inappropriate activity, we will explain to him or her why those actions are unacceptable to others. Children who show appropriate behavior will be recognized and earn:

- Verbal praise
- FAITH works tickets: school-wide incentive program
- Stars and stickers
- Treasure Box
- Happy notes for parents to see
- Conversations between parents and teachers on your child's good conduct
- Special Activity Time

**SCHOOL POLICY DETERMINATION, IMPLEMENTATION AND RESOLUTION:** The Board of Christian Day School recommends school policies after research and study. The Faith congregation "Voters Assembly" approves major policies, including the school budget and tuition/registration fees. The principal is the school administrator and Preschool Director. The administrator implements the policies and procedures, and reports to the Board of Christian Day School. Parent inquiries should be first directed to the teacher and secondly to the administrator. If the issues still cannot be resolved, the parent and/or administrator may take the inquiry to the Board of Christian Day School. Requests should be made through the school principal.

**PARENT COMMUNICATION:** Faith Lutheran Preschool believes that the parents are the most important people in the child's life. Thus parent/teacher communication is vital. It is important to maintain open communication between the home and the preschool staff. We do ask parents to daily check the posted information in the sign-in book, and read monthly calendars and weekly newsletters. Monthly calendars and newsletters will be placed

in sign in/out book.

Our staff appreciates the important role of the parents. Teachers and parents can enrich the child's life by sharing ideas and information. The staff is always eager to casually talk with parents before and after class. However, we would rather not discuss the children in their presence. For more formal discussion, please set up a conference with the staff or, if urgent, telephone the director or teacher.

**FINANCIAL SUPPORT OF FAITH LUTHERAN PRESCHOOL:** Faith Lutheran Preschool is sponsored and partially supported by Faith Lutheran Church. The preschool is financially dependent upon the church because tuition and operation fees do not cover the entire operational budget.

**REGISTRATION:** There is a $125 annual registration fee. In the event of a waiting list, a non-refundable fee of $25.00 is required to be put on the waiting list. Once the days have been selected they cannot be changed without written notice. If you decide to change the days you have chosen for your child to attend preschool, they must be changed the first day of the month.

**PAYMENTS:** Payment is due by the first day of the billed month. A late fee of $15.00 will be added to those tuitions not paid by 6:00 PM on the 10th of the billed month. If your child's tuition is not paid by the 25th of the billed month, your child will not be permitted into school until the past-due balance has been paid in full. Any family who is delinquent in tuition payments, including DES co-pays, may be contacted, in an attempt for payment or to schedule a payment plan.

**TUITION RATES:** See "Rate Sheet"

**ABSENCE POLICY:** No refund will be given for days missed.

**VACATION POLICY:** When your child is enrolled full time, for one year, a two-week tuition free vacation is awarded. You must notify the Director two weeks in advance. No vacation is awarded for those who are enrolled part time in the preschool.

**DISENROLLMENT:** Faith Lutheran Preschool requires a two-week notice if you are removing your child from the school. No refunds will be given without a notice. If a 2-week notice is not given, responsible party is responsible for the 2-week payment.

**INSURANCE:** Faith Lutheran Preschool carries the required amount of liability insurance for school coverage.

**TRANSPORTATION:** Only for field trips is transportation available.

**FIELD TRIPS (applies only to children 3 years old and up):** Occasional field trips occur during the school year. When a class goes on such a trip, parents must sign the Faith Lutheran Field Trip form and return it to the teacher in charge, or the school office. Any student not returning the signed form will not be allowed to participate. All drivers must provide a current copy of their driver's license, car registration, proof of car insurance, and a signed Volunteer Driver Contract on file. Parent drivers are in charge of the students they drive and, as such may not bring other children to the field trip, i.e. younger siblings, nieces, nephews, etc. **Volunteer drivers are required for students to attend field trips, as Faith has limited transportation resources.** Parents may also be asked to participate by providing transportation, helping with activity or sponsorship. Parents may elect to have their child excused from any or all extra-curricular events. Every student attending a field trip must be in a vehicle with a driver that has provided all driver information. This includes parents wishing to drive their own students.

Signed field trip permission slips absolve the teachers, staff, Faith Lutheran Church and School, parent drivers and any and all members of its governing board(s) of any liability for any injury to said student while attending the stated activity, including travel to and from stated activity.

All students must follow school and state laws regarding transportation, including car seat laws, or will not be able to attend field trips.

**PESTICIDES:** We use a pesticide service to maintain our center free from rodents and general pests. A written notification will be posted 72 hours before the application detailing the chemicals to be used. You will be able to view this information in the school office.

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| **TODDLER** | | |
| Full Day (7:00 a.m. - 6:00 p.m.) | | |
| 5 Days per Week | Monthly | $1,240 |
| 3 Days per Week | Monthly | $1,130 |
| 2 Days per Week | Monthly | $790 |
| School Day (8:00 a.m. - 3:00 p.m.) | | |
| 5 Days per Week | Monthly | $1,110 |
| 3 Days per Week | Monthly | $1,010 |
| 2 Days per Week | Monthly | $700 |
| Half Day (8:00 a.m. - 11:30 a.m.) | | |
| 5 Days per Week | Monthly | $910 |
| 3 Days per Week | Monthly | $620 |
| 2 Days per Week | Monthly | $480 |
| Drop-In (MAX 6 Days per Month) | | |
| 1 Day | Per Day | $70 |
| **PRESCHOOL** | | |
| Full Day (7:00 a.m. - 6:00 p.m.) | | |
| 5 Days per Week | Monthly | $1,010 |
| 3 Days per Week | Monthly | $920 |
| 2 Days per Week | Monthly | $700 |
| School Day (8:00 a.m. - 3:00 p.m.) | | |
| 5 Days per Week | Monthly | $890 |
| 3 Days per Week | Monthly | $810 |
| 2 Days per Week | Monthly | $620 |
| Half Day (8:00 a.m. - 11:30 a.m.) | | |
| 5 Days per Week | Monthly | $740 |
| 3 Days per Week | Monthly | $450 |
| 2 Days per Week | Monthly | $350 |
| Drop-In (MAX 6 Days per Month) | | |
| 1 Day | Per Day | $60 |
| **Registration Fees, Toddler & Preschool** | | |
| First Student** | Annual | $125 |
| Additional Students | Annual | $25 |
| **Other Fees** | | |
| Late Fees (after 6:00 p.m.) | Per MINUTE | $1 |
| **Provided Meals, Toddler & Preschool** | | |
| Morning Snack, Lunch, Afternoon Snack | Full Day | FREE |
| Morning Snack, Lunch | School Day | FREE |
| Morning Snack | Half Day | FREE |
| Morning Snack, Lunch, Afternoon Snack | Drop-In | FREE |
| **REFUND POLICY:** Refunds will not be given without a 2 week's advanced notice from the withdraw date. If no notice is given, charges will continue for 2 weeks after the last day of attendance. No refunds are given for Registration Fees under any circumstance. | | |

# Sunscreen Parent Permission Form

I, _____, am the parent or guardian of

_____. I acknowledge that I

have read the ingredients on Faith's sunscreen label, the sunscreen is SPF 15

or greater, and agree that FLS staff may apply sunscreen on my child.

Signature: _____ Date: _____

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