



2023-2024
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 strengthen children in their spiritual, social, emotional, cognitive, and physical development in the context of a loving and enriching environment that is intentionally Christ-centered. Our program provides a variety of learning experiences. We allow the child to explore his/her environment with guidance by 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 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 2- or 3-day program for 3-5-year old's 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 8:30 am and 11:30 am to 1:00 pm. A minimal fee is charged.

Children must be 3 years old by August 31st and toilet-trained before they enroll. Children are expected to be able to use the bathroom and dress independently.

This facility is regulated by the Arizona Department of Health Services; 150 N. 18th Ave., Suite 400, Phoenix, AZ 85007. 602-364-2539. We are licensed to serve 59 preschool children daily. Facility inspection reports are available for viewing.

SCHOOL STAFF

All 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 to learn new skills in the art of teaching young children.

Our staff members are: Director	Lori Barbe
2-day Teachers	Jennifer Garber, Charity Huard
3-day Teachers	Breanna Hall, Charity Huard, Sarah Snyder
Pre-K Teacher	Darcel DuBord
Teacher's Aides	Ashley Rhodes, Stacia Strom-DuBord

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 birth certificate and immunization record at the time of enrollment. If 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. American Lutheran School reserves the right to refuse admission to or withdraw a student at any time. A \$60 non-refundable registration fee 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. Documentation of liability insurance is available in the church office. 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.

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.

PESTICIDE APPLICATIONS

The church and school utilize a professional exterminating company to keep our school safe and free from pests. There will be a posting at the sign in area at least 48 hours prior to pesticide application. All records of pesticide applications are kept on file in the preschool office for your review.

SUN SAFETY POLICY

We are committed to your children's health and protecting them from the sun's rays during outdoor activities. In keeping with this philosophy, our facility will:

Ask you to apply sunscreen prior to arriving to school each day. Ask you to provide a hat, sunglasses, and/or long sleeve clothing for your child to put on when outdoors. Provide shade during outdoor activities. Limit outdoor activities that would involve direct sun exposure to skin between the hours of 10 a.m. and 4 p.m., when the UV rays are at the highest level by utilizing shaded outdoor areas and by protecting skin with clothing, hats, sunscreen and lip balm. Please see the preschool office for a sunscreen application permission slip if you would like us to apply sunscreen that you supply.

NON-SMOKING CAMPUS

American Lutheran School is a smoke free campus. There is absolutely no smoking in the facility or on the grounds during school hours or special events. ASHLine education materials are available to all families through the preschool office.

SECURE CAMPUS

Entrance to the church parking lot is ONE WAY. Please enter and drive to the right, circling the building to park in the school parking lot. This is for the safety of all families. Entrance and exit to the school is only available through the front door. The playground door is not to be used during school hours to enter or leave the building. All doors to our school are locked except during designated drop off or pick up times for families. If you are arriving late, picking up early, or needing in the school during locked times please use the bell outside the front entrance and a staff member will let you in. This is for your student's safety. As always, parents have access to their child's classroom, chapel area and playground when their child is in attendance.

SAFETY DRILLS

We will be practicing ways to stay safe at school. This includes fire and lockdown (QUIET) drills monthly. We follow the same protocols as other schools, businesses, and churches in the area. We work directly with our security team and the Prescott police department on all procedures to ensure our students safety. Families will not be granted access into the building during a drill. There will be signs on the doors, so you know when a drill is in process. If you are on campus during a drill, please follow all directions by the staff. You will receive an informational email after any lockdown drills.

HOURS OF OPERATION

Preschool Hours	8:30 to 11:30 AM
Early Bird	8:00 to 8:30 AM
Lunch Bunch	11:30 AM to 1:00 PM

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

ARRIVAL/DISMISSAL

Preschool classes begin PROMPTLY at 8:30 AM and will be dismissed at 11:30 AM.

You may register for our Early Bird program if you need to bring your student prior to 8:30 am.

Plan to arrive at 11:25 AM to pick up your child so that you have adequate time to sign him/her "out".

DAILY SIGN IN/OUT PROCEDURE

A parent or other adult must accompany each child into school and sign in and out on the check-in computer or attendance register each school day. This may only be done by a person authorized to do so on the Identification and Emergency Information Card. The director will give each authorized person a registration code to register a fingerprint or PIN number. Please register in the office when someone new will be picking up your child. We are required to ask all people other than parents or guardians (or known faces) to present picture identification to the staff.

COMMUNICATION

The school uses a communication app called PROCARE family engagement. You will receive an email to join the app. This is the way teachers and staff send messages, newsletters, and photos. Please join promptly so you don't miss anything!

EARLY BIRD AND LUNCH BUNCH

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



8:00 – 8:30 am

Early Bird \$5.00 per day

Please purchase "Early Bird" tickets at the preschool office for \$5 each (\$60.00 for a sheet of twelve tickets). The fee is \$5 for "Early Bird" care even if your child uses less than the allotted time because our staff is available from 8-8:30 am. Please add your child's name to the "Early Bird" roster when you bring your child in the morning.



11:30 – 1:00 pm

Lunch Bunch \$10.00 per day

Please provide a sack lunch and drink with your child's name on it and put it in the bin outside the kitchen area. Please be 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 \$10 each (\$120.00 for a sheet of twelve tickets). Tickets cost \$10 even if you pick up your child early.

Lunch Bunch Registration closes at 9:30 am each day.

CHECK SCHOOL CALENDAR AND NEWSLETTERS FOR NO "LUNCH BUNCH" DAYS

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), physical activity and movement, free choice, etc.

DAILY SCHEDULE

Each class has a separate daily schedule 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.

PLAYGROUND

Playground rules are posted at the entrance to the playground. We go outside everyday that the temperature is 30 degrees or above. Please send coats, mittens, etc. as the weather demands.

Parents and siblings are asked not to use the preschools playground during school hours. 8:00 am – 1:00 pm. Playground doors are not to be used as an entrance or exit to the school.

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 prayer and song. Please talk with your child's teacher prior to your child's birthday if you wish to send a treat to share. You may bring special birthday napkins and a food treat for each student (cupcakes, cookies, popsicles, etc.) Please **DO NOT** bring anything else - Hats, favors, balloons, etc. No party invitations handed out at school unless you invite the entire class. Summer birthdays will be celebrated in May.

DRESSING FOR PRESCHOOL

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 flip-flops are not safe.

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.

DRESSING FOR COLD WEATHER:

Please dress your child warmly in coats, hats, and mittens on cold mornings because we take the children outdoors almost every day. We believe that children need fresh air, sunshine, and physical activity. Please label all coats with your child's name. When the playground is wet or the temperature is below 30 degrees, we will keep children inside for other activities.

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 cannot help identifying it either. Lost and Found items without 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 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. Please see the Director or your child's teacher if you would like to volunteer in a specific capacity. The goal of preschool is to have your children learn to be involved in classroom activities on their own. We ask that parents do not stay around the school after dropping children off unless you are a scheduled volunteer. This is to help with classroom management and keep our students safe. Parents have access to their child's classroom, chapel area and playground when their child is enrolled in the school. 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 throughout the year. Parents will be notified in advance and will be asked to aid 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 stay at the school and participate in other activities.

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

PHOTO SHARING

We will take many pictures and videos throughout the school year to share with you. These will be shared through our PROCARE app and other photo sharing means. Your teacher will send you a link so you can see all the fun we have. You may choose for your child to not be included on the school's social media sites on the signature page of this handbook.



UPDATED SNOW POLICY

American Lutheran School follows the Prescott Unified School District (PUSD) directives regarding weather related closures or delayed start times.

- When PUSD cancels school due to inclement weather – American Lutheran School will be closed.
- When PUSD calls for a “2-hour delay” American Lutheran School will begin at 10:00 am and end at 11:30 am. No Early Bird will be offered. Lunch Bunch will still be available from 11:30am – 1:00pm for \$10 per child per day.

In the event of closures or delays, you will receive notification through the Procure parent app by 7:00 am.

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. Please fill in the calendar at the check in station with what you intend to bring at least **ONE WEEK IN ADVANCE**. We encourage parents to provide nutritious snacks. We must serve only foods prepared in a state or county inspected kitchen. We serve snacks "family style" to model and support children in learning to serve themselves and develop a healthy relationship with food. Most days we drink water with our snack. We use this time to practice using a cup. All snack dishes and cups are washed and sanitized after each use. We must serve a healthy snack that includes foods or beverages from at least **two** food groups. Below are some suggestions.

SNACK SUGGESTIONS

Grains:

Breads/Crackers of all kinds - whole grain variety is best
Graham crackers
Cold cereals of all types
Popcorn

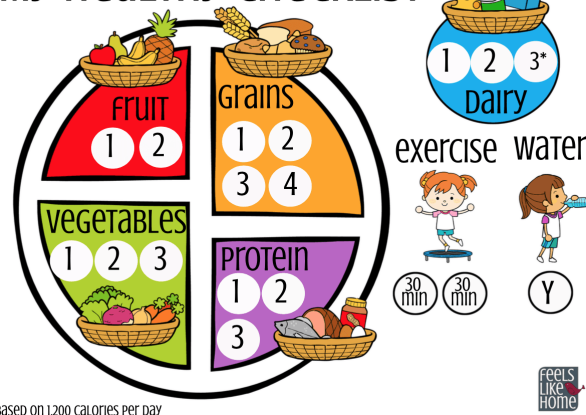
Dairy:

String cheese
Cheese slices or cubes
Milk
Cottage cheese
Yogurt
Hardboiled eggs - the children like to peel their own

Fruits/Vegetables:

Berries
Apples
Bananas – we will slice them into 2 or 3 sections
Cutie or clementine oranges
Celery
Miniature carrots
Applesauce
Juices - must be 100% juice with no sugar added. Frozen or bottled is fine (Please no grape juice. It stains. White grape juice is okay.) We will serve juice no more than 2 times per week.

MY HEALTHY CHECKLIST



SICKNESS POLICY

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 for transportation home. The staff will make every effort to keep this child comfortable.

We require 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 our students to remain healthy and happy.

Please call us anytime your child is absent. (928-778-7049)

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.



A TREE STANDS BECAUSE OF ITS STRONG ROOTS

FINANCIAL POLICIES

1. Our school is a non-profit and self-supporting institution. Tuition is paid as a monthly flat fee.
2. All payments are made to American Lutheran School by check, cashier's check, or money order.
3. All payments are due on the first day of the month.
4. Payments not received by the tenth of the month will incur a 5% late fee.
5. A 10% discount is given for full yearly tuition paid in one payment by August 1st.
6. A 10% discount will be given to members of American Lutheran Church.
7. The maximum discount allowed will be 10%.
8. All checks returned by the bank will have a \$25.00 service charge.
9. Tuition is divided into 9 equal payments. The first payment is due August 1st. Tuition payments are due the first of each month August through April. Credit is not given for days missed or for months with holiday or vacation days. If an account becomes more than one month past due, the child may be excluded from school until the account is paid.
10. A limited budget demands that the school operates 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. Computer check in message reminder – 5th
 - c. Email – 11th
 - d. Second reminder letter or phone call – 15th
 - e. “No return” letter – 20th
12. Children not picked up by 11:40 will be charged the “lunch bunch” fee of \$10.00.
13. Partial scholarships are available for families with financial need. A scholarship application 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 if you have a financial need regarding tuition.
14. Extended care tickets are as follows and must be paid the day of care:
 - a. Early Bird 8:00 am – 8:30 am = \$5/day
 - b. Lunch Bunch 11:30 am – 1:00 pm = \$10/day
 - c. You may prepay by purchasing tickets from the school office. Lost tickets cannot be replaced..
 - d. A late fee of \$10 will be charged for students not picked up by 1:00 pm.

Monthly Tuition Fees:

Class	Monthly	ALC Members	Yearly Tuition	Full Tuition with 10% discount
Pre K (5 day)	\$350.00	\$315.00	\$3150.00	\$2835.00
M-W-F (3 day)	\$265.00	\$238.50	\$2385.00	\$2146.50
T-Th (2 day)	\$200.00	\$180.00	\$1800.00	\$1620.00



A TREE STANDS BECAUSE OF ITS STRONG ROOTS

2023-2024 CALENDAR

(SUBJECT TO CHANGE)

September

5 T
13-27
28, 29 TH, F

FIRST DAY OF SCHOOL

Annual Flower Bulb Sale Fundraiser
Picture Days

October

9-13 M-F
16 - 19 M-F
19, 20 TH, F
25 W
30, 31 M, T

5:30 pm

Fall Break – NO SCHOOL
Raising a Reader program begins – 3-day classes
Pumpkin Patch
Pumpkin Carving w/Dad
Costume Parade/Party

November

1 - 9
10 F
22-24 W-F

Operation Christmas Child Service Project
Veteran's Day Holiday – NO SCHOOL
Thanksgiving Break – NO SCHOOL

December

13 W
20 W
25-1/5

5:30 pm
10:30 am

Christmas Craft Night
All School Christmas Program – NO LUNCH BUNCH
Christmas Break – NO SCHOOL

January

1-5
15 M
26 F

11:30 am

Christmas Break – NO SCHOOL
Martin Luther King Holiday – NO SCHOOL
Lunch & Library Event – 3-day classes

February

5 - 9 M-F
6-9 T-F
13, 14 T, W
16-19 F & M
23 F

5:30 pm

Raising a Reader Program begins – 2-day and Pre-K classes
Parent/Teacher Conference days– NO LUNCH BUNCH
Classroom Valentine Parties
President's Day Holiday– NO SCHOOL
Family Movie Night

March

11-15 M-F
27, 28 W, TH
29-4/1 F & M

Spring Break – NO SCHOOL
Egg Hunts
Good Friday and Easter Holiday – NO SCHOOL

April

1 M
19 F
25 TH

10:30 am
12:00 pm

Easter Holiday – NO SCHOOL
Nursery Rhyme Theater – All classes – NO LUNCH BUNCH
Lunch @ the Library Event – 2-day and Pre-K classes – NO LUNCH BUNCH

May

9, 10 TH, F
17 F
23 TH

10:30 am
10:30 am

Mother's Day Tea (NO LUNCH BUNCH on 5/9)
ALS Graduation – NO LUNCH BUNCH
LAST DAY OF SCHOOL - No Lunch Bunch



Signature Page

Please initial, sign, and return to preschool office.

I have read, understood, and agree to abide by the American Lutheran School Handbook as it pertains to: Programs, Rules, Admission Requirements, and Procedures.

I give permission for my child's picture to be included on the school social media sites.

I give permission for my child to participate in class activities on the grass area in front of the preschool.

I give permission for American Lutheran School staff to sign my student in and out each day if needed.

Child(ren) _____

Guardian Name (Please Print) _____

Signature _____ Date _____