

Faithfully Learning and Serving



## Early Childhood Education

*Penny Wight, Director - [pwight@firstlutheralschool.com](mailto:pwight@firstlutheralschool.com)*

*1207 Broadway - Knoxville, TN 37917 - 865-523-9298*

# ECE Handbook



An Early  
Step Toward  
A Godly Walk





**Please remove this page and return it to your child's  
teacher or the ECE Director.**

*I acknowledge receipt of this handbook from First Lutheran Early Childhood Education and understand that it contains valuable information regarding the school and my child(rens) education. I understand that most communications will be done through the FASTDirect system utilized by First Lutheran School. I understand FASTDirect is available on the internet and that I need computer access to retrieve this information. In the event I do not have internet access, I will notify the Director by checking the box below. I will share with and make available the information contained in the FLS ECE Handbook with my child(ren). Should you need assistance with your password, please contact our Administrative Assistant, Mrs. Kim Smith in the school office, at [ksmith@firstluthेरanschool.com](mailto:ksmith@firstluthेरanschool.com) or (865) 524-0308.*

Date: \_\_\_\_\_

Student(s): \_\_\_\_\_

I DO NOT HAVE INTERNET ACCESS AND MUST HAVE SCHOOL COMMUNICATIONS SENT HOME WITH MY CHILD. I understand that it my responsibility to collect these communications from my child's cubby in the ECE center and I will also check daily for any notices that may have been added.

Parent/Guardian signature: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_



**ALL CLASSES are Kindergarten Preparatory Classes**

**Enrollment Requirements Are:**

**COMPLETED application and the application fee of \$50.00 must be paid to begin the enrollment process.**

**If accepted you will be notified by email, FASTDirect and/or by phone and at that time all pertinent and vital information such as *birth certificate copy, well child check up information, immunization record, and social security card copy, as well as any extended guardianship legal documents* must be on file in our office along with at least the registration amount of \$200.00 plus the first month of tuition for the current school year.**

**All supplies should be turned in to your child's teacher NO LATER THAN YOUR CHILD'S FIRST DAY OF SCHOOL and consists of:**

- 3 Bottles of Clorox Anywhere Spray**
- 3 Boxes of Tissues**
- 3 Boxes of Baby Wipes**



**1 ADULT SMALL White Tee Shirt**

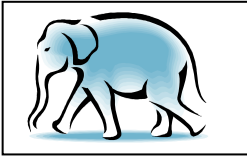
**1 First Lutheran Pull Top Water Bottle (may also be purchased in the school office for \$3.00)**

**Weekly Exchanges: Bring Cot Sheet (Regular Crib Sheet), Small Blanket, & Small Stuffed Animal (Bring on Monday – Take Home Laundry on Friday)**



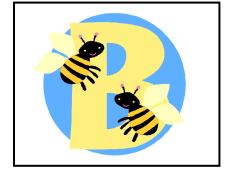
**To Remain in Cubby: A complete change of clothing (Seasonal Changes) including underwear & socks.**





**Mrs. Eimmerman's Elephant Class** (3 turning 4 during the school year)

**All students entering must be three (3) years old September 30 of the current school year.**



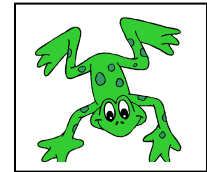
**Mrs. Lelle's Buzy Bee Class** (4 and/or 5 during the school year)

**All students entering must be four (4) years old September 30 of the current school year.**



**Mrs. Samuel's Monkey Class** (4 and/or 5 during the school year)

**All students entering must be four (4) years old by September 30 of the current school year.**



**Mrs. Boatman's Froggie Class** (4 and/or 5 during the school year)

**All students entering must be four (4) years old September 30 of the current school year.**

**Our licensing is for a LEARNING CENTER only, we are not considered a "Day Care", MDO or PDO. Our students must be COMPLETELY POTTY TRAINED prior to entering our program. We do not use diapers or "pull up" type products at any time. Wearing Pull-Ups during any part of their day are NOT considered to be completely potty trained.**

**To be considered completely potty trained the children have the ability to:**

- ✓ Can anticipate the urge to go to the restroom and initiate going into the restroom on their own
- ✓ Can get there on time (taking exception to bathrooms in use)
- ✓ Can independently maneuver their clothing.
- ✓ Can thoroughly wipe themselves without assistance.
- ✓ Can re-attire themselves when finished.
- ✓ Can wash their hands.

# ECE Teacher's STUDENT INFORMATION FORM *(Detach and Return to Teacher)*

This form is confidentially maintained with YOUR child's teacher. It is to help the teacher understand the routines and personality of your child, it is very important that ALL information is included on the form below to help us better serve your family and child.

**Student is to be called:** \_\_\_\_\_  
*First Middle Last*

**Student's Full Name:** \_\_\_\_\_  
*First Middle Last*

**Mother's Name:** \_\_\_\_\_  
*First Last Profession*

**Father's Name:** \_\_\_\_\_  
*First Last Profession*

*Student's Address – Please clearly print the address you wish your child to learn.*

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

*Phone Number that you wish your child to learn:* \_\_\_\_\_

**Student's Birthday:** \_\_\_\_\_  
*Month Day Year*



**ALLERGY/MEDICAL CONDITIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Major Family Changes (past, present, future)** \_\_\_\_\_  
\_\_\_\_\_

**Status of parents (check):** Married \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_  
Single \_\_\_\_\_ Other \_\_\_\_\_

**If separated or divorced what is your child's living arrangement?** \_\_\_\_\_  
\_\_\_\_\_

**Names and ages of student's household members: (siblings, other children, relatives, others)**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pet(s) names and species:** \_\_\_\_\_  
\_\_\_\_\_

**Child's favorite activities likes, dislikes, fears, etc.** \_\_\_\_\_  
\_\_\_\_\_

**General temperament of student:** \_\_\_\_\_  
\_\_\_\_\_

**ECE Teacher's STUDENT INFORMATION FORM** *(Detach and Return to Teacher)*

This form is confidentially maintained with YOUR child's teacher. It is to help the teacher understand the routines and personality of your child, it is very important that ALL information is included on the form below to help us better serve your family and child.

**Does your child have difficulties with any particular situations? Please explain:** \_\_\_\_\_

\_\_\_\_\_

**What course(s) of discipline is used in your home:** \_\_\_\_\_

\_\_\_\_\_

**Play Habits (favorite toys, activities, etc.)** \_\_\_\_\_

\_\_\_\_\_

**Sleeping Patterns/Naps** \_\_\_\_\_

**Languages Spoken at Home** \_\_\_\_\_

**Have you ever spent any time living in another country? If so, what country and for how long?**

\_\_\_\_\_

As you know we are a Christian LCMS Lutheran School and should you want to learn more about the Lutheran faith our Pastors offer informational classes every year. Please contact the school office (865) 524-0308 or the church office (865) 524-0366 for the schedule.

**Please list any values, beliefs or cultural and/or childrearing practices that you feel we may need to know.**

\_\_\_\_\_

\_\_\_\_\_

**Your child's (and family's) home church:** \_\_\_\_\_

**What, if any, non-traditional holidays does your family celebrate?** \_\_\_\_\_

\_\_\_\_\_

**Do you or any member of your family have any particular ability or hobby you would be willing to share in the classroom?**

\_\_\_\_\_

**Parent/Guardian's Signature(s)**

**Date** \_\_\_\_\_

**Parent/Guardian's Signature(s)**

**Date** \_\_\_\_\_

*First Lutheran School admits students of any race, color, or national or ethnic origin to all the rights, privileges and activities generally accorded or made available to students. The school does not discriminate on the basis of race, color, or national or ethnic origin in the administration of education policies, admissions policies, financial aid policies, or school administered programs.*

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## ADMINISTRATION



**Pastor  
School Superintendent  
Paul Bushur**



**Associate Pastor  
UT Campus Ministry  
Derek Roberts**



**Principal  
Middle School Teacher  
Tim Wolfram**



**Director of ECE &  
Student Services  
Penny Wright**



**Administrative Assistant  
Kim Smith**

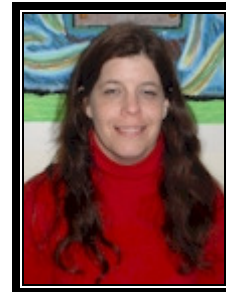
## EARLY CHILDHOOD EDUCATION TEACHERS



**Teacher (Pre 4-5)  
Marion Samuel**



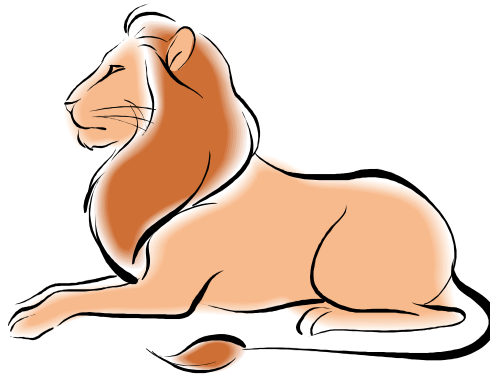
**Teacher (Pre 4-5)  
Melanie Lelle**



**Teacher (Pre 3-4)  
Shirley Eimmerman**



**Teacher (Pre 4-5) and  
Student Services  
Christina Boatman**



**EARLY  
CHILDHOOD  
TEACHING  
ASSISTANTS**



**ECE Teaching Assistant  
Meghan Bushur**



**ECE Teaching Assistant  
Kari Williamson**



**ECE Teaching Assistant  
Megan Walker**



**Spanish Teacher  
ECE Teaching Assistant  
Caroline Perez**



**ECE Teaching Assistant  
Kara Eimmerman**



**ECE Teaching Assistant  
Caroline Perez**



**Librarian  
Amanda Hillard**



**School Nurse  
Laura Dudley**



## *Welcome to First Lutheran Early Childhood Education (ECE) Program*

**A very important member of your family is about to discover the exciting life of being a student! They will discover new experiences, meet challenges, and spiritual, emotional and physical growth will be attained. We ask God for a very rewarding and blessed year as your child takes the first step forward on a Godly walk beginning their formal education.**

**Our foundation for First Lutheran Early Childhood Education is the love and knowledge of Jesus Christ, our Savior, and His love for His children. Our ECE is operated in conjunction with First Lutheran School; under the direction of the Board of Christian Education whose final governing body is the Voters Assembly of the Congregation of First Lutheran Church. As a part of their ministry these young lives are very important to God's Kingdom.**

**Going to school for the first time is one of the most important experiences in a child's life. School can be an exciting place, with lots to see and do. Remember, when children start to school they still need your help and support but in lots of other ways. They need to know that you really care about what happens at school. If you are positive about their day, they will be also. Remember, you will always be not only the most important person in your child's life but the most effective teacher involved in their formal education. This handbook is designed to familiarize parents with the Early Childhood and Begingergarten program of First Lutheran, our goals, methods, and objectives.**

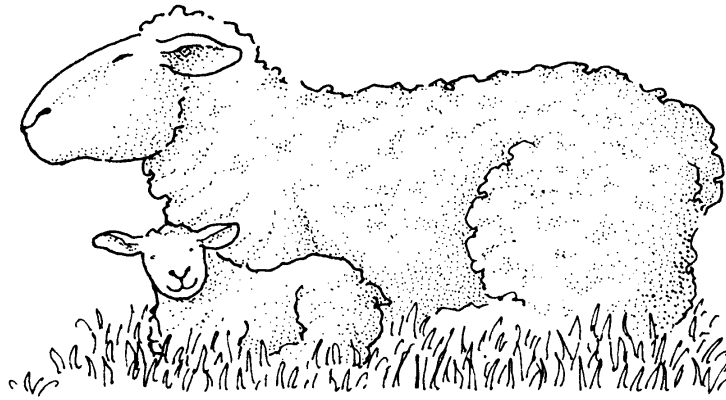
**It is and will always be a blessing to me and the entire staff of First Lutheran to be a part of your child's education and life**

**Serving with JOY,**

**Penny Wright**

**Early Childhood Education Director**

**Faithfully Learning and Serving!**



## ECE Philosophy

**First Lutheran Early Childhood Education's administration, teachers and staff truly believe that we have been purposefully blessed with each child and family that comes through our doors. We will faithfully teach and serve the children and their families by developing their minds, bodies and spirits in a Christ centered learning environment. Following not only Tennessee Department of Education licensing guidelines and accreditation guidelines from both SACS and NLSA, but using a unique and enriched curriculum and an outpouring of God's word resulting in an exemplary program that cultivates a confident life long learner.**



## School Mission Statement

**Believing all children are created and loved by God, First Lutheran School together with family and church, educates children's spirits, minds and bodies in a Christ centered environment, preparing them for Christian service and eternal life.**



## **ACCREDITATIONS and LICENSING**

First Lutheran School is accredited by the Southern Association of Colleges and Schools and the National Lutheran Schools Association. Our eighth grade students consistently score high on tests like the Gateway, a proficiency exam to determine high school readiness, with most passing at the advanced level. Students in ALL grade levels score consistently higher than the national mean in standardized testing in every subject area from vocabulary to math.

First Lutheran School is licensed through the Tennessee Department of Education using the Tennessee Early Learning Developmental Standards (TN-ELDS) as a basis for ECE curriculum. They are as follows:

1. Speech and Language Development
- 2: Early Literacy
- 3: Math and Science
- 4: Social Studies
- 5: Creative Arts
- 6: Social and Emotional Development
- 7: Physical Development

## **ECE SCHOOL HOURS**

To transition from free time class time, we ask that you please have your ECE student here by 8:15 a.m. EVERY WEDNESDAY is School Wide Chapel Day and ECE leaves promptly at 8:20 a.m. Should you arrive after this time, you must enter through the main school doors and bring your child to the Chapel. As always you are invited to join us, there is hardly a better way to start the day than hearing God's word and being with his youngest as they learn of His ways. Before and After School Child Care is included in the ECE student's tuition, so FULL TIME students may arrive as early as 6:30 a.m. and stay until 6:00 p.m. However, to avoid classroom interruptions, please be in the ECE by 8:15 a.m. The ECE Pre3 House opens at 8:00 however; your child can also be dropped off at the main ECE center at the school and will be escorted down to the house by ECE staff members. Direct phone line to the Pre3 House is 865-247-4585.

### **HALF-DAY**

8:15 a.m. to 12:30 p.m. for half day (charges of \$2.00 per half-hour thereafter.)

### **FULL-DAY**

8:15 a.m. to 3:15 p.m.

3:30 p.m. to 5:00 p.m. Second Session Begins (which reinforces what was learned during the school day)

5:00 p.m. to 6:00 p.m. is Centers and Free Play

## SUPPLIES

Most materials for the children will be supplied by the school, and parents may be asked to supply various items throughout the school year. These items may include: cereal boxes, shoe boxes, etc. Other than that, we ask that each student bring:

3 Large Boxes Tissues

3 Boxes Baby Wipes

2 Bottles of Clorox Anywhere

1 ADULT SMALL plain white tee shirt

1 First Lutheran Pull Top Water Bottle (may also be purchased in school office for \$3.00)

Each student WILL NEED the following:

***Please clearly label any items sent to school with your child's name.***

1 Blanket (*First day of attendance and taken home to launder on the last each week.*)

1 Crib Sheet (*First day of attendance and taken home to launder on the last each week.*)

1 Small, quiet stuffed (plush) animal or doll for REST TIME ONLY.

1 COMPLETE change of clothing (weather appropriate top, bottoms, underwear, and socks) to be stored in a large ZIP lock bag clearly labeled with the child's name. This is to be left in your child's cubby at all times and exchanged for weather appropriate attire when the seasons change.

## TARDINESS

***CLASS BEGINS PROMPTLY AT 8:30 a.m.***, Monday through Friday unless otherwise posted or notified on FASTDirect. Arriving a few minutes early (8:15 a.m.) is best for transitioning. As we are shaping our children's attitudes and habits at this early age, it is very important that children be prompt for school. A child's being tardy disrupts the classroom devotions and many activities. If you know that your child will have a legitimate excuse for being late, please contact the teacher the preceding day. ***ECE and K-8 Child Care CLOSSES at 6:00 p.m.*** Late fees are \$1.00 per minute beyond 6:01 p.m. or any part thereof. Satellite time is observed.

## ABSENTEEISM and COMMON SCHOOL AGED ILLNESSES

If your child has symptoms of illness, please keep him/her home! **PLEASE NOTIFY** the ECE center before 8:30 a.m. if the child will be absent that day. If a child runs a fever exceeding 99, they are to remain at home. If their fever exceeds 99 (without excessive physical activity, such as recess or gym) we will ask that you pick them up. Before returning, they must be fever free (WITHOUT ANY MEDICATIONS for 24 hours). This also means if they were running a 99 degree temperature the night before school, please do not give them a fever reducing medication and send them to school. This may only serve to infect others.

If you child has diarrhea or is throwing up, please do not attempt to bring them to school. If this happens while already at school, we will call you and ask you to pick them up immediately. ***They should not return until symptoms completely subside for 24 hours from the onset.***

**NOTIFY THE ECE DIRECTOR OR YOUR CHILD'S TEACHER IMMEDIATELY OF ANY CONTAGIOUS DISEASE. NO NAMES ARE MENTIONED, THIS IS STRICKLY A SAFETY PROCEEDURE REQUIRED BY LICENSING.**

If your child contracts conjunctivitis (pink eye) they must go home along with all personal belongs to be laundered. ***A dated doctor's release must be given to your child's teacher upon return.***

## **ABSENTEEISM and COMMON SCHOOL AGED ILLNESSES (continued)**

If your child has symptoms of cold or flu, please keep them home and evaluate a doctor visit. If you are told by the physician that your child has “strep” please call and let us know as soon as possible so that we may post notice of this highly contagious infection (no child’s name is EVER mentioned).

**Head Lice or Scabies:** This condition must be TREATED IMMEDIATELY. The child may NOT remain at school. If you are called to pick your child up due to either of these conditions, we will give you instructions to help alleviate the the problem so the child may safely return to school. First Lutheran School has a “no nit” policy. Scabies will require a dated doctor’s release be given to your child’s teacher.

## **ACCIDENTS**

First Lutheran ECE endeavors to provide a safe environment free from accidents. However, if an accident or illness occurs, minor injuries will be addressed and first aid administered by the teachers or the director. If questionable severity injuries occur, the services of the school nurse, Mrs. Laura Dudley will be initiated and you the parents would be contacted immediately. It is a personal policy for any head injury (however minor) that a phone call of notification will be made to the parent for the sake of safety.

## **FIRST AID and CPR**

First Lutheran School Staff is educated and trained in First Aid and CPR in compliance and exceeds all licensing requirements.

## **ANNOUNCEMENTS**

The same announcements that are made each morning will be available to parents via FASTDirect on the administrative assistant’s bulletin board. Email notification will be sent when the announcements are available. Announcements will be deleted from the bulletin board after one week.

## **COMMUNICATIONS**

In an effort to promote positive relationships within the school, it is important to establish guidelines for communication. We welcome and encourage communication between our teachers and parents. We recommend using the FASTDirect system. Please remember that appropriate setting and time are important for discussing a student’s progress or expressing a concern. Confidentiality is important for all of us. If you need to meet with a teacher, please email the teacher or send in a note to request a mutually convenient time to meet. Teachers are unable to take phone calls during the school day, but will be available for calls after 3:45 pm. *PLEASE - Promptly notify the ECE Director or Mrs. Smith in the main school office of any changes in address, phone number, place of employment, emergency information, who is to pick up the child, etc.*



## FAST DIRECT

It is a computerized program used by educators to keep the lines of communications open with parents. Mrs. Smith will offer instruction on FASTDirect and may be contacted in the school office, 865-524-0308 should you need to set up time to be trained. Parents can access the system at [www.fastdir.com/firstlutherschool](http://www.fastdir.com/firstlutherschool) or the First Lutheran School web site at [www.firstlutherschool.com](http://www.firstlutherschool.com). The data you view is kept 100% confidential and only accessible to the parents who have personal login ID and password.

FASTDirect offers:

- Account Status
- Important Reminders
- Read Daily Announcements
- Your personal ID and password is listed below
- You may change this information once you access the system.

ID \_\_\_\_\_ PASSWORD \_\_\_\_\_

*It is important that you acquaint yourself with the Fast Direct system. Most communication is done through this system, and failure to check it regularly may cause you to miss important information. Help is available online or simply call the school office if you need assistance. If you do not have internet access, you must notify the Director!*



## Fire and Emergency Drills

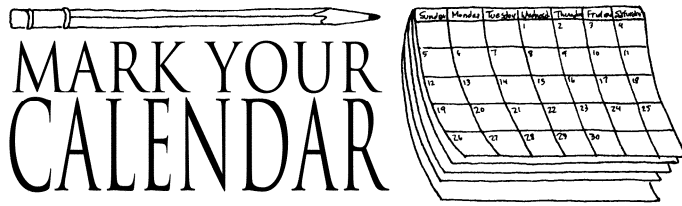
Regular fire and emergency drills are scheduled for the entire school (ECE through Eighth Grade and all Faculty and Staff) in accordance with licensing requirements.

## Health and Safety

Health and Safety curriculum is used throughout the school year and more detailed information will be furnished in advance as different subject matter progresses.

## Report Cards

Assessments are performed in August, January and April/May of the school year, and shortly thereafter you will receive your copy of the report card. After reviewing the results, if you have questions or concerns you may schedule a Parent/Teacher Conference with your child's teacher by phone or at a mutually agreed upon time.



## Parent Enrichment and Involvement

As part of our Parent Involvement Program, we will have special work shops for parents, along with teachers and special guests - sometimes even the children. Please mark your calendars to attend the workshops scheduled below and the final dates and times will be announced both in the monthly newsletter and on FASTDirect.

### July/August

Your child will receive a “WELCOME” card from their ECE Teacher.

### August 11

Opening Service ECE - Eighth Grade Families (In the Chapel then exiting to the Meeting Room & Preschool House - ECE Parent Orientation (Child Care Provided)

### September

To Be Announced

### December

To Be Announced

### March

To Be Announced

### April

To Be Announced

## Birthdays

Birthdays are a special time of celebration! If you and your child wish to share a special snack with your classroom, please speak to the Teacher for special instructions. If you hand out invitations to a Birthday Party off of campus, we ask that you please include everyone in the Classroom or mail them from home to avoid hurt feelings. Either way your child’s teacher will be able to help you should you need ideas or assistance.

## Entrances and Exits

The main ECE entrance is the “Castle Doors” or if they have already been locked down for the day (8:30 – 9:00 a.m.) you may enter at the back door through the ECE playground. Just ring the bell and a staff member will allow you in. PLEASE REMEMBER TO SIGN YOUR CHILD IN AND OUT EVERY DAY.

## Daily Schedule

A copy of the ECE Daily Schedule may be obtained from the First Lutheran web site [www.firstlutheralschool.com](http://www.firstlutheralschool.com) or may be picked up from any ECE staff member or in the main school office.

## FUNDING

First Lutheran School is funded through tuition, contributions from First Lutheran Church members, gifts, grants, and fund-raising activities.

## WHAT ARE THE BILLING PROCEDURES?

Invoices are ready on the first of the month and will be sent home with the student. Payment is due before the 15<sup>th</sup> of the month. Please refer to your contract for your specific billing information. Any billing questions or payments should be directed to the Administrative Assistant, Mrs. Kim Smith, at 524-0308 or by FASTDirect or email: [ksmith@firstlutheralschool.com](mailto:ksmith@firstlutheralschool.com)

## CONSENT STATEMENTS

First Lutheran School utilizes a detailed consent form regarding such topics as medicine/first aid, student services, field trips, and sports. This form is included in the registration package and is a convenient way to eliminate the need for returning individualized forms for special events. Please take the time to complete and return the consent statement to the office, if not previously included with your registration.

## ATTENDANCE POLICY

As we are shaping our children's attitudes and habits at this early age, it is very important that children be prompt for school. A child's being tardy disrupts the classroom opening activities and morning devotions. If you know that your child will have a legitimate need to be late, such as a doctor or dentist appointment, please just let your teacher know and bring your child as soon as possible. We miss them when they are not here!



## ECE DISCIPLINE

The goal of discipline at First Lutheran School is defined to the core definition of the word DISCIPLINE which means, TO TEACH! Students are encouraged to love one another, serve one another, and respect one another's rights and privileges. Christian attitudes and Christian virtues are taught as life skills and self-discipline and etiquette are taught as part of our curriculum.

## ECE DISCIPLINE continued

Teachers tolerate actions acceptable for individual levels of growth, however, must be in accordance with the teachings and philosophy of Christ. So when it becomes necessary to discipline, the discipline of redirection, separation from the catalyst (the cause of the loss of (control) or the "thinking spot" is used. The "thinking spot" is a special place to sit with the teacher, help them set a timer (1 minute per year of age) and the student can think about the problem away from the group then "problem-solve" the situation with the teacher before returning to the group. Choices are discussed and responsibility is taken and learned.

Should this be ineffective the director will take the situation and remove the student from the classroom so the student to stabilize their composure and finally stop any behavior or conduct that interferes with learning activities. If this does not produce the desired results, the matter will be referred to the parents to discuss a plan of action. In all cases of discipline, the spirit of Matthew 18 shall prevail. Teachers are guided by the Word of God in enforcing discipline.

## GRIEVANCE PROCEDURES

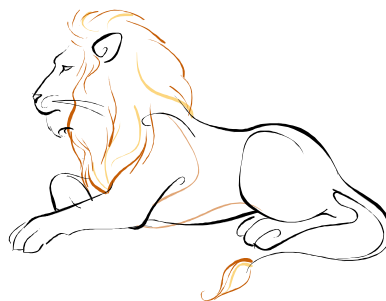
*When a parent has a grievance of one kind or another over/against a member of the faculty or staff, he shall follow the Christian guidelines from Matthew 18 and shall first voice this grievance in person to that specific individual.*

*If, after this personal meeting, the parent feels that the problem has not been resolved, he shall discuss the matter with the Director of ECE in a private, personal conference.*

*If the matter still has not been resolved after following the above two steps, speak to the Pastor. Please refrain from sharing these concerns outside of the immediate household before fulfilling the above steps.*

## WEATHER RELATED and EMERGENCY SCHOOL CLOSINGS

First Lutheran School follows the Knox County Schools emergency school closure schedules. Please watch the local news for school closing updates. If possible, the Principal will notify parents via the Fast Direct System. In the event of snow while school is in session, *please refrain from calling the School*. If possible, a school-wide FASTDirect message will be sent. We encourage you to watch the local news or listen to radio broadcasts for Knox County school closing updates. Since some of students may live outside of Knox County, we suggest that you use your best judgment if travel is treacherous. Please notify the school if you are unable to travel because of hazardous road conditions.



## **CUBBIES, COTS and MATS**

ECE provides each student with their own cubby and their own cot or mat for the school year. Students are taught and strongly encouraged NOT to access another student's cubbies without permission from a teacher.

*School personnel have the authority to access cubbies and lockers without a student's permission.*

### **Maintained in the Cubby at ALL TIMES**

- A COMPLETE change of clothing including socks and undergarments that are seasonally appropriate and in a large zip lock bag. This is for the purpose of accidents and soiled clothing will be placed in the zip lock bag to go home to be laundered. Should this happen, a clean replacement set of clothes and a clean zip lock bag should be brought in the very next day. Please understand, a very small school supply of clothing is maintained and should accidents occur and you DO NOT have this change available we may have to call you to pick up your child.
- A regular back-pack or bag
- Crib sized sheet and blanket (and small stuffed animal or doll) are put in the cubby by parents every MONDAY MORNING and will be returned to the cubby every FRIDAY AFTERNOON to go home to be laundered.
- No open food or beverages are allowed in the cubbies.
- Absolutely NO MEDICATIONS of any kind may be stored in the cubbies everything must be given to staff for lock down and proper paper work MUST be completed. This includes cough drops, chap stick, hand cream, etc.

## **LOST & FOUND**

Please label your children's personal belonging so they may be identified and returned.

Unclaimed items will be collected and brought to the Lost and Found area located outside the MAIN school office. Please check this area for any items that you are missing. Unclaimed Items will be donated to charity after a reasonable amount of time, so be sure to check the box often for lost or missing items.

## **IMMUNIZATIONS AND HEALTH EXAMS**

*Students enrolled at First Lutheran School must provide the following documents as required by the State of Tennessee. Failure to produce the required documents will result in dismissal from our program.*

## **PHYSICAL EXAMINATIONS-Pre-School and Kindergarten Requirements**

Proof of a physical examination completed by a medical provider and dated within 12 months prior to the first day of school is required for entry into the ECE program or Kindergarten. A completed Tennessee School Immunization Certificate may be obtained from a local physician, the Health Department, or any Knox County school. A student may be enrolled without this information, but it must be submitted to First Lutheran School within 30 calendar days of attendance or risk dismissal.



## **MEDICATIONS (OTC or PRESCRIPTION)**

In an attempt to provide safe and efficient administration of medication to students at First Lutheran School, we will follow the policy and procedures for administration of medication to students as outlined below. Many of these guidelines are recommended by the Department of Health. Students who are under a doctor's care and need to take prescribed medicine during the school day follow the Medication Policy of the school. Many children are able to attend school because of the effective use of medication in the treatment of illnesses. It is most desirable for medication to be administered in the home or at the physicians' office rather than at school. However, any student who is required to take medication during the regular school day must comply with the following regulations: All prescription medications must be physician prescribed with written orders detailing the name of the student, date, name of the medication, dosage, and the time interval the medication is to be taken.

1. The parent or guardian must request in writing, via the medication form, that the school comply with the physician's medication order. This note should include phone number(s) in case of a question or emergency. Be sure to sign the permission note and complete a medication form obtained from ECE staff.
2. Medication may be brought to the teacher or ECE Director by the parent or legal guardian. The medication shall be in a locked container appropriately labeled by the pharmacy or physician. Means of dispensing the medication must also be provided by the parent or guardian when appropriate, i.e. Spoon, measuring cup, etc.
3. The student shall receive the medication at the time listed on the medication form. The teaching staff shall not administer medication to students nor allow students to self-administer medication without the prior consent of the administration and the parents.
4. All medication will be kept secure by the ECE staff and NOT on the child's person, cubby, in the back pack or by the teacher.
5. Parents are responsible for retrieving any unused medication from the ECE staff at the end of day or the treatment regimen. Medications remaining in ECE July 1<sup>st</sup> will be destroyed.

*NOTE: Should a student require prescription medication to be stored at school, a physician's authorization form and treatment plan must also be completed. Please request these documents from the school office or your physician. First Lutheran School follows all HIPPA regulations. The HIPAA Privacy Rule regulates the use and disclosure of certain information held by "covered entities" (generally, health care clearinghouses, employer sponsored health plans, health insurers, and medical service providers that engage in certain transactions.) It establishes regulations for the use and disclosure of [Protected Health Information \(PHI\)](#). PHI is any information held by a covered entity which concerns health status, provision of health care, or payment for health care that can be linked to an individual. This is interpreted rather broadly and includes any part of an individual's [medical record](#) or payment history.*

## **NEWSLETTER and CALENDAR**

A bi-monthly ECE newsletter and monthly calendar will be made available to each family near the end of each month to learn of happenings for the new month! A school newsletter will be sent via email at the end of each grading period. Copies will also be available in the school office. Because of the availability of school information of the FASTDirect system, our newsletter will contain student accomplishments and activities that occurred during the grading period. If your student has served in a Christian capacity outside of school, please let us know! We would love to share that information with our church and school family! Contact the administrative assistant for deadline on submissions.

## PARENT-TEACHER LEAGUE

First Lutheran School has an active and supportive Parent-Teacher League. Parents and teachers work together to determine the purpose, format, structure, etc. of this group to benefit our children and families. Please take the time to be involved in this group for the benefit of your children. The PTL holds periodic General Meetings and host several events during the school year. ECE family volunteers are always needed and welcomed.

## ROOM PARENTS

Anyone interested may be a room parent. Room parents organize parties and other special projects. Our annual parties include:

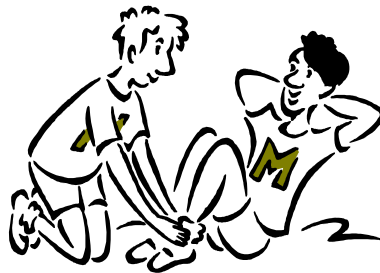
- October - Harvest (*Costumes are great, but nothing scary such as devils, demons, etc.*)
- November - Thanksgiving
- December - Christmas
- February - Valentine's Day
- March/April - Easter
- May - End of Year Celebration Party

If you are interested in being a Room Parent, please notify your child's teacher.



## PHYSICAL EDUCATION & RECESS

Students in Pre-K through 8<sup>th</sup> grade participate in outdoor activity periods during the school day. Please see that your child is dressed appropriately for the outside temperature. It is assumed that children are healthy enough to participate in recess and GYM activities, if they are healthy enough to attend school. Fun Gym activities are planned for the preschool children as well as free time offered at every ECE Gym visit. This is an introduction time to classic gym games and activities for our preschoolers.



## SECURITY ISSUES

The safety of our students is our primary concern. Cooperation of students and parents is expected in order to maintain a safe environment for our students.

- **ALL PARENTS, GUESTS AND VISITORS MUST SIGN IN AT THE OFFICE AND RECEIVE A VISITOR BADGE.** Notify the office if you see a non-staff member in the building without a VISITOR badge. Please return the badge to the office upon leaving the building.
- **Doors remained locked during school hours.** The playground gate and back vehicle gate will be locked after school begins. Please refrain from parking in the back lot to avoid being locked in.

Students are not allowed to leave the school with anyone other than who is listed on your contact sheet. In the event the student will be riding home with someone else, please notify the ECE staff in writing prior to the event. Please refrain from calling the school to make after-school arrangements unless it is an emergency.

## CHECKING THE CHILDREN IN AND OUT OF THE CENTER?

There is a **MANDATORY SIGN IN/OUT** process that consists of signing the **STUDENT ROSTER** at the Director's desk. Please be sure to sign your child in and out every day as an added security measure and a licensing requirement.

## **WHY IS IT IMPORTANT TO BE HERE NO LATER THAN 8:15 – 8:25 A.M.?**

**Because that it is the end of morning free play time and the beginning of opening and Jesus time. Children learn habits very early and being here on time during the PRIME LEARNING HOURS is a habit that will benefit them for life. Preschool is just as important to their education as grade school, middle and high school. It establishes habits that very well may last a life time.**

## WEDNESDAY CHAPEL SERVICES

A school-wide chapel service is held every Wednesday morning at 8:30 am. ECE leaves for Chapel **PROMPTLY** at 8:20 a.m. This service provides an excellent opportunity for the development of Christian worship. In the service, children have the opportunity to give weekly offerings for various mission projects. Each class from Pre-K through Grade Eight will also present a chapel service. Please check the calendar for specific class presentations. Parents, grandparents and friends are welcome and encouraged to attend chapel services. ECE leaves **PROMPTLY** at 8:20 a.m. every Wednesday to join the entire student body and faculty in Chapel. This is the basis for a complete education and a middle of the week "shot in the arm" to hear of Jesus' love while all ages are together.



Our Wednesday Chapel offerings go to different Missions throughout the school year; they will be announced in August so keep checking newsletters and FASTDirect for updated information.



From time to time we do a SPECIAL MISSION PROJECT at First Lutheran. As these are chosen, they will be announced in the newsletters, fliers and on FASTDirect.

### **MAINTAIN a COMPLETE CHANGE OF CLOTHING AT SCHOOL?**

We do water/sand play sometimes, we have lunch and snacks, and sometimes we JUST HAVE AN ACCIDENT. So to make things as painless as possible, it is best to have a QUICK CHANGE ready and get back to our activities. We have VERY FEW extra changes of clothes, so if your child does have to use some of ours, please launder and return them so they will be ready for dire emergencies.

### **WHY SNEAKERS ONLY ON THE PLAYGROUND?**

Sandals hold gravels under the toes and are painful, especially if stepped on. It has also proven to cause bruising and falls, so it is best to wear socks and sneakers or at least fully enclosed shoes for the playground.

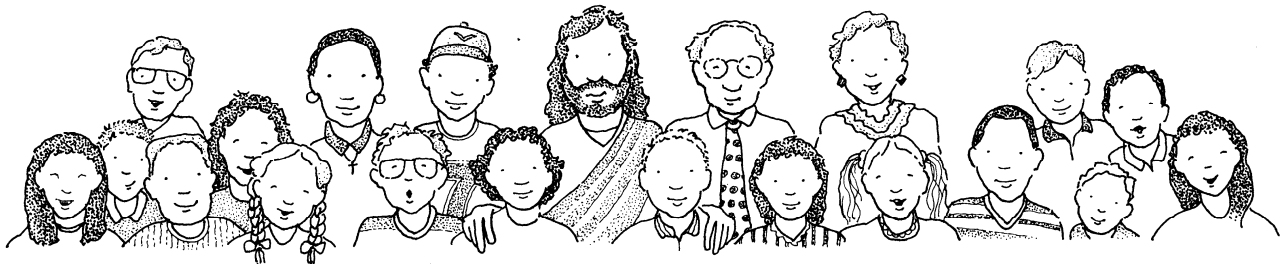
### **WHY MUST THE CHILDREN HAVE REST TIME?**

It is a licensing requirement and our quiet rest time is set at a minimum. It is also a requirement to have the cot covered with a sheet, so **PLEASE REMEMBER TO BRING A COT SHEET** every week along with comfort items for your child such as a blanket and a soft rest time animal or doll. Rest is also important to proper growth and development at their young age.

Reference web site – [www.aap.org](http://www.aap.org).

### **DOES ONE FIRST LUTHERAN PRESCHOOL CLASS PREPARE THE CHILDREN FOR KINDERGARTEN AND BEYOND BETTER THAN ANOTHER?**

Please understand that ALL classes at FIRST LUTHERAN EARLY CHILDHOOD EDUCATION CENTER share the common goal of preparing your child (ren) for Kindergarten and BEYOND. ECE is the first step of their FORMAL EDUCATION. It really is! They learn and have all of their basics reinforced in ECE. First Lutheran is a "LEARNING CENTER." NOT a Day Care, nor a Parents Day Out Center so you can rest assured that they are prepping for Kindergarten and even further!



### **A UNIQUE CURRICULUM**

First Lutheran ECE has a blend of the following making our curriculum unique and enriched for a most wonderful base of knowledge while ensuring all developmental needs are met. Please access the First Lutheran web site at [www.firstlutherschool.com](http://www.firstlutherschool.com) for links to the curriculum sites.

**Tennessee Department of Education State Guidelines** are followed under our licensing with the Department of Education of the State of Tennessee and may be viewed in complete form by accessing: [www.tennessee.gov/education/ci/earlychildhood/index.shtml](http://www.tennessee.gov/education/ci/earlychildhood/index.shtml)

**The Letter People:** The Letter People is a program organized around the alphabet incorporating core subjects and themes that integrates knowledge across subject areas. This curriculum provides a wide variety of activities specifically designed to engage and develop the various parts of the brain.

**Core Knowledge:** Core Knowledge is an educational reform movement based on the premise that scaffolding a grade-by-grade core of common learning is necessary to ensure a sound and fair elementary education. Based on a body of research in cognitive psychology and effective school systems worldwide, Core Knowledge posits that, in order to attain academic excellence, greater fairness, and higher literacy, early education curriculum should be solid, specific, shared, and sequenced. By teaching a body of specific, lasting knowledge in a way that allows children to succeed by gradually building on what they already know, the Core Knowledge mission is to provide all children, regardless of background, with the shared knowledge they need to be included in our national literate culture. Two books—the *Core Knowledge Preschool Sequence* and the *Core Knowledge Sequence, K-8*—serve as the backbone of the Core Knowledge curriculum and outline the specific topics and skills to be covered in each subject area from grades Pre-K through 8.

**Concordia Publishing House:** The Religion Curriculum used at First Lutheran ECE is the *Holy Bible (NIV)* and *Voyages* and *Little Lambs* from Concordia Publishing House. We also supplement this with various Director and Teacher chosen books and resources for a complete start to the young child's Christian education.

## PROFESSIONALISM and EXPERIENCE

*The strongest and most valuable part of our program? Those that teach the curriculum mentioned above, siblings and YOU the parent! You will always be THE most important teacher in your child's life and we feel that choosing First Lutheran for the first part of your child's FORMAL EDUCATION is a sound Christian and academic choice. The experience and dedication of the staff proves to be an invaluable tool to the parent that wants their child to be at ease with and excelling at becoming a life long learning. We truly believe that each child that enters our doors is a blessing from God and meant to be here. Thank you for sharing your most important blessing with us.*

## WHY HOMEWORK? . . . THEY ARE IN PRESCHOOL!

They feel like one of the "big kids" you should just hear them! But, the main reason is REINFORCEMENT. Practicing with Mom and Dad allows time for you to see what they are working on and an opportunity for help if needed and praise when earned. After all YOU ARE AND WILL ALWAYS BE YOUR CHILD'S MOST EFFECTIVE TEACHER. We just run a really close second!

## ASSESSMENTS and PROGRESS REPORTS

Assessments are performed in August, January and April/May of the school year. Shortly thereafter you will receive your copy of the report card. After reviewing the results, if you have questions or concerns you may schedule a Parent Teacher Conference with your child's teacher by phone or at a mutually agreed upon time.

## **TOYS & GAMES**

We ask that you **DO NOT** allow your preschooler to bring their personal toys and games to school unless requested by your child's teacher for a special activity, you see it listed in the ECE newsletter or on the ECE calendar. This does **NOT** include items being brought for **SHOW and TELL**.

## **ENRICHMENT ACTIVITIES**

First Lutheran ECE has been blessed with a diverse and talented staff and we like to utilize each of our strengths to enhance the Preschool enrichment curriculum. The information below will explain what these activities involve and introduce you to the lead teacher or staff member that excels in the activity so the children benefit from our academic (and physical) strengths.

## **SHOW and TELL**

Show and Tell is an exciting time for the children and teachers. Students get to be the center of attention and participate by asking and answer question and making positive statements to their friends, teaching them the differences of questions and comments along the way. Their classmates even applaud them when they finish! It is great **PUBLIC SPEAKING** practice! Just use the bags that are provided for show and tell, because it keeps the item "a secret" until it is their turn to "show and tell. What to bring? Go by the letter of the week on the ECE calendar and during review or theme weeks check the calendar. If you have a "SPECIAL" show and tell that does not coordinate with the letter but is important to the child, speak with the teacher. **SHOW AND TELL** builds self-esteem, gives children an opportunity to connect home and school, and strengthens their ability to speak in public which is a necessary life skill.



## **MUSIC & MOVEMENT**

Exposes the children to songs and music combined with dance or choreographed movement, the use of scarves, bean bags, or other props to make the activity very exciting for the children. It combines music, physical movement and fun for the children and also stimulates the children cognitively as they follow instruction!



## **MUSIC AND INSTRUMENTS**

Allows hands on practice and exposure to different musical instruments from all around God's world. All children partake in these activities, and we even have a **HAND BELL CHOIR** for the 4 and 5 year olds and the 3 year olds begin to learn of hand bell "choir" activity by the end of the year. They also learn songs for presentations and programs throughout the years and this is the time the selections are practiced. We sometimes combine activities of **MUSIC and MOVEMENT** with **MUSIC AND INSTRUMENTALS** for unique and fun activities.

## **CLASSICAL MUSIC AND ART APPRECIATION**

The children will be doing their renditions of classical art, learning of the original artist and listening to classical musical selections while they explore of their artistic talents in painting, collage, watercolor and pastels.

## BODY IN BALANCE

There are two parts to our Body in Balance activity. First, we learn beginner yoga (movements only not philosophy) and we do balance and flexibility exercises. We use the balance beam, the balance rockers, river rocks, etc. This also includes a nutrition curriculum to “balance” out the program. It is about healthy choices and habits, the nutrition chart, food groups and the importance of exercise and rest.

# HISTORY

## BEGINNER BIOS

Beginner Bios are biographies put into very short and concise form with lots of colorful pictures and information. The information is developmentally appropriate and interesting to the young students and is reinforced with an art, craft or coloring, props and puppets to reinforce activity.

# SCIENCE PROJECTS

## SCIENCE ENRICHMENTS

The children are exposed science in their classrooms throughout the year, but we also have special science experiments and activities that are done and some are even on extended time frames so the children can experience first hand how science can be truly fun, interesting and help us learn how to take good care of God’s planet and its inhabitants.

# LIBRARY

## LIBRARY VISITS

We want students at First Lutheran to be excited about reading! Library visits extended to the preschool students and include a wide variety of fiction and non-fiction stories. The FLS library has a collection of more than 10,000 volumes and the librarian also gives an opportunity for each preschool student to earn a prize for good library citizenship! The preschoolers are also offered the opportunity to participate in the Accelerated Reader Program should their teacher feel they are ready. Support staff member, MRS. AMANDA HILLARD leads our library visits every MONDAY. The library hosts two Scholastic Book Fairs to raise funds to buy new books for the library, Accelerated Reader tests, parties, and prizes. Donations to the library are always welcome! These events will be included on FASTDirect, calendars and newsletters.

# P.E.

## VISITS TO THE GYM

Fun Gym activities are planned for the preschool children as well as free time offered at every ECE Gym visit. This is an introduction time to classic gym games and activities for our preschoolers. Free time in the GYM is monitored by the teachers and includes teacher led activities as well as free time. We also do Beginner YOGA as a part of our program.

## COMPUTER LAB

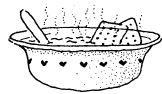
Age appropriate interactive internet sites and interactive activities are planned for ECE Computer classes. ECE also participates in Accelerated Reader in correlation with our library.

## HOW CAN PARENT'S HELP REINFORCE WHAT CHILDREN LEARN?

**#1 ANSWER . . . SPENDING TIME and TEACHING BY EXAMPLE** - Though it is very hard for us to set a "perfect" example for our children, because none of us are perfect and we all have our struggles. *However, your child is made to feel more confident and secure by playing with you, doing homework with you close by for help if needed, listening to you read to them, and engaging them in simple conversation. When they see you reading, they will follow your lead. When you hear you pose and ask questions, they learn to do the same and you know what the best educators say about asking questions, "The only bad one is one that you don't ask."* **READ** a variety of Classic Bible Stories, Nursery Rhymes, Fairy Tales, Good Character Stories for example, teaching the Beatitudes, magazines, and don't forget funny books because kids just love to laugh! (And it's contagious you know.) The reading list recommendations could go on forever – the main thing is **READ TO THEM!** The last and most important thing is **WORSHIPING** with you. When they see you in Church and listen to you read Bible stories and devotions to them, they learn the most important things in the world! With you right by their side and we will be there to reinforce what you teach as well. May we always remember Matthew 19:14 -- Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

## SNACK TIME

We serve a variety of all four food groups in portions appropriate for Preschool to Kindergarten aged children. Some examples might be Gold Fish baked cheese crackers and apple juice, or grapes, bananas and milk. As wholesome as possible taking into consideration less usage of sugar, saturated fat, and salt and more usage of whole grains, fruits and veggies. The lunch menu can be access on **FAST DIRECT** or a hard copy can be obtained from the office or ECE.



## HOT LUNCH

### ECE LUNCH TIME (10:50 a.m. to 11:20 a.m.)

First Lutheran School offers a daily hot lunch of nutritious, kid-friendly lunches and includes a choice of 2%, whole, or chocolate milk. We also offer a varied menu which includes an entree with side items, a vegetable and fruit daily, plus occasional desserts. Of course, lunch may be brought from home, but the preschool student will **STILL** receive a tray because at First Lutheran ECE the hot lunch is included in the tuition. A monthly lunch menu will be posted on the Fast Direct system or available from your child's teacher, the ECE Director, or in the school office. Microwaves are **NOT** available for student use and due to **SAFETY PROCEDURES**; the **PRESCHOOL TEACHERS** are **NOT PERMITTED** to leave the children during snacks and/or lunch to use the microwave.

## WHAT IS THE QUARTERLY AWARDS ASSEMBLY?

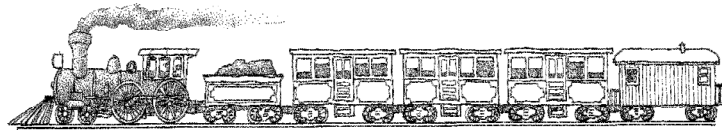
At the end of each grading period, awards will be presented to students in Grades ECE through 8<sup>th</sup>. The assembly will be held immediately after Chapel on the first Wednesday after report cards are issued. Parents and guests are encouraged to attend. Awards will be presented for academic honors, school spirit, Christian service, and other awards yet to be determined.

# VOLUNTEERS NEEDED!



## VOLUNTEERS

There are numerous opportunities to volunteer your time and talents at First Lutheran School. All volunteers serve under the supervision of a staff member or other designated person. If you have an area of interest as a volunteer, please communicate this to the Parent-Teacher League or your child's teacher. Any volunteers may be subject to a background check if application has been approved.



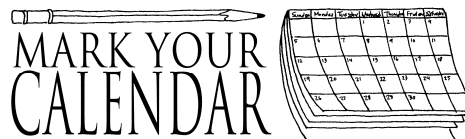
## **GET ON BOARD!!!!**

### *Early Childhood Parent Activities*

There will be a get together of parents, teachers and special guests - sometimes even children. Please look over the agenda. Times and dates will be in your monthly newsletter.

PARENTING WORKSHOPS will be offered (topics list is on page 16 of the hand book) and will be in our September ECE Newsletter. Parent Workshops – Five mini-workshops focusing on preschool parenting concerns and how to better support your preschooler's education. (Child care provided for preschooler.)

August	Preschool Parent Orientation (Child care provided for your preschooler)
October	Fall/Reformation Party
September	ECE Parent Workshop – To Be Announced
November	ECE Parent Workshop – To Be Announced Thanksgiving Event - Parents and Preschoolers
December	Christmas Tree Trimming Party (Family & Preschooler) Happy Birthday Jesus! Party
February	Valentine Party
March	ECE Parent Workshop – To Be Announced Summer Day Camp Registration
April	ECE Parent Workshop - To Be Announced Easter Activity
May	Year End Party Graduation Ceremony (Families and Preschoolers)



## **WORSHIP & BIBLE STUDY OPPORTUNITIES**

If you have a church home, we encourage you to worship there as a family. If you are looking for a church home or just want to visit, please worship with us on Wednesday evenings at 6:30 or Sunday mornings at 10:30. We have a variety of Sunday school classes and adult Bible classes for the entire family. We would love to share God's Love and His forgiveness of sins with your family. Additional Bible classes for adults are available during the week. Call Ceci Steele at our Church office for more information (865) 524-0366

\*Information in this handbook was compiled from records of First Lutheran School. Although we have worked diligently to make the contents as accurate as possible, we are human. We regret any inconvenience caused by errors or omissions. Any part of this handbook may be amended by the Director at her discretion. Any additions or amendments to this handbook will be given to parents to include with this handbook. Aug/2009

*As prescribed by Title IX of the Educational Amendments of 1972, First Lutheran does not discriminate on the basis of sex, race, color, national and ethnic origin in administrating our educational policies, programs, and activities, and employment practices. First Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of its educational policies, admission policies, athletics and other school administered programs.*

## Statement of Commitment (Our Promise)

As individuals that work with young children, we commit ourselves to furthering the values of the early childhood education as they are reflected in the NAEYC Code of Ethical Conduct. The best of our abilities, we will:

- Ensure that our program for young children is a Christian program based on current knowledge of child development and early childhood education.
- We respect and support families in the task of nurturing children. Respect colleagues in the field of early childhood education and support them in prayer and in maintaining the NAEYC Code of Ethical Conduct.
- Serve as an advocate for children, their families and their teachers in the community and society.
- Maintain high standards of professional conduct.
- Recognize how personal values, opinions and biases can affect professional judgment.
- Be open to new ideas and be willing to learn from the suggestions of others.
- Continue to learn, grow and contribute as a professional.
- Honor the ideas and principals of the NAEYC Code of Ethical Conduct.

*Penny Wright, Director  
First Lutheran ECE*

*Marion Samuel, Teacher  
First Lutheran ECE*

*Melanie Lelle, Teacher  
First Lutheran ECE*

*Shirley Eimmerman, Teacher  
First Lutheran ECE*

*Christina Boatman, Teacher  
First Lutheran ECE*

*Luze Perez, Spanish Teacher  
First Lutheran ECE*

*Kari Williamson, Teaching Assistant  
First Lutheran ECE*

*Meghan Bushur, Teaching Assistant  
First Lutheran ECE*

*Megan Walker, Teaching Assistant  
First Lutheran ECE*

*Kara Eimmerman, Teaching Assistant  
First Lutheran ECE*

*Caroline Perez, Teaching Assistant  
First Lutheran ECE*

*Carter Meissner, Teaching Assistant  
First Lutheran ECE*

*Hannah Hartman, Teaching Assistant  
First Lutheran ECE*