



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.
- We are open Monday through Friday from 7:00 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 – twelve years old, with a capacity of 74 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 low staff-to-child ratios and group size requirements in our preschool program.

Ratios are as follows:

- 1:6 (Max 12) for 20-24 month olds (We are licensed for toddlers – age 1-3, and occasionally take children at 20 months old.)
- 1:10 (Max 20) for 2-yr-olds – We average a 1:6 and max of 12 ratio.
- 1:12 (Max 24) for 3-4-yr-olds – We average a 1:8 ratio and a max of 16.
- 1:14 (Max 28) for 4-5-yr-olds – We average a 1:8 ratio and a max of 16.



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 (in some cases 20-24 months) to enroll at FLLC.
- Classes are filled on a 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 and pay the \$50/child enrollment fee.
- Families will be given a security code to enter the building, and should be the only ones using this code to enter. Children are expected to arrive no later than 9:30, daily. If there is an atypical scheduling day, such as a Dr. Appointment, please notify your child's teacher to discuss a late arrival. We ask that children not be dropped off after lunch, since it interferes with nap time.
- Transfers from one class to another generally occur in August and occasionally, in 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 is at Noon, and snack is served approximately 2:30 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.

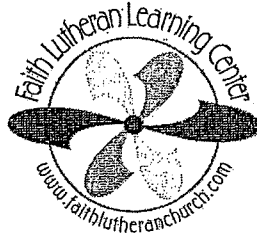
For more information, teacher bios, menus, lesson plans, and our full policy manual, visit our website:

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

Faith Lutheran Learning Center Tuition & Fees

Hours of Operation: M-F 7:00 AM - 6:00 PM

Preschool Rates (Per Child)		
One-Time Registration	\$50	Due upon enrollment
Semi-Annual Supply Fee	\$50	Due in Jan & Aug
Summer Supply & Activity Fee	\$25	Due in May
Full-Time Tuition (M-F)	\$165 (\$170, Jan 2020)	Due weekly
Part-Day Tuition (M-F pick-up by 3 pm)	\$130 (\$135, Jan 2020)	Due weekly
Late Pick-Up Fee	\$1/minute	Paid to teacher in cash
Part-time Tuition, available in 2 & 3-yr-old classrooms (requires spot share)		
M/W/F	\$115 (\$120, Jan 2020)	Due weekly
T/TH	\$80 (\$85, Jan 2020)	Due weekly
Late Pick-Up Fee	\$1/minute	Paid to teacher in cash
K-5 After-School Rates (Per Child)		
One-Time Registration Fee	\$50	Due upon enrollment
Semi-Annual Supply Fee	\$50	Due in Jan & Aug
Tuition	\$75	Due weekly
Before-School Care (7-8 am)	FREE	
Additional Fee for FCPS days off	\$18 (\$19, Jan 2020)	Due on the day
Early Dismissal Rate	\$10	Due on the day
Weather Delay Rate	\$10	Due on the day
K-5 Drop-In Rates (Per Child)		
One-Time Registration Fee	\$50	Due upon enrollment
Drop-In before-school care (7-8 am)	\$5	Due on the day
Drop-In care for FCPS days off	\$40	Due on the day
Drop-In for early dismissal	\$30	Due on the day
Drop-In for weather delay	\$10	Due on the day
Late Pick-Up Fee	\$1/minute	Paid to teacher in cash
K-5 Summer Camp Rates (Per Child)		
Registration/Activity Fee	\$110	Due upon enrollment
Full-Time Tuition (M-F)	\$170	Due weekly
Part-Day Tuition (M-F pick-up by 3:00pm)	\$135	Due weekly
Late Pick-Up Fee	\$1/minute	Paid to teacher in cash



Tuition/Fee Payment Options

At FLLC we offer two payment options:

1. Weekly or monthly auto draft payments

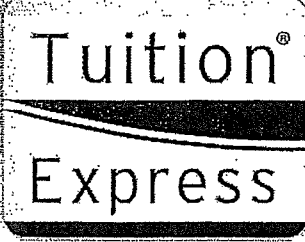
- Weekly payments are processed by the director every Friday.
- Monthly payments are processed by the director on the 2nd Friday of each month.
- An authorization form must be completed and returned to the director in order to participate. Auto draft payments may be made via checking account or debit/credit card (\$20/month processing fee).
- A \$10 fee is assessed for any declined/returned payments.

2. Online payments made at your convenience

- An authorization form must be completed and returned to the director. Once you have received your registration link, you will have online access to make payments at any time.
- You may make payments using your checking account (entered by the director) or debit/credit card (\$20/month processing fee), which you will input once you have set up your tuition express account.
- A \$10 fee is assessed for any declined/returned payments.
- A \$10/week late fee is assessed for any overdue payments (payments due by the end of the month).

***Please complete the Authorization Form and return it to Charla, prior to your child's start date.**

Feel free to contact Charla Heersche, FLLC Director, with any questions; 859-268-0108 or childcare@faithlutheranchurch.com.



Automated Payment Processing
Safe - Convenient - Easy

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT and CREDIT CARD

I (we) hereby authorize (business name) FLLC to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

— online - pay on your schedule
— weekly ^{Auto draft} _{OR} monthly

COMPLETE ONE SECTION ONLY
SECTION A (Credit Card)

Visa or MC
\$ 20/mo processing fee

Cardholder Name _____ Phone # _____

Cardholder Address _____ City _____ State _____ Zip _____

Account Number _____ Expiration Date _____

Cardholder Signature _____

Date _____
Pay on your schedule
— online

SECTION B (Bank Account)

No fees — weekly ^{Auto draft} _{OR} monthly

Your Name _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Bank or Credit Union Name _____ Bank or Credit Union Address _____ City _____ State _____ Zip _____

Routing Transit Number (see sample below) _____ Account Number (see sample below) _____ Checking Savings

Authorized Signature _____

Date _____

For Official Use Only

Date Received
Employee Signature

