



Parent Handbook

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school.flrb.org

Our Mission Statement

To teach, live, love and serve as Jesus did – so that all may know Him.

Our Philosophy

First Lutheran Preschool & Kindergarten (FLRB School) seeks to assist families with the education and development of their children by providing high quality, play based, faith filled, early childhood opportunities for children to grow and thrive. Our goal is support children ages 2-6 years in feeling comfortable, confident and joyful at school through play, exploration, creativity and connection with their peers and teachers. We seek to create a Christian atmosphere in which children will be exposed to the triune God. FLRB School is an outreach ministry of the congregation of First Lutheran of Richmond Beach and is intended to be a service to the community.

Our program is consistent with the highest standards and aims to support each child in developing to his or her maximum potential. Our qualified teaching staff provides a developmentally appropriate curriculum that utilizes the play-based approach outlined in The Creative Curriculum for Preschool by Dodge, Colker and Heroman.

Our Goals

TEACH:

- Nurture curiosity, imagination, and creativity
- Encourage critical thinking and problem solving
- Stimulate language development and literacy

LIVE:

- Develop large and small motor skills
- Foster an awareness of the five senses
- Encourage good nutrition, physical fitness, personal hygiene and independence

LOVE:

- Develop a positive self-concept and respect for others
- Identify and regulate emotions
- Learn to play, work, and communicate with peers and adults
- Create security and trust through connection, classroom rhythms and expectations

SERVE:

- Encounter God through weekly chapel services, daily prayer and natural conversations
- Value each child as an individual
- Share God's love through community outreach
- Embrace each child & family as unique creations of God

Non-Discrimination Policy

FLRB School does not discriminate on the basis of gender, race, color, religion, national or ethnic origin for admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

Policies and Procedures

Hours of Operation

FLRB School is open Monday through Thursday from 9:00am-4:00pm and Friday from 9:00am-1:00pm during the school year. As a courtesy to families with older children, FLRB School follows the Shoreline Public School District calendar to the best of our ability with school closures including Thanksgiving and the following Friday, two weeks over Christmas and New Year's, Mid-Winter Break in February, and Spring Break in April. We also close to observe the following holidays: MLK Day, Memorial Day, Veteran's Day and Labor Day.

Parent/Teacher conferences are scheduled twice each school year, along with 2 staff development days. Email reminder notifications will be sent for all closures. We may be required to close if a child, staff member or family member tests positive for Covid 19.

Parking and Building Entrance

Parents and guests of FLRB School are asked to use the EAST parking lot off of NW 185th St. and enter through the main doors of the building off that parking lot. All other doors will be locked during the school day.

Registration

FLRB School does not discriminate on the basis of gender, race, color, religion, national or ethnic origin for admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

Applications are accepted for children 2 to 6 years of age. A child is placed within FLRB School according to his or her age and developmental ability. Every effort will be made to accommodate family class preferences. However, FLRB School reserves the right to balance classes as necessary. If a class is full, families will be placed on a waiting list and given placement as openings occur.

Registration will occur in two phases. The first phase will open to current families with children already attending or to families who have previously attended FLRB School. This will begin in early February for the following September – June school year. The second phase of registration will open to new families to FLRB School. This will begin in mid-late February for the following September – June school year. Enrollment and tuition is based on a full school year of September through June. Mid-year enrollment will be considered based on availability and tuition will be pro-rated accordingly.

Class Offerings and Ratios

Kindergarten for children 5 years of age by August 31. This class meets Mondays through Fridays from 9:00am-1:00pm. Our Kindergarten curriculum aligns with the expectations for Kindergarten put forth by the state of Washington. Tuition includes the enrichment offerings of Spanish, Kid Moves, Yoga, Chapel and Music. The max ratio for Kindergarten is 14 students and 2 staff.

Lions for children 4 years of age by August 31. This class meets Mondays through Thursdays in either the morning or the afternoon. AM Lions meet from 9:00am-12:00pm. PM Lions meet from 1:00-4:00pm. The max ratio for Lions is 17 students and 2 staff.

Doves for children 3 years of age by August 31. This class meets on Mondays, Wednesdays and Fridays from 9:00-11:30am. The max ratio for Doves is 14 students and 2 staff.

Giraffes for children 3 years of age by August 31. This class meets on Tuesdays and Thursdays from 9:00-11:30am. This is a great option for children with summer birthdays who have the option of going into kindergarten at either age 5 or 6. The max ratio for Giraffes is 12 students and 2 staff.

Lambs for children 2 years of age by March 1, 2020. This class meets on Tuesdays and Thursdays from 9:00-11:00 am. There is the possibility of extending to 11:30 am starting in January. The max ratio for Lambs is 10 students and 2 staff. Children need not be potty trained at enrollment.

Kangaroos for children 20 months to 2 ½ years of age and an adult. This class provides an opportunity for parents to participate in activities with their child, form relationships and receive support from other parents. Kangaroos meets on Fridays from 9:00-11:00 am. The max ratio for Kangaroos is 6 students, 6 adults and 1 staff. Children need not be potty trained at enrollment.

Bookworms for children 3-5 years old. This literature-based class focuses on one children's book a week, with activities based on the book or its theme. Bookworms meets on Fridays from 9:00-11:30am.

Children must be able to use the bathroom facilities independently for all Giraffe, Dove, Lion, Kindergarten and Bookworm programs. Lambs and Kangaroos need not be potty trained. The school may accept a child with special needs at the discretion of the Board, Director, and Staff.

Enrichment: Each school year, FLRB School offers several enrichment opportunities to add on to your child's day. These may include Spanish, Kid Moves, Discovery Kids, Yoga or others. Each option is offered on a schedule of Fall Session, Winter Session and Spring Session and meets one day a week for each age group following the end of the school day. Enrichment classes are between 30 minutes to 1 hour.

Lunch Bunch: Lunch Bunch is offered to all Lamb, Giraffe, Dove and Lion students to provide an extension to their day. It is available Mondays, Wednesdays and Fridays from 11:30am-1:00pm and on Tuesdays and Thursdays from 11:00am-1:00pm. It is staffed by current teaching staff members. Families can register their child for a recurring spot or the day of the child participating in lunch bunch. Children registered in the morning may utilize lunch bunch from the time their class or enrichment ends until 1:00pm. Children registered in the afternoon may utilize lunch bunch beginning at 12:00pm until class begins at 1:00pm.

Tuition and Fees

Registration fee: A non-refundable registration fee is due at the time of enrollment. This fee holds a child's spot in the desired class and covers the costs of insurance, school emergency supplies, classroom materials and enrollment in Curacubby and Bloomz, our school financial, database and communication systems. The annual registration fee to enroll in Kindergarten, AM or PM Lions, Doves, Giraffes or Lambs is \$150.00 per child. The annual registration fee to enroll in Kangaroos or Bookworms is \$100.00 per child.

Tuition: Tuition covers the full school year from September through June. It may be paid in full or divided into 10 equal payments. The first of 10 tuition payments is due by June 15 prior to the start of the school year. The second tuition payment is due by September 15 and then continues monthly. The date of the last payment for the school year is May 15. Tuition for mid-year enrollment will be pro-rated if it is determined that space is available for mid-year enrollment.

All tuition payments are to be made using our Curacubby system. There will be a \$50.00 charge for any NSF Checks as well as for late tuition unless prior payment arrangements have been made.

Tuition is non-refundable and no tuition refunds or credits will be given for days missed due to illness, family vacation or other student absences. FLRB School requires a 30-day notice before a child is withdrawn from school. Tuition will be prorated for the last month of attendance. Annual tuition will be due in full for withdrawals after the 30th of April. If a child is withdrawn before July 15 of the upcoming school year, the first tuition payment will be refunded. If a child is withdrawn after July 15 prior to the upcoming school year, the first tuition payment will not be refunded. A family will not be eligible to enroll a child at FLRB School until all past due monies have been paid in full.

Tuitions Discounts: A 5% tuition discount will be applied to each sibling after the first child's tuition when multiple children from the same family are enrolled. A 5% tuition discount will be applied to each tuition amount when twins are enrolled.

Tuition Assistance: Our hope is that children and families have access to FLRB School regardless of financial ability. Our Tuition Assistance Program utilizes funds donated to the school each year to support families in covering the cost of tuition. Families interested in applying for tuition assistance may contact the director for an application. Applications will be reviewed by the School Board each spring for the next school year. Families will receive written notification of tuition assistance from the School Board prior to the first tuition payment due June 15th.

Enrichment: The cost to enroll each enrichment offering is based on the number of weeks in each session. The director will communicate the price and how to register prior to the start of each session.

Lunch Bunch: Fees for Lunch Bunch are as follows: \$6 per .5 hour the child participates. Lambs may participate for up to 2 hours, Giraffes and Doves up to 1.5 hours and Lions up to 1 hour. Parents who are late picking up their children will be charged to the nearest .5 hour regardless of the length of time spent in Lunch Bunch.

Siblings and Guests

Due to insurance restrictions, siblings or guests of enrolled students may not attend FLRB School without registration and emergency paperwork, a \$50 registration fee and a \$10 per day charge.

Illness

Your child's health is a matter of major importance to all of us. Upon enrollment, you must provide a completed health form to FLRB School. We also require that each child have standard immunizations.

If your child appears to have symptoms of an illness while at school, he or she will immediately be isolated from others to prevent the illness from spreading and parents will be contacted. Your child must be picked up within thirty (30) minutes of the phone call.

Keep your child home if she or he:

- Has a fever or has had a fever during the previous 24- hour period
- Has vomited within the previous 24-hour period
- Has had diarrhea within the previous 24-hour period
- Has been taking antibiotics for less than 24 hours
- Has a heavy nasal discharge
- Has a constant cough
- Is fussy, cranky and generally not herself or himself

A child must be free of fever for 24 hours or have completed a full 24 hours of antibiotic treatment prior to returning to school. If our staff or director still has concerns about the child's ability to return, a physician's note may be required.

Communicable Diseases: FLRB School strives to provide a safe and clean environment for our students. Even with extra care and cleaning, there may be cases of communicable illnesses. In the event of a communicable illness, our families will be notified and updated through Bloomz and email messages.

Medications at School

We are not required by law to give medications at school. Please inform your physician that your child is in a part-day early childhood program and that you prefer to give medications at home. Limiting medications dispensed away from home prevents medication errors. We retain the right to decline giving any medication at the school.

If medications need to be administered at school, the following conditions must be met:

- Prescription medication must be in the original container with the child's name and has not reached its expiration date. Medications shall be administered only as directed on the label or as otherwise authorized by a physician.
- Before medication can be administered, FLRB School must have written permission from the child's parent or guardian. A medication consent form will be given at the request of the family.
- Medication must go home after the last date that the medication is administered.

Medications that must be given on an emergency basis may be kept at FLRB School for the school year. This includes asthma medicines, epipens, Auiv-Q, etc. The following procedures will be followed:

- These medications must be in the original container with the child's name on it.
- These medications will be kept in a secure, high cupboard with an emergency sticker displayed on the outside in the child's classroom.
- Before medication can be administered, FLRB School must have written permission from the child's parent or guardian. A medication consent form will be given at the request of the family. One copy of this form will be kept with the medication and one copy kept in the director's office.

Medical Emergencies

All FLRB School and Church staff members are First Aid and CPR certified. In the case of a minor injury or accident, the staff will administer basic first aid. All injuries or illness not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day. Written accident/incident forms will be given to parents at pick up. Please sign and return to the director.

In case of a medical injury or illness requiring immediate professional care, the following procedure will be followed:

- The ill or injured child will be given treatment according to the standards set by the Red Cross by an adult holding current certification.
- While immediate first aid is given, an authorized person will call 911 or the child's physician (depending on the situation's severity) and the child's parent or guardian. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. All children must have an emergency medical release form on file in case of such an emergency.
- The child's folder will be pulled immediately for medical references (health history, allergies, etc.)
- If immediate hospitalization is required, the child will be accompanied by an authorized staff person.
- If a child ingests or comes in contact with a poisonous substance, the staff will contact the poison control center at 1-800-222-1222.

Disaster Response Plan: In case of a disaster of any kind, we have prepared FLRB School for evacuating the children and have emergency supplies for up to 8 hours. Emergency supplies include: drinking water, non-perishable foods, first aid supplies, flashlights and extra batteries, fire extinguishers, family contact information, etc. Offsite evacuation locations: Sunset School Park or Rite Aid

School Safety

We will practice fire drills three times each school year and dedicate one chapel to fire safety annually. A firefighter will be invited to visit the classrooms once each school year. Teachers are aware of lock down procedures and will gently practice securing the classroom twice annually. Staff will consistently review emergency procedures and update safety backpacks throughout the school year.

Snow Days

FLRB School follows the emergency schedule of Shoreline Public Schools. If Shoreline Public Schools close due to snow, FLRB School will be closed also. Notification will be sent through the alert system in Bloomz if we are closed due to snow. If Shoreline Public Schools is operating on a 2 hour delay, please wait for an update through the alert system in Bloomz. Use your own discretion about sending your child to school if you are uncertain about the safety of the roads. If our school misses one full week of school, we will make it up in June.

Child Abuse and Neglect

We are required by law to report to Child Protective Services any suspicious circumstances having to do with a child's physical, psychological, and emotional health, welfare, or well-being. While we hope never to be faced with these situations, it is important that our policy be clearly stated.

Drop Off and Pick Up of Children

Drop Off: Our programming is planned with the hope that children will arrive and be picked up during set drop off and pick up times. Children are to be signed in and out daily with a member of the FLRB School staff. Never leave your child unsupervised outside or within the building. Your child must go from your care to the care of an FLRB School staff member.

Pick Up: At the end of the day, it is important that children be called for promptly. In the event that a parent is unable to pick up their child, they may authorize another legal adult to pick up. Authorized adults must be listed on the registration paperwork as emergency contacts and be updated by the parent/guardian in the child's Curacubby information. The authorized adult must present a picture ID for the child to be released into their care. If another authorized adult will be picking your child up, prior notification must be given to the school. You may send your child a message to your child's teacher(s) through Bloomz or email, phone the director, or leave a yellow "Notes for Teacher" note with your child's teacher(s) at drop off.

If a parent or authorized adult is late in picking up a child, that child will be taken to Lunch Bunch and given a snack. Parents or authorized adults may pick up their child in the Lunch Bunch room. Parent(s) will be responsible for any Lunch Bunch fees incurred.

Snacks and Lunch

FLRB School is a **NUT FREE ZONE**. In order to reduce the risks for a child with an allergy being exposed to an allergen, do not send snacks or lunches containing nut or nut products. FLRB School strives to be sensitive to families with diet restrictions and allergies. Please communicate with your child's teachers and the director regarding allergies. Separate snacks may be provided by families and kept on site in case a shared snack is not safe for a child with an allergy.

Snacks are provided by parents on a rotating basis in all Lion, Dove, Giraffe, Lamb and Kangaroo classes. Snack time has wonderful learning associated with it, such as prayer, conversation, sharing and taking turns. You will receive a monthly calendar on Bloomz and in your child's cubby with your child's snack day indicated on it. Please keep snacks simple and avoid sweets. Snacks may be individually packed or shared family style. Please do as much preparation as possible at home. FLRB School will provide napkins, plates, utensils, cups and pitchers of drinking water. Birthdays may be celebrated with a special snack provided by the family.

Lunch is eaten in Kindergarten or by students staying for Lunch Bunch. Students bring their own lunch from home and keep it in their backpack or cubby until lunch time. Our school does not have a refrigerator available for children's lunches. Please clearly label containers with your child's first name.

Bike Helmets

FLRB school does not provide bike helmets for children to wear when riding trikes or scooters during outdoor time as these are not items that can be safely shared. If you would like your child to wear a bike helmet, you are welcome to send one to school with your child. Please let your teachers know if this is your plan and label the helmet with your child's name.

Clothing

Play clothes that are easy for a child to manage and allow freedom to jump, skip, climb, bend or hop freely are always best. We believe in engaging with art and sensory materials and in outdoor play as much as possible. Please keep in mind that play-based activities may be messy and dress your child in clothing that is washable. Shoes should be sturdy and easy to walk in. Please do not send your child in shoes that slip on, are open toed, flip flops or crocs. Dress your child for outdoor play in all types of weather, including jackets, boots, hats and gloves as necessary. Please include a change of clothes in a Ziploc bag with your child's name on it in his or her backpack each day.

Storage

Each child will have the following spaces available for storage:

- A cubby in the classroom labeled with his or her name. Please check your child's area daily for take home information and artwork.
- A coat hook outside the classroom labeled with his or her name. Backpacks and all outdoor clothing may be hung on these hooks. Please check your child's hook area and take all belongings home each day.

A Lost and Found area is designated outside of the FLRB School office. Please check there for any missing items belonging to your child.

Toys from Home

We ask that you leave your child's toys at home or in the car, with the exception of a toy brought to school on a designated show and tell day. Special comfort toys such as a stuffy may be kept in a backpack for security, but we ask that they not be brought into the classroom to keep from the toy being played with by others or risking it becoming lost or confused with a school toy.

Field Trips

At FLRB School, we occasionally expand upon classroom learning with a field trip. Children participating in the field trip will need to have a current field trip permission form on file that is signed by the parent or guardian. Parents will be notified of any potential field trip prior to the outing. We highly value the help of volunteers during our field trips and will make those opportunities known to you in advance.

Classroom Volunteers

We love to have volunteers in the classroom. All adults interested in volunteering must complete a classroom volunteer form and agree to a background check. Your child's teachers will communicate regarding volunteer opportunities that become available.

Photographs

FLRB School takes pictures of classroom activities for the purpose of creating memory books shared at the end of each school year and to share updates with families of how their child is learning and growing in the classroom. With your permission, these photos may also be used for promotional materials or on social media. A photograph release form is included in your registration packet.

Communication

Open communication between parents, teachers and school administration is very important to children's success. FLRB School has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed below are ways that FLRB School may communicate with parents:

- Bloomz is our primary mode of electronic communication. You will be invited to join your child's virtual classroom on Bloomz. Here you will have the ability to message privately with your child's teachers as well as with other parents. You will be able to view photos from the classroom, receive updates on weekly or monthly activities, sign up for conferences and other special events, and access school documents such as our handbooks or other forms. You will also receive school wide notices here such as upcoming events, the school calendar, and any emergency alerts for school closures due to weather, etc. Bloomz is available by an app for your phone or via your web browser. You must receive an access code from your child's teacher or the director to gain access to this secure group. Please note, it is the policy of FLRB School to review Bloomz membership each school year to ensure current enrollment.
- Email notifications will be our secondary mode of electronic communication.
- Parent Bulletin Boards are located outside each classroom
- Verbal communication
- Parent/Teacher conferences occurring in October and January each school year. Additional parent/teacher meetings may be requested as needed.
- Written progress reports are distributed 2-3 times each year.
- Social Media
- Printed newsletters, flyers and other announcements

School Behavior

We are honored to partner with you in supporting your child's growth and development. Skills that support your child's social/emotional growth and how to get along in a group are just as important as any academic progress. This is an area where the skills they learn today will be used in most any situation in the years to come. We would greatly appreciate it if you could help us enforce the following concepts to help us care for each other and the space we use each day:

Give Me Five:

1. Walk indoors, don't run – running is for outside on the playground
2. Use inside voices – remember this is a building where others are working, praying and having meetings.
3. Take care of God's House – no playing on the stairs
4. Listen to our teachers, parents and friends
5. Keep our hands and feet to ourselves

We would like to invite you to enjoy our fenced playground before or after school if you would like to visit with each other while your children play. The FLRB Property Committee has requested for the health of our plants, please do not play on the small trees or climb on the stone wall outside the entrance to the building. We also ask that you help us by following posted playground rules.

Guidance and Discipline

The discipline policy of FLRB School is based on the belief that children benefit from guidance, understanding, and limits in order to learn appropriate behavior. It is our goal to give children understandable guidelines and redirect their behavior to help them develop internal control of their actions and to encourage safe and healthy behavior.

Goals:

- To help children notice and acknowledge their own emotions.
- To help children build skills to regulate their emotions in safe and healthy ways.
- To help children recognize the emotions of others.
- To provide a safe and caring environment in which children can play and learn.

Guidance methods include:

- Simple, understandable rules as follows:
 - You may not hurt yourself
 - You may not hurt others
 - You may not hurt the things around your (toys, furniture, building, etc)
- Discussion of rules with the children to make sure they understand expectations.
- Arranging the environment so that a minimal number of no's are necessary.
- Correcting behavior using positive direction (e.g., "let's walk" rather than "stop running")
- Modeling of appropriate behavior by adults.
- Redirecting a child to another activity.
- Giving positive reinforcements to individuals as well as the group.
- Using natural and logical consequences.
- Helping children to recognize another child's feelings rather than to force an apology.
- Problem solving and active listening.
- Time-out used at a minimum.

There are three situations in which more direct guidance may be needed:

- When a child is in danger of hurting himself/herself
- When he/she is about to hurt others.
- When he/she is hurting equipment or the environment

Every effort will be made within the school to help a child learn and grow through challenging behaviors. However, in a school setting, we have to consider the health and safety of all the children in our care. If a child is having difficulty in an area of behavior and disruptive behavior does not improve with appropriate guidance, we will utilize the following steps:

1. Communication: Teachers and director will communicate with parents regarding the concern. A parent/teacher conference will be set up to develop a plan of action.
2. Documentation of the behavior will occur. Copies will be given to the parents and director.
3. Student Behavior Plan – Parent may be asked to participate in the development of a student behavior plan for their child in instances where extreme or excessive, inappropriate behavior exists.

If, after following the above steps, the disruptive behavior continues, FLRB School may recommend additional resources or interventions. If the disruptive behavior is putting staff &/or children in danger, termination of enrollment may become necessary.

Termination

If a child or family is unable to adjust to FLRB School's programs, has delinquency in payments, or is habitually late to pick-up, FLRB School reserves the right to terminate enrollment. We also reserve the right to terminate enrollment for the following: inability of staff to meet the needs of the child or other children in the class; the child is hindering the well-being of other children in the school or the inability of the child to adapt to the safety expectations of the class. In each case, FLRB School will make every effort to involve parents, teachers and resources to decide together the best course of action for the child, prior to termination.

Confidentiality

While your child is enrolled in our program, parents may come across or hear confidential information about our program, our staff, and sometimes other children. All information received regarding our families, children and staff must remain confidential at all times. Confidentiality is important and breaching confidentiality may lead to disenrollment.

Outside Employment of Staff by Parents

FLRB School does not encourage staff to be employed by parents as babysitters, nannies or to drive students on field trips or hoe. Any employment outside of school hours is considered separate from the school teacher/parent relationship and is not condoned or sanctioned by the church or school.

Custody Situations

FLRB School will not get involved with custody disputes and will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. Please note that, per state law, in the absence of a court order, both parents have equal rights. It is imperative that all enrollment forms are completed with both parents' information.

Fundraising

To maintain the high quality program that families have come to expect at FLRB School, it is necessary to conduct one or two fundraisers during the school year. Fundraisers enable the school to keep down the cost of tuition, retain quality staff by providing equitable compensation, and replace and update equipment. Family participation in our fundraisers is voluntary and we encourage everyone to participate as they are able.

Grievance Procedure

Concerns about children should first be discussed with their teacher. If there are still concerns, it is then discussed with the director. All concerns regarding children and staff members are to be discussed with the director.

First Lutheran Preschool & Kindergarten strives to serve our families the absolute best in early childhood education. We are honored to partner with you to support your child's growth and development.