



**23 Semple Farm Rd.
Hampton Virginia 23666
757-865-2851**

“Bringing Jesus to People and People to Jesus” through education, service and celebration

Our Purpose

Emmanuel Lutheran Preschool and Child Development Center is a caring, Christian community that, in partnership with the family, endeavors to provide a quality educational and childcare environment.

We offer a child-safe environment that encourages learning and socialization of every child. We believe in the full potential of each of the children. We will give each child acceptance, affection, encouragement and respect. We will show the love of Jesus and share the love of Jesus every day with each child and their family.

We acknowledge that we are precious in God’s sight and strive to use our unique gifts and talents to the best of our abilities and to the benefit of others.

Our Church Family

The Pastor and members of Emmanuel Lutheran Church-Missouri Synod (LCMS) are devoted to the preaching, teaching, and daily learning of the message of the scriptures. We want to share the good news of redemption through grace by faith in Christ Jesus and consider the Preschool and Child Development Center a way to accomplish the Great Commission the Lord gave us.

We welcome you as you become involved with Emmanuel Lutheran Preschool and Child Development Center. Thank you for allowing us to be a part of your child’s early developing years.

Our Philosophy and Objectives

Emmanuel Lutheran Preschool and Child Development Center is one of more than 2000 schools worldwide, sponsored by and affiliated with the Lutheran Church-Missouri Synod, that provides childcare, preschool, elementary or middle school education. Lutherans have a strong dedication to the education of young people. Emmanuel Lutheran Preschool and Development Center is owned, operated and maintained solely by Emmanuel Lutheran Church.

Our Ministry missions are to:

Provide an education which aims to prepare students for a satisfying life in society through development of their God-given talents and transmission of the best of our culture, while ministering to their spiritual, intellectual, social, emotional, aesthetic, moral and physical needs.

Provide the students with an integrated vision and understanding of the whole of creation and all of life under the Lordship of Christ.

“Bringing Jesus to People and People to Jesus” through education, service and celebration is our mission. This is accomplished through worship of God, individual loving care, uplifting one another, and the committed support of His work throughout the world as directed in Matthew 28:18-210; Luke 24:44-48.

Teach children about God and the Bible through many Bible activities.

Enrollment

Enrollment at Emmanuel Lutheran Preschool and Child Development Center is open to children from 6 weeks of age to age 12. Enrollment shall be granted without regard to a child’s race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian’s race, color, creed, religion, age, national origin, gender, pregnancy or disability

Parents can apply for enrollment of their child in Emmanuel Lutheran Preschool and Child Development Center by completing the Enrollment Application and paying the \$50.00 Application Fee and the annual \$100.00 Registration Fee. The Application and Enrollment Fees are non-refundable. The Annual Registration fee is due each September. The Application fee is due again after a break of 13 months of service.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee, application fee, immunization records and signed Parent Handbook receipt.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

Emmanuel Lutheran Preschool and Child Development Center reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at the Center is contingent upon the parent’s, emergency contact persons’ and child’s adherence to the policies and procedures of Emmanuel Lutheran Preschool and Child Development Center as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify the Center immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

Tuition Policy

Payment:

All custodial parents and/or legal guardians are required to sign a “Fee Agreement” prior to enrollment of their child in Emmanuel Lutheran Preschool and Child Development Center. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

A security deposit of one week's tuition is due upon enrollment. The deposit will be applied towards final fee payments. The first week's tuition is due by the Friday prior to the student's first date of attendance at Emmanuel Lutheran Preschool and Child Development Center.

Cash, check or money order are the only acceptable forms for payment at this time. Receipts will be given for tuition payments. There will be a \$55.00 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any time the bank returns a second tuition payment check on the account, all future tuition payments will be made by either cash or certified check or money order.

Tuition payments are due by the close of business on Friday for the following week of service. Tuition payments are to be placed in the locked box in the office. If paying by cash, please write on the envelope provided, account holders name, child's name, amount of cash in the envelope and the date. If paying tuition by check, write the name of the child(ren) on the check in the memo field and drop the check in the locked box.

Late Payment:

Tuition is paid the Friday before the week of service. If the tuition payment has not been received by Friday of the previous week the child(ren) will not be allowed to attend class on Monday. A late payment fee will be assessed to the account in the amount of \$30 for all late payments and must be paid along with the tuition before the child(ren) is allowed back into the center. The child will not be allowed in the center until tuition and late fees have been paid.

Tuition is continuous throughout the school year. NO credit will be given for holidays, student absences or illness. There will be no credit/refund if the Center must be closed due to inclement weather or emergencies.

Emmanuel Lutheran Preschool reserves the right to increase our tuition rate at any time by giving at least one month's notice prior to the date the increase will go into effect.

Children are not allowed to be in attendance more than 10.5 hours per day. A late pick-up charge of \$30.00 will be assessed to accounts each time a child remains in our care over 10.5 hours. **Payment must be made before the child attends the next business day.**

Prorated Registration Fee:

All parents/guardians are expected to pay the full Registration Fee of \$100.00 at the time of enrollment. These fees will be **PRORATED** if a student's first date of attendance is in the months of May, June, July or August. If a student's first date of attendance is in May or June, \$50.00 will be owed the following September for Registration for the new school year. If a student's first date of attendance is in July, \$30.00 will be owed the following September for Registration for the new school year. If a student's first date of attendance is in August, \$20.00 will be owed the following September for Registration for the new school year.

Vacation Days:

Your child is entitled to vacation credit days each twelve (12) month school year (September 1st through August 31st). Children who begin in the months of September, October and November will receive 10 vacation days per year. Children who begin in the months of December, January and February will receive 7 vacation days per school year. Children who begin in the months of March, April and May will receive 5 vacation days. Children who begin in June will receive 3 vacation days. Children who begin in July and August do not qualify for vacation days. The vacation credit allows you not to pay tuition for your child during the day's absence from the Center. **To qualify for a vacation credit your child must be enrolled at the Center for at least 3 full months prior to the start of the period of absence.** To make use of the vacation credit, written notice must be turned into the office or emailed to the accounts manager (accounts@emmanuel-hampton.org) at least two weeks in advance. If the absence is due to illness, you may use the credit by notifying the office or emailing the accounts manager that you want to use a vacation credit. You may not carry over vacation credit from one school year to the next. You may not use a vacation credit after you have given notification of withdrawal of your child from the Center.

Multiple Child Discounts:

Emmanuel Lutheran Preschool and Child Development Center offers a multiple Child Discount. Families with more than one child enrolled full time at the center will receive a \$10.00 weekly discount for each additional child after the first. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

Confidentiality

Within Emmanuel Lutheran Preschool and Child Development Center, confidential and sensitive information will only be shared with employees who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Emmanuel Lutheran Preschool and Child Development Center strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with the Center.

Outside of Emmanuel Lutheran Preschool and Child Development Center, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of Emmanuel Lutheran Preschool and Child Development Center are strictly prohibited from discussing anything about another child with you.

Mandated Reporting of Suspected Abuse and Neglect

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Emmanuel Lutheran Preschool and Child Development Center are considered mandated reporters, under this law. The employees of Emmanuel Lutheran Preschool and Child Development Center are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Emmanuel Lutheran Preschool and Child Development Center take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Emmanuel Lutheran Preschool and Child Development Center cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

Parent Code of Conduct

Emmanuel Lutheran Preschool and Child Development Center requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Emmanuel Lutheran Preschool and Child Development Center is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of the Center but, is the

responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADUTLS ASSOCIATED WITH EMMANUEL LUTHERAN PRESCHOOL AND CHILD DEVELOPMENT CENTER

Threats of any kind will not be tolerated. In today's society Emmanuel Lutheran Preschool and Child Development Center cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT EMMANUEL LUTHERAN PRESCHOOL AND CHILD DEVELOPMENT CENTER

While the Center does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

SMOKING:

For the health of all Emmanuel Lutheran Preschool and Child Development Center employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Emmanuel Lutheran Preschool and Child Development Center. Please be particularly mindful of the Center's entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF EMMANUEL LUTHERAN PRESCHOOL AND CHILD DEVELOPMENT CENTER:

While it is understood that parents will not always agree with the employees of the Center or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

VIOLATIONS OF THE CONFIDENTIALITY POLICY:

The Center takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Emmanuel Lutheran Preschool and Child Development Center. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

Parents Rights to Immediate Access

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Emmanuel Preschool and Child Development Center, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) the Center must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with the Center, **both** parents shall be afforded equal access to their child as stipulated by law. Emmanuel Lutheran Preschool and Child Development Center cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, the Center suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Center staff will contact the local police should a conflict arise.

Dismissal

Emmanuel Lutheran Preschool and Child Development Center reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within 30 days of the dismissal. An agency check will be mailed to the address indicated in the child's file.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director and Pastor if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Emmanuel Lutheran Preschool and Child Development Center.

Withdraw

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks.

Arrival Procedures

In order to have a smooth start of your child's day, maintain child staff ratio's, secure an accurate meal count and to prevent the disruption in the learning taking place in the classroom the following drop times are to be followed:

Infants can be brought in anytime as long as the Center knows the child is coming.
All other children are to arrive by 8:45 a.m. Prime learning time begins at 9:00 a.m.
Exceptions will be made if children are late due to doctor, dentist, WIC...appointments.

Upon arrival at Emmanuel Lutheran Preschool and Child Development Center, the parents or the adult dropping the child off must sign the child into care at the office. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. Parents will sign

their child in by using the RED BINDER located in the child's classroom. Parents are required to help children put away their outerwear and get settled for the day.

Emmanuel Lutheran Preschool and Child Development Center discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. The staff believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Emmanuel Lutheran Preschool and Child Development Center are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

NOTIFICATION OF ABSENCE

Parents are required to inform the center by 8:30 a.m. if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only information pertaining to the communicable disease will be shared. Emmanuel Lutheran Preschool and Child Development Center will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

PICK UP PROCEDURES

Parents or other authorized adult are required to sign their child out of care in the office and then in the RED BINDER in the child's classroom. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not

allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child's cubby or school bag each day.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

LATE PICK-UP

Children who attend the Part Day Program (8:30-12:30) must be picked up no later than 12:30. Child who are enrolled in the Full Day Program must be picked up no later than 6:30 p.m. Children are not allowed to be in attendance more than 10.5 hours per day. A late pick-up charge of \$25.00 will be assessed to families each time a child is over the 10.5 hours. Payment must be made before the child attends the next school day.

All measurements of time are to be according to the clock located in the office.

It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of Emmanuel Lutheran Preschool and Child Development Center will contact local police and/or the other custodial parent should a parent appear to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Emmanuel Lutheran Preschool and Child Development Center. In an emergency situation the child's parents will be called first. If they can not be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form have the right to act "In Loco Parentis." In Loco Parentis status affords the pick up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the Emergency/Alternate pick-up form will be required to provide a pictured ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION

In the event of an emergency closing and/or inclement weather, parents may check the WAVY TV 10, WTKR TV 3, or WVEC TV13 websites or emergency tickers during their broadcast or by calling the Center and listening to the recording.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pickup location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced.

CURRICULUM

Emmanuel Lutheran Preschool and Child Development use *Creative Curriculum* and *One in Christ* for our curriculum. Teachers individualize for each student on the lesson plan to meet the individual needs of each student. Activities for the week will be geared around the Bible story and the Bible words (verse). Parents will receive a weekly letter about the Bible story and activities that your family can do together that focus on the story.

Chapel is held once a week with Pastor May. The children will have a time of music, prayer and an age appropriate Bible lesson that the children will be able to understand.

Teachers set the classroom schedule to meet the needs of all children. Children have ample time to move around the classroom freely in centers. The preschool rooms are divided into the following centers: dramatic play, blocks, art, reading/literacy, sand/water and table toys. Some

classrooms also have a listening and writing center. During small group times teachers work with 1 or 2 children on skills the students have not mastered. Children in our full day programming have a minimum of 1-hour gross motor/outside play.

STAFF TO CHILD RATION'S

As per licensing, all classrooms maintain the appropriate child/staff ratios as follows:

Infants	4:1
Transitional Toddlers	4:1
Toddlers	5:1
Two's	8:1
Pre K 1	8:1
Pre K 2	10:1
Pre K 3	10:1
Jr. Kindergarten	10:1
School Agers	18:1

NAP/REST TIME

Quiet time in the Center is from 12:30 to 2:00 daily. The Center provides mats for the children to rest on. Parents are to provide a bottom sheet and a small blanket or top sheet. Children may have a small pillow but it must have a pillow case on it. Children may have a quiet cuddle toy that will be kept in the cubby during other times of the day.

EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED

The \$ 80.00 registration fee that parents pay once a year, covers all cost for educational materials used in the classroom. Parents will not be asked to provide paper, crayons, markers...

Parents of children in the infant classroom are to supply disposable diapers, wipes, bottles, formula, baby food and several changes of clothing.

In the toddler rooms, parents are to provide bottles (for those not using sippy cups), disposable diapers, wipes, formula (if needed), several changes of clothing and a fitted sheet and small blanket for children who are resting on mats. For children in the Two's class parents are to provide disposable diapers/pull-ups, wipes, several changes of clothing and a fitted sheet and small blanket. For the preschool children, parents need to supply pull-ups (if child is not toilet trained) a change of clothing and a fitted sheet and small blanket.

BIRTHDAY/HOLIDAY CELEBRATIONS

We do acknowledge birthdays at the Center. If you would like to bring in purchased cupcakes for your child's special day, please see the teacher so she can plan for it In the lesson plan. Parents, nor staff, can bring cupcakes made at home as per licensing regulations. Cupcakes will be served at lunch time. We will try to take pictures of your child eating his/her cupcake. Emmanuel Lutheran Preschool is a nut/tree nut free facility. As such, all food brought into the center for special occasions must be checked by the kitchen staff to ensure compliance.

It is up to the classroom teacher if the class will have a holiday party. Special events have been planned in the yearly calendar so families can celebrate holidays with their child(ren) at the Center.

PARENT/TEACHER CONFERENCES/COMMUNICATION

Parent/teacher conferences will be held 3 times a year. Parents will be given the opportunity to meet the classroom teacher to discuss their child's academic growth. Parents and teachers will develop goals to be worked on at school and at home to meet each child's academic milestones.

Communication is very important at Emmanuel Lutheran Preschool and Child Development Center. Parents will receive a daily gram explaining highlights of their child's day. Please remember to check your child's cubby/folder for the daily gram.

DISCIPLINE

Emmanuel Lutheran Preschool and Child Development Center recognizes that your child's security and safety are important factors in his/her emotional and social development. These feelings of security and safety are fostered by consistency in a child's life. Consistency in daily routines, schedules, and discipline are important for families, schools, and childcare centers to realize.

At Emmanuel Lutheran Preschool and Child Development Center we feel encouragement, positive rewards and redirection are proper to be our first focus on discipline. Children should show respect to their peers and adults. Back talk and arguing are not tolerated.

The Director, along with the Pastor, will have the final say in all disciplinary situations. The teaching staff will use redirection and praise with the children. A child may be redirected to the quiet area (usually the reading area) if he/she needs a time to calm themselves down. A teacher may have a time out with the time being determined by the age of the child (a 3-year-old will have a time out of 3 minutes...) After the time out is over the child and one of the teaching staff will talk about what occurred and how the child could have handled the situation differently. In cases where a child cannot get themselves under control they may need to spend a calming period in a different location-usually the Director's office. Parents will be notified on the daily gram of any incidents that occur.

If an undesired behavior is ongoing the Director and a member of the teaching staff, along with the parent, will develop a behavior plan to improve the undesired behavior.

TOYS FROM HOME

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

DRESS CODE

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, clothing.

Parents are asked not to dress children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, gloves, scarves and winter boots should be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes, coats, hats, gloves, scarves, and boots. Emmanuel Lutheran Preschool and Child Development Center is not responsible for lost or damaged items of clothing but will make every effort to locate lost items.

When choosing hair accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending Emmanuel Lutheran Preschool and Child Development Center

Parents are required to be dressed in appropriate clothing while at Emmanuel Lutheran Preschool and Child Development Center or involved in any Center sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

PARENT PARTICIPATION/VOLUNTEERS

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may read in the classroom, assist teachers, and/or coordinate special events.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations and have a negative TB test. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Emmanuel Lutheran Preschool and Child Development Center reserves the right to make Volunteer assignments. The Center does not guarantee volunteering parents will be assigned to locations where their child(ren) is present.

HEALTH AND SAFETY

PRE-ENROLLMENT REQUIREMENTS

Each child is required to have complete pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Emmanuel Lutheran Preschool and Child Development Center. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the center director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the center director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend the Center. The Physical Examination Form, indicating the child's fitness to attend the Center, must be completed by a licensed healthcare professional and returned to the Center Director within the first 30 days of enrollment.

CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

COMMUNICABLE DISEASES

Emmanuel Lutheran Preschool and Child Development Center follows all health/communicable disease policies as outlined in the Control of Communicable Diseases Manual. A copy of this manual is on file with the Center Director and is available upon request for review. Additionally,

copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC)

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. Emmanuel Lutheran Preschool and Child Development Center reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur more than 2 times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Emmanuel Lutheran Preschool and Child Development Center will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

BITING

Emmanuel Lutheran Preschool and Child Development Center recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their

child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. We ask that parents work together with staff to identify methods and strategies to curb this behavior.

Children older than 3 years of age, may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Furthermore, children, in the older age groups, who bite 3 times in a school year may have their services terminated since, the safety of all the children in the program is of the utmost concern of Emmanuel Lutheran Preschool and Child Development Center.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

Once a child has bitten another child or employee three (3) times a meeting with the Director will be held. If a child bites, and breaks the skin, a meeting will be held before the child can return to programming.

DISPENSING MEDICATION

Emmanuel Lutheran Preschool and Child Development Center will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. The Center will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form for the days that medication is to be dispensed.

FIRE/EMERGENCY DRILLS

Emmanuel Lutheran Preschool and Child Development Center conducts fire and emergency/evacuation and lock down drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a copy to the center director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child's exclusion from the program until such time as the Report is returned signed.

Food

Emmanuel Lutheran Preschool and Child Development will provide snacks and meals for children. Children, arriving before 7:00 a.m., will receive breakfast. Children in the Center by 8:45 a.m. will receive morning snack. Lunch is served between 10:45 and 12:00 and afternoon snack is served after rest time-around 2:15 p.m. A lite snack is served at 5:00.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an

allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Emmanuel Lutheran Preschool and Child Development Center never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Infant through 2 ½ year old age groups:

Children enrolled in the infant and transitional toddler class must provide formula or breast milk if the child is still using a bottle. Any baby food used must be labeled with the child's name on it when bought in. This includes formula/breast milk bottles, baby food, snacks, and juice bottles. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a water bath prior to feeding. No bottles will be microwaved. All bottles must be taken home by the parents each night to be washed.



Signature Page

I/We, _____, the parent(s)/legal guardian(s) of _____, acknowledge that I/We have received a copy of Emmanuel Lutheran Preschool and Child Development Center's Parent Handbook and have been given the opportunity to read the manual and ask questions about and understands the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual.

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between the Center and the parents. The Center reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

Signature: _____ Date: _____

Print Name: _____

Signature: _____ Date: _____

Print Name: _____