



Parent Handbook 2016-2017



First Lutheran Preschool
10207 NE 183rd Street
Bothell, WA 98011
425-486-2314
email: office@flcbothell.org
www.flcbothell.org

Rev. Tor K. Berg, Pastor

Beth Bowers, Director/Teacher

Kathy O'Connell, Associate Director/Teacher

Amy Case, Teacher

Britteny Anderson, Teacher's Aide

Denise Wipf, Teacher's Aide

Mary Hatlen, Teacher's Aide

Kristin Smith, Office Administrator/Bookkeeper

Church Office hours:

Monday - Friday
9:00am - 5:00pm

Notice Of Nondiscriminatory Policy As To Students:

First Lutheran Preschool admits students of any race, creed, color, national and ethnic origin, sex, sexual orientation or identity 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 and ethnic origin, sex, sexual orientation or identity in administration of its educational policies, admission policies, scholarship and other school-administered programs.

School Calendar 2016-2017

September 1– 9th	Conferences
September 7th	Parent's Night
September 12th	4's and 5's First day of school
September 15th	First day of school for 3 year olds
November 11th	Veteran's Day (No School)
November 23- 25th	Thanksgiving (No School)
December 19-January 2nd	Christmas Break (No School)
January 16th	Martin Luther King Jr. Day (No School)
February 20th-24th	Mid-Winter break (No School)
April 10th-14th	Spring Break (No School)
April 16th-17th	Happy Easter! (No School)
May 17th	Last day of 3-day classes
May 19h	Last day of 2-day classes
May 23rd	Graduation and picnic 3 day am class
May 24th	Graduation and picnic 3day pm class
May 25th	Picnic 2 day class

Yearly Themes

September

Beginning school, Fall, Shapes, Colors

October

Nocturnal Animals, Harvest, Spiders

November

Thanksgiving, Kids Helping Kids, Dinosaurs

December

Advent, Christmas

January

Polar Animals, Winter, Community Helpers

February

Love, Valentines Day, Five Senses

March

Spring, Weather, Transportation, Easter

April

Farm, Seeds

May

Insects, Mother's Day, Sea Life

First Lutheran Church Preschool

2016–2017 Tuition Policy

Upon enrolling your child in First Lutheran Church Preschool, please be certain that you understand and agree to the following tuition policies:

- Please make all checks to **FLC Preschool**.
- A non-refundable fee of \$75 is required upon enrollment.
- **Tuition is due the first day of each month September through May.** Cash or checks may be given directly to the teacher. Credit cards may be processed at the office.
 - 2 Day Class—\$110 a month/\$990 a school year
 - 3 Day Class—\$160 a month/\$1,440 a school year
 - 4 Day Class—\$210 a month/\$1,890 a school year
- Any tuition not received by the 10th of the month will be assessed a \$25.00 late charge.
- A 30 day delinquency shall constitute grounds for dropping the child from class pending review.
- A charge of \$25 for all non-sufficient funds (NSF) checks.
- The monthly tuition is an average of all the school days for the entire nine months, September-May. It takes into consideration school holidays, one school in-service day, school closures due to inclement weather, emergencies, and start and finish dates.
- Scholarships are available on need based assessment. Scholarship forms may be obtained from the Preschool Director.
- 10% multiple child discount on oldest child's tuition.
- 10% discount for FLC and Living Truth active members.
- Preschool Board Members receive a discount of 5% for first year, 10% for second year and 15% discount for third year of continued service (no more than 15% will be discounted).
- Only one discount will be applied per student.

Absences or Withdrawal from the program:

- Tuition must be paid even if your child is absent from class for an extended period of time due to illness or vacations.
- If your child has to drop from the preschool, you must give two weeks written notice to the Preschool Director.

Procedures of Daily Arrival: Please arrange arrival time to be no earlier than five minutes before the class begins. Please take your child to the bathroom and wash their hands before school begins. This cuts down on sickness in our class. An adult must walk the child into the building and stay with him/her until the preschool door is opened for class.

Please do not park in the handicap spaces! We have many meetings and activities going on during the week and we need to save those spots for the people with handicaps or the elderly.

Daily Dismissal: The children will only be released to their parent or an authorized adult. If another adult is picking up your child, please be sure to tell the teacher and send a note with their name, your child's name, the date and your signature.

Immunization forms: We must have a completed immunization form and emergency card filled out with local numbers by conference time. Your child cannot start school without these completed forms.

Health: Your child will be sent home if he/she appears to have symptoms of illness during school. In such cases a parent or guardian will be called to pick the child up. Please keep your child home if he/she has had a fever or diarrhea or is vomiting in the previous 24 hours. Due to school policy we cannot administer any type of shots or medication.

Snow Days: We will be closing with the Northshore school closures. If for any reason, we decide differently, you will be notified via facebook and email. We will make up days if more than two are missed.

Snacks: You will be responsible for bringing a snack for the entire class on a rotating basis. The snack schedule will be posted monthly outside the door on the bulletin board and online. **All snacks shall be store bought and unopened.** You are also responsible for napkins, cups, and spoons if needed for the snack. A half gallon of milk or juice and a package of 5oz. Waxed Dixie cups are great for drinks. Please avoid Capri Sun and other sugary drinks. Do not bring

Styrofoam cups. Please check out our snack suggestion list on page 10 for ideas. Please special snacks such as cupcakes for birthdays only.

Allergies: Due to allergies, **no nut, peanut or peanut products are allowed.** If your child has a significant food allergy, we ask that you send their own safe snack daily.

Birthdays: We will be celebrating your child's birthday on the snack day closest to the date. If you are passing out invitations at school, please be sure to include everyone. If you choose not to include everyone, please mail them to avoid hurt feelings. Special snacks such as pudding cups, ice cream, cupcakes, etc. will be allowed that day.

Clothing: The best clothes for preschoolers are comfortable, washable, play clothes. Please do not send them in clothes that cannot get messy! Please be sure that they can get their clothes on and off to go to the bathroom without help. Please send your child in comfortable shoes. Please no Heelys, flip flops, high heels, or bulky boots that are uncomfortable at circle time. Shoes must be worn at all times in our classroom.

Show and Tell: Children bring show and tell on their snack day only. Please limit show and tell items to one or two. No weapons or toys that promote violence will be shown.

Daily Schedule Three year old class

9:00-9:15	Fine motor activities
9:15-9:20	Chapel (Thursdays)
9:20-9:30	Circle time, calendar, flag salute, sharing, weather, stories, songs
9:30-10:00	Discussion and directed project
10:00-10:15	Snack and Story time
10:15-10:45	Free Choice
10:45-11:00	Clean up, closing

Daily Schedule Four year old class

AM	Activity	PM
9:00-9:15	Gather Activities	12:15-12:30
9:15-9:25	Chapel (Wednesdays)	12:30-12:40
9:25-10:00	Circle time, calendar, flag salute, sharing, weather, stories, songs	12:40-1:15
10:00-10:15	Snack	1:15-1:30
10:15-10:30	Book time and story	1:30-1:45
10:30-11:00	Discussion directed project	1:45-2:15
11:00-11:25	Free choice time	2:15-2:40
11:25-11:30	Circle closing	2:40-2:45

Daily Schedule

Five year old class

12:15-12:30	Fine motor activities
12:30-12:40	Chapel (Thursdays)
12:45- 1:10	Circle time, calendar, flag salute, sharing, weather, stories, songs, letter of the week
1:10- 1:25	Snack
1:25- 1:35	Book time
1:35- 2:00	Directed project
2:00- 2:35	Free choice
2:35- 2:45	Clean up, Closing Circle, Story

Snack Suggestions

Below is a list of snack suggestions. Please remember that all snacks need to be store bought and unopened. Because of allergies, we cannot accept peanut or peanut butter products. Please remember that these are only suggestions and feel free to be creative.

Applesauce cups-Please remember spoons

Cereals- A box any variety

Cheese

Cold cuts

Cookies

Crackers

Fruit (teachers can cut it at school)

Vegetables- a bottle of ranch for dipping

Jello or Pudding Cups-spoons

Muffins

Popcorn- microwave at home & leave sealed.

Rice cakes

Pretzels

Sun Chips

Pizza

Bagels & cream cheese

Birthday treats

- Individual Ice cream cups and spoons
- Pudding cups with whipped cream and sprinkles
- Yogurt cups
- Fancy cookies or cupcakes

First Lutheran Church

Sunday Morning Worship Services

8:30am – Traditional worship (English)

9:45am – Sunday school for all ages.

11:00am – Blended worship (English)

12:30pm – Living Truth Chinese Church (Mandarin)

All are welcome!

Revised 9/1/2016