

AMERICAN
LUTHERAN
SCHOOL
2009 - 2010
HANDBOOK



You have been taught the Holy Scriptures from childhood,
and they have given you the wisdom to receive the salvation
that comes by trusting in Christ Jesus.

2 Timothy 3:15

STATEMENT OF PURPOSE

The purpose of American Lutheran School is to assist the children in their spiritual, social, emotional, cognitive, and physical development in the context of a loving, nurturing and enriching environment that is intentionally Christ-centered. Our program provides a variety of learning experiences allowing the child to explore his/her environment and receive guidance in participating in activities in which they can experience success and spiritual growth.

SERVICES OFFERED

American Lutheran School is a non-profit organization. It is a ministry of the American Lutheran Church. The Bible is the spiritual basis of our program. Any child may attend the school, regardless of race, color, religion or creed.

The school is dedicated to meeting the special needs of every child, including the needs of children with developmental and/or physical disabilities.

We offer a morning preschool for children ages 3 years through 5 years old. Children must be 3 years old prior to September 1 and toilet-trained before they enroll. We offer a 2 or 3 day program for 3-5 year olds and a 5-day pre-K program for 4 and 5 year olds who will attend kindergarten the following school year. In addition, we offer early morning and lunch care daily, 8:00 am to 9:00 am and 11:30 am to 1:00 pm. A minimal fee is charged.

This facility is regulated by the Arizona Department of Health Services; 1500 East Cedar Avenue, Suite 22, Flagstaff, Arizona 86004-1642, (928-774-2707). We are licensed to serve 94 preschool children daily. Facility inspection reports are available for viewing.

Transportation is not offered to or from another school. We encourage families to car pool. The director can help you contact other parents interested in sharing rides.

SCHOOL STAFF

All of our staff have a professed belief in Jesus Christ as their personal Lord and Savior and have the education and experience required by the State of Arizona. They receive a salary and attend regular staff meetings, in-service training, workshops and classes in order to learn new skills in the art of teaching young children.

Our staff members are:

Director	Lori Barbe
2-day Teachers	Dawn Perlak and Charity Huard
3-day Teachers	Sharon James, Deborah Malone, Sharon Salas
Pre-K Teachers	Darcel DuBord and Mary Lord
Teacher Aide	Jessika Peterson



A Tree Stands because of
its Strong Roots!

GOVERNANCE

The school is governed by the American Lutheran School Board. Its purpose is to oversee the general operation of the school and support the staff in their efforts.

ADMISSION REQUIREMENTS

Each child must be enrolled by his/her parent or guardian. An "Emergency Information and Immunization Record Card" must be completed and signed by the parent or guardian at the time of enrollment. Special needs or requirements shall be clearly defined in writing. Parents will present a copy of the child's immunization record at the time of enrollment. In the event that the child is being reared in a religion that opposes immunization, a signed affidavit is required of the parent or guardian stating the fact. Evidence of legal custody is required if applicable.

A \$50 non-refundable registration fee for preschoolers shall be paid at the time of registration.

INSURANCE

Our school carries liability and accident insurance to meet the standards set by the Arizona Department of Health Services. Please contact the director for information regarding claims.

MEDICATION

The staff will not administer medication to a child without authorization from the child's physician, parent or guardian that contains the following information:

- a. The name of the child.
- b. The name and prescription number of the medication to be given.
- c. Specific instructions including the dosage date and times the medication is to be given.
- d. Reason the medication is being given.
- e. Signature of the parent or guardian.
- f. Date of authorization.

ILLNESSES

Children who are ill must be kept at home. No child will be allowed to stay at school with visible signs of illness. Parents are required to notify the school whenever a child contracts a contagious disease (strep, measles, etc). We must keep records of these illnesses. If a child becomes ill at school, parents will be called. An isolation mat is provided for an ill child waiting transportation home. The staff will make every effort to keep this child comfortable.

MEDICAL EMERGENCY PROCEDURES

In case of a medical emergency, the personnel in the office will contact the parent and make them aware of the emergency. If the emergency requires, 911 will be called and the child will be taken to the emergency room at Yavapai Regional Medical Center, 1003 Willow Creek Road.

THE PRESCHOOL PROGRAM

The preschool program is designed to provide experiences and activities that will fulfill each child's basic spiritual, emotional, psychological, intellectual and physical needs. Daily activities include many of the following: Bible stories, verses, prayer time, sharing and listening, field trips, chapel time, art, science, math and reading readiness (when appropriate), free choice, etc.

DAILY SCHEDULE

Each class has a separate daily schedule in order to coordinate restroom and playground use. This daily schedule is listed in each classroom. Specific plans for the day will be posted on the individual teachers' lesson plans.

SHARING

Children are encouraged to share their experiences and special belongings. Teachers will announce the day(s) they wish to designate as "sharing days". Please do not allow child to bring guns, weapons or toys that encourage violent or aggressive play. The sharing items are to be placed in cubbies or the teachers "sharing bag".

Toys are not to come to school on other days.



BIRTHDAYS

Birthdays are special! We celebrate each child's birthday with a birthday crown and a special song. Please talk with your child's teacher prior to your child's birthday if you wish to send special birthday napkins and a favorite treat to share. Please DO NOT bring favors, toys, or balloons. Summer birthdays will be celebrated the end of May

CLOTHING

Please keep in mind that your child will be climbing, painting, digging, sitting in the sand, playing with water and helping him/herself when toileting. We emphasize having a good experience with materials rather than keeping special clothes spotless. We encourage parents to send their children to school dressed in comfortable play clothes and tennis shoes or rubber soled closed toe shoes. Our program is designed to include outdoor playtime everyday weather permits. Children will not be allowed on playground equipment unless they have the proper shoe wear. Boots, sandals, and thongs are not safe. Be sure your child has suitable outerwear for cold days, including hat, mittens, coat, etc.

Should an accident necessitate a change of clothing, the school will provide such a change. Please launder this clothing and return it to the school promptly.

LABEL EVERYTHING. Please have your child's name (first and last) written inside all sweaters, coats and jackets! Sometimes a child forgets which coat he/she wore and gets upset if the teacher can't help identify it either! Lost and Found items with out a name will be placed on the hooks in the hallway.

DISCIPLINE

American Lutheran School's staff members make every effort to maintain a positive, safe, loving and comfortable environment for all the children of the preschool. Acceptable, appropriate behavior is encouraged. Teachers will first correct a child who is displaying inappropriate behavior by explaining what it is they observed and why it is not considered acceptable. Sometimes a child may be redirected to a new play area, if appropriate. If unacceptable behavior recurs, the child will be given "time out", which means he/she will be separated from the activity that is taking place until he/she has regained control or composure. Some situations may call for the teacher or director to intervene in a counseling role. Parents will be contacted when an undesirable behavior pattern develops and modification is necessary.

PARENT INVOLVEMENT

We truly need parent help with fundraising, field trips, and projects in and out of the classroom. There is a special "WISHES" board posted at the sign in area of items or services needed by the school and staff to help our school run smoothly. Please stop by and see if you can grant a wish!

FIELD TRIPS AND VISITORS

Field trips will be planned through out the year. Parents will be notified in advance and will be asked to provide assistance with supervision and transportation. Teachers will not provide transportation in their own personal vehicles. If there are not enough parents to provide transportation, a field trip may be canceled or postponed. Each child must have a signed and dated field trip permission form to participate in the field trip. Without a permission form signed by the parent or guardian the child will not be allowed to participate.

In addition to the educational field trips, we have visitors come in to share interesting things with us. We would like for parents to share their special interests, talents and occupations with us. Please think about what you would like to share with us!



Are we there yet?

SNOW POLICY

The school calendar closely coincides with that of Prescott Public Schools.

When Prescott Public Schools are canceled due to snow, ice or other weather related circumstance, American Lutheran School will also be closed. When Prescott Public Schools announce that their schedule is delayed one or two hours, WE WILL BE CLOSED!

Our staff will be unable to put this information on our answering machine, so please listen to the radio for this information. You can access this information at http://prescottschools.com/snow_day_info.htm as early as 5:45 am.

Or listen to radio stations KNOT, KGCB, KAHM, etc.

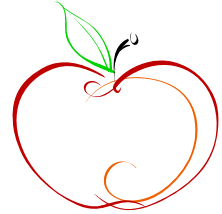
HOURS OF OPERATION

Preschool Hours — 9:00 to 11:30 AM

Early Bird — 8:00 to 8:50 AM

Lunch Bunch — 11:30 AM to 1:00 PM

(Check monthly calendar for days when "Lunch Bunch" may not be available.)



DAILY SIGN IN/OUT PROCEDURE

A parent or other adult must accompany each child into school and sign in and out on the attendance register each school day. This may only be done by a person authorized to do so on the Identification and Emergency Information Card. Children may not be dropped off in the parking lot. Please fill out a release slip when someone new will be picking up your child. We are required to ask all persons other than parents or guardians (or known faces) to present picture identification to the staff. After all, we do want your child to go home with the right people!

ARRIVAL/DISMISSAL

Preschool classes begin PROMPTLY at 9:00 AM and will be dismissed promptly at 11:30 AM. **Please do not bring your child before 8:55 AM**, as teachers need that time to prepare for the day's activities. If you arrive before 8:55 AM, you will be charged the "Early Bird" childcare fee of \$3.00. **Plan to arrive at 11:25 AM** to pick up your child so that you have adequate time to sign him/her "out".

EARLY BIRD AND LUNCH BUNCH

Extended care program allows children to stay for playtime/lunch on a per day basis.



Early Bird

8:00 - 8:50 am

\$3.00 per session

Please purchase "Early Bird" tickets at the preschool office for \$3 each (\$36.00 for a sheet of twelve tickets).

You will be charged \$3 for "Early Bird" care even if your child uses less than the allotted time because we must pay our staff to participate in early morning care for your convenience.

Please add your child's name to the "Early Bird" roster when you bring your child in the morning.



Lunch Bunch

11:30 - 1:00 pm

\$5.00 per session

Send a sack lunch plus a beverage with your child's name on it. We will refrigerate the lunches. Please make sure to pack items that your child can manage. We DO NOT heat up lunches. Please write your child's name on the "Lunch Bunch" list at the sign in/out counter in the morning. You may purchase "Lunch Bunch" tickets in advance at the preschool office for \$5 each (\$60.00 for a sheet of twelve tickets). Tickets cost \$5 even if you pick up your child early.

**CHECK SCHOOL CALENDAR FOR
NO "LUNCH BUNCH" DAYS**

SNACKS

Parents are asked to provide snacks for all the children in the school on a rotating basis. Your scheduled snack days will be posted on the monthly newsletter and calendar. We encourage parents to provide nutritious snacks and fruit juice. State health officials have guidelines regarding snacks brought from home. We must serve only foods prepared in a state or county inspected kitchen. We must serve a healthy snack that includes foods or beverages from at least two food groups. Below are some suggestions. On field trip days it is especially helpful to have snacks in small zip lock bags and individual juice boxes.

SNACK SUGGESTIONS

Juices - must be 100% juice. Frozen or bottled is fine (Please no grape juice. It stains. White grape juice is okay.)

Milk

Breads of all kinds - whole grain variety is best

Sandwiches cut into quarters - peanut butter & jelly, tuna, cheese, cream cheese, etc.

String cheese

Cheese slices or cubes

Fruit cocktail

Graham crackers

Cold cereals of all types

Cereals mixed with raisins, peanuts, etc.

Crackers of all kinds - watch sodium, fat and sugar, please

Crackers spread with cheese or peanut butter

Apples - please bring them washed and sliced into sections - dip in lemon juice & sprinkle with cinnamon & sugar

Bananas - we'll slice them into 2 or 3 pieces

Oranges - peeled & sectioned

Hardboiled eggs - the children like to peel their own

Bagels or mini-bagels with cream cheese

Pre-cut celery and/or carrots or miniature carrots

Applesauce

Cottage cheese - ¼ cup servings

Yogurt



Let's be creative so we can serve healthy, thrifty snacks
that the children enjoy and still meet the state's standards!



Get Well Soon!

SICKNESS/ILLNESS **POLICY**

We ask that you keep your child at home with any of the following symptoms and/or illness:

*Fever greater than 100

*Runny Nose

*Questionable rashes

*Coughing

* Diarrhea

*Conjunctivitis (Pink Eye)

If your child is being treated with antibiotics he/she should be on the drug for at least 24 hours before returning to school.

If your child has a continually clear-runny nose or rash due to non-contagious allergies, please let us know. We realize that some symptoms hang on long after the child is no longer contagious. Remember, we want all of our students to remain healthy and happy.

Please call us anytime your child is absent. (778-7049)

We must report all communicable diseases to the health department.

COMMON CHILDHOOD DISEASES

CHICKEN POX

Incubation Period: 12-21 days.

Contagious Period: Until crusts have fallen off and scars have healed.

Symptoms: Slight fever, headache, rash, and itching skin.

GERMAN MEASLES

Incubation Period: 12-21 days.

Contagious Period: Until three days after disappearance of rash.

Symptoms: Slight fever and rash (small, pink color; fades on pressure; appears like blush).

MUMPS

Incubation Period: 12-16 days.

Contagious Period: Until swelling has completely disappeared.

Symptoms: Swelling and pain in salivary glands at sides of neck, difficulty in swallowing, headache, and fever.

CONJUNCTIVITIS (PINK EYE)

Incubation Period: 24-72 hours after exposure to infected person or articles.

Contagious Period: Until infection is completely gone.

Symptoms: Itching and burning of the eyes, redness and tearing of the eyes, sensitivity to light, swollen eyelids, and a thick drainage that makes the eyelids stick together.

IMPETIGO

Incubation Period: 2-5 days

Contagious Period: Until a child has been on antibiotics for at least 24 hours.

Symptoms: Flat, yellow, crusty, or weeping patch on the skin usually around the nose and mouth. It usually starts as tiny blister that break and leave the skin red and moist.

"And the prayer offered in faith will make the sick person well" James 5:15

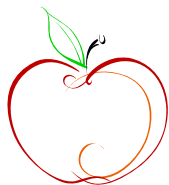
FINANCIAL POLICIES

1. Our school is a non-profit and self-supporting institution. All tuition is paid on a monthly flat fee basis.
2. All payments are made to American Lutheran School.
3. All payments are due on the first day of the month. Payments not received by the tenth of the month will have a 5% late fee added.
4. A 10% discount is given for full yearly tuition paid in one payment by August 10th.
5. A 10% discount will be given to members of American Evangelical Lutheran Church.
6. The maximum discount allowed will be 10%.
7. All checks returned by the bank will have a \$10.00 service charge.
8. Tuition is divided into 9 equal payments. **The first payment is due August 1st.** Credit is not given for days missed or for months with vacation days.
9. If an account becomes more than one month past due, the child may be excluded from school until the account is paid. This action may void an available space for the child's return.
10. A limited budget demands the school to operate on a full capacity level, thus two weeks written notice must be given if your child is to be withdrawn from the school. If this notice is not given you will be charged two weeks tuition. No refunds of tuition paid will be made on withdrawals after May 1st. Hardship cases are reviewed on an individual basis.
11. Schedule for contacting delinquencies:
 - a. Due by the 1st – Delinquent after the 10th
 - b. Phone call – 15th
 - c. Reminder letter – 20th
 - d. Second reminder letter or phone call – 25th
 - e. “No return” letter –30th
12. Children not picked up by 11:40 will be charged the “lunch bunch” fee of \$4.00.
13. Scholarships are available for families with financial need. A scholarship application form must be completed. Scholarship forms are available from the school office. The Director will notify you of the decision of the Scholarship Committee. Please let us know when you have a financial need regarding tuition.
14. Early morning/Lunch fees are as follow:
 Early Bird (morning childcare) = \$3/day
 Lunch Bunch = \$5/day
 A late fee of \$5 will be charged for families who fail to pick up their child(ren) by 1:00 PM.

A Signed copy of this policy is on record at the school.

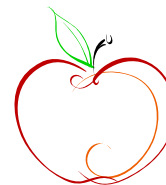
Monthly Tuition Fees are as follows:

Class	Monthly	AELC Members	Full Tuition with 10% discount
Pre K (5 day)	\$175.00	\$157.50	\$1417.50
M-W-F (3 day)	\$120.00	\$108.00	\$972.00
T-Th (2 day)	\$90.00	\$81.00	\$729.00



2009-2010

American Lutheran School Calendar



August

Wed, August 19	6:30 pm	Parent info night
Friday, August 28	10:00 to Noon	Open House

September

Tuesday, September 1		<u>FIRST DAY OF SCHOOL</u>
Monday, September 7		Labor Day Holiday – NO SCHOOL
Thu & Fri, Sept. 24-25		Picture Days

October

October 12-16		Fall Break – NO SCHOOL
Thurs & Fri, Oct. 22-23		Classroom Pumpkin Patch
Tuesday, Oct. 27	6:30 – 7:30 pm	Pumpkin Carving with Dad
Wed & Thurs, Oct. 28-29		Costume Parade and Harvest Party
Friday, October 30		Teacher In-service – NO SCHOOL

November

Wednesday, November 11		Veterans Day Holiday – NO SCHOOL
Friday, Nov. 20	11:00 am	All School Thanksgiving Program & Pie Social – NO LUNCH BUNCH
Wed-Fri, November 25-27		Thanksgiving Break – NO SCHOOL

December

Tuesday, Dec. 1	6:00- 7:30 pm	All School Christmas Craft Night
Tues & Wed, Dec. 15 &16		Classroom Birthday Party for Jesus
Friday, Dec. 18	10:45 am	All School Christmas Program- NO LUNCH BUNCH
December 21-January 1		Christmas Vacation – NO SCHOOL

January

Monday, January 18		Martin Luther King Holiday-NO SCHOOL
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February

Thurs & Fri, Feb. 11-12		Classroom Valentine Party
Monday, February 15		Presidents Day Holiday- NO SCHOOL

March/April

March 15-19		Spring Break – NO SCHOOL
Wed & Thurs, March 31 and April 1		Classroom Easter Egg Hunts

April

Friday, April 2		Good Friday Holiday – NO SCHOOL
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May

Mon & Tue, May 3-4	10:45 am	Mother's Day Tea's-NO LUNCH BUNCH
Monday, May 10		Red, White and Blue Parade
Thurs & Fri, May 20-21		Summer Birthdays Party
Wednesday, May 26	10:00 am	ALS Graduation – NO LUNCH BUNCH W/TH/F
Friday, May 28		<u>LAST DAY OF SCHOOL</u>