



FLC Preschool
BOTHELL

Parent Handbook 2025-2026



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

Laurie Ferraiolo, Teacher Assistant

Taia Wilen, Teacher Assistant

Mary Hatlen, Teach Assistant

Roger Steinke, Director of Reach Ministries

Kristin Smith, Office Administrator/Bookkeeper

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

Closed Fridays

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 4th	Conferences
September 8th	Parent Information Night 6:30pm
September 10th/ September 11th	First Day of School PreK/ 3 yr old class
October 29th	Open House 6:30pm
November 11th	Veteran's Day (No School)
November 26-28th	Thanksgiving (No School)
December 22nd - January 2nd	Christmas Break (No School)
January 19th	Martin Luther King Jr. Day (No School)
February 16th -20th	Mid-Winter break (No School)
April 6th -10th	Spring Break
April 5th	Easter
May 19th	Last day of 3-day classes
May 19th	Last day of 2-day classes
May 20th	Graduation and picnic PreK class
May 21st	Picnic 3's 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, Transportation

April

Easter, Farm, Space

May

Insects, Mother's Day, Sea Life

First Lutheran Church Preschool

2025–2026 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 \$150.00 is required upon enrollment. After 8/15, registration fee is \$175.00.
- **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—\$200 a month/\$1,800 per school year
 - 3 Day Class—\$300 a month/\$2,700 per school year
 - 4 Day Class—\$385 a month/\$3,465 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 a local emergency contact 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 three (3) are missed. We will not make up days with a late start.

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. **All snacks shall be store bought and unopened.** You are also responsible for spoons if needed for the snack. No beverages please—we will serve the students water for snack. Please check out our snack suggestion list on page 10 for ideas. Please only provide special snacks such as cupcakes for birthdays only. Check our wish list for needed snack supplies.

Allergies: Due to allergies, **no nut, peanut or proceeded with nut/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 flip flops, high heels, or bulky rain 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 to one item. No weapons or toys that promote violence will be shown.

Daily Schedule Three year old class

Fine motor activities

Chapel (Tuesdays)

Discussion and directed project

Free choice

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

Snack and story time

French time

Free choice

Clean up, closing circle

Daily Schedule PreK class

Fine motor activities

Chapel (Tuesdays)

Letter of the week

Free choice

Discussion and directed project

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

Snack

Book time and story

French time (Mondays)

Free choice time

Clean up time

End of day circle

Snack Suggestions

Below is a list of snack suggestions. Please remember that all snacks need to be **store bought and unopened in original packaging so that we can verify ingredients.** Because of allergies, we cannot accept nut or peanut products. Please remember that these are only suggestions and feel free to be creative.

Applesauce pouches

Cereals

Cheese

Deli Meat/Salami

Crackers

Fruit (teachers can wash/cut at school)

Vegetables- a bottle of ranch for dipping

Muffins

Popcorn

Rice cakes

Pretzels

Sun Chips

Bagels & cream cheese

No juice please, we will serve water for snack

Birthday treats

- Individual Ice cream cups and spoons
- Pudding cups with whipped cream and sprinkles
- Cookies, cupcakes or rice crispy treats

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!