

PRESCHOOL HANDBOOK 2019-20

**Concordia Lutheran School
7040 36th Avenue Northeast
Seattle, WA 98115-5966
206-525-0871 Preschool Office
206-525-7407 School Office
preschool@concordiaseattle.com**

Our Mission Statement:

Concordia Lutheran School is a nurturing, Christ-centered community serving all Seattle families by provided individualized academic, spiritual and social development.

CONCORDIA LUTHERAN School (CLS)

Preschool Parent Handbook

(Revised 6/19)

PHILOSOPHY STATEMENT:

*Teach the child in the way he should go, and when he is old he will never part from it.
Proverbs 22:6*

Concordia Lutheran School (CLS) provides a Christian based preschool, primary, and middle school education. Our faculty and staff view the learner as a “whole child,” striving to meet each child’s developmental needs in terms of spiritual, mental, physical and social education. Our teachers are committed to educational goals of excellence. Education is provided in a safe, loving and God-pleasing setting that adheres to the Holy Scriptures, and upholds the principles of the Lutheran Confessions. We teach from a carefully chosen curriculum, enhanced with creative teaching techniques, varied learning opportunities and use of technology. Concordia’s parents and teachers work hand in hand to prepare our students to be life-long Christians and learners, and to apply their knowledge and skills in meeting life’s challenges.

OWNERSHIP:

Concordia Lutheran Preschool is owned and operated by The Lutheran School Association of Greater Seattle (Association), consisting of Lutheran congregations who joined together to establish a ministry of Christian education for their children. Children who are not members of Association churches have been welcome to attend Concordia since the Association was founded in 1948.

A school board, composed of members from the Association congregations, serves as the board of directors and is entrusted to form policies necessary for the day-to-day operation of the school.

OBJECTIVES:

Concordia Lutheran School seeks to carry out the command of our Lord Jesus Christ to “feed my lambs” by providing quality preschool in a Christian setting by using loving, creative, and purposeful means to train and nurture each child in our care. Our concern is for the total personality of the child—physical, social, mental, emotional, and spiritual.

NON-DISCRIMINATION POLICY:

Concordia Lutheran School does not discriminate on the basis of gender, race, creed, color, religion, or national or ethnic origin, sex, disability, sexual orientation, use of a guide dog or service animal in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made

available to students at the school, and does follow the guidelines as recommended in the Americans with Disabilities act of 1990.

RELIGIOUS POLICY STATEMENT:

In keeping with Christ's command to "Feed My Lambs," our preschool program offers religious experiences to the children at their level of understanding. An age appropriate "Bible Time" with lessons, prayers, and songs based on the Bible will be taught. Preschool children will also participate in one or two chapel services each month with students in kindergarten through 5th grade. Snacks and meals will begin with a prayer of thanks. Teachers will speak lovingly and naturally with the children about their own faith and love for the Lord in both formal and informal teaching times.

ENROLLMENT:

The preschool, extended care and summer camp are state licensed programs open to children from the community. First priority will be given to Association church families, followed by current Concordia children and siblings, followed by children from the community. Children must be 3 years of age on or before August 31 of the current school year to be enrolled in the 3 year old class (Teddy Bears), 4 years of age on or before August 31 of the current school year to be enrolled in the 4 year old class (Bumblebees) and 5 years of age by December of the current school year to be enrolled in our 5's (Giraffe). Exceptions to this are made only with the approval of lead teachers and the preschool director.

Upon acceptance of enrollment, CLS requires that an information packet be completed for our files (medical consent forms, allergy information, immunization records, emergency phone numbers, etc.). **These forms must be on file before the child can be left at Concordia Lutheran Preschool. ALL CHILDREN MUST BE COMPETENTLY POTTY TRAINED – WE ARE NOT LICENSED FOR DIAPERS OR PULL UPS.**

HOURS:

Full day (Monday-Friday)	7:00 AM – 6:00 PM (10 hour maximum) Must leave building by 6pm
Half day (Monday-Friday)	9:00 AM to 1:00 PM
Giraffe class half day (Monday-Friday)	8:30 AM to 1:00 PM

Our regular school year runs September through mid June of each year, and we also offer a separate weekly summer camp program beginning in late June through the first 2 weeks of August.

HOLIDAYS:

Concordia Lutheran School will be closed on the following holidays:

- Labor Day
- Thanksgiving Day & Friday following
- Christmas Vacation (2 weeks)
- New Year's Day
- Martin Luther King Jr, Day
- Veteran's Day
- President's day
- Monday after Easter
- Spring Break (1 week)
- Memorial Day

NOTE: If a holiday falls on a Saturday – CLS will be closed on the preceding Friday. If the holiday falls on a Sunday – CLS will be closed on the following Monday.

Concordia may also be closed for up to two teacher professional development days. Please refer to your yearly calendar.

TUITION AND FEES:

Tuition payments must be received by the 5th of each month. Payments may be mailed directly to Concordia Lutheran School, 7040 36th Ave. N.E., Seattle, WA 98115-5966, dropped off with the school administrative assistant in the upstairs office, or in the tuition payment box on the lower level outside the preschool office. We also have an auto withdrawal program available. Please contact our bookkeeping department at bookkeeper@concordiaseattle.com for more information or with questions regarding your account. **Please note that you will be charged a \$30 late for tuition not received by the 5th of the month.**

If a monthly fee is not received by the 17th of the month, full day and part day preschool may not be provided beginning the 1st of the following month.

LATE PICK UP FROM CLASS:

Pick-Ups: A late pick-up fee (\$20.00 per 15 minute increments) will be charged if children are in full day preschool after 6:00 p.m, This late charge also applies to half day preschoolers left after 1:00 PM. **PLEASE BE AWARE THAT OUR EMPLOYEES NEED TO LEAVE THE BUILDING AT 6PM and that our state licensing requires that the building is closed at 6pm. IF YOU HAVE AN EMERGENCY AND WILL BE LATE PLEASE LEAVE A VOICEMAIL AT OUR PRESCHOOL OFFICE 206-525-0871.**

Drop-Offs: **Note: we do not open until 7:00 AM FOR FULL DAY STUDENTS.**

There is no credit given for absences due to vacations, illnesses, or holidays, or inclement weather.

WITHDRAWAL FROM PRESCHOOL PROGRAM:

Fourteen (14) days notice must be given for withdrawing a child from CLS. When a child is withdrawn with less than 14 days notice, an additional charge of two weeks of full time or part time preschool, beyond the notified withdrawal date, will be added to your account.

TRAFFIC IMPACT STATEMENT:

In compliance with the Department of Construction and Land Use, and in order to avoid the congestion and hazards of using narrow residential access streets, we recommend that parents use the following preferred approach and exit route: Follow NE 75th Street to 38th, and then come in and go out through the back school entrance. For Giraffe class parents, you may follow NE 70th Street to 36th Ave NE, and park in front of the school, or in the church parking lot across the street from the school.

EMERGENCY SCHOOL CLOSURES:

Most school closures are due to inclement weather or equipment failure. Concordia's situation in bad weather is unique as compared to many local neighborhood schools. At times of inclement weather, Concordia may choose not to conduct school while other schools may be in session. The safety of the children to and from the school will be our prime consideration. Decisions to close the school will be made in the best interest of students and drivers, as well as other travelers.

In the event of severe weather and or snow, the school may be closed. There are several methods to use to check on closures, however, in general if Seattle Schools are closed, Concordia will close also. If we are open but have a delayed start, school will open at 10am. Therefore, in the case of severe weather there are three options: Normal operation hours, delayed openings to 10am, or school closed for the entire day.

The School Messenger system will be used to call families in the event of a school closure or other emergency. If school will be closed or delayed, you may expect a phone call as early as 6am to your family's designated number. Please be sure to keep your contact information up to date with the school.

Announcements may be made on KIRO 7 TV, KING 5 TV and KIRO 4 TV. You can also check our website (www.concordiaseattle.com) for updates.

ILLNESSES:

The problem of communicable disease is prevalent in every group and CLS is no exception. **Parents must make other arrangements for the care of their children when they show symptoms of any deviation from normal health.** If a child becomes ill at CLS the director or teacher will immediately notify the parents. The child will be kept separated from the group until taken home.

Children will not be permitted at our school with any of the following conditions:

1. Fever of 100 degrees under arm (auxiliary) or higher, and if they also have one or more of the following: diarrhea, earache, shows signs of irritability or confusion, sore throat, rash.
2. Vomiting within the past 24 hours.
3. Diarrhea – three or more watery stools in a 24-hour period.
4. Draining rash or undiagnosed rash lasting over a 24-hour period.
5. Eye discharge or pink eye. Children can be readmitted after medical diagnosis to rule out bacterial or viral infection, or 24 hours on antibiotic treatment.
6. Fatigue that prevents participation in regular activities.
7. Open oozing sores and scabs, unless properly covered and 24 hours on antibiotic treatment.
8. Head lice – until treatment is effective and a follow-up check has been made by school personnel.

Parents shall be advised to make alternate plans for care in the event the child becomes ill and is not able to attend CLS.

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents on an incident report when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call Medic 1 at 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

In case of injury or accident, in which Medic I is not needed, but immediate professional care is required, the staff will contact the parents. If parents are unavailable, persons designated as emergency contacts will be notified.

Concordia Lutheran School staff cannot transport children to a hospital or doctor's office. Injured children shall be transported for medical aid by parents or by calling 911 for an ambulance.

If a child ingests or comes in contact with a poisonous substance the staff will contact the Washington Poison Control Center at 800-222-1222.

Children in full day care are required to have a yearly physical examination. This must be included in our health records. Please inform CLS when this examination takes place.

MEDICATIONS:

Please inform your physician that your child is in full day or part day preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember CLS is designed for **well** children.

If medications need to be administered at school, the following conditions must be met as per WAC 388-150-230:

- ❑ **Prescription medication will be accepted only if it is in the original container.**
- ❑ Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.
- ❑ Before any prescription or nonprescription medication can be administered, including sunscreen, we must have permission in writing by the child's parent or guardian. Please fill out the medication forms and enter instructions into the Daily Medication Log Book. Please bring a copy of the information given to you by the pharmacy.
- ❑ Medication needs to go home after the last date that the medication is administered.

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current.

CIS (IMMUNIZATION FORMS)

Please be sure to have an updated immunization form on file at Concordia at all times. The state requires that immunizations be listed on the form provided in your original enrollment packet (please email the director preschool@concordiaseattle.com if you would like an additional copy of the form. Your pediatrician also has access to this form and can complete it for you and return to you for your signature in two places).

The state of Washington will no longer consider personal or philosophical objections and exemptions to the MMR immunization. If the state immunization form you have previously turned in for this school year does not reflect a current MMR immunization, you must provide an updated record before your child can attend school.

FIELD TRIPS:

Concordia Preschool normally does not leave the building for field trips.

Occasionally, a walking field trip in the neighborhood may be included in your child's curriculum.

TRANSPORTATION POLICY

State law requires:

- Vehicles transporting children shall be in safe operating condition and drivers shall have a current Washington State Drivers License. CLS may use Concordia School van/buses driven by licensed van/bus drivers.
- There shall be at least one (1) adult supervisor, other than the driver, when there are more than five (5) preschool aged children in the van/bus.
- Each child must use a car seat/ booster seat (provided by the parent).
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- Children shall be protected by family liability and medical insurance.
- A child shall not be taken on field trips unless a parent or guardian has signed permission forms.

MEALS AND SNACKS:

A morning and afternoon snack will be served to children in preschool. Lunch including a drink is to be provided by the parent. Please provide your child with a nutritious, hearty lunch including a sandwich or other main course along with fruit or vegetables, crackers, or something similar. **PLEASE DO NOT SEND A DESSERT IN YOUR CHILD'S LUNCH.** Soda pop is not allowed in any child's lunch. Unfortunately, the staff is unable to heat up food or refrigerate food for children. **Please ensure that each lunch box contains 2 ice packs for items that require refrigeration.**

CLOTHING:

Preschool children must have a complete change of clothing, **clearly marked with the child's name**, to be left at CLS. Caps, mittens, and warm clothing must be worn during the cooler seasons for the daily outdoor playtime. Preschool children need to be dressed for the weather. Accidents can happen even for the older preschoolers when they wait too long before going to the bathroom, or if they get wet on the playground. Children may not be sent to school in diapers or pull ups.

OUTDOOR PLAY:

Outdoor play is a regular part of the daily routine; children should be prepared to play outside some part of every day. Please do not request that your child stay indoors.

REST TIME:

Supervised rest periods are provided for all children of preschool age who remain at CLS for four or more hours a day, and for all other children who show a need for a rest time. This rest time is mandated by Washington State Regulations. Please provide a clean blanket and sheet (or bath towel) for rest time and take these items home Fridays for washing. You may also bring in a special pillow, or stuffed animals if desired. Please bring all napping supplies in a vinyl bag with your child's name on it. Let your teacher know if you do NOT want your child to sleep longer than 10 or 15 minutes, if a longer sleep period impedes their normal bed time schedule.

LAVATORY POLICY:

The following is the procedure used by preschool staff:

- Preschool children shall be accompanied by an adult and at least one other child when they need to use the lavatory.
- The teacher/assistant will assist the child, if needed, but will encourage the child to learn to wipe him/herself, etc.
- When a child has had an accident wetting or soiling their clothes, the teacher/assistant shall assist the child in changing their clothes in the lavatory. The teacher/assistant shall put on rubber gloves, help remove the clothing, clean the child, and help put on dry/clean clothes. The soiled clothing shall be put in a plastic bag and put with the child's other belongings. The parents will be informed of the soiled clothing.
- The teacher/assistant will teach the children how to wash their hands according to the directions on the bathroom wall.
- All children will use the girl's lavatory. A Female or Male teacher/assistant will accompany the entire class of children into the girl's lavatory when they are using the facility together.

BEHAVIOR MANAGEMENT POLICY:

Understanding that each child is loved by God, made in His image, and redeemed for His service, CLS views discipline as a process of developing appropriate behaviors. We begin our behavior management by providing an interesting learning environment for our students, with plenty of opportunities for the child to choose what they would like to do. **A challenging environment that allows experimenting, learning, physical activity, and quiet times prevents boredom and promotes good behavior.**

Concordia Lutheran School uses **indirect guidance** techniques such as these:

- We give advance warnings: "You have five more minutes to play before it's time to clean up"
- . "We give choices: "You may paint with the other children or you may read a book ."
- We have regular routine: "We always wash our hands before lunch. After lunch is story time."
- We avoid nagging: We tell the child what we expect just once, follow it by asking the child if he/she remembers what we asked, and then offer to help the child do what was asked.
- We're consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

We also use **direct** guidance techniques:

- We use affirmative: "We use walking feed indoors" rather than "Don't run!" or "Use your words to tell us you're angry" rather than "Don't hit!"
- We get the child's attention by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
- We try very hard to be fair. We examine our expectations to make sure they are age appropriate, and we don't make rules just because an activity is too noisy or messy.
- We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem: "You can choose a quiet place to calm down or I can choose one for you."

We, as a staff, pray for the children and families in our program. We use prayer with the children, asking God for His guidance in all of our daily activities. One-on-one prayer is used with children during difficult times, asking God to open our hearts to His will.

If a child is unable to demonstrate self-controlling behavior, a brief time-out results for the child to regain control. Time-out occurs only when other measures fail, and is used as an opportunity for the child to re-group, not as a punishment.

At Concordia, the discipline goal is educating and redirecting children. It emphasizes cooperation. In contrast, punishment has as its goal hurting, shaming, or scaring children. Punishment is an inappropriate form of discipline and has no place in our preschool.

By law, and program philosophy and policy, the following forms of discipline are forbidden: hitting, spanking, shaking, scolding, shaming, isolating, labeling (words such as: bad, naughty, etc.), or any other negative reaction to the child's behavior. All forms of corporal (physical) punishment are strictly forbidden.

Some negative behavior is best ignored since its goal is often to get attention. This technique is effective for some of the disruptive things children do and it minimizes mimicking activity by other children.

If a child is unable to gain control and requires more individual attention that can be given within child-to-staff ratios, we may need to contact a parent. A child that consistently requires one-to-one attention may have to leave the center temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of learning center services.

Concordia Lutheran School is not a substitute for parents. If parents and children are having problems at home, those problems and solutions are to be taken care of in the family. We cannot discipline your child for you at school (for example, withholding meals).

This code is subject to interpretation by the director/administrator.

CONFLICT RESOLUTION:

When differences occur within our Christian family, God expects us to act and react in a manner which is pleasing to Him. The school has adopted the directions of Holy Scripture as outlined in Matthew 18 as the method for dealing with our differences:

First, one should go directly to the person with whom he/she has a difference, whether it is a teacher, the administrator, another parent, board member, or pastor. The issue should be clarified in a non-accusatory manner and an attempt made to teach a resolution. It is not proper or acceptable to discuss the issue with persons not directly involved, as Matthew 18 directs.

Second, If conversation with the person directly does not bring resolution, the concern should be discussed with the director.

Third, if conversation with the director does not bring resolution, the concern should be discussed with the administrator, who may arrange a meeting of all persons involved to discuss the issue. The administrator may also ask one of the association pastors or a member of the school relations' committee to provide counsel at such a meeting.

Fourth, if conversation with the administrator does not bring a resolve, the administrator will arrange a meeting with the school relations' committee, who will pursue the matter, as they deem appropriate.

Fifth, any unresolved issues may be requested to be brought before the school board. In order to have the matter considered, an appointment should be made with the board chairman, who, after hearing the issue and the determination of the administrator and school relations' committee, will then decide if the issue should be put on the board

agenda; if the issue is placed on the agenda, the board reserves the right to decide whether or not to give a hearing to the issue. **Many problems can be avoided by going directly to the person(s) involved when questions arise.**

CHILD ABUSE REPORTING LAW REQUIREMENTS:

Concordia Lutheran School staff are **REQUIRED** by Washington State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation.

The staff may not notify parents when the police or CPS are called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

OPEN DOOR POLICY:

We welcome parents at any time, in any area of our school. We encourage parent involvement, especially on field trips and helping with class parties.

PARENT TEACHER LEAGUE:

Concordia Parent Teach League (PTL) meets regularly during the school year and hosts a wide range of activities. The PTL has been responsible for many fine additions to the school and its programs. All Concordia parents are encouraged to participate in the PTL and to support its activities and projects.

BIRTHDAYS:

Most children enjoy celebrating special events with their preschool friends (birthdays, new babies, and holidays). Parents may send a "store bought" healthy treat to share with the class. Please make arrangements with the teacher several days in advance.

PARENT RESPONSIBILITIES:

Children must be signed in and out by the custodial parent or adult person approved by the parent(s). Only those persons approved by the child's parent(s) may take a child from CLS. If those persons are not known to current staff, identification will be required. ***Persons signing children in or out MUST sign with their legal signature (as it appears on their driver's license).***

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. CLS staff cannot be responsible for lost or broken personal toys. One exception to this is a stuffed animal for use during rest time by full day preschool children.

Please do not allow your child to bring any gum or candy to CLS. Nutritious snacks will be served to the children.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to the staff.
- Pick up your child's paperwork **daily**. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly.
- **No smoking** on the premises, either indoors or outdoors.
- Children quickly learn to model behavior – we ask that you govern your speech and conduct with Christian values.

ENTRY CODES

Concordia has a secure coded entry system. Before the start of the school year, you will receive an email from our administrative assistant (admin@concordiaseattle.com) with a 5 or 6 digit code that you may use to enter the school between 7am and 6pm at both upper and lower floor entrances weekdays. The code is not activated on the weekends. You may share this code with people who are on your designated pick up list. If you have questions, please contact your school administrative assistant, Kristen Forbes at 206-525-7407.

FINAL THOUGHTS

When you enroll your child at Concordia, we as a staff assume the responsibility of assisting with your child's unique needs. We will love and respect your child and help him/her grow spiritually, emotionally, socially, physically and academically. We will look after the health and safety of your child while at school, and present a planned program to provide a beneficial and educational experience. Our goal is to provide high quality care in an atmosphere of love and respect while fostering growth in moral and spiritual values. Thank you for sharing your precious child with us!