

Faith Lutheran Learning Center

Preschool Program (2-5 yr olds)



Program and Policies Manual for Families

Faith Lutheran Learning Center

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Welcome to Faith Lutheran Learning Center!

We are pleased that you have chosen Faith Lutheran as the center you trust to care for your child. We will do everything possible to make sure your child's stay with us will be a happy and positive learning experience.

This manual has been designed to inform you of some of our most important policies, our purpose, and the objectives for our program. If you have any questions, please do not hesitate to discuss them with me.

Many of the policies outlined herein are mandated by the State of Kentucky for all childcare facilities. We invite you to please take time to become familiar with its contents. You may wish to keep this booklet in a convenient place so you can refer to it when questions arise. Naturally, these policies are not all-inclusive and are subject to revision. As revisions occur, you will be informed of the changes in writing.

Sincerely,



Charla Heersche
FLLC Director

Basic Information

Statement of Purpose

The purpose of the Faith Lutheran Learning Center program is to serve the community and enrich families by meeting the individual needs of children for physical, intellectual, social, emotional, and spiritual growth. We believe that early childhood should be a time of fun, warmth, security, exploring, and discovery.

Program Overview

- Faith Lutheran Learning Center (FLLC) is a non-profit, church-sponsored program that serves children from age two through fifth grade.
- Children are admitted regardless of race, creed, color, sex, nationality, religion, family background, or disability.
- We are a Type 1 childcare facility, licensed by the State of Kentucky for 65 children (through the Cabinet for Human Resources, Division of Licensing and Regulation).
- We are open Monday through Friday from 6:30 am to 6:00 pm. Our Program runs in conjunction with Fayette County Schools.
- Our program is **CLOSED** on the following observed holidays: Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, and the week between Christmas Eve and New Year's Day. Additionally, FLLC is closed the day before Fayette County starts in August for a teacher in-service day.

Funding and Church Support

- **Faith Lutheran Church provides substantial support for the Child Care Program in the form of space, utilities, and insurance.**
- The childcare program is otherwise self-supporting, receiving no regular funds other than tuition fees charged to parents.
- Fundraising activities are scheduled occasionally to provide income for specifically designated purposes.
- **Tax ID Number: 61-0857105**

Licensing

Faith Lutheran Learning Center (FLLC) is licensed by the State of Kentucky through the Cabinet for Human Resources, Division of Licensed Childcare. FLLC is licensed for children two years of age through the fifth grade. The license must be renewed annually and is a legal requirement that helps to ensure the safety of the children enrolled.

The Governing Body and Chain of Responsibility

- 1. The teachers and staff are accountable to the Program Director.**
- 2. The Director is accountable to the Learning Center Committee of Faith Lutheran Church.** This committee consists of: one elected chairperson, volunteer members of the church, and at least one parent representative from each program (preschool and after-school program). The phone numbers and email addresses of the committee chairperson and parent representatives are posted by the tuition box. This committee meets each month. All policy and fee changes are made through this committee.
- 3. The Learning Center Committee is accountable to the Faith Lutheran Church Council and must report to them monthly.**

Program Goals

1. Meet the basic needs of children for:

- Good health and physical development
- Attention, acceptance, and affection
- Opportunities to experience success and to test their mental, physical, and social powers
- Self-identity and a sense of personal worth
- Security of consistent and gentle discipline
- Relations with adults and children that recognize individual rights
- Respect of adults and children

2. Foster the unique abilities and meet the individual needs of each child

3. Use related knowledge from all professions and draw upon the resources of the community in developing programs for children and their families

4. Provide adequate and appropriate adult guidance, health, education, and welfare service for the child to be:

- Physically and mentally healthy
- Increasingly skillful in using language and understanding concepts
- Able to perceive and cope with problems
- Observant and attentive, responsible, self-directed, and self-disciplined

5. Help children feel at ease about being away from home and able to accept involvement with adults and other children

6. Strengthen family ties, through participation in the program; helping parents understand their children better

7. Develop responsible attitudes between the children, their families, and the community

8. Provide appropriate role models for spiritual, emotional, and social growth by:

- Providing settings and a program of Christian nurturing
- Providing opportunities for children and parents to meet with the Pastor of Faith Lutheran Church on a voluntary basis
- **In NO way does any employee of FLLC or member of Faith Lutheran Church use the program to promote Lutheran ideology. We simply try to emphasize basic Christian attributes of love, forgiveness, understanding, and charity.**

9. To select appropriate activities that will contribute to:

- The developmental needs of the child
- The child's opportunity and ability to make choices throughout his/her day
- A balance of quiet and active play; group and individual activities

Curriculum and Activities

• In accordance with developmentally-appropriate practice, our curriculum includes:

- Sharing and conversation skills
- Language Arts – letters, stories, songs, and finger plays
- Creative arts and crafts
- Large muscle activities
- Fine motor development
- Math – shapes, colors, seriation, numbers
- Science – food preparation, nature, experiments
- Field-trips in the community & on-site field trips
- Celebrations of birthdays and holidays

- **Curriculum themes are selected by the teachers in each classroom and distributed to parents weekly.** Lessons plans are also posted outside the classroom each week in accordance with state childcare licensing regulations.

- We have a fenced, outdoor play area with wood mulch. The children are taken outside for play in the morning and afternoon unless it is actively precipitating.]

Kentucky Early Childhood Standards

Retrieved from **Building a Strong Foundation for School Success Series** www.education.ky.gov/KDE

“The Kentucky Early Childhood Standards represent specific learning standards for children through 4 years of age. These standards are designed as a framework to assist parents, early care and education professionals, administrators and others in understanding what children are able to know and do from birth through 4 years of age.”

School Readiness

Retrieved from **School Readiness Definition** www.education.ky.gov/KDE

- ✓ School readiness means each child enters school ready to engage in and benefit from early learning experiences that best promote the child’s success.
- ✓ In our Pre-K class, we include small group and whole group instruction with a focus on school preparedness and the children’s overall well-being.
- ✓ Instruction is always individualized to meet the unique needs of your child.
- ✓ Our curriculum is based on the previous components, the Fayette County Kindergarten Screening Tool, and the following indicators.

○ **School Readiness: Health & physical well-being**

My child:

- ✓ Eats a balanced diet
- ✓ Gets plenty of rest
- ✓ Receives regular medical and dental care
- ✓ Has had all necessary immunizations
- ✓ Can run, jump, climb, and does other activities that help develop large muscles and provide exercise
- ✓ Uses pencils, crayons, scissors, and paints and does other activities that help develop small muscles.

○ **School readiness: Emotional & Social preparation**

My child:

- ✓ Follows simple rules and routines
- ✓ Is able to express his or her own needs and wants
- ✓ Is curious and motivated to learn
- ✓ Is learning to explore and try new things
- ✓ Has opportunities to be with other children and is learning to play/share with others
- ✓ Is able to be away from parents/family without being upset
- ✓ Is able to work well alone
- ✓ Has the ability to focus and listen

○ **School readiness: Language, math & general knowledge**

My child:

- ✓ Uses 5-6 word sentences
- ✓ Sings simple songs
- ✓ Recognizes and says simple rhymes
- ✓ Is learning to write her name and address
- ✓ Is learning to count and plays counting games
- ✓ Is learning to identify and name shapes and colors
- ✓ Has opportunities to listen to and make music and to dance
- ✓ Knows the difference between print and pictures
- ✓ Listens to stories read to them
- ✓ Has opportunities to notice similarities and differences
- ✓ Is encouraged to ask questions
- ✓ Has his television viewing monitored by an adult
- ✓ Understands simple concepts of time (night and day, today, yesterday, tomorrow)
- ✓ Is learning to sort and classify objects

Teaching Strategies Gold

Retrieved from Teaching Strategies GOLD FAQs www.teachingstrategies.com

Faith Lutheran Learning Center uses Teaching Strategies Gold for the school's main assessment. It focuses on assessing the development level of each child while guiding instruction. The teachers will collect work samples and observations throughout the school year and then complete a developmental assessment during the winter months. After the assessment is complete, the teacher will schedule a parent-teacher conference to discuss the child's developmental level and to celebrate progress!

- ✓ "The objectives in *Teaching Strategies GOLD* were carefully selected based upon an extensive, literature-based research review, and have been narrowed down to focus on the 38 objectives that are most predictive of school success and are expectations in most state early learning standards."
- ✓ "Objectives have been organized into nine areas of development and learning, including five areas that are specifically focused upon content learning."

Handwriting without Tears

Retrieved from *Why it Works* www.hwtears.com/hwt

- ✓ "**Handwriting Without Tears®** is a proven success in making legible and fluent handwriting an easy and automatic skill for students."
- ✓ "Our curriculum uses hands-on, educationally sound instructional methods to teach handwriting. Lessons require minimal preparation time. As a result, thousands of administrators, teachers, therapists, and parents across the country have successfully implemented HWT. The result truly is handwriting without tears!"

Other Components

- ✓ Music class
- ✓ Physical activity: Yoga, Cardio, Stretches, Gross and Fine Motor, Indoor and Outdoor Play
- ✓ Short weekly chapel teaching non-denominational beliefs
- ✓ Spanish integrated in the curriculum

Staff Requirements

- All staff at FLLC are required by law to receive **fifteen hours of approved child development training annually (18 hours for the director)**. New employees receive six of those hours in the first three months by taking a basic orientation class covering issues in health, safety, and child development.
- All employees must submit to a **criminal records check and screening through the child abuse registry** prior to employment, along with a **negative Tuberculosis skin test on file** before beginning work, and this test must be renewed every two years. All staff must be **certified in CPR and First Aid**, and they must have a **Food Handler's Permit**.
- New staff evaluations are conducted after three months of employment. All staff is evaluated by the Director annually.

Faith Lutheran Learning Center Tuition and Fee Schedule

Fees

- **There is a \$50.00 registration fee due PER CHILD.** The fee is one-time and non-refundable.
- **A \$50.00 supply fee is due semi-annually in September and January per child.** The fee must be paid by the 15th of the month, and it can be added to the tuition check.
- **Weekly payments are due by the end of business on Friday. Monthly payments are due by the second Friday of each month. Payments not received by this time are considered delinquent and a ten (10) dollar late fee will be assessed for each week a payment is in arrears.** If a monthly payment or partial payment equaling two weeks of tuition, plus fees, is not received by the third Friday of the month, FLLC may terminate the child's enrollment in the childcare program.

- **All returned checks will be assessed a \$30.00 fee.** When notified of a returned check, parents will receive a notice from the administrator. Parents have until 6:00 pm the following day to contact an administrator and bring the account up to date. If the administrator is not contacted by the family, a \$10.00 late fee will be assessed for each week that the payment remains in arrears. If the fee is not paid by the end of the next, FLLC may terminate the child's enrollment in the child care program.
- **Late pick-up fees are assessed at \$1.00 per minute per child that is not promptly picked up from FLLC by 6:00 pm each evening.** This money can be paid directly to the staff at the time of the late pick-up, or it will be added to the due bill for the following week's tuition.
- We urge all families to talk with the Director or Assistant Director of FLLC concerning financial issues, as extraordinary situations may be taken into consideration on a case by case basis by the Learning Center Committee.

FLLC is a cash free facility

- **Weekly tuition payments can be made in the form of check, money order, EFT, or online payments.**
- **In the event of a bounced check, the Director may request that the family pay in cash. Those cash payments must be made directly to the Director or the Assistant Director.**

Preschool Tuition

- **Full-Time preschool tuition is \$160.00 per child per week.**
Each family can make arrangements to pay this amount weekly, every two weeks, or monthly.
- **There is a reduced rate of \$125 per child per week for students leaving by 3:30pm each day.** Each family can make arrangements to pay this amount weekly or monthly. **If you are receiving the reduced rate for our 3:30pm pick-up and arrive late; a late charge of \$1.00 will be assessed for every minute after 3:30pm you are late to pick-up your child.** This reduced rate is being offered as a way to include more preschool students in our program. **It is critical they are picked up by 3:30pm so our program is not over capacity when the after-school students arrive.**
- **Part-time tuition is as follows:**
Each family can make arrangements to pay this amount weekly or monthly.
2 days per week - \$75 per child per week
3 days per week - \$110 per child per week
- **Drop-In status is based on availability according to the director. If your child is attending for sporadic days throughout the year or summer you will be charged the drop-in rate of \$40 per child per day.**
- **Full week of tuition is expected:**
 - **Regardless of a holiday that may fall during the week**
 - **When snow or ice days make it prudent to close for safety reasons associated with travel**
 - **When an act or nature or a facility emergency make it impossible for FLLC to open for the day**
 - **When there is a teacher work day scheduled**

Scholarships & Child Care Assistance

- Payment of tuition will be accepted from human/social services organizations like the Kentucky Child Care Assistance Program; however, the necessary forms and a contract must be completed **before** attendance can begin. **If the child is already in attendance before contacting the CCAP, then the family is responsible for full-payment until a contract is signed.**
- Due to budgetary concerns, it is the expectation that all children at FLLC will be paying the same amount of tuition. **Each family receiving assistance is asked to pay the** difference between the center's charged tuition and the payments made from the human/social services organizations (i.e. KY Child Care Assistance Program). This charge may be in addition to any co-pay **required by the CCAP.**

- If this could be a potential hardship for the family, scholarships may be available to families receiving child care assistance or families with emergency hardships. **FLLC must be provided with documentation that a family is approved or has been denied child care assistance prior to being approved for a scholarship** (with the exception of one time emergency hardships). Scholarships are not guaranteed and require a contract with the school once approved. **Scholarship applications are due quarterly and require a pay stub.** All tuition payments must be paid as outlined in “Tuition and Fee Schedule” policy found above. If payments are not made weekly there will be a three strike system in place. After three missed payments, the family will not be eligible for the next quarter scholarship.

Operating Policies

Days and Hours of Operation

- **Open Monday through Friday from 6:30 AM to 6:00 PM**
- **CLOSED on the following observed holidays:**
 - Martin Luther King Jr. Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day and the Friday After
 - Christmas Eve through New Year’s Day
 - Additionally, FLLC is closed the day before Fayette County starts in August for a teacher in-service day.
- **There will be no charge for the week between Christmas Eve and New Year’s Day. Parents ARE expected to pay for all other holidays as regular attendance days.**

Admissions

- Children are admitted regardless of race, creed, color, sex, nationality, religion, family background, or disability and must be at least two years of age to enroll at FLLC.
- Classes are filled on first-come/first-served basis. However, members of Faith Lutheran Church and siblings of currently enrolled children receive first priority.
- If classes are filled when a parent calls, the parent has the option to fill out a wait list application, and the child’s name will be put on a waiting list to fill vacancies as they occur.
- If a space is available, in order to secure enrollment, parents must complete a registration/enrollment form and pay the appropriate fees. **Enrollment cannot be guaranteed until all required fees are paid.**
- **Prior to attendance, EACH CHILD MUST have a completed file containing:**
 1. Child Information Sheet (includes medical history & emergency information)
 2. Emergency Medical Release Form
 3. Current Immunization Certificate
 4. Photo Release Form
 5. Sunscreen & Bug Spray Permission Forms
 6. Contact/Emergency Form
 7. Policy Manual Statement of Understanding Signed by Parents
- Transfers from one class to another generally occur in August and occasionally in January. If for any reason, a child needs to be moved out at any other time, the decision will be made individually based on the recommendations of the child’s teacher and the program director in conjunction with the parents.
- For children with special needs, a planning session will be held between the child’s parents/guardians, the director, and the child’s teacher to discuss the individual plan of progress.

Delivery of Children to Center: Daily Arrival

- **For safety's sake, children MUST NEVER be left without direct transfer to an adult: therefore, children MUST ALWAYS be brought directly to the classroom.**
- Upon arrival, parents help their child wash hands before entering the classroom.
- **Our Preschool Program begins with breakfast at 9:00AM.** If the child is going to arrive at school after 9:20 am, parents need to make sure that he or she has already eaten breakfast. We ask parents to **MAKE EVERY EFFORT** to deliver their children to FLLC before 9:30AM. This is to ensure that all children can gain the most benefit from the lessons their teachers have planned for each morning. A child arriving late disrupts the class and presents a distraction to the other children that can take a significant amount of time, resulting in a loss of time for the activities.

Pick-up and Security

- A late charge of \$1.00 will be assessed for EVERY MINUTE AFTER 6:00 PM that you are late to pick-up your child. Late fees must be paid directly to the teacher that has had to stay late, when you arrive at the center to pick-up your child. **Habitual tardiness (more than four times per month)** is unfair and inconsiderate to the staff and may result in discharge of the child from FLLC.
- The staff at FLLC will ONLY allow children to leave with persons having previous authorization for pick-up on file with the office. When a question arises, staff may ask to see a driver's license. If it is felt to be necessary, children will be detained until a parent can be contacted. **Children will not be released to older brothers and sisters under the age of 18.** Parents need to make sure to periodically update the list of persons authorized to pick-up their child.
- To provide the best security possible for the children in our care, Faith Lutheran Church has a coded security system at each of the main entrances to the church. Each family will be given the code to the preschool door. **Only the adults in your IMMEDIATE family may have the code to the door at FLLC (NOT your child or other family members).** If another adult comes to FLLC to pick-up your child, he/she may ring the doorbell, and a member of the staff will let him/her inside the building. We ask you to take this precaution to enhance the safety of your child.
- For safety purposes, we request that parents do not allow anyone to follow them into the building unless they are familiar with that person. You can instruct them on utilizing the door bell for access if they do not have the correct code or bring them directly to the Director's office.

Vacation

- FLLC provides a year-round preschool program. Each child attending FLLC has the opportunity to take unpaid vacation time during the course of the year. **One unpaid vacation week may be taken during the Fayette County public school year, and one unpaid vacation week may be taken during the summer** when Fayette County public schools are not in session.
- These two unpaid vacation weeks are in addition to the unpaid week given to all families when FLLC is closed the week between Christmas and New Year's.
- A child must be continuously enrolled for at least three months prior to taking their first unpaid vacation week and for at least six months prior to taking their second unpaid vacation week.
- In order to take an unpaid vacation week, the child must not attend any days (or partial days) during the designated week, **and the family must notify the Director of the intent to take an unpaid vacation week no later than Monday of the week prior to the unpaid vacation week.**
- **Except as outlined above, FULL TUITION is required every week to continue the child's enrollment at FLLC, whether or not the child is in attendance.**
- Families wishing to adjust to a part-time schedule during summer months or for any other period of time must seek approval from the Director.

- **Families wishing to withdraw during the summer months or for any other period of time must follow the withdrawal procedures outlined in this handbook** and may be placed on the wait list if they wish to re-enroll at a later date and space is not otherwise available.

Absences

If your child will be absent from FLLC for any reason, please notify his/her teacher or the director as soon as possible. This will help us when planning meals for the day. Also, if the child has an illness, it will help us keep a close watch on the other children for similar symptoms. All enrolled children must be accounted for at the beginning of each day.

Withdrawal/Dismissal

- Written notice of intent to withdraw a child from the program is required **two weeks in advance** of the child's last day. This is a consideration to allow FLLC adequate time to fill the expected vacancy.
- FLLC reserves the right to discharge a child at any time for any reason where it is felt that the child's continued presence has negative consequences affecting themselves, the other children or staff.

Communication with Parents

- The family of each child has a mailbox in the hallway. It is **IMPERATIVE** that you **check this mailbox daily** for important communication from the director and classroom teachers. In addition, parents are kept informed of the activities of the learning center through the website: www.faithlutheranchurch.com, the facebook page: www.facebook.com/faithlutheranlearningcenter, weekly menus, and weekly emails.
- You may call the Director at (859) 268-0108 or email, childcare@faithlutheranchurch.com. The Director will also send out weekly email updates to all families that have an email address on record in the office.
- There will be parent/staff meetings throughout the course of the school year. **BETWEEN** these meetings we ask that parents express their concerns, suggestions, and praises of our program in the following ways:
 - Email the Director, childcare@faithlutheranchurch.com
 - Speak directly with the Director or Parent Representative
 - Contact the Learning Center Committee
- We **URGE** parents to use these methods outlined above and limit their discussions with our teachers to individual matters that relate specifically to their child's classroom experiences. Parents or teachers may request conferences any time there is a special concern.
- We encourage our parents to visit FLLC at any time. However, since our morning classroom time is used for structured activities, we ask that parents wishing to observe or participate **BEFORE** lunch make arrangements with the teacher in advance. **AFTER** lunch, our activities are less structured, and we welcome parents to drop by unannounced whenever they wish.
- The teachers of each classroom prepare a weekly lesson plan, which outlines the children's activities for the week. These lesson plans are posted outside each classroom, emailed to parents weekly, and posted on the website.

Inclement Weather

- **Faith Lutheran Learning Center follows the University of Kentucky inclement weather plan, meaning that if UK is closed we will also be closed.**
- **If UK is delayed, we will open when UK classes begin** (typically this will be 10 am, but may be different so you can find the time by clicking on the link in your alert). If UK classes are not in session and a delay is called, we will open at 10 am.
- Otherwise we will not be on any delays or closed unless enough staff members are not able to come to work safely.
- **Having UK alerts on your phone is the quickest way to know whether we will be closed or delayed.** We also post delays & closings on our fb page, www.facebook.com/faithlutheranlearningcenter and our website, www.faithlutheranchurch.com under the learning center tab.

Health and Safety Policies

Abuse/Neglect

Kentucky law requires any signs of abuse or neglect of the children to be reported to the officials. We will follow the laws of the Commonwealth as required by KRS620.030.

Hand-washing

Hand-washing is the single most effective method for elimination of disease causing germs. **We ask that parents help their children wash hands upon arrival to the school each day before entering their classroom.** The state childcare licensing regulations require that children wash their hands upon arrival to the building, before and after eating, after returning from the playground, after sneezing and coughing, before taking medicine, after every diaper change, after using the restroom, and after disposing of garbage. Children must use soap and water to wash their hands during the day. Hand sanitizer does not meet state licensing requirements.

Sanitation

The classrooms and restrooms at Faith Lutheran Learning Center are cleaned each evening by our custodial staff. The rugs are cleaned each evening with the vacuum and the floor is mopped. Teachers clean and disinfect their tables before and after each meal that is served. The diaper changing table is disinfected after each diaper change. Dirty diapers are sealed in plastic bags and contained in a covered garbage pail in the back bathroom. Soiled clothing is also placed in a sealed bag when it is sent home.

Injuries and Emergencies

- When an injury occurs, and the wound is minor and treatable, the area is washed with soap/water and covered with a bandage or an ice pack is applied. The state regulations do not allow the school to apply any type of anti-biotic ointment or cream. The program is also not allowed to give a child any type of oral pain reliever.
- Teachers will fill out an accident report for any injury that leaves a visible mark. The program Director and one of the parents will also sign the report. Teachers or an administrator may deem it necessary to contact a parent and make them aware of an injury that has occurred; even though it was not a serious injury.
- Rarely, an accident may occur that will require more urgent treatment. All staff members are trained in CPR and First Aid. When necessary, Emergency Medical Services are called and children are transported via ambulance to the preferred hospital listed on the child's emergency medical release form. Parents will be immediately notified of the accident, but only after EMS have been contacted. A staff member will accompany the child to the hospital and remain with the child until a parent or other specific caregiver arrives.

Sick Child Policy

- **Faith Lutheran Learning Center is a Well-Child Facility.** Prevention of the spread of communicable diseases and illnesses requires that children with the following symptoms not be allowed to attend the program: **vomiting, nausea, communicable rashes, fever of 101 degrees or higher, diarrhea, head lice, or eye infections.** If a child develops any of these symptoms while at school, parents will be notified immediately and expected to pick up their child within an hour of notification. If the child is not picked up within the hour, the family can be charged \$1.00 per minute that the child remains in the school past that one hour.
- **When a bacterial infection is diagnosed, children need to be on an antibiotic for 24 hours before returning to school.** When the child is suffering from a viral infection, (that may result in vomiting, diarrhea, or fever), then the child must be **free of all symptoms for 24 hours** before returning to school.
- FLLC reserves the right to require a physician's certification that a child is not contagious before allowing that child to return to the program.
- Diarrhea is defined as three or more loose stools in a school day or two or more within an hour. FLLC does not consider vomiting due to choking or sinus drainage to be a reason for absence from the program.

Disaster/Emergency Procedures

The state requires that we inform all parents of our emergency procedures in the event that the church must be evacuated. If time permits, we will attempt to reach all parents by telephone/email to inform them of the need to pick up your child. If we must leave the church grounds, we will walk the children to the Cassidy Elementary School gymnasium or parking lot. We ask that you come to the school as quickly as possible once called.

Disaster evacuation routes are posted in each room. Fire Emergency drills are practiced once a month, with others practiced quarterly, as delineated in the state regulations. In the event of an actual emergency, staff will remain with the children throughout the emergency. Each Lead Teacher will be responsible for taking an emergency bag with toys, paper, crayons, markers and information cards on each child with them during drills or an actual emergency.

Fire

- The K-5 class will exit the classroom using the stairs behind their classroom and go out the front red doors of the church, down the stairs, and around the building to the other side of Faith House (836 Melrose).
- The 2 yr old class will exit to the right of their classroom and go up the stairs through the main parking lot doors, and then around the side of the building to the other side of Faith House (836 Melrose).
- The 3-5 yr old classes will exit to the left of their classrooms and go up the stairs through the preschool entrance and walk to the other side of Faith House (836 Melrose).
- All teachers will count children and check them off the class roster. A teacher from each classroom will bring a backpack with the class roster, family contact info, grab-n-go kits, and a first aid kit. The director and assistant director will close all doors while checking bathrooms, hallways, classrooms, and the kitchen for children and adults.

Tornado

- The K-5 class will exit the classroom using the door facing the book room and will gather in that hallway. They will sit with their backs to the wall, knees drawn, covering the base of their heads & necks with their hands to protect from any falling debris.
- The preschool classes will exit their classes and proceed to the gross motor room, directly across the hall. They will sit with their backs against the wall, knees drawn, covering the base of their heads & necks with their hands to protect from any falling debris.
- All teachers will count children and check them off on the class roster. A teacher from each classroom will bring a backpack with the class roster, family contact info, and a first aid kit.
- The director and assistant director will check bathrooms and make sure all children and teachers have made it to their designated locations. Once all children are safe; teachers and directors will sit on the floor, covering the base of their heads & necks with their hands to protect from any falling debris.

Earthquake

All students and teachers will get under tables. They will cover the base of their heads & necks with their hands to protect from any falling debris. The director and assistant director will check the hallways, bathrooms, and kitchen to make sure children and staff are in place and then join them under tables.

Bomb Threat

- In the event of a bomb threat the director will contact local authorities and all students will exit the building using the fire evacuation plan. Students will remain outside until the threat is cleared from local authorities. Families will be informed using mass email.
- All teachers will count children and check them off on the class roster. A teacher from each classroom will bring a backpack with the class roster, family contact info, grab-n-go kits, and a first aid kit.
- The director & the assistant director will check bathrooms, hallways, classrooms, and the kitchen for children and adults. They will then join the children and teachers on the other side of the Faith House (836 Melrose).

Medication Administration

- Medication administration forms must be completed by all parents whose children require the administration of any type of cream, ointment, or oral medication whether the medications are prescription or over-the-counter. **Medication may not be administered unless the child's full name is printed on the label.** Prescription medication requires that the name of the child to whom the medication is to be given be printed on the pharmacy label, not just a label placed on the

container by the parent. No medications can be administered on an “as needed” basis with the exception of Inhalers & Epi-pens.

- Over-the-counter medications can only be administered in the amounts recommended on the printed medication labels unless the parent requests a smaller dosage to be administered. Prescription medications must be administered in the same dosage listed on the pharmacy label. **Medications past their expiration date cannot be administered.** There must be a specific time for administration listed on the administration form, and it must be given at that designated time.

Immunization Forms

State law requires that all child care facilities maintain copies of each child’s current immunization records. Parents are notified when new records are needed.

Confidentiality of Records

Student’s records are open only to that particular child’s teacher, the director, members of the Learning Center Committee, and the parents/legal guardians of the child.

Parent Conduct

We expect all parents/guardians to behave in a professional manner when dropping off or picking up their child. FLLC will not tolerate parents cursing or acting in a disrespectful way while they are at the center. If the behavior of a parent becomes a problem, we reserve the right to ask the parent not to return to the center. This may include the child also not being able to return to the center.

Discipline

- At FLLC, we encourage self-control and respect for other people’s rights and property. Our staff helps to facilitate these concepts through:
 - Positive verbal rewards
 - Redirection
 - 1-2-3 Magic
 - Setting reasonable limits and explaining rules
 - Modeling acceptable behavior
 - Using “time-out” as a reinforcer of behavior expectations, NOT as punishment, but as time for the child to calm down and reflect
- When the above procedures have been used repeatedly and inappropriate behaviors continue to exist, parents will be asked to a conference to continue to discuss what may be helpful in motivating their children to behave in an acceptable way. Continued inappropriate incidents may indicate a need for the child to be involved in a behavior modification program and/or may require termination of enrollment at FLLC.

Nap/Rest Time

- Each preschool child must have a rest time during the school day at FLLC. **Our official rest time at Faith Lutheran Learning Center is from 12:30 PM to 2:30 PM daily.** FLLC will provide each child with a cot to sleep on. Children are required to have a “tot cot” or similar all in one roll-up mat cover, blanket, & pillow combo. These are sent home each Friday to be laundered. We provide a large plastic bag for you to transport these items. **Please return the bag on the following Monday.**
- **Occasionally a child may have a bathroom accident during naptime. We will send home their linens that day to be laundered, and we ask that you return them the following day for nap time.**

Dress Code

- Children are encouraged to wear play clothes and **TENNIS SHOES** to school each day. Please AVOID open-toed shoes (sandals, flip flops or girls’ jellies), as they are notorious for causing a child to trip while playing. We like the children to feel comfortable enough to enjoy themselves without worrying about their clothes. **Each child MUST keep at**

least one complete change of clothes at the preschool. All clothing MUST also be labeled with the child's first and last name.

- Unless extreme weather conditions exist, the children go outside twice a day, even in the winter months. **PLEASE make sure your child comes to school with appropriate supplemental clothing (i.e. coat, gloves, hat, etc).**

Playground/Outdoor Procedures

- Staff members will not take children outside on the playground by themselves. When leaving the building, there must be at least two adults with the children. Adults must be in the same area as the children in their classroom. If the children are on the playground, the teachers must be inside the playground fence as well. Children may NOT be unattended at any time.
- When staff members are outside with children from FLLC, they will keep a continual head count of the number of children present.
- While FLLC is using the playground, we are to be the only people using the playground at that point in time. If unfamiliar families wish to use the playground while our children are playing, as a safety precaution, staff members need to ask them to come back at a different time to use the playground facilities.
- If a child needs to use the restroom while on the playground, one staff member will take the child inside and return as quickly as possible.
- Children may be taken outside to play regardless of the temperature according to licensing and STARS regulations. FLLC will make every attempt to take children outside daily when there are no weather safety alerts. Children need to bring appropriate clothing in order to go outside daily.

Sunscreen/Bug Spray Policy

During the spring and summer months, children may need to wear sunscreen to prevent sunburn when playing on the playground/blacktop. **Parents are responsible for putting sunscreen on their child before arriving at school.** Teachers will reapply in the afternoon. There is a permission form for you to complete in the enrollment packet. Sunscreen & bug spray are kept in a locked box inside the classroom.

Outside Food

We ask that children do not bring breakfast into school with them in the morning. Due to the state's hand-washing regulations and recontamination rules from sharing food, children need to finish their breakfast outside of the school before coming in, washing their hands, and joining their peers. If the child does not like the school's breakfast, you may bring an alternative breakfast in a lunchbox that we can serve to the child at the table with the child's peers.

Birthday Celebrations

- On a child's birthday, the family may bring a special treat to share with his/her friends. We celebrate birthdays after naptime at approximately 3:00PM. We encourage parents to bring cookies, individual ice cream cups, brownies without nuts or healthy treats for birthday snacks.
- If your child is having a birthday party outside of the school, we understand that you would like to invite some of your child's friends at FLLC. You are welcome to use the family mailboxes to distribute invitations **IF YOU INVITE ALL THE CHILDREN IN YOUR CHILD'S CLASSROOM.** If you are only inviting a few children from the classroom, we ask that you mail the invitations outside of the school so that no one's feelings are hurt.

Safety Policy on Biting

- Our school recognizes that biting is not unexpected when young children are in group care. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right thing for a child to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Our program, then, does not focus on punishment for biting, but on effective techniques that address the specific reasons for biting.

- When biting occurs, we have three main responses:
 1. Care for the child who was bitten
 2. Help the child who bit to learn another behavior
 3. Work with the child who bit and examine our program to stop the biting
- In order to provide the best care possible for every child in the classroom, we will not participate in “old family remedies” for biting such as biting the child back in response or applying vinegar to the child’s mouth after he/she bites.

Policy breakdown

- Children will receive points for the severity of each bite:
 - 3 points for a bite that breaks the skin
 - 2 points for a bite that leaves a mark
 - 1 point for a bite that does not leave a mark
- After each child receives the number of points listed below, we believe the school is not meeting the needs of all the children enrolled (biters and bitees). In the event that a child would receive the maximum number of points allowed for his/her age group, then the biter would be withdrawn from the school. The point scales is as follows:
 - Two year olds – 18 points
 - Three year olds – 12 points
 - Four or five year olds – 6 points
- Every time your child bites or is bitten you will receive a Biting Incident Report explaining the situation that led to the bite. This report states the severity of the bite and how many points were given. This report will be signed by the teacher, the director and the parent, and it will go in the child’s file to keep a record of the incident. If a child bites twice in one day, that child is sent home for the day. If the child bites six times in one week, then he/she will not return for the remainder of the week.
- If the child goes two weeks without biting, one point will be deducted from the total. He/she will continue to have a point deducted for every two week period that he/she goes without a biting incident. Points will not be carried over from one school year to the next (August to August).

Toilet Training and Diapering

- FLLC begins toilet training in the two-year-old classroom, and we encourage parents to help their child complete the toilet training process by the child’s third birthday. Despite this suggestion, there is no set age at FLLC when children must be toilet trained. We assist the child as they are learning and follow their developmental ability level.
- There are diaper-changing facilities at FLLC for children who are still wearing diapers. The family is responsible for providing diapers and wipes with your child’s name on the packaging. Children must be changed approximately every two hours at FLLC, so depending on how long the child is here, that requires 4 to 6 diapers per day.

Babysitting by Staff

We have several staff members who like to babysit outside their work hours at FLLC. Please feel free to contact the director or assistant director for a list of these staff members. Please respect their time here at work and only contact them for outside babysitting services when they are off the clock. Other staff members reserve the right to NOT be contacted regarding outside babysitting.

**Thank you for taking the time to carefully read our policies & procedures.
Please follow the directions listed below as completion of your child’s enrollment**

Directions for the last page, Statement of Understanding:

Ask the director any clarifying questions, re-read the manual as many times as necessary, sign and date the Statement of Understanding, return the Statement of Understanding page to the Director via email, in person, or fax, and keep a copy of the Policy Manual for your records.

Statement of Understanding

I/We, the undersigned, have read through the Faith Lutheran Learning Center Program and Policy Manual, clarified any questions, and do now **Understand** and **Agree** to adhere to all policies and procedures that are set forth in the above-mentioned manual.

I/We understand that these policies are subject to change. I will be notified by the FLLC Director of any changes and I will be responsible for them, when implemented.

Child's Name _____

Parent/Guardian Signature _____

Parent/Guardian Signature _____

Date: _____