

Parent Handbook 2025-2026



Beautiful Savior Lutheran Church and Preschool
2306 Milton Way
Milton, WA 98354
253-218-4918
preschool@mybslc.com
www.mybslc.com

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Welcome to Beautiful Savior Preschool!

Thank you for entrusting your child to our care. We look forward to partnering with you in your child's early development.

As your child grows from infant to toddler and beyond, each step along the way is a new experience for them, as well as for you. To help facilitate this journey, we offer a program based on the developmental needs of three, four, and five-year-old children.

Each day there is time allotted for different activities ranging from those requiring class participation, to quiet reading and play time. All activities are designed to help your child develop a sense of curiosity, self-esteem and independence, along with problem-solving and decision-making skills.

Music and movement and story time teach good listening skills and how to follow directions. Free play time allows them to use their imaginations, while learning to share, take turns, and get along with others. Puzzles, crafts and manipulative toys help develop fine motor skills and hand/eye coordination, and when weather permits, our fully equipped outdoor playground offers activities designed to develop large motor skills.

We are committed to making your child's preschool experience a positive one, enriched by spiritual growth and development. We teach basic Christian values, and age-appropriate academics, in a Christian, loving and safe environment.

Yours in Christ,

The Preschool Staff

Registration

Priority registration begins in February for those families who are currently enrolled, and opens to the community in March. Registration forms are available in the preschool, the church office, or online at www.mybslc.com.. **A non-refundable \$60.00 registration fee** is due with your registration form to secure a place in the class, and a **\$100.00 supply and activity fee** is due on or before the first day of school.

Tuition

Tuition is due on the first school day of each month, unless otherwise arranged with the office. The 3's class tuition is \$150/month, and the Pre-K class tuition is \$225/month. There is a 10% discount for a younger sibling attending within the same school year. Checks are preferred, but if paying with cash, envelopes are available in the tuition box for your convenience. Please put the exact amount in the envelope, as we are unable to make change. Make sure your child's name is on your check or envelope, and drop it in the tuition box on the table in the preschool entrance.

Immunizations

Per Washington State law, all children attending school must submit an immunization record or an exemption form signed by their doctor. This is due on or before the first day of school, and can be faxed to #253.922.6977, or dropped off at the preschool or the church office, which is adjacent to the main church parking lot, and open from 8:30am to 3:30pm Monday through Thursday.

Toilet Training Policy

All children must be toilet trained, but accidents do occasionally happen with newly trained little ones. Should that occur, we're willing to assist your child if needed, but will need your signed permission on file to do so. If you would prefer, we will call you, or a person you designate, to come in and help your child.

About the Staff

Our Preschool Staff is highly committed to all students in their care. Utilizing a combination of education and life experiences, they teach basic Christian values and age-appropriate academics. Staff members are CPR/AED certified, attend regular staff meetings, and continue in-service training by attending educational conferences and seminars.

School Schedules and Closures

Class	Day	Time
3 yr olds	Monday/Wednesday	9:00am – 11:30am
Pre-K	Monday/Tuesday/Wednesday	9:00am – 12 noon

Each class session includes time for work and play. Arts and crafts, snacks, clean-up time, quiet reading, story time, music and movement, and other activities are all a part of our school day.

We follow most, but not all of the Fife School District holiday schedules. Please note that Fife schools have a late start on Mondays, and teacher in-service days throughout the school year that we do not observe. When in doubt, please check your preschool calendar.

We do follow the Fife School District for **weather-related** school closures. You can check TV news stations or the Fife School District website for updates on school closures and delayed start times. If Fife schools close, or go on a 2-hour delayed start, we will be closed. You will receive a text from the preschool director, once the school district makes that determination.

Open House/Meet the Teachers

Open House provides parents and students with the opportunity to visit their classroom and meet their teachers before school begins. Being familiar with the classroom can help ease your child's anxiety the first few days of school. All enrolled families will be notified of dates and times for Open House when confirmed. We hope you will take this opportunity to drop by and say hello.

Items your child will need

A Change of Clothes: On the first day of school, please bring a spare outfit, including pants, shirt, underwear and socks, in a large Ziploc bag with your child's name on it. Accidents sometime happen, and whether it's something spilled or waiting too long to use the restroom, we don't want your child to be uncomfortable or embarrassed.

A "Comfort Kit": In the unlikely event that an emergency situation arises, and we have to stay at the school for an extended period of time, we want to be prepared. Please bring a second large Ziploc bag with a bottle of water, and a couple of non-perishable snacks. You might consider including something like a small blanket or a stuffed toy you think might be of comfort to your child in that situation. Both bags will be returned to you at the end of the school year.

Backpacks: Your child will need a medium or regular size backpack. They may occasionally have a little homework page, so please check the contents daily. Go over the school work they bring home, and let them share with you what they did in class that day, and praise them for their accomplishments.

Snacks: Please send a small, low-sugar snack with your child each day, preferably one with no nuts of any kind. Snack time is mid-morning, so just a little pick-me-up is all that's needed. Snacks that do not require plates or utensils are preferred, but we will provide those items if needed. Water is provided, so there's no need to send a drink unless you prefer to do so.

Picture Day

If we use a professional photographer, school pictures are generally taken in October, and you will be notified of the exact date when scheduled. There is no purchase required, but we would like all the children to be photographed so they will be included in a class picture if one is ordered. There is no cost to you unless you place an order.

Communication

A school newsletter, calendar and curriculums are published monthly to keep you informed of upcoming events, and what your child is doing in the classroom. They will include the academic focus for the month, science topics, Christian themes, Bible stories, holidays and school closures. These items will be posted, and hard copies available in the school entry.

We believe in open communication, so if questions or concerns arise, please let us know. If there's something you'd prefer to discuss in private, you can call or make an appointment to meet with your child's teacher and/or the director. Our doors are always open, and your concerns are our concerns.

Illness

If your child is feeling ill, running a fever, vomiting or has other flu symptoms, please keep them home and **notify the school office of their absence**. If your child becomes ill at school, they will be removed from the classroom. You will be notified to come pick them up, and they will be kept comfortable until you arrive. Before returning to school, children must be fever-free for at least 24 hours without taking any fever-reducing medication. Your consideration for the other children and the teachers is appreciated.

Appropriate School Attire

For safety both in the classroom and outside on the playground, please **do not send your child in sandals or flip flops**. Comfortable "play clothes" (no PJs please) and sneakers, or other non-skid footwear that fully encloses their feet, are preferred. For a newly toilet trained child, items like tight clothing, belts, overalls and difficult buttons can be a hindrance when using the restroom. The easier it is for them to remove the clothing, the easier it will be to avoid accidents. Hanging jewelry such as earrings and necklaces pose a safety concern. If your child has pierced ears, small post earrings are preferred at school.

Arrival and Dismissal Procedures

Your child's safety and well-being is something we take very seriously. The entrance to the preschool is located across from the playground and is monitored during drop-off and pick-up. **Doors will be opened at 8:55am for both classes.** We ask that parents sign their child in and out each day. The door is locked for entrance at 9:10am, and alarmed during school hours. If you arrive late, please ring the doorbell and someone will let you in. Check in at the preschool office before leaving, so we can mark your child present for the day.

Unless your assistance is needed, please allow your child to locate his or her name above the coat hooks, and hang their coat and backpack by themselves. This helps to reinforce name recognition and teach them responsibility for taking care of their personal belongings.

Doors are opened again five minutes prior to class dismissal. Once signed out, teachers will release the children to their parent or other designated adult. Release of your child to someone who is not on your approved list requires advance notice to the student's teacher or the director. Children will not be permitted to leave the building without an adult to accompany them.

Separation Anxiety

Some children may have difficulty separating from their parents, especially if this is a new experience for them. The staff is experienced in dealing with this situation, and will make every effort to help your child adjust happily to school. When dropping your child off, we ask that you stay no longer than five minutes. Staying longer can exacerbate the situation. If your child becomes upset when you leave, reassure them calmly that they will be fine, that you love them, and will be back to pick them up. Children are very observant and take their cue from you, so your calm demeanor will help to alleviate your child's anxiety. Children usually settle down quickly once the parent leaves, and they start interacting with their friends.

Discipline

We believe that rules are necessary for a harmonious environment in the classroom, and expect the children to be respectful to their teachers and classmates at all times. We are firm but loving when correction is necessary. Our approach follows a progression of communication. The teacher will explain to the child what is expected of him or her, and why, and give the child the opportunity to change their behavior. Oftentimes, just redirecting their attention is all that's needed. If the inappropriate behavior continues, the child may be brought into the office for a short "time out" period. Any extreme behavior that is physically or verbally abusive to others, or disruptive to the classroom in general, will be handled in the following manner:

1. The teacher will discuss the situation with parents.
2. If the behavior continues, parents will be asked to pick the child up from school.
3. Upon return to school, if the behavior persists, a short suspension period may be considered, at the discretion of the director.
4. After the suspension period, if the behavior is repeated, the student will be permanently removed from the school.

God's House and Prayer

Once a week we meet with the Pastor in the church sanctuary, where he introduces the Bible story for the week. He leads the children in saying the Lord's Prayer and the Apostles' Creed, and in singing a few of their favorite songs, before we return to the classroom to continue our day.

Prayer is a part of each school day. We say a prayer before snack time, and if one of our friends is home sick, we also say a little prayer asking God to help them feel better so they can come back to school.

Prayer Partners

Each year, members of our congregation take the name of one of our preschool children, and pray for them and their families throughout the school year. This person may occasionally send an encouraging note, or a small gift for a birthday or holiday. It would be a nice gesture to have your child draw a special picture, or make a card for their prayer partner as a “thank you” for praying for them. You can leave these items with me, and I will make sure they get delivered. This is just a suggestion, but I know it would be greatly appreciated.

Library Day

Once a week the children pick out a “book bag” from our small in-house library to take home and share with their family. We hope you will take the time to sit and read the books with your child. Each bag comes with a list of what is included. Please make sure all items listed are returned the following week, or your child may not be able to check out another book bag. If items are not returned, or damaged beyond normal wear and tear, you may be asked to replace them.

Visitors from the Community

Community helpers such as firefighters, police officers, dental health professionals and others, visit our preschool throughout the year. These visitors help the children learn about the community, safety and health issues. We welcome volunteers to participate in different learning experiences for the children. Let us know if there's something you'd be interested in sharing with them.

Fire, Earthquake and Lockdown Drills

The children practice emergency drills several times during the school year that include fire, earthquake and emergency lockdown drills. It's good for them to practice so they are comfortable with the procedures, know where to go, what to do, and what not to do in the event of an emergency.

Birthdays

Birthdays are celebrated in the classroom, and you're welcome to bring treats for the class. Please check with the teacher regarding any known allergies. If you bring cupcakes, please bring the small ones, as the larger ones are usually too big for small tummies. Donut holes or cookies are another possible option. If you do birthday bags, please give them to the teachers, and they will be distributed at the end of class. Please do not bring invitations to "out of school" birthday parties, unless there is one for each child in the class.

Parent/Teacher Conferences

We encourage you to take advantage of this opportunity to meet with your child's teacher. She will review your child's overall progress, guide you as to their Kindergarten readiness, and discuss any questions or concerns you may have.

Special Events with Parents

Field trips: Off-site field trips include the children, parents and teachers. Exceptions may be made for siblings to attend. If there's a fee for the activity, the preschool will pay for the students, but it's the parent's responsibility to pay for siblings. Parents are responsible for their child's transportation to and from all off-site activities. Parents and children meet the teachers at the location, and parents must remain with their child throughout the activity. If you're unable to attend, and designate another adult to bring your child, make certain they understand that they are taking full responsibility for your child, and agree to stay with them for the duration of the activity. **Neither the preschool nor the preschool staff bear any responsibility for your child at off-site activities, other than to be present for the activity.**

Thanksgiving Celebration: This family celebration varies from year to year. Once a plan is confirmed, you will be notified of the date and time. Whatever we decide to do, it's always a blessing to join together with our preschool families in the spirit of thanksgiving, fun and fellowship.

Special Events (continued)

Christmas Program: The children present a special Christmas program for families and friends in the weeks leading up to Christmas. The program is about the very first Christmas when baby Jesus was born, with songs performed by the children. After the program, you're invited to join us for refreshments in the Fellowship Hall to celebrate Jesus' birthday.

Pastries with Parents: This is a special time of fellowship for the parents and children to spend some quality time together. Come and enjoy a cup of coffee or tea, and sweet treats, while visiting with the other families. If parents are unable to attend, another family member or other "substitute" is always welcome. This is a regular school day, and classes begin after the festivities.

Closing Program: All students participate in the closing program at the end of the school year. Each child in the Pre-K class moving on to Kindergarten will receive a diploma. Each child in our 3s class, and any child repeating Pre-K, will receive a certificate of completion. Invite family and friends to come help us celebrate your child's successful completion of their preschool year(s), and join us in the Fellowship Hall for refreshments following the ceremony.

Volunteering in the Classroom

There are a number of different opportunities for you to volunteer during the school year. It may be a special craft project that needs an extra pair of hands, or a last-minute need for help due to the illness of a teacher. Parent participation is encouraged and appreciated, but not mandatory. A Washington State Patrol Background check is required for any person working with the children. Please let us know if you're interested, and would be willing to be on our call list for last-minute needs.

A Special Invitation

The Pastor and the members and staff of Beautiful Savior Lutheran Church and Preschool would like to extend an invitation to you and your family to join us for our Sunday worship service, Bible studies, fellowship, and other worship events. The church is a handicapped-accessible facility.

Our Sunday service begins at 9:30am, and is followed by a short fellowship period.

Sunday school for children from 3 years old through high school meets after Fellowship from 11am-12noon, and the curriculum is based on the teachings of the Bible.

Parents are welcome and encouraged to participate in the adult Bible study, which is led by the Pastor, and runs concurrently with the Sunday school classes.

All are welcome! We hope you'll join us!



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2306 Milton Way
Milton, Washington. 98354
(253) 218-4918 Preschool Office
preschool@mybslc.com
(253) 922-6977 Church Office
www.mybslc.com