



PARENT HANDBOOK

2021-2022

Jesus said, “Let the little children come to me...”

(Mark 10:13)

Children of Faith School at Faith Lutheran Church

10000 Spain Road NE, Albuquerque, NM 87111

(505) 323-6400

Jennifer Cicchini, Director

Children of Faith Mission Statement: To lead children to Christ, by providing quality learning experiences that will enrich children's lives in a loving, nurturing environment.

Curriculum Statement: We believe in play as the primary mode of learning, active engagement of children, opportunities to make choices and to offer opportunities to experiment and explore. To help young children develop to their full potential in the following areas: cognitive/language, psychosocial, physical/motor, and literacy as well as spiritually. To help children lead a productive and meaningful life by practicing Christian principles in their everyday life.

Discipline Policy: We believe in positive reinforcement of good behavior, positive guidance, redirection, setting clear limits designed to help children become self-disciplined, and a consequence (loss of privilege) when behavior is unacceptable. Physical punishment is not used.

Suspected Child Abuse: Staff members will be familiar with the signs of abuse/neglect. As required by New Mexico law (children's code), staff members will report any known or suspected case of child abuse or neglect.

Admission and Discharge Policy: Children of Faith will not discriminate against any child because of race, color, handicap, sex, national origin, or religious preference. We are not, however, staffed professionally to care for severely handicapped or emotionally disturbed children.

Enrollment is on a first come, first served basis with exception of priority being given to siblings of currently enrolled children and members of Faith Lutheran Church. All Kindergarten Applicants must go through an interview process with the director to be accepted for registration.

If a child seems unable to benefit from the program, or if he/she seriously endangers others, we will consider dismissal. After consulting with the parents and the teaching staff, this decision will be made by the Director.

Missing Child: In case a child is found missing at the preschool and not located after a fifteen (15) minute search, both parent(s) and police will be notified by the Director or staff member in charge.

Separation: Initially, and in stressful times, you and/or your child may experience feelings of separation anxiety. These emotions may include sadness, fear, anger, frustration, or all of the above all at once. We encourage you to stay a few minutes when you bring your child to school and let him/her show you around the room. Always say good-bye. Allow your child to exhibit his/her feelings but don't get involved in those feelings. Depending on the child's age and stage of emotional development, this may be a long or short process. We will do everything possible to make your child feel safe and secure during this transition.

Parent Involvement: We will provide opportunities for you to be involved in your child's activities. Parental volunteer help is always needed and very much appreciated.

Children of Faith has a parent group that meets regularly. All parents are encouraged to attend.

Clothing: It is important that your child be comfortable at school and feels free to participate in all activities. Please dress him/her in simple, washable, and sturdy clothing. Be sure to leave one outfit of clean clothing at school at all times so that your child has a change if needed. You may place the clothes in a Ziploc bag and put your child's name on it before putting it in his/her cubby. Please provide ample and appropriate clothing each season.

We believe fresh air is important to your child's health. We go outside everyday (weather permitting). Please mark all coats, hats, and gloves with your child's name. If your child is too sick to go outside, he/she is too sick to be at school.

Please bring enough wipes and diapers or training pants for your toddler to be comfortable throughout the day. These can be placed in a Ziploc bag with his/her name on it.

Toys: It is fine for your child to bring in a favorite toy to share with the other children. Be sure he/she knows the toy must be shared and that the toy could get broken or lost.

Health: If your child is ill, he/she cannot enjoy the school experience and will jeopardize the health of others. If your child is on an antibiotic, please make sure he/she takes it for a full 24 hours before returning to school.

If your child has an emotional or physical problem, the staff is prepared to work in cooperation with you and your selected professional to meet your child's needs.

We ask that you keep your child at home under the following conditions:

- Fever or the need to control fever with medication during the past 12 hours
- Constant cough, vomiting, diarrhea
- Eye drainage
- Earache
- Unexplained rash or skin eruption
- Swollen neck glands
- Communicable disease or symptoms of a communicable disease

Medication Policy: We will not administer medication without a prescription from the child's doctor. Parents must leave all medications in the Director's office in the prescription bottle. We must have a signed release form in order to administer medication. The medication must be brought in its original container. The container must include the name of the child, the dosage, and the hours when the medication is to be given. Each time medication is given it will be recorded, dated, and signed by the staff member administering the medication.

Accidents and Emergencies: In case of any serious accident or injury, 911 will be called immediately. The parent will then be notified. If the parent cannot be reached, we will use the emergency contact numbers listed in your child's registration information. For minor accidents or injuries, the staff will administer first-aid and the parent will be advised.

Nutrition: A nutritious snack is served midway through the preschool morning program and mid-afternoon in extended care. Parents are asked to sign up to bring snack 1-2 times per month. A blank calendar will be posted outside each class so that parents can sign up when they bring their child to/from school. Children staying in Lunch Bunch or afternoon extended care will bring their own lunch and drink. A snack idea list will be posted next to the snack sign-up calendar outside all classrooms. All snacks will conform to the USDA's Child and Adult Food Program.

Birthdays: Birthdays can be celebrated. Be sure to make arrangements with the teacher if you wish to celebrate your child's birthday at school. A nutritious snack is always served before birthday treats. If you are having a party at home and are inviting all of the children in your child's class, you may hand the invitations out at school. However, if you are only inviting selected children, please mail the invitations so the other children won't be disappointed. Thank you in advance for your help in this matter.

Newsletter: A newsletter will be sent home once a month with the director, teachers, assistants, and board members sharing items of interest with you. You are invited to add to the newsletter if you have items of interest to share with other parents. The newsletter is for your information and it is important that you read it.

Complaints or concerns: If at any time there is a problem or concern regarding your child or the procedures of the school, please feel free to contact your child's teacher or the Director.

Teacher Messages: Messages will be taken by a designated person and will be relayed to your child's teacher. Teachers cannot be called away from their children to answer the phone. Please keep this in mind when planning your call. Emergency messages will be relayed immediately.

Inclement Weather Procedures

If the weather is inclement, please check a local TV or Radio Station for delay or cancellation of Albuquerque Public Schools (APS).

If APS is on a 2 hour delay: Morning extended care (from 8:15am - 8:45am) and preschool classes (from 8:45am - 11:45am) will be cancelled. Children of Faith will open at 11:45am for children who attend afternoon extended care & Kindergarten. PM Preschool Classes will be at the regular time (from 12:15pm - 3:15pm).

If APS is cancelled for the day: Children of Faith School will be cancelled for the day.

Authorization to Pick up Your Child: Your child will only be released to people you designate on your child's Release Form. In addition, these persons will need to present a picture ID when picking up your child. We must have advance verbal or written authorization in order to make changes.

Arrival and Dismissal: Be sure to walk your child into the building. State regulations require you to sign your child in and out each day. It is important to pick up your child on time, which fosters feelings of trust and security. Children not picked up from Preschool by 12:10pm will automatically be enrolled in Lunch Bunch for a \$8.00 charge. Children not picked up from Lunch Bunch by 12:40pm will automatically be enrolled in the Afternoon Extended Care for a \$20.00 charge. Children not picked up at the 3:15 time, will be automatically enrolled in the pm extended care for a \$35.00 charge. At the end of the day, there is a late charge of \$20.00 for each 15 minutes you are late to pick up your child.

For safety reasons, parents are reminded to NEVER leave a child in the car when dropping off or picking up a child from Children of Faith School.

If you are a member of a car pool, please give the Director a list of the children in your car pool. If your child is going to ride with someone other than the usual escort, please notify the school. For the protection of your child, whoever picks up the child on these days must have a picture ID card before we will release the child and must be on the child's release form in the office.

Field Trips: We will provide educational and fun activities throughout the school year. We will discuss these activities with the children and parents will be notified by memo before each activity. These activities will occur during school hours unless otherwise stipulated. We will be asking parents to help drive. If at all possible, please volunteer to go with your child. It means a great deal to children when parents take an active interest in their school activities.

Hours of Operation:

Morning Extended Care: 7:00am – 9:00am

Preschool Classes: 9:00am – 12:00pm

Full-Day Kindergarten: 9:00am – 3:15pm

Full-Day Pre-Kindergarten: 9:00am – 3:15pm

Half-Day Pre-Kindergarten: 9:00am – 12:00pm

Lunch Bunch: 12:00pm – 1:00pm

Afternoon Extended Care: 12:00pm – 6:00pm

Thank you for choosing Children of Faith School. We are excited to have you and your child as part of our Children of Faith family.