



# 2024-2025 Parent Handbook

## Faith Lutheran Child Education Programs

An Unlicensed Registered Ministry of Indiana

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Faith Lutheran  
Church, Preschool, & After School

### Faith Lutheran Church Info

Website [www.faithontheweb.org](http://www.faithontheweb.org)

Email [office@faithontheweb.org](mailto:office@faithontheweb.org)

Office phone (812)342-3587

Mailing address P.O. Box 1164

Columbus, IN 47202

Church address 6000 W. SR 46

Columbus, IN 47201

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# Welcome

## Faith Lutheran Child Care and Education Programs

We are excited to have you and your children as a part of the child education programs at Faith Lutheran, and we look forward to working with each of you. To all parents, we ask for your cooperation and prayers. Our goal is to aid in the spiritual, social, and educational growth of your children. Please contact us with any concerns you may have throughout the year.

### Mission Statement

Faith Lutheran Preschool, After School, and Extended Care exist to promote Christian education as a vital aspect of God's Great Commission to reach people with the message of Jesus Christ.

### Credo

We believe that Christian education is a vital aspect of God's mission to the church through the Great Commission of Jesus Christ.

*(Matthew 28:18-20)*

We believe that it is our Christian responsibility to teach the Gospel and reach out to all people, church and unchurched.

*(Colossians 3:16-18)*

We believe that the Christian teacher has a key opportunity to be used by God to bring spiritual rebirth to a child and perhaps an entire family. We believe that this can be accomplished by teaching the child Christian principles. *(Matthew 19:14)*

We believe that effective education occurs through quality and innovative learning programs that relate the Christian faith to every aspect of life. *(Ephesians 6:4)*

We believe that it is the responsibility of the Christian educator to evangelize church and unchurched preschool children and their families because the family has much influence on a child's total education. The church and the school must equip families for their important role in Christian education. *(Proverbs 22:6)*

ABC



### About This Handbook

*This handbook is current as of June 2024*

*The policies, programs and rates are subject to adjustment as needed. Please visit the church website for the most current policies and rates.*

## General Information

The following information applies to all child education programs at Faith Lutheran Church. If you have questions regarding anything in this parent handbook, please feel free to contact the Preschool leadership team, any staff member, or the pastor.

### Non-discrimination Policy

Faith Lutheran Preschool and Extended Care Programs do not discriminate in providing service to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, or marital status.

Notification of any change in the non-discrimination policy will be made in writing in advance.

### Preschool Committee/Board of Education

Our Faith Lutheran Preschool and Extended Care program is governed by a Preschool Committee, which is part of the Board of Education. The Preschool Committee chair acts as a liaison between the Church Council and Board of Education. The Preschool leadership team, the Board of Education, Pastor, and the Church Council will review the policies and procedures often, and will communicate to the staff and parents of any changes that may be made.

### Our Staff Members

We are proud of our staff members. Each person employed by Faith Lutheran Preschool and Extended Care has committed themselves to the task of teaching children. We intend to employ people who love the Lord, enjoy and are skilled in working with children, and value the philosophies, policies, programs and benefits that our programs have to offer.

All employees are required to:

- Maintain current First Aid certification and Universal Precautions certification
- 12 hours of required professional training, done annually
- Staff will complete and maintain current CPR certification, if needed
- Must have a minimum of a high school diploma
- Have a national Criminal History Check

### Communication Plan

Faith Lutheran Child Care Programs uses the **brightwheel** program as the main way to communicate between Preschool staff and parents. It is also a classroom management tool that allows teachers to share photos, videos and updates from the preschool. On the **brightwheel** app, you will receive tuition and extended care invoices, which is where you may set up your payment options. At least one parent will be required to sign up for a **brightwheel** account for communication and billing purposes. You will also check your child in and out using the QR code set up in **brightwheel**.

All parents and staff will receive an on line copy of this handbook to read and review. Also, there will be a parent handbook posted in the **brightwheel** program at all times. Parents and staff will be notified if any policy changes take place.

## Policies

### Health and Safety/Medication Policy

The staff will administer minor first aid treatment as needed. A copy of an incident report will be given to the parent in the event of an injury.






If your child has a chronic health condition, that requires staff to give your child medication, we require you to complete a **Medical Consent Form** with your health care practitioner's signature. Chronic health conditions include asthma, diabetes, seizures, etc., or a food or bee allergy that requires an EPI pen. Medications for your child

must be brought with him/her and if additional medications need to be provided please let us know. Medications will be stored in a marked container in the refrigerator. **Do not leave any medication in your child's bag.**

### Child Guidance Policy

We will consistently affirm the children when they use appropriate behavior and when they have done what the staff has asked them to do. The following guidelines are for the children's safety, while at preschool:

#### Please go over these guidelines with your children.






-  *Always remain with a teacher or group leader. Follow their directions at all times.*
-  *Be respectful of others, yourself, and the church property.*
-  *Be responsible for your own belongings and respect those things that belongs to others.*
-  *Inside the building - walk and use inside voice and keep hands and feet to yourself.*
-  *Use appropriate language.*

When undesirable behavior occurs, the staff will follow the discipline guidance policy.

### Discipline Guidance Policy





It is our policy that a child's development is nurtured through care, understanding, and patience. Our staff will always respect your child.

Our staff **will**:

-  *Get down to the child's eye level and speak calmly to them*
-  *Set clear guidelines and be consistent in applying them*
-  *Use positive language to explain behavior*
-  *Give children clear choices*
-  *Redirect your child to a new activity or move them to a quiet area to help the child to regain control.*

Our policy does not tolerate hitting, kicking, spitting, hostile verbal behavior, or other behaviors that could hurt another child or staff member. While caring for all children, our staff may have to respond to your child's misbehavior.

Our staff **will not** use:

-  *Threats or bribes*
-  *Physical punishment*
-  *Deprive your child of food or other basic needs*
-  *Humiliation or isolation*

If your child's behavior is very disruptive or harmful to themselves or to other children, or the staff, we will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child Care arrangements. (see suspension/expulsion section on page 4).



### Safe Conditions Policy

The following steps will be taken to ensure that your child is safe while at our facility. All exterior doors will kept locked at all times.


Children will be actively supervised with the required number of qualified adults.


Faith Lutheran is responsible for maintaining all interior and exterior surfaces, including walls, floors, equipment, toys, and furnishings in a safe condition, free of sharp points or jagged edges, loose parts, or materials that are harmful to children.

We will take the following steps to maintain our facility:

-  *Clean classrooms daily*
-  *Keep the facility in a sanitary condition at all times*



 *Sanitize toys, furniture and other equipment used by children.*

 *Wash all soiled items*

Each classroom will undergo a cleaning and sanitizing process at the end of every day when children are not present.

Children will be given several opportunities to wash their hands during the day.

### Child Abuse Policy

Federal legislation requires that our teachers, pastor, and other church staff members inform authorities if they






believe there is evidence of child abuse. The Bartholomew County

Department of Child Services and Division of Family Resources provides the following guidelines:

*All suspected cases of neglect and abuse will be documented with dates and observations. Suspected abuse with physical marks will be reported immediately to the Bartholomew County Department of Child Services and Division of Family Resources (812)376-9361.*

Individuals who report the suspected abuse are protected by the state of Indiana. Their names will not be given out.

The Department of Child Services advises that an abusive situation may exist if:

-  *A child has bruises in odd places on his/her body*
-  *A child "acts out" abusive activities*
-  *A child's behavior changes dramatically*
-  *A child's story about bruises or other injuries changes*
-  *A child has a "perfect" burn (i.e. a cigarette burn) on his/her body.*

During drop off and/or pick-up, in order to protect your child's safety, if a parent or adult appears to be impaired in any way, we will prevent them from driving with their child. If we have any reason to doubt the drivers ability to drive, we will call someone else to take the driver and the child home. If the situation appears to be serious and the driver will not allow us to find other transportation, we will call 911 and alert the police that we believe that a child's safety is at risk.

### Emergency Preparedness Plan

Please know that the children's safety is our top priority. When an emergency occurs, parents will be notified through **brightwheel**.

In the event of a medical emergency, one trained staff member will administer first aid and/or CPR until assistance arrives from the Police or Fire Department. The child's parents will be notified and instructed where to meet the child and staff. If necessary, the child will be transported to Columbus Regional Hospital for care. A staff member will accompany the child in the absence of a parent.

Staff will be trained and given information for how to handle an emergency. Emergency exits and information are posted in all rooms used by Faith Preschool and the Extended Care Programs. We hold monthly emergency evacuation drills with all groups of children and staff members. Other practice drills are held as needed. The date, time, and effectiveness of each drill will be documented and kept on file.

In the case of a building emergency such as loss of power, heat, or water, plans will depend on the severity and probable duration of the emergency. If it is possible to remain in the building, we will do so.

In case of a weather emergency or other unforeseen situation, parents will be notified as soon as possible. The children in our care will be taken to safety in the basement of the church.

In the event of an emergency where we evacuate the building, each staff member is responsible for a head count before leaving. The staff will check the list immediately upon reaching the designated meeting

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place away from the building. In the event that we must evacuate the building, **ABC Stewart School**, located at **6691 State Road 46, Phone: (812) 342-3029**. (*It is on the south side of SR 46W*) will be our safe place.

If a child listed as present is missing, all groups will take individual group attendance again and one of the staff members will go back inside the building and check all areas again. Another staff person will check the outside area. If the child is not located, the parent will be called immediately and the police will be notified to assist.

If emergency authorities determine that it is unsafe for students to be in the Faith Lutheran Church building, parents will be notified to come get their children immediately. Staff will remain on the premises until the last child is picked up. Parents will be notified as soon as possible. The full Crisis Management Plan is available on request from the church office.

### Health Policy

First aid supplies and an AED are available at all times, as needed.

We ask you to check your child for these symptoms daily before getting them ready for school:

- *A fever of 100° F or greater*
- *Cough*
- *Shortness of breath or difficulty breathing*
- *Headache*
- *Sore throat*
- *Chills*

Parents are often the first to know if their child isn't feeling well.

Persistent cough, fever, thick drainage from the nose, and/or conjunctivitis (pinkeye) are some of the common childhood illnesses which need to be monitored at home. If one of the children in our care contracts a communicable disease, the parents of the other children will be notified.

Using the **brightwheel** app, please notify the staff that your child is ill and unable to attend. Please do not send your child to any of our programs until they are free from any fever, vomiting, or diarrhea for **24 hours prior to the school day**. Your cooperation is very important in order to keep our staff and students healthy. You will be notified immediately if your child becomes ill during our programs and/or develops a fever above 100° F.

We will continue to follow our established procedures to ensure students and staff that become sick while at Faith Lutheran are separated and sent home immediately.

In the case of head lice, children may return to our program when they are completely free of nits. The staff will check children's hair before they may return to the program.

### Suspension and Expulsion Policy

We will encourage, teach and provide support for children as they learn to self-regulate, resolve conflicts and build relationships. Our curriculum is used to help children learn to care for others, as well as themselves and learn to solve problems with words and expressions.

The curriculum will include ways to express emotions appropriately. Teachers will build relationships with each student and provide positive support for the children in their play and interactions with others.

If a child is having behavioral issues, the following processes will occur:

**1.** The teacher will reach out to the parent(s) to work together to help the child learn to regulate his/her emotions and behavior. The parent/teacher relationship is established to provide consistency for the child both at home and at school. A written plan will be developed, and the staff and



parents will work together to set up a structure for the child to be successful. A one-month period will be used to help the child adjust to modifications to his/her behavior. During that month, the teacher and staff will document the child's behavior, specify any changes, improvements, or no change at all.

**2.** If improvement is not evident, the Preschool leadership team, parent(s) and staff will work on other written modifications to seek behavioral improvement for the child. After an agreed upon time period, a conference will be held with the teachers, parent(s) and a member of the leadership team. Observations of the child will be shared, any improvements, and suggestions to continue to improve behavior.

If the child does not make any improvements, or requires an extra level of support in the classroom to be successful, the parent(s) must follow the recommendations of the staff for the child to remain in school.

If necessary and appropriate, the staff will receive continuing education regarding children with special behavioral needs. Some continuing education could be specific to an individual child.

Suspension or expulsion will only be used as a last resort. Our priority is to help children and parents be successful. We do not feel suspension or expulsion benefits the child or parents. However, if a child presents a serious safety threat to other children or staff, suspension or expulsion may be the only alternative.

## Preschool Information

### Registration

Registration for the new school year begins after the winter holiday break and continues until all class rosters are filled. When the church office receives the completed application form, a new student profile will be created in **brightwheel** and the invitation to sign up for an account will be sent to the parent. Once they have signed up for **brightwheel**, an invitation is sent to the parent to set up their billing information and an invoice for the non-refundable registration fee will be sent. Your child is registered for the Fall when the registration fee is paid.

Parents may register their child in our Pre-kindergarten class when they are 4 years old by August 1. Our Pre-K classes offer the following options: 3, 4, and 5 full days from 9a-3p, or 4, 5 half days from 9a-12p. Our Preschool classes offer the following options: 3, 4 or 5 half days from 9a-12p or 2, 3, 4 or 5 full days from 9a-3p. Parents may register their child in our 3s class when they are 3 years old or turn 3 within the first month of the school year.

Your child must be **completely** potty trained. Pull-ups will not be allowed due to our licensing requirements. No exceptions will be made.

We offer Before Care from 7a-9a, where breakfast is served for children who are dropped off before 8a. Those staying for the full day class must bring lunch to school in clean, insulated and sanitizable containers. You will also need to provide a blanket from home for your child.

Our After School Program is from 3p-5:30p. Please notify the staff if your child is going to participate in the After School Program.

## Curriculum Overview

The curriculum for Faith Lutheran Preschool is Christ-centered. Our objective is to begin the child's education in the light of God's love and to demonstrate God's love to the children through every aspect of the curriculum. The program will involve the following activities:

- Bible stories
- Music and rhythm
- Reading readiness
- Beginning mathematics concepts
- Science concepts
- Arts and crafts
- Unstructured outdoor and indoor play



The staff at Faith Lutheran will provide a diverse, developmentally appropriate curriculum to engage all children in their various stages of development and cultural diversity

## Student Health Record

New students will be required to provide the child's immunization records to the preschool office prior to the start of the school year. Both new and returning students are required to provide up to date health records prior to the start of the school year. The required state health form **must be signed by your physician or nurse practitioner**. Your child's health and immunization forms will be kept on file in the church office.

## Preparing for School

To help your child prepare for a happy school experience, take time to talk with them about various activities that they will be doing at Preschool. Talk about their daily routine, what they are learning and their teachers. It is also important to ensure your child gets a good night's sleep and a nutritious breakfast. Also, please do not allow your child to come to school with gum or candy.

## Parent Communication

We encourage your communication. We are here to serve you and your child. Good communication ensures growth and success for your child. The **brightwheel** app is our primary way to have direct interaction between Preschool and After School families, and the Staff and Administration at Faith Lutheran. The staff will do their best to respond to your messages in a timely manner. We reserve the right to respond only during working school and extended care hours. **It is the parent's responsibility to read all messages. Also, if a response is requested, parents must respond to the staff in a timely manner.** Open lines of communication between staff and parents is crucial for the continuous improvement of our programs. We depend on your input to better know your child.

Regularly communicate with our staff and Preschool leadership team when you have a concern. Parent conferences can be arranged at any time. Parents may also voice any concerns to the pastor or the Preschool leadership team, who will discuss your concerns with the Preschool Committee of the Board of Education.

**Please keep your contact information current with the church/preschool office.**



## Parent Involvement

Parents are always welcome to volunteer in our classroom, help with the Faithful Helpers who coordinate special events, or just plan a visit to the preschool. In **brightwheel**, parents will receive weekly notes from your child's teacher who will keep you informed of various activities and upcoming events. Make sure to regularly check the **brightwheel** app for updates and information. When visiting the building, parents will be asked to sign the volunteer sign-in sheet, which is located in the church office.

Pre-K and Preschool parent-teacher conferences will be held once a semester. You will be notified of your conference date. Your attendance is important for your child's educational growth. Parents are encouraged to become involved with the preschool by helping at parties, sharing a skill or hobby with the class, or coming to read a book to your child's class.

## Attendance and Absences

Attendance is key to your child's academic growth which includes bringing your child to school **regularly and on-time**. If your child will not be attending school, please inform the staff in a message on **brightwheel**. You may also call the church/preschool office at **(812) 342-3587**.

If your child will be out of the classroom for an extended period of time, a **vacation request form needs to be completed**. This form can be requested from the office or the Preschool leadership team. **The parent is required to pay the full monthly tuition for the time the child is on vacation.** If tuition is not paid for the time the child is absent, the Preschool leadership team reserves the right to withdraw the child from the program. If a student is absent for an extended period of time, re-enrollment may be required.

## Arrival and Departure

Preschool hours are from 9a-12p for half day classes, and 9a-3p for the full day class. The staff will be at the drop off and pick up area ten minutes before and ten minutes after the drop off/pick up time.

### For drop off:

- ✎ *For the safety of all students, children must remain buckled in their car seats as the vehicle pulls into the drop off area.*
- ✎ *Stay in your vehicle and a staff member will be there to assist when you drop off your child.*
- ✎ *If your child has trouble being away from you, it is best to say, "Good-bye," assure them that you will back, and leave immediately. "Quick good-byes are the best good-byes." If your child continues to be upset, the staff will work to calm your child and will contact you on brightwheel if additional help is needed.*
- ✎ *If you arrive after drop off time, park and walk your child to the main church door. Ring the doorbell and wait for a staff member.*

### For pick-up, at either 12p or 3p:

- ✎ *Use the pick up line*
- ✎ *Stay in your car, your child will be brought to your vehicle.*
- ✎ *Do not come to the door to wait for your child.*

During drop off and pick up, your child should be properly restrained in a safety-approved car seat as required by Indiana law. Your child has to remain in the car seat until the staff come to get them.

**If you do not have a car seat, the staff will not put your child in the car for safety reasons. If the child is not restrained in a car seat, the staff will notify Child Protection Services (CPS).**

## 6 Preschool Program

If your child is to be picked up by someone other than those listed as an approved pick-up person, a parent must send a message through **brightwheel**. In order for the staff to release your child to someone other than their regular driver, some form of identification must be presented when the child is picked up. This policy is for your child's protection. No child will be allowed to go home with an unauthorized person.

A late fee will be charged if your child is repeatedly not picked up within 10 minutes after dismissal time.

### Tuition Payments

**Tuition is based on a fee for the entire school year, from August to May. Tuition remains the same each month regardless of holidays, vacations, snow days, illnesses, or number of weeks in the month. Parents/Guardians are responsible for tuition payments whether or not your child is in school. Tuition is non-refundable and is not pro-rated for any reason.** For current tuition fees, please check the website or call the church office. Children cannot attend on days other than their scheduled days unless the Preschool leadership team gives prior approval.

A **brightwheel** invoice is sent monthly, and must be paid by the 10<sup>th</sup> day of each month. Payments may be made within **brightwheel**, once the parent has set up their billing profile. You may also pay by check which should be made out to "Faith Lutheran Preschool" with your child's name in the memo portion of the check.

The Indiana Child Care Development Fund voucher program provides funding for families who are qualified for financial assistance. Faith Lutheran Preschool also has tuition scholarships available to families in need of financial assistance. Scholarship applications are available upon request.

No tuition payments will be refunded if a child is withdrawn from preschool. An End-of-Fiscal Year Statement itemizing tuition and Child Care fees can be accessed through the **brightwheel** program.

### Delinquent Tuition

- Accounts are considered delinquent when payments are received after the 10<sup>th</sup> day of the month. A delinquent fee may be assessed for outstanding balances.
- The Preschool leadership team and the Faith Lutheran Preschool Committee reserves the right to withdraw your child from our program if your account becomes delinquent for an extended period of time. When the outstanding balance is paid in full, then your child may return to preschool.
- Families with delinquent accounts will not be permitted to attend any programs of the church and preschool.
- In the event a check is returned from the bank because of insufficient funds, the account will be considered delinquent. Parents will be charged a delinquent fee plus the bank's handling fees.

### Clothing

Belts, buttons, buckles, or zippers can be challenging for preschool children. Keep that in mind when getting your child dressed.

Dress your child in comfortable season appropriate clothing so that they can sit on the floor and play outdoors with ease. Leave an extra set of season appropriate clothes, including underwear and socks, in your child's bag.



Label all clothing with your child's name. The staff is not responsible for lost or damaged articles.

Flip flops, crocs and boots cause a safety hazard during play. We recommend that your child wear tennis shoes. It is best to dress your child in shorts or slacks with elastic waistbands. For a girl who wears a dress or skirt, please put tights or leggings on underneath their dress or skirt.

Outerwear such as a sweatshirt or a jacket for cold weather outdoor play is recommended.

### Supplies Needed

Parents will need to purchase a large 3-ring binder and a flip top water bottle for their child.

A tote bag will be given to each child. This bag should be brought to school each day. **There is an activity/supply fee of \$100 which will be used to purchase these items for the preschool:**

- Construction Paper
- Notebooks
- Cardstock
- Glue
- Scissors
- Pencils
- School t-shirt
- Other supplies

### Lunch & Rest Time

Parents are required to send a lunch and a blanket with their children who attend full-day Preschool from 9a-3p. A rest time will be taken after lunch each day.

Lunch must be brought in clean insulated, and sanitizable containers. **Their lunch will be stored in the refrigerator, unless we have a written and signed note from the parent. Please note that we do not heat up any food per our licensing.**

The staff will send home what is not eaten at lunch, rather than throwing it away, so that parents know what has actually been eaten.

### Food Allergy Policy

Faith Lutheran Preschool makes every effort to keep children with food allergies safe and included in all activities. In addition to providing your child's health and medical information during registration, you will work closely with your child's teacher to safely manage his/her allergies at preschool.

### Snack Calendar

A snack will be given to the children during preschool hours. A monthly snack calendar is provided to parents/guardians each month, and will also be posted in **brightwheel**. Parents will be asked to provide snacks for their child's classroom on a rotating basis. We ask that snacks be store bought and healthy, such as fruit, mini-peeled carrots or pretzels. Individually wrapped snacks are not required.

### Snacks for Children with Allergies

Your child's teacher will work with you to determine what is best for your child if he/she has an allergy.

Options include:

- Providing your own snack each day for your child.
- Reading labels of snacks typically provided at school and letting your child's teacher know which are and are not safe for your child.
- Keeping safe snacks at school for days when the provided snack is not an option for your child.

Please let your child's teacher know if it is safe for him/her to sit with other children that may be consuming a food

or doing a craft with ingredients that may cause an allergic reaction.

Please note that we cannot guarantee that all snacks will be free of allergens. Parents may be asked to check ingredients on snacks brought to school by other parents. If the teachers are unsure of the ingredients or its safety for your child, it will not be given to him/her and a substitute snack will be provided.

### Peanut Policy

Some snacks may have language on the packaging that the product is made in a factory with peanuts, may contain peanuts, etc. Although we ask all parents to be considerate of students with food allergies, the preschool cannot guarantee that all snacks or special treats brought in by parents do not contain peanuts. A peanut-free table will be made available and accommodations can be made for children with other food allergies if necessary.

### Activities/Crafts

Preschool activities and crafts may involve food items. Your child's teacher will make every effort to identify these activities, find reasonable substitute materials, and minimize the number of projects in which your child cannot participate. Teachers may ask for your help in identifying unsafe activities and proper substitutes.

### Special Days/Birthdays

Your child's birthday celebration will be scheduled on their snack day as close to their birthday as possible. Summer birthdays will be celebrated in April and May.

Please attempt to find a suitable food for all students. We understand this may not be possible in all circumstances, but it is much appreciated when possible.

### Preschool Gifts

Many parents like to share treats or gifts with their child's classmates and/or teachers on special holidays. We appreciate this thoughtfulness, but are reminded of the insecurities felt by those classmates who do not or cannot participate in this giving. Here are some alternatives for ways to give:

- Donate a book to our library in honor of a child's birthday or their teacher.
- Check with your child's teacher for appropriate gifts for the classroom.

By doing one of these things, the gift would then be enjoyed by all children.

### Show and Tell

When your child is scheduled to provide a snack, they are also encouraged to bring a show-and-tell item to share with your class. Show and Tell items might include:

- Souvenirs from a vacation
- A picture
- A collection
- A special book, etc.
- Toys are acceptable for show-and-tell

**\*\*No video game characters will be allowed. No war toys, or toys that are violent in nature will be allowed in preschool at any time. Toys may only be brought to school on show-and-tell days.**

### Outdoor Time

We believe that in order for children to be healthy, they need fresh air and exercise. We are required to provide outdoor time for children every day, weather permitting. Parents are advised to be aware of daily weather conditions so that appropriate outdoor attire is sent to school with the child. Children will be taken outdoors except when the severity of the weather poses a safety hazard. Examples include a temperature below 32° Fahrenheit or if a heat advisory is in effect for Bartholomew County.



**It is our policy that if a child is too sick to go outdoors, the child is too sick to be at school. We cannot honor requests to keep a child inside while his or her class is outdoors as this would violate the required teacher to student ratio.**

### Transportation Policy

Our child care does not provide transportation to school or other extra-curricular activities. If children are transported for field trips, child/staff ratios will be maintained at all times.

Bartholomew County School Corporation (BCSC) school buses will be used to transport the children and adult teachers and chaperones. When we use Bartholomew Consolidated School Corporation (BCSC) school buses for field trips, the bus driver is in charge of discipline and will follow BCSC's customary discipline procedures. In compliance with Indiana Law, when using the school bus, it will be equipped with child restraint seat belts.

Field trips are an important part of the preschool curriculum. Please watch for information on field trips and, if possible, work them into your schedule to attend.

The parent release form asks for general permission for field trips. Parental signature on the form allows for students to participate in field trips all year.

The safety of our children and staff is very important to us. Any adult who will accompany us on a field trip must sign in as a preschool volunteer on the day of the field trip.

### Pictures

The release form asks for permission to take your child's picture during the school year. These pictures will be used for the following purposes:

- ✍ *Student Records*
- ✍ *Promotional flyers or newspaper articles*
- ✍ *School/Church website*
- ✍ *Church service bulletins and newsletters*
- ✍ *Other candid photos of classroom and school activities may be used for any of the above purposes*

### Calendar & School Closings

We are closed on the following days/weeks:

- |                                      |                                       |
|--------------------------------------|---------------------------------------|
| ✍ <i>Labor Day</i>                   | <i>Professional Development Days:</i> |
| ✍ <i>Fall Break</i>                  | <i>Friday, October 11, 2024</i>       |
| ✍ <i>Thanksgiving Break</i>          | <i>Friday, January 17, 2025</i>       |
| ✍ <i>Winter Break</i>                | <i>Thursday, April 17, 2025</i>       |
| ✍ <i>Martin Luther King, Jr. Day</i> |                                       |
| ✍ <i>Spring Break</i>                |                                       |
| ✍ <i>Good Friday</i>                 |                                       |

Please check the **brightwheel** app for Preschool closures due to weather conditions. We make every effort to inform parents regarding a school closure and early dismissal due to weather.

When BCSC's schools are closed due to inclement weather, Faith Lutheran Preschool will also be closed.

If BCSC schools are on a two-hour delay, then Faith Lutheran Preschool will be on an one hour delay. We will provide two hour delay care starting at 7a for an additional fee. Preschool children will go directly to their classes at 10a.

In case of inclement weather, we reserve the right to call for an early dismissal to ensure the safety of our families and our staff.

## Extended Care Programs

The activities offered by our extended care programs fulfill a twofold need. For working parents, the programs provide a safe and stimulating environment. For the child, it fulfills the need to be part of a group, enjoy recreation, and learn new skills.

The following programs are offered at Faith:

### *Before Care*

Is provided from **7a-9a** for preschool and elementary school children. A school bus will pick up and transport children to Southside Elementary School at **7<sup>20</sup>a**.

### *After School Care*

Is provided from **3p-5:30p** for preschool and elementary school children. There are limited seats available to transport the children by bus from Southside Elementary School to Faith Lutheran.

Participants in this program are in an environment which is structured and supervised, but provides opportunities for individual choice. Outdoor play is encouraged. There are times for snacks and homework, as well as arts and crafts, music, special enrichment programs, board games, and seasonal projects.

### *2-hour Delay Care*

Is offered starting at 7a for preschool and elementary school children for an additional fee. A BCSC school bus will transport elementary children to Southside Elementary School.

## Enrollment Procedure

For After School Care for school age children, a family is enrolled when they complete a registration form each year, and pay a **non-refundable** registration fee for each child.

## What to Leave at Home

Pocket knives, or weapons of any kind and electronic devices are to be left at home. Explicit t-shirts or other apparel that is offensive, discriminatory, or suggestive cannot be worn.



## Absentee Procedure

During the school year, if your child will not be attending the program on their regularly scheduled day, we ask that parents to send a message in **brightwheel** or call the church office at **(812)342-3587**.

## Pick Up Policy

If your child is to be picked up by someone other than those listed as a regular driver on the student information form, a parent must either send a note or message the staff in **brightwheel**.

In order for the staff to release your child to someone other than their regular driver, the person must present some form of identification when the child is picked up. This policy is for your child's protection. No child will be allowed to go home with an unauthorized person.

We expect parents to pick up their child by closing time. If you are unable to pick up your child by closing time, please send a message through **brightwheel**.

## Weather Emergencies

Please refer to the **brightwheel** app for Extended care closures due to weather conditions. We do not provide snow day care when BCSC is closed.

## Extended Care Payments

**Extended Care only offers daily rates. A daily charge will be made if your child is dropped off in the afternoon, with immediate parent pick-up. Each semester, a full semester club rate is offered. Refer to the Fee Schedule in brightwheel or on the church website.**

**It is expected that your child(ren) will be picked up by 5:30p. We understand that on occasion, you may run late. Please let us know on brightwheel, if you will be late. If you are consistently late to pick up your child, after the third late pick up, a late charge of \$1.00 per minute will be charged to your account.**

A **brightwheel** invoice will be emailed on Mondays, and must be paid by the end of the week. Payments can be made through **brightwheel** or you may also pay by check which should be made out to "Faith Lutheran Preschool."

If weekly payments become delinquent over a period of time, parent/guardian will be contacted to arrange a payment schedule. If a parent/guardian cannot pay, Faith Lutheran reserves the right to remove the child from attending Extended care until the account balance is paid in full.

In the event a check is returned from the bank because of insufficient funds, the account will be considered delinquent. Parents will be charged a delinquent fee plus the bank's handling fees.

