



— All Saints Lutheran —
Early Learning Center

2023-2024 School Year

All Saints Lutheran Church
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Welcome

At All Saints Lutheran Early Learning Center we would like to extend a warm welcome to all our preschoolers and their families. We look forward to a wonderful school year!

Mission Statement

We are committed to nurturing the social, emotional, academic, and spiritual growth in all children by providing a warm and loving Christian atmosphere.

Ownership

All Saints Lutheran Early Learning Center is a non-profit children's ministry of All Saints Lutheran Church. It's supervision and administration are the responsibilities of the Board of Christian Education. Our preschool staff consist of qualified, educated and loving Christian teachers.

Non-Discrimination Policy

It is the policy of All Saints Lutheran Early Learning Center that no person shall be subjected to discrimination because of race, national origin, sex, religion or handicap. We will provide all the rights, privileges, programs and activities made available to children at the school regardless of race, national origin, sex, religion or handicap.



Enrollment Policies

1. Children applying for our preschool classes must be **3 years old by August 31st** of the enrollment school year.
2. For safety and guidance purposes, all children must be able to speak and understand basic English.
3. Children must be able to use the bathroom on their own. No diapers or pull-ups allowed. Please see **Potty/Toilet Policy** for more information.
4. Children are to participate in the total curriculum of the school, including Bible lessons, Christian songs and weekly chapel with the Pastor.

Tuition/Costs

All Saints Lutheran Early Learning Center charges a monthly tuition fee, one-time supply fee and one-time registration fee. The supply and registration fee help cover office and class supplies used throughout the year and are non-refundable. **The monthly tuition is based on the total school year and divided evenly by 9 months (September through May)**

One-Time Fees:

- \$120 non-refundable registration fee due with enrollment
- Supplies fees due at the beginning of the school year or at the time of enrollment during the school year.
 - 2-day class: \$50
 - 3-day class: \$60
 - 4-day class: \$70
 - 5-day class: \$80

Monthly Tuition Fees:

- 2-day class: \$300
- 3-day class: \$420
- 4-day class: \$530
- 5-day class: \$650

(10% discount for members of All Saints Lutheran Church)

Tuition is due the first school week of the month. No credit will be given for absences due to vacation, illness, or holidays. There is a \$30 late fee for tuition paid after the 10th day of the month.

Fees may be paid by check or credit/debit card (cash is acceptable for registration fee). Please make checks payable to **All Saints Lutheran Church** and write your child's name on the memo line. **Fees paid by credit/debit card are subject to additional 4% processing fees.**

Additional Costs:

- Late fee of \$10 will be charged for children picked up more than 10 minutes late; after the first 10 minutes you will be charged \$1 per minute. There is a one-time grace for the first time. Please let us know, if possible, if you expect to be late.
- **14 days advanced written notice is required if you plan on withdrawing your child at any time before or during the school year. If written notice is not provided, you will be expected to pay full tuition for the next month.**
- We do not prorate or discount tuition fees for absences due to vacation, illness or holidays. Tuition must be paid in full to reserve your child's seat.

Teaching Philosophy and Curriculum

Our preschool uses a unique blend of “child-centered” learning, academic “teacher-managed” teaching and spiritual growth through songs and Bible story lessons. We are always exploring new ways to further the overall growth of your child and enhance their preschool experience. Some of the curriculum programs we teach are:

Zoo-Phonics (Language Arts)

- The Zoo-phonics® Multisensory Language Arts Program is a kinesthetic, multi-modal approach to learning all aspects of language arts, including vocabulary development and articulation, based on phonics and phonemic awareness.
- The principle of Zoo-phonics® maximizes understanding, memory, utilization, and transference to all areas of the reading, spelling and writing process in a playful and concrete manner.
- For more information, please visit their website: www.zoo-phonics.com



Bridges in Mathematics (Math)

Bridges in Mathematics is a comprehensive PK–5 curriculum that equips teachers to fully address state standards in a rigorous, engaging, and accessible manner. Students gain a deep understanding of concepts, proficiency with key skills, and the ability to solve complex problems. The curriculum is composed of three distinct but integrated components: Problems & Investigations, Work Places and Number Corner. For more information, please visit their website: <https://www.mathlearningcenter.org/curriculum/bridges>

Daily activities and lessons may include:

- Creative art (painting, drawing, cutting, coloring and pasting)
- Cooking
- Science experiments
- Outdoor playtime and walks (weather permitting)
- Singing
- Story time
- Puzzles
- Show and Tell

Assessments

We typically conduct assessments on the children around October and February. Assessments are conducted in the classroom and playground while children are playing naturally. More information regarding assessments is communicated before they are conducted.

Daily Schedule

- 2-day class: Tuesday and Thursday, 9:30am-12:30pm
- 3-day class: Monday, Wednesday, and Friday, 9:30am-12:30pm
- 4-day class: Monday-Thursday, 1:30pm-4:30pm
- 5-day class: Monday-Friday, 9:30am-12:30pm

Typical routine:

- Learning centers (changed daily and children's choice)
- Circle time (prayer, calendar, weather, stories and weekly theme)
- Academic learning (letters, numbers, colors and shapes)
- Snack
- Outdoor play (weather permitting)
- Bible story and lesson (Chapel with pastor once a week)
- Story time and special lessons
- Show-and-tell
- Closing

Please bring your child to the bathroom before class starts. We will bring all to the bathroom before snack and when necessary. Children are always accompanied to the bathroom by a teacher.



School Calendar

We typically follow the Lake Washington School District calendar. There could be changes due to conferences, trainings, and unforeseen school closures.

Open House:

We start the year with a 45-minute open house for each class. It's an opportunity for the children and parents to get familiar with the classroom, teachers, and other families. We typically take photos of the families and children for use in their cubbies and for our "Family Tree" display and finish enrollment formalities. This year, we are going to have the open houses on Tuesday, September 5th. Please note the time of your child's class on that day.

- 2-day class: 9:30am – 10:15am
- 3-day class: 11:00am – 11:45am
- 4-day class: 2:00pm – 2:45pm
- 5-day class: 12:30pm – 1:15pm

First day of school (usual scheduled time):

- 2-day class: Thursday, September 7th
- 3-day class: Wednesday, September 6th
- 4-day class: Wednesday, September 6th
- 5-day class: Wednesday, September 6th

For the 2023/2024 school year, the following days we will not have school:

- September 4th, Labor Day
- October 20th, Staff In-Service Day
- November 10th, Veterans Day
- November 23rd and 24th, Thanksgiving Vacation
- December 18th – January 1st Winter Break
- January 15th, MLK Jr. Day
- February 15th – 19th, Mid-Winter Break and Presidents Day
- March – Staff In-Service Day (TBD)
- April 8th – 12th, Spring Break
- May 24th – 28th, Memorial Day Break



Anytime during the school year, if Lake Washington Schools are **CLOSED** or **DELAYED** due to snow or other weather-related problems, we will **NOT** have preschool. A message regarding school closures will be sent out through SmartCare. We will not call parents to notify of closures.

Special Programs

Due to the Covid-19 pandemic, many special programs were suspended. If possible, we will begin these programs this year.

Preschool Singing Concerts:

- The preschool children will sing twice a year (typically in December and April/May) during a Sunday church service.
- These are special opportunities for you to meet the parents of other preschool children and members of All Saints Lutheran Church.

Donations for families in need:

- We usually start advertising for donations before the holidays to help those less fortunate.

Snacks

The daily snack is provided by the preschool. The snack is usually accompanied with a serving of fruit (dry, fresh or juice) and filtered water. Our preschool is a “Nut Free Zone”, so all snacks do not contain nuts, but may be processed in a place with nuts. Ingredients and nutritional values are available upon request.

If your child has any food allergies, please let us know on the enrollment form and we will accommodate them.

Snacks are posted on the monthly class calendar but are subject to change depending on availability.

Birthdays/Shining Star Day

We call the day we celebrate your child’s birthday at school their Shining Star Day. Birthdays are special days, and we love to celebrate them with your child and if your child’s birthday is on a day that they do not have school, we will schedule them on the closest school day. Children that have their birthdays during the summer months are celebrated in April and May. A special poster will be given to you prior to your child’s Shining Star Day, and you will be invited to arrive early for your child to talk about it with the class. You may also bring a special snack but please no cupcakes or cakes with frosting (for dietary reasons). Other snack suggestions are cookies (no frosting), rice-crispy treats, crackers or fruit.



Clothing

We provide a variety of hands-on activities which can be messy. Please send a set of spare clothes to school (shirt, pants, underwear, and socks) in the event your child has an accident or a spill. These will remain in your child’s cubby at the school until the end of the year. The preschool is limited on spare clothes, but if your child must use some, please wash and return at your earliest convenience.

The weather is sometimes unpredictable, so please dress your children appropriately to go outside. We are required to bring your child outside for 15-30 minutes a day. Also going outside is very important to the overall growth of your child. Children may have the same jackets/coats so please write your child’s name inside their coats.

Parking Lot Safety Policy

Your child's safety is our top priority. Please drive under 10 miles-per-hour when entering and leaving our parking lot. Parking is available in marked parking spaces and you must have a visible disability placard if you park in a designated disability parking space. Driving while on a phone call is not permitted while driving in our parking lot.



Behavior Guidance Policy

Punishment to correct behavior can have adverse effects on your child's development so we follow these guidelines:

- Every child (and staff) should always feel safe, respected, and loved.
- Allow the child to gain acceptable problem-solving skills to resolve conflict.
- Redirect children from problems to a more constructive activity to reduce conflict.
- Corporal punishment of children is prohibited
- Timeouts may be required and typically will not exceed your child's age; for example – 3yr old child would get no more than 3 minutes of timeout.
- Provide immediate and directly related consequences for a child's unacceptable behavior.
- Separation from the group is prohibited unless:
 - a. Other behavior guidance methods were tried and were ineffective
 - b. The child's behavior threatens the wellbeing of the child or other children in the program

An Incident Report Form may be filled out when a child's behavior is unacceptable. The form must be signed by the parent and returned to the director.

After the child receives a 2nd Incident Report form, parents may be asked to meet with the director and the teacher to plan a course of action or depending on the severity of the behavior, the child may be removed from our preschool.

After the child receives a 3rd Incident Report Form, there must be a mandatory meeting with parents, teacher and director to review the plan and the parents are given a written warning that any more future incidents may result in their child not returning to the preschool.

Prohibited actions include but is not limited to:

- | | |
|----------------|------------------|
| • Hair pulling | • Pinching |
| • Shaking | • Hitting |
| • Slapping | • Spanking |
| • Kicking | • Rough handling |
| • Biting | |

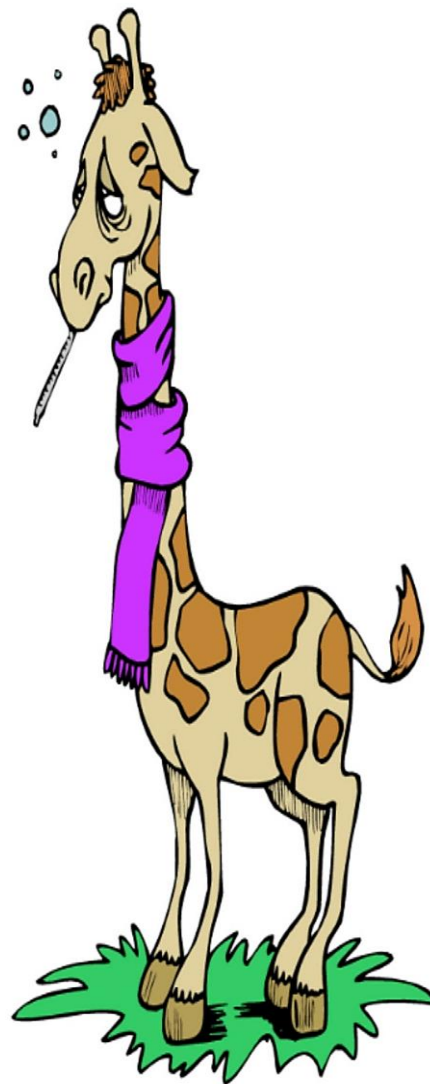
School Health Care Policy

If your child is not feeling well, and you plan to keep him/her home, please call and let us know. We mirror Lake Washington School District's health policies with a few exceptions. Some helpful guidelines of when to keep your child home:

- Excessive discharge from the nose may be a precursor, or sign of being sick.
- If your child has a fever above 100 degrees, he/she must remain at home until they have been fever free for 24 hours, without using fever reducing medication.
- A child with a sore throat, especially with fever or swollen glands, should remain at home until symptom-free for 24 hours.
- Pink eye or conjunctivitis is highly contagious. If your child has discharge from the eye(s) or redness of the eyelid(s) or surrounding tissue, your child needs to remain at home until the symptoms resolve, he/she has medical clearance from the doctor to return to school, or he/she has received 24 hours of treatment, if prescribed.
- Chicken pox is extremely contagious, and your child needs to stay home. Children may return when all sores are scabbed over, and healing and child has no fever and no longer itchy or feeling ill. Please do let us know if your child has been exposed to chicken pox.
- Children with vomiting, diarrhea or stools that contain blood or mucus need to stay home. The child may return to school after being symptom-free for a minimum of 24 hours or as advised by the doctor.
- In the event your child has been infected with head lice, he/she **SHOULD NOT** attend school until treatment has begun and all signs of eggs or nits are gone.

Children's immunizations **MUST** be up to date. The Certificate of Immunization or physician signed Certificate of Exemption must be provided by the first day of school. If that requirement is not met by the first day of attendance, the child can attend on "conditional" status. If the parent cannot provide the required documentation or proof that the child is making progress towards full immunization by the 20th day of school, the child will not be allowed to continue to attend.

In the event of a serious injury or illness, every effort will be made to notify you as soon as possible. If parents and emergency contacts are unavailable, we will call 911 and the child will be transported to the emergency room.



Potty/Toilet Training Policy

When a child begins enrollment, he or she must be completely potty trained. The child should be in cloth underwear and not in diapers, pull-ups, or training pants. Children are expected to use the toilets and clean up properly without assistance from teachers or teacher assistants. Assistance with hand washing reminders and clothing fastening will be given if necessary.

In the event the child is found not to be fully potty trained as indicated by three “accidents” (inability to reach the toilet on time, wetting or soiling undergarments), at the discretion of the teacher, the child will be asked to take a 2-week leave from the center to work towards readiness. If upon returning the child still is not trained as indicated by one or more accident(s) the child may be withdrawn from our preschool. During the times of leave the parents will be billed as if the child were attending as enrollment will be reserved for their child. Parents have the option to decline the enrollment reservation, which would mean the child’s name would go on enrollment waiting list if requested by the parent.

Soiled garments will be placed directly in a Ziploc bag with a note attached, to be sent home. If your child needs to use preschool clothing, please wash, and return by your child’s next class. Rise and Shine Preschool is not equipped or staffed to meet Washington State standards and health requirements to diaper or assist in the toilet training process.

