

MISSION:

We teach children and welcome them to Jesus.

Lil' Sprouts at Faith Lutheran Preschool and Extended Day Care aims to provide a learning environment where each child can grow in grace, enjoy freedom through knowledge, and gain confidence and self-esteem. We hope to help provide a foundation for a healthy, productive, and meaningful life. Faith Lutheran Preschool and Extended Day Care is certified by the CCD (Child Care Division) and a ministry of Faith Lutheran Church. Contact information is listed on our posted license.

NON-DISCRIMINATION POLICY:

Faith Lutheran Preschool (FLP) does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school. Since Faith Lutheran Preschool may not have the resources to care for children with special needs, each child will be reviewed on an individual basis.

TUITION AND FEES:

One time registration fee of \$35.00 per year (non-refundable)

One-time supply fee of \$25 per year

Full time (over 5 hrs a day): preschool & extended care, \$475 a month

Half time (4.5hrs and under): preschool & half time extended care, \$240 a month

Preschool only: structured preschool time only \$195 (5 days a week). 2, 3, and 4 day a week classes available at a reduced rate.

We provide a 10% discount for siblings.

Tuition is paid monthly. Tuition is due and payable on the fifth of the month and must reach us by the tenth. A service charge of \$25 may be added to your account for tuition received after the tenth. Dishonored checks may be assessed an additional fee of \$35.00. ***Enrollment will be terminated at the discretion of the school for non-payment of tuition.***

Payments may be mailed directly to Faith Lutheran Preschool, 930 Queen Ave SW, Albany OR 93721

Should there be any extenuating circumstances that would prevent you from paying on a timely basis, please discuss this with the Registrar prior to it becoming a problem.

You must provide a two-week written notice if your child is discontinuing enrollment. Otherwise, you will continue to be billed your tuition.

**** If you have any questions about tuition, payments, registration – Please contact Denese Schaffner, FLP Registrar. She can be reached at 928-1331 ****

ADDITIONAL FEES:

Occasionally, small fees may be collected from each child for field trips or special activities.

LATE PICK-UP FEES:

A fee of \$1.00 per minute will be applied for children who are picked up after 11:35am/3:35 p.m. (Preschool schedule) or after closing p.m. (full day schedule).

TUITION REIMBURSEMENT FOR VACATIONS, ILLNESSES, HOLIDAYS:

There is no credit given for absences due to vacations, illnesses, or holidays.

TERMINATION OF ENROLLMENT:

In certain circumstances, it may be necessary for the School Board to decide to discontinue a child's attendance. Such a decision would be based on whether it is in the best interest of that child. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment may be the result of the following:

Abuse of other children, staff or property

Disruptive or dangerous behavior

The center's inability to meet the child's needs.

HOLIDAYS:

Faith Lutheran Preschool will be closed on the following holidays:

Labor Day

Veterans Day

Thanksgiving Day & Friday after

Christmas Vacation – up to 5 days

New Year's Eve and Day

Martin Luther King, Jr. Day

President's Day

Memorial Day

Independence Day

NOTE: If a holiday falls on a Saturday – FLP will be closed on the preceding Friday. If the holiday falls on a Sunday – FLP will be closed on the following Monday.

EMERGENCY SCHOOL CLOSURES:

In the event of severe weather and/or snow, FLP may close. Announcements of school closure can be heard on local radio and television stations. In general, if the Greater Albany Public Schools are closed, FLP will be as well. If the schools are to open 2 hours late due to weather, FLP will not have preschool class that day, and the children enrolled in the extended care may come at 10 am.

If snow begins falling during the school day with accumulation on sidewalks and streets, FLP may close. Preschool parents will be requested to pick up their child. The extended care will continue to operate until all children have been picked up.

ARRIVALS/DEPARTURES:

CCD requires that a child be escorted into the child care program and the child be accepted directly by a teacher/caregiver. Children will be released only to the parent or an adult whom the parent has authorized by a written statement (enrollment form).

Parents, or other adult supervising the child, **MUST SIGN THEIR FULL NAME** on the sign-in sheet when dropping off and picking up their child.

Identification will be requested if person is not familiar to staff. If you are late picking up your child there may be a late fee billed to cover the staff overtime. If you do not arrive, your emergency contacts will be called to pick your child.

Please inform us with a note or phone call if someone other than those you have originally authorized will be picking up your child. The authorized person must be over 18 years of age and present a photo ID.

At no time will the staff allow a student to leave the preschool with anyone not on the Identification and Emergency Information sheet, unless that person has been designated either by a written note or telephone call from the parent.

FACILITY SECURITY:

Other than arrival and departure times, all the doors to the preschool facility will be locked. This measure is to ensure that no one can enter the premises unnoticed while the teachers are busy with the children. Children playing outside on the school play area will be supervised by at least two adults.

There is absolutely no smoking allowed on school grounds.

GENERAL SAFETY RULES:

This is a partial list of safety rules that we may ask parental help in enforcing and reinforcing with the children.

- Running is not allowed inside the facility. Running is for outside play on the grass and bark areas only. Children should not play chase or run on the concrete portion of the play area.
- Children using the slide must do so feet first. Head first sliding is not allowed.
- Only balls are for throwing. Children may not throw sand, toys, blocks, etc.
- Indoor voices must be used indoors so that children can hear any instructions from teachers that may pertain to safety.

FIELD TRIPS

Children may be transported on field trips by parent/volunteer drivers. During the time your child is being transported, there are in the care of the adult(s) in the car and not the center. Drivers shall be at least 18 years of age, hold a current driver's license, and maintain a safe driving record. The

vehicle shall comply with all state motor vehicle laws and be maintained in a safe operating condition. Children shall be transported only in sections of vehicles designed for and equipped to carry passengers, and the child is required to ride in a booster or safety seat complying with standards set by the Oregon Department of Transportation. No child shall be left unattended inside or outside a vehicle.

CHILDREN'S HEALTH FORMS:

Each child must have an authorization for medical treatment and registration form on file before attending the center. This authorization allows us to obtain medical treatment for the child in the event of a medical emergency. We will make every effort to notify the parent as soon as possible if a medical emergency occurs. Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current.

ILLNESS GUIDELINES:

Colds, flu and other contagious diseases seem to occur frequently and spread easily among preschool children. To help protect your own child's health and to minimize the possibility of spread at school, please keep your child at home if they display the following symptoms:

- Fever of 100 degrees or higher within the last 24hrs
- Vomiting
- Nausea
- Diarrhea (more than one loose, watery, runny or bloody stool)
- Severe Cough
- Ear ache
- Red itchy eye with discharge

Children who show signs of illness will be isolated and the parent(s) notified and asked to remove their child from the center as soon as possible.

IMMUNIZATION REQUIREMENTS:

Each child is required to have on file at the center a record of immunization, recorded on the form provided by the Oregon State Board of Health. Under Oregon law, parents may request exemption from immunization requirements. Faith Lutheran Preschool reserves the right to refuse admission to the center to any child not immunized for a disease during an outbreak of the same disease within the region. Also, children will be refused admission if displaying symptoms of a disease for which they have not been immunized.

MEDICATIONS:

Please inform your physician that your child is in full day or part day preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember FLP is designed for **well** children.

If medications need to be administered at school, the following conditions must be met as per State law:

- ❑ **Prescription medication will be accepted only if it is in the original container.**
- ❑ Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.
- ❑ Before any prescription or nonprescription medication can be administered, including sunscreen, we must have permission in writing by the child's parent or guardian. Please fill out the medication forms and enter instructions into the Daily Medication Log Book. Please bring a copy of the information given to you by the pharmacy.
- ❑ Medication needs to go home after the last date that the medication is administered.

HEAD LICE

This is a very common occurrence in young children. This has nothing to do with cleanliness. They are very easily transmitted by leaning back in an upholstered chair where someone had previously sat who had head lice, sharing caps or helmets, hair accessories, brushes, combs, even sitting close and touching heads. Random lice checks are conducted by school personnel. If head lice are found on a child, the following steps are taken:

Parents are notified and child must be picked up from school. That child's head must be treated with a product formulated to remove head lice.

Nits must be removed with a special nit comb included in product.

The child will be excluded from school the following day.

Upon returning to school state health laws require examination of hair and scalp by personnel before returning to school

To avoid infestation, it is important to inspect all family members for two weeks and treat if infected. Nits on the scalp may be seen more easily on the hair at the back of the neck and above the ears. Please be assured that we will do everything possible to prevent infestation at our center. With your support and cooperation, we will stop the lice from spreading.

BEHAVIOR MANAGEMENT POLICY:

When children are not following the rules or having a rough time with listening, we always give a warning first, then try moving to a different activity, then on to time out; one minute for each year old. If the behavior continues and disrupts the class, staff may call home and have the parent make arrangements to take him/her home.

CHILD ABUSE REPORTING LAW REQUIREMENTS:

Teachers are mandated reporters and are trained to recognize and prevent child abuse. Faith Lutheran Preschool staff are **REQUIRED** by Oregon State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation.

The staff may not notify parents when the police or CPS are called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

NAP TIME:

There is a rest period during the day from for all children. Each child is assigned his/her own mat to sleep on. A special blanket or stuffed animal from home is encouraged for use at naptime (labeled with the child's name). We request that you provide your child with a small blanket and small pillow for your child and take them home weekly for washing.

SHARE DAY (SHOW AND TELL):

Share Day is every Tuesday and Thursday at which time your child may bring one toy to share or they may tell about something with his/her class. Books, cassettes and CDs are welcome at any time. Please do not allow your child to bring in items other days. Violent toys, videotapes, books, guns and swords may not be brought to school and they will not be allowed to show these items during Share Day. Please do not send anything that is irreplaceable or valuable to school.

LUNCHES:

All children staying for extended care must bring a bagged lunch with nutritious choices. A refrigerator is available to store lunches. Please do not include items that need to be heated – a microwave is not available.

Here are some examples of a good lunch for your child:

Turkey sandwich, cheese sticks, grapes, carrots, water.

Bagel, orange, cottage cheese, celery, water or 100% juice.

If you would like your child to be on the "milk list", where we provide milk for lunch, you will need to provide an extra \$2.00 a month with your tuition. Please let us know if you are interested.

SNACKS:

Snack is provided by student's families on a rotating basis. Your child will be asked to bring a snack and beverage for his/her class once every month or two. Snack assignment sheets are handed out at the beginning of each month. Children look forward to their snack day, when they can share their favorite foods with the class. State regulations allow for a wide variety of nutritious foods when serving snack in a preschool program. **Please be aware that regulations prohibit home cooked foods. Food brought for treats must be commercially prepared, and any beverages must be milk or totally 100% juice**

Some healthy snack suggestions are listed below.

Suggestions: apples, bananas, fruit salad, cheese, yogurt (Gogurt), carrots, celery and peanut butter, lunch meat and crackers.

*Please leave sweets for parties and birthdays.

We always have our students try the snack before saying they do not like it so that no child is hurt if kids do not like the snack they brought.

BIRTHDAYS:

Birthdays are special and important occasions.. You may wish to bring refreshments for that day. Please check with the staff, so they can let you know how many treats to provide! This is true for special occasion days as well. **Please be aware that regulations prohibit home cooked foods. Food brought for treats must be commercially prepared, and any beverages must be milk or totally 100% juice.**

Preschool children whose birthdays fall outside the school year will have a special celebration during the year.

VOLUNTEER PARTICIPATION:

Parents are encouraged to become part of your child's school experience. Volunteers are desired at any time to assist the teachers in the classroom, and may be asked throughout the year to volunteers as helpers or drivers to outside field trips.

PARENTS CONFERENCES:

We believe that communication is essential and encourage every family to speak with the preschool director or teacher whenever a question/problem arises or something occurs in the child's life that may be significant. We will be giving you feedback on your child whenever we can. Formal conferences will be scheduled twice a year. Other conferences may be scheduled at your convenience when questions arise.

10 Signs of a Great Preschool

From the National Association for the Education of Young Children (NAEYC)

If your child is between the ages of 3 and 6 and attends a child care center, preschool, or kindergarten program, the National Association for the Education of Young Children (NAEYC) suggests you look for these 10 signs to make sure your child is in a good classroom.

1. Children spend most of their playing and working with materials or other children. They do not wander aimlessly, and they are not expected to sit quietly for long periods of time.
2. Children have access to various activities throughout the day. Look for assorted building blocks and other construction materials, props for pretend play, picture books, paints and other art materials, and table toys such as matching games, pegboards, and puzzles. Children should not all be doing the same thing at the same time.
3. Teachers work with individual children, small groups, and the whole group at different times during the day. They do not spend all their time with the whole group.
4. The classroom is decorated with children's original artwork, their own writing with invented spelling, and stories dictated by children to teachers.
5. Children learn numbers and the alphabet in the context of their everyday experiences. The natural world of plants and animals and meaningful activities like cooking, taking attendance, or serving snack provide the basis for learning activities.
6. Children work on projects and have long periods of time (at least one hour) to play and explore. Worksheets are used little if at all.
7. Children have an opportunity to play outside every day. Outdoor play is never sacrificed for more instructional time.
8. Teachers read books to children individually or in small groups throughout the day, not just at group story time.
9. Curriculum is adapted for those who are ahead as well as those who need additional help. Teachers recognize that children's different background and experiences mean that they do not learn the same things at the same time in the same way.
10. Children and their parents look forward to school. Parents feel secure about sending their child to the program. Children are happy to attend; they do not cry regularly or complain of feeling sick.

Copyright © 1996 by National Association for the Education of Young Children.

SCHOOL SCHEDULE 2010-2011

August 26 – Open House

September 7– First Day of School, Extended Care program begins

October 28 & 29 - Conferences - No school or extended care

November 11 - Veterans Day - No school or extended care

November 25 & 26 - Thanksgiving Break - No school or extended care

December 20 – 24 -Christmas Break - No school or extended care

December 27 – 31 – No School, **Extended Care Only**

January 17 – Martin Luther King Day – No School or extended care

February 21 – Presidents Day – No School or extended care

March 18 – Kindergartener Conferences – No school or extended care

March 21 – 25 - Spring Break - No school or extended care

May 30 – Memorial Day - No school or extended care