



IMMANUEL
LUTHERAN PRESCHOOL
Handbook

Welcome

We welcome you to our Preschool program. Our staff would like to take this opportunity to thank you for sharing your child with us. We provide an enriching, Christ-centered environment for your child.

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PROGRAM PHILOSOPHY AND PURPOSE

Immanuel Lutheran Preschool exists to share the Gospel of Jesus Christ and to assist parents in preparing their children for primary education.

Children enrolled in our program are offered options to participate in a variety of group and individual activities such as: blocks, music, discovery, manipulatives, woodworking, puppets, dramatic play, art, games, home living, books, rice table, climbers, puzzles, and other inside and outside activities that enhance the program. Through these options, we help children to develop the spiritual, physical, intellectual, social, creative, and emotional aspects at their appropriate developmental level and prepare them for Kindergarten.

ENROLLMENT POLICY FOR THE PRESCHOOL PROGRAM

The following steps must be completed for each child before the child can begin to participate in our program:

1. Complete the Registration Form.
2. Complete and sign the Contract Hours Form.
3. Complete the Emergency Information Card.
4. Complete and sign a Release Form which documents who may pick up the child.
5. Complete the Health Care Summary and Immunization Record.
6. Pay the non-refundable Registration Fee.
7. Pay one month of Preschool Fees in advance.
8. Submit all of the above to the school office.

Our enrollment policy also includes that the students signed up for the five day preschool option will be granted a position first. The students in the three day program received next and finally the two day students.

Immanuel Lutheran Preschool admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, sex, color, or national or ethnic origin in the administration of our educational policies, admission policies, athletic programs or any other school-administered programs.

LICENSE

Our Preschool program is licensed by the Texas Department of Family and Protective Services.

PROBATIONARY PERIOD

All new students are enrolled on a 90 school day probationary period (equal to one full semester). For students whose overall performance is in question, conferences will be held during this period with the teacher, Director, and parents to determine continued enrollment for the child.

FEE POLICY

Monthly fees are based on contracted hours. The Contract Hours Form must be completed to assure a place on a program roster for the child. The parent is charged the amount contracted about each month. No reimbursement for sick days or vacation time given. The programs are self-supported by user fees. Fees must be paid prior to the month of service. There is a late fee of \$1.00/day/child assessed for each day the payment is not received. No program fee is allowed to fall more than one month behind. If the fee falls more than one month behind, the child will be suspended from the program until the account is made current. In the case of financial emergency, a payment plan must be submitted, in writing, to the Director. Contract hours can be adjusted no more frequently than once per semester. To adjust contract hours, a new Contract Hours Form must be completed and submitted to the Director at least 2 weeks in advance of the requested change in service. Requests for additional contract hours will be approved by the Director based on space availability. A current schedule of rates and fees assessed is found below:

- 5 Day Program - \$350 per month for 10 months
- 3 Day Program - \$240 per month for 10 months
- 2 Day Program - \$225 per month for 10 months

NON-SUFFICIENT FUNDS CHECK

If a check is returned from the bank due to non-sufficient funds, it is the responsibility of the parent to bring the amount of the check in CASH or money order to the school within one week of notification of returned check. A \$25 service charge will be assessed for all returned checks.

DAYS OF OPERATIONS

The program is open from 8:30 A.M. until 2:45 P.M. Monday through Friday. Before school care is provided at a cost of \$3 an hour per child. The hours for the before school care run from 7:15-8:15A.M. After school care is not provided. A detailed schedule for the year will be sent out at the beginning of the year. This will list the vacation days and time off of preschool.

SIGN IN AND OUT

A parent must sign the attendance sheet when child is brought into the classroom. The parent must be sure that the staff is aware of the child's presence. If the child rides a bus, a staff member will sign the child in. The person who will pick up the child at the end of the day must be specified on the attendance sheet. The parent must sign the child out of the program at the end of the day. The parent should check the child's cubby each day to pick up any announcements or communications that may be sent from the Director or school office.

EMERGENCY CLOSING

In the event of a school closing, due to severe weather or emergency, there will be no services available. If radio and TV Stations announce that the Birdville schools are closed, the Preschool program is also closed. No refunds are made for that day. If the inclement weather causes an early closing, the staff will call a parent to notify them that the child must be picked up as soon as possible. If the parent is unable to pick the child up early, the parent must make special arrangements for the child. The staff must be notified of these arrangements.

RELEASE OF CHILDREN

A Release Form must be completed and signed by the parent upon registration. The Release Form provides a list of persons authorized to pick up the child. Persons who are not authorized to pick up the child must also be noted on the Release Form. If an unauthorized person attempts to pick up the child, the parent is contacted immediately. If a parent cannot be reached, persons on the emergency card will be notified. If the parent gives consent for the unauthorized person to pick up the child, it is Immanuel's policy to take a copy of the driver's license and have him or her sign the child out. If the parent does not give consent for the unauthorized person to pick up the child, the child is held until the proper guardian arrives. This policy WILL be enforced to protect the child. The program Director must be notified, in writing, of any changes to authorized/unauthorized persons. The child must be signed out of the program when the parent picks up the child at the end of the day. If a child has not been picked up by the end of day, Child Protection will be notified.

BEFORE AND AFTER SCHOOL CARE

No child may be left in the school without an adult present to supervise. We offer before school care from 7:00am - 8:30am and after school care from 2:45pm - 6:00pm at a cost of \$3 per hour per student. Parents need to sign in after dropping off and picking up their children.

LATE PICK-UP OF STUDENTS

A parent is expected to pick up their child by 2:45 P.M. Parents should plan ahead for emergency pick-ups by having a friend or relative prepared to cover for them. Parents who are consistently late may jeopardize their child's enrollment in the program.

THE PROCEDURES FOR PARENT CONCERNS AND QUESTIONS

If problems or concerns arise, we will follow the procedure listed below first verbally followed by written documentation of the resolution discussed.

1. All questions/concerns must be addressed **FIRST** with the person involved.
2. If the issue cannot be resolved, the matter is to be brought to the attention of the Preschool Director.

WITHDRAWAL NOTICE

The Director must be notified in writing at least two weeks in advance if the child will be withdrawn from the program.

BEHAVIOR GUIDELINE POLICY

Every attempt will be made to work with your child in all situations. The classroom teacher will use Law and Gospel to correct the student's behaviors. However, if behavior that is unacceptable does not improve with the staff's interventions, the following steps will be taken.

1. Parents will be notified verbally of the child's behavior.
2. Parents will be notified of the occurrences in writing.
3. A meeting with parents will take place to discuss concerns and to lay out a behavior guidance plan.

If these steps are ineffective, we may ask that the child be withdrawn from the Preschool program.

MEALS AND SNACKS

A snack time is offered in the morning. Food must be supplied by the parent. Hot Lunch is **NOT** provided. Parents need to send a bag lunch. Bag lunches should include protein or meat, fruits or vegetables, bread or cereal product, and a dairy product. ILP is not responsible for meeting the nutritional requirements for the child. Parents are responsible for making sure the lunch is nutritionally balanced.

It is required by state law that all treats or snacks brought into one of our programs from home, to be shared with others in the program, must be prepackaged, individually wrapped, and not homemade. Items not meeting these requirements will not be distributed to the children.

QUIET TIME

A daily quiet time of 30 minutes as required by licensing law occurs during the afternoon. Mats are provided. Children are required to bring a blanket and/or small pillow from home to help them rest comfortably. Home bedding items can be stored in the child's cubby. Blankets and pillowcases are sent home periodically to be washed.

RESEARCH/ PUBLIC RELATIONS

Written permission will be obtained before any child is involved in experimental research or public relations activity.

PERSONAL BELONGINGS

Children are to be dressed appropriately for inside and outside activities. Each child should have a change of clothing (appropriate for the season) which is kept at the school in a bag labeled with their name. All clothing and outerwear should be labeled. Valuable items should not be brought to the school. The programs are not responsible for lost items.

CHILD ABUSE

All staff members are mandated by state law to report suspected child abuse. This means that if they "know or have reason to believe" that a child is being physically, emotionally, or sexually abused, they are required to contact the Child Protection Services of the county where the child resides.

All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Texas Department of Family and Protective Services.

SICK OR ABSENT CHILDREN

Parents are to notify the staff before 8:30 A.M. when a child will be late or absent for the day. Attendance is taken daily. If a child does not come to the program as expected, the parent is notified. The Director should be notified in writing when a child will be absent for more than one day. Sick children should not be brought to the programs. This results in further inconvenience to the parent, since they will be called and the child

will be sent home if they are sick. It may also expose other children to the illness. It is important that communicable diseases such as strep throat, chicken pox, impetigo, conjunctivitis (pink eye), and lice be reported to the Director. A child who has had lice must be nit-free from symptoms as described in “Policies for Sick Children” or on medication for 24 hours before they can return to the programs.

POLICIES FOR SICK CHILDREN

All children who have any of the following symptoms will be sent home: fever of 100 degrees or more, reddish or pink eyes, with or without drainage, croup cough, consistent nasal drainage, with or without fever, vomiting, diarrhea, any undiagnosed rash, signs of abdominal pain, headache, unusual tiredness, unusual paleness, or irritability. When a child becomes ill or shows any of the above symptoms, the parent is contacted to pick up the child. After notification, the sick child must be picked up within one hour. The child will be provided with a mat and blanket and placed within sight and hearing distance of the staff person in charge.

IMMUNIZATION POLICY

The Preschool program will require upon admission a current copy of each child(s) immunization record. These records are to include but are not limited to:

- Hepatitis B
- DTaP (Diphtheria, tetanus, and acellular pertussis)
- Hepatitis A
- Hib (Haemophilus influenzae type B)
- OPV (Polio)
- MMR (Measles, Mumps, and Rubella)
- Varicella (Chicken Pox)

MEDICATION POLICY

Medications should be given at home, whenever possible. Should a daily medication be required by a child(ren), the parent(s) or legal guardian(s) will have submitted the Authorization for Administration of Medication Form. (Copies of this form are available from the staff). This form indicates the medication, dose, and times necessary. The parent(s) and/or legal guardian(s) is also responsible for supplying said medication to ILP for dispensing. The medication must be brought to class in a container appropriately labeled by a pharmacist.

The director and/or primary caregiver will be responsible for administering the daily medication(s), by completing the Medication Dispensing Form and signing off each day. These forms will be kept on file at ILP.

Should the parent(s) and/or legal guardian(s) indicate Medication should not be given, again this will be supplied at the time of admission of the child(ren). ILP will keep a record of each child this applies to.

HAND WASHING/ CLEANLINESS

The staff tries to eliminate the spread of germs. Staff and children must wash their hands after using the rest room, before eating a meal or snack, and when soiled. Our staff monitors hand washing and assists a child when needed. Staff and children are to dry their hands with paper towels that are provided. All objects are cleaned and disinfected periodically. The staff sanitizes toys by soaking them in a bleach-water solution for two minutes and then allowing them to air dry. All cleaning equipment is soaked in a bleach solution for ten to twenty minutes.

HANDLING OF BODY FLUIDS

Objects that have been contaminated with blood or bodily fluids are cleaned immediately. The area is scrubbed with a 10% bleach solution mixed within the previous 24 hours. Staff personnel use disposal gloves and paper towels to clean the object or area. All objects are thoroughly cleaned and air-dried. The staff members and children wash their hands with soap and warm running water for 20 seconds after coming into contact with blood or bodily fluids. The Director and staff have been pathogen trained. Pathogen procedures may be obtained from the principal or school office.

TOILET TRAINING

Children must be toilet trained since we do not have facilities to deal with toilet training. Following three accidents, the parent will be contacted to come each time and change the child.

RESTROOM SUPERVISION

Children will line up in the hallway outside of the restrooms and enter one at a time. The teacher will supervise in the hallway watching both the children inside the restrooms and the hallway. If the number of students exceeds nine, an aid will be hired to help with this process.

ACCIDENT PREVENTION

The staff makes a continuous effort to avoid all possible injuries. To do this, we follow these safety rules.

Injury

- Children are constantly supervised
- Children are visible and within hearing distance of the staff
- All dangerous substances are kept out of the room
- No running is allowed in the room or hallway
- No animals are allowed around the children
- The room is inspected for safety every day

Burns

- The water temperature does not exceed 110 degrees
- All electrical outlets are capped
- All cooking and electrical appliances are strictly supervised
- All electrical cords are inspected and in good condition

Poisoning

- All poisonous items are stored out of the room and out of reach of children
- All plants are checked to make sure they are non-toxic
- No aerosol spray cans are used around the children

Choking/Suffocation

- Toys are continually inspected
- The toys in the room are age appropriate
- Children are required to sit when eating
- The staff is trained in first aid and CPR

EMERGENCY CARE

The staff is trained in first aid and CPR and uses this knowledge in the event it is needed. If a child receives a minor cut or abrasion while in our care, the staff person follows Pathogen procedures, washes it out with soap and water, applies a Band-Aid, and/or cold pack. Any further treatment must be done at home.

If the staff person feels the wound requires medical attention, the parent is notified. If a serious accident should occur, the staff is instructed to contact the 911 emergency system. A parent is then notified. If a parent cannot be reached, those listed on the emergency card are contacted.

EMERGENCY PROCEDURES

In the event of a weather emergency, the children will evacuate the room and go to a designated area. Fire drills are held monthly and tornado drills are held from April through October. If a child is missing, a search will be conducted for ten minutes. After that time, if the child has not been found, a parent and the authorities will be contacted. If a child should swallow or eat anything that is poisonous while in our care, the Poison Control Center is notified immediately. All directions given by the Poison Control Center will be followed.

INSURANCE

Insurance coverage for accidents which happen during the Preschool Hours is provided to children who attend Immanuel Lutheran Preschool. Information about insurance coverage can be obtained from the school office. At large, church and community users of our program must have their own coverage.

RULES FOR THE PRESCHOOL PROGRAM

Students will:

- Walk in the classrooms and hallways
- Respect others
- Use appropriate voice and acceptable language
- Follow guidelines for material and equipment use
- Listen and obey the staff member in charge at all times.

PRESCHOOL PROGRAM RESPONSIBILITIES

Our programs will:

- Provide a suitable environment to meet the needs of the children
- Notify parents of changes in policy or procedures
- Notify parents in case of emergency
- Let parents know if any problems are being experienced
- Report cases of suspected child abuse to the proper authorities

The children will:

- Know and respect the rules of the program
- Not willfully harm another person
- Share equipment and supplies with other children
- Remain with a staff member at all times and get permission when going to another area
- Not willfully destroy any equipment or property
- Dress appropriately for indoor and outdoor activities
- Return materials and equipment to the proper place

The parents will:

- Observe the rules and policies of the program
- Let the staff know if the child is not attending
- Sign their child in and out of the program each day
- Check the child's cubby each day before leaving
- Provide a change of clothes to be kept at the center
- Pick up the child on time
- Share their concerns with staff members
- Listen to concerns that staff members have about their child
- Agree to work on solutions to problems that may occur
- Read about changes in policy or procedures when they are sent home
- Inform the staff if the child has been exposed to a contagious disease
- Notify the Director of withdrawal from the program at least two weeks in advance
- Keep the child's records up to date
- Provide for special items the child may need



