



## Parent Handbook

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

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



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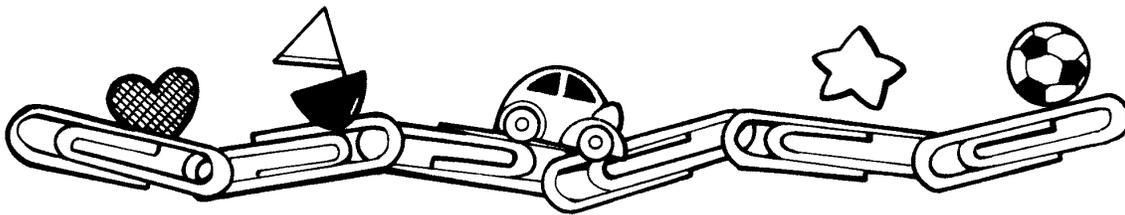
## Welcome to Our Savior Lutheran Early Childhood Center

A Ministry of Our Savior Lutheran Church.

The instruction at Our Savior Early Childhood Center is under the supervision of the constitutional directives of Our Savior Lutheran Church. Children participate in on-going learning activities of Our Savior Pre-School under the supervision of the Pre-School 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 about early childhood are key to our program development.

1. Teaching is aimed at nurturing the whole child. That means we provide activities that develop the mind, body, and spirit in a Christian environment.
2. Children are a gift from God and we support parents in their nurturing role.
3. 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 that 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.

As each child passes through sequential stages of development, we believe it is important to meet their needs and provide an environment that nurtures and facilitates growth.

We believe that children grow and thrive in a loving, stable, safe and consistent environment.

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

We believe that play is the heart of the preschool curriculum. It is necessary for a child's healthy development. It promotes the development of skills and competencies.

## 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.

Our Savior Pre-School 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 creatures of God. In accordance with this philosophy, we include prayer, worship, Bible stories and teaching, and service to others as part of our curriculum.

Our preschool 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

We have also 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 12 for more information about this assessment tool.

The daily preschool schedule includes:

- welcome
- self-directed, or choice, activities
- circle time (calendar, weather, Jesus time)
- large muscle activities (playground or gym activities) and fine motor activities
- bathroom time
- lunch and snack time
- readiness skills
- language 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, large 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 and simple words, simple to complex sentences, to adult-like language.

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

**6. Children are curious 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, play, sensory tables, manipulatives, puzzles, outdoor play, reading corner

**7. Children 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**

The following information serves as a guideline for parents.

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

1. We provide a loving and Christ-centered environment for all children enrolled at Our Savior.
2. We provide time to learn about Jesus in circle time and throughout the day.
3. We provide time to learn about the wonders of nature and the blessings of our families.
4. We provide time to sing Christian songs and say a table prayer before our meals.
5. We celebrate Christian and American holidays: Thanksgiving as a time of sharing; Christmas as Jesus' birthday; Easter as Jesus' resurrection.
6. We attend brief worship services (Chapel) in Our Savior's sanctuary once a week. These services are especially planned for young children.
7. We believe that 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, 51 weeks per year. Daily hours of operation are 7:00 a.m. to 6:00 p.m. See "Holidays" and "Teacher Work Days/Professional Development" on p. 9 for specific closure dates.

**AGES SERVED**

Children between the ages of two (2) and five (5) years are included in our program.

Children qualify for groups by the following age categories:  
 Toddlers - 24 months up to 40 months  
 Pre-School - 3 years up until they start Kindergarten

The licensed capacity at Our Savior Early Childhood Center is for eighty-eight (88) children. The Toddler program is licensed for sixteen (16) children. The teacher ratio is one teacher to eight (8) toddlers. The Pre-School program is licensed for seventy-two (72) children. The teacher ratio is one teacher to ten (10) pre-schoolers. The ratio of children to teachers is in effect at all times and children are never left unsupervised.

**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**

Records concerning your child: enrollment forms, health records, observation records and written parent-teacher conference reports and all other information about your child is confidential information. 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.

**ACCREDITATION**

Our Savior Lutheran Pre-School is an accredited program through the National Lutheran School Accreditation (NLSA), recognizing Lutheran schools that provide quality Christian education and engage in continuous improvement. NLSA helps Lutheran schools evaluate their academic quality and the spiritual dimension of the school.

**ATTENDANCE/ARRIVAL AND DEPARTURE**

**STUDENT ABSENCE**

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

## **PROXIMITY CARDS**

Prior to the start of the school year or summer session, families will be given two (2) proximity cards. These proximity cards will give you access to Our Savior via the Pre-School entry only. The proximity card works only for the hours that Our Savior Pre-School is open, Monday through Friday 7:00 am to 6:00 pm. If you lose your proximity card, please notify a teacher or the director as soon as possible. The proximity card system is very secure, however, if you do not have possession of your card someone else may have access to Our Savior Pre-School. If you lose your card, there will be a twenty-five dollar (\$25.00) replacement fee. If your card should become damaged, please return it to the director to get a new card with no cash penalty.

## **ARRIVAL AND SIGN IN ARRANGEMENTS**

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

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

## **DAILY ARRIVAL**

As you arrive each day with your child, you are responsible for getting your child ready for the day. You should help your child out of any outer clothing and put all coats, hats, mittens, etc. in your 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**

When you pick up your child at the end of the day, please be sure that you sign your child out on the sign-in sheet. If the children are on the playground, please pick up your child outside and be sure to tell the teachers that you are leaving with your child. Our Savior 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** 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.

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 proximity card 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:

1. We will continue trying to contact the parent(s) at their cell, work, home, or other phone numbers or the responsible pick-up person listed on the sign-in sheet.
2. We will call the emergency number(s) located on your child's registration form and have that person pick up your child.
3. Staff will notify the director while they continue to contact the parent.
4. 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:

1. The classroom environment and routines are prepared so children experience success.
2. 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.
3. 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.
4. Cooperation is emphasized and competition is minimized.
5. 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.
6. We discuss Jesus' love with the child and He offers the forgiveness of sins. 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 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**

Our Savior Early Childhood 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 for a variety of reasons. Most of these reasons are not related to behavior problems yet in their learning of appropriate social situations. Our program, 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:

1. Care for and help the child who was bitten.
2. Help the child who bit learn other behavior.
3. Work with the child who bit and examine our programming to help prevent biting in the future.
4. 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**

Our Savior makes every effort to provide a program that meets the needs of each child. However, sometimes it may be impossible to meet the needs of a child and family.

1. 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 care. The decision to dismiss a child from the center shall be at the sole discretion of the director.
2. The director may require a parent to take their child out of the program 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 51 weeks. 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. A \$25.00 fee will be charged to your account if any payment is made by check and is returned for non-sufficient funds.

There is a 10% tuition discount for a second or third child also enrolled in the preschool.

After your child is accepted into Our Savior and upon determination of the entrance date of the child, an enrollment fee of \$100.00 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. 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). Also see our Snow Policy on page 16.

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 opens for children that are currently enrolled in our center or Our Savior congregational members for the following school year and/or for the summer session starting the 2<sup>nd</sup> Monday in January. Enrollment opens for the community for the following school year and/or for the summer session starting 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 \$80 enrollment fee holds your child’s spot.

**HOLIDAYS**

The center is closed on the following days: New Year’s Day, Good Friday, Easter Monday, Memorial Day, July Fourth (and other days prior to or immediately following based on the director’s discretion), Labor Day, Thanksgiving and the day before and after (Wednesday – Friday), Christmas Break (December 23 through January 2).

**TEACHER WORK DAYS/PROFESSIONAL DEVELOPMENT**

As a year-round center, it is beneficial for teachers to have proper time to set up their classrooms. This ensures the proper order, readiness, and teacher training for your child for a successful school year. For that reason, our center will be closed the immediate two (2) working days following the last day of our summer session.

**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.

**TERMINATION OF CARE**

A two-week written notice to the director is requested when parents wish to terminate care.

**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 Our Savior Early Childhood 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 and are communicated to you at the beginning of August. 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 or in the evenings during the week. This is a unique learning experience for both your child and you. These events will be announced in the teachers' and director's newsletters and posted in your child's room.

**OUR PARTNERSHIP WITH PARENTS**

**PRE-ADMISSION**

Before a child is enrolled at Our Savior, parents should arrange an appointment with the director to visit the center, meet the teachers, and discuss the needs of the parent and child. At that time the director, teachers, and parents will work together to develop a plan to meet the individual needs of each child.

Each child needs to have all required state and preschool forms completed and approved and in their file PRIOR to entrance into our program.

Your child is officially accepted into the program after receiving an official letter of admittance from the director.

To help you with your child's transition from either home to the center or from one room to another room, we invite you to call or email the school for an update. You may also spend some time observing your child through the classroom's viewing window.

**EDUCATIONAL AND DISCIPLINARY PROCEDURES**

Our Savior has prepared an early childhood program plan which includes our educational philosophy and discipline procedures. These are written out on the Notice of Parental Responsibility Form signed by you and required by the State.

**CONTINUING CONTACT WITH PARENTS**

Daily reports are given to toddler 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. Pre-School parents will find weekly classroom activities posted on the bulletin board outside the 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 anytime you feel that you need a conference with your child's teacher, please feel free to call them and set up an appointment. If your child's teacher feels that an unscheduled conference is necessary, they will call you and set up an appointment with you.

Parent newsletters from each of the lead teachers are distributed on a weekly basis via email. The Director's newsletter is distributed on a monthly basis via email. Hard copies can also be found in your child's cubby and/or by the parent board. Copies of the newsletter will be placed on Our Savior Pre-School website and easily downloaded from <http://www.oursaviorlutheranchurch.org/our-savior-preschool.html>. We encourage you to read these newsletters for any information or special events.

### **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. At all times we hope you will feel free to speak with any of us about a concern or complaint. 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 try to provide the best possible care of 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 through the problem. If additional resolution is needed, please contact the Director to set up an appointment with her and/or the teacher. If additional communication is necessary, the problem can be taken to the Administrative Pastor.

### **FIELD TRIPS**

We typically take one or two field trips per year. Our primary method of transportation for field trips is private 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 number, driver's license number and insurance carrier.

- Current Missouri law states that children ages 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 followed 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 jackets 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 school, 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 back to the classroom.

**PUBLIC RELATIONS/PHOTOGRAPH POLICY**

Digital pictures of the 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, 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. No photographs will be sold by or to anyone unless they are school pictures taken by a photographer and made available for purchase.

**PETS**

Should an animal be considered in one of the rooms, a check of the children’s files would 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.

**FUNDRAISERS**

The school will have several fundraisers throughout the year. These fundraisers help us purchase items such as computers, outdoor equipment and many other items our children need to have a quality program. Participation is voluntary, but we need your help to make these a success. The Oktoberfest Parking Lot in September and Chili Cook-off in January are a couple of the fun ways our families can have fun and help raise funds for the Early Childhood Center.

**BOOK ORDERS**

Each month your child’s teacher may send home flyers for Scholastic or other book clubs. You will find a good selection of children’s literature at reasonable prices. Ordering is completely optional. The benefit to the school is earning bonus points that can be used for classroom books and other educational supplies.

**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 Our Savior.

**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.

**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**

Our 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 is done on an ongoing basis by keeping a portfolio for each child. This will include such things as 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 our Continuing Contact with Parents section on page 10.

## MEALS AND SNACKS

### PEANUT FREE

All classrooms are peanut free. Please do not bring food into the classrooms unless it is from a peanut free section of your grocery store or please check the food item at the following website if you have any questions: <http://www.foodallergy.org/food-labels>.

### TIME TO EAT

- ✓ A morning snack will be provided to the full day and part day programs. Full day programs will also have an afternoon snack. These snacks promote good nutrition and are chosen by the teacher and/or snack helper. For a complete list of provided snacks, see p. 18.
- ✓ Lunch will be provided as a part of our 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. If a child has food allergies, arrangements can be made with the Director for the proper diet for that individual.

### 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, we can 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.
- ❖ During the year there will be holiday parties. Times and dates will be on the school calendar and listed in the teachers' weekly newsletters. Room parents 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 party items will be posted a couple weeks before each party. You may sign up to bring something if you wish.
- ❖ There are many special events throughout the year such as our Veteran's Day Celebration, Thanksgiving Feast, Grandparent's Day, 4<sup>th</sup> of July parade and many more. Please refer to your school 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. 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)
- We recommend that each child keep a change of clothing (appropriate for the season) in their cubby or backpack. This includes underwear and socks. Accidents can happen.
- 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 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 lost or broken items that may upset the child. Each child will have opportunities for Show and Tell and other special days. Anything brought from home must stay in their cubby or backpack or it will become the teacher's property.

### 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. 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 for toddlers and preschoolers. 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 that your child has a small sheet (crib size fits perfectly), a blanket, small pillow, and a stuffed animal if they wish for naptime. You will be provided with a nap bag for taking things to and from school. Please take home your child's nap things at the end of the week or more frequently as requested to be laundered.

## SPECIAL NEEDS

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 your child has a special need 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),
- Determined by licensed physician, psychiatrist, psychologist, or consulting psychologist to have a condition related to physical, social, or emotional development, you will be asked to share the ISP and/or IEP with us.

This plan must be signed by you and your child's source of licensed health care 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 to perform a new skill, we will ask that you arrange for this training and its expense.

While Our Savior 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. It must be signed by your physician and state that your child is in good health and up-to-date on all immunizations.
- Parents need to provide specific information about children's allergies, Allergy Action Plans, and/or other health concerns.
- We do not admit children with an immunization exemption.
- Children will not be accepted for care 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.
- Please notify the school 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.
- 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 form.
- Minor injuries or accidents will be reported to you verbally or 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. Our staff is trained in first aid and CPR. Also see Biting Policy (page 8).

- Never send medication of any kind (prescription or over the counter) to school without following the Student Medication Policy below. This includes such things as chapstick, cough drops or sunscreen. By law, we cannot administer these things without proper documentation and if left in children’s cubbies or bookbags, they could pose a threat to other children. Whenever possible, parents should administer medication at home.
- Staff members are required to have a medical examination, including a TB skin test, on file.
- Staff members are 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.

**STUDENT MEDICATION POLICY**

**Prescription Medication:**

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.

Procedure:

1. 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.
2. 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.
3. Signed permission must be provided by the parent requesting that the school staff administer the medication.
4. A log shall be kept of all medications administered at school. It shall include the students name, the date and time the medication is given and the signature or initials of the staff member giving the medication.
5. All prescription medications will be kept in an upper wall cabinet in a secured metal box.
6. The school staff will not administer the first dose of any medication nor may the student return to school until the next day after the first initial dose has been administered.

**Non-Prescription Medication:**

1. The parent must supply this type of medication. A permission slip must be signed by the parent for each current illness documenting the need for the medication, the conditions for which it is to be administered, the dosage, times of administration, and possible side effects.
2. The medication must be furnished in the original container with the student’s name on the container.

**EMERGENCY PROCEDURES**

**SNOW**

If the weather presents a safety hazard for children or staff, the school may close. It is your responsibility to 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. 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 “Fees and Schedule of Payment” 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 free of windows. All children will remain in their shelter area until the director or ministry staff member gives the all-clear signal. The center is equipped with flashlights and a weather emergency radio.

**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 and line up by class. The children will stay in the designated 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 designated 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. It is important for us to educate our preschoolers on the different kinds of strangers, the importance of getting quiet to “Level Zero” 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. We encourage the Get Out procedure to be the last resort, but follow this procedure if necessary.

**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 hallways. All performed drills are recorded and posted in each classroom and in the office. 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. Our goal is to have 2 drills where we Lock Out, 2 drills where we Take Out, and 2 drills where we Get Out.

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 walk to the fire station on Elm or a former preschool family’s residence located at 2900 Elm. 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.

1. Make sure that you sign your child in and out on a daily basis.
2. 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.
3. Provide the following items for your child on a daily, weekly, or as needed basis: nap items, a change of clothes, and personal care items (i.e.: diaper ointments, wipes, etc.).
4. If your child is ill, coming in late or not at all, make sure that you call the center to let us know.
5. Attend parent-teacher conference. If you have questions or concerns about your child do not hesitate to ask for a conference with your child’s teacher.
6. 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.
7. Your child is your responsibility while you are in the center. Make sure that you know where they are at all times.
8. Help your child learn respect for staff, families, equipment, church property, and materials by modeling that behavior yourself.
9. Participate in a minimum of three (3) Sunday morning congregational events in response to Our Savior for keeping tuition rates below market prices.

**PROVIDED SNACK LIST**

- Chex Mix Traditional
- Colby Jack Cheese Cubes
- Fresh strawberries, blueberries, grapes, apples, mandarins, bananas
- Entemmanns Little Bite muffins
- General Mills Cinnamon Toast Crunch cereal
- General Mills Veggie Pretzels
- Honey Maid honey graham crackers
- Kellogs Pop Tarts
- Kellogs Pastry crisps
- Kellogs Cheese it
- Motts Medley fruit snacks
- Nabisco Handi Snacks Crackers n Cheesy Dip
- Nabisco Ritz crackers
- Nabisco BelVita crackers
- Nabisco Nilla wafers
- Nabisco Fig Newtons
- Nutrigrain fruit bars
- Pepperidge Farms Goldfish Cheese crackers
- Sensible Portions Veggie Straws
- Skinny Pop popcorn

Snack Factory Pretzel Crips  
Snack Pack pudding cups  
Snyders baked cheese crackers  
Sun Maid raisins

## WORSHIP INVITE

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.