

# The ABC's of Preschool Handbook

2025-2026



First Lutheran Church Preschool  
3315 G Avenue  
Kearney, Nebraska 68847  
308-237-5544

[www.firstlutherankearney.org](http://www.firstlutherankearney.org)  
[office@firstlutherankearney.org](mailto:office@firstlutherankearney.org)

# Welcome to First Lutheran's Preschool

## Our Mission

The mission of First Lutheran Church's Preschool is to provide a Christian environment for children to experience a loving, caring and nurturing place to grow in God's love while promoting the academic, spiritual, physical and social development of each child.



We pray that Jesus blesses our efforts as we work together for the academic and spiritual development of your child. We thank you for selecting our preschool, and we pledge to you our support and cooperation. We are aware of our great responsibility, for we are nurturing a child precious to you and to our Savior.

# Meet Our Teachers and Cook

2025-2026 School Year



Mrs. Amanda Lewis  
Lead Teacher for Preschool Ministry  
Head Teacher Pre-K Classroom



Mrs. Sonya Vetick  
Assistant Teacher for Preschool



Ms. Marissa Wright  
Head Teacher 3 & 4 year old Classroom



Mrs. Emily Bacon  
Preschool Cook

# Church Staff

Co-Pastor.....Rev. Rick Carlson.....rcarlson@firstlutheranearney.org

Co-Pastor .....Rev. Michelle Holley Carlson....mcarlson@firstlutheranearney.org

Lead Teacher.....Amanda Lewis.....amandalewis@firstlutheranearney.org

Administrative Assistant.....Kandy Bacon..... kbacon@firstlutheranearney.org

## **First Lutheran Church Office**

**8:30 a.m. - 4:00 p.m.**

**308-237-5544**

Please contact the church office if your child will be late or absent. Tuition payments can be submitted to your child's teacher, dropped off or mailed to the church office. They are due on the 1st of each month. Thank you for entrusting the care and education of your child with us. We invite you to play an active role in your child's development by participating in many of our activities throughout the year. Together, we will truly make a positive impact on your child's preschool experience.



## PRESCHOOL SESSIONS:

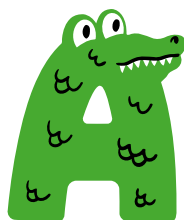
M/T/W/TH 3 & 4 Year Old Class 8:15-11:45 a.m.

*Note: Your child must be at least 3 years old prior to July 31.\**

M/T/W/TH/F Pre-Kindergarten Class 8:15-3:00 p.m.

*Note: Your child must be at least 4 years old prior to July 31\**

***\*Note: This is by Lead Teacher's discretion.***



### **Arrival and Departure:**

The east door will be unlocked **at 8:15 a.m. and lock at 8:30 a.m.** The doors will reopen again for the 3 & 4 year old class from **11:35 a.m. – 11:55 a.m.** During class time the outside doors will be locked.

**PreK departure will be 2:50 p.m. - 3:10 p.m. If you arrive after 8:30 a.m., please come to the northwest entrance and ring the doorbell** of the church. Promptness in arrival and departure is important to your child and the teacher's time.

An adult must bring their child to the classroom and pick up their child from the classroom each day. A child will not be permitted to leave class with anyone other than the parent without verbal or written permission from the parent prior to departure. Please be advised the ID may be checked in these circumstances. **For your child's safety, signing in and out with the Smart Care App is required. Thanks!**

### **Absences:**

Please notify the First Lutheran Church office at **237-5544** or email the teacher, if your child will be absent. The Church office hours are 8:30 a.m.-4:00 p.m., Monday through Friday. Please leave a message if calling before or after these times and office staff will relay the information to the teachers.



### **Birthday Parties:**

Each child will have a special day to celebrate their birthday in the classroom, including summer birthdays. Information will be available from your child's teachers as the date approaches. We highly encourage healthy snacks but do realize birthday treats may consist of sweets. We understand that during the year you may not want to have your child eating these types of treats when they are available. If this is the case, please bring non-perishable snacks for your child in advance and let your teachers know when those occasions arise.



### **Cancellations:**

In the event of severe weather conditions, please listen and watch local TV, radio stations, Facebook and emails for school closings. When Kearney Public Schools (KPS) close due to bad weather, First Lutheran Preschool will also be closed.

### **Late Starts:**

KPS 1 hour late start: there will be preschool as usual. We will all start at 9:15am.

KPS 2 hour late start: there will be no preschool for the 3 & 4 year old program. PreK will have a late start at 10:15am. If school is canceled, then we will cancel preschool for that day.



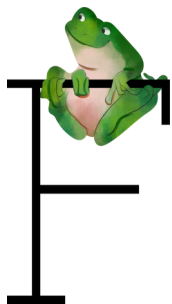
### **Dismissal:**

Teachers will dismiss children from the classroom to the assigned parent or guardian outside the classroom.



### **Emergencies:**

In the event of an illness or emergency, a parent will be notified immediately. If neither parent can be contacted, the teacher will notify the individual listed on the information sheet included in the registration form that you have completed.



### **Facility:**

First Lutheran Church Preschool meets all Nebraska Department of Health and Human Services preschool requirements. The church provides necessary sanitation of the classroom in coordination with First Lutheran Church.

### **Field Trips:**

Trips away from the regular classroom are an important learning resource. Through excursions into the community, children learn more about people and places that make up their widening world.

**Permission slips must be signed before each field trip** in order for your child to participate. Parents will be notified before each trip. Transportation will be provided by the teacher's vehicles and parent volunteers. **Parents wishing to drive other children must first have a background check completed.** We recommend getting this completed early in the school year to avoid last-minute problems. We follow KPS guidelines, so this is subject to change.

**Go to school with your child:**

Parents are encouraged to visit and to help in the classroom, attend field trips and participate in special activities. In doing so, parents are able to see their child's developmental process in action. Classroom substitutes are required by the State of Nebraska to complete a felony background form provided by First Lutheran Church Preschool.

**Holidays:**

In general, we follow the Kearney Public School holiday and vacation schedule. Dates will be posted in our yearly/monthly calendars and newsletter.

**Holiday Parties:**

We will be celebrating the holidays with special treats and games. A sign up genius will be made available prior to each event should we need help.

**Illness:**

Please keep your child at home with these symptoms:

- 1)** Fever or has had one during the previous 24 hour period. Please report the symptoms and test results. Need to be fever free without medication.
- 2)** Sore throat/rash/heavy nasal discharge/diarrhea or vomiting with 24 hour period of time.
- 3)** Fussy, cranky, or persistent cough.
- 4)** Symptoms of possible communicable disease.  
(sniffles, reddened eyes, sore throat, headache, abdominal pain or fever)

**Independence:**

Encourage your child to hang up his/her coat and backpack. Parents can check cubbies and enter classroom ready to start daily activities.

**We also ask that the PreK students bring their own blankets for nap time.**

**Jesus:**

We begin and end each day with a prayer, and a short prayer is said before meals and snacks. During the week we also take part in “Chapel Time” which is led by one (or both) of our pastors here at First Lutheran. Bible stories are a part of the classroom curriculum each day.

**Kindness:**

In teaching kindness to our children, we create a loving environment for our preschoolers. We will not tolerate hitting, biting or aggressive behavior of any kind as this is a danger to all in the classroom. This behavior can be grounds for dismissal.

**Labeling:**

Please **label all personal items** that are sent to preschool (ex. backpack, water bottle, blanket, coat).

**Manners:**

Teachers will model good manners in the classroom. We will be reinforcing good manners at all times.

**Medicine:**

If a child has a medication that has to be taken during school hours, we have a lock box for them. Medications need to be in their original container.

**Numbers:**

We are a Nebraska state-licensed Preschool Center. More information is available in the DHHS brochure provided in your parent information folder (including their contact numbers).



**Organization:**

Please encourage your child to show you notes and projects sent home in their backpack. Organization will make for a successful day at preschool. Each classroom will have an established routine to send home notes, calendars, projects, and so forth.

**Play:**

Play enables children to progress cognitively and developmentally. Play also serves in physical, emotional and social development. Child initiated, child directed, teacher supported play is an essential component of preschool growth.

**Potty Training:**

All children are required to be fully potty trained and independent with bathroom skills (dressing, wiping, washing hands, etc.) before attending preschool. We work with families to help each child be successful.

**Quality Time:**

Research shows that quality time is an important factor in positive family development; (ex. reading, coloring, drawing, playing in the sandbox, running or throwing a ball, or just visiting with your child).

**Referrals:**

Parents that currently have a registered child in the 3 & 4 year old or Pre-K program will receive a **\$40.00** credit toward tuition for student referrals. Referral students **must be** registered for class and the registration fee paid and the child still enrolled in FLC's Preschool program before the credit is issued.

**Release Forms:**

A parent release form needs to be signed in order for your child to participate activities and permission to publish any pictures.



### Snacks:

**3 and 4 year olds** - Your child will receive a snack schedule in the monthly calendar and email. We strive to encourage healthy snacks. Drinks are not needed since you will bring your water bottle.

**PreK-** Your child will be asked to provide 3 items to help supplement our weekly menu when you are the star student. An email will be sent out of the items needed.

### Supplies:

We will furnish many of the necessary supplies for your child. However, donations are appreciated. **The teachers may send some “wish list” supplies during the year, if needed.** Teachers have requested a minimal supply list at the beginning of the school year.



### Tuition:

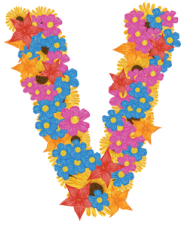
Tuition rates are determined annually by the Preschool Board. **Tuition is due on or before the first day of each month.** All checks should be made to the order of: First Lutheran Church Preschool. There will be a \$20 late fee for tuition received after the 20th of the month. **If tuition is 60 days overdue, the student will not be able to attend preschool until outstanding tuition and late fees are paid in full.** All outstanding tuition balances must be paid prior to enrolling any of your children in Preschool classes offered here at First Lutheran. A **\$35** late fee will be charged for returned checks. Tuition for this year is **\$625 per month for the Pre-Kindergarten session** and **\$250 per month for the 3 and 4 year old session.** There is no credit given for vacations, holidays or snow days. There will be a “family discount” of **\$20** per month for 2 or more children. All payments must be paid in full before the end of school.

Smartcare charges a 3% fee for credit card usage. However, if you would like to pay by check, First Lutheran will cover the .40 transaction fee charged by the bank.



### Utmost Importance:

Please communicate with your child’s teacher if you have questions or concerns. Your child’s comfort and positive learning environment is very important to us.



### **Vaccinations:**

Each school in Nebraska is required to keep the immunization history of the students enrolled on file. Parents or guardians must present one of the following documents to the school to verify immunization status:

- An immunization record showing that the child is protected by age-appropriate immunizations.
- A statement signed by a physician that the required immunization would be injurious to the student or members of the student's family or household.
- An affidavit signed by a legally authorized representative stating that the immunization conflicts with the tenets and practices of a recognized religious denomination of which the student is a member.

### **Visits:**

**You are ALWAYS welcome and are encouraged to visit your child's preschool classroom.**



### **Wardrobe:**

Please dress your child appropriately for weather, messy activities and comfortable play. Please keep a clean change of clothes in a Ziploc baggie stored in your child's backpack.

### **Welcome:**

We welcome you, and we are thankful that you have chosen First Lutheran Church Preschool for your child!

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*As your child enters First Lutheran Church Preschool, we want you to know that we share with you a desire that this experience will be a most successful and happy one. It is a challenge we gladly accept, for we know that importance of this year in your child's life.*

*To insure the maximum growth and development of your child, it is important that there be mutual understanding and trust at all times between home and school. Preschool begins this cooperative relationship by building upon and strengthening the many skills you have taught your child at home.*

*This handbook has been prepared to help you understand the preschool policies as well as some ways that you, as parents, and we, as staff, can help your child make the best possible adjustment to his/her preschool experience. We pray for a happy and successful beginning for your child.*

## **Late Fee Policy**

The Preschool has a three-strike policy. We understand things may come up unexpectedly that may keep you from picking up your child on time. Therefore, we will give you two grace periods. However, on the third occurrence, we will need to charge \$25 for late pick-ups starting at 10 minutes past dismissal time based on the *school clock*. This fee will be added to the following month's tuition.

Chronic late pick-ups or early drop-offs will be up for review at the discretion of the Lead Teacher. Please be considerate of our staff in following the program times, with the exception of an extreme emergency. If a parent or authorized adult will be late, it is their responsibility to notify the office as soon as possible.

We understand emergencies arise. We also understand that traffic can be challenging or hectic, but we expect all children to be picked up on time. Traffic issues do not excuse the late fee that will be charged. When your child is picked up late, our staff is required to remain working, therefore, unable to attend commitments outside of school.

We are happy to provide this service to our working parents but would appreciate you honoring our policy. Thank you for your commitment to be on time to pick-up your child or drop them off at the mandated time.

### **Preschool Times: Monday through Friday only (East door open)**

For both classrooms, doors unlock @ 8:15 a.m. & Lock @ 8:30 a.m.

The doors will reopen again at 11:35 a.m. – 11:55 a.m. for 3 & 4 year olds to depart.

Doors will be open 2:50 p.m. - 3:10 p.m. for PreK to depart.

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## **First Lutheran Transportation Policy**

Amanda Lewis and Sonya Vetick will drive their vehicles. A few parents will be needed for transportation each field trip. Amanda and Sonya have been trained through Safe Kids Nebraska. Any parents wanting to drive children other than their own must have a background check completed. The restraints used in the transporting of children are booster seats with harnesses. At all times, the vehicles have a first aid kit and contact numbers in the event of an emergency. All procedures are followed in compliance with the DHHS of Nebraska.

*\*First Lutheran Church's Preschool Board reserves the right to revise or modify policies as circumstances change.*