

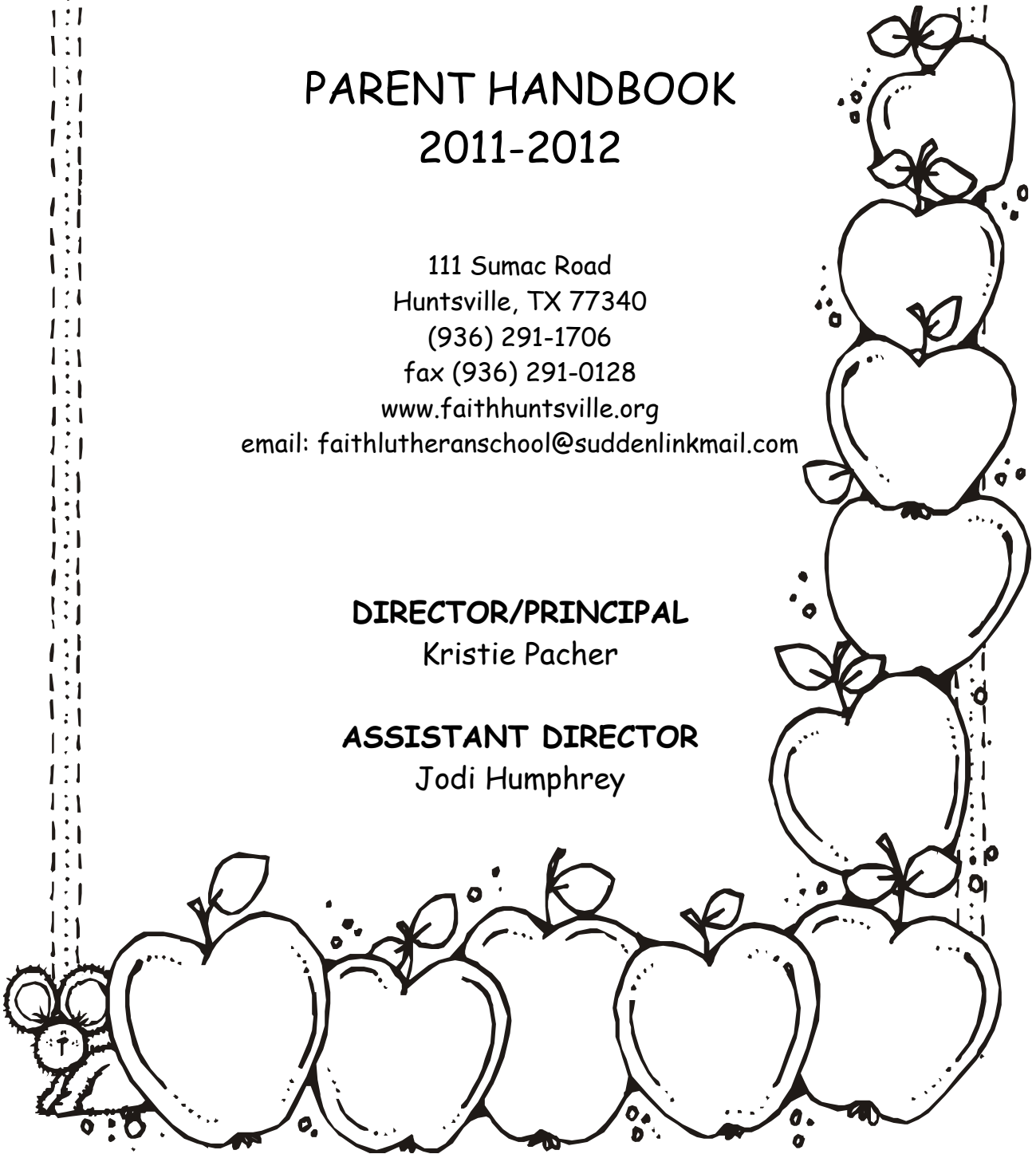
# FAITH LUTHERAN SCHOOL

## PARENT HANDBOOK 2011-2012

111 Sumac Road  
Huntsville, TX 77340  
(936) 291-1706  
fax (936) 291-0128  
[www.faiythhuntsville.org](http://www.faiythhuntsville.org)  
email: [faithlutherschool@suddenlinkmail.com](mailto:faithlutherschool@suddenlinkmail.com)

**DIRECTOR/PRINCIPAL**  
Kristie Pacher

**ASSISTANT DIRECTOR**  
Jodi Humphrey



# FAITH LUTHERAN SCHOOL BOARD

Diana Barnes, Chairman

## Members

Sheila Carr

Len George

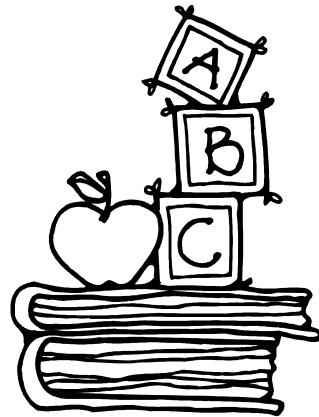
Kurt Jesswein

Jane Kingsborough

Sylvia Kraemer

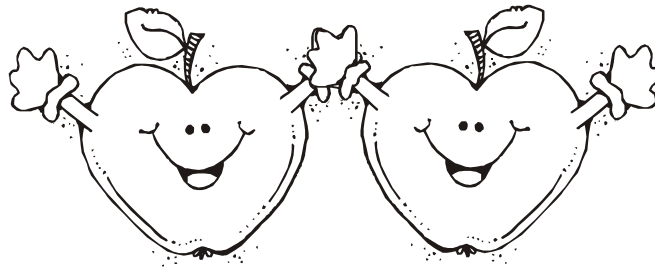
Danielle Sandmann

Darren Williams



## **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.

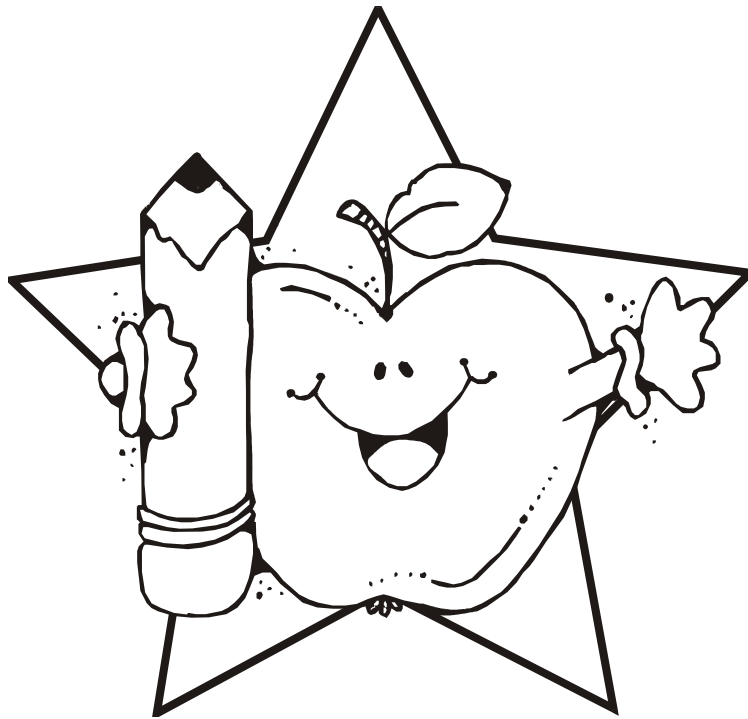


## **PHILOSOPHY**

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.



# OUR DAILY SCHEDULE

6:30 a.m.	FLS OPENS Infants and Ones report to classrooms Twos - Elementary report to Big Room
<i>Mondays, Wednesdays and Fridays:</i> 7:30 a.m.	Twos-Elementary move into classrooms
8:00 a.m.	Teachers Arrive
8:10 - 8:25 a.m.	Staff Prayer/Devotion Time
<i>Tuesdays and Thursdays:</i> 7:30 a.m.	Teachers Arrive Twos - Elementary move into classrooms
8:30 a.m.	Instruction Begins
10:50 a.m. - 12:40 p.m.	Lunch (Schedules vary according to age)
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 according to age)
1:30 p.m. - 5:30 p.m.	Extended Care Activities (Schedules vary according to age)
3:30 p.m.	Elementary 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.

**Elementary:** Kindergarten enrollment is limited to children five years of age by September 1 or by assessment. 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 6:30a.m. to 6:00p.m. Monday through Friday. We observe holidays and breaks as indicated on our calendar.

## **POLICIES AND PROCEDURES**

### **ARRIVAL AND DISMISSAL**

A parent or an adult (age 18 or older) 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 (age 18 or older) 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 as well as other authorized adults may be asked for proper identification until staff becomes familiar with you.

*FOR PARENTS OF INFANTS AND ONE YEAR OLD STUDENTS WHO HAVE OLDER SIBLINGS AT FLS:* For the safety of younger students and as required by child care licensing, older children must be dropped off first in the morning and picked up last in the afternoon. Please drop your younger student off last in the morning and first in the afternoon.

### **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 - 2<sup>nd</sup> 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. WITH a doctor's note dated that day will NOT be recorded as an absence. Arrival after 10:00 a.m. WITHOUT a doctor's note will be recorded as an absence. A dated note from the parent or a 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 (i.e. Both Two Year Old classes will attend chapel at the same time). 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:

Christmas, Valentine's Day, 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 Fun Day, Thanksgiving Feast, Birthday Party for Jesus,  
National Lutheran Schools Week, Easter,  
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. 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 while focusing on teaching the child acceptable behavior and self-control. Discipline is individualized and consistent for each child and appropriate to the child's level of understanding.

Caregivers use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction. We believe using praise and encouragement of good behavior is more effective than focusing only on unacceptable behavior. We remind the child of behavior expectations daily by using clear, positive statements and redirection.

In the classroom, the teacher is the sole disciplinarian. Teachers will tolerate the actions that are acceptable and appropriate for the age group and stop any behavior that interferes with learning activities. Brief supervised separation or time out from the group, when appropriate for the child's age and development, will be used if necessary. Time out will be limited to no more than one minute per year of the child's age. Corporal punishment will not be used.

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. As their vocabulary is not yet fully developed, many bite to communicate. 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.

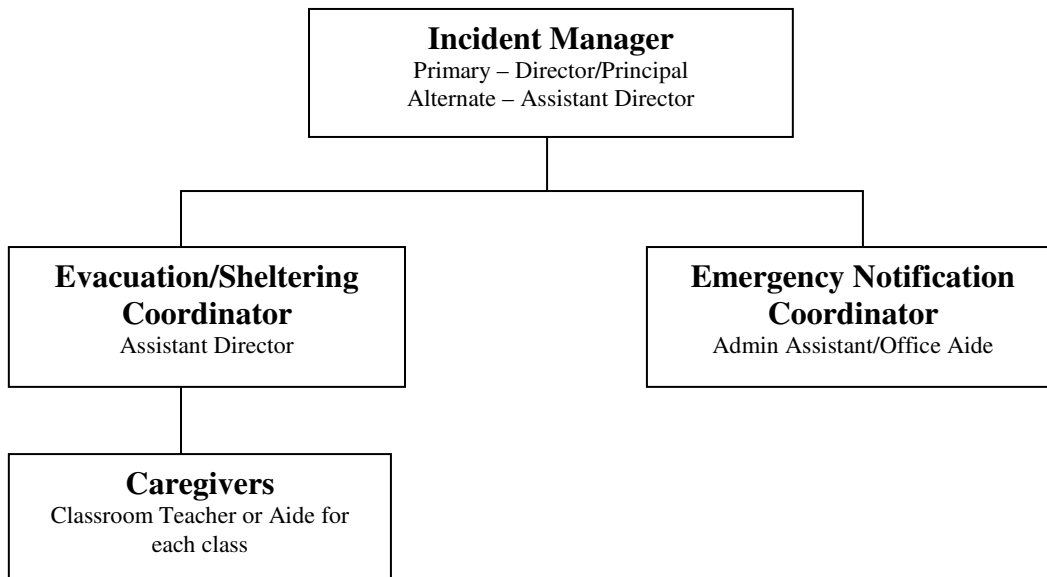
When one child bites another, we will immediately make it clear that the behavior is unacceptable. We will attend to the biting victim, offering comfort and first aid as necessary. The biting victim will receive an accident report notifying the parent of the incident. In most cases, our staff will attempt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

## EMERGENCY PREPAREDNESS PLAN

### Emergency Organizational Structure



#### **Incident Manager:**

- Responsible for overall operational control
- Assumes any duty not carried out or assigned to coordinators and/or caregivers

#### **Evacuation/Sheltering Coordinator:**

- Ensures accountability of all staff and students
- Ensures appropriate sheltering for staff and students

#### **Caregivers:**

- Responsible for immediate accountability of students in their care
- Responsible for immediate safe shelter of students in their care
- Responsible for obtaining class emergency contact information, authorization for emergency care and child tracking system
- Responsible for any necessary notification of parents

**Emergency Notification Coordinator:**

- Responsible for notifying appropriate emergency services (Fire, EMS, Police, Health Dept.)
- Responsible for obtaining school emergency contact information

**Student Emergency Information:**

Each classroom will have an emergency clipboard which contains parent and emergency contact telephone numbers for each child in the class, authorization for emergency care for each child in the class and the child tracking system information (roll sheets) for the class. In addition, a copy of our Emergency Preparedness Plan and a list of all employees' personal cellular phone numbers will be included. It is the responsibility of the caregiver for each class to have possession of the emergency clipboard in any emergency situation or emergency drill.

Parent and emergency contact telephone numbers for each child enrolled, authorization for emergency care for each child enrolled and class roll sheets for each class will be kept in a centralized location in the school office. In addition, a list of employees with personal cellular phone numbers will be kept with this information. The Emergency Contact Coordinator will be responsible for possession of this information in any emergency situation or emergency drill.

**Relocation to the designated safe area or alternate shelter:**

Students will be lined up; or placed in strollers, bye-bye buggies, or emergency crib based on age and as appropriate. Students will be counted prior to leaving the classroom as well as when they have reached the designated safe area or alternate shelter. In addition, roll sheets will be used to ensure accountability of all students. (See emergency evacuation and relocation diagram located near the door in each classroom for the designated safe area or alternate shelter.)

**Communication:**

Primary Communication Devices will be land lines located in classrooms or school office. As secondary communication devices, Emergency Manager, Coordinators and all Caregivers will bring their personal cellular phones to the designated safe area or alternate shelter.

The primary emergency phone number for Faith Lutheran School is: 936/291-1706

The secondary emergency phone number for Faith Lutheran School is: 936/295-5298

**Alternate Shelter Away from Faith Lutheran School:**

Should evacuation from Faith Lutheran School be necessary, all students will be relocated to:

**First Alternate:** Church of the Nazarene, 3707 Highway 30 West

**Second Alternate:** Church of Christ, 3737 Highway 30 West

Alternate Shelter will be determined based on the circumstances of the emergency. The Evacuation/Sheltering Coordinator will give direction to Caregivers regarding which alternate shelter will be used.

Caregivers will be responsible for safely walking students across Sumac Road and through the grassy area leading to the Church of the Nazarene. If relocating to the Church of Christ, Caregivers will safely walk students through the Church of the Nazarene parking lot and through the grassy area leading to the Church of Christ.

**Drills:**

Fire drills will be held once per month. Severe weather drills will be held once every three months. Emergency Evacuation Drill will be held once per year. Crisis Lock-Down will be held once per year.

**POSSIBLE EMERGENCY SITUATIONS****INTRUDER IN BUILDING**

If a threatening person enters the building, Caregivers are expected to secure children in their care in a safe location away from the person. The Emergency Manager (director or acting director) will attempt to determine the issue with the person and determine if it seems safe to negotiate with the person. The Emergency Notification Coordinator or any staff member aware of the threatening situation should attempt to call 911 from a safe location. All efforts will be made to keep the children safe and away from any incident and to help them remain calm. Staff must remember that the safety of the students is our priority.

**FIRE**

In the event of a fire or fire drill, each class shall evacuate the area according to the posted routes and assemble in their designated area outside the building. All children will be accounted for by the Caregiver for the classroom. Overall accountability of all children in care will be the responsibility of the Evacuation/Sheltering Coordinator as noted above.

### **SEVERE WEATHER**

In the event of severe weather or severe weather drill, each class shall evacuate to the designated area of the building as indicated on the emergency evacuation plan. The children will sit "Indian-style" facing the wall with their hands locked behind their heads. All children will be accounted for by the Caregiver for the classroom. Overall accountability of all children in care will be the responsibility of the

Evacuation/Sheltering Coordinator as noted above.

### **EMERGENCY LOCKDOWN**

Upon notification of an emergency situation requiring lockdown of the facility, classes located outside of the two main buildings will relocate to the "Old" building. Supplies needed will be carried in a rolling crib. All exterior doors will be locked and a note placed on the glass informing parents to knock for entrance to the building. Keyless Entry points will be disabled. A designated office staff member or designee will be positioned in each of the two main buildings for communication purposes. No playground time will be observed during this time. The office radio will be played to listen for information. A staff member will remain in the office at all times to be alert to any problems that might arise.

### **COMMUNICABLE DISEASES**

In the event of an outbreak of a communicable disease in the area, Faith Lutheran School will follow guidelines as set by the Department of State Health Services.

### **MEDICAL EMERGENCIES**

In case of a serious injury or medical emergency, First Aid/CRP will be administered by any trained staff member and 911 will be called by the first available staff member. The Emergency Contact Coordinator will make an immediate attempt to contact a parent. Until the arrival of a parent, physician or ambulance, the Emergency Manager will be in charge and make all decisions regarding the care of the child.

### **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. FLS staff members who have

completed a two hour course on transportation safety will serve as drivers for field trips.

## 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 8:00 a.m. For children two years and older, breakfast may be eaten at designated tables in the big room. One Year Old students may eat in their classrooms before 8:00 a.m. If your child arrives after 8:00 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 lunch will be served to the children daily. Water and juice are served with snacks and milk and water with lunches. Water is available throughout 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.

One Year Old classes use sippy cups in the classroom. Childcare licensing requires that all sippy cups be labeled with the child's first name and last initial. Infant's bottles must also be labeled with their first name and last initial. Twos and older use open cups during snack time and lunch. Sippy cups may be brought for breakfast only and must be labeled with the student's first name and last initial.

For breastfeeding mothers, Faith Lutheran School is pleased to provide a comfortable place for you to breastfeed your child. Rocking chairs are located in the infant room, as well as most other classrooms. If you desire a more private

setting, a rocking chair is located in our teacher workroom. At Faith Lutheran School we support a mother's right to breastfeed or provide breast milk for their child while in our care. As with any other bottles/cups brought to school, breast milk should be clearly labeled with the child's first name and last initial.

## **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.

Other fundraisers, such as a catalog sale, may be held during the school year.

## **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. A child with an oral temperature of 100.4° 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.

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).

We require our staff to be trained in CPR and First Aid procedures. Minor injuries will be treated and an accident report will be placed in the child's cubby. An accident report will also be filed with the child's records.

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.

## **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 by the parent 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. The health department requires the nap mat to be free from tears or holes which expose the foam inside the mat. We will make every effort to repair your child's mat if needed, but may require a new mat if it is not repairable. 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**

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 observe your child, our facilities and our program activities any time. Please stop by the school office to obtain a visitors badge.

Faith Lutheran School makes every effort to ensure our families are notified of upcoming events and activities and are aware of other important information. In an effort to keep you informed, information will be shared in the following ways:

- Messages received as your child is signed in/out on the computer
- Notes in your child's cubby
- Notices and fliers posted on the entry doors of each building
- Notices and fliers posted on each classroom door
- An Activity Calendar found on the back of the Lunch Menu each month
- A large Activity Calendar located on the wall by the sign-in computer across from the school office

Please check your child's cubby daily and carefully read any messages found as you sign your child in/out each day.

### **PARENT/TEACHER ORGANIZATION**

*Friends of Faith*, our Parent/Teacher Organization 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.

The 2011-2012 *Friends of Faith* Officers are:

PRESIDENT:	ROZ KIESCHNICK
VICE PRESIDENT:	JENNIFER WALKER
SECRETARY:	DYANN RUTLEDGE
TREASURER:	DANIELLE SANDMANN
PAST PRESIDENT:	CAROL BRADY

### **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.

### **POTTY TRAINING**

Because our program expectations increase as students enter our three year old program, we require all students in the three year old classes to be potty trained when they enter school. We understand accidents will occasionally occur, but it becomes disruptive to the class and our program of academic studies when accidents happen frequently.

The staff at FLS works with their students daily to assist with this effort. If your child has not yet mastered potty training, please speak with his/her teacher for ideas on how you can help at home. If we determine that potty training has not been mastered, your child may be moved, as space permits, to a younger classroom and your tuition increased to the two year old rate until your child is successfully potty trained.

### **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. 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, First Grade and Second Grade

Faith Lutheran School requires all students in its elementary program to wear uniforms. Uniforms aid in building school spirit, security, and identification.

### **Daily Uniforms**

worn Monday thru Friday

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

*ice pink (pale pink), maize (pale yellow), white, chambray blue (light blue), cobalt blue (royal blue), red, deep purple, evergreen (dark green), burgundy, classic navy*

### Boys

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

### Girls

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 and tennis shoes are to be worn with daily uniforms. Shoes should have soles which will not leave black marks on the gym floor.

*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](http://www.landsend.com/school).*

*Polo shirts in the **approved colors** may also be purchased from other retail stores. Locally, The Trophy Case will add our school logo for an additional charge. The school logo should be added to the top left of the shirt. Slacks, shorts, skirts and skorts may also be purchased at retail stores of your choice.*

### **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.

### **VISION AND HEARING SCREENING**

Children four years of age 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. If you have any questions or concerns regarding our policies and procedures, please call the school office to make an appointment with the Director/Principal. You will be notified in writing if any changes in these policies occur.

You may view the Minimum Standards for Licensed Child-Care Centers and our most recent Licensing inspection report by calling the school office to make an appointment with the Director/Principal. If you wish to contact the Texas Department of Family and Protective Services, you may do so at the following location:

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

DFPS Child Abuse Hotline: 1 (800) 252-5400  
DFPS Website: [www.dfps.state.tx.us/Child\\_Care](http://www.dfps.state.tx.us/Child_Care)

