



# FLC Preschool

**BOTHELL**

## Parent Handbook 2019-2020



**First Lutheran Preschool**  
**10207 NE 183<sup>rd</sup> Street**  
**Bothell, WA 98011**  
**425-486-2314**  
**email: flcbeth@gmail.com**  
**www.flcbothell.org**

Rev. Tor K. Berg, Pastor

Beth Bowers, Director/Teacher

Kathy O'Connell, Associate Director/Teacher

Amy Case, Teacher

Teacher Assistants

Brittney Anderson,

Mary Hatlen,

Laurie Rector

Kristin Smith, Office Administrator/Bookkeeper

**Church Office hours:**

**Monday - Thursday**

**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  
2019-2020**

September 4-13th	Conferences
September 11th	Parent's Night
September 16th	4's and 5's First day of school
September 19th	First day of school for 3 year olds
November 11th	Veteran's Day (No School)
November 27- 29th	Thanksgiving (No School)
December 23 January 6th	Christmas Break (No School)
January 20th	Martin Luther King Jr. Day (No School)
February 17th-21st	Mid-Winter break (No School)
April 6th- 10th	Spring Break (No School)
April 13th	Easter Monday (No School)
May 18th	Last day of 3-day classes
May 15th	Last day of 2-day classes
May 19th	Graduation and picnic 3 day am class
May 20th	Graduation and picnic 3day and 4 day pm class
May 21st	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

### April

Farm, Seeds, Easter

### May

Insects, Mother's Day, Sea Life

# First Lutheran Church Preschool 2019–2020 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 \$100.00 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 or mailed to the office.
  - 2 Day Class—\$125 a month/\$1125 per school year
  - 3 Day Class—\$185 a month/\$1,665 per school year
  - 4 Day Class—\$240 a month/\$2,160 per school year
- Any tuition not received by the 10<sup>th</sup> 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 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, store bought 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**

**Deli Meat**

**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

Please remember to keep the snacks healthy. Think about what you would give your own child for a snack on a regular basis. We are happy to have a special treat on birthdays.

**First Lutheran Church**  
**Sunday Morning Worship Services**

8:30am – Traditional worship  
9:45am – Sunday school for all ages.  
11:00am – Blended worship

**All are welcome!**

Revised 9/11/19