



FAITH LUTHERAN
P R E S C H O O L

4010 Williams Drive
Georgetown, TX 78628
512-863-2634

2017 - 2018
PARENT HANDBOOK

director@flcms.org

www.flpreschool.com

Dear Parents,

Welcome!

Faith Lutheran Preschool, also known as "FLP", is a ministry of Faith Lutheran Church. Our staff strives to work closely with you by providing a safe, nurturing and stimulating learning environment that extends and enriches your child's early education experiences. God's love for His little children is shared through planned activities and opportunities for creative play. Through these developmentally appropriate activities the children learn about their best friend Jesus and the world around them.

Your ideas and input are welcome in helping us maintain a high quality program for your child and encourage your active participation.

This Parent Handbook has been developed to answer questions you may have regarding our program and inform you of our center's policies and procedures. Please keep it in a convenient place for easy reference.

If you have a question regarding any of the following information, please do not hesitate to ask for clarification.

"Train a child in the way he should go and when he is old he will not turn from it."
Proverbs 22:6

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Georgetown, TX 78628
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Faith Lutheran Preschool at its option, may change, delete, suspend or discontinue parts or the handbook in its entirety, at any time without prior notice. In the event of a handbook change, families and employees will be notified. Any such action shall apply to existing as well as to future publications.

MISSION AND PURPOSE

Faith Lutheran Preschool is an educational ministry of service, fellowship, and evangelism shared through Christian nurturing of young children and their families in the church and community.

The emphasis is distinctly Christian while promoting developmental skills through each child's involvement in age-appropriate activities. Children will have opportunities for learning and interaction in both group and individualized settings. The value of early education is now recognized as one of the most important parts of a child's educational life. It is in the child's early years that good attitudes are formed, basic skills developed, concepts built to all fields of knowledge and a love for learning instilled. Good early childhood experiences will help children now and will develop strength and stability for the future.

At Faith Lutheran Preschool, children, teachers and staff learn to live in a Christ-like way within an atmosphere of love, care, and trust. The child learns that they are "a child of God".

As members of the family of God, we share faith and joy in Christ by nurturing the spiritual, physical, emotional, and social needs of each unique child in a safe, healthy, and loving environment.

LICENSING AND REGULATIONS

FLP is a State of Texas licensed Child-Care Center that is required to meet or exceed state rules and regulations. Should there be a need to contact the Texas Department of Family and Protective Services (DFPS) they may be reached at;

Texas Department of Family and Protective Services
14000 Summit Drive, Austin, TX 78728
Office: 512-834-3377
Fax: 512-339-5911
PRS Child Abuse Hotline: 1-800-252-5400
PRS Website: www.dfps.state.tx.us

A current copy of the State's Minimum Standard Rules can be reviewed in the FLP office. The preschool center operates under Chapter 746, Minimum Standards for Child-Care Centers. A parent may request to review this publication along with the most recent licensing report. All postings required by the state are in the main hallway of the Activity Center.

FLP is responsible for following all other laws and rules regarding fire, health, and safety regarding childcare as mandated by the City of Georgetown, Williamson County, and the State of Texas.

NON-DISCRIMINATORY POLICY

Faith Lutheran Preschool does not discriminate on the basis of race, color, national, or ethnic origin in admission of students. Faith Lutheran Preschool extends to all its students the rights, privileges, programs, and activities, generally accorded or made available to students at the school or in administration of its educational policies, admission policies, and local programs.

OPEN DOOR POLICY

Parents are invited to come to the facility to view the daily activities at any time during the facilities operational hours. Prearranging a visit would prevent interruption of a child's class schedule. For safety and security reasons visitors are required to come to the FLP office.

In some cases, children will "act out" when a parent is present for activities at the facility. If disruptive behavior is observed, the child's family visitor will be encouraged to leave the facility to keep an even balance for everyone involved.

REGISTRATION AND ENROLLMENT

Registration for the fall school sessions begin by March of each year. Pre-registration forms and fee schedules will be sent out at this time.

ADMISSION

All children attending the program must be properly registered with all necessary forms on file with the Director before the child attends class. Children are placed in classes according to their birth date, aptitude, development, and/or maturity. The GISD ruling is consulted with regard to the age of the child on September 1st. The Director will determine into which class a child may be registered.

The following is the minimum amount of information required to be on file for each student enrolled in FLP: (The Center may request additional information to enable better communication among staff, parents, and students enrolled.)

- A completed Admission Form (see below) containing all required information.
- Evidence of child having received all required immunizations or official exemption from the State Standards.
- Evidence of child having received required hearing and vision screening, (four year old's).
- Medical Form indicating child's general health and listing any required medications and/or known allergies; with an approved Allergy Emergency Plan.
- Signed Parent Handbook Acknowledgment Form.

The completed Admission Form must contain the following information:

- Child's name, address, phone number, date of birth,

- parent's names, daytime phone numbers,
- Names, addresses, and phone numbers of local individual's other than the parents that will take responsibility for the child in the event of an emergency or the parents cannot be contacted,
- Acknowledgement of transportation, field trips, & water activities,
- Name, address, and phone number of child's physician and/or emergency facility,
- Authorization to obtain medical care and transport the child in the event of an emergency,
- Statement of child's special needs (if any); i.e. allergies, existing & previous illness and/or injury, prescribed medications, etc.,
- Information regarding school-age siblings.

WITHDRAWING EARLY / LEAVING FLP

FLP hopes to have students for the duration of the scheduled school year. However, in instances of withdrawal, a two-week written notice must be given to the Director. Failure to provide the two-week notice could result in a tuition charge for the following month. All fees paid to FLP are non-refundable, no exceptions. Each enrolled child has a "position" in the program. Therefore, if a child leaves another child will be able to fill the vacant position.

HOURS OF OPERATION

FLP program hours are 8:30 am – 5:30 pm; with an optional 7:30 am drop off. Employees are required to start their day earlier to prepare for the school day and parents are asked to honor this time by not bringing children into the building before 8:30 am.

Faith Lutheran Church office hours are from 8:00 am – 5:00 pm, Monday through Friday. The FLP Office phone number is 512-863-2634; in the event of an emergency, call to the Church office at 512-863-7332. The church's office is not located in the main learning center building; please make the church office staff aware of any urgency when calling with an emergency situation.

SCHOOL CALENDAR

FLP adopts a calendar annually to include holidays and days off. Parents will be given a copy of the calendar at the beginning of the school year.

BAD WEATHER DAYS

Faith Lutheran Preschool will follow GISD with regard to delays and closures due to weather. Parents should monitor TV and/or radio announcements from GISD.

When GISD indicates, they will be closed due to inclement weather the preschool will be closed as well. If there is a delayed start, FLP will delay in the same manner, therefore, early morning drop off will not be provided.

If severe weather arrives while children are at preschool, all necessary precautions will be taken and parents may be called to pick up their children.

Two bad weather make-up days have been reserved.

FEES AND TUITION

Each month families will receive an invoice indicating tuition and any outstanding fees that are due. Families should pay the amount indicated on the statement. Tuition is payable prior to attendance each month. Tuition and fees may be dropped off in the box hung on the wall next to the FLP office door. Teachers will not be responsible for receiving payments. If a receipt and/or year-end report is needed, please contact the office ahead of time so arrangements for these can be made.

Faith Lutheran Preschool operates as a nonprofit ministry with a breakeven budget. Unpaid tuition fees make it difficult or impossible for us to meet this goal. Therefore, monthly tuition paid promptly is required.

Each child's account must remain in a positive status. Unpaid tuition that has accrued over a period of time without any contact with the office will be given 20 days to be resolved. After this time, the Director may deny further participation in the program until arrangements have been made to bring the account up to date. Failure to make tuition payments, or accounts that have a history of non-payment, jeopardize the child's current participation and future enrollment in the program.

For the program to operate more effectively and efficiently, these policies and goals are set by the FLP Director and Faith Lutheran Church's Preschool Board.

REGISTRATION FEE

At the time of registration each enrollee is required to pay the annual registration fee in order to hold the child's position in the program. These fees are nonrefundable.

MONTHLY TUITION

Regular monthly tuition payments begin the first day of school in September. Annual tuition is divided into nine monthly payments. No tuition credits are given for any of the holidays the school is closed or for any other absence during a child's enrollment.

All payments must be made out to: "Faith Lutheran Preschool" or "FLP".

Note: Tuition is due the first day of each month. Tuition not paid by the 5th day of the month will result in a \$35 late fee.

SCHOOL SUPPLIES/BUY-OUT

Parents pay an annual fee to cover school supplies expenses need for their children. The preschool orders supplies in bulk at a reasonable cost.

Annual tuition paid prior to the first day of school will receive a discount.

PREPAYMENT OF MAY TUITION

Tuition for the last month of school, May, is required to be prepaid in May of the current school year. Tuition that is not paid by May 5th of the current school year will result in a \$35 late fee. Late fees will continue to accrue until tuition is paid. If tuition for May is not paid by June 30th the child's name will be removed from the roster and the position will become available. No refunds will not be refunded.

LATE ENROLLMENT

Any child enrolling in the program after the first day of school will be required to pay the registration fee, the current month's tuition, and May's tuition at the time of registration.

DROP-INS

Drop-ins will be accepted only if they are properly registered and an opening is available in the appropriate class. The fee for 'drop-ins' is \$35 per day during the hours of 8:30 to 2:30, regardless of the number of hours the child stays. If a child will be a drop-in for 3 or more consecutive days the child will not be considered as a drop-in and must be enrolled into the class, with all registration and tuition fees paid, (i.e. Monday, Tuesday, Wednesday or Thursday for 3 weeks).

RETURNED CHECKS/NSFs

All bank charges and a \$35 fee will be assessed for all returned payments. Any person that writes a second check that results in NSF will be required to pay by cash throughout the remainder of the school year; there are no exceptions. Registration and tuition fees that result in NSFs will not be held after 10 days from the date the check has been returned; there are no exceptions to this rule.

TUITION ASSISTANCE

If tuition assistance is needed, please contact the Director.

HEALTH AND WELLNESS

IMMUNIZATION REQUIREMENTS

Each child enrolled or admitted must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements and the Williamson County Health Department. In the event a child does not have the proper immunizations on file within 7 days of attendance, the child will not be admitted to the center. Please see the Director for information regarding immunization exemptions as stated in the State's Minimum Standards.

Employees of FLP are encouraged to keep their personal immunizations up to date. Employees are not currently required to obtain the tuberculosis skin test.

HEARING AND VISION SCREENING

The Special Senses and Communication Disorders Act, and the Texas Health and Safety Code, require a screening or a professional examination for possible vision and hearing problems for children of certain ages and grades. Children enrolled must have the following:

Newly enrolled children who are four years of age or older and all children enrolled in the program who are four years of age by September 1st of each year must be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 days of enrollment/admission, whichever is longest or present evidence of screening conducted one year prior to enrollment; and

A licensed or certified screener or a healthcare professional must conduct the screening; and

The results must be kept at the facility (records are stored in each child's file).

The Director, when deemed necessary, may deny further attendance and enrollment in the program if the child's hearing and vision screenings are delinquent.

ALLERGIES

If a child has allergies, other than seasonal allergies, parents must notify the Director when the child is enrolled in the program. A doctor's notice is required to be in the child's file. Only emergency allergy medications will be kept at the facility. All unused medications will be returned at the end of the school year. (See also "MEDICATION" below.) Note: For information regarding food allergies, please see the "FOOD ALLERGY PRECAUTIONS" section.

ILLNESS

If a child shows signs of a fever, cold, sore throat, skin disorder, and/or discharge from eyes/ears, they will be checked by the FLP staff. Children showing signs of illness are separated from other children and kept in the office until they can be picked up by an authorized person. If a child appears to have fever (see below) during the day, FLP will use an ear thermometer. When a child has a fever, parents will be contacted to come pick-up the child as soon as possible. If contact is not made, and a second attempt to reach parents is unsuccessful, the local emergency contacts provided on the students' admission form will be contacted. If the child is not picked up within 45 minutes of communication with a parent or authorized contact, a charge of \$5 per minute will be charged. Fees must be paid within 30 days. Parents, or a local emergency contact, must be available via telephone anytime children are in the care of FLP.

FLP does not provide "sick or get-well care" for its enrollees. Illnesses that prevent a child from participating in activities, including outdoor play, should not be brought to the center. Some conditions that would prevent a child from attending school are:

Lethargy, abnormal breathing which includes a cough that causes vomiting, diarrhea, or vomiting episodes within 24 hours, rash with fever, mouth sores with drooling, behavior changes, or fever (oral temperature of above 101 degrees; rectal temperature of above 102 degrees, armpit temperature of above 100 degrees, or ear temperature of 100.4 degrees or above), or other signs that the child may be ill.

This is a sample of the list of symptoms regarding health issues, and is not all inclusive.

Children should not be brought to the center in the event a health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

The law requires the program to report certain communicable diseases to the Texas Department of Health. After becoming aware that a child or an employee

has contracted such a disease, all parents with children in the preschool will be notified in writing within 48 hours by the Director or Assistant Director. Discretion will be optimized to each situation; however, there are instances where families of classmates must be notified.

HEALTH CHECKS

A visual or physical assessment of a child will be made by the preschool staff. The assessment is meant to identify potential concerns about a child's health, including signs or symptoms of illness and injury, and/ or in response to changes in the child's behavior since the last date of attendance.

MEDICATION

FLP will not administer any medication to children other than those required in a life-threatening event or emergency (i.e. Seizers, Epi Pens, etc.). If medications are administered to a child, a call to emergency personnel will be made immediately. Parents may come to the facility to administer medication to children that require medication on a temporary basis. If a child regularly needs medication during the day, parents are encouraged to keep the child in their own care. FLP will not be held responsible and/or liable for medication requirements.

LICE AND NITS

Children that have lice will not be permitted to attend class. All forms of lice including nits will exclude children from attending the program. FLP is both a no lice/no nit facility.

INJURY EMERGENCIES

A parent will be notified immediately by phone if a child:

- Is injured and the injury requires medical attention by a health care professional;
- Has a sign or symptom of illness/injury requiring exclusion from the center;
- Has been involved in any situation that placed the child at risk;
- Has been involved in any situation that renders the childcare center unsafe, such as fire, flood, or damage to the center as a result of severe weather.

FLP staff will notify parents of minor injuries or accidents when the parent picks the child up from the center. Less serious injuries that may or may not require first aid include (but are not limited to), splinters, minor cuts, scratches, and/or bites from other children.

Again, if a child becomes ill or is injured while at the preschool, the child will be cared for apart from other children, until they are picked up. Our trained & certified staff reserves the right to administer first aid and/or CPR in the event the need arises. In the event a serious illness develops, or an emergency occurs

where professional attention/treatment is necessary, a 911 call will be made and parents will be notified immediately.

EMPLOYEE IMMUNIZATIONS

Employees are not required to receive immunizations to be employed with FLP. Employees should consult with their physician about common illnesses they will come into contact with, while working in a childcare setting.

CLOTHING

Please send the child in weather/activity appropriate clothes. One of FLP's goals is to help children feel responsible, so please ensure children can operate clothing with responsibility (i.e. snaps, zippers, etc.). Accidents do happen; therefore, parents must provide their child with a complete change of clothing, including underwear and socks, in a labeled zip top bag to be kept in a child's basket/cubby. Soiled clothes will be sent home in a zip top bag.

Clothing should be:

- loose enough to provide comfort and freedom of movement,
- large enough to pull on easily
- suitable to weather for outdoor play; (weather permitting, the children will go outside as much as possible), and
- washable; (the children often get messy)
- girls should wear bloomers or shorts under dresses at all times.

Note: Pajamas are only allowed on specified PJ days.

Parents must understand that they are taking a risk in sending children in clothes that are not considered play clothes. FLP will not be responsible for soiled/stained clothes.

SHOES

Children should not be sent to school without wearing shoes. Thongs or flip flops are discouraged. Cowboy boots should not be worn to school. Many of the activities involve playing on the floor and leave a lot of little fingers vulnerable. Shoes must be worn at all times; this includes nap time due to fire and safety laws.

WELLNESS AND SAFETY

GANG-FREE ZONE

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session; Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009, requires childcare centers to provide information regarding Gang Free Zones. Requirements regarding Gang-Free Zones may be

reviewed in the Preschool Office and on the bulletin board in the main hallway of the Activity Center.

EMERGENCY, FIRE, BAD WEATHER, AND LOCK DOWN DRILL PREPAREDNESS

Drills are scheduled regularly so that the children will be prepared and not be frightened if an emergency arises. Severe weather drills are conducted at least twice a year, and more often as deemed necessary.

In the event of a gas leak, chemical spill, or other emergency that deems the campus unsafe, children will be evacuated.

Children will be lined up according to classes, with at least one staff member with the class at all times

The children in each class will be counted by the lead teacher to ensure that no one is left behind

Each staff member will collect their personal car keys before leaving the building

The class and teachers will make their way to the parking lot where personal vehicles are parked

Children will be placed in private/staff owned automobiles by staff and/or other church employees and driven to the evacuation site.

The evacuation location is:

Estrella Oaks Rehab & Care Center
Located directly across from the church on Williams Drive
4011 Williams Drive, Georgetown, Texas 78628
Phone: (512) 868-2999

The director or her designee will be responsible for ensuring student's emergency contact records travel to the evacuation site.

In the event the Estrella Oaks Rehab & Care Center is not a suitable relocation position, the children will be evacuated and relocated to a designed area determined by Emergency Services Personnel.

The Director will notify the emergency authorities.

Parents shall be notified by telephone to pick up their children immediately from the relocation site.

The Director will notify The Texas Department of Family and Protective Services (DFPS), in the event of an emergency situation that would deem any part of the preschool facility to be unsafe or unsanitary.

ARRIVAL AND DEPARTURE PROCEDURES

ARRIVAL

Children must always be dropped off in the presence/care of an FLP staff member. Per Texas state laws, parents have a right to access their child at any time. However, parents are strongly encouraged to drop off their children by 8:30 am each day so that the child can take part in our full educational program. Parents need to personally escort their child(ren) inside the building to sign in and out when their children enter and leave the facility.

SEPARATION ANXIETY

FLP encourages family members to stay for chapel, but there are instances when a quick departure is best for the child. At times a prolonged goodbye only makes separation harder for the child. Most often the child settles down and becomes interested in an activity or play before parents are out of the parking lot. Please feel free to contact the FLP office to inquire about the child's adjustment to the separation.

Note: Please notify the child's teacher if a child has had any recent accidents or has any superficial medical issues prior to dropping children off.

LATE ARRIVALS

Children who arrive later in the day miss planned activities. However, if a child should arrive after 8:45 am, they must come to the office. They will then be taken to class at a time that would avoid interrupting the class. It is hard for the teacher and the students to stay on task when the focus becomes a late classmate.

If a child needs to be picked up before 2:30 pm, please let the office know and efforts will be made to bring the child to the office to be picked up there. Parents wishing to pick children up early should park in the parking lot and come to the FLP Office, **NOT** the child's classroom.

SIGNING IN AND SIGNING OUT

State licensing requires that each child be "signed in" and "signed out" each day of attendance. When children are brought in or picked up from the center, the parent or their designated person must initial and indicate the time signed in and out, on the form provided by FLP staff.

In the event a car drop-off and/or pick-up line is being conducted, staff members will be involved in the signing in and signing out of each child. Whether brought

in or dropped-off, please ensure the child has been delivered to an FLP staff member before leaving the premises.

Note: Parents must notify FLP if they will be arriving late or picking up their child early so arrangements may be made.

DEPARTURE

The teachers and staff cannot accept the responsibility of sending a child home with a stranger. FLP cannot, by law, release a child to anyone who is not listed on a Student Admission Form on file. Names must be provided in writing; a phone call to the center is NOT sufficient. Until an employee can identify by sight those listed on the release forms, proper ID will be requested. In the event an emergency arises; the program will work very hard to accommodate their needs as deemed possible by the State's Minimum Standards.

FLP reserves the right not to release a child to anyone who appears to be under the influence of drugs and/or alcohol. If this situation was to present itself, local law enforcement, and CPS representatives will be notified.

DAILY PICK UP

The program is open Monday through Friday from 8:30 am to 5:30 pm, with an optional 7:30 am early drop off and extended care until 5:30 pm. FLP is only licensed by the Texas Department of Family and Protective Services to care for children during these specified times.

Pickup begins at 2:15 pm for children not enrolled in the extended care program. Parents arriving after 2:30 pm must park in the parking lot and come into the FLP office to sign their child(ren) out. A late fee of \$5 plus \$1 per minute after 2:35 pm will be charged and due the following day.

Children enrolled in the extended care program must be picked up by 5:30 pm. A late fee of \$5 plus \$1 per minute after 5:35 pm will be charged and due the following day.

If a child's pickup ride will be late, the FLP office should be notified as soon as possible, so the child(ren) can be told their ride is late. Notifying FLP that a parent will be late does not eliminate late fee charges.

COURT ORDERED PARENTAL MATTERS

Faith Lutheran Preschool prefers NOT to get involved with custody disputes. FLP will follow a court order as written. If the family has a court order on file, please provide us with the most recent copy. *PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.* With this being said, it is imperative that all enrollment forms are completed with both parent's

information. A copy of a child's birth certificate may be requested at the Director's discretion. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, FLP has the right to terminate care.

ABSENCES

FLP requires notification in the event a child will not be in class. This will provide an accurate student count and will help teachers in preparing activities for the day. This also ensures staff is aware of any illnesses that could be passed to other children.

PROVISIONS FOR NURSING MOTHERS

The Family Room located in the Narthex family room (Church lobby) may be used at any time for nursing mothers. Mothers who would like to breastfeed their children are welcome anytime. Parents that may require breast milk for their children should do so by providing it in an insulated container. The container must be clearly marked with the child's name.

PARENT CODE OF CONDUCT

Young children are present on campus, and some adult language is not appropriate for young children. Visitors should refrain from cursing and profanity while on campus. Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. FLP has the right to terminate care in the event of disruptive behavior from a parent or guardian. All adults, including parents, must follow these rules while on campus.

CURRICULUM AND DEVELOPMENT

The curriculum is designed to nurture young children, expand language skills, stimulate their physical, cognitive, and creative development, as well as encourage positive self-esteem and social interaction. The curriculum is age-appropriate and designed to meet the individual needs and interests of each child. It also emphasizes the building of independence and problem solving abilities in the following areas: nurturing their relationship with God, music and movement, physical and natural science, language arts, gross and fine motor coordination, creative art and dramatic play.

FLP does not provide one on one care for children. If a child's level of development and/or their behavior becomes more than a teacher can accommodate in a classroom setting, the Director, at her discretion, reserves the right to dismiss a child from the program.

SKILLS ASSESSMENT

One of FLP's goals is to help children become academically ready for the next stage of their life. FLP strives to give each child the basics they need to be successful. Children may be asked to take an age-appropriate skill assessment during the beginning and ending months of school. This assessment will enable teachers and staff to work better on underdeveloped skills and to inform parents of their child's skill levels and abilities. In some situations children may be given additional one-on-one time to ensure this development is progressing.

EXTERNAL DEVELOPMENTAL SERVICES

If a child requires external resources such as speech, physical therapy, or other developmental services, proper background checks will be required for anyone visiting the campus. In the event a child is to be taken off campus and/or brought back on campus, it is the parents responsibility to coordinate transportation and must be agreed upon by the Director. FLP will not disrupt its normal routine to assist with external services. Arrangements for these resources should be scheduled after the child's lunch time.

YOUNG TWO'S (18+ months) AND TWO-YEAR-OLD CLASSES

Part of a child's early development includes toilet training. If a child is in diapers and not yet ready for toilet training, parents must provide enough disposable diapers for the entire day. FLP is here to support parents who are actively working with their child on toilet training skills. If a child is brought to school wearing underwear, parents must send enough clean underwear and clothes for the child should accidents occur during the course of the day. Parents must check their child's back-pack daily, as FLP is not responsible for cleaning soiled clothing.

THREES, FOURS, AND KINDERGARTEN PREPARATION CLASSES

Due to restroom locations in our facility, FLP requires all children attending the Three-Year-Old, Four-Year-Old, and Kindergarten Preparation classes be toilet trained, no exceptions. Accidents do happen, but if a pattern occurs (three or more accidents within a two-week time period), the parent will be notified and asked to remove the child from the program until the child is fully toilet trained. A meeting will be scheduled with the parent, teacher, and Director prior to a child rejoining the class. Please consult with the Director, or the child's teacher regarding any changes in a child's toilet training habits.

Soiled undergarments cannot be washed out at school; undergarments that are soiled may either be sent home in a zip lock bag or thrown in the garbage.

PRAYERS AND PLEDGES

FLP holds prayer time at various times throughout the day. Children recite the Pledge to the Christian flag, the Pledge of Allegiance to the American flag, and Pledge of Allegiance to the Texas flag.

NAP AND REST TIME

All children in the program observe a scheduled rest period in the afternoon. Parents are to provide a comfortable mat that is waterproof, washable, and labeled with the child's name - to be used during this time. Due to the limited storage space, a compact mat and sleep goods are requested. Please also check with the child's teacher about any other specific guidelines they may have for their class. All mats, blankets, pillows, etc. must be taken home at the end of each week to be cleaned and sanitized.

Children should get a good night's sleep every night. In the event a child falls asleep during the day, and cannot continue with the normal class schedule of activities, parents will be notified to come pick up their child. FLP can not offer one on one care for children.

DISCIPLINE AND GUIDANCE PRACTICES

Discipline must be consistent for each child; appropriate to the child's level of understanding and directed toward teaching the child acceptable behavior and self-control. Refer to 746.2801 in the State's Minimum Standards which addresses Discipline and Guidance.

BEHAVIOR IN CHILDREN

Children may sometimes act or behave in a way that appears to be aggressive. In order for staff to ensure the proper treatment and safety for all children, each situation will be dealt with on an as-needed basis. In the event a child shows signs of aggression, parents will be notified.

Biting is never an acceptable behavior. However, it sometimes does occur in preschool-age children. A child that bites another child, teacher, or staff member will be given a "three strike" rule. After three such incidents (whether it be in a single day, or spread out over a week or month), parents will be asked to pick-up their child and not return until their next scheduled day of attendance; at which time a meeting will take place with the parent, teacher, and Director prior to their child rejoining the class.

RESPONSE TO BEHAVIOR ISSUES

FLP staff members are trained to use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

Using praise and encouragement to reinforce good behavior instead of focusing only on unacceptable behavior;

Reminding a child of behavior expectations daily by using clear, positive statements;

Redirecting behavior using positive statements; and

Using brief supervised separation or time-out from the group (when appropriate for the child's age and development), which is limited to no more than one minute per year of the child's age.

The staff at FLP knows, understands, and adheres to the fact that there will be no harsh, cruel, or unusual treatment of any child by any staff member. The following types of discipline and guidance are prohibited:

- Corporal punishment (spanking) or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or implement;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time.

FLP's role in a child's life regarding discipline and guidance, involves a proactive, positive approach that is intended to be timely, fair, firm and appropriate for each child's age as well as the situation. A priority of the staff at FLP is showing love and concern for and attention to each child in the program. Hugs and other forms of appropriate touch are given by the FLP staff as gestures to welcome (or say goodbye to), praise, and/or comfort children.

COMMUNICATION

It is very important for parents, teachers, and staff to become involved and communicate openly about the individual development and skills of the child in

the program. Every effort should be made to ensure children are developing at their age appropriate level. Parents are encouraged to take part in parent/teacher conferences as needed. FLP staff, at their discretion, may request a parent/teacher conference (formal or informal) during the school year.

Communication is vital if a parent feels their child has suffered abuse, undue hardships, inappropriate behavior, discipline or punishment, from any staff member or other children enrolled into the program. Communication with a child's teacher should be the first course of action. If an attempt has been made to work with a child's teacher, but a satisfactory resolution was not reached, parents should communicate their concerns to the Director of the program. In the event a resolution cannot be accomplished, the Director may consult with a third party, (i.e. a Director of Christian Education, Pastor, and/or the Board of Preschool).

PARENT NOTIFICATIONS

Communication with parents is vital to the well-being of the relationship between school and home. Parents are encouraged to communicate with teachers. A note will be sent home as often as needed to provide parents with information about their child's day. We understand that relatives, friends, and/or Nannies are sometimes involved with children on a daily basis. It is the responsibility of parents/guardians to relay information to other people involved in pick-up or drop off of the child.

Program-related notifications of upcoming events and/or information will be sent home and/or via email.

SOCIAL MEDIA

FLP will not post photos of children on the Faith Lutheran Preschool Facebook page, unless parents' consent to their use on the Students Admission Form. Out of respect and privacy for all our families, parents and families are asked to avoid posting photos on social media of other children. Photos posted by anyone other than FLP are not the responsibility of FLP.

GRIEVANCES

It is always best to go to the source and discuss the issue with the person. If after that discussion, the issue is not resolved, the Director is the next source. The Board of Preschool will hear any grievances, if the situation cannot be resolved by working with the Director.

FOOD AND NUTRITION

BREAKFAST

Children should eat breakfast before arriving at FLP. Snack time should not replace a child's breakfast.

Parents are responsible for the complete daily nutritional needs of their children.

SNACKS

State licensing requires children be served healthy and nutritious snacks. During the morning time and extended care hours, snacks and water will be provided by the program. Employees must be made aware of any allergies that a child might have to prevent exposure. Snack provided to students will be listed adjacent to classrooms in the hallway. Families wishing to donate healthy snack food may do so by bringing them to the lunch area in the activity center.

LUNCHES

Lunches are to be provided by parents. Lunches must be well-balanced and prepared so that the child can handle it easily. Students are taught responsibility (age-appropriate) for their own lunch; therefore, FLP requests that apples, pears, be sliced and oranges should be peeled before they are sent in a child's lunch. Lunch items sent in containers must be labeled with the child's name and easily opened. Food items that are to be eaten cold or warm should be prepared in such a manner that they can be served that way. This is very helpful to staff due to storage and time constraints. Please be cautious of foods such as hot dogs, grapes, and popcorn that can be a dangerous choking hazard to a child. Juices containing 100% fruit juice are recommended. Please do not send candy; some of the pre-made lunches include candy and it must be removed prior to sending to school.

FOOD ALLERGY PROCEDURES AND PRECAUTIONS

It is the desire of the preschool to provide a safe environment for all students. FLP will provide foods that are nut free (i.e. snacks). Families may provide lunches of their choosing that may or may not include foods containing nuts. Providing whole nuts as part a child's lunch should be avoided due to choking hazards.

If a child is or becomes allergic to nuts, the staff will do their best to intervene and provide a "safe eating area" for that child. FLP cannot be held liable for children with allergies, therefore any foods to be consumed while at FLP must be provided by the child's family. Snacks must be kept on site everyday to ensure the child has the appropriate food requirements.

Note: Parents must notify the Director if their child develops any type of allergies to ensure proper paperwork and knowledge of the child's condition are understood.

If the child has a history of allergies or allergic reactions, parents are required to have a doctor complete the Allergy and Medication Procedure Form. The information on this form will be taken into consideration in determining health conditions and possible medical emergencies.

SPECIAL EVENTS AND CELEBRATIONS

PARENTS AND PRESCHOOL PARTNERING

Parents are encouraged to support the preschool by attending parties, fundraisers, and meetings. From time to time preschool children are invited to sing and worship with the church. While participation is voluntary, we love to show Faith's congregation how precious our students are during worship.

BIRTHDAYS AND HOLIDAYS

FLP does acknowledge and celebrate birthdays, events and holidays (including Christian holidays). Parents may bring cakes and/or treats to make birthdays and holidays special events for their child. Special days have been set aside for holiday celebrations and parents are encouraged to provide or attend special activities on these occasions.

Note: Parents must check the ingredients to ensure they are nut free products.

If parents wish to share a child's birthday with their class, they may do so by bringing a special treat for snack time or after lunch. Cookies are good and easy for children to handle and do not make such a mess in the area and on clothing. FLP does not recommend chocolate cake, chocolate cupcakes, or candy. In order that each child in the class receives a treat, let the teacher know so that arrangements may be made. Children with allergy conditions should be considered.

SCHOOL PICTURES AND PHOTOS

The staff enjoys taking children's pictures of activities and celebrations held throughout the school year. Children's pictures may be taken and shared on the premises, but will not be shared on any publications or websites unless first approved by a parent. Parents that do not want their child's photos and/or pictures to be displayed on campus for publications must indicate that on their child's admission form or provide in writing, their desire for the omission.

If a parent does not want their child's picture to be taken during an event or program, the parent may choose to withhold the child from taking part in the event. The preschool cannot regulate photographing and/or video graphing during open presentations.

The program offers professional portrait sessions early in the school year. Parents may purchase these portraits directly from the portrait company. Siblings of students may also be given the opportunity to participate in professional portraits.

“FUN” FUNDRAISERS

The goal for fundraising is to offer events and products that are non-threatening and profitable to the program. Parents will be asked to assist with fundraisers as they are presented. If parents have ideas for “fun” fundraisers please see the Director.

PRESENTATIONS AND PROGRAMS

FLP teachers, staff, and students will be involved throughout the year preparing for various events, worship services, holidays and special programs. FLP loves to have its families come to watch the children present some of the songs, verses, etc. they learn.

VOLUNTEERS

Children and staff love to see families involved in program events. A list of volunteer opportunities will be available at the beginning of the year. Volunteering may include providing resources, time, and talents.

Some volunteer opportunities require proper background checks.

PETS AND ANIMALS

Animals are not allowed at the center unless authorized by the Director. This includes any animals brought by students or staff members. All rules regarding animals in the State's Minimum Standards will be upheld. In the event animals come to the school (i.e. Farm Days), parents will receive notice in advance.

TRANSPORTATION

The preschool center does not provide transportation.

FIELD TRIPS

Parents will be given written notice and procedures if any field trips are available. The program does not offer offsite fieldtrips.

WATER ACTIVITIES

Parents will be given written notice prior to any type of water activities for their child's class.

ITEMS BROUGHT FROM HOME

Personal items from home should not be brought to school. An item may be brought only for a special purpose or occasion such as "Show and Tell". If a child brings a stuffed animal to class it should only be for the purpose of comfort during nap time. Teachers will collect nap items and place them in the child's basket/cubby until nap time or upon dismissal.

Items such as coins, play guns, knives, etc. are not allowed at school at any time. FLP will not be held responsible for items brought to school.

ADDITIONAL NOTICES

DIRECTORY

Each year FLP compiles a directory of staff, students, and professional contacts involved with the program. Parents will be contacted for information to be included in the directory. All information provided must be accompanied by a signed acknowledgement by the person providing the information. Participation in the directory is strictly voluntary. If parents do not receive a copy of the directory and would like one, please contact the office.

AFTER SCHOOL PARENTAL SUPERVISION

Many of our parents enjoy visiting after school in the courtyard and on the playground. While we encourage the fellowship among our parents we must ask that you closely supervise your children closely.

The extended care class will be on campus until 5:30 pm daily. Extended care staff is responsible for children enrolled in that program only.

Please familiarize yourself with the posted playground rules, as they do apply anytime children are on the playground. Do not allow children to climb in the trees or run through the church flower beds.

We would like to ask for your cooperation in keeping our school grounds clean and in good order.

Our parking lot is very busy both before and after school and small children can be difficult to see when driving. The adjacent neighborhood tends to bring additional traffic. Please park in spaces that do not require you to cross the driveway.

All exit doors are locked daily at 2:35 P.M. Children may not re-enter the building without a parent. FLP employees conduct staff meetings after school hours, and meetings should not be interrupted to attend to opening doors for after hour playground visitors.

OFFSITE CHILDCARE AND SERVICES

Faith Lutheran Preschool, Faith Lutheran Church, and its representatives cannot be held responsible or liable for services obtained from employees outside of program hours and/or functions. Childcare unrelated to FLP, as well as any other services in which an employee and/or preschool family or friends exchange personal transaction must be done offsite and during non-operational hours.

PARENT HANDBOOK ACKNOWLEDGMENT

Parents are required to read and follow this handbook. The Admission form must be initialed or a signed acknowledgment must be submitted to the FLP Office indicating that a parent has received and read this Parent Handbook. Revisions to this handbook will be provided to parents upon the board's approval.

Addendum A: Fees and Rates

Registration for Young two's, Two's & Three's (Nonrefundable) \$150									
Registration and Curriculum for Four's (Nonrefundable) \$160									
Registration and Curriculum for Kinder Preparation (Nonrefundable) \$170									
2017 - 2018 Tuition Rates		8:30-2:30		7:30-2:30		8:30-5:30		7:30-5:30	
		Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual
Young Two Year Old's	TTH	\$245	\$2,205	\$268	\$2,412	\$350	\$3,150	\$373	\$3,357
	MWF	\$339	\$3,051	\$372	\$3,348	\$484	\$4,359	\$517	\$4,656
	M-F	\$584	\$5,256	\$640	\$5,760	\$834	\$7,509	\$890	\$8,013
Two Year Old's	TTH	\$235	\$2,115	\$258	\$2,322	\$336	\$3,021	\$359	\$3,228
	MWF	\$327	\$2,943	\$360	\$3,240	\$467	\$4,204	\$500	\$4,501
	M-F	\$562	\$5,058	\$618	\$5,562	\$803	\$7,226	\$859	\$7,730
Three Year Old's	TTH	\$222	\$1,998	\$245	\$2,205	\$317	\$2,854	\$340	\$3,061
	MWF	\$312	\$2,808	\$345	\$3,105	\$446	\$4,011	\$479	\$4,308
	M-F	\$534	\$4,806	\$590	\$5,310	\$763	\$6,866	\$819	\$7,370
Four Year Old's	MWF	\$297	\$2,673	\$330	\$2,970	\$424	\$3,819	\$457	\$4,116
	M-F	\$512	\$4,608	\$568	\$5,112	\$731	\$6,583	\$787	\$7,087
Kinder Prep	M-F	\$522	\$4,698	\$578	\$5,202	\$746	\$6,711	\$802	\$7,215

Rates adopted 2/2017