

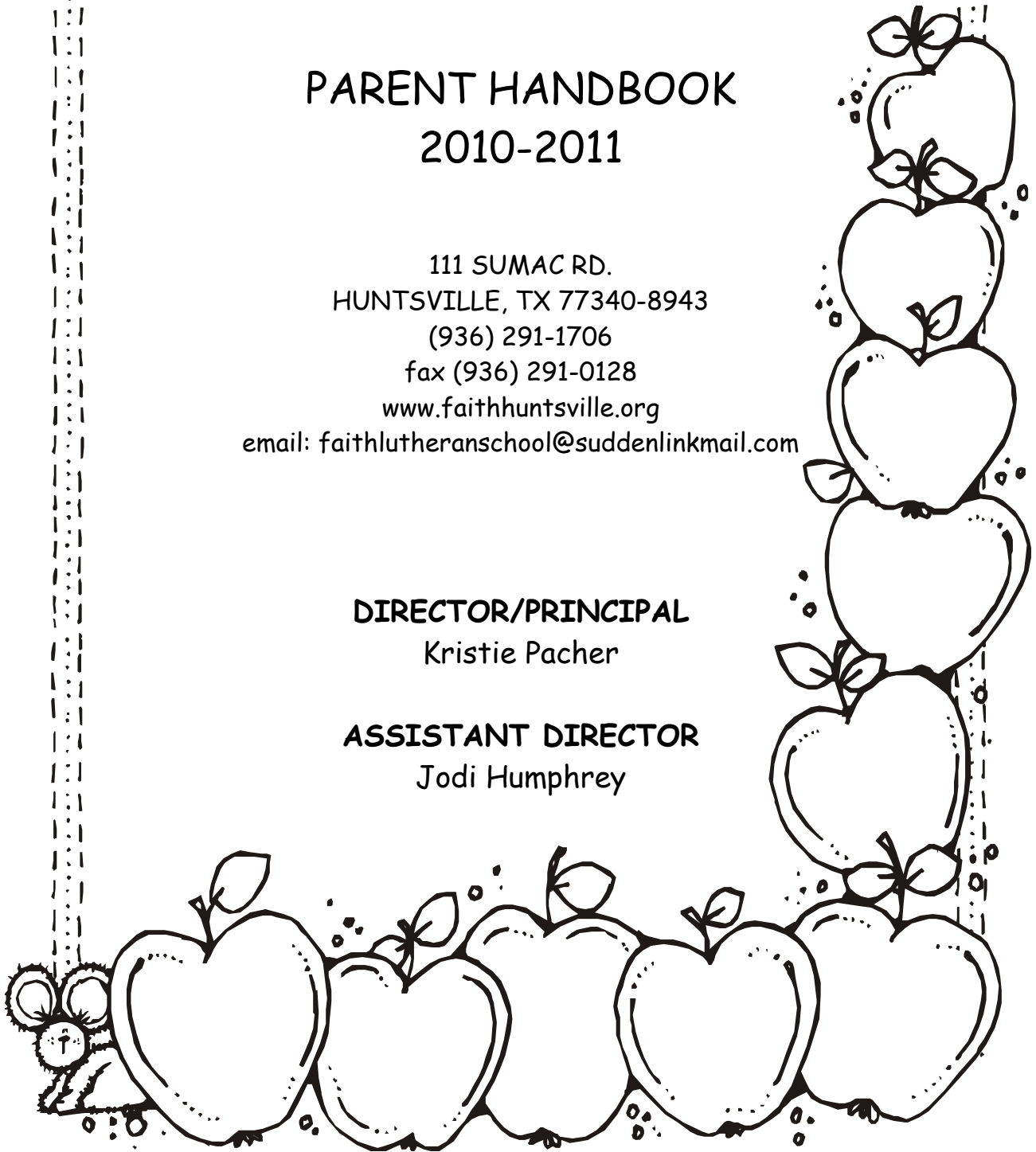
FAITH LUTHERAN SCHOOL

PARENT HANDBOOK 2010-2011

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DIRECTOR/PRINCIPAL
Kristie Pacher

ASSISTANT DIRECTOR
Jodi Humphrey



FAITH LUTHERAN SCHOOL BOARD

Diana Barnes, Chairman

Members

Sheila Carr

Len George

Kurt Jesswein

Jane Kingsborough

Sylvia Kraemer

Danielle Sandmann

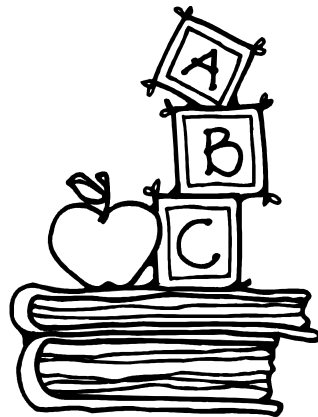
Darren Williams

Ex-Officio Members

Jodi Humphrey

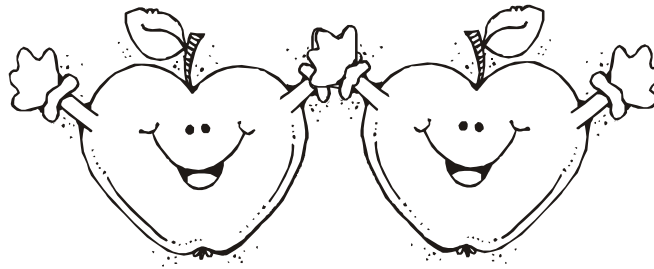
Kristie Pacher

Rev. Travis Pittock



MISSION STATEMENT

Following the example of Jesus Christ and empowered by the Holy Spirit, Faith Lutheran School equips students to grow spiritually as they succeed academically and develop socially, emotionally, and physically in a loving Christian environment.

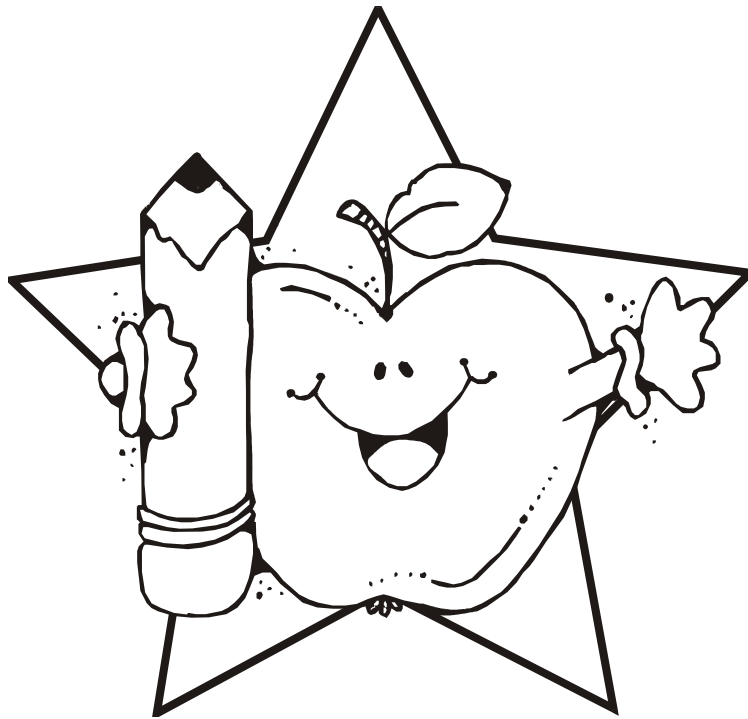


PHILOSOPHY

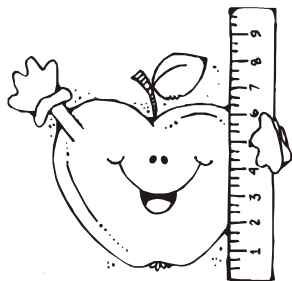
At Faith Lutheran School we believe children are important. As a ministry of Faith Lutheran Church, we strive to provide a loving Christian environment from a Lutheran perspective so each child will know they are special and loved. We feel the development of a child's self-esteem and confidence is important in building positive relationships with others. We see each child as a unique individual by respecting and responding to their individual needs. Although specific learning experiences are planned each day, we leave room for creative learning that is so important for young children. As children enter the elementary years their intellectual and spiritual needs are much greater. The child-centered learning environment in each of our classrooms includes integrating intellectual and spiritual growth and provides a nurturing, structured and stimulating place where our students can develop creativity and build problem-solving skills.

CURRICULUM

The curriculum of Faith Lutheran School is flexible and designed to meet the needs of all children enrolled in our program. It focuses on whole group, small group and individualized instruction. Classroom instruction is both developmentally appropriate and challenging with a hands-on approach to learning. Language arts, math, science, social studies, Spanish, music, physical education and Christian education are included in our curriculum. Our curriculum is delivered by highly qualified teachers. Academic requirements established by the State of Texas for preschool and primary levels are exceeded. Our program of study is revised and updated regularly to ensure our students are receiving the latest and most accurate information available.



2010-2011 School Calendar



August 13
August 16-20

August 20
August 23

September 6
September 24

October 25
October 29
October 29

November 23
November 24 - 26

December 3
December 17
December 20 - 31

January 3
January 12
January 14
January 17
January 28

February 14
February 18

March 6-12
March 14-18
March 25

April 1
April 11-15
April 21
April 22-25
April 29

May 24
May 26
May 27
May 30
May 31

June 1
June 2

2010 Summer Program Ends
Yearly Maintenance, Staff Development/
FLS Closed
Meet the Teacher, 5:00 - 6:00 p.m.
First Day of School

Labor Day/FLS Closed
1st Nine Weeks Progress Reports (K-2)

End of 1st Nine Weeks
Report Cards (K-2)
Fall Fun Day

Thanksgiving Feast
Thanksgiving/FLS Closed

2nd Nine Weeks Progress Reports (K-2)
Birthday Party for Jesus
Christmas Break/FLS Closed

Classes Resume
End of 2nd Nine Weeks
Report Cards (K-2)
MLK Holiday/FLS Closed
ECE Conference/FLS Closed

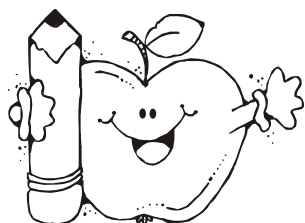
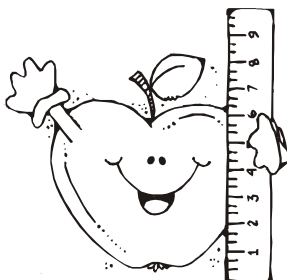
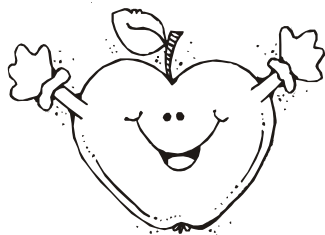
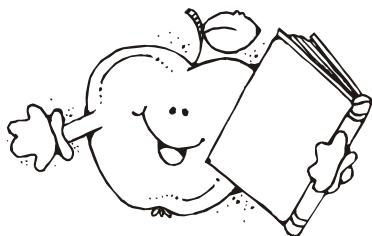
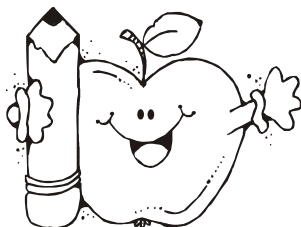
Valentine Exchange
3rd Nine Weeks Progress Reports (K-2)

National Lutheran Schools Week
Spring Break/FLS Closed
End of 3rd Nine Weeks

Report Cards (K-2)
ITBS Testing (K-2)
Easter Egg Hunt
Good Friday, Easter Monday/FLS Closed
4th Nine Weeks Progress Reports (K-2)

Pre-K and Elementary Awards Ceremony
End of the Year Family Picnic
End of 4th Nine Weeks/Last Day of School
Memorial Day/FLS Closed
Teacher Workday/FLS Closed

Teacher Workday/FLS Closed
2011 Summer Program Begins



OUR DAILY SCHEDULE

6:30 a.m.	FLS OPENS Infants, Transition, Toddlers report to classrooms Twos - Elementary report to Big Room
7:30 a.m.	Twos-Pre-K move into classrooms Elementary remains in Big Room
8:00 a.m.	Teachers Arrive
8:10 - 8:25 a.m.	Staff Prayer/Devotion Time
8:30 a.m.	Instruction Begins
10:50 a.m. - 12:40 p.m.	Lunch (Schedules vary)
12:00	Infants - Pre-K School Day Ends/Extended Care Begins
11:30 a.m. - 2:30 p.m.	Pre-School Rest Time (Schedules vary)
1:30 p.m. - 5:30 p.m.	Extended Care Activities (Schedules vary)
3:30 p.m.	K-2 School Day Ends/After School Care Begins
5:30 p.m.	Remaining Students Gather In Designated Area
6:00 p.m.	FLS Closes

ELIGIBILITY FOR ENROLLMENT

Infants through Pre-K: Enrollment is limited by availability.

Kindergarten: Enrollment is limited to children five years of age by September 1 or by assessment.

Elementary Grades: First grade enrollment is limited to children six years of age by September 1 or those who have successfully completed Kindergarten. Beyond first grade, children are admitted to the next grade after successful completion of each year.

Faith Lutheran School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational or admissions policies.

The school reserves the right to admit children of its own congregation and other area Lutheran congregations first, in line with its normal admission policies.

Faith Lutheran School operates its educational program from mid-August through May. We offer a separate summer program during June, July and part of August. Our hours of operation are 6:30 AM until 6:00 PM Monday through Friday. We observe holidays and breaks as indicated on our calendar.

POLICIES AND PROCEDURES

ARRIVAL AND DISMISSAL

An adult must drop off and pick up each child. The adult must ensure the child has been received by a staff member. **DO NOT ALLOW CHILDREN TO ENTER THE BUILDING OR CLASSROOM UNESCORTED.** According to child care licensing regulations, we may not take supervision of children prior to our opening time of 6:30 a.m. Although staff is present prior to 6:30 a.m. to conduct opening duties, students may not enter the building until 6:30 a.m.

Children will be released **ONLY** to a parent or an adult designated by the parent. There must be written permission from a parent when a child is to be picked up by someone other than those designated on the authorized pick-up list as indicated on the enrollment form. Proper identification will be required. Parents may be asked for proper identification until staff becomes familiar with you.

FOR PARENTS OF INFANTS, TRANSITION OR TODDLER STUDENTS: For the safety of other students and as required by licensing, older children must be dropped off first in the morning and picked up last in the afternoons.

ATTENDANCE

We believe children benefit from the opportunities offered by our program when they attend regularly. Full benefits of our program can only be expected with full participation and attendance.

If your child will arrive after 10:00 a.m., please call the school so the child can be added to the daily lunch count.

FOR PARENTS OF ELEMENTARY STUDENTS: Elementary students (kindergarten - 2nd grade) must be in attendance a minimum of 160 school days to complete the grade. Should emergency situations arise which contribute to excessive absenteeism, specialized services may be made available (i.e. a summer school program or services during vacation periods at the parent's expense). Our classes begin at 8:30 a.m. Arrival after 8:30 a.m. will be recorded as a tardy. Arrival

after 10:00 a.m. will be recorded as an absence. A dated note or doctor's excuse must be presented to the office explaining each absence for elementary students.

CHAPEL

Children will attend a chapel service each week on Wednesday morning. Students will be scheduled to attend chapel with other children similar in age. Children's chapel talks will be given by our pastor and are directed to the children's level of understanding. Parents are invited to attend this service at any time. Contact the school office for your child's scheduled chapel time.

CLASS & SCHOOL CELEBRATIONS/SPECIAL PROGRAMS

Class Celebrations/Parties will be planned for the following:

Valentine's Day, Easter, End of the Year

These parties are held during school hours. Parties are encouraged to be kept simple.

School Celebrations will be planned for the following:

Fall, Thanksgiving, Christmas, National Lutheran Schools Week,
End of Year Family Picnic

Information will be posted in advance for each celebration.

Contact your child's teacher if you are interested in being the class room parent. The room parent will help coordinate the class celebrations and will coordinate and oversee the purchase of the class gift for the annual spring fundraiser.

Birthdays are also special days. Please contact your child's teacher in advance if you would like to bring a birthday treat for your child's class. Birthday celebrations should be simple and will be held during the morning snack time. Store-bought cookies, small muffins or cupcakes with very little icing are encouraged. State

Health Department regulations do not allow parents to bring homemade food items. There will be no gifts exchanged at this time.

CLOTHING

Infants through Pre-Kindergarten

Washable play clothes with no difficult fasteners are most suitable for daily wear. Children will be engaged in a variety of activities daily. Although every effort will be made to keep their clothes as clean as possible, students' clothes will be soiled from time to time. For safety and comfort on the playground and gym, children must wear tennis shoes or the equivalent. We kindly ask that your child wear shoes that will not leave black marks on the gym floor.

Pre-school students are encouraged to wear a Faith Lutheran School t-shirt on Wednesdays. FLS t-shirts may also be worn on field trips and other designated days during the school year. T-shirts may be ordered through the school office.

A change of clothes, underwear and socks must be kept at school in case of an accident. Please dress your child to suit the weather, including layers that can be removed as necessary. BE SURE ALL BELONGINGS ARE LABELED WITH YOUR CHILD'S NAME OR INITIALS.

Undergarments

Faith Lutheran School has purchased underwear for boys and girls in various sizes to be used in the event your child has an accident and does not have undergarments of their own at school. If FLS provides undergarments for your child, you will be notified and your account will be billed \$2.00 for each occurrence. The undergarments are yours to keep.

DISCIPLINE AND GUIDANCE

At Faith Lutheran School, it is our desire to avoid using punishment to address disciplinary issues. Instead, we use these opportunities to instill Christian values. We focus on making good choices and using self-control. We also believe positive reinforcement is essential in maintaining good behavior.

In the classroom, the teacher is the sole disciplinarian. Teachers will tolerate the actions that are acceptable and appropriate for the age group, channel actions whenever necessary, and stop any behavior that interferes with learning activities. Time out may be used as appropriate for the age of the child (i.e. 3 minutes for a 3 year old).

If inappropriate or unacceptable behavior becomes severe or does not improve or the behavior infringes on other's learning opportunities, students may be sent to the school office for time out and/or a behavior conference. Depending on the severity and/or frequency of the behavior, parents may be required to pick up the child for the remainder of the day. In severe cases, the child may be excluded from attendance at Faith Lutheran School.

Biting

Biting is a common problem in children 12 to 36 months of age. Infants and toddlers who are teething sometimes bite others to apply pressure to their gums. Other children sometimes bite while trying to give kisses and show affection. Many toddlers may bite during or after periods of conflict. Experts believe most biting is a primitive form of communication. Sometimes caregivers or parents assume that a child bites as part of a hateful plan or intent to do harm. Experts explain that young children probably do not understand that their actions hurt others.

When one child bites another, we will immediately make it clear that the behavior is unacceptable. We will attend to the biting victim, offering comfort and first aid as necessary. The biting victim will receive an accident report notifying the parent of the incident. In most cases, our staff will attempt to reach a parent by phone to notify them. In addition, an incident report will be sent home for the child who bites.

The Director/Principal is notified of biting incidents through school accident/incident reports. The reports will be monitored and reviewed. If patterns become evident without evidence that the issue is resolved in an appropriate time frame, the parent may be required to have a conference with the Director/Principal and/or the teacher. If this behavior continues for an extended period of time without improvement, the child may be excluded from attendance at Faith Lutheran School.

FIELD TRIPS

Field trips may be taken throughout the year for our pre-kindergarten and elementary classes. Parents will be notified in advance of these trips and will be required to complete a permission form for each trip.

FOOD

Breakfast

Although Faith Lutheran School does not serve breakfast, children are permitted to bring and eat breakfast upon arrival if the student arrives at FLS BEFORE 8:15 a.m. For children two years and older, breakfast may be eaten at designated tables in the big room. Transition and Toddler students may eat in their classrooms before 8:15 a.m. If your child arrives after 8:15 a.m., please make sure they have already eaten breakfast as instruction begins at 8:30 a.m.

Snacks and Lunch

Faith Lutheran School participates in the Child Care Plus food program. This is a federal program administered through the Texas Department of Agriculture. Food enrollment forms must be completed annually for each enrolled child. Our school is partially reimbursed for food related expenses when forms are filled out in a timely manner. It is extremely important for these forms to be completely filled out and returned to the office when requested. With your cooperation in completing your form promptly when required, we will continue to be able to provide snack and lunch at no additional cost to you.

Mid-morning and afternoon snacks as well as a well-balanced noon meal will be served to the children daily. Water and juice are served with snacks and milk with lunches. Water is available during the day as well. Menus are posted on the bulletin boards located near the each sign-in computer and placed in your child's cubby at the beginning of each month. Please notify the office of any special dietary requirements or food allergies.

Transition and Toddler classes use sippy cups in the classroom. Make sure your child's name (first and last) is labeled on both top and bottom with a permanent marker. Twos and older use open cups during snack time and lunch. Sippy cups may be brought for breakfast only.

FUNDRAISERS

Fundraising is necessary to help keep tuition costs down and to provide special activities and equipment for our students. Our annual fundraiser event is traditionally held in the spring. The fundraiser event will consist of time for fellowship, a catered meal and silent and live auction items available for bidding. A country store will be present with baked goods for sale. Our older school children will provide musical entertainment. There will be many opportunities for our families to participate in our fundraising efforts. Just prior to the spring fundraiser, FLS families will be encouraged to participate in a raffle ticket sale. The raffle drawing will be made at the fundraiser event. Donations will be needed for raffle items and live and silent auction items. Baked goods will be needed for the country store. FLS families and friends as well as guests from the community will be encouraged to attend. Tickets will be sold individually or for a table for eight.

GANG FREE ZONES

Under the Texas Penal Code, any area within 1000 feet of a child-care center is designated a gang-free zone. Criminal offenses related to organized criminal activity are subject to harsher penalties.

HEALTH

We accept only well children. In accordance with state child care licensing regulations, a child with an oral temperature of 100.4 degrees or greater may NOT attend school. The child may not return to school until he is fever free for 24 hours, or has submitted written documentation from a health care professional indicating the child may be included in the child care center's activities sooner than 24 hours after having fever.

Should your child become ill during the day, the child will be isolated and we will provide care. You will be notified to pick your child up promptly. An illness report will be sent home with the child.

Other symptoms and signs of possible severe illness which would exclude the child from attendance include:

- Lethargy
- Abnormal breathing
- Uncontrolled diarrhea (two or more episodes)
- Two or more vomiting episodes in 24 hours
- Rash with fever
- Mouth sores with drooling
- Heavy nasal drainage
- Behavior changes
- Communicable disease

Please notify the school immediately if your child has a communicable disease, i.e. chicken pox, fifth's disease, head lice, measles, impetigo, pink eye, etc.

Young children, ages 3 - 10, are most often affected by head lice. Every effort will be made at school to prevent the spread of head lice. In the event of an active case of head lice, the child will be excluded from attendance. The child may return after suitable treatment has been made and no active lice are found. The child's class will receive notification that an active case of head lice was found. If a child has active cases of head lice three times in a semester, the child will not be allowed to return to school until he/she has no active lice and/or nits (lice eggs).

Our staff is trained in CPR and First Aid procedures. In case of a serious injury, we will make an immediate attempt to contact a parent. If we are unable to reach you or your emergency contact person, we will call the child's physician. If necessary, we will call an ambulance. Until the arrival of a parent, physician or ambulance, the principal or designee will be in charge and make all decisions regarding the care of your child. Minor injuries will be treated and an accident report will be filed with student records. An accident report will be given to the parents as well.

MEDICATION

We will administer medications in the following manner:

- 1.) Prescription medications must be in the original container labeled with your child's name, a current date, directions, and the physician's name.

- 2.) Non-prescription medication must be in the original container, labeled with your child's name and the date it was brought into the school.
- 3.) Non-prescription medication may require a note from the doctor before school staff will administer the medication. If the child is younger than the age and/or weight with the lowest dosage recommendation, a doctor's note is required stating specific dosage information for the child.
- 4.) Parents must sign our medication form EACH DAY the medicine is to be given. We will document each dose of medication administered.
- 5.) If parental authorization to dispense medication is obtained over the phone, the medication form must be signed when the child is picked up.
- 6.) Medication which has expired will be discarded.

NAPPING

All groups of children ranging from Infants through Pre-Kindergarten are given a napping period. Although every child may not wish to nap, they are encouraged to rest quietly as not to disturb those who are sleeping.

Please provide a washable nap mat, a small pillow and a light blanket. Write your child's name clearly on all items with a permanent marker. Nap items will be sent home on Fridays to be laundered. Nap items should be returned each Monday.

PARENT/TEACHER CONFERENCES

Communication between parent and teacher is essential in caring for and educating your child. If at any time you would like to have a conference with your child's teacher, please send a note or call the office to set up an appointment. Conferences to discuss academic progress will be scheduled in January for all students in the two-year-old program through elementary grades. Additional conferences may be held as needed. At Faith Lutheran School, we have an open door policy. You are welcome to visit the classroom any time.

PARENT/TEACHER ORGANIZATION

Friends of Faith supports all students and teachers of Faith Lutheran School. The organization plans programs designed for all parents throughout the year. Look for fliers and information in your child's cubby about *Friends of Faith* events. Membership dues are \$20 per family.

The 2009-2010 *Friends of Faith* Officers are:

PRESIDENT:	CAROL BRADY
VICE PRESIDENT:	LEZLIE PARISH
SECRETARY:	LINDA WOODS
TREASURER:	DANIELLE SANDMANN

POLICIES AND PROCEDURES/CALENDAR MODIFICATIONS

If there is a change or modification to any of our existing policies or procedures or there is a policy or procedure addition, parents will be notified of these changes in the form of an addendum letter. Upon receipt of an addendum, please add it to your Parent Handbook.

If necessary, Faith Lutheran School reserves the right to modify the school calendar. Parents will be notified in advance if modifications are needed.

RECORDS

The school is required to keep records of enrollment, attendance, and health for each child. A current shot record must be on file for all students. All forms required by the Texas Department of Regulatory and Protective Services must be completed for our files before attending class and must be kept current. Please promptly notify us of changes in any information found on the above forms. Each time your child receives immunizations, please retain a copy and submit it to the school office.

SCHOOL CLOSINGS

If weather conditions cause Huntsville ISD to be closed, Faith Lutheran School may also close. If Huntsville ISD closes due to reasons other than bad weather, Faith Lutheran School **MAY** remain open. If administrators feel students and staff members are not at risk, every effort will be made to remain open. Please tune to KSAM radio station, 101.7 FM, for announcements.

TOYS

Our classrooms have age appropriate toys and equipment for student use. Generally, no toys, games, electronic devices or like items should be brought to school. Check with your child's teacher for her policy on bringing toys to school.

TUITION AND FEES

Payments

Tuition is charged on a school-year basis. For your convenience, the total is divided into 9 payments (September - May) with a reduced amount for August due to school closure in preparation for the new school year. Tuition is due by the fifth of the month. We offer multiple child discounts. Contact the school office for more information.

Non Payment

There will be a \$25 charge on any payment rejected by the bank.

A \$25 late fee will be assessed for payments received after the fifteenth day of the month. If arrangements have been made through the office to pay tuition on another date, late charges begin accruing the first school day after the agreed upon date.

Delinquent Accounts

Accounts become delinquent if payment is not received in accordance with the above policy. For delinquent accounts, communication with FLS is critical. On very rare occasions, FLS reserves the right to approve a repayment plan. Repayment plans that extend beyond May of the current school year will not be accepted.

Spring registration for the summer or the following school year will NOT be allowed for any delinquent accounts.

Accounts that are more than 60 days delinquent or fail to follow their approved repayment plan may be given to our collection agency. Students associated with these accounts will be excluded from attendance and resulting vacancies will be filled.

Withdrawal

Two weeks notice must be given if it becomes necessary to withdraw your child from attendance at Faith Lutheran School. Full tuition is required to the day of withdrawal. The delinquent account policy also applies to outstanding tuition resulting from withdrawal.

Late Pick Up

Faith Lutheran School closes at 6:00 pm each day. We understand that on occasion circumstances cause parents to run late. If this happens, please notify us immediately. A late fee of \$20 per 15 minutes will be assessed for any child picked up after 6:00 pm.

Fees

REGISTRATION FEES are non-refundable and are due at the time of registration in order to secure a place for your child.

CURRICULUM FEES are due in full with September's tuition payment and are non-refundable after the start of school. Curriculum fees are subject to the delinquent accounts policy.

UNIFORMS

Kindergarten through Second Grade

Faith Lutheran School requires all students in Kindergarten and Elementary grades to wear uniforms. Uniforms aid in building school spirit, security, and identification.

School uniforms may be purchased from Land's End. Faith Lutheran School receives 3% cash back from Land's End when using our preferred school number. **Our**

preferred school number is 9001-1464-6. Uniforms may be purchased through their website: www.landsend.com/school. Catalogs are available in the school office.

Daily Uniforms

worn Monday, Tuesday, Thursday and Friday

Boys

Long or short-sleeved polo style knit shirts with the school logo are to be worn. Polo shirts are available in the following colors:

ice pink, maize, white, chambray blue, cobalt blue, red, deep purple, evergreen, burgundy, classic navy

Slacks and walking shorts in navy or khaki are to be worn. Shorts must be no more than 2 inches above the knee.

White socks must be worn with daily uniforms. Tennis shoes are to be worn with daily uniforms. Shoes should have soles which will not leave black marks on the gym floor.

Girls

Long or short-sleeved polo style knit shirts with the school logo are to be worn. Polo shirts are available in the following colors:

ice pink, maize, white, chambray blue, cobalt blue, red, deep purple, evergreen, burgundy, classic navy

Slacks, walking shorts, skirts or skorts in navy or khaki are to be worn. Shorts must be no more than 2 inches above the knee.

White socks must be worn with daily uniforms. Tennis shoes are to be worn with daily uniforms. Shoes should have soles which will not leave black marks on the gym floor.

Jewelry must be modest in style and quantity. As a safety precaution, no dangling jewelry is to be worn.

Optional Daily Uniform

worn on Friday or other designated days

Students may wear a navy blue Faith Lutheran School t-shirt with daily uniform bottoms on **Fridays**. Faith Lutheran School t-shirts may also be worn on field trips and other designated days during the school year. T-shirts may be ordered through the school office.

Chapel Uniforms

worn on Wednesday and for special events

Boys

A long or short-sleeved oxford shirt in light blue with navy slacks, hunter/classic navy plaid tie and black or brown dress shoes will be worn. Students are encouraged to change into tennis shoes for Physical Education class. A matching belt in black or brown will be worn and shirts must be tucked in. During cold weather, a navy cardigan with school logo may be added. School logo is not required on oxford shirts.

Girls

A hunter/classic navy plaid jumper with a white long or short-sleeved blouse with a Peter Pan collar will be worn. Black, brown or navy dress shoes with socks or tights in navy or white solid color will be worn with the jumper. Students are encouraged to change into tennis shoes for Physical Education class. During cold weather, a navy cardigan with school logo may be added.

VISION AND HEARING SCREENING

Children aged four years and older will receive a vision and hearing screening during the school year. You will be notified prior to the screening and will receive information if further testing is recommended.

VOLUNTEERS

We are always eager to accept volunteer help from our parents, church members and community members. We believe that you will become more familiar with the school's program when you are actively involved. From time to time we may have special needs that we will let you know about. If you have a particular talent that you feel we could utilize, please let us know. For the safety of our students and in accordance with licensing standards, background checks are performed on regularly scheduled volunteers.

We trust this handbook will help acquaint you with our school policies and procedures. Please notify the office if you have any questions or concerns. You will be notified in writing if any changes in these policies occur. You may also view the Minimum Standards for Licensed Child-Care Centers and our most recent Licensing inspection report by contacting the director and making an appointment. If you wish to contact the Texas Department of Family and Protective Services, you may do so at the following location:

2017 N. Frazier, Ste. C1
Conroe, TX 77301
(936) 756-1551

PRS Child Abuse Hotline: 1 (800) 252-5400
Web Site: www.dfps.state.tx.us/Child_Care

