

**“Your Child is Our Calling”**

 **Caregiver Handbook
2023 – 2024**

**Faith Lutheran School**

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[**www.faithredmond.org**](http://www.faithredmond.org)

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# **Dear Faith Lutheran School Families,**

It is our pleasure to welcome you to Faith Lutheran School (FLS) for the 2023-2024 school year! We truly consider it an honor to serve your family and we appreciate the trust you place in us to care for your children.

We look forward to partnering with you to ensure a positive impact on the growth and development of your children. We recognize that for your child to achieve their highest potential, we need to work together as a community of students, families, and staff at FLS. Together we will guide, encourage, and support the opportunities for your children to become everything they are meant to be in life.

The purpose of this handbook is to help you learn more about the Faith community and plan ahead for some of the events of this school year. We trust that you will read the handbook to gain a better understanding of our policies and procedures.

With gratitude,

***Aletta Stroder***

ECE Director

***Heather Bailey***

Associate Director

## **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 antiracism, 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.*

## **School Mission**

Our mission is to establish a partnership with families of many beliefs and provide an exceptional and inclusive Early Childhood Education program 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 who 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.

## **School Prayer**

Loving God, 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.

Loving God bless our school.

In Jesus’ name we pray

Amen

## **Christian Activities and Involvement**

Students at FLS 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**

It is the policy and commitment of FLS that it 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. FLS 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 FLS we require the following volunteer hours:**

Each family is required to volunteer 10 hours from September to May 31 of each school year. **Any of your required 10 general volunteer hours that are not fulfilled by May 31 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 it to our office support staff member, Terri Heavener (HeavenerT@faithluth.org).

## **Classroom Visitations**

Caregivers 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 oftentimes having a caregiver in the class can be difficult for the child and can cause other behaviors.

## **Fundraisers**

FLS is a small not-for-profit school, fundraising is integral to providing supplemental curriculum material, professional development for staff, technology upgrades, and scholarship contributions. FLS will have fundraising events throughout the year and your participation is greatly appreciated.

## **School Board**

Each year caregiver 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 Board is composed of both church and caregiver members. These meetings are open to all members of the Faith community, except during closed door sessions. The Board may be reached at flsboard@faithluth.org.

## **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 caregivers during 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 the Associate Director to obtain a letter and please allow 3-4 business days for the request to be processed.

## **Student Withdrawal**

If you need to withdraw your child from Faith, please complete a Student Withdrawal Form in the main office and notify the Director and the 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 canceled 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 caregivers via email, BrightWheel, and/or phone. If they cannot be reached, the child will remain at school until alternate arrangements have been made and approved.

## **Tuition Obligation for Voluntary Withdrawal**

Faith Lutheran School 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. For any other voluntary withdrawal, due to the 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, 2023 | No tuition obligation |
| June 2, 2022 – July 1, 2023 | One month tuition |
| July 2, 2022 – August 1, 2023 | Two months tuition |
| After August 1, 2023 | Six months tuition |
| After December 1, 2023 | Full Tuition Balance |

The school reserves the right to expel or not accept any student or family who fails to comply with established standards of behavior. Faith Lutheran School 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 registration/supply 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: caregiver meetings to discuss challenges, visits to other programs, expert evaluations, and thorough documentation of intervention.

## **Regular Tuition Schedule**

Tuition is payable on the fifth day of each month through Brightwheel billing direct deposit only unless other arrangements are approved by the Director and/or the Associate Director. 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 for Tuition Obligation for Voluntary Withdrawal. Long vacations do not excuse you from tuition payments. Extenuating circumstances may be presented to the Faith Lutheran School Board for consideration.

## **Non-Compliance with Agreed Payment Schedule**

If tuition obligations are not met, nor complied with the negotiated plan approved by the 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 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 30 of the current school year there are unpaid debts to the school for tuition or volunteer hours, any refundable registration fees paid for the ensuing school year will revert to cover prior debts and the child(ren) will not be registered for school.

## **Daily Attendance**

Students should arrive at school **no later than 8:55 a.m**. School begins each day at 9:00 a.m. 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 am and remain with them until a teacher or other staff member is present. Being at school on time each day is very important; it improves learning and creates healthy habits. Inconsistent drop-off routines and times truly get 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 child’s 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 per minute.** Your child will be with their classroom teacher 5 minutes after SCHEDULED pick-up time. After this time, they will either be in the office with the Director/Associate Director or with the After School teachers if space allows. After School Care (ASC) is available, please see the office for billing.

## **Parking Lot**

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 to their safety.

## **Sign-In and Out Requirements**

Upon arrival and departure, caregivers must sign their child in and out by scanning the QR Code on the phone provided by the teacher and entering their personal pin number. ONLY adults authorized on the emergency pick-up form will be able to pick up and sign out a child.

## **Class Configuration and Age Requirements**

Class configuration and placement are thoughtfully considered and will be continually monitored as the “best fit” for all. If during the school year, the programs need 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 be our top priority.

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, and/or evaluation by the Director, Associate Director, and teachers, class size, and class make-up.

|  |  |  |
| --- | --- | --- |
| **Class** | **Age in September** | **Teacher: Student Ratio** |
| Toddlers | 1.5 to 2.5 years | 2:12 |
| Multi-age Preschool (MAPS) | 2.5 to 4 years | 2:15 |
| Pre-K | 4 – 5 years | 2:15 |

## **Transitions**

Transitions between classes at FLS are made between each school year: September-June. Any transitions not during this time must be approved by the Director. Children transitioning into kindergarten will receive Kindergarten Readiness information from our neighboring schools in the Lake Washington School District.

Faith Lutheran School is a licensed childcare 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.*

## **Communication**

It is best to email 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.

Faith will communicate with families via email and Brightwheel. Families will need to check their emails and Brightwheel regularly. If you do not have access to email or the internet, please let admin know.

### **School Hours of Operation**

8:00 am to 6:00 pm

### **School Office Hours**

8:00 am to 4:00 pm

\*Alcohol, tobacco, cannabis, and illegal drugs are prohibited on school 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 mucus.
2. **HFM (Hand Foot and Mouth) Disease** A red rash on the palms, without itching but sometimes with blistering sores and sometimes the buttocks, feeling of being unwell Irritability, Fever, Poor appetite, Sore throat, Headache.
3. **Vomiting** Two or more times in the previous 24 hours.
4. **Open or oozing sores**, unless properly covered with a waterproof dressing or mouth sores with drooling.
5. For suspected communicable skin infections such as **impetigo, pinkeye, and scabies**, the child may return 24 hours after starting antibiotic treatment.
6. **Lice, ring worm or scabies**: Must be excluded from the end of the day it was discovered. The child may return 24 hours after starting treatment if they appear healthy.
7. **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.
8. **COVID-19 Information: FLS does follow 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:
9. 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.
10. 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.

**Children may return to school when they have been fever free 24 hours without fever reducing medication. Children and staff who have a reportable disease may not attend FLS unless approved by the local health authority.**

## **When a Child Becomes Sick or Injured While at Faith**

FLS 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 FLS, and names of the staff providing treatment. FLS will provide a copy of the illness or injury report to the child’s caregiver. FLS will keep a current, written incident log listing the date of illness or injury, the child’s name, names of staff involved, and a brief description of the incident for tracking and analysis. Faith does not take oral, ear, or rectal temperatures. Families will be notified in writing when their children have been exposed to infectious diseases or parasites. The notification may consist of a BrightWheel message, a letter to families, posting a notification in a visible location, or a combination of these methods. FLS is a mandated disease reporter and will report necessary diseases and illnesses to the local department of health. Please visit our website for additional policies of Coronavirus Safety Guidelines: www.faithredmond.org/covid-19-response.

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 and lunches are NOT provided by the school. All students are required to bring their own healthy snacks to school each day. Students who stay after 12:00 need to bring their own lunch. FLS 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.
* 1 Protein

USDA CACFP requirements: https://www.govinfo.gov/content/ pkg/FR-2016-04-25/pdf/2016-09412.pdf

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 (DCYF), ask that you continue to follow the minimum licensing requirements for childcare in Washington State and provide your child with the daily nutritional requirements. All allergies, 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 the opportunity to 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 home, caregivers must sign a waiver agreeing it is okay for their child to eat it.
* 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 have the following:

1. have a washable, moisture resistant diaper-changing surface that is cleaned and sanitized between children.
2. 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.
3. 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.
4. is on moisture impervious and washable flooring that extends at least two feet surrounding the diaper changing and hand washing area; and
5. 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 (except for 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 Mandated Reporters**

**ALL SCHOOL EMPLOYEES** are legally obligated to report to Children’s Administration/Child Protection Services (CPS) by or a law enforcement agency if they believe reasonable cause exists to believe abuse or neglect has occurred. Information will be immediately reported to the Director and Associate Director.

The information will be kept confidential, and the family will not be informed by anyone affiliated with the school. It is CPS or law enforcement’s responsibility to investigate and inform families.

1. School staff are required to cooperate with investigations being conducted by CPS or the 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.
3. If you have any concerns regarding child abuse or neglect to a child, please contact (1-866-END-HARM).

**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.

## **Medications**

As required by Washington State childcare 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. Caregivers need to **hand the medication directly to an FLS employee along with the proper documentation** for the medication. Medications and non-medications including hand sanitizer, rash creams, lotions, vitamins, etc. should never be left within reach of children.

### **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. An early learning provider must administer medication to children in care as follows:

1. **Prescription medication** must only be given to the child named on the prescription.
2. Prescription medication must be prescribed by a health care professional with prescriptive authority for a specific child.
3. Prescription medication must be accompanied **by a medication authorization form** that has the medical need and the possible side effects of the medication.
4. 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) will not be administered for any reason.

## **Non-Medical Creams/Paste**

A parent or guardian must annually authorize an early learning provider to monitor the child self-applying the following:

1. Sunscreen.
2. Lip balm or lotion.
3. Hand sanitizers or hand wipes with alcohol, which may be used only for children over twenty-four months old; and
4. Fluoride toothpaste for children two years old or older.

### **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.

## **Behavior Management and Guidance Policy**

The school uses indirect guidance techniques:

* **We give advance 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 are 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 moment of reflection allows the child time to regain control. Reflection 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.

Some negative behavior is best ignored since its goal is often to get attention. This technique can be used for some of the negative behavior 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 what can be provided with child to teacher ratio the Director and/or Associate Director will be requested to assist who will determine if a caregiver needs to be notified. Some children may struggle with the classroom ratio of FLS and will be assessed to determine the best educational option for the child. FLS reserves the right to request an Individualized Education Plan (IEP) to better serve the child. If the family is not willing to work with FLS’s recommendation, we may un-enroll the child.

One of the behavior management resources FLS uses is Love and Logic, which includes:

* A way to help students own and solve their own problems.
* Adults provide limits in a caring, respectful way.
* Behavior management involves building students up, so they feel more capable, even after being disciplined.
* Educators interact 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 is maintained with compassion & understanding.
* Problems are 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.

## **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.

* 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 support.
* FLS reserves the right to require the family to provide a one-on-one aide/support person during the child’s school day. The professional one on one/support person'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 person'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 suggests that they can’t abide by the Department of Early Learning’s requirements then the Director/Associate 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.

## **NO Weapons at School**

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

## **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 FLS, 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. As soon as a child can talk, all teachers will teach the correct terms for their body parts (i.e., penis, vulva, vagina). 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 to 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**

FLS does host offsite educational activities from time to time that will require at least one parent or guardian to attend for their child/children to participate and provide transportation.  FLS staff do not transport any children of FLS to Field Trips for any reason.  FLS parents are responsible for fees associated with field trips.  FLS does not require participation in field trips but encourages family participation to enrich their child's learning experience.  There will be no school, including no before or aftercare on Field Trip Days.

## **Agreement Form**

*After reading this Caregiver Handbook, please sign the Family Agreement Form. This form must be stored in your child’s file. The form is available on BrightWheel under the “Documents” tab.*