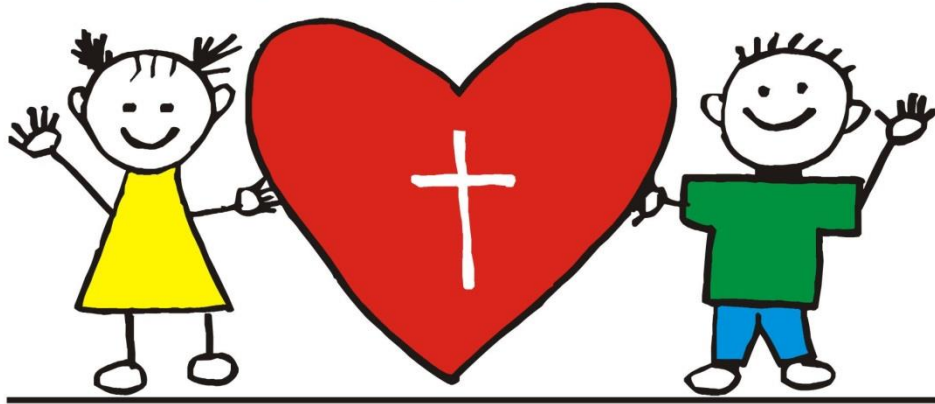


Faith Lutheran School



Together in God's Love

Preschool Application School Handbook 2023-2024

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<http://www.faithlutheranschoolkv.org>

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

MISSION STATEMENT

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

FAITH LUTHERAN SCHOOL STATEMENT OF FAITH

Faith Lutheran is affiliated with the Lutheran Church Missouri Synod.

We believe in the Triune God as revealed by His inspired Word.

We believe that we are saved from our sinful condition and receive eternal life only by God's grace, through faith in Christ Jesus, on account of His death and resurrection.

In response to God's love, we follow the example of Christ by loving, serving, and forgiving others.

We are called to share God's message of hope and salvation.

CHURCH ATTENDANCE

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

PRESCHOOL CURRICULUM

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

STATEMENT OF PURPOSE

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

DISCIPLINE POLICY

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

COMMUNICATION PROCEDURES

Teachers will communicate regularly with parents via newsletters. Newsletters may be printed or sent by email. The school also communicates with parents through email unless the parent or guardian does not provide an email address. Please make sure to check your email regularly. News is also announced on the school Facebook page (<http://www.facebook.com/faithlutherankv>) and on the school website (<http://www.faithlutherschoolkv.org>). Parents should also sign up for notices through Remind 101, our text messaging system. Simply text @760be to 660-956-4843 to start receiving Remind 101 updates from the school. If a parent has a concern they should speak directly to their child's teacher. If the parent does not feel the concern has been adequately addressed, they should then go to the school director.

SCHOOL BOARD AND STAFF

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

NON-DISCRIMINATION POLICY

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

ADMISSION AND DISMISSAL POLICY

Annually, all students must submit a completed enrollment application form, and an up-to-date immunization record as well as pay the non-refundable \$125 annual enrollment fee to be officially considered enrolled. This fee must be paid in order to reserve a place for your child. Applications will be accepted for the following school year after January 1st. A \$25 early enrollment discount will be given prior to before May 15th. No space in a class will be held for a child until all of the above are received. Students must be at least 2 years of age and completely potty-trained.

Dismissal from the school can result from the following:

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

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

TUITION FEES AND SCHEDULE

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

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

	Schedule	Enrollment Fee	August Tuition	September thru April Monthly Tuition	May Tuition
Fulltime Pre School & Childcare	Monday – Friday 6:30 am – 5:30 pm following school calendar*	\$125	\$200	\$475	\$475
Preschool	Tuesday, Wednesday & Thursday 8:30 am – 11:00 am	\$125	\$135	\$270	\$135
Pre-K	Monday-Thursday 8:30 am – 11:00 am	\$125	\$157	\$315	\$157

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

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

ABSENCES/VACATIONS AND TUITION REFUNDS

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

MULTI-CHILD/ LUTHERAN DISCOUNTS

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

FUNDRAISING/DONATIONS

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

LUNCHES

Students may bring their lunches from home or purchase from the Colton's school menu for \$4.00 a day. Refrigerators and microwaves are available for student use. Please do not send lunch items that require a microwave time greater than 2 minutes. Lunch menus are sent home every two weeks. Lunch menus must be returned by the scheduled return date. Please do not send soda or energy drinks with your child to school.

SCHOOL CALENDAR

A detailed schedule of the school year will be given the first week of school. Snow days, but not late starts, will correspond to the Kirksville R-III school system. We will be open for daycare on snow days if possible. Please listen for announcements on KIRX, KLTE, KTUF, and KTVO. Parents/Guardians should sign up for notices through Remind 101, our text messaging system. Simply text @760be to 660-956-4843 to start receiving Remind 101 updates from the school.

ARRIVAL/DEPARTURE PROCEDURE

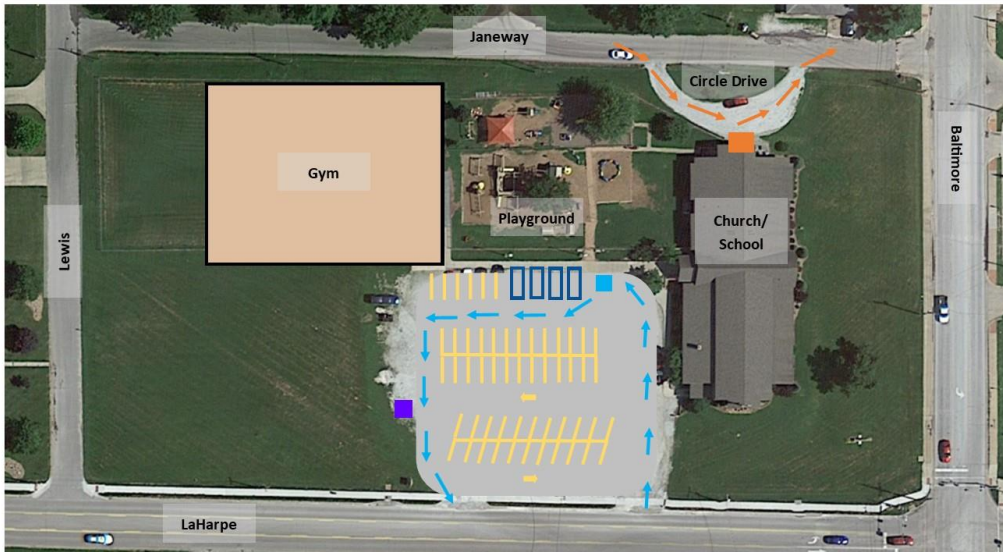
Drop off will take place in the Narthex, the front entrance. Parents need to bring their children into the school building and turn them over to a teacher. No child should ever be allowed to find his/her own way in. This is not only for safety reasons, but also to allow parents and teachers the opportunity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

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



KIRKSVILLE
FAITH LUTHERAN
SCHOOL

Student Drop Off and Pick Up Plan



Morning Drop Off

All Students
Drop off Preschool-
6th grades at Narthex

Afternoon Pick Up

→ **Pre School and Kindergarten**
Follow orange path
to pick up at circle
drive.

→ **1st - 6th Grades**
Follow blue path to
pick up zone near
playground.

SAFETY AND SECURITY

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

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

REPORTING SUSPECTED NEGLECT AND ABUSE

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

ILLNESS POLICY

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

MEDICATION

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

ALLERGIES

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

CLOTHING

Children are very active at Faith Lutheran School and are involved in a lot of messy, fun activities. Please dress your child appropriately for art, physical education, cooking activities and outdoor play. Comfortable clothing that your child can pull up and down easily is best. Each child enrolled in the full day program should have a complete change of clothing, including socks. All children will need to bring a clean pair of tennis shoes to leave at the school for use in the gym. Shorts or leggings should be worn under dresses. Flip flops should not be worn as they are a hazard on the playground.

OUTDOOR PLAY

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

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

HEALTH INFORMATION/EMERGENCY CONTACT INFORMATION

Child's name _____

In case my child becomes ill or injured at school please call:

1. _____
(name) (Parent/Guardian) (phone #)

2. _____
(name) (Parent/Guardian/Emergency Contact) (phone #)

3. _____
(name) (Emergency Contact) (phone #)

If I cannot be contacted at the above numbers, please contact:

Family Doctor: _____
Name of Doctor *Doctor's Phone Number*

Or transport to [] Northeast Regional Medical Center [] (other, please specify) _____
for emergency treatment.

I understand that I am responsible for any expenses incurred in emergency treatment.

Signature of Parent or Guardian

FOOD ALLERGIES:

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

.....
Persons authorized to pick up my child:

PARENT QUESTIONNAIRE

All information is held in the strictest confidence.

Please describe your child’s personality, interests, or talents:

Are there any factors that you would like to share with us that have had an impact on your child’s academic or social progress to date? (This may include health, learning challenges, or changes of home, school or family situation.)

Is there anything else you would like us to know about your child?

FAITH LUTHERAN SCHOOL PHOTO RELEASE

Throughout the school year, photos may be taken of classes and individual students in the classroom, on field trips, and at various school-related activities by school staff or local media (Kirksville Daily Express and KTVO). These photos may be used for promotional purposes, including in the local newspaper, on our school website, and on the school Facebook page.

Child's name: _____

____ I give permission for my child's photo to be used for school purposes and publicity.

____ I request that my child's photo not be used for school purposes and publicity.

Parent Signature

Date

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FAITH LUTHERAN SCHOOL FIELD TRIP RELEASE

My child _____ has my permission to go on all field trips that are planned throughout the school year.

Parent Signature

Date

VOLUNTEER QUESTIONNAIRE

School Year: _____

Your name: _____ Cell number: _____

Email: _____

Student(s) Name	Grade

We are thankful to have an active PTO here at Faith Lutheran. It is only made possible by parent participation. The combined gifts that each individual possesses makes us a great team with unlimited opportunity to invest in student lives and to grow Faith Lutheran.

Please select opportunities you would like more information about:

Monthly newsletter _____

Sports department (basketball / cheer / concessions) _____

Updating FB page or website _____ Family night events _____

Fundraisers _____ Event organizing _____ PTO committee chairholder _____

I have other gifts I would like to share _____

I don't have a lot of time but call me to inquire on an as needed basis _____

PTO Contacts

PTO President- Stephanie Deren (337) 718-7777

VP- Johnna Campbell (660) 341-4513

Treasurer- Teresa Longeria (602) 327-8235

Secretary- Felicia VanderWoude