



## ***Parent Handbook***

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# ***Welcome, Mission & Goals, Non-Discrimination Policy***

## ***WELCOME!***

Welcome to Faith Lutheran Preschool! This booklet explains our program in more detail.

Faith Lutheran Preschool is an integral part of the mission of Faith Lutheran Church. We have been serving local children and families for over 20 years, and we look forward to the privilege of partnering with parents in the nurture and care of their children.

## ***CHRISTIAN ENVIRONMENT***

Underlying all of our programs and forming the basis of our concern for quality education and support of families is our Christian faith and commitment. The staff members know the love of Jesus Christ and share this joy with others. Because the staff members have experienced the blessing of being served by their congregational family, they are eager to serve others in the same way.

## ***NON-DISCRIMINATION POLICY***

Faith Lutheran Preschool will not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its educational and admissions policies, or other school-administered programs.

## ***MISSION***

Faith Lutheran Preschool exists to reach out with the Gospel and share the love of Jesus with young children and their families in our congregation and community through Christ-centered care and education. “Go into all the world and proclaim the good news to the whole creation.” (Mark 16:15)



## ***Program Philosophy & Curriculum***

### ***PHILOSOPHY***

Matthew 19:14 – Jesus said, “Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven.”

Faith Lutheran Preschool is an integral part of the mission outreach of Faith Lutheran Church. It provides a service to our members and non-members. Faith Lutheran Preschool strives to assist parents in nurturing their children in the faith while recognizing that the parents are the primary educators of their children. Recognizing that children learn best through exploration, experimentation and play, Faith Lutheran Preschool cultivates the spiritual, social, emotional, intellectual, creative and physical development of each child in a warm and loving Christ-centered environment.

Spiritual Development: Children are nurtured in the way of Christ and He is presented to them as their Savior

and special friend. It is desired that this will help form the foundation of a lifetime of spiritual growth and service to God such as encouraged in Deuteronomy 6:7, “You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.”

Social Development: The children are encouraged to build positive relationships with others through the development of proper communication skills.

Emotional Development: A positive self-image is fostered. Initiative and creativity are encouraged. Age-appropriate play and exploration activities are presented at an appropriate development level.

Intellectual Development: A love for all learning is promoted by providing a positive learning experience in which curiosity is encouraged and academic skills are developed through a multisensory approach.

Physical Development: Playtime is used to help the children develop fine and large motor skills, coordination, and physical fitness in a safe, fun environment.

Creative Development: Creative activities provide opportunities for problem solving and experimenting with new ideas.

## ***PRESCHOOL***

An important goal of Faith's Preschool program is to provide an environment that is both stimulating and secure to young children.

### **Philosophy of Early Childhood Education**

We believe that young children learn best in an enriched play setting. We provide many opportunities for children to grow intellectually, emotionally, socially, physically, and spiritually. The learning activities are designed to suit the age and development of the children and occur in an explicitly Christian setting in which children are actively engaged.

### **Curriculum**

Our curriculum is designed around themes and integrates learning throughout all domains in a seamless way. Research shows that young children learn holistically, without the subject-matter divisions used in elementary classrooms. Therefore, our curriculum doesn't separate reading from math or science or art. For example, after a field trip, the teacher may lead the group in creating a story of their experience including developing vocabulary and recognizing sight words; counting, sorting, and classifying items collected on the trip; dramatizing an event from the day; illustrating the experience story; and thanking God for the wonderful day.

Academic prerequisites are developed naturally, without pressure, in an enriched environment.

### **Developmentally Appropriate/NLSA Accredited**

Faith Lutheran Preschool strives to provide a "developmentally appropriate" program, meaning our curriculum is planned for the specific learning characteristics of preschoolers based on current research. We follow the guidelines of the National Association for the Education of Young Children (NAEYC), the premier organization providing research about young children's education. We also use the Indiana Foundations for Early Childhood in preparing the curriculum. Faith Lutheran Preschool is accredited by the National Lutheran School Association.



## ***Program Policies—Admission & Registration***

### ***GENERAL INFORMATION***

To register, or to inquire about the Faith Lutheran Preschool programs, please call the Director. She will discuss with you your child's needs, answer your questions, and schedule an appointment to show you the facilities.

### ***PRESCHOOL***

Registration for preschool begins in January for members of Faith and for those currently enrolled. Enrollment for the community begins in February. Classes will have two teachers.

Please note that children must be *completely potty-trained* and able to use the bathroom independently to be registered.

3/4 14 children, 2 teachers, 3 by 8/1  
T & Th, 8:30-11:00, 12:00 – 2:30  
4/5 16 children, 2 teachers, 4 by 8/1  
MWF 8:30 – 11:00, 12:00 – 2:30

To register, complete all necessary forms (application, emergency contact, general permission) and return them with a copy of your child's immunizations, birth certificate, and the deposit. Failure to turn in all forms by

the second week of the school year will result in suspension until student file is complete.

### **Confidentiality**

Note that information in your child's file is confidential and will be available only to the teacher, director, and parent.

### **Probationary Period**

All children initially enrolled in our programs will enter a probationary period of 4 weeks. If during that period we determine our setting is not meeting the developmental, behavioral, or learning needs of your child, his or her enrollment may be suspended.



# *Payment Policy and Fees*

## **GENERAL CONSIDERATIONS**

Please place your tuition envelope in the drop box outside of the Administrator's office.

**For your convenience we are now accepting online payments via our website.**

<http://www.faithlutheran-preschool.com/online-payment.html>

## ***PRESCHOOL RATES--monthly fee***

Your child's Preschool tuition is figured for the nine-month period and divided into equal monthly payments. Please pay the monthly fee by the 10th each month.

Registration fee	\$ 70.00
4/5	\$ 90.00
3/4	\$ 75.00

## ***DISCOUNTS FOR MULTIPLE CHILDREN***

The following discounts apply to families with multiple children enrolled in either preschool

\$20.00/month off for the second child

## ***TUITION ASSISTANCE (PRESCHOOL)***

We have a variety of ways to help parents cover the cost of tuition. If, at any time, your circumstances make paying tuition difficult, contact the director. She will find ways to help you!

SCHOLARSHIPS are available for families who need additional help covering tuition costs. Meet with the director to discuss your situation.



### ***LATE PAYMENT POLICY***

Preschool payments are due on 10<sup>th</sup> of each month.

We assess a late fee of **\$5.00 per week** for each week a payment is late. The following procedures deal with late tuition payments:

1. If tuition is one month behind, a letter from the Director of the preschool will be sent out detailing notification of late fees and procedures to follow for payment.
2. If tuition is two months behind, the Chairperson of the Board of Education will contact said person to discuss financial help.
3. If tuition is three months behind, said child will be suspended until payment is paid in full.

### ***RETURNED CHECK FEE***

An assessed fee of \$25.00 will be added to your monthly tuition payment upon return of an insufficient funds check. Payments must then be made in cash, or with a money order for the remainder of the year.

### ***PRESCHOOL TUITION REFUNDS***

Preschool tuition is not refunded if your child misses days due to illness or vacation, or if there are cancellations based on the recommendations of the KV School Corporation, Jasper County Health Department or State of Indiana.

**Tuition will continue to be collected in the event of Covid-related absences or closures, as virtual learning will take place.**

## *Schedule, Snow Days/Delays*

### ***PRESCHOOL***

In general, Preschool follows the Kankakee Valley School District schedule and holidays. We begin Preschool the Tuesday after Labor Day and end shortly before Memorial Day.

3/4:	T & Th	8:30 – 11:00 12:00 – 2:30
4/5:	MWF	8:30 – 11:00 12:00- 2:30

### ***SNOW DAYS & OTHER CLOSINGS***

In case Kankakee Valley Schools close or the start is delayed due to inclement weather or other reasons, Faith Preschool will close or be delayed, also. You may check at [www.kv.k12.in.us](http://www.kv.k12.in.us), [www.faithlutheran-preschool.com](http://www.faithlutheran-preschool.com) or our FaceBook page

The teacher will send out a Dojo message to inform you of any delays/closures.

### **Delayed Start Class Times**

If Faith Lutheran Preschool has a 2-hour delay, preschool times will be changed:

All AM Classes: 10:30 – 12:00

All PM Classes: 1:00 – 2:30

### **Snow Make-Up Days**

Several snow make-up days are built into our calendar. Every attempt will be made to make up days until the last full week of May. Faith Lutheran Preschool will not extend the school year past Memorial Day.

## *Other Policies*

### ***ABSENCE***

Please send a Dojo message to the teacher when your child will be absent. This helps us monitor contagious illnesses and also adjust our daily plans.

### ***ARRIVAL & DEPARTURE***

If possible, please walk your child to the preschool room at the beginning of class. Please arrive no earlier than 15 minutes prior to class start time. Please park in the preschool parking lot and walk up to the door to pick up your child. Pickup cards must be presented at the time of pickup.

*The staff reserves the right not to dismiss a child if we think the child's safety may be endangered. In that event, we will call the emergency contact.*

### **Photo ID for Other Adults Picking Up**

We only dismiss children to parents and those authorized on the emergency contact form. Please notify us in writing if someone else is picking up your child. Remind them to bring a photo ID so we may verify their identity.

### ***POTTY TRAINING/ACCIDENTS***

If a student has more than 3 accidents in a month, the director will have a meeting with the family to discuss if the student is truly potty trained, and completely ready for preschool.



## *Discipline*

Our understanding of Christian discipline recognizes:

- Jesus’ unconditional love and forgiveness
- Jesus’ call to follow him in obedience, responsibility, and service

### **GOAL: SELF-DISCIPLINE**

An important goal is for children to develop *self-discipline*. Research indicates that children who learn self-control, the ability to delay gratification, responsibility, perseverance, and goal-setting and -achieving develop a healthy and realistic sense of self-worth, and excel academically also.

### **DISCIPLINE PRACTICES**

Faith Preschool offers children a stimulating environment where teachers encourage children to develop self-discipline, responsibility, and respect. Teachers actively involve themselves in the children’s play to emphasize the constructive and creative, and to redirect play that is becoming less purposeful or even destructive.

If a child does not respond to encouragement and redirection, the child may lose privileges or experience an

appropriate consequence, such as having to leave a particular play area. No corporal punishment is used.

Occasional infractions are normal for young children, due to their immaturity, impulsiveness, and limited language. The resulting natural or logical consequences are part of the learning process, and make the receiving of forgiveness and grace even more precious.

If classroom consequences are not enough, we will contact parents to develop together a cooperative approach to discipline.

### **BEHAVIOR PLAN**

When children consistently disrespect their teachers, other students, property, and the rules of the school, the following steps will be taken:

1. Parent conference, with a written behavior plan
2. Evaluation period
3. Second conference, with evaluation. If little progress has been made, the child may be put on probation
4. Dismissal, if no significant progress is made

In the case of extreme behavior, such as violence or chronic disturbance requiring 1-on-1 staff attention, immediate suspension or dismissal may be necessary.

## **DISCIPLINE REGARDING AGGRESSION OR NON-COMPLIANCE WITH RULES**

For preschool, we have outlined our approach below for aggression or non-compliance.

### **Definitions:**

Aggression: hitting, kicking, biting, throwing objects at another person, or other behavior which could hurt or harm another. Note that aggression may or may not be intentional.

Non-Compliance with Rules: repeated misbehavior and defiance of rules which could create a danger to children or staff, or which undermine the authority and respect of the teacher and the order of the classroom.

## **Responses**

### 1<sup>st</sup> Occurrence

- ~Immediate time out for a number of minutes equal to the child's age in years.
- ~Conversation with the parents in person or on the phone
- ~Teacher informs Director

### 2<sup>nd</sup> Occurrence in Same Day

- ~Immediate time out for a number of minutes equal to the child's age in years.
- ~Immediate phone call to parents
- ~Teacher informs Director

### 3<sup>rd</sup> Occurrence in Same Day

- ~Child is removed from the group and sent to the Director
- ~Director calls parents
- ~Parent or emergency contact picks up child and removes him or her for the rest of the day.

### Repeated Occurrences Over Time

In the case of repeated aggression or non-compliance, we will create a behavior plan as outlined on the previous page. Faith Lutheran Preschool reserves the right to dismiss a child immediately if he or she threatens the safety of other children or adults at school.

## ***Parent Involvement***

We welcome the involvement of parents in Faith's early childhood programs. We also welcome visits from parents who have a special skill or experience to share. Some parents may have a talent with crafts and could help us with our art projects. If you would like to visit your child's group, talk with the teacher to set up a convenient time. Due to Covid regulations, classroom visits are not allowed at the time, but we remain hopeful that they can resume soon.

### ***VISITS TO THE CLASSROOM***

Parents may observe the class for no more than 15 minutes twice a year (once a semester) with an appointment that is arranged with the teacher.

### ***COMMUNICATION***

We will provide you with a weekly newsletter that contains information about upcoming activities. The newsletter and calendar will make it easier for you to follow up on our themes and activities at home. Teachers will provide information informally at the beginning and end of class, also.

### ***PARENT CONFERENCES***

Preschool conferences are offered in fall and spring. In addition, a teacher and/or the Director will be happy to

meet with you at any time to discuss your child's progress in the program, his or her special strengths, and any areas of concern. Please call to schedule an appointment.

## ***Parent Services***

Faith recognizes the pressures that cause stress for families today, including busy schedules, lack of community, and challenges to the values you are trying to pass on to your children. We want to help support and strengthen you to meet today's pressures, through:

### **PARENTING SUPPORT**

Printed materials about child development and family issues and a lending library of resources.

### **FAMILY ENRICHMENT**

Marriage enrichment classes, family or child counseling by Faith staff, and planned activities with other families with young children

### **SPIRITUAL GROWTH**

Worship opportunities (if you don't already have a church home), family devotion materials, and opportunities for personal growth

### **SPECIAL EDUCATION REFERRALS**

Information about local testing and services

# Health Policies

## **PHYSICAL EXAM/VACCINATIONS**

The state of Indiana *recommends* that all young children entering a preschool program receive a complete physical exam. The state requires that schools have a record of your child's vaccinations on file, and that your child has received the required shots. Make sure to provide a copy of your child's immunization records to the Director **before** your child starts his or her program.

If you do not vaccinate your child, we must have a signed letter and a state exemption form in your child's file indicating your reasons for not vaccinating and your acknowledgment that you do not hold Faith Lutheran Preschool responsible for any illness contracted here for which there is a vaccination.

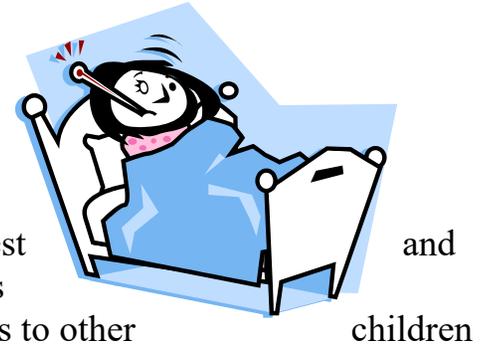
## **ADMINISTERING MEDICINE**

Over the counter medicines may be administered by staff **only** if we have a written authorization from the doctor. The medication must be in its original labeled container. Staff may administer prescription medications if the medicine is in its original container, stating the child's name, name of medicine, the dosage, and the prescribing doctor's name. All medications will be stored out of reach

of children.

## **SICKNESS**

If your child is sick, please keep him or her home to rest and recuperate. This also helps prevent the spread of germs to other children and teachers.



Please make sure to message the teacher when your child is sick. We are required to notify other parents when a communicable illness requiring medical care is present in the classroom. General indications that your child is not well enough for preschool include:

- ~ any symptoms that might prevent him or her from participating fully in our routine and activities
- ~symptoms that might require more individual care than is possible in a group setting
- ~ fever of 99.6 or over without the use of fever-reducers such as Tylenol.

## **Symptoms of Illness**

Please keep your child home if s/he has been ill during the night or in the morning and has any of the symptoms listed below:

- ~ temperature of 99.6 or over
- ~ diarrhea (2 or more times in 24 hours)
- ~ undiagnosed skin rash, or rash with fever or behavior change
- ~ vomiting (2 or more times in 24 hours)
- ~ persistent abdominal pain
- ~ mouth sores with drooling
- ~ head lice (until after the first treatment & the child is nit free)
- ~ strep throat or other streptococcal infection (until 24 hours after first antibiotic treatment and 24 hours free of fever)
- ~ chicken pox, until all sores have dried and crusted
- ~ impetigo, until 24 hours after treatment and lesions no longer drain
- ~ scabies, until after the treatment has been completed
- ~ inflammatory eye condition, until on antibiotics for 24 hours and/or drainage has stopped

If your child develops any of the symptoms listed above while at school, we will notify you. You will need to pick your child up immediately.

## ***ALLERGIES, SPECIAL NEEDS***

We wish to include children with health or developmental issues, and we work with parents to provide accommodations that will help their child thrive and be safe with us.

Examples of accommodations include:

- ~peanut/nut & dairy-free environment
- ~gluten-free play dough
- ~additional aide (provided by family)

If your child does have health or developmental issues, please talk with the director. She and the teacher will meet with you and develop an individual plan.

# *Covid Policies*

## **Our School is addressing these specific items:**

- Implementing social distancing strategies
- Implementing screening procedures upon arrival
- Intensifying cleaning and disinfecting efforts

## **Social Distancing Strategies**

- Only Faith Lutheran staff will be allowed in the building. Parents or volunteers will not be admitted beyond the office during school hours, except at student drop-off. **One masked adult** will be allowed into the classroom to help the child to wash their hands and get comfortable in the room. You may enter, but please do not linger.
- Chapel services and assemblies will be modified to include smaller groups or possibly take place in the classroom.
- Student seating will be spaced out as much as possible.

## **Screening Procedures**

All children and staff will be screened upon arrival. Children and staff who have a fever of 100.4F or above or

other signs of illness will not be admitted. Parents must be on alert for signs of illness in their children and must keep them home when they are sick. Even if the child does not have a temperature, but they appear sick (cough, runny nose, etc.) the Director has the right to deny the child's attendance for that day or days thereafter.

- Staff will be outside the office for drop-off.
- A parent or caregiver will escort students to the drop off area.
- Staff doing screening will follow proper hand hygiene and put on personal protective equipment (PPE) including a mask and a pair of disposable gloves.
- Staff will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid or difficulty breathing (without recent physical activity), or fatigue, and confirm that the child is not experiencing coughing or shortness of breath.
- Staff will take the child's temperature using a non-contact, temporal thermometer.
- Student will wash hands upon entering the building
- After screening children, staff will remove and discard PPE, and wash hands with soap and water for at least 20 seconds.



- Anyone who exhibits COVID-19 symptoms or is running a fever will leave the premises immediately to seek medical care and/or COVID-19 testing, per CDC guidelines.
- If FLP learns that a staff member or student has tested positive for COVID-19, we will consult CDC guidelines and contact the local health department to discuss the appropriate management of potentially exposed staff and students, and to determine whether school should immediately cease in-person gatherings, close for additional cleaning, or otherwise change protocols.

### **Students or Staff who Become Sick at School**

- If a student becomes ill while at school:
  - FLP will provide an isolated space for the ill student to rest while waiting for the arrival of parent/guardian.
  - FLP will contact the student's parent/guardian to pick up the student as soon as possible.
  - Staff person, wearing PPE, will stay with the student while awaiting parent/guardian's arrival.

- Areas used by a sick person will be closed off and not used before cleaning and disinfection.
- Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and Family Education Rights and Privacy Act (FERPA).

- Sick children and staff will not return to school until they have met the criteria to discontinue home isolation,
- Those with fever cannot return to school for 72 hours or without proof of wellness.

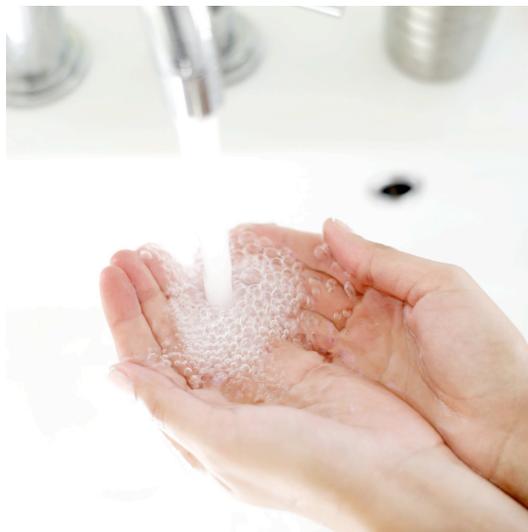
### **Face Masks and Cloth Face Covers**

- The use of face coverings will be dependent on a variety of factors. We understand that face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school.
- Face coverings **should** be worn by staff and students when feasible and are most essential in times when physical distancing is difficult, such as during centers. **It is recommended that masks are worn as often as possible.**

- Individuals will be frequently reminded not to touch the face covering and to wash their hands frequently.
- Faith Lutheran will provide information to staff, students, and students' families on proper use, removal, and washing of cloth face coverings.

### **Prevention: Hand Washing**

For the sake of your child's health, and the health of all the children in class (and the staff!), please teach your child how to wash his or her hands independently. Thank you!



### **Drinking Fountains**

Drinking fountains should not be used at this time. Students are encouraged to bring their own water bottles labeled with their name from home.

For more details, please see our complete Reopening Plan at

<http://www.faithlutheran-preschool.com/parent-information.html>

## ***Miscellaneous Information***

### ***FOOD***

We will not be having snack time this year. Drinking fountains will also be unavailable due to Covid, so we are asking that parents send in a reusable, labeled water bottle for their child to use during the day.

If you would like to bring a special treat on your child's birthday, please do and we will have your child pass them out at the end of the day to be taken home. We ask that the treat be purchased from the store rather than home-made, and packaged in individual zip-lock bags.

### ***FIELD TRIPS***

We will not be taking field trips this year.

### ***CLOTHING***

Your child will be more comfortable and happy wearing clothing suitable for active (and sometimes messy!) play. Also, make sure that the clothing is easy for him or her to manage independently, minimizing the help needed from teachers. No flip flops, backless shoes, or high heels, please!!

We will play outside as frequently as possible. Make sure to provide outer garments appropriate for the weather, including boots, mittens, and hats. When it's raining or the

temperature is below 25 degrees (including wind chill), we will play inside.

### ***PERSONAL ITEMS, TOYS FROM HOME***

Please label your child's personal items (back pack, coat, etc.). We ask that your child *not* bring toys from home, unless it is his or her "show and tell" day. Occasional exceptions may be made for items that complement a unit of study we are doing.

### ***SUPPLIES***

Your registration fee pays for supplies and materials for the year. We have a school supply list that goes home in the beginning of the year.

## ***EMERGENCY PROCEDURES***

### **Fire**

Faith Preschool holds monthly fire drills. The children exit the nearest door and line up on the far north end of the parking lot. Teachers and aides count to make sure all children are evacuated. No one returns to the building until the all clear bells are sounded.

### **Tornado**

Tornado drills are held during the spring and fall. Children are taken to the preschool restroom or the preschool staff work room, which have all interior walls. Teachers bring books and flash lights.

### **Lockdown**

When an intruder is detected or a danger arises, the school goes on “lockdown.” All exterior doors are locked, and children are kept inside the locked classrooms. If necessary, we call parents to pick up children early.

### **Building Evacuation**

Should it become necessary to evacuate our building for any reason, Faith Preschool proceed to the north end of the parking lot. Teachers would call/text Dojo message parents so you would be able to pick the children up as soon as possible.



### ***CHILD ABUSE, NEGLECT***

The state of Indiana requires educators to report suspected child abuse or neglect. If a staff person “knows, or has reason to believe” that a child is being abused or neglected, the Director will call the Child Protective Services hotline.



### ***GRIEVANCE PROCEDURE***

The Board of Education requests that if you have a grievance regarding the preschool, that you first pray about it, and then speak directly to the individual with whom you have the grievance. After prayerful consideration and the matter has not been resolved, both parties should speak with the Preschool Director. If there is still no resolution and you would like to address the Board of Education, please let the Preschool Director know and she will schedule a time with the Board.

### ***SIGN TO INDICATE YOU HAVE READ HANDBOOK***

We ask that you sign the acknowledgement form that will be sent home on the first day of school and return it to your child’s teacher.