

Faith Lutheran Preschool  
**Parent Handbook**



2022-2023 SCHOOL YEAR

A ministry of  
Faith Community Lutheran Church  
10405 Griffith Peak Drive  
Las Vegas, NV 89135

Faith Lutheran Preschool  
10405 Griffith Peak Drive  
Las Vegas, NV 89135  
702.921.2727

Dear Family,

Thank you for choosing Faith Lutheran Preschool, a ministry of Faith Community Lutheran Church. We hope you and your child enjoy the early years with us. Enclosed you will find a family handbook that will answer most of your questions and be a resource for you regarding our philosophy, goals, and operating procedures.

Read through the handbook and keep it available throughout the year for reference. Also keep in mind that information contained in the Parent Handbook is subject to change. Please check bulletin boards, newsletters, emails, and our Instagram or Facebook for changes and/or additions. Please feel free to ask questions of the Preschool staff at any time.

Faith Lutheran Preschool believes that each child is a unique and special gift from God. We consider the needs of the whole family while developing an appropriate program for children to grow.

**Faith Lutheran Preschool's Pillars:**

- 1) **F**ostering relations with family and communities
- 2) **L**ove God and others
- 3) **P**lay based, age-appropriate program

Thank you again and Welcome!

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## Faith Community Lutheran Church & Schools' Mission:

*“Inviting People to Know Jesus”*

## Faith Lutheran Preschool (FLP) Mission:

*Planting seeds of faith and knowledge;*

*Nurturing young children in Christ's love to bear fruit for eternity.*

**Pillar #1:** We “foster relations” when we:

- Consider the needs of the whole family and provide support through education, interaction, and communication.
- Provide meaningful content that builds ideas about our community, relationships, family, and culture.

**Pillar #2:** We “love God and others” when we:

- Implement our Biblically based curriculum that promotes the growth of children into a relationship with Jesus and encourages them to share the good news of forgiveness and salvation to all people.
- Show Christ's love and guidance in all areas of living in accordance with God's word.
- Provide children, families, and staff opportunities to support our local, national, and global communities.
- Nurture each child's self-esteem, help him/her to develop respect for others and encourage his/her creativity.

**Pillar #3:** We “provide a play-based age-appropriate program” when we:

- Provide a safe and nurturing environment that promotes the physical, intellectual, social, emotional, and spiritual growth of each child.
- Provide children with ample time for rich sustained, growth-producing learning through play.
- Allow the recommendations of the National Association of the Education of Young Children (NAEYC), Nevada State Early Childhood Standards and The Pacific Southwest District Lutheran Early Childhood standards to guide our program.
- Provide and support the continuing professional growth of our staff.

## Play Works

Curiosity, a natural outflow of each child's drive to learn, finds its expression through play. Playful learning becomes the vehicle by which the young child finds joy, understands the world around him, creates knowledge about human relationships, and tries out new ideas. Problem solving, curiosity, self-esteem, mathematics, cooperation, and endurance all come through the opportunity to play. Play has many types, all of which have value to the growing child.

### *Child-initiated play:*

This type of play is the foundation of all play. The staff provides the play materials, observes, and participates only as needed.

### *Directed play:*

The teacher helps children play based on something the children have previously experienced. (She/he uses props that allow the children to expand their knowledge based on experience.)

### *Guided play:*

The teacher prompts play but allows the children to play with little intervention. (She/he knows that children learn best without intervention. Intervention by a staff member will come only if a child's developmental needs call for help.)

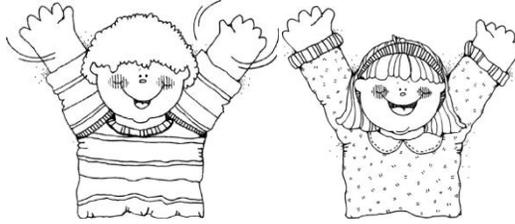
### *Outdoor physical play:*

A type of child-initiated play takes on fresh meaning in the classroom we call the playground.

Each one of the types of play is productive and critical in shaping a child. To children their play is their work. We encourage learning and growing opportunities by providing ample time for children to pursue their ideas, to do things their own way, and to imagine what it's like to be someone else. Variety in toys, textures, and art projects encourages imagination, language, development of motor skills and FUN! This child-centered approach allows each child to control his or her own environment as much as possible and develop a healthy personality.

Teachers provide questions, information and materials based on each child's uniqueness and ability. Early childhood professionals help children by extending their ideas, by involving other people to help them understand the world (this is where you as the parent greatly affect the program) and allowing children to see they have many options available to them. Cooperation, generosity, and compassion develop as adults' exhibit these traits to the children. Opportunities to think occur as children are guided to find their own solutions and figure things out for themselves.

Faith Lutheran Preschool allows the natural link between play, development, and learning. These opportunities place play at the center of our curriculum. Play Works!



## Faith Community Lutheran Church & Schools

### CORE BELIEFS

**Core Beliefs.** As part of The Lutheran Church-Missouri Synod, we believe and teach that...

The entire Bible, both Old and New Testaments, is the inspired and inerrant Word of God, and that it reveals God's love and plan of salvation, and His will for our lives.

God is Triune, three persons in one eternal God – Father, Son, and Holy Spirit.

In six days, God wonderfully created all things and declared them good, and He created human beings as the crown of His creation, and He continues to provide all the earthly and heavenly benefits we receive.

Because of the fall of Adam and Eve into sin, we are all sinful by nature, and our sin has separated us from God and places us under His eternal wrath and punishment.

Jesus Christ, God's only Son, came into this world to save us by living a perfect life in our place, by dying on the cross to pay for our sins, and by rising from the dead so we could have eternal life in heaven.

Salvation is God's free gift, which is offered at the initiative of His love, not something we can earn.

This gift of salvation is offered to all who, by God's grace and the work of the Holy Spirit, repent of their sin and receive Jesus in faith as Savior and Lord.

The Gospel, the good news of forgiveness and eternal life through faith in Jesus, not only provides salvation, but also the power to change our lives so that they conform to God's will.

The Christian Church consists of those faithful people who rely on Him for forgiveness, who hold firmly to His teachings, and who receive strength and guidance for their Christian lives through regular worship, prayer, Bible study, and the reception of His sacraments.

God's design for marriage is a lifelong covenant between a man and a woman, and that parents have the primary responsibility for the spiritual development of their children, and the Church and Schools assist parents with the training, support, and encouragement they need to carry out their God given responsibilities.

We welcome you to be part of the ministries of Faith Community Lutheran Church and Schools. By stating our core beliefs, our aim is to clarify our beliefs so that we can more effectively work together for the sake of the children, and for the sake of the Kingdom of God. By enrolling your child (ren) in our school(s), you agree to support us in our efforts to teach the children according to these beliefs.

### **General Services**

The Preschool is open Monday through Friday from 7:30 a.m. until 5:30 p.m. for full day childcare and full day programs. A half day preschool program is also offered. The half day programs range from 8:00-12:00 am. We provide programs for children ages 2 years through 5 years. A calendar is provided for each school year and posted on our website for holidays and closed days at our Preschool. Summer Camp registration begins in April and hours are 8:00 a.m. until 5:00 p.m. We are closed one week before and after summer camp in preparation for the summer and fall programs.

### **Non-discrimination Policy**

We do not discriminate, in any way, against a student because of his/her race, color, national and ethnic origin in the administration of educational policies, admissions policies, athletic, scholarship, and other school administered programs.

### **American with Disabilities Act**

We do not exclude children with disabilities from our programs unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program. It is our desire to include all children in our Preschool program but those with special needs will be evaluated individually to determine if we are able to meet the needs of the student.

### **Enrollment Information**

Faith Lutheran Preschool is designed to meet the needs of the general populace. The Preschool is not equipped to care for exceptionally gifted children or those with extreme learning or behavioral disabilities. Children, who are enrolling in our preschool, need to be able to speak and understand the English language. Children are placed in classes according to age. The dates used are based on the age requirements for kindergarten enrollment at our Academy and the Clark County School District. The Preschool cutoff date is July 31<sup>st</sup>. **The Academy cut-off date for kindergarten is age five by July 31st.** If the classes are filled, the child's name may be put on a waiting list to fill vacancies as they occur during the year. Waiting lists are created after the registration period in January. They do not carry over year to year. Classes are filled on a first come first served basis, with priority given to active members of Faith Community Lutheran Church (member for at least six months, actively involved in worship, spiritual growth, service, and financial support), children already enrolled in Faith Lutheran Schools program and their siblings, and children of current Faith Community Lutheran Church and Schools and Faith Lutheran Middle School and High School staff members.

### **Teacher requests**

Teacher requests are not accepted. The most important goal is to have a balanced classroom for a positive learning experience for all students.

### **Enrollment Forms**

The following paperwork must be completed before a child may attend:

- Application/Family Data Form
- Registration Form
- Financial Agreement Form
- Tuition Express Payment Form
- Emergency Consent Form
- Health Evaluation Form from the doctor and a copy of current immunizations
- Notice of Pesticide and Handbook receipt

### **Health Evaluation, Immunizations, and Exemptions**

Nevada State law requires the immunization record and health evaluation. A doctor or registered nurse must sign it before we can allow any child to attend the Preschool. If your child's immunizations are not up to date, you may submit a written plan signed by a doctor or nurse as to how you will get up to date. These documents are reviewed by the Southern Nevada Health Department. While the state of Nevada requires certain immunizations between the age of 4-6, the Southern Nevada Health District for Childcares requires these immunizations be given within days of the student's 4<sup>th</sup> birthday. Religious and medical exemptions may not be handwritten a required form is to be completed.

### **Confidentiality**

Observation of children by visitors, students, student teachers, and or specialists may occur within our facility. Confidentiality in all matters is maintained. For your child's protection, children's records are open only to authorized Preschool and Church employees, authorized representatives of our licensing agencies, and to the child's parents or legal guardian.

### **Arrival and Departure Procedure**

- Full day students aged 2-6 **ONLY** may be checked in as early as 7:30 am and picked up by 5:25 pm.
- Five-year old Kinder Prep program begins at 8:15 am. Pick up time is 2:45 pm.
- Four-year old half day program begins at 8:00 am. Teachers will open the doors at 8:00 am for half day students. Pick up time is 12 noon.
- Three-year-old half day programs start at 8:30 am. Pick up is at 11:30 am.
- Two-year-old half day programs start at 8:15 am. Pick up is at 11:15 am.

It is very important for all children to be present when class begins. Children who are late will miss important teacher directed learning time. If you are late, please **DO NOT** interrupt circle time.

Quietly check your child in and disrupt the class as little as possible.

Walk your child into the facility and the teacher will greet you at the door. Be certain an adult is available for supervision and is aware of your child's presence before departing. If you need to speak to your child's teacher at length, please call or email to schedule an appointment, so that he/she can give you the full attention needed.

Before leaving the Preschool, check your child's folder for papers to be taken home and give your child the opportunity to say good-bye to his/her teacher.

### **Signing In & Out:**

- Sign your child in and out on the clipboard/iPad at the classroom or at the front counter. Be sure to include the time in and out.  
**Be sure you check your child out in and out with his/her teacher.**
- If you are picking up a child other than your own, please stop by the Preschool office so we may verify the release.

**Children will not be released to anyone other than the parents or those listed as authorized pick-ups. Proper ID will be required at time of pick up.**

### **Financial Arrangements**

A tuition fee schedule is available in the office and is posted on our website (faithpreschoollv.org) under resources, registration.

- The annual registration fee is **non-refundable**.
- Tuition is due on the fifth of each month. Statements will not be issued. Payments must be made through Tuition Express, an automatic withdrawal from your checking or credit card (**credit cards will have an additional 2.7% service fee**). An insufficient fund fee of \$50 will be charged if your payment is denied. Late payments of \$50 will be charged if payments are not made by the fifth of each month. Checks are accepted if you wish to pay for the 10- month tuition in one payment.
- A \$25.00 late pick-up fee and \$5.00 per minute after 5 minutes will be charged after program hours. Families that are consistently late picking up their children will be asked to make other childcare arrangements.
- TUITION PAYMENTS ARE NON-REFUNDABLE AND ARE NOT AFFECTED BY HOLIDAYS, BREAKS, VACATIONS OR ABSENCES FOR ILLNESS OR PERSONAL REASONS. Tuition is an annual rate that may be broken into 10 equal payments.
- The Preschool reserves the right to remove a child from the program for reason of non-payment of tuition and fees.
- Two week's written notice is required for withdrawal from the Preschool. **No partial months will be refunded.**
- End of the year statements for tax purposes can be requested from the front desk office.

### **Family Involvement and P.I.N.**

The Preschool believes parents are the child's primary source of influence. We have an open-door policy for parents and consider it a privilege for them to share their precious time and talents with the children and staff. Participation offers the opportunity for you to follow through with experiences, songs, activities, and games presented in your child's classroom. Your presence also greatly expands the learning experiences of the children. Parents are invited to participate and/or observe but we do ask you to schedule your visit with the teacher so she/he can plan accordingly. Sign up to volunteer in our Partners in Nurturing (P.I.N.) Group will be available at Meet the Teacher in August.

### **Parent Support**

Parenting classes will occasionally be offered through Faith Community Lutheran Church. These classes will be based on the needs of the parents currently being served by the Preschool, attending Faith Community Lutheran Church and those from the community who wish to participate. Please let us know how we can support your family. Please watch for class announcements in our newsletters, Facebook page or our Instagram page.

### **Parent-Teacher Conferences**

Parent-teacher conferences are held in November for Pre-K and Kinder Prep students. The conference is an opportunity for the teacher to get to know each of the parents, share goals for the year, and familiarize parents with the methods of observation and evaluation. It is also an opportunity for parents to ask questions, voice any expectations for the year, and provide pertinent information to the teacher. Conferences are generally held in the fall and spring. The November conference will be mandatory for all Pre-K and Kinder Prep students.

*If at any time during the year a conference is needed for a child of any age, one may be scheduled by either a parent or the teacher.*

### **Assessment Reports**

Child Assessment Reports for the twos, threes Pre-K and Kinder Prep will be received by parents three times a year either sent home, given during conference, or presented when portfolios are given.

### **Child Assessments**

Children are assessed throughout the year using a variety of methods for several reasons:

1. To monitor children's development and learning
2. To guide our planning and decision making
3. To identify children who might benefit from special services
4. To report to and communicate with others

If there is concern regarding an individual child's development the teacher may recommend to the parents that a specialist evaluate the child. Generally, our first referral would be to Child Find, a free Clark County School District service.

### **Communication**

Parents are informed of the activities at the Preschool through a monthly teacher's letter and center newsletter. The letter will contain pertinent topics, class activities, important dates, upcoming events, and parenting suggestions. Please check your child's classroom folder daily for any information that is being sent home. Newsletters and announcements will be shared via Procure (once complete) and email. Weekly lesson plans will be shared by the teacher via email and posted outside the classroom. Please be sure we have your current email address on file with the teacher and the front desk. Your child's name highlighted on the sign in and sign out sheet indicates a need to communicate with you. Ask at the front desk for a message from our staff.

## **Curriculum**

Our goal is to instill a love of learning and promote social and academic skills. We also offer an opportunity for spiritual growth. Faith development is at the core of our curriculum and is integrated into every aspect of teaching. Our units are divided into broad categories that reflect how young children learn:

### **Spiritual / Social Living**

- Relationship building
- Interrelationships
- Small group play
- Attitude and relationship to the Lord
- Moral development
- Values

### **Communication Arts**

- The ways we communicate
- Development of listening and speaking
- Beginnings of reading and writing
- Appreciation of the values and use of communication systems

### **Expressive Arts**

- Foundations for art, music, movement, drama
- Creative expression of feelings and ideas
- Use of creative materials and activities

### **Wellness /Physical Development**

- Foundations for health, safety, nutrition, fitness
- Promotion of positive attitudes toward a healthy lifestyle
- Development of responsibility and autonomy
- Large movement activities

### **Discover about the World**

- Discovery of the immediate environment
- Foundations for science, social studies, math
- Organization of ideas and objects into categories and classes
- Manipulation and observation of real materials and phenomena

Our primary curriculum resource is *One in Christ* published by Concordia Publishing House. We also use *Learning Without Tears* by Jan Z. Olsen, *The Kindness Curriculum* by Judith Ann Rice, *SPARKS* Early Childhood Physical Activity by Patricia Kimbrell, Paul Rosengard, Phyllis Richey and Thomas McKenzie and *Color Me Healthy* by Caroline Dunn and Cathy Thomas.

### **Children's File Folders, Emails and Emergency Contact**

Please check your child's file folder daily for Preschool information, art projects, notes from the teacher, etc. Parents are responsible for picking up the information placed in the folders. This is one of our main forms of communication. Please be sure your email and cell #'s are updated with your child's teacher and the front desk. Text messages will be sent through Procure for emergencies and important announcements. All general information will be sent via email, posted at the front desk or through our monthly newsletter.

### **Items from Home**

We ask that your children do not bring personal items from home. No cell phones, iPads, or other electronic items are allowed at the Preschool. Also, no toy guns or weapons of any kind are allowed at the Preschool. The teacher may occasionally ask the child to bring a special item and/or special books to share in class; but after the special toy or book has been shared, your child will be asked to put it away in his or her cubby to avoid lost items and conflicts with other children. The Preschool is not responsible for personal items brought from home.

### **Artwork**

Please take your child's artwork home each day. Children are proud of their creations and love the opportunity to tell you about them.

### **Dress**

Children are encouraged to wear play clothes and tennis shoes. Shoes without backs are not appropriate for the playground as they prevent children from running and jumping safely. Daily activities sometimes include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. Your child's name should be placed on all outdoor clothing as well as other belongings to ensure the return of all items. Chapel shirts are encouraged on your child's chapel day and spirit wear on Fridays.

### **Change of Clothing**

A change of clothing is not just for bathroom accidents. Children will paint, play in water, and may get their clothing wet or dirty. Please bring extra underpants, pants, socks, and shirts for your child. They will be stored in a tote bag in the classroom. Please provide your child with a summer and winter change of clothes along with a pair of shoes if possible so we may change soiled clothing.



### Toilet Trained

Children need to be toilet trained to be enrolled in the three and olders classrooms. To be “toilet trained” means to be independent and self-sufficient in the bathroom. It is important to dress them in clothes they can put on and take off quickly and easily. Please avoid overalls, belts, and tights. We realize a child may have an accident now and then but if it is happening several times a week, you may be asked to withdraw your child until he/she is toilet trained. Please speak with your child’s teacher or the director if you have any questions.

### Naps at School

During nap time those children who do not fall asleep are given the option of quiet activities after rest time. It is a requirement of Childcare Licensing that all children are given a rest period. Those that do sleep can sleep until 2:00 p.m. **Each child must bring his or her own Rollee Pollee marked with the child’s name.** Rollee Pollees can be ordered through the front desk. The Rollee Pollee will be sent home Friday and must be laundered and returned on Monday. Kinder Prep students have a designated 30 rest time in their schedule.

### Lunch and Snack

Parents need to provide a sack lunch and snack (am/pm) for children that are present for lunch and snack. Lunchtime varies per class from 11:15am-12:30pm. Snack time is AM and PM.

- Pack foods that do not need heating or cooking (due to licensing restrictions).
- Foods that need to be kept cool, put in the proper container, and USE A FREEZER PACK. Thermos’ can be used to keep food warm.
- DO NOT send soda, candy or other high sugar drinks or foods.
- Please include 2 servings of fruit or vegetables, 1 serving of grain/bread and 1 serving of meat or meat alternative.
- **Place your child’s first and last name on the lunch/snack box and individual containers.**
- If a child does not have a lunch, Preschool staff will attempt to call the parent. A fee of \$10.00 will be charged if the Preschool is to provide the lunch.

### Birthdays

Special recognition is given to each child, on his/her birthday. Parents may choose to provide on (or close to) their child’s birthday a special **MINI** snack in celebration of that day. We have some severe allergies especially nuts. Please discuss plans prior with your child’s teacher. **All baked goods and food items must be from a licensed bakery or food facility and in the bakery’s closed container. Homemade goods are not allowed. All food items must be wrapped and not prepared at home. Balloons are not allowed as they are a choking hazard. Please do not send party favors or goodie bags.**



### General Health

Each child who is newly enrolled must have had a physical examination within the last year. A physician, public health nurse, or preschool screening clinic may perform this physical examination. If your child has any special health problems, please inform the teacher and the front office.

### Allergies

Special cooking projects are a part of our curriculum. If your child has any food allergies, please inform your child's teacher, and the Preschool office. Allergies must also be listed on the emergency form. Please be considerate of other children's allergies to peanuts and not pack that for your child's lunch and snack.

### Illness

It is State of Nevada law that your child remains at home if he or she has had a fever, red or sore throat, severe runny nose, unusual rash, vomiting or diarrhea in the past 24 hours. **Your child is to remain home for a minimum of 48 hours from the time they are sent home with an illness. If the illness appears to be a contagious or serious illness the front desk may require a doctor's note that allows the child to return to school. At this time Covid protocols require children who test positive for Covid not to return to school until quarantine is complete. Children exposed to Covid in our school will also need to quarantine unless they have been immunized or have a medical document stating a recent positive Covid result and recovery. Siblings of exposed or positive children for Covid will also not be allowed to return to school until quarantine is complete.**

If a child displays any symptoms of illness while at the Preschool, he or she will be placed in an isolated area until the parents can be notified, and the parent or authorized person has arrived to take the child home. Children should be picked up within the hour.

No child who arrives noticeably ill shall be admitted for that day. Parents are required to screen their child for illness prior to bringing them into the Preschool. Parents are encouraged to plan for illnesses by having a backup plan for childcare. If your child is unable to participate in our daily activities, including outdoor play, he/she should remain at home.

*It is critical that everyone uphold these guidelines for the well-being of the children and staff at the Preschool.*

If your child contracts a contagious disease, please let us know so we can communicate this to other families and to our regulatory agency.

If your child will be absent, we would appreciate a phone call or email notifying us: 702-921-2727 or [loraine.metzger@faithlasvegas.org](mailto:loraine.metzger@faithlasvegas.org) or [tonia.tate@faithlasvegas.org](mailto:tonia.tate@faithlasvegas.org).



### General Cleanliness

Children are encouraged to clean themselves and the environment to the extent they are capable. Children are trained in age-appropriate personal hygiene, including proper hand washing methods. To be "toilet trained" means to be independent and self-sufficient in the bathroom. It is important to dress them in clothes they can put on and take off quickly and easily.

### Emergency Authorization

The Preschool must have on file for each child a signed *Emergency Consent Form* that authorizes emergency care and the transfer of medical records to the local hospital. Emergency numbers for reaching a parent or guardian and another authorized person shall be kept on file. ***It is vital*** that these numbers be kept up to date.

### Emergency Procedures

- The Preschool has an emergency procedure guide on file for public review upon request.
- Staff members are trained in emergency procedures, CPR and first aid.
- An “Accident Report” shall be completed for each accident, including minor injuries and abrasions. The report shall be made as soon as possible following the accident. A copy of the report shall be given to the parent, and a copy placed in the child’s file.
- The Preschool conforms to all fire regulations designated by the State Fire Marshall. A fire evacuation plan with alternate routes is posted in each classroom.
- The child’s parent, guardian, or authorized person shall be notified immediately in the event of an accident or illness requiring emergency care.
- If a child is transported to the hospital, his or her health summary and signed *Emergency Consent Form* shall be sent along. A staff member shall accompany the child until the arrival of the parents, guardian, or authorized person.

Faith Community Lutheran Church and Schools **Crisis Response Plan** includes the following:

- A detailed plan, coordinated with national, state and county emergency action plans, with detailed procedures for protecting the welfare of students, staff, members, and visitors during an emergency event.
- Campus Crisis Teams, integrated with our community emergency responders
- Individual Crisis Plans includes regular drills for fire, lockdown, shelter-in-place, evacuation, and other potential disasters.
- A re-unification site to re-unite parents and students is an off-campus site used if evacuation is necessary. If a crisis occurs, the Preschool will attempt to contact you via email or telephone text, via Procure, with information on the status of the children and the re-unification process. **It is very important to keep your contact numbers current with the Preschool.**

### Medications

Parents must fill out the Preschool’s Authorization to Administer Medication Form. For consistency and accuracy, medication is given at 12:00 pm. and 4:00 p.m. to full time children only by assigned staff. Only doctor prescribed medication shall be permitted and only if it is prescribed to the child and in its original container (ask pharmacist to place medication in two bottles one for Preschool and the other for home). The original container must clearly state the time of day and amount of medication required. We cannot administer medication on an AS NEEDED basis unless prescribed by a doctor for relief of severe allergies. If over the counter medication is to be given, it must be accompanied by a signed and dated note from the child’s physician and be sealed in its original container. All medications must be left at the front desk.

**Do not leave medicine in your child’s lunch box, backpack, or cubby.**

### **Sun Safety Procedures**

Parents are encouraged to put a long-lasting sunscreen on their children before coming to school. Staff are not allowed to apply sunscreen to children.

### **Child Abuse**

All staff are mandated reporters of child abuse if any of the Preschool suspect possible child abuse or neglect, the staff member will notify the Preschool Director, Senior Pastor, and/or Child Protective Services.

### **Permission to Transport**

Every child must have a signed *Transportation Permission Form* signed by the parent or guardian on file. This form will be used for emergency transportation only. The Preschool does not transport students in a vehicle. Field trips are walking to our neighbors only. If field trips are offered parents are notified and only student with parent's signed permission will be able to attend.

### **Guidance**

The Preschool staff model compassionate and supportive interaction with the children and adults. We operate on the premise that young children are not "bad" even when their behaviors are inappropriate.

*Corporal punishment is not an acceptable method of dealing with young children's inappropriate behavior* in the Preschool. Children will not be hit, slapped, or spanked by anyone in any manner while attending Faith Lutheran Preschool. Not only is such action towards children extremely damaging to their self-esteem, but these actions also violate state licensing requirements.

The Preschool staff respects the right of every parent to discipline his or her own child in a personally determined way, except where child abuse or neglect is concerned. On the other hand, when volunteering in the Preschool, parents must follow the Preschool discipline guidelines with all children, including their own.

Adults in the Center will guide and encourage appropriate behavior by using these positive techniques:

1. Limit the use of the word "no" and other negatives. Rather than telling the children what **not** to do ("don't," "no", etc.), tell children what **to** do.
2. Use natural and/or logical consequences.
3. Ignore some types of inappropriate behavior. Misbehaviors are often a child's inappropriate attempts to receive attention they believe is due them. Therefore, giving the child any attention, either negative or positive, at these times encourages further misbehavior.
4. Reinforce desirable behavior by praising and/or encouraging the child. When children realize that attention is given for appropriate behavior, they are encouraged to engage in such behavior.
5. Hold developmentally appropriate expectations for children.
6. Develop rules and limits with children. State these rules at the child's developmental level.
7. Always emphasize the desired appropriate behavior.

8. Allow children time to practice new rules and guidelines.

9. Consistently use the above techniques and those of the staff. Children are most likely to respond to attempts at guidance when all adults use similar techniques. For example, hitting is always attended to using the following techniques and statements, “Hitting hurts”, “It’s okay to be angry, but it is not okay to hurt others”, “Use your words to tell the other person what you want or need”.

It is the philosophy of Faith Lutheran Preschool to work together with parents to develop guidance techniques that are appropriate and effective with young children and with their individual child. Our goal is for parents to be able to facilitate the development of behaviors in their children that are appropriate to the child’s age and level of development. Parents are invited and urged to discuss their concerns about their child’s behavior with teachers during private parent conferences.

### **Pesticides**

Faith Community regularly has pesticides approved by the State of Nevada Department of Agriculture applied around the campus by a licensed pest control operator. This service is scheduled for the first Saturday of each month unless the weather interferes. Then it will be rescheduled.

### **Chemical Air Fresheners**

Faith Community does occasionally use chemical air fresheners in the classrooms or bathrooms.

### **Smoking**

**NO SMOKING** is allowed by any person on the Preschool premises at any time indoors or outdoors.

### **Grievance Procedure**

If a Parent/Guardian/school concern arises during your child’s educational experience here at Faith Lutheran Preschool at the lowest level of resolution possible (in accordance with Matthew 18:15-17) <sup>15</sup> “If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. <sup>16</sup> But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. <sup>17</sup> If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.

Parent/Guardian should follow the following process:

- Teacher and Parent/Guardian address the concern, if not resolved.
- The Teacher, Parent/Guardian and the Director address the concern, if not resolved.
- The Teacher, Parent/Guardian, Director, and the Ministry Executive Director address the concern. At this level the result of the conference is final.

If at any time you have concerns that are not being addressed, you may call the Nevada Bureau of Child Care Services at (702) 765-0575.

Director (702)921-2727

Ministry Executive Director (702) 921-2700

Parents have the right to request and review any complaints the facility has received within the last 12 months of their child(ren’s) enrollment.



## **Questions**

We welcome suggestions and/or questions concerning your child or the program. Please feel free to discuss them with your child's teacher and/or the director. However, do not do so in the presence of your child. We want the best possible program for your child.

## **Calendar**

Our annual school calendar is available upon request, on our webpage and posted at the front desk. Please refer to our calendar for dates we are closed or for special events.

## **Two's Program**

### Regulations and Procedures

## **Health and Safety**

- All children two years and older must go outside each day shade and water will be provided when necessary.
- Eating: Children two years of age and older will be served a morning snack, lunch and afternoon snack provided by their parents.
- All two-year-old students will sleep on mats and parents will provide a Rollee Pollee. Children will be provided a minimum 30-minute rest time. Those who do not fall asleep will be provided with a quiet activity during rest time. Those who nap may do so until 2pm.

## **Diapering Procedures**

All staff is required to follow the Southern Nevada Health Department and Childcare Licensing procedures for diapering to ensure the safety and health of the children and staff. The procedures are also posted in the diapering area and available for parents to read.

## **Toilet Training**

- Children will be encouraged in a positive manner to use the toilet facility.
- Your child will never be forced to remain on the toilet for a prolonged period of time.
- Children will be positively encouraged when toileting accidents occur.
- Children under 30 months of age will not be left unattended in the bathroom.
- Teacher will instruct and assistant in washing hands after toileting.

## **Personal Items**

Children's personal items will include, but not limited to lunch/snack box, Sippy cups/water bottles. These items will be labeled with the child's full name and stored separately and made inaccessible to children unless supervised by a teacher. Daily Reports will be sent home daily and a binder log will be kept in the classroom. If children are attached to pacifiers at the time of enrollment, they will be encouraged to leave it in their cubby upon arrival. To support this please leave pacifiers at home.

**Sanitation**

Precautions against infectious disease include the following:

- Toys will be washed and sanitized daily, as needed.
- Floors will be cleaned and sanitized nightly.
- Carpets will be professionally cleaned and sanitized quarterly or more frequent as needed.

**PARENT HANDBOOK RECEIPT**

This signed receipt is required by the Nevada Bureau of Childcare Services and must be placed in your child’s file.

Child’s Name \_\_\_\_\_

**PARENT/GUARDIAN NOTIFICATION OF NRS.178**

I, \_\_\_\_\_, (parent/guardian) am aware that I have the right to request and review any complaints the facility has received within the last 12 months of my child’s(ren’s) enrollment.

\_\_\_\_\_  
Signature of enrolling Parent/Guardian \_\_\_\_\_  
Date

**PERMISSION TO RELEASE INFORMATION**

I understand that during the time my child is in the facility the director may be asked for information regarding my child.

I hereby give permission to release information to official persons only, who identify themselves, such as schools, health care personnel, welfare, or other governmental officials.

I do not give permission to release information about my child as set forth in the aforementioned statement. I understand that the Bureau of Services for Child Care has access to my child’s record as the licensing agent and may view the record upon BSCC facility inspection.

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

**PARENT HANDBOOK RECEIPT**

I have received/viewed on the website the Parent Handbook and in choosing Faith Lutheran Preschool, agree to support the guidelines of this Handbook.

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