

Your Child is our Calling.



Caregiver Handbook

Faith Lutheran Church & School
9041 166th Ave. NE
Redmond, WA 98052
(425) 885-1810

School Website: www.faithredmond.org

2022-2023



Welcome

We welcome all because God loves and welcomes all. We welcome people of all sexual orientations, gender identities, and gender expressions.

We welcome all people who may have been excluded because of human distinctions such as race, ethnicity, ability, addiction, physical or mental health, age, socioeconomic status, or anything else that too often divides us. We commit ourselves to the work of anti-racism, in institutions and internally; interpersonal and structurally. We welcome and continue to affirm all who are seeking God's love and grace. Our unity is in Christ.

Land Acknowledgement

Faith Lutheran Church and School acknowledge that we are on the ancestral lands of the Coast Salish Peoples who continue to steward this land, the land which touches the shared waters of all tribes and bands. We are committed to doing our part to engage with, and amplify the voices of, Native peoples and tribes who actively create, shape and contribute to our thriving communities.

After reading this Caregiver Handbook, please sign the Family Agreement Form (sample on page 30). This form must be stored in your child's file. The Family Agreement Form will be emailed with the Director's welcome letter.

School Mission

Faith Lutheran School partners with families of many beliefs, providing an exceptional, challenging, and reflective Early Childhood Education in a Christian environment.

Vision Statement

Faith Lutheran School is a community of highly credentialed, experienced and nurturing teachers, who use research- and play-based curriculum to focus on these areas of your child's personal development:

Emotional
Social
Cognitive
Linguistic
Physical
Spiritual

Our vocation is to prepare your child for success in growth, learning and service in God's diverse world of many faiths and cultures.

Students attend Faith are here only through the grace and mission of Faith Lutheran Church. It is the mission of the church to help raise academically and socially successful children who will take a productive, caring, and responsible place in society. The school exists to meet this mission. Your child is one of these fortunate students to whom the church is committed.

Disaster Preparedness Plan (continued)

ACTIVE SHOOTER RESPONSE

In the event a person with a threatening weapon is observed on campus:

- Person observing threatening person will make Telephone/Intercom Message to all classrooms and Walkie-talkie alert to playground staff, "This is a Lockdown"
- Person making lockdown call, calls 911 and will remain in charge until police/fire arrive
- Initiate **ALICE**:
 - A = Alert
 - L = Lock-down/barricade your classroom, then escape
 - I = Inform
 - C = enCounter, arm yourself with an item to throw at intruder
 - E = Escape

Staff members are trained to observe, orient to scenario, decide what to do, and act (OODA Alert). This includes escaping the school premises with the students if determined safer to do so. Staff will be in constant contact with Administrators.

EARTHQUAKE PROCEDURES

- DROP, COVER, and HOLD under a sturdy table/desk. Stay away from windows and objects that could fall. Hold on to the desk or table. If it moves, move with it. Do not run.
- Stay inside. Move next to an inside wall. Stay away from windows, bookcases, refrigerators, heavy mirrors, lights, and other objects that could fall. Do not go outside until the shaking has stopped.
- If you are outdoors, DROP, COVER, and HOLD until the shaking stops. Then, evacuate to emergency line area.
- Once shaking stops check yourself and those around you for injuries.
- Wait until the shaking stops. Evacuate building go to emergency area
- Check neighboring teachers to see if assistance is needed.
- Teachers take clipboard with updated student roster, first aid bags, and emergency back packs
- Off site evacuation is at Little Folks Christian School
- Initiate Buddy/Aide System for children with IEPs

Disaster Preparedness Plan

FIRE OR EXPLOSIONS EVACUATION PROCEDURES

If you discover a fire, PULL THE CLOSEST FIRE ALARM

An Administrator will call 9-1-1

In the event of a fire:

- Teachers take clipboard with updated student roster, first aid bag, and emergency backpacks
- If students are not in their classroom at the time of the alarm they are to go outside with the closest teacher
- Shut windows and doors—Evacuate the building to parking lot
- Teachers will account for their students children
- Wait to return to the building until the Police or Fire Department clears the building
- Off site evacuation is at Little Folks Christian School
- Initiate Buddy/Aide System for children with IEPs

LOCKDOWN PROCEDURES

In the event of a lockdown:

- Telephone/Intercom Message to all classrooms
- Walkie-talkie intruder alert to playground staff
- Person making lockdown call, will call 911 and will remain in charge until police/fire arrive
- Check halls-take students in who are in the hallways
- Lock exterior and classroom doors
- Initiate Buddy/Aide System for children with IEPs
- USE CELL PHONE or COMPUTER TO COMMUNICATE NUMBER OF CHILDREN IN YOUR CLASSROOM
- Do not open door again! Wait for the password
- Turn off lights, cover windows, seat students so they can't be seen
- If your are outside go to the Annex; if you are in the Fellowship Hall go to stair way in the back of the Fellowship Hall
- The main church doors will remain locked at all times.
- Wait for "CODE GREEN, all is clear"
- Off site evacuation is at Little Folks Christian School
- Initiate Buddy/Aide System for children with IEPs

School Prayer

Father in heaven to you we pray,

Asking your help day by day.

In all that we say, in all that we do,

Make us kind and generous too.

Make us eager in our work today.

Make us joyous in our play.

Help us always to follow your rule;

Father in heaven bless our School.

In Jesus' name we pray

Amen

Christian Activities and Involvement

Students at Faith participate in a daily prayer prior to snacks and lunches and weekly lessons and songs related to Christian concepts and Virtues (love, joy, self-control, patience, kindness, faithfulness, gentleness, goodness, generosity, peace and integrity). We recognize that not all people pray the same or hold to the same Beliefs, but all are loved and cared for at Faith. (Children are not required to participate in songs or prayers).

Non-Discrimination Policy

Faith does not discriminate in employment practices or client services on the basis of race, creed, color, national origin, marital status, gender, sexual orientation, class, age, religion, or disability. Faith reserves the right to select staff and students on the basis of commitment to Faith behavior standards and school policies.

Caregiver Involvement/Volunteer Hours

At Faith we support and value the impact caregiver involvement has on the growth and development of their children. The more caregivers participate in schooling— with advocacy, decision-making, oversight, fundraising, volunteering, and home teaching— the greater the impact on student achievement.

Here at Faith we require the following volunteer hours:

Each family is required to volunteer 10 hours from September to May 31st of each school year.

Any of your required 10 general volunteer hours that are not fulfilled by Friday, May 26, 2023 will be billed at a rate of \$40 per hour.

Unpaid hours may result in suspension of the student for the remainder of the school year and withholding student portfolios and school records, including developmental continuums.

To log your hours, please fill out the FLS Volunteer Log form in the office and return to our office support staff member, Terri Heavener (HeavenerT@faithluth.org).

School Board

Each year parent representatives are nominated to serve on the School Board. The FLS Board oversees the operation of Faith Lutheran School, develops long and short term objectives, and provides leadership of the school. The school board is comprised of both church and parent members. These meetings are open to all members and parents, except during closed door sessions. To learn more about the current board members and their contact information, please visit: [School Board | Faith Lutheran School of Redmond \(faithredmond.org\)](https://www.faihlutheran.org/school-board)

Classroom Visitations

Parents are welcome in the classroom. However, to protect instructional time we ask you to coordinate visits with the teacher in advance, this reduces interruptions to the classroom. Please do not use classroom visits for conferring with the teacher; rather, we request you schedule an appointment with the teacher. Please note that often times having a parent in the class can be difficult for the child and can cause other behaviors.

Sexual Development Policy

Children need a safe and nurturing environment to explore gender and gender expression. It's important for all children to feel good about who they are and what they can do. At Faith, we create learning environments and provide materials that encourage healthy gender and sexual development. We offer a range of toys, books and dramatic play props that expose children to diverse gender roles, consent, and accurate information. The teachers will also use inclusive phrases to address the class. All teachers will teach the correct terms for their body parts (i.e. penis, vulva, vagina) as soon as they can talk. Research shows, the correct name lessens the shame around sexuality. We will model consent and empower children to understand their own desires and those of other peoples; and what behaviors or actions are appropriate (i.e. Would you rather a hug or high-five, asking to give a hug before doing so).

Separation Anxiety

For younger children a complete and successful transition into school on their own may take some time. It is helpful for teachers to know their home life: toileting, sleeping, and eating patterns or their interests. Your child's teacher will be warm and caring, and has experience working with separation anxiety. We encourage quick, honest, and consistent goodbyes with your child. Having a consistent routine in the morning may be helpful. Starting your early learning experience is a positive step for both you and your child!

Field Trips

Occasionally, Faith will conduct field trips for the purpose of curriculum enrichment. Parents will be asked to assist in providing transportation, and must have a Volunteer Driver Authorization Form on file in the office even if you are only driving your child. If you plan to drive children other than your own, you must have a cleared Department of Early Learning background check, a current CPR and First Aid card, and approved TB test results. However, parents can drive other children, if a staff person is in the car with the above qualifications. No child will be allowed to take a field trip without parental approval. Participation in field trips is conditional on the return of required approval forms. Parents must also provide an approved car seat or booster chair as mandated by the State of Washington.

Children with Special Needs Policy

It is well documented that the beginning years of all children’s lives are critical for building the early foundations of learning and self-care needed for success in school and later in life. During these years, children’s brains develop rapidly, influenced by the experiences they share with their families, teachers, peers, and in their communities. Like all children, it is critical for children with disabilities to be exposed to a variety of rich experiences; where they can learn in the context of play and everyday interactions, and engage with their peers with and without disabilities. In partnership with families, and our high-quality early childhood program, we can facilitate the experiences that foster learning for all children.

Children with disabilities and their families continue to face significant barriers to accessing inclusive high-quality early childhood programs and Faith Lutheran School would like to assist with these barriers. We have developed a list of guidelines in efforts to contribute to the best possible outcome for the child. Please note that research shows that an upfront discussion about differences and diversity is more valuable at promoting successful inclusion than not talking about the differences at all.

- In order for successful service delivery, the family must provide FLS a copy of an IEP (Individualized Education Program), IHP (Individualized Health Plan), IFSP (Individualized Family Service Plan), or paperwork that includes a diagnosis as soon as the family receives the document.
- FLS may request a trial period to determine appropriate supports.
- FLS reserves the right to require the family to provide a one on one aide/support during the child’s school day. The professional one on one/support aide’s primary function is to assist only the assigned/contracted student in all aspects of the school day – from instruction time, work time, recess, bathroom, and lunch and specialist time. The one on one/support’s job is to provide support for the child moving towards independence.
- Any volunteer or privately hired person working in FLS classrooms must abide by the Department of Early Learning’s licensing requirements. If the child’s diagnosis suggest that they can’t abide by the Department of Early Learning’s requirements than the Director along with the family, must fill out a Plan to Meet the Special Needs of an Individual Child document.
- FLS staff will observe if the child is able to access the class curriculum and if the environment can accommodate to support the best outcome for the student. If we feel the student has a special need that we cannot accommodate to provide the best possible outcome for the student, then we reserve the right to deny acceptance.

Fundraisers

Being a small non-profit school, fundraising is integral to providing supplemental curriculum material, professional development for staff, technology upgrades, and scholarship contributions. Faith will have fundraising events throughout the year and your participation is greatly appreciated.

Contact Information

Class	Teacher	E-mail
ECE Interim Director	Mrs. Stephanie Jacobsen	jacobsens@faithluth.org
Associate Director	Ms. Heather Bailey	baileyh@faithluth.org
School-wide Support	Mrs. Shaleena Latendresse	latendresses@faithluth.org
Office Support	Mrs. Terri Heavener	heavenerh@faithluth.org
Multi-Age Preschool (MAPS) A	Ms. Jenn De Shaw	deshawj@faithluth.org
MAPS A	Mrs. Neha Kothari	kotharin@faithluth.org
MAPS A	Mrs. Chloe Engelbrecht	engelbrechtc@faithluth.org
MAPS B	Mx. Aidan Mitchell	mittchella@faithluth.org
MAPS B	Ms. Essence White	whitee@faithluth.org
Toddlers A	Mrs. Megg Joosten	joostenm@faithluth.org
Toddlers A	TBD	TBD
Toddlers B	Mrs. Erica Tanaka	tanakae@faithluth.org
Toddlers B	Mr. Jack Bailey	baileyj@faithluth.org
K-Prep A	Mrs. Nidhi Sharma	sharman@faithluth.org
K-Prep A	Ms. Kelly Fairbanks	fairbanksk@faithluth.org
K-Prep B	Mrs. Heather Wong	wongh@faithluth.org
K-Prep B	Mrs. Renee Lee	leer@faithluth.org

Office Procedures

Reporting Absences:

If your child will be absent, please send a message using the Brightwheel app.

Visiting the School:

During school hours, **all visitors (outside of parent/guardian) must report to the office upon arrival** to obtain a visitor's badge identifying you as an approved guest of the school.

Requesting Student Files:

Copies of observation reports and portfolios will be given to parents during parent teacher conferences. If you require records to be sent to another school please complete a **Transfer of Records Request Form**, and **allow at least 5-7 business days for processing.**

Requesting Tuition Credit Tax Letter:

Please contact School Registrar to obtain a letter and please allow 3-4 business days for request to be processed.

Student Withdrawal:

If you need to withdrawal your child from Faith, please complete a **Student Withdrawal Form** in the main office and notify the ECE Director or Associate Director.

School Closure/Late Start:

School closures will be announced to families via email and Brightwheel. We **generally** follow the Lake Washington School District, LWSD, emergency operating schedule **for most closures**. In some cases, we will need to start school late. If 2 or more school days have been cancelled due to inclement weather/power outage, the school will schedule make up days.

Early Dismissal:

If impending adverse weather causes an early dismissal we will contact the parents (and/or the designated person you authorized to pick up your child), via email and/or phone. If parents cannot be reached, your child will remain at school until you have approved alternate arrangements.

25 Behavior Management and Guidance Policy (continued)

Some negative behavior is best ignored, since its goal is often to get attention. This technique can be used for some of the negative behaviors children do, but would not be used with unsafe or hurtful behavior.

If a child is unable to gain control and requires more individual attention than can be given with child to teacher ratio, the teacher will begin and/or continue documentation and then the director will be contacted and a parent may be notified. A child requiring one-to-one attention may have to leave the school temporarily for safety's sake. Repeated documentation of uncontrollable behavior can lead to the requirement of a one on one support person to help the child. The school reserves the right to require the family to provide this support person. If the family is not willing to work with FLS administrators, discontinuation of enrollment at Faith is possible.

One of the behavior Management resources Faith uses is Love and Logic, which includes:

- A way to help students own and solve their own problems
- Adults providing limits in a caring respectful way.
- Behavior management involving building students up so they feel more capable, even after being disciplined.
- Educators interacting with students, by staying calm and avoiding provoking, threatening, demoralizing ,or lecturing.
- Using polite statements that are enforceable and offer children choices within limits, thus avoiding power struggles.
- Using a cooperative planning approach with families when difficult problems arise.
- Discipline maintained with compassion & understanding.
- Problems viewed as an opportunity for helping children grow through their mistakes and helping children learn to be responsible and gain self-confidence.
- Logical consequences being used instead of punishment, when possible. There is a connection between the infraction and the consequence.
- Providing a constructive atmosphere with sensible limits, socially, spiritually, physically and emotionally.

Love and Logic Suggests the Following for Student Behavior:

1. You may engage in any behavior which does not create a problem for you or anyone else.
2. If you find yourself with a problem you may solve it by any means which does not cause a problem for you or anyone else.
3. You may engage in any behavior that does not jeopardize the safety or learning of yourself or others. Unkind words and actions will not be tolerated.

Behavior Management and Guidance Policy Early Childhood Education

The school uses indirect guidance techniques:

- We give advanced notice:** “You have 5 more minutes before it’s time to clean up.”
- We give choices:** “You may paint with the other children or you may read a book in the quiet corner.”
- We have a regular routine:** “We always wash our hands before lunch. After lunch is circle.”
- We avoid nagging:** We tell the child what we expect just once, follow it by asking if the child remembers what we asked, and then offer to help the child do what was asked.
- We are 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 positive statements:** We use “walking feet” rather than “don’t run!” Or “use your words to tell us you are angry” rather than “don’t hit!”
- We get the child’s attention by being at their level:** We crouch down to their level, making eye contact, speaking quietly and asking the child to repeat the direction.
- We try very hard to be fair:** We examine our expectations to make sure they are age appropriate, and 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.”

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

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

9 Tuition Obligation Scale for Voluntary Withdrawal

FLS relies on tuition commitments when budgeting and making operating expense commitments. It places a financial hardship on the school when families enroll but do not complete the year with the school. Tuition adjustments will be made only in the case of moving from the area (10+ miles), loss of income or financial hardship, or if it is mutually determined that your child requires a need that Faith cannot provide (e.g. if the program does not seem developmentally fit for your child based on early childhood standards). Additionally, should the school need to close due to a State Health Emergency, families will not be responsible for tuition. The school may need to close temporarily for 14 or less days if exposure to COVID-19 has occurred, and families will be responsible for payment if this happens. For any other voluntary withdrawal, the family is responsible for the full tuition amount, or adjusted amount according to the tuition obligation scale below. For any other voluntary withdrawal, due to financial dependency of the school on tuition funds, a replacement must be found to eliminate financial obligation for the full tuition amount. If the school is not able to find a replacement, families are financially responsible.

DATE OF WITHDRAWAL	TUITION OBLIGATION
Prior to June 1, 2022	No Tuition obligation
After June 1/Prior to July 1, 2022	One month tuition
After July 1/Prior to August 1, 2022	Two months tuition
After August 1, 2022	Six months tuition
After December 1, 2022	Remainder of the year’s tuition.

The school reserves the right to expel or not accept any student or family who fails to comply with established standards of behavior. FLS may ask any family that interrupts the education, climate, and /or operating principles established at Faith to leave at the discretion of our school board and administrators. Students or families who are asked to leave will be reimbursed any remaining unused portion of tuition payments except for the required application fees. We know from research, that when children are expelled from preschool, they are dramatically set back in their development. Therefore, expulsion is a last resort after the following supports are completed by both teacher and family: parent meetings to discuss challenges, visits to other programs, expert evaluations, and thorough documentation of intervention.

Tuition (continued)

Regular Tuition Schedule

Tuition is payable on the first day of each month through Brightwheel billing direct deposit only. For your payment schedule and amount, please refer to your individual Brightwheel app. Payment can be made from a checking, savings, or credit card account (additional fees apply). Because teachers and staff have been hired and contractual obligations agreed to, if a student is withdrawn due to your decision, tuition is owed based on the table on page 9. Long vacations do not excuse you from tuition payments. Extenuating circumstances may be presented to the FLS Board for consideration.

Non-Compliance with Agreed Payment Schedule

If tuition obligations are not met, nor complied with the negotiated plan approved by the FLS Board, all requests to forward student school records will be held until tuition obligations are met. Please take the time to communicate your financial concerns or situation so that the school can help to avoid any problems. Students may be suspended from school if financial obligations are not met. The FLS Board will determine any deviation from this policy.

Future Enrollment

Families in debt to the school from a prior school year will not be allowed to enter students for the current school year until their account is paid in full. If, by June 30th of the current school year there are unpaid debts to the School for tuition or parent volunteer hours, any refundable registration fees paid for the ensuing school year will revert to cover prior debts and the child/children will not be registered for school.

Anti-Bullying Policy

Harassment, intimidation or bullying can take many forms including: slurs, rumors, ultimatums, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Counseling, corrective discipline, and/or suspension will be used to change the behavior of the student and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

Early Childhood parents and teachers should use age-appropriate information and definitions on recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities under this and other policies and rules during the school year. This informational discussion should include a child-friendly understanding to maintain a safe learning environment.

Staff will use guidelines put forth in the caregiver handbook, strategies from Second Step Social-Emotional curriculum, Faith ECE Behavior Management Policy, and guidelines from “Kelso’s Choice” to teach children appropriate choices.

NO Weapons at School

In keeping with Washington State law, students who bring a weapon to school will be subject to the following: Parents notified, Redmond Police notified, and student expelled from Faith Lutheran School.



Medications (continued)

- (i) A child's first and last name;
- (ii) The name of the medication that was given to the child;
- (iii) The dose amount that was given to the child;
- (iv) Notes about any side effects exhibited by the child;
- (v) The date and time of each medication given or reasons that a particular medication was not given; and
- (vi) The name and signature of the person that gave the medication.

Medication must be stored and maintained as directed on the packaging or prescription label, including applicable refrigeration requirements. An early learning provider must comply with the following additional medication storage requirements:

Medication must be inaccessible to children;

Controlled substances must be locked in a container or cabinet which is inaccessible to children;

Medication must be kept away from food in a separate, sealed container; and

External medication (designed to be applied to the outside of the body) must be stored to provide separation from internal medication (designed to be swallowed or injected) to prevent cross contamination.

An early learning provider must return a child's unused medication to that child's parent or guardian. If this is not possible, a provider must follow the Food and Drug Administration (FDA) recommendations for medication disposal.

An early learning provider must not accept or give to a child homemade medication, such as diaper cream or sunscreen.

ECE Children may NOT take their own medication.

Toothbrushing

If your child is enrolled in full day school, developmentally appropriate tooth brushing activities will be provided. Tooth brushing activities are safe, sanitary, and educational. Toothbrushes are stored in a manner that prevents cross contamination.

The parent or guardian of a child may opt out of the daily tooth brushing activities by signing a written form.

Daily Attendance

Students should arrive to school **no later than 8:55 AM**. School begins each day at 9:00. With safety being one of Faith's priorities, and no supervision provided prior to school, please have your child here no earlier than 8:50 and remain with them until a teacher or other staff member is present. **Afterschool care (ASC) is available, please see the office for billing.** Being at school on time each day is very important; it improves learning and creates healthy habits. Inconsistent drop off routines and times, truly gets in the way of students being a part of this learning community and can leave gaps in the educational process. Please make every attempt to schedule appointments, long-extended family vacations, and other out of school events during non-school days. Excessive tardiness and absences will be addressed by the administration.

Early pick-up

Please inform your teacher in advance when your child needs to be picked-up or dropped off early from school.

Arrival/Dismissal/Late Pick Up

Please make certain that students are picked up on time. **Should you arrive late, 5 minutes after dismissal, you will be billed at a rate of \$5.00 per minute.** Your child will be with their classroom teacher 5 minutes after SCHEDULED pick up time. After this time they will be with the After School Club teacher.

Students will not be permitted to walk unattended through the parking lot. Please avoid distractions, i.e., cell phone conversations, while driving slowly into and out of the school parking lot. With a number of small children in the parking lot we ask for your undivided attention for their safety.

Class configuration and placement are thoughtfully considered, and will be continually monitored as the 'best fit' for all. If during the school year, the School Board needs to consider circumstances which necessitate an adjustment to the class configuration and/or student placement you will be notified. Your child's best interest will remain a priority at FLS.

Daily Attendance (continued)

Age Requirements

Students who do not meet the age requirement guidelines for a classroom or wish to be enrolled in a different class may be considered for enrollment based on student assessments, evaluation by the ECE director and teachers, class size, and class make-up.

Transitions

Transitions between classes at Faith are made between each school year: September-June. Any transitions not during this time must be approved by ECE Director and/or School Board, after observation from teachers and discussion with parents. Children transitioning into Kindergarten will receive Kindergarten Readiness information from our neighboring school district, LWSD.

Faith Lutheran School is a **licensed** Child Care facility and we must abide by **WACs 110-300** (<https://app.leg.wa.gov/wac/default.aspx?cite=110-300>).

Please take some time to familiarize yourself with these requirements.

CLASS	AGE in SEPTEMBER	Ratio
Toddlers	1.5 /2 to 2.5	2:12
Preschool	2.5/4 years	2:15
Pre-K	4 and 5 years	2:16

Sign In and Out Requirements

1. Upon arrival and departure, parents must sign their child in and out by scanning the QR Code on the phone provided by the teacher and enter their personal pin number. ONLY adults authorized on the Emergency pick-up form will be able to pick up and sign out a child.
2. You must pick up your child at the end of your SCHEDULED time. **Should you arrive late, you will be charged at a rate of \$5 per minute.** Your child will be with your classroom teacher for 10 minutes after SCHEDULED pick up time. After this time they will be with the Afterschool Care Supervisor or in the office.

Medications (continued)



Nonprescription (over-the-counter) medication needs to be labeled with child's first and last name and accompanied with medication authorization form that has the expiration date, medical need, dosage amount, age, and length of time to give the medication. Early learning providers must follow the instructions on the label or the parent must provide a medical professional's note.

Nonprescription medication must only be given to the child named on the label provided by the parent or guardian.

Other nonprescription medication: An early learning provider must receive written authorization from a child's parent or guardian and health care provider with prescriptive authority prior to administering if the item does not include age, expiration date, dosage amount, and length of time to give the medication:

- (A) Vitamins;
- (B) Herbal supplements;
- (C) Fluoride supplements;
- (D) Homeopathic or naturopathic medication; and
- (E) Teething gel or tablets (amber bead necklaces are prohibited).

Nonmedical items. A parent or guardian must annually authorize an early learning provider to administer the following nonmedical items:

- (A) Diaper ointments (used as needed and according to manufacturer's instructions);
- (B) Sunscreen;
- (C) Lip balm or lotion;
- (D) Hand sanitizers or hand wipes with alcohol, which may be used only for children over twenty-four months old; and (*allowed during pandemic)
- (E) Fluoride toothpaste for children two years old or older.

An early learning provider must not give or permit another to give any medication to a child for the purpose of sedating the child unless the medication has been prescribed for a specific child for that particular purpose by a qualified health care professional.

Medication documentation (excluding nonmedical items). An early learning provider must keep a current written medication log that includes:

Medications



As required by WA State child care licensing, FLS has a medication policy that includes safe medication storage, reasonable accommodations for giving medication, mandatory medication documentation, and forms pursuant to WAC 110-300-0500.

(1) Medication training. An early learning provider must not give medication to a child if the provider has not successfully completed:

(a) An orientation about the early learning program's medication policies and procedures;

(b) The department standardized training course in medication administration that includes a competency assessment pursuant to WAC 110-300-0106(10) or equivalent training; and

(c) If applicable, a training from a child's parents or guardian (or an appointed designee) for special medical procedures that are part of a child's individual care plan. This training must be documented and signed by the provider and the child's parent or guardian (or designee).

(2) Medication administration. An early learning provider must not give medication to any child without written and signed consent from that child's parent or guardian, must administer medication pursuant to directions on the medication label, and using appropriate cleaned and sanitized medication measuring devices.

(a) An early learning provider must administer medication to children in care as follows:

(b) Prescription medication. Prescription medication must only be given to the child named on the prescription. Prescription medication must be prescribed by a health care professional with prescriptive authority for a specific child. Prescription medication must be accompanied **with medication authorization form that has the medical need and the possible side effects of the medication. Prescription medication must be labeled with:**

-A child's first and last name;

-The date the prescription was filled;

-The name and contact information of the prescribing health professional;

-The expiration date, dosage amount, and length of time to give the medication; and

Instructions for administration and storage.

Nonprescription oral medication. Nonprescription (over-the-counter) oral medication brought to the early learning program by a parent or guardian must be in the original packaging.

Communication



It is best to e-mail teachers and other school staff to make an appointment to talk with them. If you need to contact someone immediately, please call 425-885-1810, and the message will be delivered as soon as possible.

School Hours of Operation: 8:00 am to 6:00 pm
Office Hours: Tuesdays/Thursday 10 am –5 pm

Faith will communicate with families via e-mail and Brightwheel. Families will need to check their e-mails and Brightwheel at least weekly. **If you do not have access to e-mail or internet please inform the leadership team.**

Positive Communication

We need your eyes, ears, and perspectives to make this school the best it can be for our children. If you are aware of a problem, or have a specific concern, please let us know. We cannot address problems if we are not aware of them. We encourage all parents and staff to speak in a loving, Christian manner about all members of our community, including children, parents, and staff. This is important during school events, in the parking lot, and out in the community.

We at Faith believe our school and it's community must be free of:

- gossip
- speaking ill of others
- jumping to conclusions
- all the other human weaknesses we can become trapped in within an organization.

Faith must be a "safe zone" as much as possible. We want to model for our children the very best in all of us. If problems arise between adults, we ask that the following system be used:

- Speak with the person directly to get all the needed information. Find a time when you can both sit down, without interruption, and **truly** listen and talk. **Classroom issues must be addressed first with the classroom teacher.**
- Seek to understand and work out a solution in the best interest of the children. If the issue is a classroom one, and you have spoken with the teacher, the matter may need further assistance. At that point speak with the ECE Director/Associate Director. Often the ECE Director/Associate Director can serve as a facilitator or give advice if the issues are challenging. If issues are more serious, the ECE Director will certainly intercede with any staff member or parent. If you are still not comfortable with the solution, please speak to our School Board President (FLSBoardPres@faithluth.org) or any board member.

*Alcohol, tobacco, cannabis and illegal drugs are prohibited on grounds.

Too Sick for School?



Children and staff with the following symptoms will be excluded from school:

1. **Diarrhea**– where stool frequency exceeds 2 stools above normal within 24 hours or 1 stool containing more than a drop of blood or mucous; **vomiting**- 2 or more times in a previous 24 hours.
2. Open or oozing sores, unless properly covered with waterproof dressing; or mouth sores with drooling.
3. For suspected communicable skin infection such as impetigo, pinkeye, and scabies: the child may return 24 hours after starting antibiotic treatment.
4. Lice, ring worm or scabies: Must be excluded from the end of the day the it was discovered. The child may return 24 hours after starting treatment if they appear healthy.
5. Fever of 100 degrees Fahrenheit or higher by any method, behavior change or other signs and symptoms of illness including: earache, headache, sore throat, rash, vomiting or diarrhea.

Children and staff who have a reportable disease may not be in attendance at Faith unless approved by the local health authority.

Faith does not take oral, ear, or rectal temperatures.

When a Child Becomes Sick or Injured While at Faith

Faith will keep a confidential, individualized, written record in the child's file that includes the following: date of an illness or injury, treatment provided while at Faith, and names of the staff providing treatment. Faith will provide a copy of the illness or injury report to the parent. Faith will keep a current, written incident log listing date of illness or injury, the child's name, names of staff involved, and a brief description of the incident for tracking and analysis. Parents will be notified in writing when their children have been exposed to infectious diseases or parasites. The notification may consist of either a letter to parents or posting a notification for parents in a visible location. Faith is a mandated disease reporter to the health department from your local health department.

Please visit our website for additional policies of Coronavirus Safety Guidelines: [COVID-19 Response | Faith Lutheran School of Redmond \(faithredmond.org\)](https://www.faithredmond.org)

Child Abuse (continued)

Sexual abuse means committing or allowing to be committed any sexual offense against a child as defined in the criminal code. The intentional touching, either directly or through the clothing, of the sexual or other intimate parts of a child or allowing, permitting, compelling, encouraging, aiding, or otherwise causing a child to engage in touching the sexual or other intimate parts of another for the purpose of gratifying the sexual desire of the person touching the child, the child, or a third party. A parent or guardian of a child, a person authorized by the parent or guardian to provide childcare for the child, or a person providing medically recognized services for the child, may touch a child in the sexual or other intimate parts for the purposes of providing hygiene, child care, and medical treatment or diagnosis.

Negligent treatment or maltreatment means an act or a failure to act, or the cumulative effects of a pattern of conduct, behavior, or inaction, on the part of a child's parent, legal custodian, guardian, or caregiver that shows a serious disregard of the consequences to the child of such magnitude that it creates a clear and present danger to the child's health, welfare, or safety. A child does not have to suffer actual damage or physical or emotional harm to be in circumstances which create a clear and present danger to the child's health, welfare, or safety. Negligent treatment or maltreatment includes, but is not limited to: (a) failure to provide adequate food, shelter, clothing, supervision, or health care necessary for a child's health, welfare, or safety. Poverty and/or homelessness do not constitute negligent treatment or maltreatment in and of themselves; (b) actions, failure to act, or omissions that result in injury to or which create a substantial risk of injury to the physical, emotional, and/or cognitive development of a child; or (c) the cumulative effects of a pattern of conduct, behavior or inaction by a parent or guardian in providing for the physical, emotional and developmental needs of a child's, or the effects of chronic failure on the part of a parent or guardian to perform basic parental functions, obligations, and duties, when the result is to cause injury or create a substantial risk of injury to the physical, emotional, and/or cognitive development of a child.

Child Abuse (continued)

What is child abuse or neglect?

Child abuse or neglect means the injury, sexual abuse, or sexual exploitation of a child by any person under circumstances which indicate that the child's health, welfare, or safety is harmed, or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child. An abused child is a child who has been subjected to child abuse or neglect as defined in this section.

Physical abuse means the non-accidental infliction of physical injury or physical mistreatment on a child. Physical abuse includes, but is not limited to, such actions as: (a) throwing, kicking, burning, or cutting a child; (b) striking a child with a closed fist; (c) shaking a child under age three; (d) interfering with a child's breathing; (e) threatening a child with a deadly weapon; or (f) doing any other act that is likely to cause and which does cause bodily harm greater than transient pain or minor temporary marks or which is injurious to the child's health, welfare or safety.

Physical discipline of a child, including the reasonable use of corporal punishment, is not considered abuse when it is reasonable and moderate and is inflicted by a parent or guardian for the purposes of restraining or correcting the child. The age, size, and condition of the child and the location of any inflicted injury shall be considered in determining whether the bodily harm is reasonable or moderate. Other factors may include the developmental level of the child and the nature of the child's misconduct. A parent's belief that it is necessary to punish a child does not justify or permit the use of excessive, immoderate or unreasonable force against the child.

Sexual exploitation includes, but is not limited to, such actions as allowing, permitting, compelling, encouraging, aiding, or otherwise causing a child to engage in:

- (a) prostitution
- (b) sexually explicit, obscene or pornographic activity to be photographed, filmed, or electronically reproduced/transmitted;
- (c) sexually explicit, obscene or pornographic activity as part of a live performance, or for the benefit or sexual gratification of another person.

COVID-19 Information

FLS is following the State Department of Health's COVID-19 symptom [decision tree](#) for students who have any COVID-like symptoms. Symptoms are divided into two categories:

1. If a student has a runny nose, nausea/vomiting/diarrhea, headache, fatigue, or a sore throat then they need to **remain home** but don't need to get a COVID test for only one symptom lasting less than 24 hours.
2. Students **need to remain home and get tested** if one symptom from any category lasts more than 24 hours, or in the case of multiple symptoms from the list above, or if displaying any of these symptoms: fever, muscle aches, shortness of breath, loss of taste or smell, or coughing.

Any individual who tests positive for COVID-19 with a viral test (Molecular (PCR/NAAT) or antigen, including self-tests) is required to follow isolation guidelines outlined below. A student, child, or staff who tests positive for COVID-19 is required to:

- Isolate at home or where they are currently residing, regardless of vaccination status.
- The individual may return after 5 full days of isolation if they are asymptomatic or their symptoms have improved and they have had no fever for the past 24 hours without the use of fever-reducing medications. Day 0 is the first day of symptoms. For people without symptoms, day 0 is the day of the positive viral test. [See Isolation and Quarantine Calculator.](#)
- Repeating initial tests does not change the isolation protocol; a positive test initiates the isolation protocol. Additionally, **individuals who test positive using antigen or at-home tests towards the end of the full 5 days of isolation, and/or on days 6-10, are required to complete the 10 full days of isolation.** Testing after day 10 is not recommended.

COVID-19 Mitigation Strategies:

- A teacher will take your child's temperature before allowing them to enter the classroom.
- Masks are **welcome but not required**. As community levels change, we will follow the State's masking requirement and both CDC and DOH recommendations.
- If you answered, "yes" to any of the COVID symptoms at check-in, you will be asked to leave with your child and seek guidance from a healthcare professional.

As we have learned, the COVID-19 virus is ever changing and therefore, so are our COVID policies. Thank you for your understanding and patience.

Nutrition Requirements



Healthy Lunches and Snacks

Snacks or lunches are NOT provided by the school. All students are required to bring their own healthy snack to school each day. Students who stay beyond 12:00 need to bring their own lunch. Faith is a Licensed Early Childhood Center. With that license we are required to ensure that all children have the daily nutritional requirements for their snack and lunches.

- 1 vegetable daily**
- 1 fruit daily**
- USDA CACFP requirements: <https://www.govinfo.gov/content/pkg/FR-2016-04-25/pdf/2016-09412.pdf>. (Also listed on our website)

It is important to keep in mind your child's health during this crucial time in growth and development. We, along with the Department of Children, Youth and Families, ask that you continue to follow the minimum licensing requirements for child care in Washington State and provide your child with the daily nutritional requirements. If a child has a food allergy, medically-required special diets, and severe and/or life threatening food allergies, an alternate menu and food substitutions can be determined. All allergy, special diets, and life-threatening or severe food reactions must be filled out on our health intake form so teachers are made aware. All allergies and special diets will be posted in each classroom.

We also would like to inform you that:

- Staff sit with children and have casual conversations during mealtimes, using values-neutral language about food and bodies.
- Children decide how much to eat, which foods they will eat, and in what order they will consume the food available in their lunchbox.
- Food is not used as a reward or punishment.
- As part of the school curriculum and learning, the class may engage in cooking projects and be offered taste the food they prepared (children with special diets will be considered).

Cultural and ethnic food items may be served to honor cultures represented in this school (e.g. sticky rice, lefse, flan, sambuusa or "mush-mush"). *If food is made at a home, parents must sign a waiver agreeing it is okay for their child to eat them.

The use of non-food items to celebrate special occasions is encouraged.

Diapering/Toilet Training

Faith uses stand up diapering as appropriate and will ensure that diaper changing is safe and does not spread infections by **ensuring the diaper changing table and area:**

- (a) have a washable, moisture resistant diaper-changing surface that is cleaned and sanitized between children;
- (b) is a table or counter with a protective barrier on all sides that is at least three and one-half inches higher than the surface that the child lays on;
- (c) have a garbage can with lid, plastic liner, and method for disposing of hand drying supplies so that a garbage can lid does not have to be opened with hands;
- (d) is on moisture impervious and washable flooring that extends at least two feet surrounding the diaper changing and hand washing area; and
- (e) is directly adjacent to a sink used for hand washing supplied with warm running water (between 85 degrees Fahrenheit and 120 degrees Fahrenheit), soap, and a sanitary method for drying hands (single-use towels).

FLS does not require that your child be potty trained to enroll in the school. If your child is enrolled in any class (with the exception of Toddlers) and they are not potty trained, we require a commitment that you, along with the teachers, are actively working on a potty training plan.

Child Abuse and Reporting Procedures

ALL SCHOOL EMPLOYEES are legally obligated to report to CPS or a law enforcement agency if they believe reasonable cause exists to believe abuse has occurred. Information will be immediately reported to the building administrator. The building administrator will report the incident to Child Protective Services (CPS), Reception: (425) 590-3000, Toll Free Reception: 1-800-962-0073, Toll Free Intake: 1-800-609-8764, After Hours: 1-800-562-5624, Fax: (425) 590-3082, TTY: (425) 649-4105.

Parents will not be informed by the school administrator. It is CPS's or law enforcement's responsibility to investigate and inform parents.

1. School staff is required to cooperate with investigations being conducted by CPS or law enforcement agency.
2. The CPS representative or law enforcement officer questioning the student about possible abuse will determine if a school official may be present during the interview.