

**FAITH LUTHERAN SCHOOL**  
**PRESCHOOL**  
**PARENT HANDBOOK**  
**2021-2022**

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Kelli Roberts

**EARLY CHILDHOOD DIRECTOR**  
Vicky Rooney



# FAITH LUTHERAN SCHOOL BOARD

Linda Goerdel, Chairman

## Members

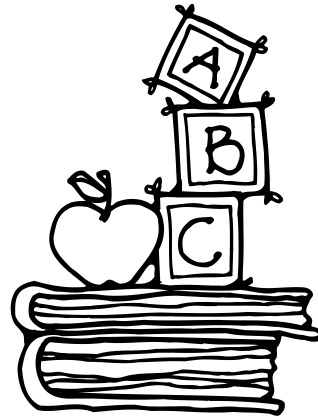
Myrna Ashorn

Stacey Backhaus

Laura Burleson

Carol Germany

Jane Kingsborough



## MISSION STATEMENT

Our mission is to provide excellence in education while sharing God's love with our students and their families.

## ACCREDITATION

Faith Lutheran School's preschool and elementary program is nationally accredited through National Lutheran School Accreditation. Accreditation is an ongoing process that evaluates a school based upon national standards and our school's unique mission. It results in ongoing school improvement and positive, directive change.

## **PHILOSOPHY**

At Faith Lutheran School we believe children are important. As a ministry of Faith Lutheran Church, we strive to provide a loving Christian environment from a Lutheran perspective so each child will know they are special and loved. We feel the development of a child's self-esteem and confidence is important in building positive relationships with others. We see each child as a unique individual by respecting and responding to their individual needs. Although specific learning experiences are planned each day, we leave room for creative learning that is so important for young children. As children enter the elementary years their intellectual and spiritual needs are much greater. The child-centered learning environment in each of our classrooms includes integrating intellectual and spiritual growth and provides a nurturing, structured and stimulating place where our students can develop creativity and build problem-solving skills.

## **CURRICULUM**

The curriculum of Faith Lutheran School is flexible and designed to meet the needs of all children enrolled in our program. It focuses on whole group, small group and individualized instruction. Classroom instruction is both developmentally appropriate and challenging with a hands-on approach to learning. Language Arts, Math, Science, Social Studies, Spanish, Art, Music, Physical Education and Christian Education are included in our curriculum. Our curriculum is delivered by highly qualified teachers. Academic requirements established by the State of Texas for preschool and primary levels are exceeded. Our program of study is revised and updated regularly to ensure our students receive a quality educational experience.

# \*PRESCHOOL DAILY SCHEDULE

- 7:00 a.m. FLS OPENS  
Infants and One Year Old students report to classrooms  
Twos, Threes & Pre-K students report to Drop Off Area
- 7:30 a.m. Twos, Threes and Pre-K students move into classrooms
- 8:00 a.m. SCHOOL DAY BEGINS
- 11:00 a.m. LUNCH BEGINS  
(Schedules vary)
- 11:30 a.m. PRESCHOOL REST TIME BEGINS  
(Schedules vary)
- 12:00 p.m. INFANTS - THREES SCHOOL DAY ENDS/EXTENDED CARE BEGINS
- 3:30 p.m. PRE-KINDERGARTEN SCHOOL DAY ENDS/EXTENDED CARE BEGINS
- 5:30 p.m. REMAINING TWOS - PRE-K STUDENTS GATHER IN PICK UP AREA  
Infants and One Year Old students should be picked up in their classrooms
- 6:00 p.m. FLS CLOSES

## ELIGIBILITY FOR ENROLLMENT

**Infants through Pre-K:** Enrollment is limited by availability. Class placement is determined by age as of September 1.

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

The school reserves the right to admit children of its own congregation and other area Lutheran congregations first, in line with its normal admission policies.

Faith Lutheran School operates its educational program from mid-August through May. We offer a separate summer program during June, July and part of August. Our hours of operation are 7:00a.m. to 6:00p.m. Monday through Friday. We observe holidays and breaks as indicated on our calendar.

Pre-registration for our summer program and the following school year opens to current families and Faith Lutheran Church members in mid-February. Pre-registration applications with registration fees will be accepted on a first come, first served basis. Registration will open to the public on March 1<sup>st</sup> and available openings will be filled on a first come, first served basis. Priority will be given to families on the waiting list.

## **POLICIES AND PROCEDURES**

*Faith Lutheran School is licensed by the Texas Department of Family and Protective Services and accredited by National Lutheran School Accreditation. Our policies and procedures reflect licensing and accreditation requirements.*

### **ARRIVAL AND DISMISSAL**

A parent or an adult (age 18 or older) must drop off and pick up each child. The adult must ensure the child has been received by a staff member. According to child care licensing standards, CHILDREN MAY NOT ENTER THE BUILDING OR CLASSROOM UNESCORTED. We are unable to take supervision of children prior to our opening time of 7:00 a.m. Although staff is present prior to 7:00 a.m. to conduct opening duties, students may not enter the building until 7:00 a.m.

Children will be released ONLY to a parent or an adult (age 18 or older) designated by the parent. There must be written permission from a parent when a child is to be picked up by someone other than those designated on the authorized pick-up list as indicated on the enrollment form. Proper identification will be required. Parents as well as other authorized adults may be asked for proper identification until staff becomes familiar with them.

*FOR PARENTS OF INFANTS AND ONE YEAR OLD STUDENTS WHO HAVE OLDER SIBLINGS AT FLS:* For the safety of younger students and as required by child care licensing, younger children must be dropped off last in the morning and picked up first in the afternoon.

### **ATTENDANCE**

We believe children benefit from the opportunities offered by our program when they attend regularly. Full benefits of our program can only be expected with full participation and attendance. We recommend preschool students arrive no later than 7:45am and be picked up no earlier than the class lunch time. For pre-kindergarten students, we recommend they be picked up after 3:30pm.

In the event your child will arrive after 10:00 a.m., please notify the school so the child can be added to the daily lunch count.

## CHAPEL

Children will attend a chapel service each week on Wednesday morning. Students will be scheduled to attend chapel with other children similar in age (i.e., Both Two Year Old classes will attend chapel at the same time). Children's chapel lessons will be given by our pastor(s) and are directed to the children's level of understanding. Parents are invited to attend this service at any time. Contact the school office for your child's scheduled chapel time.

## CLASS & SCHOOL CELEBRATIONS/SPECIAL PROGRAMS

Class Celebrations/Parties will be planned for the following:

Christmas, Valentine's Day, End of the Year

These parties are held during school hours. Parties are encouraged to be kept simple.

In addition, the following special events/activities will be celebrated school-wide throughout the year:

Fall Festival, Thanksgiving Feast, Birthday Party for Jesus, Lutheran Schools Week,  
Easter Egg Hunt, End of the Year Picnic

Information will be posted in advance for each celebration.

**Contact your child's teacher if you are interested in being the class room parent. The room parent will help coordinate the class celebrations and will coordinate and oversee the purchase of the class gift for the annual spring fundraiser.**

Birthdays are also special days. Please contact your child's teacher in advance if you would like to bring a birthday treat for your child's class. Birthday celebrations should be simple and will be held during the morning snack time. Store-bought cookies, small muffins or cupcakes are encouraged. Health Department regulations do not allow parents to bring homemade food items for other children to consume.

## CLOTHING

Washable play clothes without difficult fasteners are most suitable for daily wear. Children will be engaged in a variety of activities daily. Although every effort will be made to keep their clothes as clean as possible, students' clothes may be soiled during the day. For safety and comfort on the playground and gym, children must wear **tennis shoes or the equivalent**. We kindly ask that your child wear shoes that will not leave black marks on the gym floor.

Pre-school students are encouraged to wear a Faith Lutheran School t-shirt on Wednesdays. FLS t-shirts may also be worn on other designated days during the school year. T-shirts may be ordered through the school office.

Theme t-shirts will be available for families who join *Friends of Faith*, our parent-teacher organization. Students are encouraged to wear their theme t-shirt on Fridays.

A change of clothes, including underwear and socks must be kept at school in case of an accident. BE SURE ALL BELONGINGS ARE LABELED WITH YOUR CHILD'S NAME OR INITIALS. If your child's clothing becomes soiled and he/she is given clothing labeled "FLS" to wear home, please promptly launder it and return to the school office.

## **DISCIPLINE AND GUIDANCE**

At Faith Lutheran School, it is our desire to avoid using punishment to address disciplinary issues. Instead, we use these opportunities to instill Christian values while focusing on teaching the child acceptable behavior and self-control. Discipline is individualized and consistent for each child and appropriate to the child's level of understanding.

Caregivers use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction. We believe using praise and encouragement for good behavior is more effective than focusing only on unacceptable behavior. We remind the child of behavior expectations daily by using clear, positive statements and redirection.

Teachers will tolerate the actions that are acceptable and appropriate for the age group and stop any behavior that interferes with learning activities. Brief supervised separation or time out from the group, when appropriate for the child's age and development, will be used if necessary. Time out will be limited to no more than one minute per year of the child's age. Corporal punishment will not be used.

If inappropriate or unacceptable behavior becomes severe or does not improve or the behavior interferes with other's learning opportunities, students may be sent to the school office for time out, cool down period and/or a behavior conference. Depending on the severity and/or frequency of the behavior, parents may be required to pick up the child for the remainder of the day. In severe cases, the child may be excluded from attendance at Faith Lutheran School.



### **Biting**

Biting is a common issue for children 12 to 36 months of age. Infants and toddlers who are teething sometimes bite others to apply pressure to their gums. Other children sometimes bite while trying to give kisses and show affection. Many toddlers may bite during or after periods of conflict. As their vocabulary is not yet fully developed, many bite to communicate. Experts believe most biting is a primitive form of communication. Sometimes caregivers or parents assume that a child bites as part of a hateful plan or intent to do harm. Experts explain that young children probably do not understand that their actions hurt others.

When one child bites another, we will immediately make it clear that the behavior is unacceptable. We will attend to the biting victim, offering comfort and first aid as necessary. The biting victim will receive an accident report notifying the parent of the biting incident. In most cases, our staff will attempt to reach a parent of the biting victim by phone to notify them. In addition, an incident report will be sent home for the child who bites.

An administrator is notified of biting incidents through school accident/incident reports. The reports will be monitored and reviewed. If patterns become evident without evidence of improvement, the parent may be required to have a conference with the administrator(s) and/or the teacher. If this behavior continues for an extended period of time without improvement, the child may be excluded from attendance at Faith Lutheran School.

### **Suspension and Expulsion**

On rare occasions, a student may be suspended or excluded from attendance at Faith Lutheran School. Every effort will be made to work in partnership with the child's parents to improve the behavior of the child. If the school administration feels it is in the best interest of the child or other children in attendance, the student may be excluded from attendance.

## **FUNDRAISERS**

Fundraising is necessary to help keep tuition costs as low as possible and to provide special activities and equipment for our students.

Our annual fundraiser event is traditionally held in the spring. The fundraiser event will consist of time for fellowship, a catered meal and silent and live auction with items available for bidding. A country store will be present with baked goods for sale. Our older school children will provide musical entertainment. There will be many opportunities for our families to participate in our fundraising efforts. Donations will be needed for live and

silent auction items. Baked goods will be needed for the country store. FLS families and friends, as well as guests from the community, will be encouraged to attend. Tickets will be sold individually or for a table for eight.

Other smaller fundraisers may be held during the school year.

## **GANG FREE ZONES**

Under the Texas Penal Code, any area within 1000 feet of a child-care center is designated a gang-free zone. Criminal offenses related to organized criminal activity are subject to harsher penalties.

## **HEALTH**

We accept only well children. A child with an oral temperature of 100° or greater may NOT attend school. The child may not return to school until he/she is fever free for 24 hours without fever reducing medication or has submitted written documentation from a health care professional indicating the child may be included in the child care center's activities sooner than 24 hours after having fever.

Other symptoms and signs of possible severe illness which would exclude the child from attendance include:

- Lethargy
- Abnormal breathing
- Uncontrolled diarrhea (two or more episodes)
- Two or more vomiting episodes in 24 hours
- Rash with fever
- Mouth sores with drooling
- Heavy nasal drainage
- Behavior changes
- Communicable disease

Should your child become ill during the day, we will notify a parent or other emergency contact to pick up the child within 30 minutes. The student will be isolated and we will provide care until the parent or designee arrives to pick up the child.

Young children may be affected by head lice, most commonly, children ages 3 - 10. Every effort will be made at school to prevent the spread of head lice. In the event of an active case of head lice, the child will be excluded from attendance. The child may return after suitable treatment has been made and no active lice are found.

Please notify the school immediately if your child is diagnosed with a communicable disease so we may take precautions to prevent other children and/or staff from contracting the disease. Communicable diseases include, but are not limited to, chicken pox, fifth's disease, influenza, COVID-19, measles, RSV, impetigo and pink eye. In the event of an outbreak of a communicable disease in the area, Faith Lutheran School will follow guidelines as set by the Department of State Health Services.

We require our staff to be trained in CPR and First Aid procedures. Minor injuries will be treated and an accident report will be sent home with the child. An accident report will also be filed with the child's records.

In case of a serious injury, we will make an immediate attempt to contact a parent and/or call 9-1-1 if necessary. In the event we are unable to reach a parent, we will attempt to reach an emergency contact designated on the student's enrollment form. Until the arrival of a parent, emergency contact or ambulance, the director or designee will be in charge and make all decisions regarding the care of the child.

Although strongly encouraged, Faith Lutheran School does not require staff members to be vaccinated against preventable diseases.

## **MEALS AND SNACKS**

Although Faith Lutheran School does not provide or serve breakfast, children are permitted to bring and eat breakfast upon arrival if the student arrives at FLS BEFORE 7:45am. If your child arrives after 7:45am, please make sure they have already eaten breakfast as instruction begins at 8:00am.

Mid-morning and afternoon snacks as well as a well-balanced lunch will be served to students daily. Milk and water are served with lunch. Milk and water are served with snacks for one year olds and two year olds. Water is served with snack for three year olds and pre-kindergarten students. Water is available throughout the day as well. Monthly menus are posted near each sign-in computer and placed in your child's cubby each month. Please notify the office and your child's teacher of any special dietary requirements or food allergies.

One Year Old classes use sippy cups in the classroom. Childcare licensing requires all sippy cups be labeled with the child's first name and last initial. Infant's bottles must also be labeled with their first name and last initial. Twos and older use open cups during snack time and lunch. Sippy cups may be brought from home for breakfast only and must be labeled with the student's first name and last initial.

For breastfeeding mothers, Faith Lutheran School is pleased to provide a comfortable place for you to breastfeed your child. Rocking chairs are located in the infant room and our teacher workroom. If you desire a more private setting, the sanctuary is almost always available. At Faith Lutheran School we support a mother's right to breastfeed or provide breast milk for their child while in our care. As with any other bottles/cups brought to school, breast milk should be clearly labeled with the child's first name and last initial.

Students with diagnosed food allergies will be required to submit a food allergy emergency plan prepared by the child's health care professional prior to admission. The food allergy emergency plan must include a list of each food the child is allergic to, possible symptoms if exposed to food on the list and steps to take if the child has an allergic reaction. The required food allergy emergency plan must be signed and dated by the child's health care professional and the child's parent.

## MEDICATION

We will administer medications in the following manner:

- 1.) Prescription medications must be in the original container labeled with your child's name, a current date, directions and the physician's name.
- 2.) Non-prescription medication must be in the original container, labeled with your child's name and the date it was brought into the school.
- 3.) Non-prescription medication may require a note from the doctor before school staff will administer the medication. If the child is younger than the age and/or weight of the lowest dosage recommendation, a doctor's note is required stating specific dosage information for the child.
- 4.) Parents must sign our medication log located in the school office EACH DAY the medicine is to be given. We will document each dose of medication administered.
- 5.) If parental authorization to dispense medication is obtained over the phone, the medication form must be signed by the parent when the child is picked up.
- 6.) Expired medication will be discarded.

Sunscreen and insect repellent provided by parents may be used. Parents need not sign in sunscreen and/or insect repellent in the medicine log. Parents must label the sunscreen and/or insect repellent with the child's first and last name and place in a ziplock bag marked with the child's first and last name. The parent must place dated and signed written instructions regarding when sunscreen and/or insect repellent should be applied for their child inside the ziplock and give directly to the child's teacher. If parent directions are contrary to the manufacturer's directions on the bottle, the manufacturer's directions will be used. Sunscreen and/or insect repellent will be used only for the child indicated on the bottle and ziplock bag.

## NAPPING

All groups of children ranging from Infants through Pre-Kindergarten are given a napping period. Students in one year old, two year old and three year old classes will be given a two hour napping period. Pre-Kindergarten students will be given a one hour napping period and will transition to a shorter rest time beginning in January. Although every child may not wish to sleep, they are encouraged to rest quietly as not to disturb those who are sleeping. According to child care licensing standards, children who are awake after resting or sleeping for one hour, may participate in an alternative quiet activity until the scheduled nap/rest time is over.

Please provide a washable nap mat, a small pillow and a light blanket. The health department requires the nap mat to be free from tears or holes which expose the foam inside the mat. We will make every effort to repair your child's mat if needed but may require a new mat if it is not repairable. Write your child's name clearly on all items with a permanent marker. Nap items will be sent home on the last school day of the week to be laundered. Nap items should be returned on the first school day of the school week.

### Safe Sleep for Infants

Faith Lutheran School follows the safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS). Safe sleep procedures include:

- Putting infants to sleep on their backs unless parents provide an Infant Sleep Exception form 2710 signed by the infant's health care professional  
*If the infant is able to roll back and forth from front to back, he/she will be placed on his/her back and will be allowed to assume a preferred sleep position.*
- Placing infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs
- Ensuring infants younger than 12 months of age are placed in a bare crib with only a tight fitting sheet  
*Items such as soft or loose bedding, including blankets, quilts or comforters, pillows, stuffed toys/animals, soft objects, bumper pads, liners, or sleep positioning devices will not be located in infant cribs.*  
*Infants will not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.*
- Ensuring sleep positioning devices, such as wedges or infant positioners are not used  
*The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.*
- Ensuring sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult

*If an infant needs extra warmth, footed pajamas may be provided by the parents.*

- Placing only one infant in a crib to sleep
- Ensuring pacifiers used during sleep are not attached to a stuffed animal or the infant's clothing by a string, cord or other attaching mechanism that might be a suffocation or strangulation risk
- Ensuring if the infant falls asleep in a restrictive device, such as a swing or bouncy chair, the infant will be moved to a crib immediately, unless the parents have provided an Infant Sleep Exception form 2710 signed by the infant's health care professional

*If the infant arrives in a car seat and is asleep, the infant will be moved to a crib immediately.*

- Ensuring our child care program is smoke-free  
*Smoking, including e-cigarettes and any type of vaporizers, is not allowed in Texas child care operations. By City of Huntsville ordinance, smoking is prohibited in our facility and within 20 feet of any entrance.*
- Actively observing sleeping infants by sight and sound
- Supervising "tummy time" several times per day for awake infants helping them strengthen their muscles and develop normally
- Ensuring infants are not swaddled for sleep or rest unless the parents provide an Infant Sleep Exception form 2710 signed by the infant's health care professional

## **PARENT/TEACHER CONFERENCES & COMMUNICATION**

Communication between parent and teacher is essential in caring for and educating your child. If at any time you would like to have a conference with your child's teacher, you are encouraged to set up an appointment. Conferences to discuss academic progress will be scheduled in January for all students in Pre-Kindergarten. Additional conferences may be held as needed. At Faith Lutheran School, we have an open door policy. You are welcome to observe your child, our facilities and our program activities any time.

Faith Lutheran School makes every effort to ensure our families are notified of upcoming events and activities and are aware of other important information. In an effort to keep you informed, information will be shared in one or more of the following ways:

- Text messages through Remind
- Messages sent through our ProCare system which appear as you check your child in/out on the computer
- Notes in your child's cubby
- Notices and fliers posted on the entry doors of each building
- Notices and fliers posted on each classroom door
- An Activity Calendar found on the back of the Lunch Menu each month

Please check your child's cubby daily and carefully read any messages found as you sign your child in/out each day.

## **PARENT/TEACHER ORGANIZATION**

*Friends of Faith*, our Parent/Teacher Organization supports all students and staff of Faith Lutheran School. The organization plans programs designed for all parents throughout the year. Look for fliers and information in your child's cubby about *Friends of Faith* events.

## **POLICIES AND PROCEDURES/CALENDAR MODIFICATIONS**

If there is a need to modify or make additions to any of our existing policies, parents will be notified of these changes in the form of an addendum letter. Upon receipt of an addendum, please add it to your Parent Handbook.

If necessary, Faith Lutheran School reserves the right to modify the school calendar. Parents will be notified in advance if modifications are needed.

## **POTTY TRAINING AND PACIFIERS**

Students in Faith Lutheran School's Three Year Old and Pre-Kindergarten classes are required to be potty trained. The term "potty trained" will be defined as:

- Independent use of the bathroom
- The ability to feel/understand the physical need to go to the bathroom
- The ability to stop activity and be able to proceed to the bathroom in a timely manner before urination/bowel movement begins
- The ability to pull down pants and underwear to be able to use the toilet before urination/bowel movement begins
- The ability to wipe and clean self without help
- The ability to properly pull underwear and pants up without assistance
- The ability to flush the toilet and wash hands

Students who are potty trained should wear clothing which allows them to restroom with ease and success. Pants with snaps and buttons are difficult to remove quickly. Overalls are also discouraged. Belts should not be worn unless the child can operate it on/off independently. Students should practice removing potentially difficult clothing at home with success before wearing to school.

We understand accidents will occasionally occur. In order to disrupt the class and educational setting as little as possible, if able to clean and change themselves, the child may remain at school for the day. If the child is unable to clean and change themselves, we may require someone come to clean and change the child. If more than two accidents occur in the same day, we may require the child to leave school for the remainder of the day.

Because we do not staff three year and pre-kindergarten classrooms for individualized restroom assistance, students who have not mastered potty training may be moved, as space permits, to a younger classroom and/or tuition increased to a higher rate until the child is successfully potty trained.

Pacifiers are allowed for students in our Infant, One Year Old and Two Year Old classes. Students in a Three Year Old class or older are not allowed to have pacifiers at school.

## **PREVENTING AND RESPONDING TO ABUSE AND NEGLECT OF CHILDREN**

Faith Lutheran School requires all employees to have annual training on Reporting Suspected Abuse or Neglect of a Child. All employees are required by law to report suspected abuse. Faith Lutheran School cooperates with Child Protective Services on all investigations. For more information on issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect, prevention techniques for child abuse and neglect, and actions that a parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention, please visit the Department of Family and Protective Services website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The Child Abuse Hotline number is 1-800-252-5400.

## **RECORDS**

Faith Lutheran School is required to keep records of enrollment, attendance and health for each child. A current shot record must be on file for all students. All forms required by the Department of Family and Protective Services must be completed for our files before attending class and must be kept current. Please promptly notify us of changes in any information found on the above mentioned forms. Each time your child receives immunizations, please retain a copy and promptly submit it to the school office.

## **SCHOOL CLOSINGS**

If weather conditions or weather-related issues cause Huntsville ISD to be closed, Faith Lutheran School *may* also close. If Huntsville ISD closes, Faith Lutheran School **MAY**



remain open. If administrators feel students and staff members are not at risk, every effort will be made to remain open. Announcements regarding closings will be made through Remind.

If Faith Lutheran School closes and the day will be made up as indicated as a "weather day" on the school calendar, parents will be notified accordingly.

## TOYS AND ELECTRONIC DEVICES

Our classrooms have age-appropriate toys and equipment for student use. No toys, games, electronic devices or like items should be brought to school. One small stuffed animal may be brought to school to be used during nap time.

## TUITION AND FEES

### Payments

Tuition is calculated on a school-year basis and charged monthly. Tuition is due by the fifth of the month. We offer sibling discounts. Contact the school office for more information.

### Non-Payment

**There will be a \$25 charge on any payment rejected by the bank.**

**A \$25 late fee will be assessed for payments received after the fifteenth day of the month.** If arrangements have been made through the office to pay tuition on another date, late charges begin accruing the first school day after the agreed upon date.

### Delinquent Accounts

Accounts become delinquent if payment is not received in accordance with the above policy. For delinquent accounts, communication with FLS is critical. On very rare occasions, FLS reserves the right to approve a repayment plan. Repayment plans that extend beyond May of the current school year will not be accepted.

Registration for the summer or the following school year will NOT be allowed for delinquent accounts.

Accounts that are more than 60 days delinquent or fail to follow their approved repayment plan may be given to our collection agency. Students associated with these accounts will be excluded from attendance and resulting vacancies will be filled.

### Withdrawal

Two weeks written notice must be given for withdrawing a child from Faith Lutheran School. A Notice of Withdrawal Form must be completed and turned in to the school office a minimum of two weeks prior to the date of withdrawal. Payment is expected through the day of withdrawal. The delinquent account policy also applies to outstanding tuition resulting from withdrawal.

### Late Pick Up

Faith Lutheran School closes at 6:00pm each day. We understand that on rare occasions, circumstances beyond control cause parents to run late. In the event the student will not be picked up by 6:00pm, please notify the school office immediately. A late fee of \$20 per 15 minutes will be assessed for any child picked up after 6:00pm.

### Fees

REGISTRATION FEES are non-refundable and are due at the time of registration in order to secure a place for your child.

CURRICULUM FEES are due in full with September's tuition payment and are non-refundable after the start of school. Curriculum fees are subject to the delinquent accounts policy.

Registration opens for the summer program and the following school year for current FLS families and Faith Lutheran Church members mid-February. Registration opens to the public on March 1. Spots will be filled on a first come, first served basis. Registration fees must accompany the registration application.

## **VISION AND HEARING SCREENING**

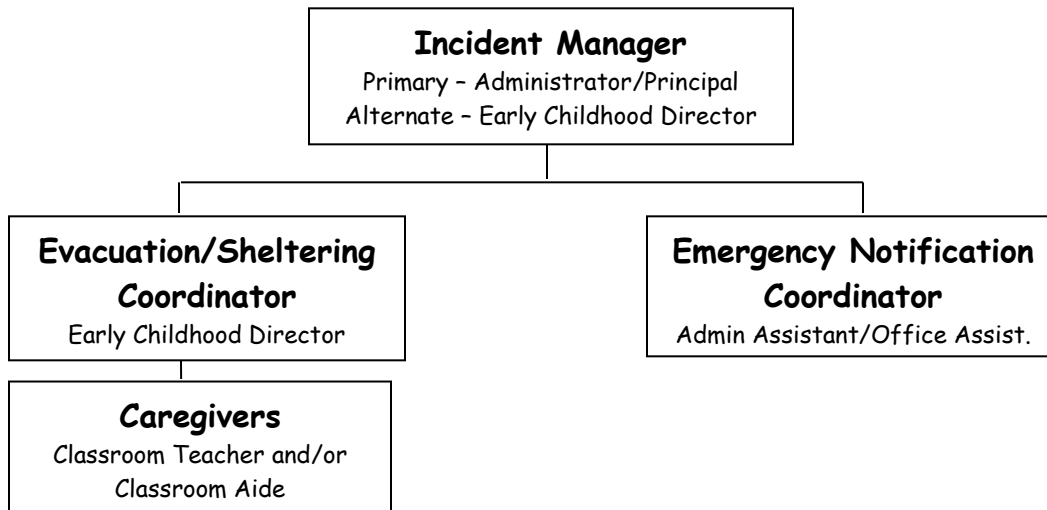
Pre-Kindergarten students will receive a vision and hearing screening during the school year. You will be notified prior to the screening and will receive information if further testing is recommended.

## **VOLUNTEERS**

We are happy to accept volunteer help from parents, church members and community members. If you have a particular talent that you feel we could utilize, please let us know. For the safety of our students and in accordance with licensing standards, background checks are performed on regularly scheduled volunteers.

# FAITH LUTHERAN SCHOOL EMERGENCY PREPAREDNESS PLAN

## Emergency Organizational Structure



### **Incident Manager:**

- Responsible for overall operational control
- Assumes any duty not carried out or assigned to coordinators and/or caregivers

### **Evacuation/Sheltering Coordinator:**

- Ensures accountability of all staff and students
- Ensures appropriate sheltering for staff and students

### **Caregivers:**

- Responsible for orderly movement and immediate safe shelter of students in their care
- Responsible for immediate accountability of students in their care
- Responsible for obtaining class emergency contact information, authorization for emergency care and child tracking system
- Responsible for any necessary notification of parents
- Responsible for continuing to care for each student until he/she is released according to dismissal procedure as stated in parent handbook

### **Emergency Notification Coordinator:**

- Responsible for notifying appropriate emergency services (Fire, EMS, Police, Health Dept.)
- Responsible for obtaining school emergency contact information
- Responsible for items needed to meet student's medical and nutritional needs

**Student Emergency Information:**

Each classroom will have an emergency clipboard which contains parent and emergency contact telephone numbers for each child in the class, authorization for emergency care for each child in the class and the child tracking system information (roll sheets) for the class. In addition, a copy of our Emergency Preparedness Plan and a list of all employees' personal cellular phone numbers will be included. It is the responsibility of the caregiver for each class to have possession of the emergency clipboard in any emergency situation or emergency drill.

Parent and emergency contact telephone numbers for each child enrolled, authorization for emergency care for each child enrolled and class roll sheets for each class will be kept in a centralized location in the school office. In addition, a list of employees with personal cellular phone numbers will be kept with this information. The Emergency Contact Coordinator will be responsible for possession of this information in any emergency situation or emergency drill.

**Relocation to the designated safe area or alternate shelter:**

Students will be lined up; or placed in strollers, bye-bye buggies, or emergency crib based on age and as appropriate. Students will be counted prior to leaving the classroom as well as when they have reached the designated safe area or alternate shelter. In addition, roll sheets will be used to ensure accountability of all students. (See emergency evacuation and relocation diagram located near the door in each classroom for the designated safe area or alternate shelter.)

**Communication:**

Primary Communication Devices will be land lines located in classrooms and/or school office. As secondary communication devices, Emergency Manager, Coordinators and all Caregivers will bring their personal cellular phones as available to the designated safe area or alternate shelter. Land lines and/or cellular phones will be used to communicate with all necessary parties.

The primary emergency phone number for Faith Lutheran School is: 936/291-1706

The secondary emergency phone number for Faith Lutheran School is: 936/295-5298

In the event of an emergency, parents and guardians identified on the child's emergency card and/or registration form will be notified via phone call or text message of the type of emergency, sheltering location and any additional details specific to the emergency as soon as all children are safely sheltered. For

lockdowns, children will not be released until the area is deemed safe by local law enforcement.

**Alternate Shelter Away from Faith Lutheran School:**

Should evacuation from Faith Lutheran School be necessary, all students will be relocated to:

**First Alternate:** Church of the Nazarene, 3707 Highway 30 West

**Second Alternate:** Church of Christ, 3737 Highway 30 West

Alternate Shelter will be determined based on the circumstances of the emergency. The Evacuation/Sheltering Coordinator will give direction to Caregivers regarding which alternate shelter will be used.

Caregivers will be responsible for safely walking students across Sumac Road and through the parking area leading to the Church of the Nazarene. If relocating to the Church of Christ, Caregivers will safely walk students through the Church of the Nazarene parking lot and through the grassy area leading to the Church of Christ.

**Drills:**

Fire drills will be held once per month. Severe weather sheltering drills will be held four times per year. Crisis Lock-Down drills will be held four times per year.

Emergency Evacuation Drill will be held once per year.

**POSSIBLE EMERGENCY SITUATIONS**

**LOCK-DOWN: DANGER INSIDE THE BUILDING**

An announcement will be made via classroom phones/intercoms and/or by personal message. The Emergency Notification Coordinator will call 911. All children and caregivers will move to the nearest safe room and lock doors using the lock down locking system. Direct caregivers will take attendance and account for all children in their care. Windows will be secured; window coverings will be closed, and children and caregivers will move away from windows when possible. Lights and sound will be turned off and children will be kept as quiet as possible. Caregivers will make every effort to keep the children safe and calm. Caregivers will care for the children in their secure locations until an announcement is made confirming the threat is clear.

**LOCK-DOWN: DANGER IN THE AREA NEAR THE BUILDING**

An announcement will be made via classroom phones/intercoms and/or by personal message. All children and caregivers will move to the nearest safe room and lock doors using lock down locking devices. Direct caregivers will take attendance and account for all children in their care. Windows will be secured; window coverings will be closed, and children and caregivers will move away from windows when possible. Caregivers will care for the children in their secure locations and continue normal classroom activity until an announcement is made confirming the threat is clear.

### **FIRE**

Upon hearing the fire alarm, smoke detector or personal message, each class shall evacuate the area according to the posted routes and assemble in the designated area outside the building. The Emergency Notification Coordinator will call 911. Direct caregivers will take attendance and account for all children in their care. Caregivers will care for the children in their designated locations until an announcement is made confirming the threat is clear.

### **SEVERE WEATHER**

An announcement will be made via classroom phones/intercoms and/or by personal message. All children and caregivers will move to the designated area of the building as indicated on the emergency evacuation map. The children will sit "Criss Cross Applesauce" facing the wall with their hands locked behind their heads. Direct caregivers will take attendance and account for all children in their care. All interior doors will remain closed. Caregivers will care for the children in their secure locations until an announcement is made confirming the threat is clear.

We trust this handbook will help acquaint you with our school policies and procedures. If you have any questions or concerns regarding our policies and procedures, please call the school office to make an appointment with the Principal or Early Childhood Director. You will be notified in writing if any changes in these policies occur.

You may review a copy of the minimum standards at any time by making an appointment with the Principal or Early Childhood Director. A copy of our most recent licensing inspection report is posted for viewing in the foyer of the preschool building. If you wish to contact the Department of Family and Protective Services, you may do so at the following location:

2017 N. Frazier, Suite C1  
Conroe, TX 77301  
(936) 756-1551

DFPS Child Abuse Hotline: 1 (800) 252-5400  
DFPS Website: [www.dfps.state.tx.us/Child\\_Care](http://www.dfps.state.tx.us/Child_Care)

