



**stluke's**  
**PARENT HANDBOOK**

**2023-2024 School Year**

**515 S. 312th St.  
Federal Way, WA 98003  
253-941-3000**

## INTRODUCTION

### *ST. LUKE'S PURPOSE STATEMENT*

To seek out and bring people into a personal relationship with Jesus Christ as their Savior and Lord.

It is the purpose of St. Luke's Preschool & Kindergarten to:

- Be Christ centered
- Provide a safe and loving environment
- Strive for excellence
- Support, equip and educate children and parents
- Communicate clearly

### *NON-DISCRIMINATION ADMISSION POLICY*

It is the policy of this center that no person shall be subjected to discrimination because of race, color, national or ethnic origin, sexual orientation, age, religion, creed, marital status, disabled, or Vietnam Era veteran status, or the presence of any physical, mental, or sensory handicap. This policy is consistent with the Titles VI and VII of the Civil Rights Act; Sections 503 and 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975 and the Age Discrimination in Employment Act of 1967; the 1974 Vietnam Era Readjustment Assistance Act; the Governor's Executive Order 85-09; and the Washington State Laws Against Discrimination, RCW 49 60. This policy applies to every aspect of the agency's programs, practices, policies, and activities, including client services and employment practices.

### ENTRANCE REQUIREMENTS

In order to enroll children, parents must complete an application form, Emergency Information form, Family Photograph form and a Certificate of Immunization-Health form. These forms are all found online. **A copy of the child's birth certificate is required for Kindergarten enrollment. Students must be 5 by August 31 for Kindergarten. No exceptions will be made.**

**Students for Pre-K must be 4 by August 31, Preschool must be 3 by August 31.** All parents must attend an orientation meeting prior to the beginning of school. Acceptances are considered conditional until the child has attended for two months.

Occasionally, St. Luke's Preschool & Kindergarten classes have openings during the school year. A new child will be able to begin school when their application has been turned, the student has spent at least 1-2 days in the classroom as a guest, and the office has been given 2-7 days to process the paperwork and the teachers have prepared the class for an additional student.

### SECURITY

The school classrooms and restroom areas at St. Luke's are secure. Interior doors are kept locked during school hours to avoid access to students and school facilities. Procedures are in place to identify authorized visitors and staff. Cameras are in place to monitor our facility. After a student is completely enrolled, parents will be given the information they need to bring their child to class and pick them up. Any codes given are not to be used by children. They are for adult use only.

### VISITORS

Anyone visiting the school should first come to the office in the lobby area. They will be asked to sign in and out. They will be given a Visitors badge identifying who they are and why they are at St. Luke's.

### SCHOOL ADMINISTRATION

The St. Luke's School Administrator and Preschool serves as the department head.

## **STAFF**

Our staff consists of a Christian school administrator, teachers and assistants who are completely committed to the children they teach. They continue to attend classes and seminars sponsored by the church and Early Childhood organizations to keep the quality of teaching high and current.

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

St. Luke's recognizes that the task of the church is to bring people to Jesus Christ, to nurture the people with the Good News of His Word, and to equip its members to become productive and contributing members of our society. We recognize that Christian Education is a process through which God reveals His relationship to His people.

We recognize Christ as the center of life and our need as sinners for His plan of Salvation. It is out of this plan that our relationships (parent-pupil-teacher) are bound by the spirit of acceptance and forgiveness through the Gospel. "Love one another as I have loved you" (John 15:12)

St. Luke's recognizes that the teaching of the Christian faith is the primary function of the home. In Ephesians 6:4 parents are told to raise their children with Christian discipline and instruction. It is our goal to assist the family with this purpose. The school is an extension of the home and provides an environment, which will allow for the development of the whole person (physical, social, emotional, intellectual, and spiritual).

It is our purpose to offer a basic quality education founded on high academic standards with Christ as the center around which all activity revolves. We strive to equip children to be good stewards of their time and talents, thus enabling them to face the challenges of everyday life from a Christian perspective.

## **TOILETING REQUIREMENTS**

It is our school policy that the children who attend our classes must be toilet trained and able to verbalize that they need to use the restroom. For their privacy, they need to be able to attend to their own toileting needs. We are not equipped or staffed for diaper changing. Wearing pull-ups is not considered being toilet trained. Please dress your children in clothing that is easy for them to manage on their own.

If your child has three accidents in school, we will ask the parents to keep their child home for two weeks to work on toilet training.

## **ACADEMIC STANDARDS**

### ***CURRICULUM***

St. Luke's Preschool & Kindergarten programs provide experiences for children in an atmosphere that promotes spiritual growth and a positive self-concept. The emphasis is upon introducing and developing readiness behaviors in a relaxed but structural fashion. The classroom environment is built on the natural inclination and curiosity of the children to explore. The goals and learning standards for each classroom are designed to maintain and exceed the learning standards of the Federal Way School District.

### ***PROGRESS REPORTS***

#### **Preschool:**

Progress reports will be sent home twice yearly for the 2 Day and 3 Day classes. These reports will note emotional and social adjustment as well as assess readiness in language arts and math skills. Two parent conferences will be scheduled with the teachers for the purpose of evaluating and informing you of your child's progress throughout the year. Parents may schedule meetings with the teachers at any time.

### **Kindergarten:**

Progress reports will be sent home three times yearly. Two formal Parent/Teacher Conferences will be scheduled with the teacher for the purpose of evaluating and informing you of your child's progress throughout the year. Specific dates for these conferences are listed on the school calendar.

Additional meetings can be set up with teachers throughout the year in person, by phone or by email.

### **BEHAVIORAL GUIDELINES**

Discipline means training that molds character and motivates students to learn and practice self-control. The teacher will strive to channel each student's energy toward producing appropriate behavior. However, in the course of the year, conflict may arise. The teacher will help the student to resolve conflict in a positive manner. Appropriate behavior will be reinforced with praise while inappropriate behavior will be addressed at the teacher's discretion using loving, Christian methods. As stated in our entrance requirements, all students' acceptances are conditional until 2 months has passed. If the student is verbally or physically abusive to a teacher or another student, a parent or caregiver may be called to pick the student up and take them home for the remainder of that class session. Students should not bring toys or personal items to school unless it is for 'Show & Tell.'

### **IMPROPER BEHAVIOR**

The physical safety and emotional stability of your student are of utmost importance to us. If a student exhibits behavior such as:

- Excessive disruptions in class
- Unable/unwilling to follow safety rules after repeated reminders
- Disrespectful behavior towards classmates or teachers
- Physically aggressive towards other students or teachers
- Repeatedly refuses to follow directions given by the teacher or school rules

Parents will be notified and we will work out an improvement plan set for a reasonable amount of time. If this behavior persists, the student may be asked to withdraw.

### **SCHOOL PROCEDURES**

#### **SCHOOL HOURS**

Preschool:	T & TH	9:00am – 12:00pm
Pre-K:	T/W/TH	9:00am – 1:00pm
Kindergarten:	M – F	8:30am – 3:00pm
First Grade:	M – F	8:30am – 3:00pm
S.T.E.A.M.:	FRI	9:00am-12:00pm

### **ARRIVAL & DEPARTURE SAFETY**

For the continued safety of the students, and to expedite entry into the school building and start class on time, the following arrival schedule will be instituted:

Kindergarten students: 8:15am-8:25am  
3 Day Pre-K Class: 8:45am-8:55am  
2 Day T/TH Class: 8:45am-8:55am  
S.T.E.A.M. Fridays Only: 8:45am-8:55am

Within the aforementioned time frames, students can enter the school building one of three ways:

1. The student can be accompanied by a parent or designated adult to the classroom.
2. The student can be dropped off at the 'drive thru' where the student will be met by a St. Luke's employee and escorted in to the building.
3. Families can park the car and walk their student to the main entrance where they will be met by a St. Luke's employee and escorted in to the building.

If a student does not arrive during the designated time, families must park their car and walk the student to the main entrance where they will ring the door bell and wait for a St. Luke's employee to

give their student entry to the building. A 'late' student will be escorted to their classroom by a St. Luke's employee.

**Pick up should be promptly after school is over.**

Families have the option of parking their car and waiting outside the main entrance of St. Luke's or lining up for the drive-thru with their family number clearly visible on the dashboard, when picking up their student from school.

**Please hold your student's hand as you walk across a traffic lane.** For the safety of your student, there is no running in the parking lot, climbing on or jumping off of the raised cement walls. Students are dismissed to the parent or guardian at the close of each session. If someone other than the designated parent, guardian or childcare provider is taking your student to and/or from school, please let us know with a signed note from the parent or guardian. Anyone unfamiliar to your student's teacher will be asked to present picture identification as well as proper notification that they are to pick up your student. Thank you for using the utmost precaution.

**ATTENDANCE**

Regular class attendance is essential for maximum learning. Missed time can really make an impact in learning to read, write and do math. If a student misses several days, they might miss learning things that they will need to know as they move on to more complex topics. We ask that students be in attendance and be punctual unless excused with good reason. When your student needs to be absent, call/text/email your student's teacher or call the church/school office at 253-941-3000 so that we can inform your student's teacher. The church/school office does not open until 9am so informing your student's teacher ASAP is recommended. Please include the reason for your student's absence in **ALL** communications. Failure to contact your student's teacher or St. Luke's School about your student's absence(s), will result in your student's teacher, the St. Luke's School office or the School Administrator contacting the student's custodial parent, parents or guardian in

writing or by telephone whenever the student has failed to attend school to identify the reason for your student's absence.

***What will happen if my student misses a lot of school?*** A student who misses a lot of school will miss out on opportunities to learn. If a student has to miss school a lot, the teacher/school administrator will work with you to put together a plan so that your student can continue learning.

***If a student in Kindergarten at St. Luke's has 5 or more excused absences in a month or 10 or more excused absences in a year, St. Luke's will schedule a conference with parents.*** These conferences are an important time to consider whether a student needs extra supports. The conferences are meant to help schools and families work together to identify barriers to attendance. The conference will include the teacher and school administrator who can help come up with ideas to address any barriers to attendance. If you have already given St. Luke's a doctor's note and worked out a plan so your students can keep on track with academic work, the conference may not be necessary.

**TARDINESS**

All students should be dropped off and picked up on time for school. Classroom teachers will be documenting tardy arrivals when they occur. Families will be given 3 unexcused tardies for the school year. Whenever the 3 unexcused tardies are used up, a charge of \$5.00/tardy will be assessed to a family's Curacubby account. Tardy attendance affects the other students in the class, the teacher and the church/school staff.

When a late pick up occurs (a late pick-up is 10 minutes passed the appointed pick-up time for your student's class) due to circumstances beyond your control (i.e. traffic, flat tire, etc.) parents should call the church office at 253-941-3000 immediately or call/text the teacher. Parents picking their students up late will be given one written warning, issued by the School Administrator. Late pick up thereafter, parents will be charged \$1.00 per minute.

## SPECIAL NEEDS

The physical safety and emotional stability of your student are of utmost importance to us. If a student exhibits behavior such as:

- Excessive disruptions in class
- Unable/unwilling to follow safety rules after repeated reminders
- Disrespectful behavior towards classmates or teachers
- Physically aggressive towards other students or teachers
- Repeatedly refuses to follow directions given by the teacher or school rules

Parents will be notified and we will work out an improvement plan set for a reasonable amount of time. If this behavior persists, the student will be asked to withdraw.

## REFRESHMENTS, SNACKS & LUNCHES

In order that the 2 Day Preschool students may enjoy **healthy snacks** each day, we ask that families provide snack for their student each day the student is at school.

Students in the 3 Day Pre-K class are asked to bring their own snack each day. Kindergarten students are asked to bring their own snack and a well-balanced lunch each day (**i.e.: only water to drink, a grain, protein, fruit and a vegetable**). Please make sure that your student has eaten a well-balanced meal before attending class.

## ATTIRE

Students are asked to wear clothing that does not require teacher assistance in the restroom. Your student should be self-sufficient in this area before school begins. Sandals, flip-flops or open-toed shoes are discouraged as they hinder your child's ability to run, jump or climb safely. Slacks, pants and rubber-soled shoes are most appropriate for all activities. All clothing should have names written on the inside label. We discourage extreme piercings, hairstyles, tattoos and t-shirts with inappropriate symbols. All make-up and jewelry is

prohibited. Pierced ears are allowed with studded earrings only.

## CHAPEL TIME

Every week the children will have a special chapel time together in the Worship Center. Parents and siblings are invited to attend Chapel each month.

## FIELD TRIPS

Students participate in several field trips throughout the school year. There usually is a cost involved. Please watch for field trip permission slips to go home with your student prior to each event. Permission slips must be signed by a parent or guardian and returned to school prior to every field trip.

We require parent and/or guardian attendance on field trips and use of their own vehicle to ensure the car seat laws for students are being followed. If your student is being taken by someone else on a field trip, required car seats must be provided and placed in the vehicle by the student's parent.

## SNOW DAYS/SCHOOL CLOSURES

In the event of inclement weather, we follow the Federal Way School District. When public schools re-open, please go to their website: [www.fwps.org](http://www.fwps.org), listen to the local radio or TV stations (KOMO 4, NBC 5, CBS 7, FOX 13) or call 253-941-3000 and listen to the recorded message.

Preschool and Kindergarten have extra days built in to the school year and, therefore, the snow days will not be made up. However, if Kindergarten misses more than 3 school days, due to inclement weather, plans will be made by the School Administrator and parents will be given the necessary information regarding possible additional make-up school days.

## CALENDAR

In your orientation packet you receive a calendar of events for the entire school year. You will receive a

email/text messages from the St. Luke's School Administrator weekly and reminders of specific events from your student's classroom teacher. Please mark your personal and family calendars With these important dates.

## **REGISTRATION DATES**

Re-enrollment begins the first of February for **ALL** currently enrolled students. Open enrollment begins February 7 where new families are invited to enroll as re-enrollment continues and new students are enrolled until classes are full. Waiting lists are developed as classes reach their maximum capacity.

## **PERMISSION TO PHOTOGRAPH**

We take lots of pictures during our school year and often display them in our classrooms, on posters in our hall and use them for school advertising. We ask parents to sign a form giving us permission to photograph the students and display **IN PICTURE OR VIDEO FORM.**

## **HEALTH & SAFETY**

### ***ILLNESS***

If your student has symptoms of illness or a fever, keep him/her at home. Please do not return your student to school if he/she is still ill. If your student has run a fever or vomited within 24 hours of coming to school, please keep them at home. If your student should come down with a communicable disease (chicken pox, measles, pink eye, impetigo, lice, ringworm, etc.) he/she should not attend school until a written release from your doctor or health care worker can accompany the student when he/she returns to school.

Please notify the school if you will be keeping your student home for any reason.

### ***HEAD LICE***

Please notify us if your student or any member in your family develops head lice. Students should not return to school until treatment has been given and

the hair has been thoroughly combed and removed of all lice and nits.

Please stop by the office for more detailed information on what to do if your student develops head lice.

### ***ALLERGIES***

Allergy information is on file in the classroom and in the office. Please speak with your student's teacher if there are any special instructions. For the safety of your student, parents are asked to provide snacks for their students.

### ***IMMUNIZATIONS***

All students are required to have at least one dose of the MMR vaccine for preschool students and two doses of the MMR vaccine for kindergarten students, according to Engrossed house Bill 1638 with the exception of medical or religious exemptions. If an outbreak of vaccine-preventable disease occurs, for which your child is exempted, your child will be excluded from school for the duration of the outbreak. Tuition is not refundable for the duration of school missed during the outbreak.

### ***ACCIDENTS***

We make every effort to maintain a safe and healthy environment that will be free from accidents. However, if an accident or illness occurs, first aid will be administered and parents will be notified. Parents must fill out an **Emergency Treatment Form** with a release for emergency medical treatment. Please notify us immediately of any changes in emergency information.

### ***LOBBY/HALLWAY/STAIRWELL ETIQUETTE & SAFETY***

St. Luke's is a place of business with many activities going on at the same time. For the safety of your student and courtesy of others in the lobby/hallway/stairwell, we ask that there is no running in the lobby/hallway/stairwell, climbing

under the tables or climbing on the benches. We also ask that quiet voices are used while in the lobby/hallway/stairwell to ensure that all who are working in the building will not be disturbed. We ask that parents monitor their students at all times when they are with their student(s) at St. Luke's.

### **EARTHQUAKE KITS**

St. Luke's has an Emergency Kit in each classroom that contains as many of the supplies needed should an emergency occur.

### **USE OF PLAYGROUND**

The playground is in use Monday through Friday exclusively by our Preschool, Kindergarten and Childcare classes 6am – 6pm.

#### **Use times are as follows:**

6am -9am: Childcare

9am – 11:30am: Preschool & Kindergarten

11:30am – 12:30pm: Childcare

12:30pm – 3:00pm: Preschool & Kindergarten

3:00pm – 6:00pm: Childcare

### **FINANCIAL POLICIES, TUITION & FEES**

#### **REGISTRATION FEES**

A non-refundable registration fee is due upon registration.

New Registration Fee: \$185

Returning Students/Alumni: \$135

S.T.E.A.M.: \$110

#### **TUITION PAYMENTS**

For families new to St. Luke's the first tuition payment can be made using cash, check, debit or

credit card. St. Luke's charges a 3% convenience fee for any charges made with a debit or credit card. St. Luke's is currently using a web-based company, called Curracubby, to collect tuition. **ALL** tuition payments will be transacted through Curracubby.

### **TUITION RATES**

3-year-old Preschool: \$210 for 10 months

Pre-K: \$330 for 10 months

Kindergarten: \$600 for 10 months

S.T.E.A.M.: \$90 for 10 months

#### **Preschool:**

Tuition is to be paid in ten (10) monthly installments due on the 1st of each month or can be paid in one payment all at once for a 5% discount. The first month's tuition is due by June 1<sup>st</sup> of the year enrolled.

#### **Kindergarten:**

Tuition is to be paid in ten (10) monthly installments due on the 1st of each month or can be paid in one payment all at once for a 5% discount. The first month's tuition is due by June 1<sup>st</sup> of the year enrolled.

### **DISCOUNTS**

St. Luke's members will receive a 10% discount off school tuition for each child enrolled. School families, with more than one child enrolled, will receive a 10% discount off the tuition of the second child enrolled and any child thereafter.

School families enrolled in both St. Luke's Childcare and Preschool/Kindergarten will receive a 10% discount off school tuition.

Tuition discounts may not be stacked or combined.

### **SCHOLARSHIPS**

Financial assistance up to 20% for students attending St. Luke's Preschool & Kindergarten is available. Scholarship awards will be determined through an evaluation process using a company called FACTS. FACTS requires a \$40.00



application fee that will be refunded to families if a family qualifies for financial assistance through tuition payments if a family qualifies. Students must be enrolled before financial assistance is given.

## **TRANSFERS & WITHDRAWALS**

If a student withdraws or transfers from the program during the school year, please notify your child's teacher and the School Administrator as soon as possible. Copies of transcripts and school records may be obtained upon request of the School Registrar.

## **LATE FEES**

Tuition payments are due on the 1<sup>st</sup> of each month. Accounts are considered past due on the 7<sup>th</sup> of the month.

Monthly tuition is based on an annual rate with payments divided evenly over ten months. The monthly tuition amount remains the same regardless of the number of days your child will be attending class during any given month (i.e.: vacation, non-school days, sick days.)

If a monthly tuition payment is not received by the 7<sup>th</sup> of the month, a student's parents will receive a notification from Curacubby which will include a \$10.00 late charge.

For extended leaves of absence – monthly tuition is still owed. Please arrange long term absences (more than two weeks) with the School Administrator.

If unforeseen financial circumstances occur which prevent timely payment of tuition, parents may contact us at the church office 253-941-3000 before the tuition date to arrange for payment. We are understanding.

## **FUNDRAISERS**

St. Luke's Preschool, Kindergarten and Childcare sponsors one or two fundraisers during the school

year. These funds go towards purchasing enrichment materials and equipment for our classrooms and Learning Center and for playground maintenance. We appreciate your participation in support of this effort.

## **SPECIAL PROGRAMS**

The Preschool, Kindergarten and Childcare present a Christmas Program together each year in celebration of the birth of Jesus. Other joint programs are the Back-to-School BBQ, Art & Science Fair/Open House, singing in church, Lutheran Schools Week, Grandparents/Special Friends Day, Mother's Day program, Jog-a-thon, and Doughnuts with Dad. Please check the school calendar for dates and times. During the school year, all classes sing together at the 10:45am worship service.

When our students sing for worship and special programs, we ask that no flash photography during worship or while the students are singing at their program. We will give a photo opportunity time at some point in the program except during a worship service. It is always inspiring for the congregation to hear the students in our classes sing.

Parents are encouraged to dress up their children for these events.

## **SCHOOL PICTURES**

An opportunity to have individual pictures taken of your student will be scheduled in the fall. Class pictures will be taken in the spring. Notification will be sent home through your classroom teachers with the cost. The picture dates are on your school calendar. There are no picture make-up days.

## **CHILDCARE**

St. Luke's offers full service Christian childcare for children 2 ½ - 5<sup>th</sup> grade from 6:00am – 5:30pm, Monday through Friday. We offer a school-age program of before and after school care and a full summertime program. Call (253) 941-3630 for more information.

## **PARENT RELATIONS**

### ***PARENT VISITATION***

Parents are invited to visit the classroom at a prearranged time with the teacher.

### ***PARENT NEWSLETTERS***

Classroom newsletters & calendars will be sent home in hard copy and/or electronically on a regular basis to inform parents of special activities for the month, field trips and general announcements and information.

### ***COMMUNICATION***

It is important to tell your child's teacher anything that will help her to better understand your child. Various things may have an impact on your child's growth and behavior, such as staying up late, having visitors, parent's separation or divorce, a parent away from a family, disruption in routine, an illness or death in the family, death of a pet, etc.

### ***DEALING WITH CONCERNS***

In a Preschool and Kindergarten the size of St. Luke's, there are bound to be some concerns. It is important to us that your concern be heard. The following guidelines will be helpful if you have a particular concern about a teacher, staff member, topic or incident:

\*If you have a concern with a teacher, staff member, or another person, please take your concern to that individual first.

\*If you have a concern about a topic or situation, please talk to the individual(s) who deal most directly with it.

\*If, after that conference, an understanding is not reached, a conference with the School Administrator may be needed to propose a solution.

Taking a concern to the appropriate individuals who can best resolve them, and presenting a concern in a loving way, is the manner in which our Lord would have us deal with these issues. This is one of the reasons why the telephone numbers of our faculty and staff are readily available. Please feel free to contact the office if you need a telephone number or advice on who to contact.

### ***PARENT INVOLVEMENT***

By showing interest daily in your student's work and activities, parents can help the student find pleasure in his/her school experiences. Encourage your student to share his/her day with you. Spending some time with your child, relating to their school work, is beneficial.

## **OFFICE INFORMATION**

### **Office Hours**

Monday – Friday  
9:00 AM – 4:00 PM

### **Email**

[church@stlukes-church.com](mailto:church@stlukes-church.com)

### **Phone**

(253) 941-3000 – Office  
(253) 941-3630 - Childcare

### **Fax**

(253) 941-8994

### **Administrative Staff**

School Administrator

Mary Schuldheisz

[mschuldheisz@stlukes-church.com](mailto:mschuldheisz@stlukes-church.com)