



# FAITH LUTHERAN

Preschool

*A Changeless Message for a Changing World*

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## Preschool Handbook

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**2023-2024**

575 Fischer Rd  
Sharpsburg, GA 30277  
770-253-4007

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# I. Mission, Vision and Committee

## Introduction

*Faith Lutheran Preschool* is an arm of the outreach ministry of Faith Lutheran Church. As such it is in every way operated and directed as a part of our ministry through the leadership of our church.

The members have adopted the following mission statement to direct their ministry:

***Faith Lutheran Church exists to glorify God in worship, to edify believers through God's Word and to testify to unbelievers with the gospel of Christ.***

We believe that our preschool learning center will serve that mission. We will encourage all children entrusted to our care with the Word of God, thereby giving us an opportunity to reach out into our community to those that may not yet know Jesus as their Savior from sin.

## Mission

***Faith Lutheran Preschool exists to offer parents a partnership, as we work together to offer children a Christ-centered, quality education, in a safe and loving environment, by sharing the Word of God and a strong sense of Christian values.***

We work with children to assist them in their spiritual, intellectual, physical, social and emotional development. We consider ourselves partners with the parents of our children. Our teaching is done from a Christian perspective. We share basic Bible truths and their application to daily living with the children through our core curriculum. We would like to lead the children to know and love their Lord Jesus and to make Him a part of their daily lives.

In this Christian atmosphere your children are seen as unique and special gifts from God and are treated with love and respect. They will be cared for in a gentle and loving way by our dedicated staff. We seek to impart timeless Christian morals, values and ethics to equip the students to face an ever-changing world.

All of this is done in a stimulating environment conducive to learning. We will provide a high-quality educational experience based on sound pedagogical principles that meet or exceed state standards.

## Objectives

### ***For our program***

- To serve the families in the community by providing high quality preschool education
- To share the Gospel with the children and their families
- To have a dedicated, well trained staff
- To maintain a low teacher to pupil ratio
- To provide a program that enables every child to develop academically to their potential through new learning experiences

### ***For each child***

- To grow in the knowledge that through the love of God, he/she is cared for and loved
- To develop problem solving skills
- To develop skills toward academic readiness
- To develop emotionally and gain independence
- To express age appropriate emotional responses
- To develop fine and gross motor skills
- To develop good hygiene habits
- To develop respect for each other
- To play and interact appropriately with others

## Vision

***Faith Lutheran Preschool will share Christ with our community by providing the premier early childhood experience in Coweta County.***

## Staff and Committee

### Faith Lutheran Preschool

575 Fisher Rd

Sharpsburg, GA 30277

770-253-4007

#### Director:

Sara Hunt 770-253-4007

[sara.hunt@georgiafaith.com](mailto:sara.hunt@georgiafaith.com)

#### Assistant to the Director:

Jenna Sisk 770-253-4007

[jenna.sisk@georgiafaith.com](mailto:jenna.sisk@georgiafaith.com)

#### Office Assistant:

Ashley Massmann 770-253-4007

[ashley.massmann@georgiafaith.com](mailto:ashley.massmann@georgiafaith.com)

#### Teachers:

Two-year-old class Judy Christopher

[judy.christopher@georgiafaith.com](mailto:judy.christopher@georgiafaith.com)

Two-year-old class Rachel Nieman

[rachel.nieman@georgiafaith.com](mailto:rachel.nieman@georgiafaith.com)

Three-year-old class Tamara Reagan

[tamara.reagan@georgiafaith.com](mailto:tamara.reagan@georgiafaith.com)

Three-year-old class Kim McManus

[kim.mcmanus@georgiafaith.com](mailto:kim.mcmanus@georgiafaith.com)

Pre-K Judy Christopher

[judy.christopher@georgiafaith.com](mailto:judy.christopher@georgiafaith.com)

Pre-K Ruth Curtis

[ruth.curtis@georgiafaith.com](mailto:ruth.curtis@georgiafaith.com)

#### Preschool Executive Committee Chair:

Greg Morgan 770-253-0380

#### Bookkeeper:

Justin Hill [justin@georgiafaith.com](mailto:justin@georgiafaith.com)

#### Pastor:

Jonathan Schroeder 770-253-4007

## II. Policies and Procedures

### Accreditation

Our preschool is accredited by SACS (Southern Association of Colleges and Schools), the gold standard in school accreditation. This accreditation helps to ensure that your children attend a school of excellence and continuous improvement. SACS is a division of Cognia.

### Curriculum

**Two-Year-Olds:** Two-year -olds learn by experiencing the environment: by seeing, hearing, tasting, smelling, feeling, and moving. Through direct child involvement in a small classroom setting these children will have the opportunity to develop necessary social, emotional, and developmental skills. By means of circle time, Bible lessons, manipulative play, and arts and crafts, each child will be introduced to the skills that will ready them for the three-year old preschool class. Maximum class size is 12 students with a 6:1 child to adult ratio. All classrooms have a permanent teacher and aide.

**Three-Year-Olds:** Three-year -olds are making developmental strides and express a huge interest in the world around them. They learn by experiencing and by doing. During morning circle, Bible story time, center exploration, investigation station, and language play, a lot of hands on instruction will be used to allow these children to “do “ everything they can to learn. In our three-year-old class your child will use age appropriate social, emotional, and developmental skills to begin learning language arts, math concepts, and social science skills. Maximum class size is 15 students with a 7.5:1 child to adult ration. All classrooms have a permanent teacher and aide.

**Pre-K:** Four-year -olds enjoy a greater variety of experiences and more activities. They display a growing interest in written language and are enthusiastic about learning everything they can. Your child will be introduced to a curriculum that offers Bible lessons, reading and writing readiness, pre-math experiences, science exploration, social studies, and language arts. Your child will have the opportunity to learn the necessary emotional, social, and academic skills that will enable him/her to go on to kindergarten. Maximum class size is 18 students with a 9:1 child to adult ration. All classrooms have a permanent teacher and aide.

## Discipline

*Discipline* is derived from the word disciple meaning, “to teach.” Therefore at Faith Lutheran Preschool we do not think of discipline as punishment, but rather as teaching self-control and Christian attitudes. Teachers will deal with each child in accordance with the teachings of Christ. In no instance will physical punishment be used. We prefer to give encouragement and praise of good behavior.

We will try to anticipate the problems and redirect children’s activities. We will narrow choices if necessary. Positive words will be used to encourage positive behavior. We will encourage children to use words to express themselves.

If the child is exhibiting an inappropriate behavior we will tell the child that they need to stop, explain why the behavior is unacceptable, and offer reasonable alternatives.

If the child is repeating inappropriate behavior, we use methods to help the child self-regulate their behavior, such as quiet reflection or time out. If the behavior persists, the parents will be consulted. The child may possibly be suspended for a period of time at the executive committee’s discretion. If the poor behavior persists, the child will be dismissed from the program at the discretion of the Executive Preschool Committee.

## Child Abuse Policy

The staff members at Faith Lutheran Preschool are mandatory child abuse reporters. If any staff members witness child abuse in any form, or have reason to believe a child had been abused, they are obligated by law to report the abuse.

## Insurance

Faith Lutheran Preschool is covered with liability insurance in the amount required by the State of Georgia.

# III. Enrollment and Registration

## Enrollment Requirements

### **Eligibility**

- Children ages 2 to 4 are eligible for entrance into Faith Lutheran Preschool.
- Class assignment is based on the Sept. 1st birth date cut-off date used by the Coweta County school system.
- The Director may make exceptions.
- All children of the proper age can attend our program regardless of sex, color, race, ethnic origin or religion.
- Children must be potty trained before entering the 3 year old and Pre-K classes. Teachers will support and encourage potty training with children in the 2 year old class.

### **Required Forms**

- Registration Form
- Emergency Information Card
- Georgia Immunization Form 3231
- Faith Lutheran Preschool Release Form

**\*Note: If there are any apparent medical conditions that would restrict participation in routine activities, the Medical Provider should state so in an attached statement. The Medical Providers signature or stamp is required!**

*Continual updates of immunizations will be required while attending our preschool. The immunization form shall be returned to the parent upon request when the child leaves the school.*

## Registration and Monthly Tuition

The registration fee reserves your child's place in our program for a specific school year and is non-refundable. *A registration fee is required for each enrolled child.*

### **Two-Year Old Class (9 am – 12 pm)**

Tuesday & Thursday

**Reg. Fee \$160**

\$160 per month

### **Three-Year Old Class (9 am – 12 pm)**

Tuesday & Thursday

**Reg. Fee \$160**

\$160 per month

### **Three-Year Old Class (9 am -12 pm)**

Monday, Wednesday, Friday

**Reg. Fee \$180**

\$180 per month

### **Three-Year-Old Class (8:30 am -12:30 pm)**

**Reg. Fee \$225**



Monday, Wednesday, Friday \$225 per month

**Pre-K Class (9 am -12 pm)**

Monday, Tuesday, Wednesday, Thursday, Friday Reg. Fee \$275  
\$5-\$275 per month\*

**Pre-K Class (8:30 am -12:30 pm)**

Monday, Wednesday, Friday Reg. Fee \$225  
\$5-\$225 per month\*

*\*Net tuition – scholarships available for all Pre-K students*

- The multi-child discount will be 10% off each additional enrolled child’s monthly tuition.
- *Faith Lutheran Preschool* provides a monthly invoice through the Procure parent portal.
- First month’s tuition (August) is due by the end of May.
- Tuition is due on the 30th of each month and is automatically deducted.
- Payments are paid through the Procure parent portal using Tuition express.
- A fee will be charged for all returned checks.
- Delinquent accounts are cause for expulsion from our school.
- Accounts must be in good standing prior to registering a child for the next school year.
- Termination of your child's enrollment in our school requires a 30 day written notice or one month's payment
- If a child misses a month’s worth of classes consecutively (2-day program = 8 days; 3-day program = 12 days; and 4-day program = 16 days) without notifying the preschool with reason for absence, the child’s spot will be reopened to the public.

If you have questions or concerns regarding payments, please contact the preschool director at 770-253-4007.

## Learning or Physical Disabilities

Faith Lutheran Preschool cannot meet the needs of all children, especially those with severe disabilities. We do accept children who are receiving services from Coweta County or privately, however, the child must be able to function in the preschool classroom with minimal assistance when services are not being rendered. We will adhere to the schedule of services provided by Coweta County and their staff. If a family wishes to have their child assisted by someone from a private organization, the director, teacher, parents, and provider must first sit down to outline a formal plan for

assistance including expectations, scheduling, checkpoints, and a transition from services. Faith Lutheran Preschool will evaluate each situation carefully and may at any time determine that our program may not be able to support a child's needs with or without assistance. If our staff cannot adequately meet the child's needs, we will suggest agencies through which parents can receive help.

## Medical Information

No medication will be given to your child, but in the event of minor scrapes and abrasions the caregiver will administer first aid by cleansing with peroxide and covering with a band-aid or gauze and tape as appropriate. Parents will be contacted if it appears that an accident or illness requires medical attention. In a life-threatening emergency, 911 will be called for help and ambulance transportation. One staff member will accompany the child, taking with them the Emergency Authorization form so that medical personnel may begin treatment before the parent's arrival. The child's parents will be called to meet the ambulance at the hospital. Cost will be the responsibility of the parents.

***Parents are requested to inform the school when a child will be absent,*** but particularly in the case of illness, especially if it is contagious. When advisable, a release form from the physician will be necessary for a child to re-enter the program. Parents will be advised of any communicable diseases to which the children may have been exposed.

You will be notified if your child shows any of the following symptoms: listlessness, nausea, runny nose, sore throat, flushed appearance, abnormally irritable, rash, watery inflamed eyes, fever, diarrhea, or vomiting. When appropriate you will be expected to pick up your child as soon as possible.

You are asked not to send your child to school with the following: rash, watery, inflamed eyes, fever, vomiting, or diarrhea. If your child arrives at school, or develops these symptoms while at school, you will be asked to take them home as soon as possible. Please do not return your child to school until they have been symptom free for 24 hours.

General medication can be given before or after school hours, therefore we will not dispense any medication in the preschool. Parents will be required to fill out additional paperwork for emergency medications such as epi pens.

We do not have the staff to have some children inside, while others are outside. This also applies if a child has been ill; he/she should not return to the program until able to participate in all of our activities.

As Covid-19 protocol is continually evolving, please consult our Covid-19 Procedures for the most up-to-date information on how we are minimizing the risk for Covid-19 exposure and how we will address potential exposures.

## Animals

On occasion, animals may be brought into the program for exhibit. If your child has allergies, please ensure you have noted this on the registration form.

## IV. Classroom and Student Information

### School Calendar

We follow the Coweta County School Calendar with minor changes. [See the updated calendar on our website.](#)

### School Closings and Emergency Procedures

Procedures for fires and tornados are posted in each classroom. In addition, we will conduct monthly fire drills and regular tornado drills during the appropriate seasons. We have a weather alert radio in the school to alert us of emergencies.

We will be closed anytime Coweta County schools are closed or delayed due to bad weather. We anticipate several inclement weather days each year when setting our tuition prices. After five missed school days, the executive preschool committee will review the situation and make tuition adjustments accordingly.

Additionally, Faith Lutheran Preschool is unable to open in the event of power outage or lack of running water. If power or water become unavailable during a school morning, parents may be contacted to pick up their children early depending on the amount of time remaining in the school day.

### Arrival and Departure

#### **Children may arrive 10 minutes prior to the start of their class time.**

It is imperative that your child not arrive at school before that time. Teachers and assistants need this time to complete preparations for the day's activities. Consequently, they cannot be responsible for children before this time.

#### **Children must be picked up promptly at the indicated class end time.**

Pick up time must be strictly observed. The preschool committee will review any situations where families are habitually late for pick-up. Not observing your child's pick-up time may result in termination of your child's enrollment in preschool.

#### **For your child's protection, please observe the following:**

- Upon arrival, children are to be brought into the classroom by an adult, and signed in.
- The adult must put their signature next to the child's name in the sign in/out log.
- **If someone other than the designated person(s) will be picking up your child, they must be listed as an approved person on your pickup release form.**

**Please let this person know they will be required to allow us to copy their driver's license and keep it on file. We will not release your child to anyone we cannot verify as the authorized person.**

## Clothing

- Each child must have a change of clothing to be left at the school. Please include underwear, socks, pants, and shirt.
- Please label each item of clothing with the child's name or three initials and place in labeled ziplock bag. You will be notified when it is time to change out these clothes for the season.
- Please allow your child to wear clothing that he/she will not be afraid to get dirty. They will naturally avoid activities if they are worried about getting their "best" clothes dirty.
- Keep in mind that crayons, markers, and paints will be used frequently by your child. Even though we provide all 'washable' products, experience has taught us these do not always wash out completely.
- The children will spend some time outdoors on a daily basis; please dress your child appropriately. For colder weather, be sure to remember mittens, hats, coats, boots, etc. Please label all of these items.
- While shirts do not have to be tucked in, they must cover the student's entire torso. No bare midriffs.
- Flip flops are not allowed as they make it difficult for children to run and play safely. Closed toe shoes with socks are the safest option.

## Potty Training

Children must be potty trained before entering the 3 year old and Pre-K classes. Teachers will support and encourage potty training with children in the 2 year old class.

## Communication

If you have a question, suggestion or concern please bring it to the attention of the classroom teacher if it involves her class. If you feel the matter has not been resolved please speak to the Preschool Director. If the issue is still not resolved to your satisfaction then speak to a Preschool Committee Chairman. If the suggestion or concern is of a general nature that applies to the whole school, then please speak to the Preschool Director.

## Reporting Student Progress

Students will come home each day with a daily report in their folders detailing the day's activities. Newsletters will be sent home monthly and can also be viewed on our website. Two formal assessments will be done and sent home in December and May. Parents will have the opportunity to sign up for a conference in January to discuss the first assessment and any questions that they may have about their child's school experience. Parents are welcome and encouraged to check in with their child's teacher frequently throughout the school year either in person, by phone, or by email. Please note that all information about each particular child's development and progress is kept confidential by our staff.

## Items from Home

Items are not to be brought to school by children unless requested by the teacher for show and tell. Teachers and assistants may use discretion and put away any items brought until the close of the day. Please use discretion when selecting items for show and tell. Each class will provide a show and tell schedule.

## Birthdays

We enjoy honoring each child's special day. Children will celebrate birthdays with a crown and a non-food treat from our treasure box. Summer birthdays will be celebrated in May. Teachers will not be accepting edible treats to share with classmates.

## Snacks

Snacks will be provided by Faith Lutheran Preschool. All snacks provided by the school are peanut free, but please note that the building is not a peanut free facility. To promote good health the primary drink will be water.

# V. General Information

## Information

- Parents, grandparents, and anyone else who may be important in the life of our students are vital and always welcome in our school at any time. Please let the classroom teacher know in advance to make plans for classroom visits.
- If you would like to discuss anything with your teacher, please send her a note or call her to set up a time to meet with you. This ensures you have her full attention and you can talk without “little ears” listening.
- It is very normal for a child to feel distressed when he/she is separated from the parent. Crying is a very normal reaction for most children at some time or another. A quick exit after settling the child in his room is the best remedy. You are welcome to wait in our gathering area until you are reassured that your child has calmed down
- Each child will be given a personal bag that will be used to send items back and forth between home and school. This way your child’s teacher can send home the wonderful work that your child creates. This is also how information is sent home. Please check your child’s folder each day.
- Make sure that you have given us all of the phone numbers (cell phone, home, office etc,) where we can reach you.
- If you have any questions or concerns about anything involving our child or the school, please feel free to contact the director at any time at 770-253-4007.