



# Family Handbook

## 2018-2019

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# Program Information, Tuition, & School Supply List

Lamb of God Early Childhood Ministry offers full time care year round. The program year is divided into 2 sessions per calendar year. Academic programming runs from mid-August thru mid-May and summer programming runs from mid-May thru mid-August (following USD 383calendar). During the calendar year, classrooms focus on curriculum, age appropriate activities and experiences, and Kindergarten preparation. Summer programming includes planned weekly excursions in the local area. Our hours of operation are **Monday – Friday from 7:35 a.m. to 5:30 p.m.** Tuition rates are listed below.

*Further information on tuition can be found under “Tuition 2018-2019”*

**Infant/Toddler (6 weeks to 2.5 years)**

**Full Time \$1010.00 per month**

**Preschool (2.5 years to 5 years)**

**Full Time \$880.00 per month**

Supply List (families should provide and replenish the below items)

## Infant Toddler Supply List

- 3 complete seasonal changes of clothing
- diapers, wipes, ointment (if applicable)
- 2-3 pacifiers (if applicable)
- 3 bottles (if applicable)
- a cup (with lid) or a water bottle (dishwasher safe)
- outdoor hat
- breast milk (if applicable)
- pillow & blanket & 1 soft toy (if desired)  
**ONLY** for 12 months of age and above
- a sleep sack for **ONLY** 12 month and below

## Preschool Supply List

- 3 complete seasonal changes of clothing
- Pull-ups or training pants (if applicable)
- water bottle (dishwasher safe)
- outdoor hat
- small pillow & blanket & 1 soft toy (if desired)

*Art materials and supply donations are accepted throughout the year (example: pencils, crayons, markers, glue, glue sticks, paint, art paper, colorful tape, colored pencils, glitter, craft sticks, stickers)*



# Calendar

Lamb of God Early Childhood Ministry will be closed in observation of the following holidays: **½ Day New Year’s Eve, New Year’s Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after (Thanksgiving Break), and the week of Christmas (Christmas Break).**

Lamb of God School closes for: (3) Inclement Weather Days (4) Teacher In-Service days

\*Families will be notified by the Director when amendments to the calendar are made.

## January

- o January 1<sup>st</sup> .....**Center Closed** in observance of New Year’s Day
- o January 31<sup>st</sup> .....Read A Thon Kick Off

## February

- o February 19<sup>th</sup> – February 22<sup>nd</sup> .....Spring Conferences (P.M. Only)

## March

- o March 4<sup>th</sup> -10<sup>th</sup> .....Lutheran Schools Week
- o March 12<sup>th</sup> – 23<sup>rd</sup> .....Spring Break KSU & USD 383 (Lamb of God **OPEN**)
- o March 30<sup>th</sup>.....**Center Closed** in observance of Good Friday (\*teacher workday\*)

## April

- o April 16<sup>th</sup> – 20<sup>th</sup> .....Week of the Young Child

## May

- o May 7<sup>th</sup> - 11<sup>th</sup>.....Teacher Appreciation Week
- o May 11<sup>th</sup> .....Muffins with Mom
- o May 23<sup>rd</sup> .....Lamb of God School Graduation (6 p.m.)
- o May 25<sup>th</sup> .....**Center Closed** Teacher Workday (Summer Programing Prep)
- o May 28<sup>th</sup> .....**Center Closed** in observance of Memorial Day
- o May 29<sup>th</sup>.....Summer Programing Begins

## June

- o June 15<sup>th</sup> .....Doughnuts with Dad

## July

- o July 4<sup>th</sup>.....**Center Closed** in observance of **Fourth of July**
- o July 7<sup>th</sup> .....Lamb of God Staff Retreat at Camp Tomashinga

## August

- o August 30<sup>th</sup> .....Summer Programing Ends
- o August 31<sup>st</sup> ..... **Center Closed** Teacher Workday (Academic Programing Prep)

**September**

- o September 3<sup>rd</sup>.....**Center Closed** in observance of Labor Day

**October**

- o October 22<sup>nd</sup> - 25<sup>th</sup> .....Fall Conferences (P.M Only)

**November**

- o November 11<sup>th</sup> - 17<sup>th</sup> .....Kansas Reads to Preschoolers Week
- o November 22<sup>nd</sup> - 23<sup>th</sup>.....**Center Closed** -Thanksgiving Break

**December**

- o December 16<sup>th</sup>.....Christmas Pageant and Annual Soup Luncheon
- o December 24<sup>th</sup> - December 28<sup>th</sup> .....**Center Closed** - Christmas Break
- o December 31<sup>st</sup> .....1/2 day Teacher In-Service (LOG Closed)

## Mission Statement

“Lamb of God Early Childhood Ministry strives to equip students with the tools needed to be lifelong learners and self-discoverers.”

## Philosophy

Lamb of God follows a child development model which incorporates the theories of Piaget, Montessori, and Erikson. Learning through play is viewed as the cornerstone of our curriculum. Adults provide protection, security, stimulation, support, limits, and affection.

At Lamb of God, children are given the opportunity to explore materials and participate in a variety of experiences. Activities are carefully planned and implemented in an open-classroom setting. Children are free to choose from age-appropriate activities including art, music, language development, pre-math skills, science and nature, and dramatic play. Children develop self-esteem, independence, and problem-solving skills as they make choices and assist in planning the environment and the activities. Our primary goal is for children to feel safe and secure. Prior to being independent a child must know that he or she can depend on adults and a predictable environment. At Lamb of God, children are treated with respect and kindness. We recognize that children develop at different rates and have different interests. Small classroom sizes and appropriate teacher-child ratios allow for meeting the individual needs of each child.

## Notice of Religious Teachings

Lamb of God Early Childhood Ministry is the only preschool in Manhattan to have a membership in the Evangelical Lutheran Education Association. We are a Christian institution that proudly represents Christian values and ethics in the education of young children. We teach the Christian faith as understood by Lutherans of the ELCA. Children in our program will develop their spirituality and love of God through the daily experiences and interactions that they have. Our school days includes Bible stories, activities, and chapel time. We want all our children to respect their friends, teachers, families, and God. The Lamb of God staff works closely with the staff of First Lutheran Church in establishing an appropriate religious education curriculum. A First Lutheran Church staff member is available by appointment if you have questions on our doctrinal positions.



## Tuition 2018-2019

Infant/Toddler Full Time \$1010.00 per month

Preschool Full Time \$880.00 per month

### Tuition Payments, Procedures, and Fees

Tuition payments are due monthly on the 7<sup>th</sup>. Payments may be placed in the drop box outside of the church office, given to office staff, or given to a Lead Teacher. ACH payments are also accepted upon the completion of the appropriate forms. A late charge of \$25.00 will be applied to your account after 7 days. Tuition may not be deducted for illness, school closings, listed holidays, or family vacations.

**Bank Fees:** There is a \$25.00 fee for each returned check. In the event that a family has a check returned due to insufficient funds, families must also pay any additional bank fees. All subsequent payments must then be made in cash or money order.

LOG will address families who have not adhered to their payment plan in the following steps:

- At 7 days, families will receive an email notification from Lamb of God Administration reflecting the amount past due and notice that dismissal from the program could be considered if payment arrangements have not been made.
- At 14 days, families will be contacted and will be informed that enrollment will be terminated **immediately** if satisfactory payment arrangements have not been made.

## First Lutheran Church: Lamb of God Scholarship Fund

The congregation of First Lutheran Church generously funds yearly scholarships for LOG families. There are three scholarship categories for which families may qualify. Families may receive funds from multiple categories. The first category is for families that are income eligible: each family is asked to report household income on the *Child and Adult Care Food Program (CACFP) Enrollment and Income Eligibility Form for Child Care Centers*. The second category is based on First Lutheran Church congregational membership or active participation (please see **church attendance** section for more details). The third category is for families that have more than one child enrolled in LOG. Specified scholarship amounts are reviewed and subject to change each year. Information concerning changes in tuition (1%-4% increase expected each year) and scholarship funding for LOG families will be released by January. Changes in tuition or scholarship funding for the year will go into effect on February 1. Families facing temporary hardship may contact a Lamb of God Administrator to inquire about additional available funds.

### **Church Attendance**

Parents are encouraged to remain faithful to the Christian mandate to worship regularly. There are many wonderful congregations in Manhattan and the surrounding community and it is our hope that you have found one that meets your family's needs. If you are still searching, we encourage you to join the First Lutheran family. Families worshipping in our faith community at least twice per month or six times per quarter receive a 10% tuition reduction. Please speak to a First Lutheran Church staff member or parish pastor for more information about the First Lutheran family.

### **Additional Tuition Assistance**

At Lamb of God we believe high quality education should be available to all. This is why our program has provider agreements with *Raising Riley Right* and the *Department of Children and Families (DCF)*. These programs support families by awarding financial assistance for child care costs. Lamb of God ECM is also open to accepting additional outside tuition scholarship disbursements on a case by case basis. For more information about how to contact these organizations, please speak with the Director.

## **Tuition Letter 2018**

Each year Lamb of God ECM releases a tuition letter to families that gives information on tuition increases and scholarship rates. Below is the Tuition Letter for 2018.



January 15, 2018

930 Poyntz Avenue  
Manhattan, KS 66502  
785-537-8532



Hello Lamb of God Families,

It has been an exciting year here at Lamb of God Early Childhood Ministry. It is hard to believe how quickly the year has passed and how soon we have welcomed in 2018. It has been our great privilege as the staff of First Lutheran Church and Lamb of God Early Childhood Ministry to witness your family grow and change this year. Thank you for being a part of our family and allowing us the opportunity to make an impact in the lives of your children.

In an effort to provide care that is appropriate and caring while remaining viable, Lamb of God reviews its practices, tuition rates, and procedures each year. Changes at Lamb of God are discussed and reviewed by staff, administration, and Lamb of God Advisory Board members. Major changes and proposals are prayerfully considered and require approval from the First Lutheran Church Council. The anticipated change that will be adopted in the upcoming year concerning tuition will be a 1.5% tuition increase.

Effective March 1, 2018, tuition for students in the Infant and Toddler room will increase by \$15.00 per month to \$1010.00 per month. Tuition for students in the preschool will increase by \$13.00 per month to \$880.00 per month. This increase will allow for a 2% raise for eligible staff and reflects the rising costs of living. Sliding scale discount percentages will remain the same: 15% for families falling below the income guidelines of the CACFP (child and adult care food program), 10% for church members, and 5% for families with multiple children enrolled.

Our administrative staff is here to answer any questions that may arise. Feel free to contact the main office, communicate via email, or schedule a meeting.

Thank you,

Tynisha Moore

Program Director, Lamb of God Early Childhood Ministry

[tynisha@firstlutheranmanhattan.org](mailto:tynisha@firstlutheranmanhattan.org)

785-537-8532

## **Educational Services Offered**



In accordance with the Kansas Department of Health and Environments (KDHE) and the regulations for licensing in the state of Kansas, Lamb of God offers educational and social development activities designed to prepare children for the next step in their education. All daily learning experiences are appropriate for the developmental level of children in our care and set to reflect the individual learning styles of each child. Our educational programing offers a balance of active, quiet, individual, and group activities. Experiences are designed to develop the following: self-esteem and positive self-image, social interaction skills, self-expression and communication skills, creative expression, large and small muscle skills, and intellectual growth. Copies of lesson plans are available by request and are posted in each classroom.

## Curriculum

Lamb of God uses *Creative Curriculum* as a model for teaching and believes young children learn best by experiences and thoroughly exploring ideas. From the beginning, children explore the world around them by using all their senses (touching, tasting, listening, smelling, and looking). As they grow and develop, exploring with various materials allows them to try out their ideas. Our curriculum stresses the importance of play. **Play is the work of young children!** It is the tool that enables us to achieve the key goals of our early childhood curriculum.

Our curriculum identifies goals in multiple areas of development, to include:

- **Social:** helping children feel comfortable in school, trust their new environment, make friends, and view themselves as a contributing member of the group.
- **Emotional:** helping children experience pride and self- confidence, develop independence and self-control, and have a positive attitude toward life.
- **Cognitive:** helping children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- **Physical:** helping children increase their large and small muscle skills and feel confident about what their bodies can do.



## Conferences

Lamb of God believes in keeping the lines of communication open between its staff and parents. If parents have any questions or concerns that need to be addressed, a meeting may be requested at any time during the school year. Parent and Teacher Conferences will be conducted once in the fall and once in the spring to discuss your child's developmental progress. Classroom teachers will offer families the opportunity to schedule a conference time within the conference dates listed on the school calendar.

## **Admissions Policy**

Lamb of God does not discriminate in regard to race, color, religion, national origin, ancestry, physical handicap, or sex, in accordance with K.S.A. 44-1009.

Waiting lists are formed when classrooms meet enrollment capacity. Openings are filled from the waiting list as soon as they become available. That next family on the waiting list will either accept the placement (start their child or pay the tuition until they are ready for their child to start) or decline the placement. Lamb of God cannot guarantee or predict a start-date at the time of application. Members of First Lutheran Church and returning families receive priority during enrollment and are given priority status on our waiting list.

Once you have been offered a placement in the program, you must complete enrollment paperwork and pay the appropriate fees. **A one-time, non-refundable enrollment fee of \$100 per family is due at the time of enrollment. This fee does not apply towards tuition.** Families will also need to complete a series of forms concerning health requirements, emergency information, and biographical information.

Families are asked to keep information up-to-date by informing Lamb of God of any changes regarding family contacts, adults who are authorized for pick up, allergies, and other medical conditions. As this information can frequently change, it is important that complete and accurate information is maintained.

Additionally, the Kansas Department of Health and Environment (KDHE) requires that your child has all of his or her recommended immunizations. Each time your child receives new immunizations, please provide an updated copy to the program director. If our records indicate that your child is not current on their immunizations, or that information is not current and accurate, your child may not be able to attend until the appropriate documentation has been received.



## **Absences**

We want each child to get the most out of the school day and have time to build relationships, develop play schemes, and become comfortable with the daily routine. We understand that at times, your child(ren) may be absent for part or the entirety of the day. Please notify the school office at 785.537.8532 (Lamb of God Voicemail Box #3) or your child(ren)'s classroom teacher when they will be absent. If you know in advance when your child(ren) will be absent please send a note or email to the LOG office at [logschool1930@gmail.com](mailto:logschool1930@gmail.com) or contact the classroom teacher.

## **Cancellation of Enrollment**

Enrollment forms are a contract reflecting a commitment by the parent to pay tuition from the start date to end date of your child's program. If a family chooses to cancel care provided by Lamb of God ECM, no less than two weeks notice must be given and tuition paid through last day of care. **Families who dis-enroll without two weeks notice will be charged a \$100 cancellation fee in addition to tuition fees.** The Cancellation of Enrollment form must be given to the Director in writing (either printed or email form) two weeks prior to dis-enrollment to avoid the cancellation fee. Verbal confirmation is also acceptable but still must be accompanied by the Cancellation of Enrollment form.

## **Behavior Management**

The behavior management plan at Lamb of God Early Childhood Ministry is consistent with child care regulations set by KDHE. In addition to using guidance from state regulations classroom teachers and Lamb of God staff pair scriptural teachings and biblical principles when approaching behavior management. The discipline and behavior management policies used here provide for positive reinforcement, positive redirection, compassion, and the setting of clear and consistent limits. Here at Lamb of God we acknowledge and accept each child's feelings, and focus on helping the children to empathize with one another's feelings, maintain control of their bodies, be problem solvers in the event of conflict, and see results of their actions. Each child is encouraged to talk about their feelings and to express their wants and needs in appropriate ways. For example, if a child wants to use a toy that another child is using this may cause frustration or anger. Here at Lamb of God staff are trained to recognize these emotions and help children navigate through them in appropriate ways using language and conscious discipline techniques. Staff members will offer alternatives to unacceptable behavior and give attention and praise to appropriate behavior. No child is subjected to corporal punishment or physical discipline at any time. Discipline shall never be related to food, rest, or toileting.

**Discipline Techniques NOT permitted to be used at our center by or staff or parents/guardians:**

- Corporal punishment is prohibited and shall never be used, regardless of verbal/written authorization from the parent(s)/guardian(s) (ex. spanking, pinching, shaking etc.).
- Emotional abuse is also prohibited, including but not limited to profane or harsh language.
- Demeaning or humiliating language in the presence of children (ex. threatening, humiliating).
- Ignoring, corrupting, terrorizing, or rejecting a child is prohibited.
- Withholding, forcing, or threatening to withhold or force food, sleep, or toileting is prohibited.
- A child may not be punished for lapses in toilet training.
- Unsupervised and long isolation periods of a child shall not be allowed. The child shall be within sight of staff if isolation from the group is used.
- The use of children to discipline other children is prohibited.
- Children shall not be restrained through drugs or mechanical restraints nor should they be confined in closets, boxes, or similar places. Binding to restrain movement of mouth or limbs is also prohibited.
- Please Note: *\*\*Short term restrictions on the use of specific play equipment, materials, and participation in a specific activity are permissible\*\**

The behavior management techniques listed in the chart below are used at Lamb of God and address the above requirements, as well as handle inappropriate or undesired behavior.



**Behavior Management for Inappropriate Behavior:** All children are expected to respond positively to center rules and care giver directions in order to provide an orderly, safe and enjoyable environment for our children.

<b>Age Group</b>	<b>Techniques</b>
Toddlers	<ul style="list-style-type: none"><li><input type="checkbox"/> Give children clear simple choices</li><li><input type="checkbox"/> Provide duplicates of toys</li><li><input type="checkbox"/> Use positive suggestions</li><li><input type="checkbox"/> Teach words to express their feelings</li></ul>
Pre-School	<ul style="list-style-type: none"><li><input type="checkbox"/> Reinforce positive behavior</li><li><input type="checkbox"/> Involve children in making rules</li><li><input type="checkbox"/> Help children use words to express feelings</li><li><input type="checkbox"/> Take a moment to reflect about behavior in the “calm down place” using strategies of self-regulation from <i>Conscious Discipline</i></li></ul>

Caregivers will help the children to adapt to these expectations in the following ways:

- The care giver will discuss the child's inappropriate behavior with the child, stating clearly the behavior that is expected.
- The care giver will offer the child choices consistent with conscious discipline techniques such as using the safe space or using calm down strategies.
- The caregiver will complete a behavior report, discuss it with parents, have parents sign a copy, and place a copy in the child's file.

We will make every effort to work with parents of children having difficulties in child care. Behavior of children which disrupts normal classroom group activities on a frequent or extended basis may indicate physical or emotional obstacles requiring the attention of a professional specialist. The teacher and/or Director, with parental consent, will take the necessary steps to refer the child to appropriate places for a professional evaluation.



Children displaying chronic disruptive behavior which is upsetting to the physical or emotional well-being of another child may require the following actions:

1. Parents of the child will be called in for a conference. We will discuss the issues and identify some possible solutions. A plan of action will be developed and agreed upon by the parents, staff, and a health/behavioral specialist.
2. If the plan of action is not working, the parents will be called in for another meeting. We will discuss what is not working and develop another action plan.
3. If no progress has been made towards solving the problematic behavior, the child may be suspended from care. This suspension may range in length from the rest of the day to indefinitely.
4. When the child returns following a suspension LOG staff will continue to work with the family to find the most appropriate solution for future behavior management. The family will be expected to work closely and cooperatively with the classroom teacher toward a satisfactory resolution.
5. The permanent dismissal of a child from Lamb of God will take place if he/she poses any threat to the other children or staff members in the center. If a child is biting, punching, kicking, scratching or hurting other children or staff members repeatedly and we have used all our behavior management techniques and all our capabilities including outside services to help the child; the child will be dismissed from the center.
6. It is our responsibility to care for your children, look out for their best interests and protect them from any dangerous situations. We consider our partnership with families an important part of our program and appreciate your willingness to work as a team in adhering to the safety rules and regulations.

## **Biting**

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between 13-24 months of age. The safety of the children at the center is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The center will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain close and constant supervision of the children at all times.

**The following steps will be taken if a biting incident occurs at our center:**

- The biting will be interrupted with a firm "No...we don't bite. We use our teeth for eating food."
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child shall be assessed and cleansed with soap and water. If it is determined that there was blood exposure, further steps will be taken according to known safety procedures regarding blood exposure.
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report).
- The bitten area should continue to be observed by parents and staff for signs of infection.

## Drop Off/Pick-Up

During drop off and pick up times, parking is available in the First Lutheran Church parking lot. Lamb of God families may use any available parking spot in this lot. The alley way is designated as a loading zone for delivery vehicles and other official First Lutheran/Lamb of God business. Our building opens and our program day begins at 7:35 am. It is important for families to remember the following safety items when dropping off and picking up:

- All children need to be escorted into the building through our north entrance (this is the entrance nearest the parking lot).
- Please be aware of alleyway traffic before crossing (larger vehicles and trucks may have limited line of sight)
- When exiting/entering vehicles with young children please take note of traffic patterns in parking lot.
- During drop off/pick up children may not be left unattended in vehicles, hallways, or entryways.
- Programs end promptly at 5:30 PM, all children should be picked up by authorized persons by this time. **Children who are still at the school more than 5 minutes after dismissal will be assessed a \$15.00 late pick-up charge.**

## Inclement Weather and Emergency Closings

When severe weather strikes, we carefully consider the conditions around us and use the closing, delay, or early release notices of the Manhattan-Ogden (USD 383) school district as one source for making a decision to close/delay our center for the day. The school district will close, delay, or release early when transporting children is not safe due to snow/ice and when outside temperatures are too dangerous for children. Please understand that the decision to close our school due to weather conditions or in the event of an emergency is made thoughtfully and prayerfully. We keep in mind the safety of families and staff as well the needs of the families we serve. We will make every effort to communicate a decision to close, delay opening, or release early as quickly as possible. **Families will be reimbursed their daily child care rate after three inclement weather closings per calendar year.**

**Our center will CLOSE:** When our center does not have electricity; water; or landline phone service. It is imperative that you arrange to have your child picked up as soon as possible in the event of an emergency closing.

**Our center will CLOSE:** When the school district closes due to snow and/or ice conditions. The potential risk of accidents while attempting to bring children to our center is too great when snow and ice are present on the roads.

**Our center will DELAY:** When the school district delays due to snow and/or ice conditions, our center will delay the same amount of time recommended.

**Our center will RELEASE EARLY:** When the school district releases early due to snow and/or ice conditions.

**Our center will remain OPEN:** When factors force the school district to close because of a dangerous wind chill or heat advisory, our center will **remain open**. However, please remember school attendance is **not mandatory** so we ask parents to use their best judgment when bringing their child to school. If you decide to keep your child home, please make the center aware of your child's absence.



## **Outdoor Play/Active Gross Motor Play**

Outdoor play is offered daily, weather and schedule permitting. All children should have proper attire for outside conditions. Kansas licensing requires that if the wind chill is below freezing or the heat index is above 100 degrees, we will not go outside. Teacher discretion will be used with other types of weather scenarios also. All children will have sunscreen applied before outdoor play.



# Safety and Emergency Procedures

To maintain safety Lamb of God ECM ensures that hazardous and harmful materials are kept out of reach of young children, first aid kits are provided, and that smoke alarms and fire extinguishers have been checked and approved by the Fire Department. Emergency procedures for fire drills are practiced monthly. Emergency procedures for tornado drills are practiced monthly (in season). Emergency phone numbers are also posted in designated areas. We practice Lock/Down and Lock/In emergency scenarios with staff and students bi-monthly. Note: It is very important to have up to date contact information in case of emergencies. Please notify us promptly when changes are made.

**Injury or Severe Illness:** If a child is injured or severely ill within our program, parents will be notified immediately. On each child's enrollment form parents authorize our center to secure medical attention until parents arrive. If emergency medical treatment is needed, Riley County medical services will be called. If professional medical attention is required and expenses are incurred, the hospital will submit the charges to your insurance company. We do not assume responsibility for injuries due to a child's normal course of activity while at the center. Our staff is trained in emergency plans and all staff have First-aid and CPR training. If a parent cannot be reached in the event of an emergency, we will call the emergency contacts listed on your child(ren) emergency form.

1. If a child needs emergency medical attention, an ambulance will be called first and the parents will be called second. The program director or administrator will always accompany a child to the hospital. The child's medical forms will be brought, as they contain pertinent medical information.
2. If poisoning is suspected, poison control will be called first. The child's parent(s) will be contacted second. If a parent cannot be reached, we will contact the person(s) listed on the emergency form.
3. Accident reports will be completed for any injury. A copy of the accident report will be kept on file by the classroom teacher and program director. Parents will be notified at pick up of any accidents/injuries associated with their child.
4. When on a field trip, a first aid bag will be prepared containing bandages, antiseptic gauze, ice packs, and any medications that your child will need during that time of day.



**Fire:** We conduct fire drills once every month as required by the state. We will practice each evacuation plan for differing situations. During the fire drills, we take time to practice escaping through each exit. During each drill we emphasize that when a fire is noticed and/or the alarm sounds, everyone is to leave

the school building orderly. In the event of an actual evacuation, our staff and students will proceed to our designated Evacuation Location Site. Our Evacuation Relocation site away from our building is the Parking Lot of *First United Methodist Church at 612 Poyntz Avenue*. In the event of a fire, children and staff can be found at the evacuation location.

**Tornado:** We conduct a tornado drill once each month in season as required by the state. The Preschool Wing of the basement is used at the time of tornado and strong storms. All staff members will stay with the children at all times until all "all clear" is issued.

**Storms:** During all storms, the children are to remain inside. In the event of a strong storm with dangerous wind, we will follow the procedure for tornadoes as described above until the storm passes.

**Floods:** In the event the school building becomes threatened by flood waters or back-up flooding, an "in place evacuation" is necessary to seek a secure on-site location. The children will be kept at our facility, but they will be moved to the Youth Room located at the highest level of our building. Plans to continue school activities will be determined at that time.

Recent events in the nation have heightened our concern for safety and security of our students and staff. As part of our Emergency Procedures we will practice evacuation and lockdown procedures within the Center.

**Lock Down:** In the event we have to employ a school "**lock down**" in a real situation, such as a hazardous environmental situation or there is police/emergency activity in the vicinity of our school, a strict "lock down" situation will proceed as follows:

- The Director will communicate with all teachers and church staff of the situation.
- Teachers will be directed to lock their doors and windows, turn off all lights and close window blinds within the classroom.
- During that period of time, no one will be allowed in or out of the classrooms or in or out of the building and parents will be notified through email when the center is in "lock down."
- When the situation has been declared safe, an "all clear" message will be sent to teachers and parents will be notified promptly.

**Lock Out:** Should there be a danger or threat posed outside the building, we will enter into a **"lock out."**

In a "lock out" situation, all exterior doors will be locked. No visitors or unauthorized personnel will be allowed to enter the building. The procedure will be as follows:

- The Director will communicate with all teachers and church staff of the situation.
- Teachers will be directed to lock their doors and windows, turn off all lights and close window blinds within the classroom.
- During that period of time, no one will be allowed to enter the building and parents will be notified through email when the center is in "lock out."
- When the situation has been declared safe, an "all clear" message will be sent to teachers and parents will be notified promptly.

## Center Meals

Lamb of God offers each child a well-balanced breakfast, lunch, and afternoon snack daily. All meals and snacks include components of 1.) milk, or milk product, 2.) fruit, vegetable, or full-strength vegetable or fruit juice, 3.) meat/protein, and 4.) grain/bread product. Menus are provided through email at the beginning of each month and are also posted in your child's classroom and printed copies are available by request.

### Meal Times

Breakfast	8:30 AM – 9:00 AM
Lunch	11:30 AM - 12:30 PM
Snack	3:00 PM – 4:00 PM

Our facility participates in the Child and Adult Care Food Program (CACFP), a federal program that provides healthy meals and snacks. As a provider, we are reimbursed for serving nutritious meals that meet USDA requirements. The CACFP program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

All families will receive a CACFP enrollment form at registration. By participating in this federal program, the center will serve a variety of nutritious foods to your child(ren) and receive reimbursement to assist with food costs. To meet program requirements, the Center is required to have parents complete enrollment information annually for each child enrolled in care. The form will be placed in your child's file and treated as confidential information. Families must fill out forms in its entirety and certify that all information is true. Giving false information on enrollment forms could result in loss of meal benefits and/or federal prosecution.



## **Food Policies and Substitutions**

**Substitutions for Disabilities:** Our Center is required to make substitutions or modifications to the meal requirements for participants with disabilities who are unable to consume the meals offered to non-disabled participants as determined by a licensed physician. The physician determines whether the child has a disability that restricts his or her diet. In such cases, the CACFP Meal Modification Form must be completed by the parent and signed by a licensed physician.

**Food Allergy Policy and Substitutions for Food Allergy/Intolerance:** Food allergies are becoming more common among infants and young children. Allergic reactions can range from mild skin rashes to severe, life-threatening reactions with breathing difficulties. It is important to reduce the likelihood that these reactions will take place while your child is in our care. Parents should speak to the Director before sending treats or snacks containing known allergies. Child allergies must be listed on your child's health forms and placed in your child's file. The CACFP Meal Modification Form listing your child's allergies and intolerances should be filled out by parents and a licensed physician and updated annually. Our Center may at our own discretion, make substitutions for individual participants who are not disabled/handicapped but are unable to consume a food item because of medical or other special dietary needs due to food allergy or intolerance. Such substitutions can only be made when supported by the CACFP Meal Modification Form signed by a medical authority. Food substitutions must be provided by the parent and all other meal components will be provided by the Center.

**Substitutions for Religious/Ethnic Preferences:** Our Center is not required to provide meal substitutions requested by families due to religious or ethnic preferences. However, the parent can work together with the Director and Food Coordinator to meet all meal pattern requirements. If approved, all food substitutions must be provided by the parent and substitutions must be a credible CACFP meal component. Families should speak with the Director to assure that your child's nutritional needs can be met by the Center.

**Other Information:** Children may not bring food to eat any other time during the day unless it is for a meal replacement served at our regular meal times and documentation indicating why the child requires meal or snack replacement has been provided. From time to time, parents desire to bring a snack for the classroom to share. You must receive prior approval from the Director before bringing such items in order to avoid food allergies or intolerances.

If your child arrives after a meal has been served, we will not be able to serve your child unless you have notified the classroom in advance so they can be prepared to refrigerate and reheat your child's meal. Infants are fed on demand. Parents may join their children at meal time. However, outside food is not permitted and reservations for an adult serving of food must be made the day prior to the day you plan on joining your child.

**Milk and Water Policy:** Per Federal recommendations, the Center provides access to water during meals and throughout the day, and only serves milk or 100% fruit juice during meal times. For children age 2 and older, the Center serves low-fat (1%) milk at meal times. Children between the ages of 12 months and 24 months receive whole cow's milk. See Special Diet Request section for information on supplying a milk substitute for your child. The Federal recommendation is that milk intake for toddlers and preschoolers not exceed 24oz (3 cups) per day. The Center provides 2 to 3 servings of milk per day and assumes that children are also receiving at least one serving of milk at home. After 12 months of age, children are at risk for iron deficiency. Cow's milk is low in iron and decreases the absorption of iron. Children who drink more than the daily recommendation may be less hungry and less likely to eat iron-rich foods. Therefore, drinking too much milk can put a child at risk of developing an iron deficiency, which can affect growth and may lead to learning and behavioral problems.

**Breast Milk:** Breast milk must be brought in fresh daily and stored in the Infant and Toddler refrigerator. Breast milk must be labeled with the child's name, date, and quantity. Breast milk/formula may not be kept at room temperature for more than one hour if it has been previously frozen or refrigerated. A bottle of breast milk may only be warmed once and may not be put back in the refrigerator after it has been warmed; once a bottle has been warmed, the leftovers will be discarded. Parents must provide enough bottles to last a full day at child care

**On Demand Feeding:** All infants will be fed on demand which is the best way to meet an infant's nutritional and emotional needs. Additionally, feeding on demand helps infants to develop trust and a feeling of security. However, we understand that feeding on demand does not mean offering food every time a child shows signs of discomfort. Needing a nap or a diaper change could also be the cause of crying. All infants are held when being given a bottle. Giving an infant a bottle when they are lying down or in their crib is dangerous; and may lead to choking, ear infections, or dental problems and is against the center's policy.



**Formula:** Parents can have formula provided by the center or bring from home. If you wish to receive formula from our center please see the Director for a CACFP Infant Meal Offer Form. All formula brought to our center from home must be factory sealed and labeled with your child's name. The center cannot accept opened cans of formula. Formula will only be given as per the instructions on the container, unless a doctor's note is provided. Formula bottles are prepared using tap water and warmed up in a bottle warmer as needed. If you prefer to have bottles prepared using bottled water, please provide the factory sealed bottled water and again, please label with your child's name.

**Baby Food:** Infants are generally ready for baby food from 4-7 months of age. When a child is ready to start cereal, their parent/guardian must notify the Director and Infant/Toddler Lead Teacher stating that their child is ready. An infant needs to have a food for 5 days at home before starting that food at the Center to ensure they will not have an allergic reaction. As you deem a food safe for your infant to eat, please inform the Infant and Toddler Lead Teacher. An infant will always be served their bottle before their solid food as breast milk or formula provides the best source of nutrients. Baby food can be provided by the Center if the Infant Offer Form signed by the parent/guardian gives permission.

**Transitioning from Baby Food to Table Food and Bottles to Sippy Cups:** Infants are generally ready to transition from baby food to table food between 8 and 11 months. A parent/guardian must notify the Infant/Toddler Lead stating that their child is ready for this transition. Food will be mashed, ground, or cut up into pieces no larger than ¼ inch square or served to the child according to their chewing and swallowing capabilities. Food will also be served in their personal chair with tray. Semi-solid foods can be provided by the center if the Infant Offer Form signed by the parent/guardian gives permission. After your child has transitioned to table food, your infant will also be offered a sippy-cup at meal times in order to practice and eventually transition to a sippy-cup. All meal time transitions will be done with parent's approval only. If your child uses sippy cups or bottles, these must be provided and labeled.

**Meal Time Sign Language:** In order to help your child communicate at meal times we recommend you use the following signs at meal times at home: more, milk, drink and all done. The center uses these signs with great success. Please see the Infant/Toddler Lead Teacher for a visual packet with illustrations.

## **Napping**

Children will have the opportunity to nap during the school day. Toddler and preschool children can bring their own child sized blanket for nap time. Children who do not rest will be offered quiet activities during rest time. We cannot keep a child from sleeping even if with parent permission.

## **Safe Sleep Policy**

Our Center practices safe sleeping practices for infants under 12 months old to prevent S.I.D.S. (Sudden Infant Death Syndrome).

Safe Sleep Practices: Sudden Infant Death Syndrome (SIDS) is “the sudden death of an infant under one year of age which remains unexplained after a thorough case investigation, including: performance of a complete autopsy, examination of the death scene, and a review of the clinical history. (National Institute of Child Health and Human Development, Willinger et al, 1991)

The American Academy of Pediatrics (AAP) recommends that infants be placed to sleep on their backs, in their own crib, with nothing in the crib other than a fitted sheet covering a tightly fitting mattress.

In order to follow this recommendation, Lamb of God School has implemented Mandatory Safe Sleep Practices.

For each infant child under the age of 12 months, the provider and/or qualified staff shall:

- Receive training on the Safe Sleep Policy and SIDS risk reduction.
- Place infants on their backs. Unless an infant has a sleep position waiver signed by their physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping to reduce the risk of Sudden Infant Death Syndrome. A notice will be posted near the infant’s crib for those infants.
- Remove blankets, pillows, soft toys. The infant’s head shall remain uncovered during sleep.
- Maintain a room temperature will not exceed 75<sup>0</sup> F.
- Only one infant in a crib at a time.
- Ensure that the “No Smoking” policies are enforced. There is NO SMOKING allowed in the child care facility, or in vehicles when transporting infants. Employees must wash hands before returning to the infant room after smoking.
- Infants will be provided appropriate “tummy time” when awake.
- Caregivers will visually check on infants every 5 minutes while the infant is sleeping.



- When infants can easily turn over from the supine (back) to the prone (stomach) position, they will be placed to sleep on their back, but allowed to adopt whatever position they prefer for sleep.

## Supervision

To ensure the safety and well-being of all children enrolled in our facility, the center shall provide appropriate care and supervision of children at all times. The ratio of teachers to children present at all times shall be based upon all of the following provisions:

Infants (2 weeks to 12 months)	(1:3)
Infants to 6 years	1 to 4 / 8 max (4 infants)
Toddlers (12 mos. To 2 ½ years if walking alone)	(1:5) / 10 max
2 years to 3 years	(1:7) / 14 max
2 ½ years to school age	(1:10) / 20 max
3 years to school age	(1:12) / 24 max

## Line of Authority

1. First Lutheran Church Council: The overseeing body of the church and school.
2. Lamb of God School Board: The school board is the link between the school and church. The board members provide administrative support for the school. The board assists in finances, enrollment, the physical plant, and the school's human resources.
3. Administrator:
4. Director: The Director is in charge of the day-to-day operations of the school including supervision of staff and students, school information requests, maintaining compliance with state laws and regulations, and severe child discipline issues.
5. Lead Teachers: Lead teachers report daily to the Director. Teachers work with the Director to meet goals of the center and objectives for students. Teachers provide direct care to students in the classroom daily and provide enriching activities for their developmental growth.
6. Other Program Staff: Assistant Teaches and Food Coordinator report daily to the Director and supervising Lead Teacher. Assistant Teachers work with the Director and Lead Teachers in accomplishing daily tasks and meeting the goals of the center.





## **Toilet Training**

Potty training for children in Infant and Toddler care will be done in a relaxed manner with the cooperation of the parents. We will follow through and encourage your child up to preschool transitioning. Potty training is encouraged when a child begins preschool, if not previously trained. When the child begins to show signs of being ready to move on to the next step (ie: keeping the pull up dry for long periods of time, asking to use the potty, telling when they are wet/dirty) we will communicate with the parents that we would like to try underwear. Teachers will encourage using the potty and will have a staff member available to take children to the restroom frequently. The teachers will ask often if the child would like to use the potty and give encouragement and positive reinforcement. Parents will be asked to bring numerous (at least 5 in the beginning) changes of clothes and an extra pair of shoes. If there is an accident, the teacher changes the clothes as many times as the child has an accident. Parents may request that we put the child in pull-ups for nap time and take them off when they wake up. Our policy is to allow each child to move at their own speed. Many children get confused when switching between diapers/pullups and underwear. Parents must be active participants for training to be effective and encourage potty training at home.

## **Medical Forms and Personal Records**

You must fill out all health and medical forms provided by the center and must provide a record of their most recent physical exam and immunizations dated within the past 24 months, and return it before your child's first day in care. Each time your child receives new a new physical exam or immunizations, please provide an updated copy to the Director. If our records indicate that your child is not current on their immunizations, your child may not be able to attend school until we have received appropriate documentation.

Families are asked to keep information up-to-date by informing Lamb of God of any changes regarding family contacts, adults who are authorized for pick up, allergies and other medical conditions. As this information frequently can change, it is important that complete and accurate information is maintained.

## **Medications**

Medication may be administered to your child while at school for non-contagious conditions after the proper permission forms have been filled and signed. All medications to be administered must be provided in the original container, including cold medicine, fever reducer, etc., in order to comply with licensing requirements. Over the counter medicine must have a label from the pharmacy that specifies the dose amount. Medicine must never be sent to school with the child alone. It must be given directly to the teacher. All medication will be stored in a locked, secure area. Leftover medication will be stored per instructions and returned to the parent. Your child's health and well-being is a priority to us! Please contact us before school begins if you have special instructions or concerns about your child's health.

## **Health Exclusion**

Lamb of God realizes that illness is an unavoidable part of life, especially with young children in a group setting. When necessary, we may need to exclude a child from the program due to illness, when he/she presents a health risk to other children and staff. When you learn that your child is ill and will not attend school that day, please call us. In case your child has a communicable disease, please report it to us as soon as possible so that we can post that information for other parents. Additionally, if a child is contagious or not feeling well enough to participate in group activities, he/she must remain at home. When a child becomes ill at school, we will do our best to reach you while keeping your child as comfortable as possible. This may mean separating him/her from the group. A rest area will be provided and a Lamb of God staff member will remain with the child at all times. The child will be provided with quiet activities while waiting for his/her parents.

**If a child becomes ill at school, staff will call parents to come and take the child home and the child must remain at home for the following school day.**

We will send the child home if s/he is vomiting, has diarrhea, has a fever of over 100 degrees (axially), and has oozing sores, head lice, pink-eye, or other contagious conditions as stated in the following section of this handbook. Children must be symptom free before returning to school. If symptoms persist more than 24 hours then a doctor's note will be required before returning to school.

We realize that it is difficult for parents to leave work for a sick child, but we take your child's best interest and interest of the group into consideration when calling you. You may wish to develop a plan for caring for a sick child prior to needing it. Also, please remember that prior authorization must be given in writing prior to other parties picking up your child.

The following are some common illnesses encountered in a school setting and our policies concerning attendance with them:

Coughs/Colds: Children with colds and coughs may attend our program as long as they feel well enough to follow daily routines (especially outdoor play). If a fever accompanies cold symptoms, the child must stay at home.

Fever: A child with a fever 100 degrees or more should remain at home until their temperature is normal for 24 hours.

Strep: A child with a sore throat and a fever together should have a throat culture. The child should remain at home until he/she receives a negative culture, or has been on antibiotics for 24 hours.

Ear infections: A child may attend our program if he/she is not experiencing great discomfort or fever.

Rash: If your child has an existing rash when he/she comes to school please notify us with details of their condition. If a rash appears suddenly, spreads quickly, or is accompanied by other symptoms, we will call parents immediately.

Vomiting: A vomiting child must remain at home until he/she can tolerate a normal diet.

Diarrhea: A child with diarrhea must remain at home until free of diarrhea for 24 hours.

Chicken Pox: A child must remain at home one week after the rash appears or until all of the blisters have crusted over and dried.

Conjunctivitis (Pink Eye): A child with conjunctivitis may return to the program the day after treatment has begun. If your health care provider chooses not to prescribe medication, you must bring a note from him/her stating that your child does not present a health threat to others.

Head Lice: If your child has head lice he/she may not come to school. The policy is that students must be lice and nit free in order to be at school. If lice or nits have been found in your child's head while at school, as with any contagious disease, they will be isolated and sent home immediately. A child may return to the program after treatment and removal of nits. Upon return, students must first be inspected by the teacher. The teacher will determine if they can return to school.

General first aid will be administered for minor cuts or abrasions and topical ointment and a bandage will be applied.

- Additionally, when parents are contacted to pick up their child due to illness or injury at school, children must be picked up within one hour or be assessed a \$15.00 late pick-up charge.

## **Parent Volunteers**

As a nonprofit organization we encourage volunteerism from parents throughout the school year. There are many opportunities and ways to volunteer to support your child's school, such as fundraising events, holiday events, classroom events, field trips, or as the needs arise. Depending on the event, we may ask you to complete the Kansas Background Information form as applicable. The safety of your children is of primary importance to us. We know most of you well and know that this is probably a step beyond what is necessary, but we must take every precaution to ensure that each child in our care is protected from possible dangers. It is very important that each staff and volunteer respect each child and family's right to privacy and confidentiality. Please do not discuss a child or parent with another child or parent.

### **Parent Teacher Organization (PTO)**

As a nonprofit organization fundraising and promotions are essential to our program. We encourage that each family attend at least two PTO meetings per fall and spring term. PTO meetings dates and times will be shared with families through classroom communications. Our PTO is essential to the success of school events. Parents assist teachers by ensuring that all parents have the information needed pertaining to upcoming events and they assist the PTO Chairs in getting parental and community involvement. The PTO chairs will communicate all necessary information to the parents who are then in turn responsible for communicating to others.

One to two parents from each age group are recruited yearly to serve as PTO Chairs. Their responsibility is to be available to assist the classroom with any special activities planned by the teachers or the Center including, but not limited to, the following:

- Assist the teachers in coordinating classroom events.
- Assist the teachers in communicating information to all the parents.
- Assist in planning the Lamb of God School Annual Soup-Luncheon, restaurant fundraising opportunities and more.
- Coordinate teacher appreciation efforts.
- Coordinate teacher birthday celebrations.
- Attend PTO meetings.
- Assist in other center activities as requested by the Director.



### **STATEMENT OF UNDERSTANDING**

#### **Policies and Procedures of Lamb of God Early Childhood Ministry**

Child(ren)'s Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
\_\_\_\_\_ DOB: \_\_\_\_\_

\_\_\_\_\_ DOB: \_\_\_\_\_

Parent Initial(s):

My family has **read and understands** the policies and procedures outlined in this handbook.

\_\_\_\_\_

We understand the importance of school rules and guidelines for the safety and success of all children.

\_\_\_\_\_

By signing this form we agree to follow these rules and procedures of Lamb of God.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Please return this signature page to the Center Director, prior to your child's first day in care.**

Lamb of God Early Childhood Ministry  
**CANCELATION OF ENROLLMENT NOTICE**

Today's date: \_\_\_\_\_

Disenrollment Date: \_\_\_\_\_

Child's name: \_\_\_\_\_ Classroom: \_\_\_\_\_

Child's name: \_\_\_\_\_ Classroom: \_\_\_\_\_

Child's name: \_\_\_\_\_ Classroom: \_\_\_\_\_

Parent's/Guardian's Name: \_\_\_\_\_

Email:

\_\_\_\_\_

Address: \_\_\_\_\_

Forwarding address (if applicable): \_\_\_\_\_

Reason for termination: \_\_\_\_\_

\_\_\_\_\_

Enrollment forms are a contract reflecting a commitment by the parent to pay tuition from the start date to end date of your child's program. If your family chooses to cancel care provided by our program, no less than two weeks notice must be given to Lamb of God ECM. Families are expected to clear tuition accounts in full before the termination date listed. .

Families who dis-enroll without two weeks notice will be charged a \$100 cancelation fee in addition to tuition fees. This Cancellation of Enrollment form must be given to the Director two weeks prior to disenrollment to avoid the cancelation fee.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_