



FLC Preschool

BOTHELL

Parent Handbook 2024-2025



First Lutheran Church Preschool
10207 NE 183rd Street
Bothell, WA 98011
425-486-2314 church office
Mrs. Case ext.2006
Mrs. Corrigan ext. 2007

email: preschool_director@flcbothell.org
www.bothellpreschool.org

Rev. Tor K. Berg, Pastor

Amy Case, Director/Teacher

Stephanie Corrigan, Assistant Director/Teacher

Mary Hatlen, Teacher Assistant

Roger Steinke, Director of Reach Ministries

Kristin Smith, Office Administrator/Bookkeeper

Church Office hours:
Monday - Thursday
9:00am - 5:00pm

Notice Of Nondiscriminatory Policy As To Students:

First Lutheran Preschool admits students of any race, creed, color, national and ethnic origin, sex, sexual orientation or identity to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, sex, sexual orientation or identity in administration of it's educational policies, admission policies, scholarship and other school-administered programs.

**School Calendar
2024-2025**

August 28th -Sept,6th	Conferences
September 11th	Parent Information Night
September 9th	First Day of School 4's and 5's
September 10th	First day of school for 3 year olds
November 11th	Veteran's Day (No School)
November 27- 29th	Thanksgiving (No School)
December 23rd January 3	Christmas Break (No School)
January 20th	Martin Luther King Jr. Day (No School)
February 17th -21st	Mid-Winter break (No School)
April 7th -11th	Spring Break
April 20th April 21th	Easter Easter Monday (no School)
May 20th	Last day of 3-day classes
May 20th	Last day of 2-day classes
May 21st	Graduation and picnic 4 and 5 year old class
May 22nd	Picnic 2 day class

Yearly Themes

September

Beginning school, Fall, Shapes, Colors

October

Nocturnal Animals, Harvest, Spiders

November

Thanksgiving, Kids Helping Kids, Dinosaurs

December

Advent, Christmas

January

Polar Animals, Winter, Community Helpers

February

Love, Valentines Day, Five Senses

March

Spring, Weather, Easter

April

Farm, Seeds, Transportation

May

Insects, Mother's Day, Sea Life

First Lutheran Church Preschool 2024–2025 Tuition Policy

Upon enrolling your child in First Lutheran Church Preschool, please be certain that you understand and agree to the following tuition policies:

- Please make all checks to **FLC Preschool**.
- A non-refundable fee of \$125.00 is required upon enrollment.
- **Tuition is due the first day of each month September through May.** Cash or checks may be given directly to the teacher or mailed to the office.
 - 2 Day Class—\$185 a month/\$1,665 per school year
 - 3 Day Class—\$265 a month/\$2,385 per school year
 - 4 Day Class—\$335 a month/\$3,015 per school year
- Any tuition not received by the 10th of the month will be assessed a \$25.00 late charge.
- A 30 day delinquency shall constitute grounds for dropping the child from class pending review.
- A charge of \$25 for all non-sufficient funds (NSF) checks.
- The monthly tuition is an average of all the school days for the entire nine months, September-May. It takes into consideration school holidays, one school in-service day, school closures due to inclement weather, emergencies, and start and finish dates.
- Scholarships are available on need based assessment. Scholarship forms may be obtained from the Preschool Director.
- 10% multiple child discount on oldest child's tuition.
- 10% discount for FLC members
- Preschool Board Members receive a discount of 5% for first year, 10% for second year and 15% discount for third year of continued service (no more than 15% will be discounted).
- Only one discount will be applied per student.

Absences or Withdrawal from the program:

- Tuition must be paid even if your child is absent from class for an extended period of time due to illness or vacations.
- If your child has to drop from the preschool, you must give two weeks written notice to the Preschool Director.

Procedures of Daily Arrival: Please arrange arrival time to be no earlier than five minutes before the class begins. Please take your child to the bathroom and wash their hands before school begins. This cuts down on sickness in our class. An adult must walk the child into the building and stay with him/her until the preschool door is opened for class.

Please do not park in the handicap spaces: We have many meetings and activities going on during the week and we need to save those spots for the people with handicaps or the elderly.

Daily Dismissal: The children will only be released to their parent or an authorized adult. If another adult is picking up your child, please be sure to tell the teacher and send a note with their name, your child's name, the date and your signature.

Immunization forms: We must have a completed immunization form and emergency card filled out with local numbers by conference time. Your child cannot start school without these completed forms.

Health: Your child will be sent home if he/she appears to have symptoms of illness during school. In such cases a parent or guardian will be called to pick the child up. Please keep your child home if he/she has had a fever or diarrhea or is vomiting in the previous 24 hours. Due to school policy we cannot administer any type of shots or medication.

Snow Days: We will be closing with the Northshore school closures. If for any reason, we decide differently, you will be notified via facebook and email. We will make up days if more than two are missed.

Snacks: You will be responsible for bringing a snack for the entire class on a rotating basis. The snack schedule will be posted monthly outside the door on the bulletin board and online. **All snacks shall be store bought and unopened.** You are also responsible for napkins, cups, and spoons if needed for the snack. A half gallon of milk or juice and a package of 5oz. Waxed Dixie cups are great for drinks. Please avoid Capri Sun and other sugary drinks. Do not bring Styrofoam cups. Please check out our snack suggestion list on page 10 for ideas. Please special snacks such as cupcakes for birthdays only.

Allergies: Due to allergies, **no nut, peanut or peanut products are allowed.** If your child has a significant food allergy, we ask that you send their own safe snack daily.

Birthdays: We will be celebrating your child's birthday on the snack day closest to the date. If you are passing out invitations at school, please be sure to include everyone. If you choose not to include everyone, please mail them to avoid hurt feelings. Special snacks such as pudding cups, ice cream, store bought cupcakes, etc. will be allowed that day.

Clothing: The best clothes for preschoolers are comfortable, washable, play clothes. Please do not send them in clothes that cannot get messy! Please be sure that they can get their clothes on and off to go to the bathroom without help. Please send your child in comfortable shoes. Please no Heelys, flip flops, high heels, or bulky boots that are uncomfortable at circle time. Shoes must be worn at all times in our classroom.

Show and Tell: Children bring show and tell on their snack day only. Please limit show and tell items to one or two. No weapons or toys that promote violence will be shown.

Daily Schedule Three year old class

Fine motor activities

Chapel (Tuesdays)

Circle time, calendar, flag salute,
sharing, weather, stories, songs

Discussion and directed project

Snack and Story time

Free Choice

Clean up, closing

Daily Schedule Four year old class

Fine motor activities

Chapel (Tuesdays)

Circle time, calendar,
flag salute, sharing,
weather, stories, songs

Snack

Book time and story

Discussion and directed project

Free choice time

Circle closing

Daily Schedule

Five year old class

Fine motor activities

Chapel (Tuesdays)

Circle time, calendar, flag salute, sharing, weather, stories, songs, letter of the week

Snack

Book time

Directed project

Free choice

Clean up

Story

Closing Circle

Snack Suggestions

Below is a list of snack suggestions. Please remember that all snacks need to be store bought and unopened. Because of allergies, we cannot accept peanut or peanut butter products. Please remember that these are only suggestions and feel free to be creative.

Applesauce pouches or cups-Please remember spoons

Cereals- A box any variety

Cheese

Deli Meat

Cookies

Crackers

Fruit (teachers can cut it at school)

Vegetables- a bottle of ranch for dipping

Jello or Pudding Cups-spoons

Muffins

Popcorn- microwave at home & leave sealed.

Rice cakes

Pretzels

Sun Chips

Pizza

Bagels & cream cheese

Birthday treats

- Individual Ice cream cups and spoons
- Pudding cups with whipped cream and sprinkles
- Yogurt cups
- Fancy cookies or cupcakes

Please remember to keep the snacks healthy. Think about what you would give your own child for a snack on a regular basis. We are happy to have a special treat on birthdays.

**First Lutheran Church
Sunday Morning Worship
Services**

9:30am – Worship
10:30am – Christian Education
for all ages.

All are welcome!

Revised 9/3/2024