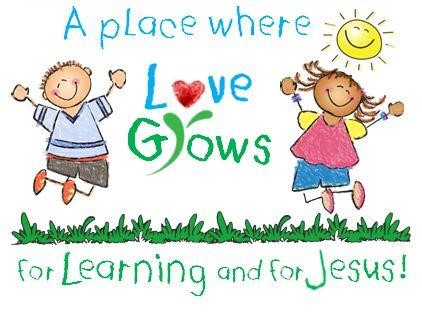
First Lutheran Church Preschool

Parent Handbook



1300 N. Robinson

Oklahoma City, OK 73103

Telephone: 405-235-1013

www.firstlutheranokc.org

First Lutheran Preschool

Pastor Gerald Peterson

Director/Teacher – Mrs. Bree DeHerder

# School Verse

Jesus said to them, “Let the little children come to Me, and do not hinder them, for the kingdom of God belongs to each of these. And He took the children in His arms, put His hands on them and blessed them.” Mark 10:14, 16

# Mission Statement

First Lutheran Preschool will reach out to our community with the Good News of Jesus, providing a Christ-centered environment, activities and experiences that nurture the spiritual, social, physical, emotional, and developmental growth of all children and families.

# Goal

To cultivate a love and knowledge of God, equipping students to live lives that engage their world with the gospel of Christ.

# Statement of Faith

## Grace alone

God loves the people of the world, even though they are sinful, rebel against Him and do not deserve His love. He sent Jesus, His Son, to love the unlovable and save the ungodly.

## Faith alone

By His suffering and death as the substitute for all people for all time, Jesus purchased and won forgiveness and eternal life for them. Those who hear this Good News and believe it have the eternal life that it offers. God creates faith in Christ and gives people forgiveness through Him.

## Scripture alone

The Bible is God’s inerrant and infallible Word, in which He reveals His Law and His Gospel of salvation in Jesus Christ. It is the sole rule and norm for Christian doctrine.

# Philosophy

First Lutheran Preschool is committed to the total development of each child placed under our care. Our school endeavors include meeting the unique academic, social, and spiritual needs of our youngest students. Children enrolled in First Lutheran Preschool learn in a safe and nurturing environment where Godly character is promoted and the wholeness of every child is addressed. As children absorb ideals early, we feel strongly that a values-driven environment is essential during the early education process and beyond.

We believe young children need and desire social interaction with peers and that they are ready to learn both academically and spiritually. We promote the love of learning and the love of Truth, laying a strong foundation in the heart and mind of a child.

It is also our desire to work closely with First Lutheran School families in making the classroom experience a positive one for both children and parents!

# Parent’s/Guardian’s Role in the Preschool

Parental influence and attitude largely determine a child’s outlook. Helpful and concerned parents greatly assist the smooth functioning of the classroom. Below are a few suggestions on how you can have a successful education experience:

1. As a family, make faithful church attendance a vital part of your child’s education. God builds our faith as we participate in His Word.
2. Pray for our students, teachers, fellow parents, pastor, the school, the church and yourselves.
3. Make going to preschool a pleasurable experience. Parental enthusiasm will help a child to be enthusiastic.
4. Always discuss a teacher, playmates, other parents, the church, or the school positively in the presence of your child.
5. Make sure your child eats a good healthy breakfast.
6. Please label each piece of clothing and other personal items with your child’s first and last name. First Lutheran Preschool does not assume responsibility for any items that are lost or stolen.

1. If your child has a fever or symptoms of an illness that warrant keeping him/her from school, please inform the school by 9:00 AM that your child will be absent. If a child is absent without the school being notified, attempts will be made to contact parents/guardians.
2. Be interested in what your child brings home from school.
3. Review any materials sent home by the director that communicates important information.
4. Make every effort to attend special school and classroom events.
5. Parents/guardians are reminded to maintain modesty in their attire when coming to the building.
6. If a parent/guardian has any questions, misunderstandings, or grievances with their child’s teacher, discuss them with the teacher, privately, when classes are not in session.

# Nondiscrimination Enrollment Policy

First Lutheran Preschool admits students of any color, ethnic origin, gender, nationality, and race to all the rights privileges, programs, and activities made available to them. As a Christian school under the operation of First Lutheran Church, Oklahoma City, OK, a

Christian environment will be maintained per the teachings and beliefs of First

Lutheran Church, the Association of Free Lutheran Congregations (AFLC), and the Lutheran Confessions. All children enrolled in the school will be expected to attend and participate in these Christian activities and beliefs. Further:

1. We uphold God’s plan for marriage and the family in accordance to Holy Scripture.

Therefore, only children from scripturally based unions will be considered for enrollment.

1. Overt offences against Holy Scripture by child or parents will be addressed on an individual basis.
2. Our goal is to make every attempt to enroll children of various backgrounds as the congregation and school live in the Gospel of Jesus’ forgiveness.

First Lutheran Preschool

Flexible Daily Schedule

# 9:00 – 9:10 Morning Arrival Work

# 9:10 - 9:25 Bible Lesson & Prayer

# 

# 9:25 – 10:05 Centers

# 10:05 – 10:15 Bathroom Break

# 10:15 – 11:15 Centers

# 11:15 – 12:00 Recess/Bathroom Break

# 12:00 –12:45 Lunch

# 12:45 – 1:00 Bathroom Break/Story Time

# 

# 1:00 – 2:15 Nap Time/Snack

# 2:15 – 2:45 Bathroom Break/Circle Time

# 2:45 – 3:00 After School Pick Up

## Admission and Enrollment Policies

Admission requirements and enrollment procedures are as follows:

1. Children who are of 3-5 years of age and fully toilet trained (No Pull-ups) are eligible to apply for enrollment in our program.

Students must meet the standard school age requirement for entrance to each grade prior to September 1st.

1. All admission forms must be completed prior to the child’s first day at First Lutheran Preschool and will be updated during the annual reenrollments period. Parents are otherwise responsible for updating the information given on the form (e.g. change of address, phone numbers or immunization update).
2. A copy of an official state birth certificate is required.
3. Children must have all required vaccinations. Parent or guardian must provide proof of immunization and a physician’s report.
4. Enrollment is filled on a first come-first serve basis, with all required paperwork and fees due at that time.
5. Any student without all requirements met will be put on a waiting list, as will any students seeking enrollment after each class has filled.
6. Upon enrollment or first attendance, parents/guardians are required to have a nap mat and a change of clothing (pair of pants, undershirt, underpants, shirt, and socks) for their child(ren) that can be kept at school. Please label each item of clothing with your child’s name and place them in zip-lock bags.
7. First Lutheran Church will provide all schools supplies from your Supply Fee paid at enrollment.

Upon admission to our program, a file shall be kept on each child for emergency purposes. Please notify us of any change of address, phone numbers, names of persons authorized to pick up the child, food allergies, and other important information.

## Hours

Pre-school hours are Monday-Friday from 9:00 am to 3:00 pm.

You can choose to attend full time or the Monday, Tuesday, Thursday half-day option.

## Financial Information

It is necessary that all fees and tuition payments remain current and in good standing. Tuition payments are to be made per the tuition payment schedule below. A late fee of $25.00 will be charged if payment is made after the 15th of each month. There will be a service charge of $50.00 on any returned check. If an account becomes thirty days past due, and arrangements have not been made with the preschool director, your child(ren) will be dismissed until the account is paid in full.

## Fees and Tuition

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| --- | --- |
| Application Fee | $25 per child ($50 per family) non-refundable fee is due at the time the application is submitted. |
| Tuition Schedule | Each month’s tuition is due on the 15th of the prior month. |
| Supplies Fee | $100 non-refundable fee per year. |
| Monthly Tuition | Full day: $400 per month for nine months.  Three half days: $150.00 per month for nine months. |

A 10% discount on the tuition is available for each additional child from a family. (First child will be charged the full tuition.)

**Withdrawal from the Program**

A 30-day written notice is required if parents/guardians wish to withdraw child(ren) from the program.

Withdrawals from school must be made by the parent directly to the director. Records will not be released until all bills are paid and all materials have been returned. If you are paying your account by check, the bank must clear the check before your records will be released.

**Termination Policy**

1. Any behavior of a child that causes danger to other students persists in the disruption of the learning environment or willful destruction of property.
2. Tardiness - habitual tardiness disrupts the learning environment. Any student with more than seven tardies per semester will be considered habitually tardy and be grounds for expulsion.
3. More than ten unexcused absences per semester. The absent student falls behind their classmates and often attempts to conceal academic struggle with misbehavior, putting all students at a disadvantage.
4. Failure to pay tuition when due.

## Departure

Departure time is prior to 12:00 noon or 3:00 p.m. Only adults listed on the AUTHORIZATION FORM will be permitted to take the child from the preschool premises. If someone other than the authorized adult is to pick up the child, it is imperative that the school be notified in writing ahead of time by the parents.

## Student Attendance Policy

We view the preschool as a vital beginning to a child’s growth and future achievement in education. It is important that the parents/guardians of the young children help them to develop the habits of good attendance and punctuality at an early age.

There are two kinds of absences:

1. **Excused –** An absence is to be cleared through the director’s office in advance. If your child will be absent due to illness or family leave, please notify the preschool before 9:00 a.m. that day.

In general, the following reasons for school absence are acceptable:

1. Verified illness of the student

2. Bereavements

* 1. Verified medical appointments
  2. Family trips in which student accompanies parent(s) or legal guardian (s)
  3. Other absences that have received prior approval from the Director.

The director has the discretion to deny approval for the latter reasons, depending on circumstances such as the student’s number of other absences.

Any unanticipated, lengthy absence due to illness must be discussed with the director. If a child is absent without the school being notified, attempts will be made to contact parents/guardians.

1. **Unexcused** – Absence without a parental note or the approval of the director.

Students enrolled in the school who accumulate five (5) unexcused absences per quarter shall be deemed to have “excessive absences.” When a student has five days absent during any nine week period, a meeting between the parents and director will be expected to solve the absentee problem.

## Early Dismissal from Preschool

Parents wishing to take their child(ren) from school anytime during the school day must send a note/e-mail/text to the school office advising the reason for the desired early dismissal. The reason must meet the requirements to be excused.

## Lunch, Snack, and Drink Policy

First Lutheran Preschool will **not** operate a hot lunch program. Parents/guardians will provide their own child(ren) a healthy lunch and drink. A designated snack leader will be responsible for providing a snack each week.

## Pupil Progress Policy

First Lutheran Preschool shall maintain a record of each student’s attendance, academic progress, and dates of enrollment in and withdrawal from the school. This record shall be transferred to another school upon written request by the child’s parent or guardian.

Progress reports will be issued at the end of each nine-week reporting period.

Parents/guardians may expect them on the Friday or second Monday following the end of each reporting period. Progress reports will be sent home with the children except when parent-teacher conferences are held. These parent-teacher conferences will be held during or after the first and third quarters of the school year.

## Student Clothing and Hygiene Policy

Children need to be bathed, neatly groomed, and wear clean clothes to school.

Since First Lutheran Preschool is a Christian school we must avoid giving offense wherever possible. It is recommended that children be dressed in modest and comfortable clothing. With the concern for modesty we ask that only shirts with sleeves and shirts that cover the midriff be worn to school. **Please make sure that any printing or words on shirts convey positive messages.** Also, shorts length will reach the middle of the thigh of the wearer.

All dress should be appropriate for the season. Girls in dresses shall always wear shorts or bloomers underneath their dresses. Socks are required with shoes and sneakers. Sandals and flip-flops are not allowed for safety reasons. Children will not be allowed to use the outside equipment unless they have tennis shoes. Overshoes or boots should be worn during wet or snowy weather, and/or a second pair of shoes should be kept at school for wearing indoors when weather is not the most favorable for keeping the floors of the school clean.

## Discipline Policy

“... the Lord disciplines those He loves...” Proverbs 3:12

Discipline is a process of guiding and training that begins with love. In case of severe discipline issues, parents will be asked to work with the Director to develop a solution. At First Lutheran Preschool, we respect each child and his or her level of development, individual personality, and family and cultural differences. We create a positive, prepared environment with kind and experienced teachers, creative lessons, fun activities, plenty of hands-on materials, as well as boundaries to foster positive behavior. We believe the purpose of discipline is to teach acceptable Christian behaviors. Our program has a set daily routine and provides clear guidelines to help children know what is expected of them. Limits that relate to safety and protection of self, others, and the environment are clear and are enforced consistently in a positive manner. Children are given time to respond and rise to expectations. Teachers may also use a variety of strategies depending on the child and situation. These strategies include gaining a child’s attention, staying near the child, reminding the child of appropriate behavior, giving praise for acceptable behavior, redirecting behavior, and “thinking time.”

## Health Policy

A child should feel well, act alert, and be free of any noticeable illness to achieve maximum benefits during the school day. If a child is sick in the morning, he/she should not be sent to preschool. An elevation of temperature is a positive indicator of the beginning of a cold or possibly some contagious disease. If your child becomes sick at preschool, you will be called to come and pick-up your child. Please make necessary emergency arrangements when you enroll your child. **If phone numbers for contact people or your place of employment change, please notify us as soon as possible.** At the discretion of the director, children with excessive colds, runny nose, and persistent cough or diarrhea symptoms will be sent home until these symptoms subside. Likewise, children with reported illness within 24 hours of being in school may be asked to return home for another day prior to returning to their class.

Our personnel will administer medicine only with **written** notification from the parent/guardian stating dosage and time the medication is to be given (Certain medications may require a note

from a health care professional). This notification must be put on our medicine chart and signed by the parent for each day and only those medications listed on our chart will be given. Provisions will be made for those medications, which are to be taken as a routine of health maintenance. Again, these medications will need a **written** note from parent and/or health care professional. Please keep your child at home if needed medications will cause unreasonable drowsiness or irritability. The written notification of medication can be in effect for 9 months as prescribed by the Oklahoma Department of Human Services.

To safeguard the health of all children and staff, the following policy will be in effect at First Lutheran Church Preschool:

1. When the personnel of the Preschool identify symptoms of the following conditions, a student shall be excluded from the Preschool and may not return until they receive approval from the Director stating that there has been satisfactory treatment and/or complete recovery.

a. Acute Contagious Conjunctivitis (pink eye)

1. Impetigo Contagiosa (certain skin rashes that are contagious)
2. Pediculosis Captitis (head lice)

e. Tuberculosis

2. For certain contagious childhood diseases, specified periods of exclusion are required. For a student to be readmitted, a doctor’s approval is required, but not limited to the following diagnosis:

1. Measles
2. Chickenpox
3. German Measles
4. Mumps
5. Whooping Cough
6. Impetigo
7. Hepatitis A virus
8. Rubella

**Emergency Procedures**

In the event of an injury or life-threatening emergency to your child here at Preschool, the following will occur.

1. Staff on duty will assess injury and determine whether to call 911.
2. Staff will contact the parent’s/guardian’s home or work phone numbers to give information about extent of injury.
3. You will be asked to pick up child if injury is not extensive.
4. You will be told to meet staff member and your child at hospital if injury requires immediate transport to the ER.

**It is of the utmost importance that you keep your home, work, cell and emergency alternate person’s phone numbers current**. This ensures that we will be able to reach you as soon as possible.

## Visitation

Parents are encouraged to visit on any day school is in session. However, when a visit to the classroom is necessary, the parent must check in through the reception area first. All parents wishing to visit with the teacher need to arrange for a private conference. Teachers will arrange for conferences at scheduled times; however, they should not be detained either before or after school unless it has been scheduled.

## DHS Compliance File

The DHS compliance file is in the preschool classroom on the teachers’ desk. This file is always open for you to view.

## Emergency Pick Up/Disaster Plan

In the event of a disaster, please be assured that your child will be supervised and cared for until a parent or an authorized adult comes to pick him/her up. If we need to vacate the facilities, a staff person will remain behind or a notice will be posted informing you of the location of your child. Should the communication system be down and you are unable to reach the center, your child will remain in the care of a staff person. If we have evacuated, a notice will be posted to that effect. It is our intent, however, to remain at the center until all children have been picked up by their parent or authorized adult.

**Safety Drills**

Safety drills are held once every other month for the protection of the children.

## Tornado Safety

In the event that weather conditions are favorable for tornadic weather activity we will err on the side of caution. If you deem it necessary, you are welcome to pick up your child at any time.

**Lock Down**

Our school is a secure facility. In the event that the police or other government agency notifies the preschool to lockdown the facility, the children of the preschool will immediately be gathered in the classroom and the facility will be in lockdown. **For safety reasons, no one will be admitted or released from the facility until police or other government agency gives an “all clear”.**

## Reporting of Abuse or Suspected Abuse

All abuse or suspected abuse of a child will be reported to appropriate State and/or Federal agencies in accordance with State and/or Federal Law. Parents/Guardians will be notified in writing of such reporting (unless State and/or Federal Law would prohibit such).

## Field Trips

A parent permission authorization slip will be required.

Parents must coordinate with the teacher ahead of time if they would like to participate in a field trip. All parents participating will be asked to pass a background check.

## FIRST LUTHERAN PRESCHOOL

1300 N. Robinson, Oklahoma City, OK 73103

Email: www.firstlutheranokc@gmail.com

Tel #: (405) 235-1013

I have received a copy of the First Lutheran handbook that clearly states the basic services offered, refund and termination conditions and admission policy. I understand these conditions and intend to comply with this agreement.

Student’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_