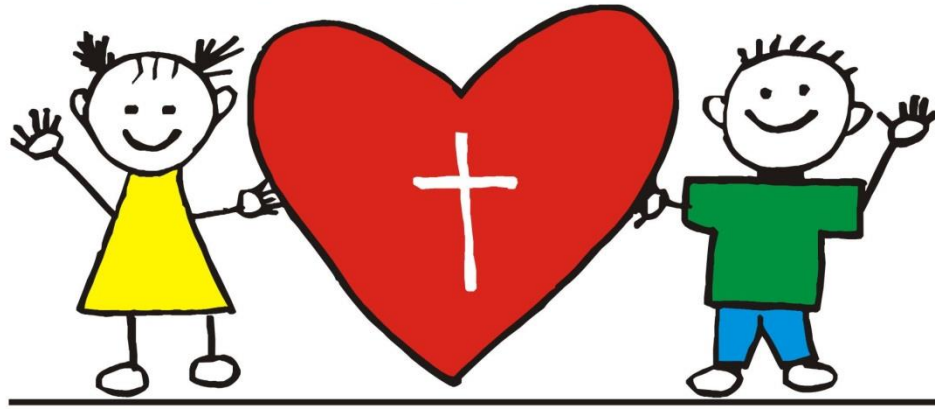


# Faith Lutheran School



Together in God's Love

## **Preschool Application Book & School Handbook 2022-2023**

1820 S Baltimore  
Kirksville, Missouri 63501  
(660) 665-8166 fax: (660) 627-0101  
faithlutherankids@gmail.com  
<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 on Sundays.

All Pre-Kindergarten students are required to participate at Faith Lutheran Church three times per year: the school Christmas service in December, Lutheran School Sunday in January, and one other time to sing with their class. 1<sup>st</sup> and 2<sup>nd</sup> year preschool students participate in the Sunday worship during Lutheran School Week. All dates will be indicated on the school calendar.

### **Faith Lutheran Church Worship Service**

Sunday School & Bible Classes (at school).....9:00 a.m.

Worship.....10:15 a.m.

## FLS Student Application Form

### **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 them build the social and academic skills they need to prepare for Kindergarten and beyond. All students, including preschoolers, 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 then 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. Bullying (either physical or verbal) or intimidation of another student or staff member is never tolerated. In extreme cases, parents may 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 the "Parent Express." This is sent out by email unless the parent or guardian does not provide an email address. Please make sure to check your email regularly. News is also announced on the school Facebook page (<http://www.facebook.com/faithlutherankv>) and on the school website (<http://www.faithlutheranschoolkv.org>). 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 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 preferably after or before school to consult with parents concerning their children. The school director and school board members are also available to discuss concerns or recommendations.

### **ADMISSION AND DISMISSAL POLICY**

A student is officially considered enrolled upon receiving the completed application form, the registration fee, and an up to date immunization record. No space in a class will be held for a child until all of the above are received. Dismissal 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 for 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.

### **ELIGIBILITY – FIRST YEAR PRESCHOOL**

This program is available to children who are 2 years of age and are completely potty-trained. Student/staff ratio will not exceed the guidelines recommended by the State of Missouri Department of Elementary Education.

### **DAILY CLASS SCHEDULE**

Full Time Monday-Friday: Includes all hours from 6:30 AM to 5:30 PM on regular school days  
Part Time 1<sup>st</sup> Year Preschool: T/W/TH 8:30-11 AM  
2<sup>nd</sup> Year Preschool: T/W/TH 8:30- 11AM  
Pre-K: Mon-Thurs 8:30-11

### **ENROLLMENT FEE**

A non-refundable application fee of \$100 is payable at the time of school registration. This fee must be paid in order to reserve a place for your child. If the fee is not paid, there is no guarantee that your child will have a place. No applications will be accepted for the following year until January 1<sup>st</sup>.

### **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.

### **TUITION SCHEDULE**

	<u>Application Fee</u>	<u>August (due on 1<sup>st</sup> day of school)</u>	<u>September-May Payments</u>
1 <sup>st</sup> & 2 <sup>nd</sup> Year Preschool	\$100	\$ 55.00	\$220.00
Pre-K	\$100	\$ 65.00	\$260.00
Full Time	\$100	\$110	\$445.00

Monthly tuition payments are due by the 1<sup>st</sup> of the month, September-May. There will be a \$10 late fee after the 10<sup>th</sup> of each month and a \$20 late fee after the 20<sup>th</sup>. **Unpaid tuition and/or unpaid late fees for two consecutive months will result in the termination of enrollment and remaining tuition owed will be sent to a collection agency.** 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 an insufficient funds check returned.

**The fulltime tuition of \$445 will include all non-school (daycare) days excluding the days listed on the Full Day Care Calendar Schedule. (These days include 2 days at Thanksgiving, 2 or 3 days at Christmas, New Year's Day, Good Friday, Easter, Memorial Day, July 4<sup>th</sup>, the week before school begins in the fall and Labor Day.)**

## FLS Student Application Form

All tuition must be paid in full by Christmas break in order for a student to attend second semester. All school tuition must be paid in full by May 10<sup>th</sup> of the current school year. Students will not be allowed to enroll in the second semester, summer program, or for the following school year, unless all payments are current. 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 tax information submitted for consideration.

### **FUNDRAISING**

Tuition does not cover the entire cost of educating your child and teacher salaries. You are expected to donate time and/or participate in the annual Fall Festival, Spring BINGO fundraiser, or any classroom designated donation assignment. If you choose not to participate in any fundraising sales, a donation of \$500 is expected.

### **TUITION REFUNDS**

As a non-profit organization, Faith Lutheran School operates on tuition from enrolled students. The budget is dependent on all enrolled students completing the academic year. Only in the case that someone pays for the semester or year and due to extreme circumstances is unable to finish the semester or year will the board consider a tuition refund. Refunds will be pro-rated. **Sickness and vacations do not constitute tuition waivers.** No refund or tuition waiver will be given for students leaving the last month of school. Before enrollment fees for the next year can be accepted, accounts must be current.

### **ABSENCES/VACATIONS**

Parents are responsible for each month's tuition, in spite of absences. The school's budget and teachers' salaries are based upon full enrollment; therefore, compensation cannot be given for absences. This includes extended times away from school, such as for illness and vacation. Please contact the director if an extreme situation arises.

### **ARRIVAL/DEPARTURE POLICY**

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 to allow parents and teachers the opportunity to touch base. There is a late fee of \$5.00 for pick-up after 5:30 p.m. with a \$1.00 per minute rate thereafter.

### **LUNCH MILK FEE**

The lunch milk fee is \$25 per semester or \$50 a year. If a child drinks milk with lunches purchased through the school, they must pay the milk fee.

### **LUNCHESES**

Lunches are not provided by the school. 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 as we order all meals two weeks in advance.** Please do NOT send soda or energy drinks with your child to school.

### **DROP-OFF AND PICK-UP PROCEDURE**

Drop off will take place in the Narthex, the front entrance.

Pick-up will be done with a drive through concept. Please see map below. School dismissal time is 3:00.



## Student Drop Off and Pick Up Plan



### **SIGN IN/SIGN OUT**

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.

### **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. The downstairs (south) door and upstairs (north) door will remain locked at all times. All students and parents need to use the main double doors upstairs to enter the building. All visitors need to buzz in for admission between 8:15 a.m. and 3:00 p.m. visit in the kitchen area. 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 staff 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



## FLS Student Application Form

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 principal. If this report is made orally, it will be followed by a written report to be submitted to Missouri Department of Social Services. The principal will be responsible for conferences, parent contact or any other action taken in an abuse or neglect case.

### **PARKING**

Parents/Guardians and drivers are asked not to park along the sidewalk on the west side of the church to ensure the safety of the children. When children are being picked up, please have your child stay with you until you leave. With parents coming and going, it is dangerous for your child to be outside without adult supervision.

### **SCHOOL CALENDAR**

A detailed schedule of the school year will be given the first week of school. Snow days will correspond to the Kirksville R-III school system, although we will still be open for daycare 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.

### **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**

Required 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 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. On P.E. days, children should wear tennis shoes. Shorts or leggings should be worn under dresses.

### **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, and boots when it is snowy.

### **MULTICCHILD DISCOUNT**

The first child in a family (with the highest tuition) will be billed at the full rate. Each additional child in the family, enrolled **full-time** for the same school year, will receive a 10% discount off their tuition. Each subsequent child will receive a 20% discount on tuition. This applies only to full-time school tuition, not to part-time enrollment or extended care. Either this discount or the Lutheran Rate Discount can be applied, but not both.

### **LUTHERAN RATE DISCOUNT**

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.

If you opt not to take your child's discount, you may choose to direct the funds to your child's classroom, school operations, or wherever it is needed most.

### **DONATIONS**

**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.**

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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.**



## FLS Student Application Form

**A \$100 application fee, immunization records, and emergency information form must accompany application.**

**Please select which preschool program you are enrolling your child in.**

**1<sup>st</sup> and 2<sup>nd</sup> Year Programs** (must be completely potty trained)

\_\_\_\_ Preschool Only (8:30-11 am T, W, Th)

\_\_\_\_ Full Time

**Pre-K program**

\_\_\_\_ Pre-K Only (M/T/W/Th )

\_\_\_\_ Full Time

**STUDENT'S NAME** \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Address \_\_\_\_\_  
(street) (city) (state) (zip)

Phone \_\_\_\_\_

Birthday \_\_\_\_\_ Baptized \_\_\_\_\_ Denomination \_\_\_\_\_  
(mo/day/yr) (date)

**FATHER'S NAME** \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Where Employed \_\_\_\_\_ Occupation \_\_\_\_\_

Church (name) \_\_\_\_\_

Pastor \_\_\_\_\_ Member ☐ Yes ☐ No

Father's Address (if different than student's)

Marital Status: ☐ Married ☐ Separated ☐ Divorced ☐ Single

**MOTHER'S NAME** \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Where Employed \_\_\_\_\_ Occupation \_\_\_\_\_

Church (name) \_\_\_\_\_

Pastor \_\_\_\_\_ Member ☐ Yes ☐ No

Mother's Address (if different than student's)

Marital Status: ☐ Married ☐ Separated ☐ Divorced ☐ Single

**Parent(s) e-mail address:** \_\_\_\_\_

**OTHER CHILDREN IN FAMILY:** Name(s) and age(s)

\_\_\_\_\_

If there has been a separation and divorce, with whom is child living? \_\_\_\_\_

If child is living with someone other than parents, please complete the following:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Church Membership \_\_\_\_\_

In order to help us better understand your child, please list any disabilities or handicaps your child might have on the accompanying information sheet. All information is held in the strictest confidence. We have read and fully understand the policies and procedures in this brochure and we agree to the terms. We pledge our full support of the Christian education program provided for our child/children in the Preschool and Pre Kindergarten programs at Faith Lutheran School and accept our financial responsibility through tuition payments to the school. \_\_\_\_\_

Signature of Parent or Guardian

Date

**HEALTH INFORMATION  
(TO ACCOMPANY APPLICATION)**

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FLS Student Application Form

**Parent Questionnaire: (for new students only unless you have input you would like to add from previous years)**

All information is held in the strictest confidence.

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

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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.)

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

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Why do you want your child to attend Faith Lutheran School?

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How did you hear about Faith Lutheran School?

Referred by: \_\_\_\_\_

\_\_\_\_ Website  
\_\_\_\_ Phone book  
\_\_\_\_ Flyer  
\_\_\_\_ Facebook

\_\_\_\_ Newspaper  
\_\_\_\_ Radio  
\_\_\_\_ Church (which church?)  
\_\_\_\_ Other

### **Parent & Applicant Agreement**

In signing this application I agree that (please initial by each statement):

- All of the information provided is accurate and complete.
- I agree with the school's Statement of Faith and Purpose.
- My child will follow the rules stated in the handbook and established by their teacher.
- My child will participate in school activities, such as Lutheran School Week, Christmas programs, and classroom performances at Sunday services.
- The administration and faculty have discretion and support in appropriate classroom discipline of my child.
- I understand that any matter of dispute between my student or family with Faith Lutheran School will be resolved with Christian conflict resolution. Under no circumstances will I seek monetary or physical damages from the faculty/staff or school board.
- I acknowledge that payments are due on the 1<sup>st</sup> of each month and after the 10<sup>th</sup> a late fee will be added.
- I understand that I am required to participate in all fundraising or make an equivalent donation. (See Fundraising section on Page 4.)

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

### **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

.....

### **Faith Lutheran School Field Trip Permission**

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

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## VOLUNTEER QUESTIONNAIRE

Please fill out and return with application:

School Year: \_\_\_\_\_

Name of Student(s): \_\_\_\_\_ Grade(s): \_\_\_\_\_

Your Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I am interested in helping with or would like more information about the following areas:

- Fall Festival planning committee \_\_\_\_\_
- Parent Teacher Organization \_\_\_\_\_
- Serving lunches \_\_\_\_\_
- School library \_\_\_\_\_
- Book fairs \_\_\_\_\_
- Teacher appreciation luncheon \_\_\_\_\_
- Please contact me – I have other talents I would like to share \_\_\_\_\_