

# Faith Lutheran Preschool PARENT HANDBOOK



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Parent Handbook

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# **Faith Lutheran Preschool**

## **Parent Handbook**

### **INTRODUCTION**

**Faith Lutheran Preschool** is a non-for-profit ministry maintained solely by the congregation of Faith Lutheran Church which has been in operation since 1975. At Faith Lutheran, each child is guided to develop his/her potential in every aspect of life within the shelter and nurturing relationship of Christian love. In addition to the religious atmosphere the school offers an enriched curriculum for the early childhood educational program.

#### **FAITH LUTHERAN CHURCH**

We believe that the mission of the Christian Church is to proclaim repentance and forgiveness of sins through Jesus Christ to all people everywhere, and to strengthen and encourage those who have believed, so that they ultimately become or remain active members of a Christian Church.

#### **FAITH LUTHERAN SCHOOL**

We believe that a Lutheran education is “Christian” that “Christian” education supports, supplements, and complements the religious training of the “believer.” The most successful agency in leading children to a vital Christian life, after the Christian home, is the Christian (Lutheran) school, where every subject is taught and every activity carried out within the framework of the redemptive love of Jesus Christ.

#### **MANKIND**

We believe, in the Good News as Scripture teaches that all people are conceived and born sinful, eternally lost and condemned, and helpless to save themselves. But God the Father, in unfathomable love and at an infinite cost to Himself, has won salvation for all people through the death of His one and only Son, Jesus Christ, on the cross, so that anyone who believes in Him, regardless is no longer lost, but forgiven and eternally found (has eternal life).

#### **CHILDREN**

We believe that the spiritual dimension critically affects every aspect of a child’s life and that spiritual conviction is at the heart of our curriculum. The teaching of the Law and Gospel provides our students with the understanding of both the reality of their inborn sin and their forgiving Savior.

#### **PARENTS**

We believe that the parents/guardians of our students need to play an active role in their child’s education. Children learn best when God’s Word is an important part of daily life at home as well as at school.

**This is our philosophy. It determines our approach to education, the content course of study, and the teaching-learning environment here at Faith Lutheran Church and School.**

## **MISSION STATEMENT**

*Faith Lutheran School exists to proclaim the Good News of Jesus Christ through academic excellence, while developing spiritually, socially and emotionally as children of God.*

## **STATEMENT OF PURPOSE**

The purpose of this school shall be to minister and to spread the Kingdom of God, as expressed in the life and teachings, death and resurrection of Jesus Christ, as Lord and Savior, among all children and families by:

- personally sharing the love of Christ in all relationships.
- helping them to grow in the understanding and appreciation of God's grace and mercy as taught in God's Word according to the standards of the Lutheran confession.
- preparing students for service to mankind according to the educational standards of the Lutheran Church Missouri-Synod and the State of Florida.
- inviting all to share in the worship-fellowship, service and praise of our Glorious God.

## **OBJECTIVES OF CHRISTIAN EDUCATION**

### **SPIRITUAL:**

- Acquire a personal knowledge of God's being and His Word as demonstrated through the daily regimen of teaching/learning, religion classes, memorization of Scripture, and weekly chapel services.
- Recognize one's sin and need for salvation by frequent exposure to the Law and have the assurance of forgiveness through the Gospel with the use of materials that properly present the Law and Gospel.
- Rely upon God for both temporal and spiritual blessings by understanding and reciting/repeating several Scriptures, which demonstrate this premise.
- Develop the desire to live according to God's Law by analyzing Biblical persons and their character through the knowledge of Bible stories.
- Utilize the means of grace, namely the Word and the Sacraments, by providing Bible studies, worship service, and Sunday School.

## **INTELLECTUAL:**

- Acquire thorough knowledge and skills in core branches of learning as demonstrated through bi-weekly grade reports, quarterly reports, and SAT scores.
- Develop critical thinking by applying learned academic principles to daily problem solving.
- Acquire a wide range of interests by providing rotating elective courses.
- Develop work habits and study skills through daily practice in the classroom setting and the completion of daily homework assignments.
- Evaluate human knowledge in the light of what God says in the Bible through daily discussions as provided in our curriculum.
- Develop an appreciation for the aesthetics of God's creation through the sciences, music, art, and literature of His created people through daily offered courses.

## **PHYSICAL:**

- Regard his/her body as the "temple of the Holy Spirit" by participating in smoking and drug awareness classes and be instructed in age appropriate awareness to safe guard sexual purity.
- Acquire and maintain desirable physical habits through daily cleanliness and weekly exercise program.

## **SOCIAL:**

- Lead a Godly life by emulating the Lord Jesus Christ through one's daily interactions with peers and adults as observed by the classroom teacher.
- Demonstrate the Lord's commandments through one's daily interactions with peers and adults as observed by the classroom teacher.
- Demonstrate respect, as under God, for authority of school, church, and state as reflected through student behavior on conduct grade reports.
- Recognize the rights, privileges, and responsibilities of others and oneself as demonstrated through student behavior on conduct grade reports.
- Lead a God-pleasing life by emulating the Lord in daily exchanges with adults and peers.
- Develop the desire to lead others to the Savior by actively sharing the Gospel message and participating in missionary work.
- Serve the Church through proper stewardship of time, talents, and treasure through the annual Christmas, Spring and Graduation programs.

## **ACCREDITATION**

Faith Lutheran School is fully accredited by National Lutheran School Accreditation {NLSA}. Note... NLSA Certification Certificate is on file in the school office. Our school meets or exceeds all of the standards established by the State of Florida. We strive to maintain standards that are as high or higher than the public schools. We also work with officials of the Florida/Georgia District of the Lutheran Church Missouri Synod and the National Lutheran Schools Accreditation Board. Accreditation serves as a disciplinary function in developing and maintaining high standards in basic curricula, teacher preparation, and health and safety programs.

## **PARENT-TEACHER LEAGUE**

To promote better cooperation between home and school, Faith promotes a Parent-Teacher League. Bi-monthly meetings and are listed on the school calendar. Various topics of special interest are discussed and guest speakers are featured at some meetings. We strongly encourage all parents/guardians to attend.

## **WORSHIP AND CHAPEL**

Since we believe that all parents have the God-given responsibility and privilege for bringing Christ to their children, the child, along with his/her family, is expected to attend church a regular basis. Parents are encouraged to involve themselves in regular Bible study. Children do not understand why they should be in church if their parents do not attend.

We do not teach that church attendance makes a person a Christian, but that worship is the response of a thankful heart in obedience to God. Through this teaching and parental encouragement, the goal is that the child will have the desire to worship the Lord in His house. It is an opportunity to communicate with God and receive His blessings.

We invite those without church homes to attend services at Faith Lutheran Church. Worship services begin at 9:30 a.m. in English and 11:00 a.m. in Spanish with Sunday School and Adult Bible Class commencing at 11:00 a.m.

Parents, who are indifferent toward attending worship services whether here or at another church, tend to make the child choose between what the school teaches and what he/she sees at home. Ideally, children and parents should worship together each week.

## **DEVOTIONS**

At the beginning and ending of the school day our students will participate in devotions. A brief prayer thanking God for the blessings of the day or special needs are always in order.

# CURRICULUM

The curriculum of Faith Lutheran School meets the standards of both the Common Core Standards and the Board of Parish Education of the Lutheran Church-Missouri Synod.

## Preschool Course of Study

### ▪ Religion

Classroom “Jesus Time” provides the opportunity for children to hear of God’s love for them and teaches Jesus Christ as Friend and Savior through stories, songs, videos, weekly chapel, drama, flannel board, chalk talks, and other methods.

### ▪ Art

Children grow through various stages of art development from the scribbling stages to the more refined forms of art. They have the opportunity to experiment and express themselves with various materials such as; clay, paint, crayons, paste, glue, paper, wood, boxes, fabric and the like. They learn shapes such as dots, circles, squares, and the like. The children will be exposed to a rich art vocabulary. Our focus is on the process as well as the product.

### ▪ Literature

Children are exposed to various types of literature through story time and listening to tapes and records while simultaneously looking at books individually and in small groups. Students also visit Faith’s Library on a weekly basis.

### ▪ Verbal Expression

The children learn to express themselves in formal (Show and Tell) and informal class discussions. Interactions between teacher/pupil and pupil/pupil are also encouraged.

### ▪ Music

Making and listening to music, rhythm, and interpretative movement are a part of the program.

### ▪ Physical Education and Health:

Young children need opportunities to explore, enhance, and challenge their capabilities. Our physical education program helps children develop large and small motor (muscle) skills, confidence in themselves, and gives them the opportunity to play cooperatively in large group activities and to learn about a healthy life.

### ▪ Science

The children are exposed to the beauty and intrigue of God’s creation through nature and science-related lesson that are designed to teach the children to be curious about their new discoveries.

### ▪ Social Studies

The preschool program includes awareness and appreciation of the community and others around them.

### ▪ Math

Children acquire math concepts through activities with materials and interaction with staff and peers. Counting and number recognition is also presented and encouraged.



▪ **Show & Tell**

Show and Tell is the only time that the children are encouraged to bring their favorite toy or interest item from home. This is an experience that fosters verbal communication, expression, and the building of self-confidence. Children are encouraged to talk about their “treasure.” Also note that the school is not responsible for any personal items that may be damaged, lost or stolen.

Please check with your child’s teacher if there is a question about Show and Tell Days.

**Preschoolers Transition into Kindergarten**

*\*To provide an opportunity for preschool students and parents with an insight into our kindergarten program, an in house fieldtrip for the students will be planned each year in May.*

Flyers will be sent home, via email or hard copy, one month in advance.

Preschool parents will be asked to sign a permission slip to support the importance of this event.

The visit to kindergarten will take place in the morning, 9-11 am, during the week in May.

Parents are invited and encouraged to accompany their children.

The kindergarten teacher will have interactive activities planned.

The preschoolers also will have an opportunity to visit the classroom and use the centers.

There will be an opportunity for the children to express their feelings about going to Kindergarten through drawing a picture. This picture will be the first page in their Kindergarten Portfolio.

Students will return to preschool for lunch and outside time.

**CHRISTMAS AND SPRING MUSICALS:**

Each year, the preschoolers have the opportunity for dramatic experience in the school’s Christmas and Spring Musicals. Musical practices are scheduled as few times as possible so as not to interfere with the normal instructional programs of the school day. Even the youngest students are encouraged to participate in these practices and programs.

As often as possible, classes {either singularly or in combination} participate in congregational worship services

**Assessments**

All Preschoolers are assessed with the Ages and Stages (ASQ-3) within the first 30 days of enrollment. The children are also screened with a check-list of items that they can perform at the beginning of school. A second assessment is completed in January and then a parent conference is held with every preschooler’s family.

Students in the VPK Program will complete three assessments related specifically to VPK ; first one in Sept., second in January and the last one in May. The parents will meet with the VPK teacher and receive a print out of the assessment results that is mandated by the State of Florida.

## LIBRARY

Faith Lutheran School maintains a fully functioning Library that contains updated and appropriate grade level reading and other learning materials. Each classroom visits the Library on a weekly basis.

## SUMMER PROGRAMS

Program information is distributed within the last month of school. Our Preschool Program is open 50 weeks a year.

## PERMANENT RECORDS

A permanent record file is maintained for each student. This record shows yearly progress, assessment results, absences, tardiness, and also a brief outline of family history. In order to keep these records correct and current, all parents are required to inform the office of changes of address, telephone numbers, etc. It is imperative that we have this information in case of any emergency due to illness or injury.

## NON-DISCRIMINATORY POLICY

**Faith Lutheran Church and School** welcomes families of all colors, race, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to all students of this school. It does not discriminate on the basis of color, race, national and ethnic origin in the administration of its educational policies, admissions policies, nor any other school administered programs.

## ENROLLMENT PROCEDURES

All Registration Forms and Health Forms must be submitted with the Registration Papers before a child will be allowed to attend classes.

Any **balance due** from a prior term must be **paid in full** before a student may re-register.

### Preschool

- Child must be at least 2 ½ years of age to enroll
- Child must be toilet trained
- Preschool 4 – VPK must be 4 by September 1<sup>st</sup>
- Child must be able to properly feed his/herself
- Requires immunization form {680} annually
- Requires health form {3040} annually
- original birth certificate \*
- Each August parents are to read and sign the *Influenza Virus form*

**The following criteria are considered in admission decisions:**

- The parent(s) indicate a firm desire to educate their child(ren) in a Christ-centered school.
- The family demonstrates a life-style in harmony with the purpose and objectives of Faith Lutheran School.

**TUITION POLICY**

All checks must be made payable to **Faith Lutheran School**. **NO POSTDATED CHECKS** shall be allowed for any payment fee.

- **Weekly payments** are due on the Monday of that week.
- **Bi-weekly payments** are due on the first Monday of that bi-weekly time period.
- **Monthly payments** are due on the first day of the month.

Any concerns regarding payment must be submitted in writing to the *Board of Christian Education*.

**PAYMENT OF SCHOOL CHARGES**

When paying for tuition, day care, field trips, tardy detentions, lunches, etc., please send the exact amount.

Change **cannot** be provided. Any extra monies will be credited to the next week's payment.

**Payments must be made for all weeks of school** WHETHER OR NOT THE CHILD IS IN ATTENDANCE.

**PAST DUE ACCOUNT POLICY**

A tuition account, which remains delinquent past the third week, will result in a \$20.00 charge per week until the account is paid in full.

**Returned Checks:**

*First Returned Check - a \$40.00 charge* will be added to your account.

*Second Returned Check - a \$40.00 charge* will be added to your account and the school will require **cash** or **money orders** for the remaining payments for the year.

After the second returned check, all remaining payments must be made in cash or money order.

**ATTENDANCE POLICY**

**Signing In and Out:**

All preschool students must be walked into their classroom and signed in. SR and VPK student's parents must sign in and write the time next to their name. All preschoolers being picked up from school must be signed out on the correct forms. Parents please sign using a legible signature.

**Parents must notify the school office of absences no later than 8:15 a.m.** The school office phone number is **(305) 885-2845**. It is the parent/guardian's responsibility to contact the school office before 8:30 am indicating that their child will be absent. If the parent does not contact the office about the student being absent, the office will contact the parent to verify the reason why the student is not in school.

#### **Excused Absences:**

- All absences, two days or less, require that a written note prepared by the parent be submitted to the teacher prior to 8:30 a.m. in order to be considered an excused absence.
- All absences, three or more days, require that a written note prepared by the child's physician be submitted to the teacher by 8:30 a.m. in order for the child to be admitted to class and to be considered an excused absence.
- VPK students who are excessively absent may be removed from the VPK State Funded Program. (VPK students may not miss more than 20% of the 180 days) (SR students may only be absent 3 days a month)

Excused absences are acknowledged for sickness, death in the family, or other extreme emergency circumstances necessitating absence, but remain an absence. A written explanation for the absence must be turned into the front office for documentation purposes.

## **TARDY POLICY**

#### **These Policies only apply to Pre-K 4-year-olds (VPK students)**

The VPK program is a State of Florida Program and the three daily hours are funded strictly by the State of Florida. It is for that reason that it is very important that your child come to school on time. **We recommend that your child be at school no later than 8:20 a.m.**

It is the responsibility of this school to prepare your child for Kindergarten and for that reason your child needs to be in attendance on a consistent basis.

**All tardy students must report to the school office to receive an admission pass.**

#### **Excused Tardies:**

The only excused tardy is an uncontrollable circumstance. Uncontrollable circumstances will be at the discretion of the school.

#### **Unexcused Tardies:**

Every three (3) unexcused Tardies will result in an absence.

**Nine (9) unexcused Tardies will result in a letter from the principal and** will require that the authorized parent/guardian appear before the Board of Education. (Appendix A)

**Note:** A student with three (3) or more unexcused tardies in a school year will **not** be considered to have perfect attendance.

## **SCHOOL HOURS**

VPK ONLY hours are from 8:30 a.m. to 11:30 a.m., Monday through Friday. Dropping off before 8:15 am or picking up after 11:30 am will result in daycare charges.

## **SCHOOL CALENDAR**

Each family will receive a school calendar at the beginning of the school year. This calendar will closely follow the Dade County Public Schools' calendar.

## **CHRISTIAN DISCIPLINARY/EXPLUSION POLICY**

**The point of Christian discipline is not to punish the student, or judge the sin, but to lead the student to repentance and reconciliation with those around him, and more importantly, God. Discipline will be administered with love and fairness, according to the Fourth Commandment which states: “We should fear and love God so that we do not despise or anger our parents and other authorities but honor them, serve and obey them, love and cherish them”.**

We are committed to providing a safe, nurturing environment conducive for the learning and growth for all our children. We strive to ensure all of our children are set up for success regardless of their developmental level.

The teacher is responsible for the control of the classroom, and providing the appropriate environment for successful instruction. Students are to be taught proper classroom behavior, classroom attitudes, self-control, and respect for teachers, authorities, and the rights of others. The following positive guidance techniques may be used:

- Setting clear, consistent expectations for age appropriate classroom behavior
- Valuing mistakes as learning opportunities
- Redirecting children to a more acceptable behavior or activity
- Listening when children talk about their feelings and frustrations
- Guiding children to resolve conflicts
- Modeling skills that help children solve their own problems

The teacher may ask the child to sit apart from others if there are repeated disciplinary issues. This is time for the child to calm down and decide when he/she is ready to rejoin the group. If all customary techniques are exhausted, a parent-teacher conference may prove to be effective. This is an opportunity of sharing between teacher and parent of possible causes and/or solutions. Repeated misbehavior will result in a conference between the Director and the parent(s). We will work closely with the family to work through the issues, but if no agreement or change of behavior is evident it may result in disenrollment.

Disenrollment may be a result of the following:

- Abuse of other children, staff, or property by child or parent/guardian
- Continued violation of policies by child or parent/guardian

- Disruptive or dangerous behavior by child or parent/guardian
- The school's inability to meet the child's needs or the parent/guardian's expectations
- Biting habits that cannot be easily redirected

The Principal, in cooperation with the Board of Education, reserves the right to dismiss {expel} any child or parent/guardian who does not comply with the rules and regulations of the school. Such actions will not be taken until all stipulated procedures have been followed, and the parents have actively been a part of the procedures and have been given a time frame in which a change of behavior should have been observed.

Faith Lutheran PROHIBITS punishment that is severe, humiliating, frightening, or physically harmful to a child. Discipline shall not be associated with food, rest, or toileting. Spanking or any other form of physical punishment is PROHIBITED. Young children's behavior is challenging at times, but many behaviors are typical at different age levels. We will use positive guidance techniques to work with these behaviors, but will not tolerate a child hurting another child, staff or self. We will also not tolerate disrespect or bullying of others. We will also help all children to learn responses to inappropriate behaviors and bullying.

Faith Lutheran School maintains an atmosphere that is conducive to proper eating and proper rest and toilet training for preschoolers.

## **INSURANCE**

Insurance is provided as a part of your Registration Fee. Your child is covered by our accident insurance policy as long as your child has not been signed out for the day. **This policy is written as excess coverage.** This means that benefits will not be paid for expenses, which are covered by any other valid and collectable insurance.

**NOTE: ONCE A CHILD IS SIGNED OUT, THE ACCIDENT INSURANCE COVERAGE DOES NOT APPLY. RESPONSIBILITY FOR THE CHILD'S SAFETY ON SCHOOL GROUNDS RESTS ON THE PERSON WHO SIGNED HIM/HER OUT.**

You have the option to buy additional 24-hour coverage at your own expense.

## **SAFETY CODE**

Faith Lutheran School is in compliance with regulations set forth by Dade County and the City of Hialeah and the Department of Health. Regular fire drills and school lockdown drills are practiced.

## **HYGIENE**

Students will always be neat and clean in relation to their hair, body, and clothing. Noticeable hygiene problems will be brought to the attention of the parents.

## **HEARING, SPEECH AND VISION SCREENING**

Each year the 4 year old students are tested for hearing, speech, and vision; at no charge.

## ACCIDENTS AND FIRST AID

First aid supplies are maintained in the pre-school. In case of minor scrapes or cuts, the teacher will see that the wound is washed (soap and water only!) and bandaged. The teacher will keep notes of these occasions on file. In the case of more serious injuries, the office will deal with the student. In these serious cases the teacher will fill out an accident report form. The office will handle the notification of the parents. Pre-school, and day care workers will maintain CPR and First Aid Certification.

## ILLNESS

If a child exhibits symptoms of a contagious disease, e.g. high temperature, vomiting, discolored mucous discharge, etc, the parents will be notified to pick up their child. The child shall not return until he/she is well.

If a child exhibits symptoms **of highly contagious disease** e.g., chicken pox, measles, pink eye, etc, the child will be removed from the school environment and will not be allowed to return without a **signed note from a physician** indicating that the child is no longer contagious.

## HEAD LICE

Any child displaying signs of head lice will be removed from the classroom environment. The parent will be contacted and the child will be immediately removed from the school environment. The child will not be allowed to return until the parents have taken the necessary steps to eradicate all lice and nits from the child's hair and home environment. School personnel will verify that the child is free from nits before being allowed to return. Needed information for effective treatment of head lice can be obtained from the school office.

## MEDICATION

No **Medication** will be administered to a preschooler.

## EMERGENCY NOTIFICATION

Parents are required to furnish the office with two alternate emergency contact names and phone numbers to be used in the event that the parent cannot be contacted should an accident or illness occur. The school should be able to reach the authorized parent/guardian within a few minutes of any emergency.

### **"SCHOOL REACH" AUTOMATED MESSAGING SYSTEM**

Parents must provide a "working" phone number with voicemail or message retrieval capabilities on the "Emergency Contact Form" for the "School Reach" automated messaging system. **DO NOT GIVE A PHONE NUMBER WHICH A MESSAGE CANNOT BE LEFT IF YOU DO NOT ANSWER.**

## **REPORTING OF ABUSE OR NEGLECT**

There are three main types of abuse:

- Physical Abuse - Beating, burning, starving, shaking and or forms inflicting physical injury.
- Sexual Abuse - Incest, rape, sodomy, fondling, pornographic posing and other means of taking sexual advantage (sexual abuse often includes boys).
- Emotional / Psychological Abuse - Ridicule, isolation, neglect and all types of verbal assault.

Faith Lutheran School is a caring place where teachers are concerned about what happens to their students both at school and away from it. No one, except for parents, spends more time or is more closely in contact with children than teachers.

**Faith Lutheran School, its faculty and administration is legally required to report suspected cases of child abuse of any kind to the proper authority and will do so.**

## **CLOSED CAMPUS**

Faith Lutheran School maintains a “closed” campus. A closed campus means that our gates are locked from 8:30 a.m. until 3:00 p.m. Unauthorized individuals are not allowed on the property.

## **Chapel**

Our School Chapel Services are held every Wednesday morning at 8:45 a.m. and are directed by the Pastor, Principal, or a designated Teacher. It is expected that the children sit quietly and respectfully in the church sanctuary as they worship with the other children. During chapel services an offering is taken which goes to various mission projects. Offering envelopes are sent home each Tuesday. Parents are always invited to worship with us.

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

**It is very important to exercise caution in the parking lot when dropping off and picking up your child.**

- Drive slowly through the parking lot.
- Always park in a parking space and walk your child to class. **Never drop off your child in the middle of the parking lot.**
- Note: the parking lot gate entrance is locked from 8:30am-3:30 pm. The front entrance must be used during those hours.



**The front entrance of Hialeah Drive is for drop-off only. All preschoolers must be walked to their classroom.**

- **PLEASE DO NOT PARK ON THE DRIVEWAY BEFORE 8:30 AM.**

## **DRESS CODE & UNIFORM POLICY**

Pre-school students are to wear the School uniforms at all times. Uniforms must be purchased from All Uniform Wear. The following are guidelines to assist our teachers and staff, with the interpretations and enforcement of the dress code:

### **Boys Uniform Policy:**

- Navy blue long or short pants (may not be rolled, cuffed or dropped)
- Light blue polo shirt with school insignia
- 

**Girls Uniform Policy:** Plaid uniform jumper no more than 3 inches above the knee with school insignia

- Pinafore Dress
- Light blue polo shirt with school insignia
- Blue Peter Pan blouse with school insignia
- Shirt must be tucked in

### **Cold Weather Policy:**

The following articles may be worn when the weather is cool:

- Only Uniform sweaters and jackets with embroidered school logos purchased at All Uniforms must be worn. Jackets or sweaters bearing any other logo are not acceptable.

## **MEALS, SNACKS, AND MILK**

**Hot lunch** is provided for all preschoolers. A morning and afternoon snack is also provided as a part of the program. Faith Lutheran will provide all snacks and meals.

## **PRESCHOOL BLANKET AND PILLOW REQUIREMENTS**

Parents must provide a blanket and pillow for their preschooler. Blankets and pillows are mandatory in order for Faith Lutheran to remain in compliance with the Department of Family and Children Services. Blankets and pillows must be taken home and returned weekly or more often if needed, for cleaning.

## CHANGE OF CLOTHING

All parents of Preschool children should provide a change of clothing for their child. These clothes should be taken home, periodically, for cleaning.

## LOST AND FOUND

Lost and found items can be claimed at the school office.

Reminder... it is helpful if your child's personal items are labeled with your child's name.

## BEHAVIOR GUIDELINES

The children attending Faith Lutheran School are expected to conduct themselves in a manner that will give glory to God and create an atmosphere of harmony with others. Faith Lutheran School will confront all incidents of disobedience in the spirit of Christian love and discipline.

## VOLUNTEER PARTICIPATION

Faith Lutheran School appreciates the help of volunteers. We understand that the service provided by a volunteer compliments our education program while helping to keep costs at a reasonable level. Our volunteer program provides an opportunity for individuals to use their God-given talents to further the mission of our school. Faith Lutheran School provides a general orientation for all volunteers.

Volunteers are sometimes party to privileged information, which needs to remain confidential. Contacts with the home concerning either behavior problems or academic needs should come only from a school staff member, not from a volunteer. It is a breach of ethics to discuss confidential school situations with other individuals.

## PARENT - GUARDIAN RIGHTS

Situations, questionable occurrences or rumors dealing with the administering of the school, should be brought to the attention of the Director. Questions concerning the education of your child, classroom procedure, or a discipline matter, should be directed to **your child's teacher**.

Any unresolved issues can be addressed by scheduling an appointment with the teacher and the principal. A parent's last resort in any unresolved situation is to contact the Board of Education.

## PARENTAL-GUARDIAN RESPONSIBILITIES

Home and school must work together to ensure the best educational program for every child. There are many ways in which parents can provide assistance and support.

- Take an active part in school affairs and participate in the Parent-Teacher League.
- Set up a good health routine at home including **plenty of rest** and an adequate diet. Pre-occupation with too many television programs **and/or the telephone** will hinder your child's educational progress.

- Talk **positively** about the educational program, teachers, and racial and religious matters.
- Provide stimulating and readable materials at home. Encourage your child to share what they have learned in school each day.
- Children under the age of 4 should not have access to unlimited screen time. All screen time should have parental involvement.
- Show confidence in your children and their ability to make age-appropriate decisions for themselves.
- Build a sense of responsibility by providing ever-widening experiences for your children by allowing them to assist in household chores and by giving them their share of obligations, duties, and privileges as family members.
- Encourage children to take pride in their appearance, practice good hygiene and to conform to proper dress code for school and school-related activities.
- If possible, volunteer your service when help is needed for various school functions.
- Exhibit and encourage your children to follow good role models in manners and etiquette.
- Make every effort to provide for the physical needs of your children.
- Teach your child to pay attention to his/her teacher's instructions and obey school rules.
- Participate in meaningful parent-teacher conferences to discuss your children's school progress and welfare.
- Keep informed of school policies and academic requirements of school prog
- Bring to the attention of the teacher and/or principal any learning problem or condition that may relate to your children's education.
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.

**You are the primary person responsible** for the education of your children and so it is very important that you participate in the school's programs for their benefit.

Should an authorized parent/guardian wish to bring a concern to the Board of Education, the authorized parent/guardian must submit a written request to the principal and an appointment will be made for the next Board of Education meeting.

### **TEACHER PLEDGE**

We will do our very best to challenge your child to reach their highest level of potential, spiritually, academically and socially, in a loving Christian environment.

### **ADMINISTRATOR'S PREROGATIVE**

The administration reserves the right to interpret policy for the best interest of the students, parents or school.  
An interpretive decision will be addressed as a  
"Exception to Policy Issue" at the following Board of Education meeting.