

Faith Lutheran Preschool  
**Parent Handbook**



2017-2018 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 and newsletters for changes 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.

**Our Vision**

Our vision is to reflect the love of Jesus to families, through the nurturing and education of their children.

**Our Goal**

Our goal is to care for the whole child by maintaining the best possible environment for physical, social, emotional, cognitive, and spiritual development.

Thank you again and Welcome!

## TABLE OF CONTENTS

Air fresheners	16
Allergies	13
Arrival procedures	8
Art work	11
Birthdays	12
Calendar	16
Chemical Air Fresheners	16
Child abuse	14
Child Assessments	9
Cleanliness	13
Clothing	11
Communication	10
Confidentiality	8
Core beliefs	6
Curriculum	10
Departure procedures	8
Dress	11
Emergency authorization	13
Emergency procedures	14
Enrollment information	7
Family involvement	9
Financial arrangements	8
Guidance / discipline	15
Grievance procedure	16
Health	13
Illness	13
Infant/Toddler procedures	17
Items from home	11
Lunch	12
Medications	14
Mission Statement	4
Naps	12
Non-discrimination	7
Nutrition	12
Parent Handbook receipt	18
Parent support	9
Parent/teacher conferences	9
Permission to transport	15
Pesticides	16
Play	4,5
Questions	16
Services offered	7
Signing in and out	8
Smoking	16
Sunscreen	14
Teacher requests	7
Toilet trained	12

## **Mission Statement**

*Planting seeds of faith and knowledge;  
Nurturing young children in Christ's love to bear fruit for eternity.*

## **Our Philosophy**

*We believe that God has created each child as a unique and wondrous individual. We consider the needs of the whole family and provide a safe and nurturing environment that promotes the physical, intellectual, social, emotional and spiritual growth of each child.*

*We believe young children learn best through various forms of play. Our developmentally appropriate program provides children the opportunities to use and to build upon their knowledge. Our goal is to nurture the child's self-esteem, help the child to develop respect for others and encourage his/her expression of creativity. We strive to share the Good News of the forgiveness and salvation through Christ with all people and show guidance in all areas of living in accordance with God's Word. Children are encouraged to reflect Christ's love and to share their gifts with others; bearing fruit for eternity.*

### **We will strive to:**

- Enhance each child's sense of emotional control, mastery, well-being and learning.
- Encourage and respect the individuality of children, families and staff on personal and cultural levels.
- Recognize the children's need for consistency.
- Provide a nurturing, secure, stable and responsive environment.
- Provide children with ample time for rich, sustained, growth-producing play.
- Provide parent support through literature, classes and parent/teacher interaction.
- Follow National Association of the Education of Young Children (NAEYC) and Nevada State and the Pacific Southwest District Lutheran standards, recommendations, and policies.

### **Our Child Development Goals are to:**

- Provide Biblically-Based curriculum that will grow children into a relationship with Jesus.
- Provide meaningful content that builds ideas about community, relationships, family and culture.
- Create an environment that will encourage the child's natural curiosity and learning.
- Offer play that encourages children to use their creativity and imagination to transform experience into something uniquely meaningful.
- Allow the children to actively construct their own ideas socially, emotionally and intellectually.
- Work with parents, volunteers, and the church community as integral parts of the Preschool.

## **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, observe and participate only as needed.

*Directed play:*

The teacher helps children play based on something the children have previously experienced. (She 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 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, 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 & 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 of 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 a.m. until 6 p.m. for full day childcare and full day programs. A half day preschool program is also offered. The half day programs are from 8:30-11:30 am, 8:15-11:45 or 8:30-12:00 pm. We provide programs for children ages 1 year through 5 years. A calendar is provided for each school year and posted on our website for holidays and closed days at our preschool.

### **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 to 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 of the Clark County School District. (The cut-off date is a birth date on or before September 30. **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 February. 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 the 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 immunizations
- Copy of the child's birth certificate
- Notice of Pesticide

**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.

### **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 Procedures**

Preschool classes are from, 8:15-11:45 or 8:30-12:00 pm. The doors for half day preschool and Kinder Prep will open 15 minutes prior to the start time. Kinder Prep will begin instruction at 8:15 and will dismiss students at 3:00 pm unless they are enrolled in after care. 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. Wait in the hall with your child until circle time is finished, and then let your child enter the room quietly. Walk your child into the facility and the classroom. 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 and 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 on the front counter.
- Check your child in and out on the time clock which will allow us to maintain staff/student Ratios and track attendance.
- 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.**

### **Financial Arrangements**

A tuition fee schedule is available in the office and is posted on the parent information board.

- The annual registration fee is **non-refundable**.
- Tuition is due on the fifteenth of each month. Statements will not be issued. Payments must be made through Tuition Express, an automatic withdrawal from your checking or credit card. An insufficient fund fee of \$50 will be charged if your payment is denied. Late payments will be charged if payments are not made by the fifteenth of each month.
- 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 child care arrangements.
- **TUITION PAYMENTS ARE NON-REFUNDABLE AND ARE NOT AFFECTED BY HOLIDAYS, BREAKS, VACATIONS OR ABSENCES FOR ILLNESS OR PERSONAL REASONS.**



- 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.**

### **Financial Assistance**

Families applying for financial aid need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by April 30 for the following school year. Visit their website at [www.factstuitionaid.com](http://www.factstuitionaid.com) for information.

### **Family Involvement**

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 but we do ask you to schedule your visit with the teacher so she can plan accordingly.

### **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**

Pre-K Parent-teacher conferences are held in January for Pre-K students. Parent conferences can be scheduled for a student upon request. 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 or spring. The January conference will be mandatory. If at any other 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.

### **Progress Reports**

Progress reports for the twos, threes Pre-K and Kinder Prep will be sent home 3 times a year except when they are presented in conferences or portfolios are given.

### **Child Assessments**

Children are assessed throughout the year using a variety of methods for a number of 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.

### **Parent 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.

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**

- 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 *Handwriting 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**

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.

### **Items from Home**

We ask that your children do not bring personal items from home. No cell phones, iPods, 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.

### **Art Work**

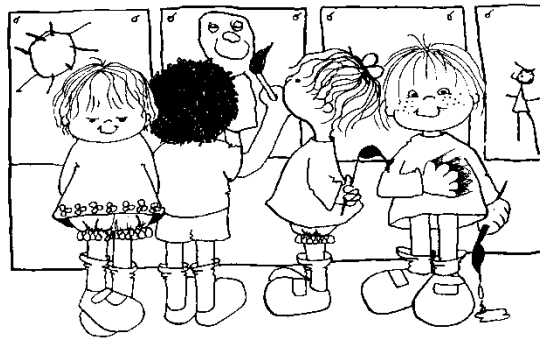
Please take your child's art work home each day. Children are proud of their creations and love the opportunity to tell you about them.

### **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.

### **Change of Clothing**

It is important that each child have a complete change of clothing at school. This extra clothing is not just for bathroom accidents. Children paint, play in water, get in mud and may get their clothing wet or dirty in many ways. So please bring 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 3 and 4 year old 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

There is a rest period in the afternoon for full day children. Those children who do not fall asleep are given the option of quiet activities. Those that do sleep are allowed to sleep until 2:00 p.m. **Each child must bring his or her own small blanket and crib sheet, marked with the child’s name.** If your child needs a pillow, please make it a small one. The linens will be sent home Friday to be laundered and returned on Monday.

### Nutrition

We will provide morning and afternoon snacks. If you want to provide a special treat to your child’s class, please check with the teacher several days in advance. Be sure to take into consideration any children’s allergies so that all may enjoy the treat. **All baked goods must be from a licensed bakery and not prepared at home.**

### Lunch

Parents need to provide a sack lunch for children that are present for lunch. Lunchtime varies per class from 11:15am-12:30pm.

- Pack foods that do not need heating or cooking (due to licensing restrictions).
- Mark foods that need to be cooled with your child’s full name and put in the proper container to keep cool 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. WE WILL PROVIDE MILK.
- Place your child’s name on the lunch box or sack 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 has 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 nutritious snack in celebration of that day. We have some severe allergies especially nuts. Please discuss these plans ahead of time with your child’s teacher. **All baked goods and food items must be from a licensed bakery or food facility.**

**Homemade goods are not allowed. Balloons are not allowed as they are a choking hazard.**



## 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

We serve a variety of nutritious foods to the children for snacks and 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.

## Illness

It is State of Nevada law that your child remain 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 24 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.**

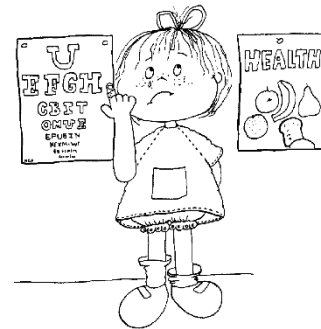
If a child displays any of these symptoms while at the Preschool, he or she will be placed in an isolated area until the parents can be notified and the parent or authorized person has arrived to take the child home. Children should be picked up within the hour.

No child who arrives noticeably ill shall be admitted for that day. Parents are 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.
- In the event that 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 has a **Crisis Response Plan** which includes the following elements:

- 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 including regular drills for fire, lockdown, shelter-in-place and other potential disasters.
- A re-unification site to re-unite parents and students if off campus site evacuation is necessary. If a crisis occurs, the Preschool will attempt to contact you electronically or telephone with information on the status of the children. 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. The original container must clearly state the time of day and amount of medication required. We cannot administer medication on an AS NEEDED basis. If over the counter medication is to be given, it must be accompanied by a signed and dated note from the child’s physician. All medications must be left at the front desk. **Do not leave medicine in your child’s lunch box 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.

## **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, it is also violates 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 the 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 on the Preschool premises at anytime 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 Director of Education to the ministries 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.

I 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/ren's enrollment.

### **Questions**

If you have any questions concerning your child or the program, please feel free to discuss them with your child's teacher or the director; however, do not do so in the presence of your child. We want the best possible program for your child and welcome your suggestions and assistance.



### **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.



Infants / Toddlers / Two's  
Regulations and Procedures

**Health and Safety**

- All children 12 months and older must go outside each day providing shade and water when necessary.
- Eating: Parents will provide all food for children who are under the age of two years old until it is determined between the parent and caregiver that the child is able to consume our school snacks. **Parents each day need to label all bottles and solid food containers with the child's full name and date.** All containers will go home at the end of each day. Once they turn two, the facility will provide a morning and afternoon snack but lunch will still be provided by the child's home. Food Prep areas will be sanitized before and after each use.
- To provide a sanitary space for our infants and crawlers, we have disposable booties for the parents while entering the care area.
- Infants and Toddlers will be assigned a crib and a sheet or parents can provide their own crib sheet. 2, 2A & 2B classrooms will sleep on mats covered by a crib sheet and blanket provided by the parent. Infants will be able to sleep when needed. They will never be left in the crib awake over 30 minutes. Children two years and older will be provided a minimum 30 minute rest time. Those who do not fall asleep will be provided with a quiet activity.

**Diapering Procedures**

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

**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 assist in washing hands after toileting.

**Personal Items**

Children's personal items will include, but not limited to bottles, pacifiers, Sippy cups. These items will be labeled with the child's full name and date, 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.

**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 in Infants, Crawlers, and Toddlers will be professionally cleaned and sanitized monthly. The two's room will be professionally cleaned and sanitized quarterly.

## 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 the Parent Handbook and in choosing Faith Lutheran Preschool, agree to support the guidelines of this Handbook.

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

\_\_\_\_\_  
Date

Revised 1-6-17