

Faith Lutheran
Preschool
2055 U Street/ PO Box 307
Gering, NE 60341
308-436-4307

Mission Statement

The purpose of Faith Lutheran Preschool shall be to help children of the church and community to develop spiritually, socially, emotionally, intellectually, and physically, so that each child will learn that he or she is loved by God and others and , in turn, that the children will learn to love God and other people

Introduction

Faith Lutheran Preschool is licensed by the State of Nebraska. It is our policy to include all children. Therefore, we will not exclude, expel, limit, or otherwise discriminate against any individual because of race, color, or national origin.

Children are a gift of God. Each child is God's unique creation. Within each child lies a spiritual, intellectual, emotional, social, creative, and physical self. The first years of life are extremely important in a child's total development. The development of self-concept begins in the earliest years. During this time, the young child begins to identify himself or herself as a unique individual in Gods world.

Program Goals

It is our goal to maintain a warm and loving Christ-centered environment with planned activities appropriate to young children and their developmental stages. Within this environment, each child will experience success and will build the foundation for future success. Through the teacher and staff, children will learn of the unconditional love of Jesus. Parents will be assisted in understanding their children and in celebrating God's blessings in their lives. Finally, each child will be encouraged to develop to his or her fullest potential spiritually, socially, physically, creatively, intellectually, and emotionally.

Registration

Faith Lutheran Preschool will begin registration in March. The M/W/F class is for children 4 years old who will turn 5 by July 31st. The Tue/Thurs class is for children 3 years old who turn 4 by July 31st. However, if you need to send your child all 5 days, let us know. Your child will be considered a registered student for the coming school year when the registration forms and a \$20 non-refundable registration fee have been received.

Tuition

Tuition is determined at an annual rate of \$1080 per year for the Monday through Thursday class. For your convenience, we have divided this amount into nine monthly payments of \$120 each month, from September through May. Tuition for the Monday through Friday class is \$1305 per year, with monthly payments of \$145.

Tuition is due the first school day of each month. It should be paid, by check or money order, to Faith Lutheran Preschool. Payment should be brought by an adult and placed in the mailbox, located next to the inside door. A late fee of \$10 will be charged for payments after the 10th. Tuition must be paid by the end of the month or your child will be unable to attend class until tuition is paid in full.

Payment may, also, be mailed to: Faith Lutheran Preschool
PO Box 307
Gering, NE 69341

Opening and Dismissal

Please observe our designated arrival and dismissal times:
Unless you have arranged to extended hours

Arrival 8:15 -8:30 Monday - Friday Dismissal 11:30-11:45

Drivers need to bring the children into the classroom to a staff member each session, and shall, also, come into the building to pick up the children at the close of each session. After dismissal, children **may not** leave the building until an adult is ready to take them outside.

Parents must notify staff if anyone our staff doesn't know is to pick up your child.

School Closure

We follow Gering Public Schools for closures due to inclement weather, vacations or Teacher In-service days.

Transportation

Please notify the staff if you have anyone picking your child up that is unfamiliar to us. And please let us know if you want to arrange car pools, or if you might be able to provide transportation for field trips.

Snacks

Snack time is a time to Thank God for His gifts. It is a social experience and a learning experience. Preparing snacks and setting the table provide excellent opportunities for the development of the senses, science concepts, and number concepts. We will send home a "Snack Bag" asking each family to help with snacks (usually you will be asked to help just once or twice during the year)

Cooking experiences will be a regular part of our program. We will have the children help with making snacks on occasion. This is a great time for teaching math, science, and number concepts, also, development of senses and it's a lot of fun, too.

Since Birthdays are very important to children, we encourage parents to provide treats for their special day. We will make arrangement for each child's birthday at the beginning of each month.

Child's Health and Safety

Faith Lutheran Preschool, according to State Regulations, requires "the exclusion of any child who has any illness associated with a fever or any communicable condition. Parents can prevent the spread of disease by keeping their child home when they are contagious or running a fever of 101 degrees or higher. If an illness develops when your child is at Faith, the parent will be called immediately and asked to make arrangements to pick up the child. If a parent refuses to exclude his/her child, s/he must provide a written statement from a physician indicating that the child's illness/condition is not highly communicable.

Children need to be kept home under the following conditions:

- **Fever of 101 degrees or higher**
- **Repeated or excessive vomiting or diarrhea**
- **Red or mattering eyes**
- **Lice**
- **Earaches**
- **Communicable diseases (such as chicken pox, strep throat, scabies, pink eye and other such diseases) A Guideline of when your child can return is attached to the back of this handbook.**

Please call the church, 436-4307, if your child is going to be absent from school. We appreciate knowing if and why your child is absent. Let us know if your child has any allergies or respiratory conditions such as asthma, so that appropriate arrangements can be made to ensure proper procedures are take

in an emergency. Parents will be notified of any communicable diseases in the classroom, in the form of a note.

Medication

Medications shall be given at home. Licensing regulations require that all children enrolled at Faith have immunizations appropriate for their age. Parents will be required to complete health information, before enrolling their child in the center.

Allergies

It is imperative that you make us aware of your child's allergies. Whether it is food or non-food allergies, we need to know, therefore, allergy forms are attached to the enrollment papers. These will need to be reviewed by you and updated or initiated, for any changes.

Accident Reports

If an accident causing minor injury does occur (scraped knee, minor bump, or bruising, etc) the teacher witnessing the accident will fill out a "ouch" report. A copy of the report will be sent home. These reports will tell how and where the accident occurred, the nature of the injury, and the course of treatment. The report will be signed by the witnessing teacher and a copy filed at Faith.

Emergency Consent Forms

A copy of this form will be found attached at the back of this handbook. This form will give us your permission to call an ambulance or your child's doctor, dentist and the hospital of your choice. It is important that you also fill out the emergency contact information at the bottom of said form. This form will need to be evaluated for any changes throughout the year and updated as changes occur.

Special Needs Children

Faith Lutheran will, to the best of our abilities and financial feasibility, make special accommodations for children with disabilities. And Staff will follow these reasonable accommodations. Faith Lutheran Preschool, however, will access each child's needs and determine if we will be able to accept your child in our facility.

Parent Communication

Please check your child's cubbies each school day. In the cubbies you will find monthly newsletters and personal notes from the teacher, your child's school work and art projects. We suggest your child bring a back pack with a change of clothing in case of accidents.

Daily Schedule

8:15-8:30	Arrival
8:30-10:00	Centers and Table top work
10:00-10:30	Calendar, Jesus Time, Group learning activity
10:30-10:45	Restroom Break; Book Time
10:45-10:50	Story Time
10:50-11:00	Snack Time
11:00-11:15	Outside Time/ Play Time (if inclement weather)
11:15-11:30	Music and Games
11:30-11:45	Dismissal

Staff

Creating a healthy and safe environment for children to grow and discover, relies primarily upon the staff. We employ staff skilled in working with young children and encourage continuing education to update skills and ideas. We, also meet and/or exceed licensing standards and policies. These cover Staff qualifications, facility, playground, health and safety guidelines, as well as child/staff ratios. The primary teacher of your child will work with you regarding any concerns you may have about the Preschool.

Grievance Procedure

In the event that you, as a parent have a question or a dispute, please direct your concerns with the Director/teacher.

Guiding Behavior

Children will be helped through positive guidance techniques to respect the right and feelings of others. Children will not be permitted to assault, either physically or verbally, other children or Staff members.

Children will be expected to help maintain materials and equipment in the classroom. They will be responsible for helping pick up toys and for cleaning themselves. Children will be expected to follow instructions given by the teachers to assure their health and safety. They will participate in fire and tornado drills designed to keep them safe in case of an emergency.

Our goal is to help children behave in an acceptable manner. Inappropriate behavior (biting, kicking, spitting, name calling, foul language, throwing toys, etc.) is discussed with the child and the positive actions desired in the future are shared.

If a child has to be removed from the group or has lost control, an adult will stay with the child until s/he becomes calm. The adult will then explain why they were removed, listen to the child and help them return to the group when ready. If the problems continue, the parents will be notified and a conference MAY be necessary to determine a plan of action; and an appropriate amount of time, should the child not show signs of improvement, then it would be necessary to suspend or expel the child for the safety of the other children. No form of physical punishment or other inappropriate discipline techniques will be tolerated at Faith Lutheran Preschool.

Child Abuse Reporting Policy

The State of Nebraska requires that all child care, preschool, schools, etc., including Faith Lutheran Preschool, report to the State and appropriate authorities all suspected child abuse.

Therefore, the staff here at Faith Lutheran Preschool are mandatory reporters of child abuse. Any suspected incidents of child abuse will be reported to Child Protective Services for investigation. We will not do our own investigation as we are not allowed to by law. Thus, it would be wise for parents to tell staff of any bruising or other visible injury to lessen the suspicion of possible child abuse.

If staff is suspected of child abuse, the person who thinks there may be abuse should inform Faith Lutheran Church, as the Director is, also, the Teacher. The proper authorities will be notified and reported to Child Protective Services and State licensing authority. Their advice will then be followed as to the suspension of the staff member. If found guilty, the staff member can appeal and after this time Faith Lutheran Preschool's governing body (Board of Education) will follow the advice from the above the said as to whether suspension or termination is in order.

Standard Response Protocol

Student Safety

Weather events, fire, accidents, intruders and other threats to student's safety require a planned and practiced response to these incidents to ensure the safety of the children, teachers, and staff.

Faith Lutheran Preschool will use the following based on four actions in the event of an emergency.

**LOCKOUT- SECURE THE PERIMETER
LOCKDOWN-LOCKS, LIGHTS, OUT OF SIGHT
EVACUATE- TO THE ANNOUNCED LOCATION
SHELTER-USING APPROPRIATE TYPE AND METHOD**

Faith Lutheran Preschool will train the students and staff and will drill these actions over the course of the school year.

Lockout

Secure the Perimeter

Lockout is called when there is a threat or hazard outside of the building.

- **Gather children from outside and bring inside**
- **Increase awareness**
- **Take roll and account for children**

Lockdown

Locks, Lights, Out of Sight

Lockdown is called when there is a threat or hazard in the school building

- **Lock outer door and lock classroom door**
- **Lights out**
- **Move away from sight (go inside restroom lock door)**
- **Maintain silence**
- **Wait for First Responders to open doors**
- **Take roll and account for children**

Evacuate

To Announced Location

Evacuate is called to move staff and children from one location to another

- **Leave stuff behind**
- **Form single line**
- **Lead children to Evacuation location**
- **Take roll and account for children**

Shelter

Shelter is called when the need for personal protection is necessary

- **Tornado- enter restroom**
- **Take flashlight**
- **Take roll and account for children**

Fire Response

- **Fire- line children in single file and leave building**
- **Meet at spot outside building**
- **Take roll and account for children**
- **Wait for Fire Department to arrive**