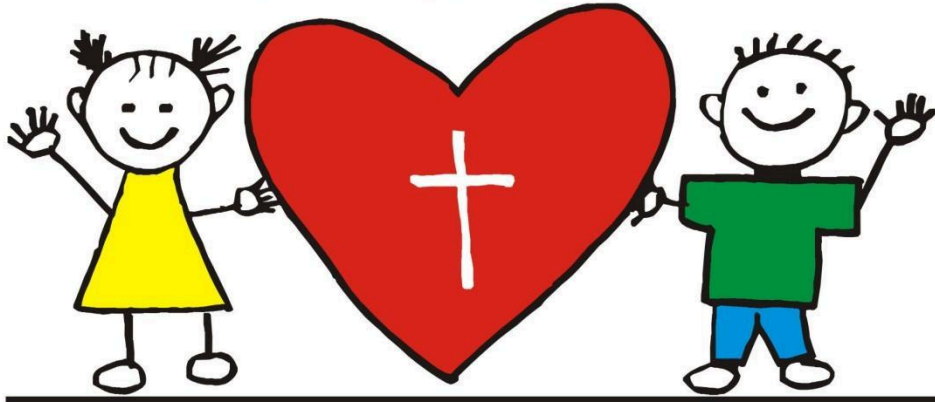


Faith Lutheran School



Together in God's Love
**Preschool Application
School Handbook
2024-2025**

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But Jesus said, "Let the little children come to Me, and do not forbid them; for of such is the kingdom of heaven." Matthew 19:14

MISSION STATEMENT

As a ministry of Faith Lutheran Church, the mission of the school is to prepare students to proclaim the Gospel of Jesus Christ with one another, the community and the world while providing them with an education that will equip them with knowledge and skills, allowing them to succeed as productive citizens.

FAITH LUTHERAN SCHOOL STATEMENT OF FAITH

Faith Lutheran is affiliated with the Lutheran Church Missouri Synod. We believe in the Triune God as revealed by His inspired Word. We believe that we are saved from our sinful condition and receive eternal life only by God's grace, through faith in Christ Jesus, on account of His death and resurrection. In response to God's love, we follow the example of Christ by loving, serving, and forgiving others. We are called to share God's message of hope and salvation.

CHURCH ATTENDANCE

All Faith Lutheran School students and their families are encouraged to attend worship services and Sunday School on Sundays. Students are encouraged to participate at Faith Lutheran Church for special occasions such as the school Christmas service. Faith Lutheran Sunday School is held at 9:00 am and Worship at 10:15 am.

STATEMENT OF PURPOSE

The purpose of Faith Lutheran School is to encourage spiritual, emotional, academic, and physical development in children. In a Christian environment, children are encouraged to develop self-motivation and self-discipline. Activities based on principles of early childhood development are planned to help children learn through their senses, acquire language and problem-solving abilities, and develop motor-perceptual skills. A basic understanding of God, the Bible, and appropriate Christian behaviors are encouraged and integrated into all activities of the school. These experiences provide children the opportunity to build a closer relationship with God, build self-confidence, and develop the ability to work with others as a part of a Christian community.

NON-DISCRIMINATION POLICY

Faith Lutheran School does not discriminate on the basis of race, color, ethnic origin or faith in administration of its educational and admission policies.

PRESCHOOL CURRICULUM

Faith Lutheran School's preschool curriculum is based on "Project Construct," a nationally-recognized preschool curriculum. Students participate in centers and play-based learning that helps build the social and academic skills needed to prepare for Kindergarten and beyond. All students attend chapel weekly and learn Bible stories and Christian values on a daily basis.

SCHOOL BOARD AND STAFF

The school program is operated by Faith Lutheran Church and is administered by elected members of the congregation through the School Board. The School Board is responsible for setting policies for the school in consultation with the teaching staff and for all decisions concerning tuition and fees. The school staff consists of trained and certified teachers under contract to the congregation as well as approved assistants and volunteers. The teacher is available by appointment before or after school to consult with parents concerning their children. The school director and school board members are also available to discuss concerns or recommendations. Student/staff ratio will not exceed the guidelines recommended by the State of Missouri Department of Elementary Education.

DISCIPLINE POLICY

Christ is the center of all activity at Faith Lutheran School. The school discipline policy will be consistent with Biblical teaching, helping each child to understand the consequences of sin, experience forgiveness for their misdeeds and learn to forgive their fellow classmates. Children will be reminded of the importance of classroom rules/boundaries (God's rules, safety, consideration of others, etc.) as necessary. Praise will be given for positive behavior. The teacher and/or assistant will redirect a child who exhibits negative behavior and provide appropriate consequences as needed. Appropriate consequences for first offenses consist of conversation with the child or children. Repetition of negative behavior could result in a loss of privileges and/or a "time out". If negative behavior does not seem to be corrected, consultation with parents will occur. Aggressive physical behavior and/or bullying (either physical or verbal) or intimidation of another student or staff member is never tolerated. In extreme cases, parents will be notified and asked to remove their child from the school setting. In preschool, aggressive behaviors such as biting, hitting, and scratching are occasionally issues. If a child exhibits this behavior towards another child, the parent will be notified in writing. After the third offense, the parent may be called and asked to remove the child from the school. Children may be asked to remain at home for three days following the offense. Multiple offenses will be reviewed by the School Board with the possibility the child would be permanently expelled from the school.

COMMUNICATION PROCEDURES

Teachers will communicate regularly with parents via newsletters. Newsletters may be printed or sent by email. The school also communicates with parents through email unless the parent or guardian does not provide an email address. Please make sure to check your email regularly. News is also announced on the school Facebook page (<http://www.facebook.com/faithlutherankv>) and on the school website (<http://www.faithlutheranschoolkv.org>). If a parent has a concern, they should speak directly to their child's teacher. If the parent does not feel the concern has been adequately addressed, they should then go to the school director.

ADMISSION AND DISMISSAL POLICY

Annually, all students must submit a completed enrollment application form, and an up-to-date immunization record as well as pay the non-refundable \$125 annual enrollment fee to be officially considered enrolled. This fee must be paid in order to reserve a place for your child. Applications will be accepted for the following school year after January 1st. A \$25 early enrollment discount will be given

prior to April 15th. No space in a class will be held for a child until all of the above are received. Students must be at least 2 years of age and completely potty-trained.

Dismissal from the school can result from the following:

1. Non-payment of tuition for two consecutive months.
2. Consistent displays of behavior inappropriate for a school situation.
3. Arrival or pick up of the child after school consistently exceeds the scheduled 15-minute limit.

In the event that the School Board or the parent feel enrollment of a child in school should be terminated, a two-week courtesy notice will be given by either party.

PRESCHOOL TOILET TRAINING POLICY

Children enrolled in preschool must be toilet trained before attending preschool. Children must be wearing underwear. A child having accidents daily would not be considered toilet trained. Please note that wearing pull ups is NOT considered toilet trained.

Why do children have to be toilet trained before they begin preschool?

- There are strict standards for changing and disposing of wet or soiled diapers/pull ups and our classrooms are not equipped for this.
- When an adult is busy changing a child's soiled clothing, it is taking away from learning time for all students and it removes one adult from the direct supervision of and interaction with the rest of the class.

We do understand that even toilet-trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

A toilet-trained child is a child who can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go
- Alert him/herself to stop what he/she is doing, to go and use the bathroom
- Pull down his/her clothes and get them back up with minimal assistance
- Wipe him/herself after using the toilet (with minimal assistance for 3 year olds)
- Get on/off the toilet by him/herself
- Wash and dry hands
- Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom
- Wake up during nap time should they need to use the bathroom

We certainly will ask your child many times throughout the day and before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue that protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool staff are aware of this and will assist the children when necessary. Please have your child dressed in clothing that he/she can easily manage independently. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents and returned at the end of the school year. Parents will be notified if a child has a toileting accident.

TUITION FEES AND SCHEDULE

Monthly tuition payments are due by the 1st of the month, September - May. There is a \$10 late fee assessed after the 10th of each month, and a \$20 late fee after the 20th. Unpaid tuition and/or late fees for two consecutive months will result in the termination of enrollment and remaining tuition owed will be sent to a collection agency. Students will not be allowed to enroll in the second semester, summer program, or for the following school year, unless all payments are current.

Tuition will be invoiced through Quick Books Online and may be paid online or with cash or check. Checks should be made out to Faith Lutheran School and left in the school office or placed in the upstairs tuition box. There will be a service charge of \$20 for returned checks.

	Schedule	Enrollment Fee	August Tuition	September thru April Monthly Tuition	May Tuition
Fulltime Pre School & Childcare	Monday - Friday 6:30 am - 5:30 pm following school calendar*	\$125	\$220	\$525	\$525
3 Day Pre School & Childcare	Tuesday, Wednesday & Thursday 6:30 am - 5:30 pm following school calendar*	\$125	\$180	\$395	\$395
Preschool	Monday - Friday 8:00 am – 11:00 am	\$125	\$180	\$395	\$180
3 Day Preschool	Tuesday, Wednesday & Thursday 8:00 am – 11:00 am	\$125	\$150	\$295	\$150
Pre-K	Monday-Thursday 8:00 am – 11:00 am May enroll Monday-Friday with childcare for price in row 1.	\$125	\$165	\$345	\$165

*The full time tuition includes all non-school (daycare) days excluding those listed on the school calendar as NO SCHOOL/NO DAYCARE days. (These days include 2 days at Thanksgiving, 2 or 3 days at Christmas, New Year’s Day, Good Friday, Easter, Memorial Day, July 4th, the week before school begins in the fall and Labor Day.)

Summer school and childcare is available immediately following the school year and is billed separately. Financial assistance for hardship situations may be arranged pending available funds, school board approval, required paperwork and prior year income tax information submitted for consideration.

ABSENCES/VACATIONS AND TUITION REFUNDS

As a non-profit organization, Faith Lutheran School operates on tuition from enrolled students. The budget is based upon full enrollment. Parents are responsible for each month’s full tuition. Sickness and vacations do not constitute tuition waivers. Only in extreme circumstances, prepaid tuition may be considered for refund by the board. Refunds will be pro-rated.

MULTI-CHILD/ LUTHERAN DISCOUNTS

The first child in a family (with the highest tuition) will be billed at the full rate. The second child in the family, who is enrolled full-time, will receive a 10% discount off their tuition. Each subsequent child will receive a 20% discount. This applies only to full-time tuition. Active Faith Lutheran Church members will receive a 10% discount off tuition rates for the first and second child enrolled full-time. A 20% discount will be given for each subsequent child. Either the multi-child discount or the Lutheran Rate Discount can be applied, but not both. If you opt not to take your discount, you may choose to donate the funds and direct to where you feel it is needed most.

FUNDRAISING/DONATIONS

Tuition alone does not cover the entire cost of educating your child. Families are expected to donate time and/or participate in fundraising. If you choose not to participate in fundraising, a donation would be appreciated. Faith Lutheran School functions in part on donations from congregation members and school parents. Please consider a tax-deductible donation to support purchasing of supplies, tuition assistance, or other expenses.

LUNCHESES

Students may bring their lunches from home or purchase from the Colton's school menu for \$4.50 a day. Refrigerators and microwaves are available for student use. Please do not send lunch items that require a microwave time greater than 2 minutes. Lunch menus are sent out every two weeks and must be returned by the scheduled return date. Please do not send soda or energy drinks with your child to school.

SCHOOL CALENDAR

A detailed schedule of the school year will be given the first week of school. Snow days will correspond to the Kirksville R-III school system on most occasions. We will not follow their late starts. We will be open for daycare on snow days **if possible**. Please listen for announcements on KIRX, KLTE, KTUF, and KTVO. Closures will also be announced via email and on our Facebook page..

ARRIVAL/DEPARTURE PROCEDURE

Drop-off will take place in the Narthex, the front entrance. Parents need to bring their children into the school building and turn them over to a teacher. No child should ever be allowed to find his/her own way in. This is not only for safety reasons but also to allow parents and teachers the opportunity to touch base. Drivers are asked not to park along the sidewalk on the west side of the church to ensure the safety of the children. Please have your child stay with you while walking in the parking lot. With parents coming and going, it is dangerous for your child to be outside without adult supervision.

For pick up at 3:00 pm parents are asked to use the circle drive off of Janeway Street. Our staff will only release a child to the parent(s) or guardian who enrolled the child and to those authorized on the enrollment form. If someone else will be picking up your child, written permission is necessary. Older siblings may not sign out younger siblings. **There is a late fee of \$5.00 for pick-up after 5:30 p.m. with a \$1.00 per minute extended care rate thereafter.**

SAFETY AND SECURITY

Faith Lutheran School is committed to your child's safety. We have safety and security protocols in place. Security doors are locked during the school day. All students and parents need to use the main double doors upstairs to enter the building. All visitors need to buzz in for admission. If your child has an appointment, please make arrangements with the school office and your child's teacher ahead of time.

A copy of the school security policy is available in the school office. All staff are trained in emergency procedures and conduct annual intruder training. Regularly scheduled fire and tornado drills will be conducted school-wide each semester.

REPORTING SUSPECTED NEGLECT AND ABUSE

It is a policy of Faith Lutheran School that all employees shall cooperate in full with the Child Abuse and Neglect Reporting Act, as mandated by the state of Missouri Section 210.115.1. Any teacher or employee of Faith Lutheran School who has knowledge of or reason to suspect abuse or neglect shall report to Missouri Children's Division Child Abuse and Neglect hotline and the school director. If this report is made orally, it will be followed by a written report to be submitted to Missouri Department of Social Services. The director will be responsible for conferences, parent contact or any other action taken in an abuse or neglect case.

ILLNESS POLICY

If your child has been ill in the past twenty-four hours (i.e. vomiting, diarrhea, fever of 100 degrees or higher, inability to participate in routine activities) we ask that you do not bring them to school. It is important to us that all the children and teachers remain healthy. If your child becomes ill during the day, parents will be notified to pick up the child. It may become necessary to contact the emergency backup. Please remember to keep emergency phone numbers, work, and home numbers current with the school. If children attend school, they are expected to participate in outdoor activities when weather permits. If your child will be absent from school due to illness, a courtesy call would be appreciated.

MEDICATION

Medication forms must be filled out by parents before any medication will be administered. All medications need to be given to teachers and will be returned to the parent(s) at the end of the class session. Students may not access medication at school without staff assistance.

ALLERGIES

Please alert staff members to any allergies your child may have. We will do our best to accommodate these.

CLOTHING

Children are very active at Faith Lutheran School and are involved in a lot of messy, fun activities. Please dress your child appropriately for art, physical education, cooking activities and outdoor play. Comfortable clothing that your child can pull up and down easily is best. Each child enrolled in the full day program

should have a complete change of clothing, including socks. All children will need to bring a clean pair of tennis shoes to leave at the school for use in the gym. Shorts or leggings should be worn under dresses. Flip flops should not be worn as they are a hazard on the playground.

OUTDOOR PLAY

Outdoor play is an important part of the curriculum at Faith Lutheran School. We go outside in the morning and afternoon as long as the temperature is above 20 degrees (with wind chill) and there are no extreme conditions such as precipitation. As the weather gets hotter/colder, time outside may be limited and other precautions will be taken. Children will not be excused from outdoor play. Children are expected to bring hats, gloves/mittens for cold weather and boots when it is snowy.



After you have read all the policies and procedures, please sign the completed application forms indicating agreement with school policies and return them to the school along with your child's immunization record and application fee. If you have any questions regarding the policies, please be sure to speak to the teacher, school director, or any School Board member before signing.

FAITH LUTHERAN SCHOOL

PRESCHOOL APPLICATION



Please complete this form and return it to the school along with immunization records and the registration fee of \$125. All students must be at least 2 and COMPLETELY potty trained.

Student's Information		
Student Name		
Student Age		
Student Gender		
Birthdate		
Program Enrolling In	Preschool Only (8:30-11 am T/W/Th) Pre-K Only (M/T/W/Th)	Full Time Preschool Full Time Pre-K
Address		
Napping	My child needs a nap	My child does not nap
Father's Information		
Name		
Cell Phone		
Email		
Work Phone		
Employer		
Address if Different		
Marital Status	Married	Single Divorced
Mother's Information		
Name		
Cell Phone		
Email		
Work Phone		
Employer		
Address if Different		
Marital Status		
List names and ages for other children in family		
If there has been a separation or divorce, with whom is the child living? If different from a parent, please provide name, relationship, address, phone and email.		

HEALTH INFORMATION & EMERGENCY CONTACT INFORMATION

Student's Information	
Student Name	
Student Age	
Student Gender	
In the case my child becomes ill or injured at school, please call	
Name	
Cell Phone	
Relationship	
Second Emergency Contact	
Name	
Cell Phone	
Relationship	
Third Emergency Contact	
Name	
Cell Phone	
Relationship	
If none of the listed contacts can be reached, please call the student's doctor	
Name	
Phone	
Or transport the student to a location for emergency treatment	
Hospital Name	
Other	
I understand that I am responsible for any expenses incurred in emergency treatment.	
Guardian Signature	
Date	

Please list any food allergies the student has

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HEALTH ALERT- IMPORTANT!

If you child has an unusual health hazard, such as easy bleeding or serious allergy to a drug or physical limitation, please describe the situation below.

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Please list any person authorized to pick up the student

Name	
Name	
Name	
Name	
Name	
Name	
Name	
Name	
Name	
Name	
Name	
Name	
Name	
Name	
Name	

PARENT QUESTIONNAIRE

fill out only if your student is new to our school

Please describe your child's personality, interests, or talents
Are there any factors that you would like to share with us that have had an impact on your child's academic or social progress to date? (This may include health, learning challenges, or changes of home, school or family situation.)
Is there anything else you would like us to know about your child?

PHOTO RELEASE

Throughout the year, photos may be taken of classes and individual students in the classroom, on field trips, and at various school-related activities by school staff or local media. These photos may be used for promotional purposes, including in the local newspaper, on our school website, and on the school Facebook page.	
Student's Name	
Grade	
	I give permission for my child's photo to be used to promote the school
	I request that my child's photo not be used to promote the school
Guardian Signature	
Date	

FIELD TRIP RELEASE

My child has my permission to participate in any field trip planned for the school year.	
Student's Name	
Grade	
Guardian Signature	
Date	