

Therefore, as you received Christ Jesus the Lord, so walk in him, rooted and built up in him and established in the faith, just as you were taught, abounding in thanksgiving.

Colossians 2:6-7

# Parent Handbook 2019

Owner: St. Paul's Lutheran Church + 321 N. 10<sup>th</sup>, Beatrice, NE 68310 + Phone:402~228~1540 Director: Robin Klaus + 930 Prairie Lane, Beatrice, NE 68310 + Phone:402~223~3414 Governed By: The Board of Christian Education

Website: stpaulbeatrice.org + E-Mail: childcare@stpaulbeatrice.org

## Welcome to St. Paul's Child Care Center! We look forward to getting the opportunity to know your child and having you join our St. Paul's Child Care Family.

The purpose of this handbook is to acquaint those who enroll or wish to enroll their children at St. Paul's Child Care Center more fully with the program of Christian Education offered by St. Paul's Lutheran Church and School. We know that you will read it carefully and refer to it for information during the year.

The Early Education Staff and I are looking forward to a year of rewarding experiences that will glorify our Heavenly Father. We realize that learning should not only be the ABC's and 123's, it is also the learning of God's love for us and His values. The learning of honesty, respect, self-reliance and potential, self-discipline and moderation, the values of being dependable, love and sensitivity to others, kindness, friendliness and fairness. We are confident that all parents and staff will mutually cooperate daily in the endeavor of Christian Education.

Robin Klaus Director

#### **PRAYER**

Almighty, God, we thank You for the gift of eternal life through Thy Dear Son, Jesus Christ: May this Gospel Message be taught in our home, church, school, and child care center. We ask Your blessing upon our Child Care where Your lambs may be guided in Your heavenly wisdom. O Lord, give the teachers, parents and children Your blessing so they may work together with church, school, and child care center to keep and do Your commandments and be steadfast in Your word. In Jesus name, we pray. Amen

#### PARENTS PRAYER

Dear Heavenly Father, I thank you for blessing me with children. Help me give my children the best, not of trappings or toys, but of myself, cherishing them on good days and bad, theirs and mine. Teach me to accept them for who they are, not for what they do; to listen to what they say, to encourage their goals, and please, let me laugh with them. Teach me Lord how to give them a home where You are the cornerstone, respect and integrity the foundation, and a home with joy. Help those who are entrusted with the care of my children who give my child the courage and independence to take care of themselves and the faith to believe in God who's power is much greater than their own. Lord, see that I discipline my children without demeaning them and demand good manners without forgetting my own. Lord remind me that just as You love and forgive us Lord through you I can have limitless love and forgiveness for them, no matter what they do. Help me feed them properly, clothe them adequately and teach them through example that the joy of getting will help them discover the joy of giving. Help me teach them that excellence is work's real reward, and not the glory it brings. "For from him and through him and to him are all things. To him be glory forever." (Romans 11:36) Above all dear Lord, help me to trust in You that the Holy Spirit will deepen my child's faith in You and Your word. Instill in them a firm foundation of faith when this world and people challenge them so they always know they can turn to you, Heavenly Father for guidance, forgiveness and salvation. With God all things are possible and we are never truly alone. In Jesus name I pray, Amen.

"Everyone who calls on the name of the Lord will be saved." Romans 10:13

#### **Religious Mission Statement**



St. Paul's Lutheran School & Child Care Center

## **Mission** of St. Paul's Lutheran School & Child Care Growing and serving together in Christ.

#### Vision of St. Paul's Lutheran School & Child Care

Providing Christ-centered education that GROWS students in faith and knowledge of God and His Word while teaching them how to serve others in the name of Jesus Christ.

#### Philosophy of St. Paul's Lutheran School & Child Care

In order to achieve our mission, our school & child care community strives to:

Nurture in each child a faith-based relationship with Jesus Christ by: (Col. 2: 6-7)

- Teaching God's Word and Lutheran Confessions
- Nurturing faith through daily instruction in God's Word including both Law and Gospel
- Encouraging growth in a lifestyle of worship and prayer
- Accepting one another in Christian love and fellowship
- Encouraging families in their responsibilities to Christian living and Education

#### Instill knowledge of all God created by:

- Striving for excellence by using developmentally appropriate curriculum, technology and materials
- Encourage students to achieve their God-given potential in an atmosphere of grace
- Preparing students to be Christian leaders
- Developing Christ-like character, thinking, and life skills
- Instilling a lifelong joy of learning
- Encouraging students to share their faith in Christ with others
- Encouraging service in the Church, to the community and the world
- Sharing Jesus Christ with others
- Helping students and their families understand that the Bible is the inerrant Word of God

#### Serve others to God's glory by committing to a lifestyle that:

- Shares faith in Jesus Christ with others
- Serves to the community and the world in Jesus' name
- Demonstrates Christ-centered leadership and living

#### Purpose of St. Paul's Lutheran School & Child Care

#### The purposes of St. Paul's Lutheran School & Child Care are to:

- Preserve and extend the kingdom of God
- Proclaim the life and teachings, death, and resurrection of Jesus Christ
- Apply God's Law and Gospel to all aspects of life and learning
- Assist St. Paul's Lutheran Church in fulfilling its five congregational functions
- 1) education, 2) worship, 3) evangelism, 4) fellowship, and 5) service
- Provide an academically sound Christian Education for the children of St. Paul's Lutheran School &
   Child Care and community
- Provide support for families in developing positive, healthy Christian relationships

#### St. Paul's Ministry: These are some of the special aspects of the ministry shared:

- Christ proclaimed in every part of the school day
- Rigorous program of academics
- Fine arts
- High-Technology within the staff and the program of education

- Outdoor classroom
- Weekly Chapel Service with monthly service projects
- Culture of respect
- A congregation that loves and supports the school and child care ministry

#### **Statement of Belief**

St. Paul's Lutheran Church and School is part of The Lutheran Church—Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on "the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone" (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world's redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

LCMS congregations and schools voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church.

Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregation and school agree to conform all their teaching and practice to the Scriptures and the Confessions.

The Synod "is not an ecclesiastical government, exercising legislative or coercive powers" (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the "principle legislative assembly" of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations and schools of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws – which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod – and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, Board of Christian Education) will have authority to act on behalf of the congregation in specific circumstances. The Constitution and bylaws of St. Paul's Lutheran Church govern our decision-making and policies. A copy is available upon request.

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At St. Paul's Child Care Center we strive to provide a loving, nurturing and learning environment for your child(ren). Our program believes that each child is a unique gift from God with their own individual learning styles and growth patterns. We follow the needs of developing young children in an informal environment that instills spiritual, mental, social, emotional and physical development.

#### **PROGRAM GOALS**

St. Paul's Child Care enrolls children 18 months through 13 years of age and supports the following goals:

- 1. Providing opportunities for Christian learning of Jesus Christ as Lord and Savior, through developmentally appropriate activities like "Jesus Time", prayer and sharing experiences.
- 2. Providing opportunities and activities to help the child have a healthy self-concept which includes accepting themselves, their limitations, and their talents as God has given them.
- 3. Providing educational experiences and activities which will fulfill the whole child's basic individual need (spiritually, emotionally, socially, mentally, physically and aesthetically).
- 4. Providing guidance as children grow and develop. Provide interests and experiences which broaden the students' abilities for continued learning.
- 5. Providing opportunities to play. Play is the chief vehicle for the development of imagination and intelligence, language, social skills, and perceptual-motor abilities in infants and young children.

#### **CONGREGATIONAL GOALS**

St. Paul's Lutheran Church and School views St. Paul's Lutheran Child Care Program as an integral and important element of its ministry.

Under the supervision of the Board of Christian Education, St. Paul's obligates itself to support this ministry by:

- Providing and maintaining facilities for the St. Paul's Lutheran Child Care Center including utilities and maintenance service.
- Providing the ministry of its Pastor(s) to the children and parents enrolled in its program
- Offering their prayers, time and talent in service to the program, its staff, children and parents.
- Supporting the school through financial and/or material donations needed to maintain a quality program.

#### **ADMINISTRATION**

Director: Robin Klaus

childcare@stpaulbeatrice.org

Office: 402-223-3414

Board of Christian Education Principal: Amy Duever

President: Amanda Brand

Owner: St. Paul's Lutheran Church

321 North 10<sup>th</sup> Street Beatrice, NE 68310

Office Phone: 402-228-1540

The staff at St. Paul's Child Care is here to provide your child with a safe and fun environment. Our staff will strive to interact with your child as much as possible. All staff members will be certified in CPR, First Aid and they are certified to distribute medication. Staff members will attend in-service training during the year as required by the State of Nebraska.

#### **WORSHIP OPPORTUNITIES**

The children are encouraged to participate in regular church services at St. Paul's Lutheran Church, Beatrice or at their church home. On Wednesdays at 8:20a.m., the children may have the opportunity to join the school age children in a chapel worship. Parents are always invited to attend.

#### RACIAL NON-DISCRIMINATION POLICY

St. Paul's Lutheran Child Care admits children of any race, color, nationality or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school or Child Care Center. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarships programs, and athletic and other school administered programs.

#### **HOURS OF OPERATION**

Monday through Friday, 7:00am to 6:00pm. The contracted hours with the Child Care Center are the times your child may be in care, our hiring of our Child Care staff is based those times. The Child Care Center is closed for the following paid holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day

- Thanksgiving Day
- The Friday following Thanksgiving
- Christmas Eve Day
- Christmas Day
- The day after Christmas Day

In the event that the holiday falls on a weekend, the center will be closed the following Monday. (i.e. if Christmas is on Sunday then the acknowledged Federal holiday is Monday, December 26<sup>th</sup>.) Please check for notices regarding closings on those holidays.

#### **INCLEMENT WEATHER POLICY**

In the event of inclement weather, St. Paul's Child Care will make every attempt to open as usual. However, to preserve the safety of our staff and children we will close if conditions warrant such action. It is at the discretion of the Child Care Director to make the decision to close early or open late or be closed for the day due to severe weather conditions (including but not limited to snow, ice ...). The Director also reserves the right to close for any reason in which we cannot operate in a safe manner (including but not limited to the loss of electricity, water, heat or in extreme loss of air conditioning). No adjustments will be made to tuition based on weather, illness or other circumstances beyond the control of the Child Care Center.

- -The parents/guardians will be notified of the decision, prior to 6:00am, in the following ways:
  - Text & e-mail to all parents/guardians of enrolled Child Care Children.
  - Posted on the St. Paul's Lutheran School Facebook page.
  - Broadcasted on 10/11 and KWBE if it is weather related.

- -If the Child Care is open, but during the day because of severe weather and/or road conditions the Administration decides to close early, families will be notified first by a text followed by the above protocol for notifying parents of closure listed above.
- -We will make every effort to remain open for working parents; however, if we find it necessary to close, we will not credit or discount tuition fees.
- -In the event that school is cancelled (ie: snow day), there is no before or after school care provided that day. There may be openings for school age students at the drop in rate of \$35 per day. Contact the child care Director for availability and any available spots will be filled on a first come basis.

#### **ADMISSION PROCEDURES**

Prior to enrollment, a tour will be given of the facility. Tours must be scheduled with the Director. During the time of the tour, the philosophy, curriculum, and policies of St. Paul's Child Care will be discussed. Children are invited to the tour and are welcome to explore the environment. If the child is not able to come to the tour, the child must come in at a separate time before enrollment to meet other children and look at the environment.

There is an Annual Registration Fee of \$50.00. This fee is due upon enrollment and September 1<sup>st</sup>, unless it has been paid within the last 12 months at the original registration time. That way this fee will not be due for a family two times in a twelve-month span. This small yearly fee helps ensure that our curriculum and Christian supplement program have the supplies needed to continue providing a quality experience for all learners in our program.

Enrollment packets are available and must be returned before the child's starting date. The following forms need to be completed and returned:

- Enrollment Forms
- Emergency Information Form
- Handbook Signature Page
- Financial Contract
- Attendance Calendar

- Child(ren)'s Immunization Record(s) (update upon new immunizations as they are given)
- Parent Brochure signature page

Reimbursements will not be given for early cancellation of enrollment.

#### **SCHEDULE AND PAYMENT:**

You are financially responsible for all days you enroll your child according to the contracted days of care as per the payment agreement. This agreement may be updated and changed no more than two times per contract year according to the policy set by the Board of Education. It is necessary to schedule staff according to the scheduled number of children. Therefore, we need at least 48 hour notice if you need services on a day that has not been scheduled.

Payments are due the Thursday morning for the following weeks of care. The choices are either bi-weekly or monthly depending on the preference chosen on the Payment Agreement form at the time of enrollment. There is a \$10.00 weekly charge to parent/guardian's bill if the amount is not paid on time. If the bill is not paid within three days of the payment due date, legal action

can and will be taken against the parent/guardian and we may be unable to continue to provide services for your family.

Invoices are available on Tuesday afternoons (for the following pay period) and must be paid on Thursday. When there is a holiday then payment is due the last day of child care prior to the holiday for the next pay period chosen on the Payment Agreement form for care after the holiday.

#### PARENTS/GUARDIANS WHO ARE TEACHERS OF ST. PAUL'S LUTHERAN SCHOOL

Please refer to your teacher handbook provided by St. Paul's Lutheran School.

#### **CHILD CARE FEES:**

Full Time 5 days- \$135/Week

Scheduled Contracted Part Time is an option only if there are part time spots available.

- 4 Days a week is \$28/Day
- 3 Days is \$30/Day
- 2 Days is \$33/Day

Drop in Rate if daily enrollment allows with notice for current enrolled children is \$35 Before/After School Care:

- K-5<sup>th</sup> Grade- \$10/Day during school days
- Scheduled Non-School Days and Reduced Hour/Half Days \$27 per day
- Snow Days- There is no before or after school care provided when there is no school. Contact the Director, if there is an available spot, the drop in rate is \$35.

When services are no longer needed, to better schedule staff, it is important to give at least 2 weeks written notice, <u>you will be charged for those two weeks</u> (SEE MORE UNDER TERMINATION).

You will be charged on **ALL DAYS** your child is scheduled by your Child Care Contract to be here, even if your child is sick, stays home, on vacation, or etc. If your child is brought to the Center without proper notice you will be charged the drop-in fee of \$35 for that day if we have the necessary staff scheduled. Without prior notice we cannot guarantee care for the days you are not scheduled and if need be you will be called to pick up your child.

Each child enrolled in full time care (5 days Monday through Friday) will be given <u>5 FREE</u> <u>DAYS</u> a year from <u>June 1<sup>st</sup> – May 31<sup>st</sup></u>. There will be a **FREE DAY FORM** that the parent may fill out and sign then give to the Director. This will be then recorded on your bill and you will not be charged for the days indicated as <u>FREE DAYS</u>. <u>FREE DAYS</u> do not accumulate from year to year. If you do not use them in that year period, you <u>lose them</u> and start over at 5 each year.

#### **TITLE XX- CHILD CARE ASSISTANCE:**

If you receive child care assistance the fee is the daily rate set by the Nebraska Department of Health and Human Services. If your child attends Full Time receiving child care through the State of Nebraska, Title XX, you are entitled to a week (5 days) per child to be used as unpaid days. These days may be used as parents/guardians see fit and may be used one at a time or all at once. After your child has used their week (5 days) of unpaid days, you will be billed for any other days your child is not in attendance. SP-CCC relies on income from all children in care to run our facility and provide quality teachers and learning materials. The state pays Title XX only when your child is in care, thus if your child does not come the days/hours they are authorized for, it is hard for our facility to budget and plan appropriately. You will be given a bill for the days your child was absent. You will have 3 days from the billing date to make payment. If payment is not received by the third day, a \$25 late fee will be accessed. If your bill is not paid by the end of the fifth day, your child will no longer be accepted into care until your bill has been reconciled.

#### **BILLING POLICY**

By registering your child(ren) in St. Paul's Child Care Center you agree to pay for any and all services provided to you at the rates in effect and agreed upon during the time services are rendered. You understand and agree that your bill for services rendered is due and payable at the time of service and that you are ultimately responsible for any unpaid balances. By enrolling you agree and authorize St. Paul's Lutheran School and Child Care Center offices and any third party used for the purpose of billing collection and/or collection calling may use any and all means (emails, text messages, phone calls) to all phone numbers you have provided to St. Paul's Lutheran School and Child Care Center for the purpose of contacting you and/or collecting on services rendered on their behalf.

#### **CHECK RETURN FEE**

A \$30.00 fee will be charged to a family's account for all insufficient funds.

#### **AUTHORIZATION REGARDING COMMUNICATION METHODS**

A wide variety of means for communication exists and continues to broaden and develop. This office, and any third party used for treatment, billing, collection, and other services, may use any means of communication with you. Thus, by signing the agreement you are stating that you understand and agree that any phone numbers and email addresses provided by you to our office and to any of our service providers, now and in the future, may be used as a means to contact you. In order that we and our service providers may leave messages for you manually and by using automated systems such as by artificial or prerecorded voice.

#### PRESCHOOL POLICY

If your child is attending preschool or prekindergarten at St. Paul's Lutheran School, your child will be escorted by Staff to their classroom at school start time and walked back by Staff at dismissal time.

#### **SMOKING**

St. Paul's Child Care Center, Church and School are smoke free campuses, meaning the buildings and grounds are smoke free zones.

#### **DISCIPLINE**

The St. Paul's Child Care adheres to the Golden Rule: "Do to others as you would have them do to you..." Gospel of St. Luke, chapter 6, verse 31 and desires to help children develop habits that create self-discipline. The goal is to encourage children to develop behaviors necessary for successful living. There are certain rules that we expect your child(ren) to follow and there are consequences if those rules are not followed. Spanking and corporal/physical punishment is strictly prohibited and will never be used by our teachers, staff or anyone associate with St. Paul's Child Care Center.

- A positive approach is used to guide children in our program. Each situation and child is dealt with individually and methods include the following:
  - Re-direction
  - Natural or Logical Consequences
  - Setting Limits
  - Modeling
  - Offering Choices

- Anticipating Trouble
- Ignoring when staff deems appropriate and safe for the children
- Positive Reinforcement.

#### **Gross Misconduct (Preschool Ages)**

- Harm to themselves or others
- Frequently and deliberately destructive
- Disrespectful to Child Care personnel or other adults
- Leaving Child Care oversight without permission

#### **Gross Misconduct (School Age)**

- Harm to themselves or others
- Frequently and deliberately destructive
- Disrespect to Child Care personnel or other adults
- Willfully causing or attempting to cause personal injury
- Leaving daycare oversight without permission

After trying the above techniques an age appropriate "Think Time/Time Out" will be used if the behavior has not been modified by the methods above. This requires isolating the child away from the group to have a few minutes of time to modify their behavior before returning to the group. A child will be given one minute of "Think Time/Time out" for every year of age. The "Think Time/Time Out" will occur immediately after the disruptive behavior. If the child's behavior does not improve after "Think Time/Time Out", the child will be referred to the Director, and the Board of Christian Education to discuss the problem and a note will be sent

home to the parents. If inappropriate behavior continues, a meeting will be held between the parents, the Director, and the Board for Parish Education to decide further action. If the discussed method of behavior modification does not help the child's behavior termination may be an option at any time.

If your child has experienced an upsetting incident at home that may influence their behavior at the center, please let us know. This will help us to respond properly to your child's needs.

To discipline, means to teach children right from wrong.

Discipline means setting limits and sound boundaries.

Discipline means loving and trusting children.

Discipline means consistency in enforcing limits and rules.

Discipline requires forgiveness – dislike the sin, but love and forgive the sinner.

Look to God for help in following His model of love and forgiveness.

#### **BITING POLICY**

Even though biting is a perfectly normal stage of development during childhood, it is required by the Department of Health and Human Services Child Care Licensing Division that St. Paul's Lutheran Child Care maintain a safe and healthy environment for all children in care. Biting occurs for many reasons whether it is teething, a lack of language, frustration, attention getting, being overly tired or simply just trying to get a reaction from someone.

St. Paul's Lutheran Child Care policy on biting is as follows:

- If your child bites 2 times (as long as the skin on the other person is not broken) on any one day then your child will be sent home for the remainder of that day.
- If at any time the skin is broken due to a bite then the child will be asked to go home immediately.
- If the biting continues and is severe to where it becomes necessary to send the child home on a daily basis or is adding undue stress on the other children or the environment it may become necessary to terminate the child care arrangements. This is not something that St. Paul's Lutheran Child Care likes to do and please know that this would be a last resort.

Some things that St. Paul's Lutheran Child Care does to minimize biting in the child care setting are:

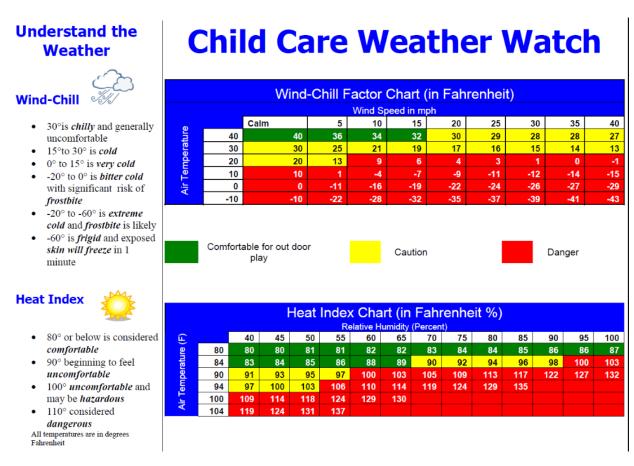
- Shadow the biter so that he or she is always near the providers.
- Provide lots of language such as, "Biting hurts" and "We use our teeth for food."
- Provide supportive information to parents who are worried about their child biting and offer suggestions on how to stop the biting habit.

#### **INDOOR & OUTDOOR PLAY**

<u>Indoor play:</u> We provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help with clean up when there are

toys everywhere, because it is so overwhelming to them. For this reason, during free play times, each child may select one or two things at a time to play with. They will be shown how to put those things away before selecting something else.

Outdoor Play: We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed for outdoor play at all times. Our activities may include walks to the school playground, walks in the neighborhood, walks to the public playground, walks to the library, water play (sprinkler in summer), and others We adhere to the Child Care Weather Watch Chart and the children's ages for determining the amount of time spent outside during severe hot or cold days. We are mandated by state law to take the children outside daily, the time spent outside depends on the severity of the weather conditions. Parents who feel that their child is not well enough to participate in outdoor activities must keep them out of child care until they are able to participate in all activities. We will staff appropriately for these outings.



#### **SUN SAFETY**

Children are encouraged to wear hats and sun protective clothing. Children will be encouraged to drink water before and during outdoor activities in warm weather. Parents/Guardian will complete and sign the Permission to Apply Sunscreen form.

#### PEST MANAGEMENT POLICY

The Gage County Health Department requires all child care centers to have a pest management policy. St. Paul's Child Care Center focuses on long term prevention or suppression of pest problems by the education of staff, monitoring pests, pest prevention, notification of pesticide use, and record keeping. St. Paul's Lutheran contracts with a pest control company to maintain a pest free building. All chemicals are applied after business hours.

#### PARENTAL INVOLVEMENT

It is important that parents work in unison with us to provide a secure environment for the children. You are welcome and encouraged to visit any time during the day. During the "quiet time" it may be difficult for the children to rest if a parent is in the room so we do ask that you try and not choose that time to come if possible. Parents may visit the center at any time. However, if there are problems arising from parent visits that interfere with the deliverance of quality child care, then the parent(s) will not be permitted in the Child Care classrooms except for drop off or pick up.

#### **TERMINATION**

Causes of termination of enrollment include:

- Constant disruption or dangerous behavior of a child
- Inappropriate behaviors
- Parent/Owner conflict
- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation

- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child

### St. Paul's Child Care reserves the right to terminate the enrollment of a child at any given time.

We appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. Parents are required to give **two weeks written notice** when they decide to terminate child care. The **two weeks will be paid in full,** regardless of whether or not the child is in attendance.

We will give **two week notice** of termination for which <u>full tuition is due</u>, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Anyone who terminates child care and has a balance that is outstanding will need to have the account settled within **30 days**. All accounts not settled within **30 days** will be turned over to a

<u>collections agency regardless of amount owed</u>. All accounts turned over to collections will have a **\$20 per week late fee plus 40% collections fee** added to amount due.

#### **SUPPLIES**

All items that are brought to St. Paul's Child Care must be <u>properly marked</u> with the child's name. The following items are required:

What to bring: 18 month old-3 years (or successfully toilet trained): Diapers/pull-ups if needed, extra set of clothes, blanket for nap time (not school agers), and appropriate clothing and sunscreen for outdoors. The Center will provide wipes for the children, if your child has sensitive skin or has reacted to a certain brand of wipes you may bring wipes from home for use on your child and we will notify you when refills are needed.

Children should wear comfortable and washable clothes that are easy to use when potty training and when they come to learn and play with us at the Center.

#### **POTTY TRAINING**

When you start working on it at home and have a successful full 3 nights and 2 days without any accidents then please provide written instruction of the toilet training schedule you follow at home along with extra clothing (including shoes). This way the Center staff can use the same methods so the same routine for the child will continue during the day to help them be successful in helping their body learn this new skill. Putting a child in diapers part time, and training pants part time, can be confusing and delay the training process. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we may continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond the announcement.

Parents need to bring pull-ups, plus a couple extra changes of clothing each day (don't forget the socks!).

During toilet training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Try to avoid tight clothing, pants with snaps and zippers, and overalls. These are difficult for children to remove "in a hurry".

It is not a developmental stage that can be forced based on their age or the demand of others, the Child Care Center will assist and encourage them when they are ready. A regular size toilet and stepstool are used at the Child Care Center.

Signs of readiness include:

- They are able to stay dry for 2 hours or during nap.
- Bowel movements are regular and predictable.
- Child indicates right away they want wet or soiled diapers changed.
- The child shows interest in using the potty.
- The child is able to understanding and cooperating with simple instructions.
- The child can communicate with words or gestures, the need to use the potty

If your child is in the transitional period of toilet training, please remember to take home soiled clothing and replace them with clean clothing for your child at child care. Until the Director notifies you that your child may wear underwear only, they will be required to use pull ups to help ensure we have a sanitary environment and equipment for all of the children to be in.

#### WHAT NOT TO BRING

Please do not bring these objects from home:

Including but not limited to sippy cups, toys, tiny items, gum, food, candy, any form of technology from home will not be used at the Center during hours of care. We will provide what the children need during their time here with us.

#### St. Paul's Child Care is not responsible for lost, broken, or stolen items.

#### **DRESS CODE**

Please dress your child in clothes that are casual, comfortable and easily laundered because of daily activities. If dresses are worn the panty area needs to be covered by a pair of elastic wasted shorts so private undergarments are not visible. Shoes should fit well and be appropriate for running and climbing. If they are in the process of potty training make sure the clothing is easy to pull down and back up as they need to do this on their own during this time. Flip-flops are discouraged. We will try to play outside every day. When the season changes and temperatures are cool jackets, hats, and gloves are needed every day.

#### **MEALS**

Breakfast, lunch, and afternoon snack are provided by St. Paul's Child Care. Monthly menus will be posted online at the beginning of each month and on the parent bulletin board. We ask parents to review these menus. If your child(ren) are required by a doctor for health reasons to have a **special diet** or they are **allergic** to any foods, please bring a doctors note for their file and let us know immediately. If needed due to the special nutritional needs of the child may be able to bring their own meals at the discretion and upon the agreement of the Director.

Breakfast: 7:40a.m.-8:10a.m. Lunch: 11:30a.m.-12p.m.

Afternoon Snack: 3:00p.m.-3:10p.m./ K-5<sup>th</sup> Grade: 3:30p.m.-3:40p.m.

#### **NAPTIME**

A quiet, rest time is scheduled for all children (not school agers in the summer). Naptime is from 12:30pm-2:30pm. Each child should bring a blanket that can be kept at the child care. Make sure your child(ren)'s blanket is properly marked with their names. Parents will be responsible for taking your child(ren)'s blankets and sheets home on **Fridays** to be washed and return them the first day the next week you are scheduled to bring your child to care.

#### ATTENDANCE-ARRIVAL-DEPARTURE

Children are to arrive clean and fed (unless arriving just before a meal time). We will try our best to send your child home with a clean diaper, and would appreciate the same consideration when you drop off.

It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In my experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

Please be brief at pick-up times, as well. This is a time of testing, when two different authority figures are present (the parent and the provider). All children will test to see if the rules still apply. During arrival and departure, we expect parents to back up our rules, be respectful of our facilities, grounds and other St. Paul's families. Please be in control of your child during pick up times.

It is the Parent/Guardians responsibility to acknowledge his/her child's arrival and departure with Center Staff and sign in at both occasions. **No child may be dropped off to enter the center on his/her own**. If someone's to pick up a child other than a parent or guardian, the Director must be notified in writing or by phone prior to picking up the child. The additional person picking up the child will have to show proof of identification in order to pick up the child.

Our normal procedure is to release the child to his/her parents, or someone else the parents designate on the Authorized Pick Up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. A written notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we MUST be informed by you personally prior to them arriving and have written permission to release your child to the person on the note. Please inform emergency contacts, or people designated to pick up you child, that if we do not know them then we will need to ask for identification. This is not meant to offend them. This is simply a measure taken for the child's protection.

Please note attendance days are what you child(ren) is originally scheduled for and these fees will be due with payment. This means you pay the set rate no matter how many days your child is at St. Paul's Child Care. This includes:

Vacations

Family Emergencies

Hospitalizations

Illnesses

State law requires that a child not be at child care for more than 12 continuous hours.

#### **AUTHORIZATION TO RELEASE A CHILD**

Parents are required to have two emergency individuals who may pick-up children. Anyone other than a parent/guardian who pick-up children from the center must show a valid ID on their first pick-up. Please advise the office of any new individuals who may need to pick up your

child. We will release your child(ren) only through notification in writing or arrangements made with the Director. Proper I.D. must be given before the child is released.

#### **HEALTH POLICY**

- St. Paul's Lutheran Campus is a Nut Aware Campus.
- Ill children will be isolated from the other children and the parents will be notified. We will care for your child while you make arrangements for alternate care; however your child needs to be picked up within one hour of notification.

St. Paul's Child Care reports all case of contagious diseases to the Health Department and to the parents/guardians as soon as they are identified. Parents will be called to pick up their child(ren) from St. Paul's Child Care and must remain from Child Care for 24 hours if:

- The child has a fever of 100 or more
- The child has diarrhea for the third time during the day
- The child has vomited
- The child is crabby or not feeling good enough that they are miserable

The child should be kept home if he/she has:

- A heavy nasal discharge green or yellowish in color
- Hand Foot and Mouth Disease
- Lice and/or Nits
- Symptoms of a virus
- Temperature/flushed appearance
- Skin rash or eruptions
- Eyes or ears inflamed or discharge present
- Hacking cough and runny nose
- Mouth sores
- Sore throat with fever
- Itching scalp
- Vomiting/Diarrhea (more than 2 loose stools a day)

If you have a written note from you doctor stating that these symptoms are not contagious to other children, your child may return to the child care. If your child has had a temperature, he/she may **NOT** return to the child care until their temperature is back to normal for a period of 24 hours.

If your child has been diagnosed with Strep Throat or Influenza they may return to child care after being on antibiotics/treatment for **48 hours**.

All medicines, including over-the-counter types, should whenever possible, be dispensed at home by a parent or guardian. If medication must be distributed during child care hours, such medication must be stored in a locked medicine cabinet and distributed under child care supervision. Medication needing refrigeration is stored in a locked box in the refrigerator. **No child** is allowed to keep any form of medication on them. A note kept with the medication must

be signed by a parent/guardian indicating the necessity of this being given during child care hours, and the times that the medication is to be administered. This includes cough drops.

Medication that is prescribed by a doctor must come in the bottle from the pharmacy, with the pharmacy label. We will also need a list of the medication's possible side effects. You may obtain this list from you doctor or pharmacist. Inhalers must be locked up in the medicine cabinet. The prescription label needs to be on the inhaler.

If your child has any known allergies, please let the child care staff know IMMEDIATELY.

These rules are followed for the safety of the children.

#### **MEDICATION AUTHORIZATION**

Staff members may not administer medication to any child unless they have <u>completed</u> the "Medication Administration in Early Education and Child Care," online training. If no staff has the training, the Director will be the ONLY ONE to administer medication. Before any staff member gives medication to any child, the Director must be notified. A parent must either complete a long-term medication sheet or sign the Medication Record Sheet. Parents must indicate a start date and end date, reason for the medication, times to be given, and the dosage or the medication cannot be administered.

If a child becomes ill while at the center, the Director<u>or</u> a Lead Teacher will be the <u>ONLY</u> one to call the parent to get verbal authorization to give the child medication. The Medication Record sheet will then need to be completed by the staff member who administered the medicine and must be signed by the parent, if applicable, upon pick up of that child.

All medications are to be given directly to a staff member. Medications are not to be kept in closets, lockers, backpacks/diaper bags, etc. All medications must be stored in the locked Medicine drawer or for refrigerated medicine needs to be the locked storage box and placed in the refrigerator. Medications must remain locked up at all times. The Long-Term Medication Authorization form must be kept in the medication binder until that medication is no longer needed. Unused medication must be returned to the parent/guardian immediately.

Any staff that gives or applies medication must do so in accordance with the "FIVE RIGHTS" as set out in the Medication Aide Act.

- 1. The Right Drug
- 2. The Right Recipient
- 3. In the Right Dose
- 4. By the Right Route
- 5. At the Right Time

When medication is given, a staff member will document the type of medication, the dosage, and the time it was given, as well as put their initials on the Medication Record as the staff who administered it. Expired Long Term Medication Forms or full Medication Record Sheets must be turned into the Director for filing.

<u>Alternative Teething Remedies: amber Necklaces are NOT permitted for use while the children are in care at the center.</u>

#### **COMMUNICABLE DISEASES**

<b>DISEASE:</b>	<b>INCUBATION PERIOD:</b>	<b>RULE FOR ATTENDANCE:</b>
Chicken Pox	14-21 Days	Child must be absent until scabbed over and dry.
Measles	8-14 Days	Child must be absent for 7 days after rash appears
Rubella	14-21 Days	Child must be absent for 4 days.
Mumps	12-21 Days	Child must be absent until all swelling disappears.
Pink Eye	48 Hours	Child must be absent until eyes are clear.
Impetigo	48 Hours after Medication	Child must be absent until cleared.
Lice or Crabs	7-10 Days	Child must be absent until treatment and physicians note is turned in.
Hand-Foot-and-Mout	h 3-6 Days	Child must be absent until scabbed over and dry.
Strep Throat	1-4 Days	Child must be absent until fever free for 48 hours and antibiotics have been given for 48 hours.
Influenza	2-4 Days	Child must be absent until fever free for 48 hours and /or treatment for 48 hours.

#### **CLEANLINESS**

We take the wellbeing of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping the child care and the children in it as clean as possible. In order to help minimize and/or prevent the spread of germs, our child care is kept clean and disinfected often.

Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in activities. Wet hands, get soap, scrub hands together for 20 seconds(singing the ABC's for preschoolers) under running water, dry your hands with a paper towel and use it to turn off the water and throw it away.

#### **EMERGENCY INFORMATION**

Your emergency contacts listed on your emergency form WILL be contacted in the event that you are unable to be reached. Please adhere to the following policies:

- 1. Two (2) contacts that live in a 24-mile radius of St. Paul's Lutheran Child Care.
- 2. Your contacts should know that they have been recorded on the form and are responsible for your child in the event that they need to pick up your child at any time throughout the day.

Information is required containing the phone numbers, alternate contacts and their phone numbers, addresses, work phone numbers, and all cell phone numbers. St. Paul's Lutheran Child Care must be able to reach you or an alternate person in case of illness or emergency. Also, remember to inform the Director if any of this information ever changes and needs to be updated. It is very important that we have current and accurate information in case an emergency is ever to occur.

In an emergency, the staff will follow procedures learned during CPR/First Aid training, which will include evaluation of the situation. We will call for emergency services if needed, contact parents/guardians, and implementing CPR/First Aid procedures. In situations that require medical attention, staff members will call **911** first, and then notify parents/guardians.

#### **SAFETY**

St. Paul's Child Care will adhere to all rules and regulations of the fire department. In the interest of student safety, all students will be instructed concerning the procedures of possible emergencies. Fire and tornado drill will be conducted on a regular basis. We will not do fire drills when the temperature is below 20 degrees or above 90 degrees. St. Paul's has a Crisis & Emergency Management Plan posted in each classroom. In the event, that St. Paul's Child Care must be evacuated for an extended time Holy Cross Lutheran Church, Lincoln Elementary School or Fox Funeral Home will serve as an evacuation sight. Parents will be called as soon as possible.

#### **CHILD PROTECTION**

As your child care providers, our staff members will have the opportunity to get to know your child's unique and individual physical appearance, personality, habits, and routines. We have policies in place to protect your children, including making background checks of employees and training employees on signs and symptoms of child abuse and how to handle those situations. As a child care, we will not tolerate any form of child abuse and we are required by law to report any suspicious signs to the Child Protective Services Hotline Number (1-800-652-1999) and Beatrice Police Department (402-223-4080).

#### **GRIEVANCES**

If a problem should arise, please always feel free to discuss it with one of the teachers. If you feel a satisfactory outcome has not been achieved, please then consult with the Director. We will always strive to gain the best outcome for the child and will work with whomever we need to achieve that. If necessary, the Director can involve the Board of Christian Education.

If your brother sins against you, go and tell him his fault, between you and him alone.

Mathew 18:15

#### **CONFIDENTIALITY**

Information concerning your child will not be made available to anyone, without the expressed written consent of the parent/guardian. All records are considered confidential and will only be used by staff on a need-to-know basis and for legal licensing accreditation purposes.

#### **PARENT QUESTIONS & CONCERNS**

Please speak to the Director concerning the Child Care Center or Principal concerning the school with any questions or concerns that you may have. We are here to help with any questions that may arise.

#### REVISIONS TO HANDBOOK AND CONTRACT

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. We reserve the right to make changes in rates and policies as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least **two weeks' notice of changes**.

#### **FINAL NOTE**

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our child care. We are always open to suggestions and feel communication is a very important part of a quality child care. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours.

Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child(ren) smiling and safe.

## By signing the Parent-Provider contract/Enrollment Application, it is understood that all of the policies and procedures of St. Paul's Child Care handbook are understood and agreed upon.

We are confident that, with mutual understanding and cooperation in matters presented in this handbook, we shall experience a very helpful and inspiring year together in pursuing a common cause: namely that of bringing a child, whom you and we love, one-year closer to maturity in a God-pleasing manner.

May the Lord bless your efforts at home and ours at the Child Care Center in striving toward reaching this noble goal.

In His Service,

THE STAFF AND BOARD OF CHRISTIAN EDUCATION OF ST. PAUL'S LUTHERAN SCHOOL & CHILD CARE

Revised: July 2018

St. Paul's Board of Christian Education Date adopted: October 2017

that he gave his only begotten son so that whosoever believeth in him shall perish have eternal John 3:16

Thank you for choosing
St. Paul's Lutheran Child Care Center

## THE STAFF AND BOARD OF CHRISTIAN EDUCATION OF ST. PAUL'S LUTHERAN CHILD CARE CENTER

#### HANDBOOK AGREEMENT FOR PARENTS

Parents: Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Parent Handbook and discussed its policies with my child. I certify that I consent to and will submit to all governing policies of the school & Child Care Center, including all applicable policies in the Parent Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind St. Paul's Lutheran School & Child Care Center and is subject to change without notice by decision of St. Paul's Board for Parish Education. Admission to the school/child care is a privilege, not a right, and admission for one year does not guarantee automatic admission for future years.

Signature of Mother/Legal Guardian	Date	
Signature of Father/Legal Guardian	Date	