



# Faith

CHRISTIAN PRESCHOOL

2335 S. WEBSTER AVE.  
GREEN BAY, WI 54301

**Parent Handbook**  
2025-2026



**Faith**  
CHRISTIAN PRESCHOOL

# Faith Christian Preschool

Faith Christian Preschool is open to all children in the community regardless of race, color, sex, nationality, handicapable, political, or religious beliefs. As a member of the Northeast Wisconsin Lutheran School Association (NEWLSA) and as an NLSA accredited school, our mission is to provide a quality education in a Christ-centered environment to all children within our community. Since our first class in 1993, our goal has been to "Nurture Mind & Spirit." With this mission, we help families nurture their children through Christ and the knowledge of God's creation.

## OUR FACILITY MEETS THE FOLLOWING CRITERIA:

- ✓ Limited class size of 18 students
- ✓ Enrollment paperwork, including health and immunization forms, are required. **ALL FORMS** must be on file prior to the first day of school.
- ✓ Because of the above regulations, we cannot accept your child's friends or siblings as visitors in the classroom.



## NLSA Accreditation

National Lutheran School Accreditation (NLSA) serves as the accrediting body for Lutheran Church - Missouri Synod (LCMS) schools across the United States and the world.

In order to become accredited in in good standing with NLSA, a school must comply with 30 required indicators of success. An NLSA team will validate compliance of these indicators in a two-day visit to the school where they examine evidence, interview school stakeholders, visit classrooms, and observe overall school practices.

National Lutheran School Accreditation encourages, assists, and recognizes schools that provide quality Christian Education and engage in continuous school improvement. The Evidence Based Accreditation process allows for the fulfillment of this mission effectively thereby providing a valuable service to lutheran schools.

[www.luthed.org](http://www.luthed.org)

# STEPS Learning Goals



## SPIRITUAL

learning about the love God has shown us by sending His Son, our Savior Jesus.  
We have bible time and chapel.

## INTELLECTUAL

developing mathematical and scientific curiosity in an environment that encourages exploration and appreciation of the world God created.

## EXPRESSIVE

developing language, literacy, and creative representation skills through various multi-sensory experience

## PHYSICAL

engaging in various activities that develop large and small muscle control and coordination

## SOCIAL-EMOTIONAL/SENSORY

developing an understanding for personal rights and the rights of others as well as having a positive self-image and enjoying being a child of God.

Everything we do at FCP is organized around our STEPS Learning Goals. This framework creates an easy to follow understanding and appreciation for the development of the whole child. All STEPS Learning Goals are aligned with the Wisconsin Model Early Learning Standards.

## Portfolio Assessment: Document Learning

Documentation is the heart of the portfolio process. This involves collecting and showcasing evidence of your child's progress, milestones, and achievements. All learning experiences align with the Wisconsin Model ELS (Early Learning Standards) and are categorized in accordance with FCP's STEPS Learning Goals.



Photographs



Work samples



Observations/Anecdotal Notes



# FCP Communication

faithpreschoolgb@gmail.com

(920)965-0795 ext. 216



**FACE TO FACE TIME**  
(Daily at drop off and pickup)



**PARENT BOARD**  
(At classroom entrance)



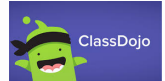
**WEEKLY RECAP**  
(Printed & Emailed)



**MONTHLY NEWSLETTER**  
(Printed & Emailed)



**CLASS DOJO**



(See signup instructions in back of handbook)



**SOCIAL MEDIA**



@FAITH\_PRECHOOL\_GB



**PORTFOLIOS**



**CONFERENCES**



## Arrival & Dismissal



Upon arrival, bring your child to the coat area just outside of the classroom. They may hang up their coats and backpacks on their designated hooks.



After hanging up their items, please take your child to the restroom, even if they went at home. Please wash hands with soap and water before entering the classroom.



Head over to the Parent Info Board together and talk through the daily schedule.



The classroom door will open promptly at 8:30 am to begin the day's activities. Keep your goodbye routine simple, clear, and consistent. (i.e.: give hug, send child into room, immediately walk away) drawn out goodbyes and lingering often produces anxiety and uncertainty in children.



At the end of the day, the classroom door will open promptly at 11:30 am. Parents must wait in the hallway outside of the classroom. If anyone other than those listed on the authorized pickup form is picking up your child, PLEASE NOTIFY THE SCHOOL IN ADVANCE (in person, via email, or phone call). Children are only released to those listed on authorized pickup forms.

### Combined Class Sessions

Tues. & Thursdays.  
8:30 am – 11:30 am

4K Enrichment Day  
Wednesdays  
8:30 am – 11:30 am



# Day to Day

## SNACK

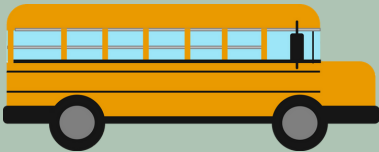
- As we are a faith-based program, all snack times begin with prayer.
- Students will enjoy snack everyday @ 10am. While snack is provided, we will have opportunities for families to help contribute to snack time. Items will be placed on the "Apple Tree" for families to pick and bring back said snack item.
- If your child(ren) have a food allergy, please provide information on enrolment forms prior to the first day of school.
- We are a nut-free classroom.

## CLOTHING

- Dress your child in practical, comfortable clothes - we WILL get messy!
- Athletic-soled/close-toe shoes are recommended for daily wear.
- If snow-boots are worn in the winter, be sure to have your child change into shoes upon arrival.
- Please label all of your child's personal clothing items.
- Please keep an extra change of clothes in your child's backpack in the provided plastic bag in case of an accident or major spill. Be sure to switch out attire as seasonally needed.

## BACKPACK

- Your child will need a backpack to bring to and from school each day that will fit the size of a standard folder.
- The folder you receive at orientation will be their take home folder throughout the year. This will be to transport papers/communications/etc. to and from school in their backpack.
- Your child will enter the classroom with their folder on the first class of the week and place it in their mailbox. Folders will go home on the last class day of the week.



# Special Events

## FIELD TRIPS

Field Trips are taken periodically throughout the schoolyear. Permission slips will be sent home for each individual trip. These must be filled out and returned to school BEFORE the day of the trip in order for your child to accompany the class.

\*If your child is sick the day of a field trip, please notify FCP right away.

Busses are contracted for field trips and all students fees for bussing and admission are covered through tuition.

\*Chaperones may be required to pay the field trip fees if applicable.

## FUNDRAISING

FCP participates in fundraising efforts throughout the schoolyear to continue to improve our program and offset tuition rates. While the events vary, they are integral to our success. We ask that you prayerfully consider your role in these events and thank you in advanced.

### FUNDRAISING OPPORTUNITIES:

- NEWLSA Walk-a-thon
- Annual Rummage Sale
- Trinity Auction
- Coffee Fundraiser
- Community Dine Out Events

We may also be collecting donations for various charities (i.e. Operation Christmas Child). More information will be sent home as that gets closer.

## SCHOOL EVENTS

FCP may hold event/programs outside of class hours. While these are not mandatory, we highly encourage participation as it is a great time to have fellowship with other families.

Events will be communicated ahead of time and may include:

- singing during a church service at Faith Lutheran Church
- Fall Fest
- Christmas program
- End of year celebration

Students also have the opportunity to partner with the Green Bay Trinity Middle School students during special class days. These are fun and exciting days to play, worship, and serve together.

# Registration, Fees, & Withdrawal

- A child must be 3 years of age by September 1 and toilet trained to enroll in the 3K program, and 4 years of age by September 1 to enroll in the 4K program.
- A registration form and non-refundable deposit are required to secure a place in our program. (Registration fees are NA for returning 4K students)
- Tuition may be paid in full, by semester, or monthly. You can set up your payment plan in the FACTS Family Portal (see instruction outline in back of handbook.)
- A penalty fee of \$15.00 may be assessed for accounts delinquent over seven days.

A prorated tuition refund will be given in the following instances:

- if a family moves out of town and gives the preschool a two-week notice
- if the child has a serious or extended illness
- if the withdrawal is mutual

If the preschool initiates the dismissal for reasons stated in the policy manual, no refund will be given and is up to the discretion of the NEWLSA Administration.



## Early Dismissal, Severe Weather, & Safety

### WEATHER DISMISSAL

- FCP follows severe weather closing schedule of Green Bay Trinity Lutheran School.
- Closures are communicated via email, and will be posted on our Facebook page.
- If a two-hour delay is issued, there will be NO PRESCHOOL that morning.

\*Please note: we will NOT make up inclement weather days.

\*\*In the event of an early dismissal, we will contact the child's parent/guardian and release the student according to the information listed on your Early Dismissal Form. Children will never be released to unauthorized persons.

### SAFETY DRILLS

- Please note, these are practiced in an age-appropriate manner.
- In accordance with the state of WI, FCP participates in safety drills. Fire drills are performed monthly & tornado drills are practiced April-Oct.
- An "active threat drill" will be practiced one time per year and will be in conjunction with our fire drill.

### INJURIES/EMERGENCIES

- Minor wounds will be cleaned with soap & water, & bandages applied as needed. Parents will be notified of injuries at pickup and are required to sign an incident form.
- If requiring more medical attention, the parent/emergency contact will be notified immediately to determine treatment. If a 911 call is needed, the parent will be immediately contacted. A staff member will accompany the child in the ambulance.



email [faithpreschoolgb@gmail.com](mailto:faithpreschoolgb@gmail.com)  
or call (920)965-0795 ext. 216  
if your child will be absent from  
school for an illness.

# Illness Policy



To Keep illness to a minimum, there are specific situations when children should be kept home. Children should not come to school if they have ANY of the following:

- has had diarrhea, vomited, or other flu-like symptoms in the past 24 hours
- has developed a new rash
- has had a fever of 100.4 or greater within the last 24 hours
- has eye redness with drainage
- has a deep or persistent cough
- has head lice or nits
- has skin or mouth lesions



**IN ORDER FOR YOUR CHILD TO RETURN TO SCHOOL, THEY MUST BE FEVER-FREE FOR 24 HOURS WITHOUT THE USE OF FEVER REDUCING MEDICATION.** All other symptoms must be improving too. We ask that you exercise caution when deciding attendance for the day. The most effective way to control the spread of any illness within the classroom is to stay home when sick.



If your child falls ill at school, parents/emergency contacts will be notified for immediate pickup.

## Preschool Helpful Hints

Explain to your child that there will always be someone to pick them up. Review who that will be each school day. If there is a change, let your child know that morning so they know who to expect.



Understand that your child will not always be willing or able to report about all the “happenings” at school. Ask specific questions such as “What was your favorite gym activity today? What Bible story did you read? Did you create any artwork today?”



Always talk pleasantly and positively about school and explain to your child why they are going to school. Use the daily schedule pieces to help your child understand their school routine.



Allow your child to express their feelings. Reassure them if they are frightened or hesitant to come to school. Open communication with teachers will also help alleviate any “school jitters” that may be present.



Emphasize the specific positive aspects about your child’s creations. Ask them to explain their work (“tell me about this area”). This helps reinforce the importance of process over product. We seek to encourage creative expression in our classroom, and we value all forms of their work!

# Code of Conduct

Social-emotional development is a key component of Faith Christian Preschool. Learning important social - emotional skills occurs within the context of a loving relationship. FCP teachers strive to develop a positive, loving relationship with each student. Teachers use consistent routines, clear expectations, positive reinforcement, positive language, and redirection in the classroom to support students as they learn these skills. We commit ourselves to a cooperative effort with parents to provide an atmosphere conducive to producing the following:

- Students who demonstrate their faith in Christ through words and actions.
- Students who exhibit pride in their school, in their learning and their accomplishments and the accomplishments of other students and staff.
- Students who develop a strong foundation of emotional intelligence and social skills.
- Students who know and obey rules and decisions of those in authority.
- Students who are accountable for their own actions. We understand that within the learning process, children will make wrong choices.

We believe wrong choices are valuable opportunities to help children learn conflict resolution skills, emotional regulation, empathy, and experience the love and forgiveness of Jesus Christ. (1 John 1:9) Individual situations are handled as needed with the purpose of enabling the child to grow and learn from his or her actions.

Our responses to a wrong choice are as follows:

- When a problem situation arises, teachers respond without anger and will speak in a pleasant respectful tone. Teachers speak to the child at their eye level and we do not talk down to them. Teachers will proceed by offering 2 safe choices. If a child cannot pick a safe choice, we will pick an activity for them and sit with them to complete it remembering to keep with the best interest of the child and the other children in the classroom.
- When used, consequences are provided not to punish, humiliate, or demean a child, but to allow the child to experience the results of a poor choice. This will enable him or her to make better choices in the future. Logical consequences will be designed to fit the needs of individual students and situations Ex. safe space.
- Confession, forgiveness, and restoration are an integral part of children (and adults) learning from wrong choices. This process reflects that of what is shown to us from our Savior, Jesus Christ. (1 John 1:9) Children will confess the wrong doing, forgiveness will be given, and the child will be restored to be an important part of our classroom community. "If we confess our sins, he is faithful and just to forgive us our sins and to cleanse us from all unrighteousness." 1 John 1:9 At times, further intervention is required to support children as they exhibit repeated behaviors.

Teachers will maintain communication with parents and will share documentation as needed. Severe or chronic misbehavior may result in parent notification to pick up the child from school.

- For children displaying negative or disruptive behaviors or those demonstrating developmental challenges, a conference may be scheduled with teachers, parents, and the Director. Depending on the child's unique situation, we may recommend additional assessments, outside services, modification of services, or direct families to the appropriate resources/programs.

FCP reserves the right to deny acceptance or withdraw a child from its program if a child's behavioral or developmental needs cannot be met, a child's behavior continues to significantly disrupt the educational environment, the safety of staff/children cannot be ensured, or the family has not followed through on Faith Christian Preschool's recommendations or procured the necessary services required to provide the child enough support to be successful in our classroom environment. In extreme circumstances, when a child presents a safety or health hazard, it may be necessary for FCP administration to determine what is best for the overall safety of that child and the rest of its students without resorting to the progressive steps listed above. We specifically reserve the right to refuse admission, terminate enrollment, or limit a child's participation in the FCP program.

**We are here for the CHILDREN! It is our job to keep them safe and help them learn and grow through Jesus.**





# Jesus Time, Chapel, & Worship

At FCP, we have daily Jesus Time in the classroom and one weekly Chapel gathering led by the staff at Faith Lutheran Church. Each week you will receive a Family Letter with the featured Bible Story of the week. We encourage you to read through this with your child and take part in ideas/prayers/Bible verse readings as listed.

Christian principles are the cornerstone of our learning experiences and environments at FCP. We view it as important for these Christian principles to be reinforced in your home also. We encourage all families to attend worship regularly, have family devotions, and pray with your child. Home devotions after meals or at bedtime is a great time to review the Bible Story that your child learned in the classroom and shows the importance of having a relationship with God.

FCP is blessed to have the support of the Lutheran Church Missouri Synod (LCMS) churches in the Green Bay area, particularly Faith Lutheran Church.



Faith Lutheran Church's service times are Sundays at 8 am & 10:30 am with Christian Growth Hour (Sunday School) at 9:15 am; and on Mondays at 6:30 pm.

## Birthdays

We LOVE celebrating birthdays (and 1/2 birthdays for our summer birthday friends) in the classroom!

On your child's celebration day, we invite them to bring a Show & Share item from home. This could be a toy, stuffed animal, picture, etc. This item is kept in your child's backpack until it is time to take it out for Share Time.

We will send a reminder sheet home in your child's folder when their birthday celebration day is approaching.

PLEASE NOTE: If your child wishes to bring in a birthday "treat" to pass out to the class, we welcome non-edible items only such as stickers, pencils, erasers, wristbands, etc.

## Student of the week

To tie in our School year theme of  
"Shine"

*Matthew 5:16*

*In the same way, let your light shine before others, so that they may see your good works, & give glory to your father who is in heaven.*

Throughout the year, we will be featuring our 3K or 4K students as they shine God's love



**We will send a reminder sheet home when their "Shine" week is approaching.**



# Quick links

## WEBSITE

we have a newly designed website! This helps show what we do and why we do things in the classroom. This also has a link to FACTS.



[faithpreschoolgb.com](http://faithpreschoolgb.com)

## SCHOOL CALENDAR

visit this link to view the 2025-2026 Schedule of events. (i.e. no school days, field trips, etc.)



## FACEBOOK

visit this link to see classroom happenings as well as program insights & information



# Apple Tree

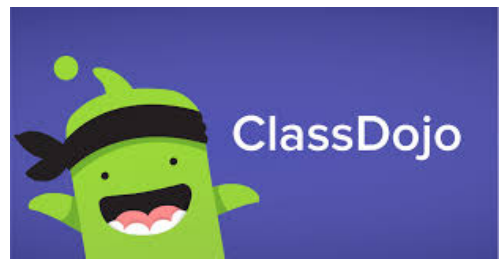


# ClassDojo App

We invite you to pick an apple from the tree with the donation that you would like to contribute to the preschool. Physical items can go in the basket near the tree.

If monetary, please place the donation in the lockbox by the preschool door.\*

\*Checks should be made to "Green Bay Trinity Lutheran School" with "FCP Donation" in the memo line



## SCAN TO JOIN

Mrs. Petrie's **3K**  
class 25'-26'



Mrs. Petrie's **4K**  
class 25'-26'



# FACTS



Elevating the Education Experience



## Go to the FACTS Family Portal

On our website ([fatihpreschoolgb.com](http://fatihpreschoolgb.com)) head to the “Registration & Tuition” tab and click on “FACTS Family Portal.” Or scan the QR code



## Enter the District Code: GBLS-WI



## Enter Username and Password

Your username is your email address that you gave to us and you will need to create a password.



## Set up payment plan

Go to the finance tab and click to set up a payment plan (ect. by yearly, semester or monthly.)

## N.E.W. LUTHERAN SCHOOL ASSOCIATION

2025  2026



# SHINE

Matthew 5:16

In the same way, let your light shine  
before others, so that they may see  
your good works and give glory to  
your Father who is in heaven.



**Faith**

CHRISTIAN PRESCHOOL

2335 S. WEBSTER AVE.  
GREEN BAY, WI 54301

(920) 965-0795 ext 216  
faithpreschoolgb@gmail.com

Director/Teacher: Mrs. Ellen Petrie  
Teacher Assistant: Miss Krissy Barthel  
Classroom Aide: Mrs. Angela Stiles

## N.E.W. Lutheran Association Schools:



**Green Bay Trinity**  
LUTHERAN SCHOOL

Green Bay Trinity Lutheran  
120 S. Henry St.  
Green Bay, WI 54302  
(920) 655-4673  
greenbaytrinity.org

Principal: Mr. Kerrick Sawyer



**N.E.W. Lutheran**  
HIGH SCHOOL

NEW Lutheran High School  
1311 S. Robinson Ave.  
Green Bay, WI 54311  
(920) 469-6810  
newlhs.com

Principal: Mr. Jim McClellan