

Parent Handbook

The following are suggestions for topics that may be included in the Parent Handbook. This is not intended to be an all-inclusive list, but it may give you ideas of some of the things you want to include in your Parent Handbook.

- Our Lutheran Heritage
- Our Church History
- Mission/Ministry Statement
- Philosophy
- Accreditation
- Non-Discrimination Policy
- Classes Available
- Hours of Operation
- Extended Care
- Fees/Tuition and Payment Schedule
- Required Documents for Enrollment
- Withdrawal from Program
- Financial Commitment
- School Calendar
- Church/Worship Attendance
- Arrival and Departure Procedures
- Child Release Policy
- Contact Information and Emergency Cards
- Attendance
- Student Illness
- Emergency Care
- Medication Policy
- Accident and Illness Policy
- School Closings/School Delays/School Emergencies
- Fire Drills/Tornado Drills/Lock Down Drills
- Discipline Plan
- Snacks/Food from Home
- Allergies/Special Needs
- Birthdays
- Parties
- Toys from Home
- Field Trips
- Outdoor Play
- Playground

- Bathroom Policy
- Extra Clothes
- Napping
- Safe Sleep
- Parent Communications
- Home Visits and Parent-Teacher Conferences
- Student Assessment
- Volunteer and/or Parent Involvement Opportunities
- Overview of Curriculum
- Learning Environment
- Schedules/Routines
- Staff – Photo with Brief Bio
- Staff Qualifications
- Staff Trainings
- Signature Page