

# CHRIST LUTHERAN PRESCHOOL

2026-2027



PARENT HANDBOOK  
253-582-0331  
EMAIL: [PRESCHOOL@CLC-LAKEWOOD.ORG](mailto:PRESCHOOL@CLC-LAKEWOOD.ORG)



## MISSION STATEMENT

We at Christ Lutheran Preschool believe that each child is a child of God and should have every opportunity to develop physically, intellectually, emotionally, socially and spiritually to his/her fullest potential.



## WELCOME

Dear Families,

Welcome to Christ Lutheran Preschool! Ours is a preschool dedicated to providing the best possible Christian education for the young child. Our curriculum is designed to:

- encourage the joy of learning
- develop both large and small muscle coordination
- promote healthy social interaction
- nurture your child's self-esteem
- stimulate intellectual growth through hands-on and discovery learning
- develop your child's faith in God

Please take a moment to read through this handbook. Hopefully you will find answers to many of your questions. Should you have other questions, comments, or concerns, please feel free to contact our Director or the church office.

We are looking forward to working with you and your child this school year!

In His Service,

Extended Christian Childcare and Education Committee

## ADMISSION STATEMENT

This Preschool is open to 3 to 5 year old children. Children enrolling in the 3 or 4 year old class must be 3 or 4 respectively by August 31<sup>st</sup>. Christ Lutheran Preschool admits students of any race, color, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school administered programs. Every child attending the classes must be toilet trained. No pull ups allowed.

## HOURS:

3 year olds: Tuesday, Thursday - 9:00 am to 11:30 am  
\*Tuesday, Thursday -12:00 pm to 2:30 pm  
Pre-K 4 year olds: Monday, Wednesday, and Friday - 9:00 am to 11:30 am  
\* Monday, Wednesday, and Friday—12:00 pm to 2:30 pm

All children must be brought into the Preschool by an adult and signed in and out by the door. Please do not enter the Preschool before the starting time because your child's teachers are preparing for the day. Parents must pick up their children promptly at the designated dismissal time above. A late fee of \$5.00 will be charged if the child is not picked up within 10 minutes of dismissal time (there will be an additional fee of \$1.00 per minute after this time) This fee will be added to your monthly tuition and a notice will be put in your parent folder. Children will be released only to the parent or an adult whom the parent has authorized by a written statement.

\*There will be an afternoon class if enrollment justifies it. A decision will be made by August 1st, 2026

## CLASS SIZES

Class size will depend upon enrollment.

3 year olds:	10 to 15	two teachers
Pre-K 4 year olds	10 to 18	two/three teachers





# Typical Preschool Day *Schedule*



## **Pre-Kindergarten Schedule**

9-9:40 or 12-12:40 Arrival, free play at centers and opening art project

9:40-9:50 or 12:40-12:50 Clean up

9:50-10:20 or 12:50-1:20 Circle time

(calendar, weather, songs, theme/letter introduction)

10:20-10:40 or 1:20-1:40 small groups/writing

10:40-10:55 or 1:40-1:55 outside play (weather permitting) or back room

10:55-11:10 or 1:55-2:10 circle time (show and tell)

11:10-11:20 or 2:10-2:20 snack

11:20-11:30 or 2:20-2:30 closing circle

## **Junior Class Schedule**

9-9:50 or 12-12:50 Arrival and Free Play at centers

9:50-10 or 12:50-1:00 Clean Up

10-10:20 or 1:00-1:20 Opening Circle Time (songs, calendar, weather, etc.)

10:20-10:40 or 1:20-1:40 Group Activity

(theme related cooperative games, songs, movement/motor skills, concepts)

10:40-10:50 or 1:40-1:50 Story

10:50-11:05 or 1:50-2:05 Snack

11:05-11:20 or 2:05-2:20 Outside play (weather permitting) or back room

11:20-11:30 or 2:20-2:30 Closing Circle



## PROGRAM

Our purpose is to provide an education with Christian influence. The program is designed to enrich the mental, physical, social, emotional, and spiritual development of the child. Keeping in mind each child's unique pattern of growth, we desire to help each child grow in the knowledge of God's world around him/her and to grow in his/her feeling of self-worth and accomplishment.

Our Preschool is a ministry of Christ Lutheran Church and emphasizes Christian principles throughout the curriculum. The planned curriculum includes activities in the following:

Creative Art	Dramatic Play	Motor Skills
Chapel	Cooking	Literature
Music	Blocks	Carpentry
Socialization	Science and Nature	

## TUITION AND FEES

There is a non-refundable \$100.00 registration and \$50.00 supply fee. Registration fee payable whenever the application is submitted. This fee, due at time of registration, includes monies to cover field trips for this school year. \$50.00 supply fee is Due by July, 1, 2026.

Anyone enrolling after February 1, 2027 will receive a 50% reduction in registration fees. Partial refunds of registration fees will be paid only if notice of withdrawal is given prior to July 1, 2026.

Tuition is divided into **ten** equal payments (September - June) and is payable each month by automatic payments OR in full at the start of the school year. Tuition is payable whether your child is present in school or not. If a child is to be withdrawn from school, two weeks notice must be given to receive any tuition refund. Credit card payments will be charged a service fee of 3%.

Tuition is:

3 year olds	\$2,000.00	(\$200.00 per month) (Annualized under \$10 per hour)
Pre-K 4 year olds	\$2,650.00	(\$265.00 per month) (Annualized under \$10 per hour)

## DISCOUNTS

The \$100 Registration fee will be waived for:

Active members of Christ Lutheran Church,  
Active duty military,

Families with two or more children enrolled in our school will have it waived for the second child.

*Please contact the Director for financial assistance information.*

## WITHDRAWAL POLICY

If the need arises to withdraw from our program we require a minimum of two weeks written notice.



## CALENDAR

Our school calendar will follow the Clover Park School District. If Clover Park schools are closed or begin late due to bad weather, the Preschool will be closed ALL day. (Listen to local TV and radio stations.)

## HEALTH

Evidence of immunization or exemption must be submitted to comply with the State Board of Health regulations. Parents must notify the Preschool immediately if a child contracts a contagious disease (including but not limited to chicken pox, conjunctivitis, mumps, measles, viral infections, lice, etc.) or is exposed to one. A notice will be posted to inform other parents. Any student with a fever of over 100° F must remain home until the student has been fever free for 24 hours without the use of fever reducing medications. Because of our hands-on learning environment, we ask that you keep your student home if they have had vomiting or diarrhea within 24 hours or they are coughing or have a runny nose (non-clear). Our goal is to keep our students healthy.

## DRESS

Dress your child in comfortable play clothes. Please, no clogs or flip-flops. Label all sweaters, jackets, or extra clothing brought to school. Please provide a change of clothes for your child in case of accident. They should be brought in a bag and labeled with your child's name. Your child's clothes will be kept in his/her cubby.

## SNACKS

You will be notified of your child's snack day. Please provide a large bottled water in addition to a nutritious snack for the entire class. The teacher will let you know how many children are in the class. Please avoid sugary, sticky, or high-fat foods. No juice. Part of the learning experience is to participate in family-style dining, which includes pouring drinks, encouraging the use of good manners, and saying a prayer before we eat.



## BIRTHDAYS

Birthdays are special days that can be shared. You may wish to bring refreshments for that day. Please notify the teacher of your plans in advance.

## FIELD TRIPS AND VISITORS

Visits to the church sanctuary, field trips, and visits from community helpers and other special visitors are a regular part of our program. Parents will be notified in advance of any off-site trips. Parents are encouraged to participate in field trips and will be responsible for providing or arranging transportation.

## PARENT CONFERENCES

Good two-way communication will make school a successful experience for your child. Do not hesitate to call on us! A conference will be scheduled in the spring between the teacher and parents for PreK students. School may be closed while the conference takes place.

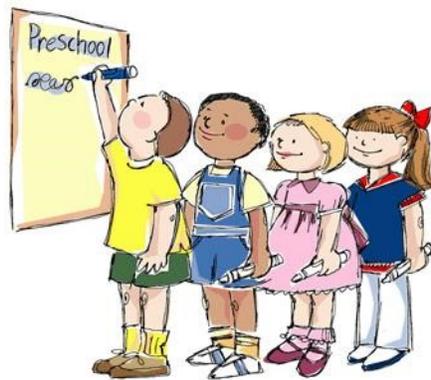
## DISCIPLINE

We use several disciplinary techniques which help children to internalize rules and become self directed in their behavior. These techniques include:

- **Giving Choices:** Providing an environment in which children can make choices which are good for them and for the group.
- **Problem Solving:** Helping a child or group of children work through a situation to a natural, positive conclusion.
- **Natural and Logical Consequences:** Stating school rules in clear and appropriate language and indicating the consequences of not obeying the rules. Discipline measures are fair and consistent.
- **Redirecting:** Distracting the child's attention from the disruptive behavior by helping them get involved in an acceptable behavior.
- **Taking a Break:** Sometimes a child needs to take some time alone in order to regain some self-control and then rejoin their friends.
- **Positive Reinforcement:** Above all, we work at "catching the children being good" and other genuine praise for appropriate behavior.

In extreme situations a parent may be called to pick up their student. Withdrawal from our program can occur if a student creates a unsafe environment for others.





8211 112TH ST SW  
LAKEWOOD, WA 98498  
253-582-0331

REVISED MARCH 2026

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WWW.CHRISTLUTHERANLAKEWOOD.COM