



## Preschool Program Overview

### Statement of Purpose

The purpose of the Faith Lutheran Learning Center program is to serve the community and enrich families by meeting the individual needs of children for physical, intellectual, social, emotional, and spiritual growth. We believe that early childhood should be a time of fun, warmth, security, exploring, and discovery.

### Program Overview

- Faith Lutheran Learning Center (FLLC) is a non-profit, church-sponsored program that serves children from age two-fifth grade.
- Children are admitted regardless of race, creed, color, sex, nationality, religion, family background, or disability.
- We are open Monday through Friday from 6:30 am to 6:00 pm.
- Our program is **CLOSED** on the following observed holidays: Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, and the week between Christmas Eve and New Year's Day. Additionally, FLLC is closed the two days before Fayette County starts in August, for teacher professional development and classroom preparation.

### Funding and Church Support

- Faith Lutheran Church provides substantial support for FLLC in the form of space and insurance.
- The learning center is otherwise self-supporting, receiving no regular funds other than tuition fees charged to parents.
- Fundraising activities are scheduled occasionally to provide income for specifically designated purposes.

### Licensing

Faith Lutheran Learning Center (FLLC) is licensed by the State of Kentucky through the Cabinet for Human Resources, Division of Licensed Childcare. FLLC is licensed for children two years of age through the fifth grade with a capacity of 65 children. The license must be renewed annually and is a legal requirement that helps to ensure the safety of the children enrolled.

### The Governing Body and Chain of Responsibility

1. **The teachers and staff are accountable to the Program Director.**
2. **The Director is accountable to the Learning Center Committee of Faith Lutheran Church.** This committee consists of: one elected chairperson, volunteer members of the church, and at least one parent representative from each program (preschool and after-school program). The phone numbers and email addresses of the committee chairperson and parent representatives are posted by the tuition box. This committee meets each month. All policy and fee changes are made through this committee.
3. **The Learning Center Committee is accountable to the Faith Lutheran Church Council and must report to them monthly.**

### Classroom Ratios

FLLC maintains NAEYC staff-to-child ratios and group size requirements in our preschool program. The two-year-old classroom maintains a maximum enrollment of twelve students, and the three-year-old and pre-k classrooms both maintain a maximum enrollment of 16 students.

### NAEYC ratios are as follows:

- 1:6 (Max 12) for 2-yr-olds
- 1:9 (Max 18) for 3-4-yr-olds
- 1:10 (Max 20) for 4-5-yr-olds



### **Admissions**

- Children are admitted regardless of race, creed, color, sex, nationality, religion, family background, or disability and must be at least two years of age to enroll at FLLC.
- Classes are filled on first-come/first-served basis. However, members of Faith Lutheran Church and siblings of currently enrolled children receive first priority.
- If classes are filled, there is an option to have your child's name put on a waiting list to fill vacancies as they occur.
- If a space is available, in order to secure enrollment, parents must complete enrollment forms.
- Transfers from one class to another generally occur in August and occasionally in January & June. If for any reason, a child needs to be moved out at any other time, the decision will be made individually based on the recommendations of the child's teacher and the program director in conjunction with the parents. When students transition from one class to another, the teachers and parents come up with a transition plan they feel is best for each individual child to help them feel safe, comfortable, and successful in their new classroom.
- For children with special needs, planning sessions will be held between the child's parents/guardians, the director, the child's teacher, and any support professionals to discuss and review IFSP/IEP goals.

### **Meals**

- FLLC serves three meals per day and provides a weekly menu via email, and posted outside each classroom.
- Breakfast is served at 9:00 AM, lunch at 12:00 PM, and snack approximately 2:45-3:00 PM.
- Accommodations are made for children with dietary restrictions/allergies.
- Breakfast must include: milk; bread; and fruit or vegetable
- Lunch must include: milk; protein; bread; and two vegetables; two fruits; or one fruit and one vegetable
- Snack must include two of the following: milk; protein; bread; fruit; vegetable
- Children are given access to water at all times during the day. Water is provided as a choice during meals, water bottles are taken outside during playtime, and children are provided access to the water fountain during indoor play.

### **Staff Requirements**

- All staff at FLLC are required by law to receive **fifteen hours of approved child development training annually (18 hours for the director)**. New employees receive six of those hours in the first three months by taking a basic orientation class covering issues in health, safety, and child development.
- All employees must submit to a **criminal records check and screening through the child abuse registry** prior to employment, along with a **negative Tuberculosis skin test on file** before beginning work, and this test must be renewed every two years. All staff must be **certified in CPR and First Aid**, and they must have a **Food Handler's Permit**.
- New staff evaluations are conducted after two months of employment, and all staff are evaluated by the Director annually.

**For more information, teacher bios, menus, lesson plans, and our full policy manual, visit our website:**

**<http://www.faithlutheranchurch.com/learning-center.html>**