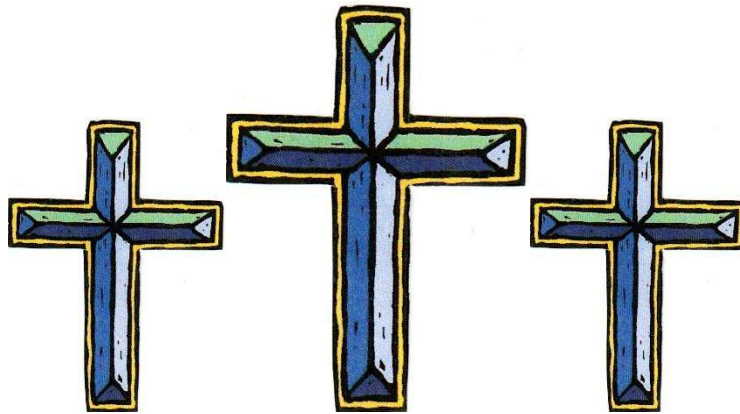


# Faith Lutheran Preschool Parent Handbook



*“Train your child in the way he should go and when he is old, he will not turn from it” Proverbs 22:6*



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(Revised June 2025)

## Mission Statement

Faith Lutheran Preschool exists to further Christ's Kingdom through Christian education by providing a high quality education, which nurtures every child's individual development through play and academics in body, mind, spirit, and in their relationship to God and others in order to embrace our community and connect as Christ's family.

## Purpose and Objectives

Faith Lutheran Preschool provides loving and reliable childcare for toddlers and preschool aged children. It provides developmentally appropriate social and educational activities in a Christian environment where you may be confident that your child's individual needs are being met. Professionally trained teachers introduce your children to building block concepts and skills, and model social relationships. Strong emphasis is placed on pre-reading and mathematics skills as well as the social interactions necessary to prepare children for elementary school. Opportunities for learning are offered through a variety of activities, which allow for expressions through art, music, dramatic play, nature experiences, games and group play. God's love is shared through weekly Chapel opportunities and daily Bible stories, songs, and prayer. Our curriculum also includes weekly art and music classes.

## Professional Accomplishments

Faith Lutheran Preschool is a smoke free facility which is licensed through the State of Tennessee and holds the highest Three Star rating status. Faith Lutheran Preschool has achieved this status by demonstrating compliance with State of Tennessee requirements and by providing high quality childcare. A copy of the most current DHS licensing rules and regulations is available in the main preschool office or is also available online at [www.Faithcollierville.com](http://www.Faithcollierville.com) under the preschool tab.

Faith Lutheran Preschool received National Lutheran School Accreditation in April 2013. This process involved an extensive assessment designed to ensure that Faith Lutheran Preschool maintains the highest quality standards in early

childhood education for our students. NLSA accredits over 1000 preschools, elementary schools and High schools across the United States and is the second largest parochial school system in the country. Since our original accreditation visit, we have continued to be re-accredited every 5 years and most recently scored a 98.16/100 on our last assessment in April 2023.

Parents/guardians shall be permitted to see the professional credentials of the staff located in the main preschool office upon request.

## Our School Year

Faith Lutheran Preschool typically follows the Collierville Municipal Schools year calendar. The Preschool will begin the school year with a week of staggered visitation designed to introduce the children in a smaller group setting to the school, their classroom, their new teachers, and a few new friends. Staggered visitation will begin in August when Collierville Municipal Schools begin the school year. Children will attend for only one typical day that week. Please expect a call from your child's teacher in mid-July to let you know which day of the week your child will be scheduled to come.

## School Holidays

Labor Day, Fall Break,

Thanksgiving Break, Christmas Break,

Martin Luther King Day, President's Day (when observed by the  
Collierville Municipal School System),

Spring Break, Good Friday & Easter Monday

Others following the Collierville School System Schedule

\*Due to the Collierville Christmas Parade Faith Lutheran Preschool will close at 4:00 PM on the afternoon of the parade.

\* Faith Lutheran Preschool follows the Collierville Municipal Schools calendar including all District learning day closings, half-day closings and weather-related closings. A copy of the school calendar will be available in August.

## Non-Discriminatory Statement

Faith Lutheran Preschool admits children of any race, national or ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to children at the school. We do not discriminate based on race, national or ethnic origin in the administration educational or admission policies or other school administered programs.



## Registration Policy

The Preschool Board of Faith Lutheran Church has approved the following guidelines for Preschool Registration for the upcoming school year (August - May).

Priority Registration will be offered in the following order:

1. 1st Monday in December - Members of Faith Lutheran Church\* and  
Currently Enrolled Families
2. 1st Tuesday in December - Teachers and Staff of Faith Lutheran Church  
& Preschool
3. Active Military Families or those who have lost a parent during military service.
4. Mid-December - Current year's Waiting List
5. 2nd Sunday in January- Open enrollment

\*Members of Faith Lutheran Church wishing to apply for Tuition Discount must meet certain eligibility requirements and complete an Active Member Covenant. The necessary documents can be obtained in the Church office and should be submitted with Registration form and fees.

Any questions and/or concerns regarding Preschool registration guidelines and procedures should be addressed to the Preschool Board.

## Non-Refundable Registration Fees

Toddlers & Twos Registration Fee - \$135 Registration fee covers the cost of the pumpkin patch day, petting zoo day, miscellaneous curriculum supplies and snacks.

Threes, Fours, Fives - \$165 Registration fee covers the cost of the pumpkin patch day, petting zoo day, snacks, paper, paint, Scholastic Weekly Reader, Frog Street Press, Learning Without Tears Writing Implements (Three's), Eureka Math & Learning Without Tears Workbooks (Fours & Fives), & One in Christ curriculum supplies, etc.

There is a \$100 supply fee to cover the cost of school supply items such as paper, paint, etc. . This equates to \$50 per semester and will be collected each year in May for the upcoming school year for all returning and new families.

## Yearly Tuition Rates

Faith Lutheran Preschool is a private, nationally accredited, Christian Preschool. We adhere to the local Collierville Municipal Schools calendar and offer a 9:30 – 2:30 school day with options for extended care 7:30 – 5:45.

The yearly tuition rate approved by the school board is based on a ten month school year with payments made over a nine-month period. As a result, there will be no tuition payment in May. Faith's **non-refundable** tuition may be paid monthly, by semester, or by school year. Any tuition already collected is **non-refundable**.

10% discount given on school day tuition rate for second and third siblings enrolled.

30% discount given to church members on total tuition rate.

#### 2024-2025 SCHOOL DAY (9:30-2:30) YEARLY TUITION RATES

##### TODDLERS (Birthdate on or before 2/15/2024)

TUES/THURS \$2970 - NINE MONTHLY PAYMENTS OF \$330 (490)  
 MON/WED/FRI \$4005 - NINE MONTHLY PAYMENTS OF \$445 (690)  
 MON – FRI \$6975- NINE MONTHLY PAYMENTS OF \$775 (1180)

##### TWOS (8/15/19 TO 8/14/23)

TUES/THURS \$2970 - NINE MONTHLY PAYMENTS OF \$330 (490)  
 MON/WED/FRI \$3815 - NINE MONTHLY PAYMENTS OF \$445 (690)  
 MON – FRI \$6640 - NINE MONTHLY PAYMENTS OF \$775 (1180)

##### THREES (8/15/18 TO 8/14/22)

TUES/THURS \$2700 - NINE MONTHLY PAYMENTS OF \$300 (460)  
 MON/WED/FRI \$3870 - NINE MONTHLY PAYMENTS OF \$430 (675)  
 MON – FRI \$6570 - NINE MONTHLY PAYMENTS OF \$730 (1135)

##### FOURS (8/15/17 TO 8/14/21)

TUES/THURS \$2700 - NINE MONTHLY PAYMENTS OF \$300 (460)  
 MON/WED/FRI \$3870 - NINE MONTHLY PAYMENTS OF \$430 (675)  
 MON – FRI \$6570- NINE MONTHLY PAYMENTS OF \$690 (1135)

##### JR-K FIVES (8/15/16 TO 8/14/20)

MON/WED/FRI \$3870 - NINE MONTHLY PAYMENTS OF \$405 (675)  
 MON – FRI \$6570 - NINE MONTHLY PAYMENTS OF \$695 (1135)

#### OPTIONAL EXTENDED CARE (7:30 – 5:45) SCHOOL YEAR RATES

TUESDAY/THURSDAY \$1440 - NINE PAYMENTS OF \$160  
 MONDAY/WEDNESDAY/FRIDAY \$2205 - NINE PAYMENTS OF \$245  
 MONDAY THROUGH FRIDAY \$3645 - NINE PAYMENTS OF \$405

## Tuition Payments

Faith Lutheran Preschool tuition is based on a ten-month school yearly rate, which has broken down into nine equal monthly payments. We do not charge on a daily or weekly basis. Faith Lutheran Preschool utilizes the

Procare Tuition Express payment processing system. This is a safe and convenient way to automatically pay tuition through either a pre-authorized monthly credit card charge (a fantastic way to earn your mileage points) or a monthly automatic draft from your bank account. We ask all of our Faith families to choose one of these two options. Should there be a financial situation that prevents you from selecting one of these options, please contact an administrator. The first school year tuition payment is due August 1<sup>st</sup>, and then on the 1<sup>st</sup> of each following month. The Tuition Express payment processing system is also available for our summer camps. A \$10 late fee will apply to any payments collected after the 1<sup>st</sup> of the month. A \$30 returned check bank fee will be collected if insufficient funds are in the account at the time tuition payments are made and declined. Parents are given one late or bounced payment before payments are requested in cash for the remainder of the school year to be collected on the first of the month.

### Document Request & Research Fee

Parents requesting copies of documents for court cases or other reference will be charged a \$30/hour research fee and a .30 cent per page copy fee to cover the costs of researching the files for the documents, making copies, redacting other families information, and time to pay an employee to complete this request. This fee will be due upon receipt of a written request for documents.

### School Document Requests

Requests received from other school settings to complete suitability assessments, provide copies of school records (such as Ages & Stages Assessments, anecdotal records or attendance records), or other testing requests will be processed and a \$30/hour fee will be assessed to cover the teacher's time to complete the assessment and documents, time to research and locate documents in our storage facility and to prepare copies. Copies will be assessed a .30 cent per page fee. Fees are due upon receipt of the documents.

### Attendance



As our primary focus is the early educational development of children, it is expected that the children attend **on-time** by no later than 9:30 am and regularly. If your child will be absent, please call the preschool office at 853-0050 so we can notify your child's teacher.

## Discipline Policy

Faith Lutheran Preschool teachers set clear classroom rules and expectations. Children are taught how to work together to solve common classroom disputes and to learn emotional self-regulation techniques. Teachers will get down on the child's level to explain other ways to handle situations and to model correct behavior. If a child needs assistance, a redirection or an explanation will be used to help mitigate the situation. If the behavior continues, the teachers have been instructed to use 1\*2\*3 Magic, giving the child a choice to comply with the teacher's direction or have a consequence. If the child refuses to comply, the child will be asked to sit and think about their actions for the same number of minutes as their age.

## Removal from Preschool

Faith Lutheran Preschool is here to provide a safe learning environment for your child. If a child in the program is continuously aggressive or injurious to other children or staff, steps will be taken to try to work with the child to overcome their inability to control their emotions. The use of redirection, clear expectations and a behavior modification program (such as behavior charts) will be used to try to improve the behaviors. We will follow the below intervention progression plan to hopefully find a successful resolution. If these plans do not help to improve the behaviors, we reserve the right to ask parents to remove the child from the program.



### Intervention Plans:

1. Redirect the child after the incident occurs to distract, disorient or disengage from the activity.
2. Talk to the child to discuss the incident and think of how it could be handled differently.
3. Offer a break or move the child to another center.
4. Pray about it.
5. Call for additional help in the classroom to work through the situation.
6. Call the parent to discuss unacceptable behavior and request consequences at home.
7. Have an informal parent/teacher discussion at the pick-up or within 24 hours of the incident by phone.
8. Have a parent, teacher, and administration meeting to discuss intervention strategies such as a behavior chart to gather data.
9. Implement the behavior chart setting goals and specifying expected timeline for improvement to occur.
10. Seek a behavioral specialist to work with the student at home or during school hours.
11. Ask the family to withdraw the student from the program.

### Withdrawal

Two weeks' written notice should be given to the Preschool Administrators in writing if it is necessary to withdraw your child from the school. Tuition already collected for the month/year will not be refunded.

### Expulsion Policy

Faith Lutheran Preschool will make every effort to continue to offer placement in our program. Unfortunately, there are sometimes reasons we have to ask a family to leave the program. If it becomes necessary to ask a family to withdraw from the program for one of the following reasons, a 30-day written notice will be provided to the family in order to offer them the opportunity to find alternative care. Families will be asked to leave the program for the following reasons:

1. Excessive aggression on the part of the student resulting in injury to other students, staff, or intentionally damaging school property.
2. Failure of the child to adjust after the probationary *first six weeks* of school.
3. Continued incontinence issues with children in the three, four or Junior Kindergarten classes. Children will not be allowed to return after the first six-week probationary period if they are not able to control their bowels and have continued accidents.
4. Failure to pay tuition or habitual lateness in payments.
5. Failure to complete forms including immunization records.
6. Excessive lateness in arriving at school after 9:30 AM more than three times in one semester.
7. Excessive lateness in picking up from school after 2:30 for the Preschool day and after 5:45 for the extended care day more than three times in one semester.
8. Custody issues that place the school at risk for domestic violence.
9. If a parent threatens physical or intimidating actions towards staff, Church member, another child, Board member, Pastors, or greeters.
10. Verbal abuse or general disrespect of Administration or staff.

Prior to expulsion, every effort will be made to help correct behavior issues including calling in outside agencies to provide assistance with costs to be covered by the parents.

### Morning Arrival Late Policy

Faith Lutheran Preschool focuses on the education of young children. So as not to interrupt the instructional learning time in the classroom, it is imperative that students arrive on time by **9:30 am** to start the day and not miss any instructional time. Drop off time is between **9:15 to 9:30**. Arriving

after the drop-off period stops the learning of all of the other students when your child comes in after 9:30 and disrupts circle time. Faith Lutheran Preschool has adopted a late policy whereby students will be given three grace period late days during the semester. Upon the fourth unexcused late arrival, we reserve the right to refuse admittance for the school day. Coming in late because a parent is on a work call is not an excused tardy.

We will take into consideration the reason for the lateness such as a doctor or dental visit or therapy. Appointments such as these should be scheduled before or after the school day if possible, so as not to disrupt the learning activities of the other children. Children with an excused absence for a doctor's appointment will not be permitted to enter the building later than 12:00 noon as they will have missed the instruction time and arrive for lunch and naptime. Since we are a Preschool and not a daycare, we do not permit children to drop in and out at leisure. We hold to the instructional integrity of our day.

### Afternoon Departure Late Policy

For those students in our traditional school day program (9:30 – 2:30) pick up times will be from 2:15 – 2:30. After 2:30 a late fee rate of \$1 per minute per child for the first two occurrences and \$30.00 per incident per child for each late pick up thereafter. If a parent is more than 30 minutes late, they will be assessed the total number of minutes per child. For students in the extended day program pick up time is no later than 5:45. A late fee rate of \$1.00 per minute per child for the first two occurrences and \$30.00 per incident per child for each late pick up thereafter. As stated in the expulsion policy, excessive lateness in picking up from school after 2:30 for the preschool day and after 5:45 for the extended care day more than three times in one semester may result in a request for removal from our program.

### Drop Off/Pick-up Requirements

Upon arrival, the Department of Human Services requires parents to print and legibly sign their child into the school program. Attendance sheets are

located on the table near the classroom doorway. To reduce the spread of communicable childhood diseases, upon entrance into the classroom, all parents must assist their child in washing his/her hands. Parents should ask their child if she/he needs to go to the bathroom or change their diaper if it is soiled upon arrival and wash both the parents and child's hands after toileting. This is designed to help with the transitional period between parent time and school time and is in the best interests of the children. If parents cross the classroom threshold they are required to wash their own hands as well as their child's upon entry.

Upon arrival for afternoon pick-up, parents should print and legibly sign their child out, take a moment to check in with the teacher about their child's day, and make sure to pick up their child's school bag, papers and any notes home.

Any person picking up a child (other than a parent or persons listed on the registration form) must have written permission from the parent and be prepared to show a valid picture ID. A note or email from a parent must be presented to the office prior to the release of the child.

Any person picking up a child, whether parent or other authorized party who exhibits signs of being intoxicated or under the influence of drugs will not be allowed to remove the child from the premises.

## Curriculum

Faith Lutheran Preschool students utilize developmentally appropriate preschool curriculums including *Learning Without Tears*, *Eureka Math*, *Frog Street Press*, *Sonlight Science*, *One In Christ Bible Curriculum*, *the Garden of Praise Art Appreciation Curriculum*, and *Scholastic Weekly Readers*. Lessons are planned around thematic units that employ hands-on science and math, religious teachings, incorporate social studies and integrate emergent literacy and technology to meet the Tennessee Early Learning Standards and focus on S.T.E.M.

## Schedule and Activities

Your child's teacher will send home a schedule detailing daily routines and activities at the beginning of the new school year. Additionally, a calendar and newsletter will be sent home each month with specific themes, goals and activities. Weekly "This Week at Faith" emails will also be sent from the Preschool administration detailing any school wide events for the week.

A mid-morning snack and outside playtime, weather permitting, will be offered before lunch. The children will play outside weather permitting, so please send them in appropriate clothing for the weather. Gym time will be substituted during inclement weather. DHS will not allow children to play outdoors in temperatures above 95 or below 32 degrees ("Feels like" category).

A sack lunch and drink should be brought from home daily. Lunch should include something from each of the food groups (meat/protein, cereal/grain, vegetable, fruit, and milk/cheese/dairy substitute). Please see the list of prohibited foods below. In order to keep cold items refrigerated, you must send in these items in either a thermos or a temperature-controlled container to keep items at 45 degrees or colder. An ice pack may be included in their insulated lunch box to serve this purpose.

After lunch, children will have a rest (quiet) period. DHS requires that children must rest on a covered 2-inch anti-microbial mat. Faith Lutheran will supply the rest mats, but parents are asked to purchase a Happi-Nappi rest mat cover. If you choose not to purchase a Happi Nappi, alternative covers must not have an attached pillow, be able to provide a barrier between the child and the mat and to also over the child, and must be small enough to fit into the cubby space in the classroom. Checks for these mats should be made out to Faith Lutheran Preschool. If your child damages his school provided rest mat, parents will be assessed a \$36.00 replacement cost fine.

Our music teacher will offer music class on Monday, Tuesday or Wednesday. The music curriculum will offer opportunities to learn songs, learn about musical instruments, rhythm and beat, and will promote movement and large motor skills development.

Art classes will be held on Thursdays or Fridays with our certified art teacher. The Collierville Fire Department will present a fire safety lesson to our three- to five-year-olds each month.

Students will be involved in daily Bible study activities through the use of the *One in Christ Bible Curriculum* and will attend weekly Chapel. Utilizing Lutheran theology, we will share God's love through Bible stories, songs, prayers and worship. Chapel will be held on Wednesdays and Thursdays each week. A list of Bible stories and verses will be provided for you. Families are always invited to attend Weekly Chapel or attend one of our special Family Chapel days offered throughout the year. Faith Lutheran Church & Preschool teaches that we are saved by grace through faith in Jesus Christ.

### Snacks and Lunch

Healthy snacks will be provided for the children each day. Children in the extended preschool program **should eat breakfast *before arrival*** at school. Children will not be permitted to eat breakfast brought from home in the classroom. A snack will be provided mid-morning in each room. If your child has any food allergies or food restrictions, these must be listed on the enrollment papers so we will be aware of any special dietary considerations your child may need.

Students with anaphylactic food allergies will be required to bring all food from home, including snacks. We require this to protect the child from an accidental exposure to an allergen that could result in an anaphylactic reaction from a food item provided by the school. No discount in the registration fee will be granted for snacks provided from home. A snack menu is posted in the classroom and online should you wish to try to match the snack type. Parents may leave a box of snacks in the classroom rather than send in snacks daily and a space will be provided for non-perishable snacks.

A sack lunch and drink should be brought from home each day. All Toddler drinks should be sent in a non-drip sippy cup. DHS will not allow children over 1 year to use bottles at school nor to walk around the room or rest with a sippy cup or bottle. Lunches should be nutritious and appealing and should be in containers the children can learn to open by themselves.

Lunch should include something from each of the five food groups (meat/protein, milk/cheese, fruit, vegetables, and grain/cereal). DHS requires that parents send in a balanced meal if meals are brought from home. Due to the extreme risk of choking, foods should be appropriate for the chewing abilities of the children. Food should be cut or chopped into small pieces to avoid potential choking hazards. The following chart reflects the latest Department of Human services regulations for food items prohibited in childcare settings and their required method of preparation should you send any of these items in for lunch or snacks. These requirements went into place after a child choked on a peach slice which resulted in his death in east Tennessee. The teachers will not be able to serve these items to your child if they are not properly prepared when sent into school.

Food Item	How to Prepare	Reason
Grapes	Chopped	Choking hazard
Cherry Tomatoes	Chopped	Choking hazard
Olives	Chopped	Choking hazard
Popcorn	Not allowed	Choking hazard
Whole fruits	Must be peeled or sectioned and chopped	Self sufficiency
Gogurt (squeeze)	Not allowed	Self sufficiency
Squeeze puddings	Not allowed	Self sufficiency
Colored Drink Pouches	Clear flavors only	Studies connecting food dyes to hyperactivity
Sodas	Not Allowed	High sugar content



Pretzels	Not Allowed	Choking hazard
Carrots	Cut into thin rectangular strips	Choking hazard
All Foods	Cut into pieces smaller than a Nickel	Choking hazard
String Cheese	Peeled lengthwise not cut into small circles	Choking hazard
Hot Dogs or Vienna Sausages	Must be quartered and cut	Choking Hazard
Nuts	Not Allowed	Choking Hazard

## Parent Involvement

Faith Lutheran Preschool is blessed to have a wonderful group of parents who make up our Parents Assistance League (PAL's). This parent advisory board assists with technical expertise in areas such as medical advice, Human Resources, legal questions, or other more specific areas such as technology or farming. The goal for PAL's is to support the preschool ministry by means of technical assistance, fundraising and hospitality. Our annual fundraisers may include an Apple Tree Donation, restaurant family nights, and a Scholastic Book Fair. PAL's meetings are planned to help you get to know other parents in the program and to discuss upcoming events. We prayerfully hope you will consider becoming a part of our PAL's group and volunteering for specific events throughout the year. We expect parents in the program will sign up to help with at least one event per school year. Sign-up opportunities will be available in the classrooms at Back to School Night.

Parent participation is encouraged. Opportunities to read with the children, cook with the children, be a room parent, share community helper information, share a skill or otherwise interact positively with the children abound.

Your input into the program is appreciated. Parents will be asked to complete a Parent Survey at least once annually. This instrument will help us to better serve your child's needs and make adjustments to improve the program.

## Grievance Procedures

Faith Lutheran Preschool has a Preschool Board who oversees the Preschool to offer support and assistance in making policies for the preschool. If a parent has a concern or an issue with a policy or the day-to-day running of the preschool, after discussing it with the Preschool Director, the Preschool Board is available to hear your concerns. Board meetings are typically held on the third Wednesday of the month at 12:00. Parents may attend the meeting or contact the Preschool Board Chairperson Ardith Morgan at 901-651-8599.

It is always our intent to have an open and honest communication with the home and school. If questions or issues arise, we ask that the following

procedures be followed to resolve the issues within the framework of Matthew 18.

Step 1 - Directly speak to the person involved about the concern. It will in most cases bring clarity to the question and help to resolve any issues.

Step 2 - If the question or concern has been discussed with the person(s) involved and no resolution has taken place, contact the Preschool Director. Complete the Parent Concern form and give it to the Preschool Director within three working days of the date of the incident taking place. Generally, a meeting with all related parties will take place within three business days of receiving the parent complaint depending upon scheduling availability. Attempts will be made to resolve the issue during this meeting. If the parents are not satisfied with the resolution, they may proceed to step 3 - Preschool Board Meeting.

Step 3 - If after the concern has been discussed with the concerned parties and the Preschool Director and no resolution could be made, contact the Preschool Board Chairman and request a meeting to explore the complaint. After meeting with the Preschool Director and the Preschool Board Chairman a final decision will be rendered within ten business days and a written summary of the meeting will be provided to the parties involved. If the issue is still not satisfactorily resolved, Step 4 would be to meet with the Pastor.

Step 4 - If all other means have been exhausted to resolve the issue, a meeting with the Church Pastor will be set up to seek pastoral counseling and Biblical resolution following Matthew 18's guiding principles. The goal of these steps will be to restore relationships and promote the sharing of the Gospel of Jesus Christ.

## Parent Concern Form

### Personal Information

Name: \_\_\_\_\_ DATE: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Phone # \_\_\_\_\_ EMAIL \_\_\_\_\_

### Section 2: Concern

Date of Incident \_\_\_\_\_ :

Description of the incident leading to the concern: \_\_\_\_\_

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What would resolve the issue or concern? \_\_\_\_\_

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Next Steps: \_\_\_\_\_

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Parent Signatures: \_\_\_\_\_

Director Signature: \_\_\_\_\_

## Communication

The Preschool Administrators office is open from 7:30 AM until 5:45 PM, Monday through Friday. Please feel free to drop-in and check on your child at any time during the day.

The preschool office can be reached during the day at 853-0050. If we are away in a classroom, please leave a message on the answering machine. Your call will be returned shortly. Our fax number is 853-9998. After hours emergency contact is Dina Foshee - (901)-490-3189.

You will receive a monthly newsletter and calendar from your child's teacher. Daily activity reports will be completed and sent home for toddlers and twos classes. Parents of older children should check their child's folder or the Remind 101 Phone App for information detailing activities for the day and any upcoming events. Parents should stop and read these notes each day. Please make sure to check in your child's bag for any notes on special events or changes in the schedule.

Teachers are available to discuss your child's progress, or any issues you may want to discuss during nap time. Assessment conferences are offered in December and May after assessments are sent home and reviewed. Conferences can also be set up with your child's teacher any time during the year upon request. We will make every effort to advise parents of any major changes that affect children in the classroom on a daily basis.

We also encourage communication between parents and staff through notes and phone calls. Teachers may receive phone calls during the day through the main preschool line at 901-853-0050 between 1:00-2:00 to discuss any issues that may arise during the school year. Any changes in contact information should be updated with the office. Teachers are not allowed to use their cell phones in the classrooms as this would be a supervision violation according to DHS. Parents should not call or text teachers on their personal cell phones during the school day as teachers are prohibited from using their phones while supervising the children. Please call the preschool office if you need to get in touch with the classroom teachers at 853-0050.

Communication will occur through various means. You can expect weekly email communications from the Preschool Administration titled “This Week at Faith”, messages from your classroom teacher, postings on the schools Facebook page (Faith Lutheran Preschool), Remind101 phone AP communication, and emergency text notifications. Teachers will also post monthly calendars and newsletters on the Parent Information Board located on the small bulletin board outside your child’s classroom door. Additional preschool information can be located on the Church website under the preschool Icon at [www.FaithCollierville.com](http://www.FaithCollierville.com).

Email communication is available with the Preschool Administrators at [flpfaitbcollierville@gmail.com](mailto:flpfaitbcollierville@gmail.com).

## Potty Training

Children in our three-, four- and five-year-old program must be [completely potty trained](#). This includes being able to sit or stand to urinate, being able to manage their own clothing to pull them up or down, being able to wipe themselves including after a bowel movement and being able to control their bowels while both awake and asleep.

Since we do not have changing tables in these older classrooms, it is very difficult to change your child out of soiled clothing. When these types of accidents occur, it takes one teacher away from teaching the remaining thirteen children. Both teachers are required by DHS to be involved in teaching activities in order for the students to have time to develop the skills they will need for Kindergarten. Parents will be called to come and change their children if they have bathroom accidents and are not fully potty trained when they begin the school year in August.

We will continue to work with children who have occasional accidents but only up until the end of the first six weeks of school. If the children have not mastered potty training by the end of this period, we will ask you to withdraw your child. Unfortunately, we are not equipped to work with students who have encopresis or other long term bowel incontinence issues.

## Damage to School Property

Should damage occur to any school property as a result of a student's intentional destruction, the replacement cost of the item will be added to the next tuition payment for the student.

## Faith Lutheran Preschool Board

The Faith Lutheran Church Preschool Board governs Faith Lutheran Preschool. The Preschool Board's objectives are to plan, assist in the selection of personnel, to administer school policy, to direct and supervise as needed. The Preschool Board members are available to you should you wish to speak with them at any time. The preschool Board Chairman is Ardith Morgan and she can be reached at (901)-651-8599

## Linear Progression Policy

Faith Lutheran Preschool policy requires students to progress linearly through our program. We do not allow students to skip an age level.

## Health & Safety

All children must have a registration form on file containing local emergency contact numbers, doctor's name and phone numbers, and emergency permission to treat medical conditions. A health record must also be on file showing up-to-date immunizations and allergies. A daily health check will be conducted for each child. This will entail the teacher examining the child upon arrival for visible ailments as well as a general check for bruises, scratches or bumps.

Please keep all records updated as DHS will not allow children whose immunizations lapse to be permitted in the classrooms until certification of immunizations are received in the Preschool office. If you have a religious exemption to immunizations, please provide the preschool office with the



Tennessee Immunization Certificate denoting religious exemption along with a written doctor's note denoting the same.

Due to the highly contagious nature of some childhood diseases, and recent CDC guidance during the Coronavirus outbreak, our illness policy is as follows:

Children will not be permitted in the classrooms when he/she:

1. Is in the first three days of a cold, is coughing excessively or has a continuous runny nose (green or yellow snot). A doctor's note will be required if the child has a continuous nasal issue.
2. Has had a fever within 24 hours or left school with a fever in the last 24 hours. (Cannot return until 24 hours fever free after last temperature of 100.4 or higher).
3. Has an unidentified rash.
4. Has any skin infection (ringworms, impetigo, uncovered molluscum, Staph).
5. Has vomited within the last 24 hours or has left school after vomiting within the last 24 hours. (Cannot return until 24 hours after the last episode).
6. Has a severe sore throat and headache (Possible Strep)
7. Has had diarrhea within the last 24 hours or has had two or more diarrhea accidents at school within the last 24 hours. (Cannot return until 24 hours after the last episode).
8. Has evidence of head lice or nits or scabies. Proof of treatment must be provided before the child is allowed to return to school.
9. Has pink eye, conjunctivitis, or allergic conjunctivitis without treatment or a doctor's note to return to school.
10. Has tested positive for covid. Children should remain at home until 24 hours after the symptoms end without medicine to mitigate symptoms.

With all general illnesses, your child must be symptom free for 24 hours before returning to school. Sick children will be more comfortable at home and will not expose others. Children with communicable diseases should not be brought to school.

Communicable diseases include but are not limited to: red measles, German measles, Covid, flu, Hand Foot & Mouth, Staph, Mersa, Chicken pox, mumps, whooping cough, scarlet fever, diphtheria, Vincent's angina, conjunctivitis, ringworm, impetigo, scabies, pediculosis (HEAD LICE), pink eye or conjunctivitis, or other diseases diagnosed as contagious.

A student suspected of having or being able to transmit a contagious disease shall be excluded from school. If your child has head lice, nits or scabies, they must remain out of school until they are nit free and lice free or until after the treatment for removal has begun and 24 hours have passed and proof that treatment has started must be presented to the preschool office upon return.

Please report any communicable diseases to the office immediately.

Should your child become ill at school he or she will be moved to the school isolation room in order to remove the possibility of exposure to other children and to await your arrival. Once parents are contacted it is expected that either parent or caregiver will pick up the ill child within the hour. Please make sure you have a back-up person to assist you should this situation arise.

Surgery / Injury Policy – If your child has had a surgical procedure, fracture, head injury, or anything else of a serious nature you must submit a note from the doctor stating that your child may participate in all activities without restrictions. Children will not be permitted to attend school without this type of clearance from their doctor. [Children may not attend for a minimum of 48 hours after this type of serious incident occurs so that they can be watched at home to insure their safety.](#)

[Adenoid and Tonsil](#) removal generally takes 1 to 2 weeks to recuperate from and most doctors suggest that it is safer for your child to rest at home after these procedures. Therefore, we require that the children stay at home [one week](#) after surgery to recuperate until the danger of reopening the scabs has passed. Children who have just had these types of surgical procedures are more susceptible to catching colds and viruses and are at risk from active play and should not chance being at school.

Children suffering serious injuries including [concussions, head or limb injuries](#) should not return to school within a [48 hour period of time](#).

Biting Policy – Every attempt to pre-empt a biting occurrence will be taken in the classrooms, but as children this age are prone to do, we will have occasional biting incidents. Teachers will first attempt to find the source of the child's frustration and then redirect his/her attention elsewhere. If biting occurs twice the child will have an appropriate consequence such as a brief time out after it has been explained that this behavior is unacceptable. Three biting incidents in one day will result in the notification of parents and the child being sent home for the day.

Smoke Free Building - Faith Lutheran Church and Preschool is a non-smoking facility. The Department of Human Services prohibits smoking within fifty feet of the Preschool entrances which includes in cars in our parking lot. Please extinguish all smoking (including vaping) apparatus before turning into the parking area.

Cell Phones – The State of Tennessee prohibits the use of cell phones while in a school zone. While we are not an official school zone, please refrain from using your cell phone once you enter our parking area to ensure the safety of our preschool students and their families. We have had several close calls in the parking lot from distracted drivers using cell phones.

Cell phone use is prohibited at drop-off and pick-up times inside the building in order to allow parents or guardians time to be focused on your child or spent in conversation with their teacher about the day's activities.

## Medication Administration

As Faith Lutheran Preschool does not have a school designated nurse on staff, we will only be able to administer life-saving medications in emergency situations. Should your child have a life threatening condition such as an anaphylactic allergy, or require asthma medication, you are required to submit the medical documentation for administration to the Preschool office prior to the start of the school year and to provide medication in the original packaging to be kept in the Preschool office. We will not administer cold syrup or allergy medications, antibiotics, eye drops, Chap-stick or hand lotion. Should you wish to come up to the school during the day to administer these items yourself, please feel free to do so.

## Emergency Safety Drills

From time-to-time Faith Lutheran Preschool will conduct practice fire, earthquake, tornado, emergency evacuation and intruder drills. Children who have practiced for these potential emergency situations are more at ease during real emergencies. Teachers are aware of the fire, earthquake, flood and severe storm warning emergency procedures. Evacuation procedures and maps are posted in each room.

An emergency survival kit will be maintained in each classroom. Please place the following labeled items in a large gallon zip-lock baggie and bring it to school for your child in the event we were to have a natural disaster, which would necessitate the children staying at school for up to three days:

1. Complete change of seasonal clothing including underwear or diapers and socks.
2. Hard soled, closed toe shoes.
3. Emergency contact list including medical facility preference with cell phone or landline numbers.

## Emergency Evacuation Procedures

In case of a fire, earthquake, tornado, or intruder, teachers are responsible for the evacuation and safety of the children. Copies of the Emergency Procedures are located in each classroom as well as the gymnasium. Teachers should have their daily attendance sheets and emergency envelopes with them at all times throughout the day with children in attendance noted.

During a Tornado Drill we will be sitting in the two main interior hallways which are cinder block walls with rebar and cement poured into them. We will be in the hallways as long as the tornado alarms are sounding in the county. We will send out an all clear once the alarms cease and the children return to their classrooms.

In the event of an intruder drill or lockdown, the children will be removed to a secure location in their classrooms or other areas of the church and preschool building. Unfortunately, during a lockdown, no one other than law

enforcement will be permitted to enter or exit from the building until we receive an all clear from the officials in charge. The staff has received training, and we have practiced what needs to occur in this situation. Rest assured we will do everything within our power to protect the children and staff.

Fire drills are practiced monthly, and the children are trained where to go to exit the building and to arrive at our safe spot out of the building. Attendance is taken before leaving the room and once we arrive at the safe location outside.

In the event of an emergency that necessitates evacuation from our building, the children and staff will walk to Lowe's Hardware Store behind Faith Lutheran Preschool to await parent pick-up. We will be relocated in the back right rear of the store located at 425 N. Byhalia Road. The phone number at Lowe's is 901-316-4000. If the phone systems are working, parents will be called to pick up the students from our safe relocation point at Lowe's. If we have a natural disaster, please try every way possible, including on foot to come and retrieve your child as the teachers will not be able to leave to check on their families until their classroom children are safely picked up from the relocation point.

### Child Abuse/Neglect Policy

In accordance with the Department of Human Services rule 1240-04-01-10 every owner, operator, director, or staff member in a childcare agency is individually responsible and is required by the Tennessee code 37-1-403 to immediately report any reasonable suspicion of child abuse or neglect to the Department of Children's Services, local law enforcement or the judge of the juvenile court in the county of the child's residence.

Procedure:

If the child tells a teacher of an incident or the teacher observes during daily health check an indication of signs of abuse or neglect then the following procedure will be followed:

1. Teachers will call the Abuse Hotline at 1-877-237-0004.
2. Teachers will report indications to the Director.
3. The Director will contact DHS at 543-6470.
4. DHS will open an investigation and work directly with the family to produce a positive outcome in the best interest of the child.

## Bits and Pieces

Birthdays - Many children wish to celebrate birthdays at school. Make plans with your teacher in advance of this special day. Store bought cupcakes, cakes, cookies, and treats are permitted but must be labeled with ingredients stating they are nut free. **Bright colored frosting and colored drink pouches are *prohibited*.** If you send in drinks, please send in real fruit drinks or clear colored drink pouches only. **No blue or red frosting please.**

Faith Preschool Bags – We ask that you purchase a Faith preschool bag. Due to limited storage space in the classrooms, this bag should be brought to school in place of a backpack. Please check these bags daily for notes, papers and artwork.

Rest time – DHS requires a covered 2-inch anti-microbial rest mat for naptime. No other mat will be accepted. Happi-Nappi mat covers can be purchased through the school at the discounted price of \$35.00 each. These covers provide a sleeping pouch for the children and cover the mats as well. DHS will not allow pillows at rest time. If a Happi-Nappi is purchased, small blankets for preschool aged children are unnecessary. Due to storage constraints, other types of mat covers are not allowed. DHS requires that shoes be worn at all times including rest time. If your child damages the school provided mats, a \$35.00 replacement fee will be assessed to the parents.

Toys – The school is equipped with a variety of educational and fun toys. **Please do not allow your child to bring in toys from home.**

Clothing – Dress your child for fun! Children will be painting, gluing, using washable markers and playing outside almost daily. Your child should wear comfortable clothes that permit freedom of movement. DHS requires that

shoes must be worn at all times while the children are in school. To encourage self-reliance, please have your child wear clothing that he/she can fasten and unfasten. Dress your child appropriately for the current weather conditions. All clothing should be labeled with your child's name.

Please do not send your child in Costumes, "Dress" costumes (like princess dresses) or with jewelry or superhero capes. While these are all fun to wear, they are not appropriate for school.

As the surface of the playground has both paved, rubberized and grassy areas, we suggest sending your child in tennis shoes or other closed toe shoes. No Cowboy boots, crocs, rain boots, and flip-flops are not permitted as they present a fall hazard. Children may wear rain boots to school, but must bring another pair of shoes to change into. Sandals with a back strap are approved but expect sand in their shoes!

Toddlers and Twos – Parents are expected to provide sippy cups, diapers and wipes, as needed. We do not provide diapers or wipes so as your child uses his supply, we will request that you send in more. Please mark everything with your child's name. No clothing with either snappy crotch or button crotch pants is allowed. Pants must be pull-on type pants that are either elastic or button or snap only at the waist. Toddlers must wear shoes. At least one extra set of complete clothing (including shoes and socks) should always be at school in case of toileting accidents.

Children in our Toddlers and Twos who wear pull-ups while training should be in pull ups that have reclosable fasteners not the pull up and down kind.

Label, label, label – To help us make sure your child gets home with everything they brought to school; we ask that you label everything with your child's name using a black Sharpie marker. A lost and found box will be maintained in the Administrator's office.

Inclement Weather Policy- If Collierville Municipal Schools are closed due to inclement weather; Faith Lutheran Preschool will also be closed. Every effort to advise the parents will be made. School closings will be posted on the Facebook site and emailed to the parents from the Faith Lutheran Preschool website.



On-Site Therapy Permission - Parental permission forms must be completed for any student who will be receiving third party therapy on preschool grounds. Forms are available in the main preschool office and must be completed prior to therapy beginning.

Faithfully submitted,

Dina Foshee - Preschool Director

901.490.3189

