



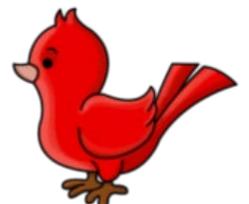
**Oursavior**  
LUTHERAN CHURCH  
& Early Childhood Center



## Parent Handbook

2800 Elm Street  
St. Charles, MO 63301  
636-947-8010

[www.oursaviorlutheranchurch.org](http://www.oursaviorlutheranchurch.org)



**TABLE OF CONTENTS**

<u>Page</u>		<u>Page</u>	
3	<b>Welcome to Our Savior Lutheran Early Childhood Center</b> Mission Statements Our Center’s Philosophy Statement	12	Grievance Procedure Field Trips Photographs/Social Media/Computer Use Pets
4	<b>Curriculum Philosophy</b> <b>Goals of Our Savior Early Childhood Center</b>	13	No Smoking Insurance Coverage Statement of Nondiscrimination Changes in Policies or Procedures <b>Assessment and Screening</b> <b>Meals and Snacks</b> Peanut Free Time to Eat
5	<b>Our Savior is a Christian Early Childhood Center</b>	14	Special Days <b>Dress for School</b>
6	Days and Hours of Operation Ages Served/Ratios Licensure Status Data Privacy Accreditation <b>Attendance/Arrival and Departure</b> Student Absence Key Fobs	15	<b>Personal Items Brought to School</b> <b>Diapering / Toilet Training</b> <b>Nap – Rest Time</b> <b>Special Considerations</b>
7	Daily Arrival and Sign In Arrangements Daily Pick-Up Authorization To Pick Up Children Late Fee	16	<b>Health and Safety</b> Physical Examination/Immunizations Communicable Diseases Accidents Student Medication Policy & Procedure
8	<b>Guidance and Discipline Policy</b> Biting Policy	17	Staff Health and Safety <b>Emergency Procedures</b> Snow
9	Dismissal of Child <b>Fees and Schedule of Payment</b> Enrollment Dates	18	Storms Fire Earthquake Intruder Emergency Drills Firearm Policy
10	Holidays Teacher Work Days/Professional Development Leave of Absence Policy Withdraw From School Congregational Subsidized Tuition Fundraisers <b>Our Partnership with Parents</b> Pre-Admission	19	<b>Our Expectations for Parents</b> <b>Provided Snack List</b> <b>Worship Invitation</b>
11	Educational and Disciplinary Procedures Continuing Contact with Parents Parent Input	20	<b>Statement of Faith</b>

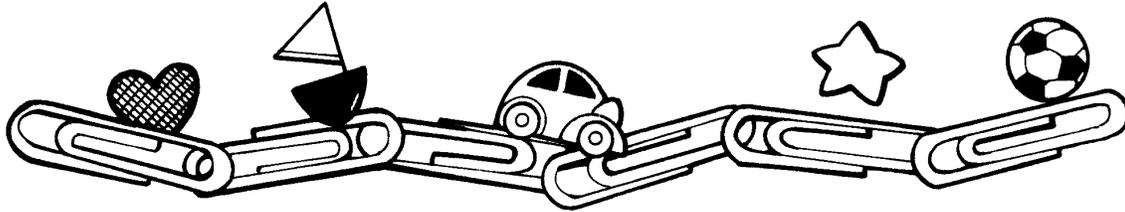
## Welcome to Our Savior Lutheran Early Childhood Center

A Ministry of Our Savior Lutheran Church

The instruction at Our Savior Early Childhood Center (hereinafter referred to as the “Center”) is under the supervision of the constitutional directives of Our Savior Lutheran Church. Children participate in on-going learning activities of the Center under the supervision of the Center staff. This handbook serves as one of the Center’s communication tools with parents. We hope you will read this handbook in its entirety when you enroll your child and if necessary, clarify any areas of concern with the director as soon as possible.

To provide the best environment for children, the following beliefs concerning early childhood are key to our program development:

- Teaching is aimed at nurturing the whole child. That means we provide activities that develop the mind, body, and spirit in a Christian environment.
- Children are a gift from God and we support parents in their nurturing role.
- Young children must become engaged in their own learning. They need to see, feel, taste, hear, and smell.



### **CHURCH MISSION STATEMENT**

Rejoice Fervently—Respond Spiritually—Reveal Intentionally

### **OUR CENTER’S MISSION STATEMENT**

Our mission is to provide children within our community an opportunity to grow in God’s grace in a caring environment that promotes the development of their whole being.

### **OUR CENTER’S PHILOSOPHY STATEMENT**

We believe each child is a unique individual, created and valued by God regardless of race or national origins, and with his or her own set of skills and abilities.

We believe in the importance of meeting the needs of each child as they pass through sequential stages of development and providing an environment that nurtures and facilitates growth.

We believe children grow and thrive in a loving, stable, safe, and consistent environment and there is success when staff and families collaborate.

We believe there are five major areas of development: spiritual, emotional, social, intellectual, and physical. Our curriculum strives to develop all of these areas.

We believe in promoting not only the spiritual development of each child, but building the faith life of each individual family.

We believe play is the heart of learning. It is necessary for a child’s healthy development of cognitive and physical skills and competencies.

“Train up a child in the way he should go, and when he is old he will not depart from it.” Proverbs 22:6

## CURRICULUM PHILOSOPHY

It is the philosophy of Our Savior Early Childhood Center that young children learn most effectively when they have the opportunity to explore their environment and experience a variety of materials and situations while they play. We also believe in a responsive, developmental approach to early childhood learning which emphasizes that each child develops at their own rate and that progress is measured individually rather than in comparison to other children in the group.

The Center is a Christ-centered program. Learning experiences are taught from the Christian perspective that each child is a child of God and that all people are deserving of respect as people of God. In accordance with this philosophy, we include prayer, worship, Bible stories and teaching, and service to others as part of our curriculum.

The Center follows the Missouri Early Learning Standards curriculum endorsed by the Missouri Department of Elementary and Secondary Education (DESE). These standards cover the curricular areas of:

- Literacy
- Mathematics
- Physical Development, Health and Safety
- Science
- Social/Emotional Development and Approaches to Learning
- The Center has added standards for Spiritual Life.

Our assessment program, the Desired Results Developmental Profile, (DRDP) is connected with those standards. The DRDP is a developmental continuum for each child. The assessment tool is completed using teacher observations, family observations, and examples of children's work. It utilizes ongoing documentation of children's knowledge and skills in everyday environments. See page 13 for more information about this assessment tool.

Classroom daily schedules, or "flow of the day", include:

- welcome
- self-directed, or choice, activities
- circle time (calendar, weather, Jesus time)
- gross motor activities (i.e. playground or gym activities) and fine motor activities (i.e. coloring/art)
- bathroom time
- lunch and snack time
- readiness skills
- language development
- spiritual development

## GOALS OF OUR SAVIOR EARLY CHILDHOOD CENTER

As the teachers work with your child to meet individual needs, we believe these seven (7) qualities are important outcomes:

### **1. Children will see themselves as children of God.**

Children will see themselves as a very special person, unique and loved by God. Children see Jesus as their special friend who protects and is with them all day long. Children are learning to live in a relationship of love and forgiveness with God and each other. Children feel comfortable asking questions about the Bible, God, and being a Christian.

Examples: Bible stories, daily and table prayers, chapel, songs, play

**2. Children will become independent and have a positive self-concept.**

Children will have the opportunity to make judgments and decisions in becoming self-disciplined, self-guided, and self-directed. Children are beginning to be able to solve some of their own problems. They will learn to see themselves as successful learners through success-oriented activities and positive interactions with others. Children will feel a sense of belonging with other children and adults. It is important that children feel free to take risks and learn from mistakes.

Examples: circle and meeting times, play, positive guidance and discipline, talking with children eye-to-eye

**3. Children will begin to identify their own emotions.**

Children will be able to play and work with other children and adults. They will begin to channel their emotions into outlets that are acceptable and be able to adapt to a group situation.

Examples: play, small group activities, circle and meeting times

**4. Children will develop healthy habits.**

Children who are healthy have more energy to learn. Health requires that children be well nourished and have adequate rest. Children who have the opportunity for vigorous activity will develop competence in physical skills.

Examples: nutritious snacks/meals, naps, outdoor play, gross motor activities, hand washing techniques

**5. Children will use language to communicate with others.**

Children will progress through the developmental stages of language: from gesturing to using simple words, using simple to complex sentences, to communicating with adult-like language.

Examples: sharing, calendar, snack, conversation, play, art, circle, story time

**6. Children will use their naturally curious nature and want to learn.**

Children will begin to be critical thinkers and problem-solvers. Children are naturally curious. They learn by using all the senses when they observe, ask questions, look at pictures, solve problems, and try different ways to do things.

Examples: science table and activities, large and small group activities, play, sensory tables, manipulatives, puzzles, outdoor play, reading corner

**7. Children will love reading, writing and books.**

Children will have books and writing materials available to them at every stage of their development so that reading and writing become part of their daily routine and habit.

Examples: story time, circle time, play, independent reading time, writing center, and writing tools

**8. Children will see themselves as creative.**

Children will be given opportunities to express themselves through a variety of art media as well as through dramatic play.

Examples: painting, play dough, etc; dramatic play areas (beauty shop, home living, etc.)

**OUR SAVIOR IS A CHRISTIAN EARLY CHILDHOOD CENTER**

Parents often ask, "What Christian influence do you provide at Our Savior Early Childhood Center?"

- We provide a loving and Christ-centered educational environment for all children enrolled at the Center.
- We provide time to learn about Jesus in circle time and throughout the day.
- We provide time to learn about the wonders of nature and the blessings of our families.
- We provide time to sing Christian songs and say a table prayer before our meals.
- We celebrate Christian and American holidays: Thanksgiving as a time of sharing; Christmas as Jesus' birthday; Easter as Jesus' resurrection.
- We attend brief worship services (Chapel) in Our Savior's sanctuary once a week. These services are specially designed for young children.

- We believe the celebration of Jesus’ love and acceptance is an important part of our mission as an early childhood center.

**DAYS AND HOURS OF OPERATION**

The Center is open five days per week, Monday through Friday, 42 weeks per regular school year, and 10 weeks per summer session. Daily hours of operation are 7:00 a.m. to 6:00 p.m. See “Holidays” and “Teacher Work Days/Professional Development” on page 9 for specific closure dates.

**AGES SERVED/RATIOS**

Children between 6 weeks of age and five (5) years old are included in our program. The licensed capacity at the Center is for one-hundred twenty (120) children. The ratio of children to teachers is in effect at all times and children are never left unsupervised.

Children qualify for groups by the following age categories:  
 Infant/Young Toddler - 6 weeks up to 12 months (1 teacher per every 4 children)  
 Toddlers - 12 months up to 36 months (1 teacher per every 8 children)  
 Pre-School - 3 years up until they start Kindergarten (1 teacher per every 10 children)

**LICENSURE STATUS**

Our Savior Early Childhood Center is licensed by the State of Missouri through the Department of Health and Senior Services and therefore complies with the Child Care Regulations presented in MO Rules of Department of Health – Division 30 Health Standards and Licensure (Chapter 60/Title 19). If parents wish to contact the Department of Health and Senior Services, the number is 573-751-6400.

**DATA PRIVACY**

According to the Federal Educational Rights and Privacy Act of 1974, educational records concerning your child are confidential information. This includes enrollment forms, health records, observation records, Individualized Education Plans (IEP), Individualized Service Plans (ISP), written parent-teacher conference reports, and all other information about your child. Your child’s record will only be accessible to you, the director, your child’s teachers, a designee of the state licensing department for licensing purposes, and validators for accreditation. Parents will provide written permission should information need to be shared with parties outside of the Center.

**ACCREDITATION**

Our Savior Lutheran Early Childhood Center is an accredited school through the National Lutheran School Accreditation (NLSA). NLSA encourages, assists, and recognizes Lutheran schools across the United States, and the world, that provide quality Christian education and engage in continuous improvement. The purpose of an NLSA self-study is to evaluate the actual conditions in place that are related to essential indicators of school quality. Accreditation team decisions have always been based upon a school’s compliance with national standards for Lutheran schools that reflect the essential qualities that are expected of Lutheran schools. The Center participates in the accreditation process every 5 (five) years.

**ATTENDANCE/ARRIVAL AND DEPARTURE**

**STUDENT ABSENCE**

It is the parents’ responsibility to notify the Center if your child will be absent on their assigned day(s). You can call the office and leave a message or email your child’s classroom teacher and the director.

**KEY FOBS**

Prior to the start of the school year or summer session, families will be given two (2) key fobs. These fobs give you access to the Center via the Center entrance only (under the orange canopy). Fobs will also grant access to the main level hallway

as well as the stairs to the lower level. The fob works only for the hours that the Center is open, Monday through Friday 7:00 am to 6:00 pm. If you lose your key fob, please notify the office as soon as possible. The system is very secure, however, if you do not have possession of your fob, someone else may have access to the Center. If you lose your fob, there will be a twenty-five dollar (\$25.00) replacement fee. If your fob should become damaged, please return it to the director to get a new fob with no cash penalty.

### **DAILY ARRIVAL AND SIGN IN ARRANGMENTS**

Each classroom's "flow of the day" varies. To ensure your child is set up for success within the educational setting and social group, make every effort to have your child to school by the classroom's 'circle time.' Check with your child's classroom teacher for the individual schedule.

For parents' convenience, a 15-minute parking/loading zone is available on the north side of the Center along the orange canopy. When the loading zone is full, parents are encouraged to park anywhere in the parking lot.

Parents, and persons authorized on the enrollment forms to do so, are required to accompany their child into and from the Center each day. In addition, they are to register the child's attendance and any special notes to teachers on the sign-in/out sheet. The Center legally assumes responsibility for the child once the responsible person has signed in at the time of arrival.

As you arrive, you are responsible for getting your child ready for the day. You should help your child out of any outer clothing and help them put all coats, hats, mittens, etc. in the child's cubby. Allow the child to do as much as they can for themselves. Be sure you sign your child in for the day with the arrival time and identify in writing who will be picking them up that evening if it will be someone other than the parents. If you have special information to share with the teacher, leave a note in the space provided on the sign-in sheet.

### **DAILY PICK-UP**

Parents, and those authorized on enrollment forms, will sign your child out on the sign-in/out sheet. If the children are on the playground or the gymnasium, please pick up your child from that location and be sure to tell the teachers that you are leaving with your child. The Center assumes no responsibility for the child once the responsible person has signed the child out.

If your child is involved in a play activity when you arrive, help us be consistent by reminding your child to clean up whatever activity they were involved in.

### **AUTHORIZATION TO PICK UP CHILDREN**

No child will be released to a person not authorized on enrollment forms by a parent to pick up their child. The sign-in sheet is the place to designate if someone other than the parent is picking up the child. We must have written or verbal authorization from the parent for any changes. You will be asked to provide a code word for the emergency card so that the person's identity can be verified should you call us with a verbal change as to whom is picking up your child. Staff may ask to see identification if they are not familiar with the person picking up.

The staff reserves the right not to let a child leave the Center if they feel that the child would be placed in an unsafe situation. If the situation should arise, the director or other staff member will contact the other parent or an emergency contact person to come and pick up the child.

### **LATE FEE**

If you arrive at the Center after 6:00 your key fob will not work. At this time, you will owe a late fee of \$10.00 per quarter hour or a fraction thereof that you are late, payable with your next tuition payment. If you know you are going to be late,

please call the Center and talk with the director or leave a voice mail. The late fee will still apply even with notice of late pick-up.

The following steps will be taken if you are over one-half (1/2) hour late in picking up your child from the Center:

- We will continue trying to contact the parent(s) or the responsible pick-up person listed on the enrollment form or sign-in/out sheet at their cell, work, home, or other phone numbers.
- We will call the emergency number(s) located on your child's registration form and have that person pick up your child.
- Staff will notify the director while they continue to contact the parent.
- If by 7:00 PM there still has been no contact with a parent or an emergency contact person, the St. Charles Police will be called.

## GUIDANCE AND DISCIPLINE POLICY

In guiding young children, one of our goals is to help children develop independence and self-discipline, and to learn to consider the needs and desires of other people. In order to do this, we use the following guidelines in working with children:

- The classroom environment and routines are prepared so children experience success.
- Choices are given to help re-direct children (i.e. "you may choose the red car or pick a new one."). Encouragement is given to the child to make decisions.
- Rules are stated clearly and in a positive way. If a child acts inappropriately, our first action is to redirect a child to an appropriate activity or behavior. The child is also guided on what they should do, rather than dwelling on what they should not do. Clear and precise reasons and explanations are given for why a child is to do something. If necessary, and as a last resort, we will remove a child from the situation.
- Cooperation is emphasized and competition is minimized.
- Any circumstances considered to be a "bullying" situation will be handled immediately and parents will be notified.
- It is important that children know it is okay to have positive and negative feelings. We help the child label and deal constructively with feelings.
- We discuss Jesus' love and His gift of forgiveness of sins with the child. A prayer is usually said with the child as well.

Physical punishment is never used. No child will be shamed or humiliated, left unsupervised, shouted at, or denied food for inappropriate behaviors. No child will be punished for lapses in toilet training. Consistent communication with parents via Class DoJo, email, phone calls, and/or face-to-face conversations helps the child be successful.

Although separation from the group will be used as a last resort, it may happen at times. If your child is separated from the group three (3) times or more in one day, the parent will be notified and it will be documented that you were notified. If a child is having a difficult time following teacher directions/rules and/or if the child is hurting his- or her-self and/or others, the parent will be notified by phone and the child may need to be picked up from school. If there are ongoing behaviors, the parent(s), teacher(s), and director will set a meeting to determine the best way to handle the behavior.

### **BITING POLICY**

The Center recognizes that biting is, unfortunately, not unexpected when young children are in a group setting. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right thing for children to do, we know that they bite at different ages for a variety of reasons. Most of these reasons are not related to behavior problems but in their learning of appropriate social situations. Our Center, then, does not focus on punishment for biting, but on effective techniques that address the specific reason for the biting and alternative ways for the child to respond. When biting occurs, we have four main responses:

- Care for and help the child who was bitten.
- Help the child who bit learn an alternative behavior.
- Work with the child who bit and examine our programming to help prevent biting in the future.
- The parent of the bitten child and the parent of the biting child will be called. All children's names are confidential.

### **DISMISSAL OF CHILD**

The Center makes every effort to provide a program that meets the needs of each child. However, sometimes it may be impossible to meet every need of a child and family. The decision to dismiss a child from the Center shall be at the sole discretion of the director.

- If after working with the child and family, we do not believe it is in the child's best interest to remain at the Center, we will ask the family to make other arrangements for their child's education.
- The director may require a parent to take their child out of the Center if the parent refuses to follow the policies as described in this handbook.

## **FEES AND SCHEDULE OF PAYMENT**

A schedule of current tuition fees is available from the director. Tuition rates are based on a yearly budget and broken down over 42 weeks per regular school year and broken down over 10 weeks per summer session. Tuition is paid using our on-line payment program, FACTS. You may choose to pay weekly, biweekly, or monthly. If tuition payments fall behind by two (2) weeks, the child will not be allowed to continue at the center until all tuition is paid. If any payment is returned for non-sufficient funds, FACTS will charge a \$30.00 fee and the Center will charge a \$25.00 fee to your account.

The Center does not accept Missouri state assistance for tuition payments.

There is a 10% tuition discount for a second or third child also enrolled in the Center. This discount applies to the lowest tuition rate.

A \$100.00 enrollment fee is due at the time of enrollment. This fee holds your child's spot in the classroom and needs to be paid by cash/check payable to Our Savior Lutheran Church. The director will coordinate with the parents to set an official start date into the program. An activity/equipment fee of \$75.00 (school year) and \$50 (summer) is due within the child's first month of attendance and will be noted on your FACTS account. Any and all fees can be changed at the director's discretion at any time.

You will continue to be billed your regular weekly rate even if there are shortened weeks due to professional development or holidays such as Labor Day, Memorial Day, etc. You will continue to be billed your regular weekly rate even if there are shortened weeks due to your child's illness. In the event that an unforeseen circumstance closes the Center (i.e.: snow day, major building maintenance, etc.) tuition will still be billed at the weekly rate unless it is for an extended length of time (three (3) consecutive days or more). See also our "Snow Policy" on page 17.

Your child may have one (1) free week of tuition in one (1) calendar year. Your child must have attended at least 6 months to receive this free week.

### **ENROLLMENT DATES**

Enrollment for children that are currently enrolled in our Center or Our Savior congregational members opens on the 2<sup>nd</sup> Monday in January for the following school year and/or for the summer session. Enrollment for the community for the following school year and/or for the summer session opens on the 2<sup>nd</sup> Monday in February. Enrollment is on a first-come, first-served basis so we encourage you to enroll early. The \$100 enrollment fee holds your child's spot.

## **HOLIDAYS**

The center is closed on the following days. Please refer to the Center's school year calendar for specific dates. Dates are subject to change at the director's discretion.

- Labor Day
- Thanksgiving and the day before and after (Wednesday – Friday)
- Christmas Break
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Easter Monday
- Memorial Day and the day following or Friday preceding
- July 4<sup>th</sup> and other days prior to or immediately following

## **TEACHER WORK DAYS/PROFESSIONAL DEVELOPMENT**

As a year-round Center, it is beneficial for teachers to have reasonable time to set up their classrooms. This ensures the proper order, readiness, and teacher training for your child to have a successful school year. For that reason, the Center will be closed the immediate two (2) working days following the last day of the school year and the two (2) working days following the last day of the summer session. Teachers will spend part of the day on MLK Day, President's Day, and other holidays in the classroom in an effort to keep the classroom ready for quality instruction.

## **LEAVE OF ABSENCE POLICY**

If a child will be out of the Center for four (4) weeks or longer and the parent wishes to hold the child's spot, a weekly fee may be charged at the director's discretion to hold the open spot. Should your spot be requested by another family, you will be contacted and given the opportunity to keep your spot by paying the full tuition rate for the remaining time your child will be gone.

## **WITHDRAW FROM SCHOOL**

A two-week written notice to the director is requested when parents wish to withdraw their child any time while the child is enrolled in the Center.

## **CONGREGATIONAL SUBSIDIZED TUITION**

As Our Savior Lutheran Church ministers through Our Savior Early Childhood Center, they realize the expense of tuition on families can be burdensome. In the hope of providing affordable educational care, Our Savior has committed itself to keeping tuition below current market prices. In response to this kind financial gesture, the Center requests that children and their families participate in a minimum of three (3) congregational events. We will host a minimum of five (5) events throughout the year which are communicated to you via the yearly school calendar and weekly teacher newsletters. If you are unable to attend an event, there are other opportunities. Most of these events are held on Sunday mornings and include the children singing in church. This is a unique learning experience for both your child and you.

## **FUNDRAISERS**

The school will have a few fundraisers throughout the year. These fundraisers help us purchase items such as computers, indoor/outdoor playground equipment, and any other items our children need to maintain a quality program. We need your help to make these a success. Parents should participate in one (1) fundraiser each year. You will have the opportunity to sign up for the fundraiser(s) that works best for you. You can sign up at our Parent Information Meeting in July or the Open House in August. The Oktoberfest Parking Lot in September and Chili Cook-off in January are a couple of the fun ways our families can be in fellowship and help raise funds for the Early Childhood Center.

## OUR PARTNERSHIP WITH PARENTS

### PRE-ADMISSION

Before a child is enrolled at the Center, parents should arrange an appointment with the director to visit the Center, meet the teachers, and discuss the needs of the parent and child. Each child needs to have all required state and Center-specific forms completed and approved and in their file PRIOR to entrance into our program. These forms include:

- Our Savior Enrollment Form
- State enrollment form
- State medical examination report
- Immunization record
- Notice of Parental Responsibility (NPR)

To help with your child's transition from either home to the Center or from one room to another room, we invite you to make a scheduled classroom visit prior to your child's entry. You may also spend some time observing your child through the classroom's viewing window. When your child is transitioning from one class to another, our staff schedules visits during the school day so the child is familiar with their new classroom.

### EDUCATIONAL AND DISCIPLINARY PROCEDURES

The Center has prepared an early childhood program plan which includes our educational philosophy and discipline procedures. Classrooms are set up with child success in mind. The curriculum is very play-based, as play is the primary way that children learn. These are written out on the Notice of Parental Responsibility Form signed by you as required by the State.

### CONTINUING CONTACT WITH PARENTS

Daily reports are given to parents when they come to pick up their child. These reports include information about your child's food intake, sleeping patterns, diapering, toileting, and general behavior. Daily classroom activities will be posted on the bulletin board at each classroom.

Formal conferences are held in early to mid-November and a portfolio night/informal conferences are held in late March or early April. During these conferences, your child's physical, social, emotional, intellectual, and spiritual development will be discussed. This is an important time for you and your child's teacher to discuss progress. If at any time you desire a conference with your child's teacher, please feel free to call them and set up an appointment. If your child's teacher desires a conference, she will call you and set up an appointment.

Parent newsletters from each of the lead teachers are distributed on a weekly basis via email. Hard copies can also be found in your child's cubby and/or by the parent board. We encourage you to read these newsletters for any curriculum information, important dates, and upcoming special events. The director will communicate important information, special events, important dates, etc. via email.

### PARENT INPUT

We want to maintain open communication at all times with our parents. We encourage you to give us feedback on our program and planned activities. Please feel free to speak with any of us about a concern or complaint or with positive thoughts and praises. Please speak to the teachers directly if you have a question or concern. If you cannot find resolution at this point, please speak with the director. We wish to serve you in the best way possible. Your input and needs are important to us as we strive to provide the best possible early education for your child. If at any time you wish to visit the center to observe or visit your child, please feel that you are always welcome. Check with your child's teacher first to confirm your visit.

## GRIEVANCE PROCEDURE

When areas of concern arise, the problem should be brought to the attention of the teacher who will hear your concern, suggestion, and/or grievance, and attempt to work towards a solution. If additional resolution is needed, please contact the office to set up an appointment with the director and/or the teacher. If additional communication is necessary, the problem can be taken to the administrative Pastor.

## FIELD TRIPS

Preschoolers typically take two off-site field trips per year. On-site 'field trips' regularly occur for all classes, allowing each class to meet in a location outside the classroom for special events or presentations. Transportation for off-site field trips is via private parent and teacher vehicles. In addition, you will receive a Field Trip Notice and a Field Trip Information form to send back to school for each trip. These will inform you about the date, time, place and request for drivers. Drivers must provide model and year of vehicle, license plate number, and photo copies of the driver's license and insurance carrier.

- Current Missouri law states that children ages seven (7) and under must be secured in a child passenger restraint system or booster seat in the back seat of the vehicle. We will adhere to this law on all field trips.
- Siblings will not be allowed to go on field trips. Parents need to focus on the safety of the preschool children in the class.
- We have some potential walking field trips. When scheduled, parents or other volunteers will be asked to accompany us.

Following are the field trip procedures that need to be adhered to if you volunteer to drive:

- You will be assigned children the morning of the field trip. The teacher will give you a packet which contains Enrollment ID cards for each child that is riding with you, directions to our destination, emergency procedures, and phone numbers. Make sure that the children are wearing their name tags.
- When the teacher has dismissed your group, please assist the children with their outerwear as needed and escort them to your car. Be sure that each child is securely buckled in a rear seat of the vehicle in a car/booster seat. Car doors should be locked.
- When we arrive at our destination, you are responsible for keeping track of the children assigned to you. They should be in your sight at all times. If you are having difficulty with a particular child please let one of the teachers know. When we move from one area to another, always do a head count to make sure everyone is present. Whenever possible, we will try and keep the whole group together and do things at the same time. The teacher will act as a guide for our activities.
- When it is time to return to the Center, please escort the children to your vehicle, make sure they are counted, and assist them with buckling up. We will all meet back at school where you will escort the children into the classroom and do another head count to make sure all children in your group are inside.
- Please assist the children with removing outerwear and getting resettled into the classroom. Return all materials and check-in with the classroom teacher before you leave.

## PHOTOGRAPH POLICY/SOCIAL MEDIA/COMPUTER USE

Electronic pictures of children engaged in play activities will be taken throughout the year. These pictures may be used on bulletin boards, newsletters, brochures, art projects, the church website or Facebook page, Class DoJo, and presentations made to those interested in the activities of the school. If pictures are used, there will not be any personal identification of any student by name and we request you do not use student names as well when making comments on social media. No photographs will be sold by or to anyone unless they are school pictures taken by a photographer and made available for purchase. Computer use by children in our Center is limited. Any computer time is under teacher supervision and for educational purposes.

## PETS

Should an animal be considered as a pet in a classroom or coming for a visit, a check of the children's files will be done to determine if there are any allergies or asthma-related problems to certain animals. Therefore, it is important that your child's file reflects any of these health concerns.

**NO SMOKING**

There is no smoking, including e-cigarettes, allowed in or around the building/playground at any time.

**INSURANCE COVERAGE**

Our Savior Early Childhood Center is included in the comprehensive liability policy carried by Our Savior Lutheran Church, in excess of \$100,000 per individual/\$300,000 per incident. Please note that our policy does not cover you transporting your child to and from the Center.

**STATEMENT OF NONDISCRIMINATION**

Our Savior Lutheran Church of St. Charles, Missouri in operating Our Savior Early Childhood Center, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin, in administration of our educational policies and other school administered programs. See also "Special Considerations" on page 15.

**CHANGES IN POLICIES OR PROCEDURES**

Existing policies and fees are subject to change. These changes will be communicated through the monthly newsletter, emails, mailings, and/or cubby notices.

## ASSESSMENT AND SCREENING

The Center uses the Desired Results Developmental Profile (DRDP), a developmental continuum, for each child. The assessment tool is completed using teacher observations, family observations, and examples of children's work. It utilizes ongoing documentation of children's knowledge and skills in everyday environments. Assessment results are kept in a portfolio that includes skills and developmental checklists, writing and drawing samples, photographs, and anecdotal records of the child during school activities.

The DRDP is made up of eight domains, focusing on the acquisition of knowledge, skills, or behaviors that reflect each individual child's development. These domains include: Approaches to Learning, Social/Emotional, Language/Literacy, English Language Development (for those children learning English), Cognition in Math and Science, Physical Development and Health, Social Science/Social Situations, and Visual/Performing Arts.

Assessment results will be shared with you during Parent/Teacher Conferences in early to mid-November and again in late March or early April and/or as needed/requested throughout the school year. See "Continuing Contact with Parents" on page 11.

## MEALS AND SNACKS

**PEANUT FREE**

The Center is peanut free. Please do not bring food containing any peanuts, tree nuts, or foods processed in a facility containing those allergens. Please carefully check individual food labels or check the following website if you have any questions: <http://www.foodallergy.org/food-labels>.

**TIME TO EAT**

All food/formula for infants 6 weeks until 12 months (or when the child transitions to the toddler room) will be provided by the parent. Baby food should be prepped and ready for feeding when it is brought to school. We ask that no food or formula be brought in glass containers.

A morning snack will be provided to the full day and part day preschool programs. Full day programs will also have an afternoon snack. These snacks promote good nutrition and are chosen by the teacher and/or assistant teacher. For a complete list of provided snacks, see page 19.

As part of the Center's curriculum, a hot lunch will be provided as a part of the full day program. Monthly menus will be emailed to you and posted at school. Due to state regulations, children may NOT bring in their own lunches. 2% milk is provided at lunch. Parents will provide milk alternatives if it is needed for your child. If a child has food allergies, arrangements can be made with the director for the proper diet to be provided for that individual. If a child has a food allergy and it is not safe for that food to be brought into a specific classroom, all parents must follow specific allergy guidelines.

### **SPECIAL DAYS**

Your child's birthday is a very special day! Classroom teachers will make arrangements with you to bring a special snack as near to the date as possible to celebrate. If your child's birthday is during the summer and he/she will not be at school, coordinate with your teacher to arrange another date to celebrate.

Children like to invite classroom friends to their birthday parties. You are able to bring/pass out invitations at the school if you are inviting the entire class or all the girls or all the boys. This prevents any hard feelings.

Each classroom will celebrate a Christmas and Easter party. Times and dates will be on the school calendar and listed in the teachers' weekly newsletters. Room parents, under the guidance of the teacher, will be in charge of decorating, planning and implementing group games, setting up party treats and giving out favors. All parents are invited to come to each of these celebrations. If you must bring siblings to these events, it is the parent's responsibility to watch them. A sign-up sheet for helping or bringing party items will be posted before each party.

There are many special events throughout the year such as our Veteran's Day Celebration, Grandparent's Day, 4<sup>th</sup> of July parade and many more. Please refer to the Center calendar and the teachers' weekly newsletters for the specific dates.

## **DRESS FOR SCHOOL**

Washable play clothes and comfortable tennis shoes are best every day. Keep in mind we will be sitting on the floor, climbing, jumping, running, riding, using paint, glue, and other messy materials. Sandals, boots, or dress shoes do not provide safe footing for climbing on the playground equipment.

Going outside will be an important part of daily activities with the exception of inclement weather or extreme heat/cold. Outside time may be shortened during periods of extreme heat/cold. Please **listen to the forecast** and dress your child *appropriately*.

Whenever possible, please label clothing and outerwear with your child's name or initials.

Keep your child's independence in mind when choosing clothes. Belts and overalls can be difficult for a child to manipulate.

Please do not let your child wear jewelry to school. The pieces may break and become lost or become choking hazards. Pierced earrings are an exception.

Since accidents and spills can happen, we recommend that each child keep a change of clothing (appropriate for the season) in their cubby or backpack. This includes underwear and socks.

Although professionals, teachers may also wear comfortable clothes and tennis shoes for the same reasons as the children.

## PERSONAL ITEMS BROUGHT TO SCHOOL

The classroom teacher will supply you with a list of “school supplies” your child needs to bring to school. Your child will need a book bag each day to carry papers to and from school.

Toys, food, gum or other items should not be brought to school unless the teacher has requested them. **Toys and other items from home need to stay at home.** This prevents distractions and lost or broken items that may upset the child. Anything brought from home will become the teacher’s property. Each child will have opportunities for Show and Tell and other special days.

## DIAPERING/TOILET TRAINING

Diaper changing and toilet training is an on-going process and is done as needed throughout the day. It is important that both teachers and parents work closely so a consistent routine is established. Due to sanitation guidelines, please provide disposable diapers only, not cloth. Per sanitation requirements, accidents in underwear need to be kept to a minimum. If a child has more than an occasional accident, Pull-Ups will be required. We ask that you begin toilet training at home during the weekend or days off of school before bringing the child to the Center as a new trainee. We will follow through and encourage your child while in our care. Toilet training will be done in a relaxed manner with the cooperation of the family.

Parents need to supply Pull-Ups, wipes, and a couple of extra outfits including socks and shoes. 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 or zippers, and overalls. These are difficult for children to remove in a hurry and/or independently.

## NAP - REST TIME

Naps are an important part of the daily program. The Center follows safe-sleep practices: infants are placed on their backs in empty cribs. Toddlers/preschoolers are placed on cots. We request that each child lie on their cot and nap or rest. We have found that most children need the rest and will easily fall asleep within one half-hour. If your child does not fall asleep after half an hour, they will remain on their cots and quietly rest. Please make sure your infant has a crib sheet and sleep sack/swaddle blanket. Please make sure that your toddler/preschooler has a small sheet (crib size fits perfectly), a blanket, small pillow, and a stuffed animal if they wish for naptime. You will provide a reusable bag for taking things to and from school. Please take your child’s nap things home at the end of the week, or more frequently as requested, to be laundered.

## SPECIAL CONSIDERATIONS

Parents/guardians have the responsibility to inform the Center when their child has any special medical conditions, needs, or allergies so we can provide appropriate care and support.

If it has been determined by a licensed physician, psychiatrist, psychologist, or consulting agency that your child has a condition related to physical, social, or emotional development and has one or more of the following, this information needs to be shared with us so we can support the need(s) and the plan(s):

- Eligible for case management through the state and has an Individual Service Plan (ISP)
- Receiving services through the local school district and has an Individual Education Plan (IEP)
- Receiving services through First Steps or other early learning provider

This plan must be signed by you and your child's source of licensed health care professional as listed above and be reviewed annually to assure that necessary modifications are made to the plan of care. Please submit all renewed plans to the director. If the special need requires that our staff be trained and are capable to perform a new skill, we will ask that you arrange for this training and its expense.

While the Center will make every effort to meet the needs of your child, it may not be possible in every instance.

## HEALTH AND SAFETY

### PHYSICAL EXAMINATION AND IMMUNIZATIONS

Each child must have a State Medical Examination Report on file prior to admission. It must be signed by your physician and state that your child is in good health, is up-to-date on all immunizations, or has any specific health or behavior needs. We do not admit children with an immunization exemption. All Center parents should provide the office with updated immunization and medical examination records following each pediatrician visit.

Parents need to provide specific information about children's allergies, Allergy Action Plans, and/or other health concerns.

### COMMUNICABLE DISEASE

Children will not be allowed at school if they exhibit any of the following symptoms: fever (99 degrees or higher under the arm), severe coughing, diarrhea (more than once a day), sore throat or trouble swallowing, vomiting, skin rashes, difficult or rapid breathing, headache and stiff neck, severe itching, or redness/goopiness of the eye area. If any of these symptoms develop while at school, you will be notified to come and pick your child up. They will be isolated from the other children until the parent arrives.

Children must be symptom free *with no medication* for 24 hours before coming back to school and be kept home at least 24 hours following a medical procedure, unless otherwise directed by a doctor note.

Please notify the Center if your child contracts a communicable disease such as pink eye, head lice, strep throat, etc. Information about possible exposure will then be emailed to all parents in your child's class to be on the alert for symptoms. No child will be identified by name.

Teachers will promote and model good health habits such as hand washing and using tissues. Tables, toys, and bathrooms will be cleaned and disinfected on a regular basis.

### ACCIDENTS

In case of serious accident or injury at school, the parents will be notified immediately. If a child requires emergency medical care, we will follow the parent's written instructions on the "Authorization for Emergency Medical Care" section found on the State Enrollment Form. Center staff is trained in first aid and CPR.

Minor injuries or accidents will be reported to you verbally and through an "Ouch Note". First aid will include washing a cut or scrape with soap and water and applying a band-aid or applying ice to a bump or bruise. See also our "Biting Policy" on page 8.

### STUDENT MEDICATION POLICY

Never send medication of any kind (prescription or over the counter) to school without following the Student Medication Procedures below. This includes such things as chapstick, cough drops, or sunscreen. By law, Center staff cannot administer these things without proper documentation and, if left in children's cubbies or bookbags, they could pose a threat to other children. Parents are requested, whenever possible, to schedule medications to be given at home. Only those medications specifically prescribed to be given during school hours will be given at school.

**Medication Administering Procedure:**

- The physician will provide a written request that the medication be given during school hours. This will include name of drug, time of dosage, reason for medication, route of administration, adverse effects, and emergency instructions that might be applicable.
- Medications must be brought to school in a container appropriately labeled by the pharmacy or physician and is to include only that medication to be given during school hours.
- All medication must be furnished in the original container with the student's name on the container.
- Signed permission must be provided by the parent requesting that Center staff administer the medication.
- The log on the State Medication Administration form will be kept of all prescription and over-the-counter medications at school. It will include the student's name, the date and time the medication is given, and the signature or initials of the staff member giving the medication.
- All medications will be kept in an upper wall cabinet in a secured metal box.
- Medications needing to be refrigerated will be kept in the classroom refrigerator or the refrigerator in the office.
- Center staff will not administer the first dose of any medication nor may the student return to school until 24 hours after the first initial dose has been administered or the child is 24 hours fever-free without medication.
- The parent must supply any over-the-counter medication. A State Medication Administration Form must be signed by the parent for each new medication documenting the need for the medication, the conditions for which it is to be administered, the dosage, times of administration, and possible side effects.

**STAFF HEALTH AND SAFETY**

Staff members are required to have a medical examination, including a TB skin test, kept on file.

Staff members are certified in First Aid/CPR and screened for child abuse/neglect every two (2) years.

Missouri child abuse reporting laws require that all teachers and/or classified employees report all *known or suspected* instances of child abuse to the Missouri Child Abuse Hot Line. Failure to do so is punishable by a jail sentence, a fine, and/or revocation of a teacher's certificate. Therefore, in the interest of student safety and in compliance with state law, parents should know that all such incidents will be reported as dictated by law.

**EMERGENCY PROCEDURES****SNOW**

If the weather presents a safety hazard for children or staff, the Center may close. The director will first notify parents via email of the closure. Also check for cancellation on Fox 2, KMOV-4 or KSDK-5 television stations. We will be listed as **"Our Savior Lutheran Pre-School – St. Charles"**. We will also list a school closing on the Our Savior Lutheran Pre-School Facebook page as well as individual class DoJo groups. If you are in doubt, please call the school before venturing out in inclement weather.

Our Savior Early Childhood Center is a year-round program and will make the following accommodations for snow days during the Winter season.

- Up to 4 snow days allowed before accommodations are made.
- 5<sup>th</sup> & 6<sup>th</sup> day equals refund to children that attend on affected day of closing.
- 7<sup>th</sup> day and beyond are considered extraordinary events and no refund will be given.

There will be no discounts or refunds for holidays or other emergency school closings. Also see the "Fees and Schedule of Payment" section on page 9.

**STORMS**

In the event of a weather emergency such as a tornado or severe storm warning, the staff will evacuate the children into a safe area. All children will remain in their shelter area until the director or ministry staff member gives the all-clear signal. Teachers are equipped with two-way radios, cell phones, list of emergency numbers, and other emergency supplies which are carries everywhere throughout the day.

**FIRE**

In the event of a fire at the Center or in the church facility, the staff will evacuate the children from the building and walk to their designated spot within the playground area or other safe area away from the building and line up by class. The children will stay in that safe area until the director or ministry staff member gives an all-clear signal or further directions are given.

**EARTHQUAKE**

In the event of an earthquake, the staff will instruct the children to duck and cover under tables or escort the children to the class bathroom. The children will stay in the safe area until the director or ministry staff member gives an all-clear signal or further directions are given.

**INTRUDER**

It is our policy to be proactive and ready for all emergency situations, even in the case of an intruder. Teachers participate in active shooter/intruder trainings during the school year. It is also important for us to educate our preschoolers on the different kinds of strangers, the importance of getting quiet and remaining calm when in groups, and practicing intruder drills in all different situations and at all different times of day. We want children to be aware of the emergency and will discuss intruders to them in a way that is child-friendly and appropriate.

Staff will use one of three responses to an intruder based on the proximity of the threat: is it best to Lock Out, Take Out, or Get Out? It will be the lead teacher’s responsibility to make that decision.

**EMERGENCY DRILLS**

Children and staff are required to participate in tornado, fire, earthquake, and intruder drills on a regular basis. Emergency procedures are posted in the classrooms and around the Center. All performed drills are recorded and posted in each classroom and with the director. All emergency drills are unknown to the children and staff and are performed at various times throughout the school day.

You will be notified of any situations that are not considered a “drill”. You will be notified within the same week of an upcoming intruder drill.

If there are any emergencies that force the preschool to evacuate the building for an extended period of time, we will take the children to the Parish House which is adjacent to the playground. If that area is not safe, or in the case of an intruder, we will cross the rear part of the parking lot, go behind the church garage, and gather in the common ground and/or cul-de-sac within the church’s neighborhood. Teachers will remain with the children at all times and remain there until it is safe to return. Parents will be informed by the director/teachers as quickly as possible via email, Class Dojo, and/or Facebook.

**FIREARM POLICY**

BECAUSE OUR SAVIOR IS A SCHOOL ZONE, ALL FIREARMS ARE **PROHIBITED**. Individuals who possess firearms in this school zone are subject to arrest and could be charged with a felony. If you have any questions, please feel free to talk to the director.

## OUR EXPECTATIONS FOR PARENTS

As professional educators, we strive to meet and exceed your expectations. Listed below are expectations that we have of you as parents in order to provide the best quality care for you and your family.

- Make sure that you sign your child in and out on a daily basis.
- Communicate with your child's classroom teachers regularly about daily needs.
- Read all materials that are sent home or sent to you electronically including daily notes/reports, newsletters, and anything written on your child's sign-in clipboard.
- Provide the following items for your child on a daily, weekly, or as needed basis: bottles/baby food, nap items, a change of clothes, and personal care items (i.e.: disposable diapers, diaper ointments, wipes, etc.).
- If your child is ill, coming in late or not at all, make sure that you call or email the Center to let us know.
- Attend parent-teacher conferences. If you have questions or concerns about your child, do not hesitate to ask for a meeting with your child's teacher.
- Keep the Center up-to-date on changes in any emergency information (new phone numbers, addresses, etc.), new allergies to foods or medications, and immunizations.
- Your child is your responsibility while you are in the Center. Make sure you know where they are at all times during pick-up/drop-off and at all special events.
- Help your child learn respect for staff, families, equipment, church property, and materials by modeling that behavior yourself.
- Participate in a minimum of three (3) congregational events in response to Our Savior for keeping tuition rates below market prices.
- Participate in a minimum of one (1) fundraiser to continue furnishing our Center with quality materials and equipment.

## PROVIDED SNACK LIST

Chex Mix Traditional	Nabisco Ritz crackers
Colby Jack Cheese Cubes	Nabisco BelVita crackers
Fresh fruit including: strawberries, blueberries, grapes, apples, mandarins, bananas	Nabisco Nilla wafers
Engelmann's Little Bite muffins	Nabisco Fig Newtons
General Mills Cinnamon Toast Crunch cereal	Nutri-Grain fruit bars
General Mills Veggie Pretzels	Pepperidge Farms Goldfish Cheese crackers
Honey Maid honey graham crackers	Sensible Portions Veggie Straws
Kellogg's Pop Tarts	Skinny Pop popcorn
Kellogg's Pastry crisps	Snack Factory Pretzel Crips
Kellogg's Cheese it	Snack Pack pudding cups
Motts Medley fruit snacks	Snyder's baked cheese crackers
Nabisco Handi Snacks Crackers n Cheesy Dip	Sun Maid raisins

## WORSHIP INVITATION

Our Savior knows families worshipping together can significantly reinforce what your child has learned during the week. If you do not have a church home of your own, please consider this a personal invitation for your family to come and worship with us on Sunday mornings. Our Savior worships at 8:15 and 11:00am with our Sunday School and Adult Bible class both beginning at 9:45am. Again, you are welcome to join us at any time or at any church event.

## STATEMENT OF FAITH

Our Savior Lutheran Church is part of The Lutheran Church-Missouri Synod (LCMS). 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).

We believe, teach, and confess that Jesus Christ is our Savior and Lord, and through faith in Him we receive forgiveness of sins, eternal life and salvation. We confess our works cannot reconcile us to God or merit forgiveness of sins or grace (Eph. 2:8-9). We can only obtain forgiveness by grace through faith when we believe Jesus is the only mediator between us and the Father (1 Tim. 2:5).

We believe, teach, and confess that all Scripture is given by the inspiration of God the Holy Spirit. God is therefore the true Author of every word of Scripture. We therefore believe, teach, and confess Holy Scripture is the Word of God and contains no errors or contradictions but is in its entirety the infallible word of truth.

We believe, teach, and confess that God the Father, by the almighty power of His Word, created all things. We also believe that man, as the principal creature of God, was specially created in His image, that is, in a state of righteousness, innocence, and blessedness. Therefore, we believe that all human life is of inestimable worth in all its dimension, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139). We also affirm that Adam and Eve were real historical human beings, the first two people in the world. Their fall was a historical occurrence which brought sin into the world so that since the fall of Adam all mankind is born in sin. We confess that man’s fall necessitated the gracious redemptive work of Jesus and that fallen humanity’s only hope for salvation from sin lies in Jesus Christ, our Lord and Savior.

We also believe, teach and confess all people fall short of God’s divine glory and all people are sinners. We hold certain conduct as sinful such as adultery, fornication, cohabitation, divorce, homosexual behavior, bisexual conduct, bestiality, incest, use of pornography, elective abortions, the taking of one’s own life, alcohol and drug abuse, child and elder abuse, and the like (Exodus 20:1-17). Most importantly, we believe our God is gracious and will forgive repentant sinners. We stand firm on God’s Word and believe, teach and confess that it is our duty to reach out to all people with the Good News of Christ and His redeeming sacrifice on the cross.

We hold these beliefs as evidence of our faith in the Triune God, Father, Son, and Holy Spirit.