

# FAITH LUTHERAN PRESCHOOL HANDBOOK





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 God's 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 January. All day and half day preschool will be offered for children 4 years old who will turn 5 by July 31st or for children 3 years old who turn 4 by July 31st. Your child will be considered a registered student for the coming school year when the registration forms and a \$50 non-refundable registration fee have been received. This fee will be waived for all returning students.

## Tuition

Tuition is determined at an annual rate of **\$3,375** per year for the full day class. For your convenience, we have divided this amount into nine monthly payments of **\$375** each month, from mid-August through mid-May. Tuition for the half-day class is **\$1,800** per year, with monthly payments of **\$200**. Tuition is due on the first day of school for each month. The tuition for August and May only will be **\$187.50** for full days and **\$100** for half days since those months are partial months. It should be paid by cash, check, money order or PayPal (using the church website) to Faith Lutheran Church. If paying online through PayPal, the service fee will be added to the monthly tuition payment. Payment should be brought in 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 15th. 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.

### Early Drop-off/Late Pick-up Services

The full-day preschool schedule for 2025-2026 runs from 7:55am-3:30pm, and a 10-minute drop-off and pick-up time is available to all families on either end of the school day.

We understand that families may need some additional time before or after the regular drop-off and dismissal times in order to make things work for their schedules.

Students may be dropped off early from 7:15am-7:45am and/or picked up later from 3:40pm-4:00pm any day of the week for an additional fee of \$5 per occasion. Any time a student is dropped-off prior to 7:45am or picked up later than 3:50, the \$5 fee will automatically be added to the tuition due for the next month. Any early drop off must be prearranged with the teacher.

At the end of each month, a letter will be sent home with each student listing any additional fees due for early drop-off/late pick-ups due with the next month's tuition payment.

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

## Opening and Dismissal

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

### Full Day

Arrival	7:45 -7:55
Dismissal	3:30-3:40

### Half Day AM

Arrival	7:45-7:55
Dismissal	11:25

### Half Day PM

Arrival	12:00
Dismissal	3:30-3:40

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. All communication will be posted on our Facebook page and various media outlets.

## **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 carpools, 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. A Wish List will be provided at the beginning of the year at Open House and then as needed throughout 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 arrangements 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 at 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 taken 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 assess 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 schoolwork and art projects. We suggest your child bring a backpack with a change of clothing in case of accidents.

## Daily Schedule

Full Day (AM Schedule)  
7:45-7:55 AM Arrival  
7:45-9:00 Center Time  
9:00 Restroom Break  
9:15 Calendar, Weather, Flag, Show n Tell  
9:30 Storytime  
9:40 Snack time  
10:00 Large Motor Skills  
10:15 Jesus time/Lesson/Craft time  
10:45 Outdoor time  
11:15 Music  
11:25 Dismissal (AM Only)

PM Schedule  
11:25-11:45 Free play  
11:45 Restroom Break/Lunch  
12:00 PM Arrival  
12:15 Outdoor time  
12:45 Restroom/Story time

1:00 Naptime  
2:30 Wake up/Restroom/Snack  
2:45 Lesson/Craft  
3:15 Music  
3:30 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 rights 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 to pick up toys and for cleaning themselves. Children will be expected to follow instructions given by the teachers to ensure 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 must 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 childcare, 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 and Church Council) 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 I Love You Guys Standard Response Protocol. (Please see enclosed information.)



# STANDARD RESPONSE PROTOCOL

## INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

## COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

## HOLD

### "In Your Classroom or Area"

**Students** are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

**Adults and staff** are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



## SECURE

### "Get Inside. Lock outside doors"

**Students** are trained to:

- Return to inside of building
- Do business as usual

**Adults and staff** are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



## LOCKDOWN

### "Locks, Lights, Out of Sight"

**Students** are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

**Adults and staff** are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



## EVACUATE

### "To a Location"

**Students** are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

**Adults and staff** are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



## SHELTER

### "State Hazard and Safety Strategy"

**Hazards** might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

**Safety Strategies** might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

**Students** are trained in:

- Appropriate Hazards and Safety Strategies

**Adults and staff** are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.







# STANDARD RESPONSE PROTOCOL

## PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

## SECURE

“Get Inside. Lock outside doors”



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

## SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

## WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.



## WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

## LOCKDOWN

“Locks, Lights, Out of Sight”



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

## SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

## SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

## WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

## CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



**\*For Your Information Only**

**Faith Lutheran Preschool Photo and Video Release Form**

I, as a parent/guardian, understand that Faith Preschool offers professional school pictures once a year in the fall. I, also, understand that I do not have to purchase these pictures.

I understand that Faith Staff, from time to time, will take snapshots of the children at play for school projects. I understand these pictures may be displayed in the room and my child may be in pictures or in the background of another child's photo and that these pictures may be sent home with another child.

I give permission for Faith staff and their chosen photographer to take photos and/or videos of my child. I agree that they may be displayed or used as mentioned above.

\_\_\_\_ Yes, I will allow photos and/or videos of my child to be used in an appropriate manner in association with Faith Lutheran Preschool.

\_\_\_\_ **No**, I will **not** allow photos and/or video of my child to be used in association with Faith Lutheran Preschool.

\_\_\_\_ Yes, I will allow photos of and/or videos of my child to be posted on Faith Lutheran Church's and Preschool website/Facebook page.

\_\_\_\_ **No**, I will **not** allow photos of and/or videos of my child to be posted on Faith Lutheran Church's and Preschool website/Facebook page.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**\*For Your Information Only**

**Allergy/Food Exemption Medical Statement**

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Food Allergy \_\_\_\_\_

Reaction \_\_\_\_\_

Foods to Avoid

Substitute Foods

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

=====

=====

Treatment Plan:(In case of accidental ingestion), \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Non-Food Allergy Medical Statement**

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Allergy or Insect Bite Allergy \_\_\_\_\_

Reactions \_\_\_\_\_

Things to Avoid \_\_\_\_\_

Severity \_\_\_\_\_

Treatment Plan \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*For Your Information Only

## Emergency Consent Form

\_\_\_\_\_ (Mother, Father, Guardian) of \_\_\_\_\_, age \_\_\_\_\_, do hereby give my permission for such emergency medical or dental care and /or treatment of my above named child who might need care while under Faith Lutheran Preschool supervision. Center team members may take steps including any or all of the following if they believe an emergency situation exists:

- Call an ambulance and have the child taken to the emergency room of a hospital.
- Call the child's physician or dentist.
- Call another physician or dentist, in the event designated cannot be reached.

In the case of an emergency, every effort will be made to notify the parents. If necessary to transport or to have the child transported to the hospital, we will take the child to the nearest hospital. I, the parent or guardian, agree to pay all of the costs and fees for any emergency medical care or treatment for my child as secured or authorized under this consent.

The following will be called in case of emergency:

**Child's physician** \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Child's dentist** \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Child's hospital** \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Relatives or friends who may be contacted for assistance or information in case of emergency.**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**Medical Insurance Carrier**

\_\_\_\_\_

**Allergies, medication, or other conditions pertinent to emergency care**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other medical conditions**

\_\_\_\_\_

\_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## GUIDELINES: WHEN A CHILD CAN RETURN

These are recommended by the American Academy of Pediatrics and the American Public Health Association.

Fever Free:	Must be without fever for 24 hours.
Vomit Free:	Must not have vomited for 24 hours.
Uncontrolled Diarrhea:	The child cannot return until he/she has had normal stools for 24 hours
Conjunctivitis (Pink eye):	24 hours after documented treatment for pink eye has begun.
Mouth Sores:	Must have a doctor's not stating that the child isn't contagious.
Rash:	Any rash with fever or behavior change cannot return without doctor's note.
Lice (Scabies.etc):	Cannot return-for 24 hours after appropriate treatment.
Tuberculosis:	Must have a doctor's note of non-contagion before return.
Impetigo:	Cannot return until 48 hours after treatment has begun.
Strep Throat:	24 hours after documented treatment has begun.
Chicken Pox:	Cannot return for 7 days after rash has begun.
Whooping Cough:	Cannot return until 5 days after treatment has begun.
Mumps:	Cannot return for 9 days after glandular swelling.
Hepatitis A:	Cannot return for one week after onset of illness or until all staff and children have been given immune serum globulin.
Measles:	Cannot return until 6 days after rash appears.
Rubella:	Cannot return until 6 days after the rash appears.
Ringworm:	Cannot return until 24 hours after starting treatment.

## Faith Lutheran Preschool Handbook Acceptance and Understanding

I have read Faith Lutheran Preschool Handbook and agree to abide by the guidelines set forth in the agreement until my child is no longer enrolled at said Center.

Printed name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_