



## Child Development Center



Immanuel Lutheran Church and School's Child Development Center exists to provide a quality Christian environment where children can be nurtured according to God's will.

### **Immanuel Lutheran School**

4650 Sunview Drive

Loveland, CO 80538

970-667-7606

[Immanuelloveland.org](http://Immanuelloveland.org)

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## Mission Statement

Partner with families to develop 21st century servant-leaders  
with a Christ-centered worldview.

## Administration

Immanuel Lutheran School is governed by the Board of Christian Day School of Immanuel Lutheran Church. The preschool, as well as the Elementary and Middle Schools, are part of Immanuel's total educational program.

### Staff

Dean of Students:	Glenn Rowe
Interim Administrator:	Elizabeth Grimm
Preschool & Childcare Director/Teacher:	Cheryl Gilbert
Preschool Teacher:	Laura Paterson

### About our Staff

All staff members are persons who fit the requirements set forth by the Colorado Department of Social Services and also exhibit the following attributes: Christian beliefs, positive communication skills, knowledge of child development, positive discipline techniques and professionalism.

# Preschool

## Value of a Christian Preschool

*The value of early training is indicated in Proverbs 22:6: “Train up a child in the way he should go, and when he is old he will not depart from it” and in Ephesians 6:4, “Bring them (your children) up in the discipline and instruction of the Lord.”*

Immanuel Lutheran Preschool supports parents by playing an important role in their child’s early Christian faith and education.

The informal atmosphere of our preschool provides a safe, warm environment filled with Christian love for your child. Under the guidance of our staff, your child will thrive in a confidence-building classroom that prepares him/her for the school years ahead.

## About the Teachers/Director

**Cheryl Gilbert** is the director of our early childhood program and a preschool teacher. She is a certified graduate of Concordia Teachers College in Seward, Nebraska and a licensed teacher in the state of Colorado. Cheryl Gilbert has an elementary education degree with early childhood and special education endorsements. She has her masters degree in education from Grand Canyon University. Cheryl is also a licensed director with the state of Colorado.

**Laura Paterson** is one of our preschool teachers. She earned a Bachelor of Science in Family and Consumer Sciences from Baylor University and a Master of Science in Nutrition from the University of Wisconsin-Stout. Laura holds teacher certificates in preschool—6th grade education in both Texas and Colorado. She has seven years of teaching experience.

## Classes and Hours

Our preschool program consists of three different classes for children ages three to five years old. Children enrolled in the **Terrific Threes** class must be three years of age by **September 15**. Children enrolled in the **Fantastic Fours** must be four years of age by **September 15**. Children enrolling in the **Fabulous Fives** program need to have attended preschool before and/or be 5 prior to **December 31st**. Admission to the Fabulous Fives will be determined by the director.

**Hours for the three preschool programs are as follows:**

**Terrific Threes:** T/TH a.m. 8:15 a.m. to 10:45 a.m.

**Fantastic Fours:** M/W/F a.m. 8:15 am to 10:45 a.m.

**Fabulous Fives:** M/T/W/R p.m. 12:30 pm to 3:00 p.m.\*

\*(Wednesday class time is 11:45 a.m. to 2:00 p.m.)

Please try to observe the hours closely as possible. The teachers need the time before school begins to have staff devotions and to prepare for the day.

**Any child not picked up 10 minutes after class dismissal time will be signed into the childcare program and billed accordingly. Any child left after closing will remain at the center with a staff member until someone on the child's emergency form or authorized release form can be reached to sign the child out.**

## **Enrollment & Registration Requirements**

Enrollment for the upcoming school year opens the first part of January and priority will be given to current active families. Enrollment will open to the public the day of the Open House (typically the last week of January).

The registration fee must accompany the enrollment form to hold a place. Registration fees are non-refundable.

All Children who enroll in preschool at Immanuel Lutheran School, regardless of the length of time, are required to have a current physical examination and immunization statement on record. Forms must be completed and contain a doctor's signature, prior to the time of enrollment.

Registration Forms include:

- Registration Form with current email address
- Current Physical
- Immunizations
- Emergency Card
- Signed Childcare Contract
- Authorized Release Form
- Sunscreen and Insect Repellant Permission
- Calendar with child's childcare hours for the first month of care.

Immanuel Lutheran Church and School does not discriminate because of race, religion, origin or socio-economic background. We do not discriminate on the basis of physical or mental handicap. Children must be able to be cared for within the established ratios. There will be a trial basis of 2 weeks, and if necessary a conference at the end of that time with parent or guardian to make sure that the needs of the child are being met. If your child has a current IEP, special health or learning concerns, please request a meeting with the child care director or classroom teacher prior to enrollment. You may call the school office at (970)667-7606 to schedule an appointment.

It is required that all children be potty-trained prior to enrolling in the preschool.

## **Tuition/Financial Responsibilities**

Immanuel Lutheran Church supports Immanuel Lutheran School as its primary mission field. The church strives to provide the opportunity for a Christian education to as many students as possible. Through direct financial support of the Immanuel School operating budget, the church provides a tuition reduction for every student attending Immanuel Lutheran School.

**Payments:** Parents are responsible for the timely payment of all required fees and tuition. Immanuel Lutheran School does not offer split billing for tuition or any other fees. Families must designate one responsible party to whom bills are sent.

**Registration Fee:** The registration fee is due in full at time of enrollment. The registration fee is required in order to ensure your child's place in the classroom.

### **REGISTRATION FEES ARE NON-REFUNDABLE.**

**Late Payment of Fees and Tuition:** As part of the enrollment process, parents sign a tuition agreement that specifies the expectations for the payment of tuition and fees. Immanuel Lutheran School relies on parents to meet their financial obligations in a timely manner. This allows the school to meet its obligations. Immanuel Lutheran School's policy states that students may be denied continued enrollment and family tuition accounts may be turned over to a collection agency if a family's financial obligations are not met.

Tuition is due on the 15<sup>th</sup> day of the month. If payment is not received by the 18<sup>th</sup> day of the month, the account is considered in arrears. At this time a \$50 late fee will be charged.

It is understood that there are times when emergencies in the family may prevent the payment of tuition and fees when they are due. If that occurs, please contact the school's bookkeeping office to make arrangements for payment.

**Returned Checks:** There will be a \$25 charge for any checks that are returned due to insufficient funds.

## **Drop-off and Pick-up/Sign-in and Sign-out**

Preschool children need to be brought to the preschool classroom each day and signed in. Preschool parents should park around the south and east side of the early childhood playground (the early childhood playground is the south playground) or in the parking lot on the southwest corner of the building. If you plan on being at school for more than a few minutes to drop off, please use the southwest parking lot and leave the area around the playground open for drop off only.

### **ALL preschool children should enter through the southwest glass hallway doors.**

These doors are unlocked at 7:55 a.m. for morning preschool students and relocked at 8:15 a.m.. For afternoon preschool drop off, a preschool paraprofessional will be at the glass doors for 10 minutes prior to the start of class (Monday, Tuesday and Thursdays from 12:20-12:30 p.m. and Wednesday from 11:35—11:45 a.m.)

The paraprofessional will come to the preschool classroom at the start of class so students arriving late will need to enter through the main entrance on the east side of the building and sign in at the front desk. **Additionally, if you would like to stay and play with your child after the 3:00 p.m. class dismissal, please use the west elementary playground as childcare will be using the south preschool play ground for after school care.**

Upon arriving, the preschoolers hang their back packs in the cubbies by the preschool rooms. The students should look for their symbol in their cubby and hang up their coat and backpack. The children's mailboxes have the same symbol on the front as the symbol in the hallway cubby. **Teachers will not check in students backpacks each day,** so children will need to bring things from home into the room and give it to their teacher.

Parents or caregivers who are dropping off must enter with their student and sign their student in. The sign-in sheets for each class are located on the table outside the classroom doors. **It is the parent or adult's responsibility to make sure the child is in the correct room and has been seen by the teacher or group leader when dropping off.**

If a parent arrives at the center after their child's group/class has left the building, the parent and child should report to the school office for assistance in contacting their child's group.

**It is the responsibility of the parent or guardian to deliver their child to the group or class at an agreed upon destination. Parents may not leave their child unattended at the facility at any time.**

Parents are responsible for their child at all times until they are acknowledged by staff and signed into their group.

Parents who have other adults picking up their children should have completely filled out the "Authorized Release Persons" card or provide the childcare staff with a written note or email stating such. These adults must show photo identification to the staff members at time of pick up.

If any unauthorized person attempts to pick up a child at the center, parents will be notified and the child will remain in the care of Immanuel's childcare staff.

Childcare staff use the sign-in/sign-out sheets daily as a way of accounting for all of the children in their care. Childcare staff count the children with them on a regular basis and use these sheets to ensure the safety of all of the center's participants. At the end of each day, sign-in sheets are checked closely, along with all areas of the facility to ensure that all children have been released to the appropriate adult and that no children remain in the facility.

Please sign your child in and out **each** day. At the end of each day, all areas of the room are checked in addition to verifying with the sign-out sheets that no children remain at the center

Pick up for all preschool classes take place by coming to the exterior doors that open

to the early childhood playground. Childcare staff will bring the sign-out sheets out to the playground so parents do not need to enter the building.

### **Snacks:**

Snacks and water or milk will be served every day in preschool. For this reason there is a monthly snack fee payable by the 15th of each month. Parents will be assigned to bring snack once during the year on a date close to their child's birthday. Summer birthdays will be assigned on a date starting in March till the end of school. When you bring your child's birthday snack, we ask that you bring items that are prepackaged due to health department requirements. **Please do not send homemade or perishable snacks.** We will not be able to serve them due to Health Department rules. You will know when your child is to bring his/her birthday snack by checking the monthly calendar.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences are held twice during the school year. You will have an opportunity to sign up for a meeting time approximately one week before the conference times. These brief visits give you and the preschool teacher an opportunity to discuss your child's progress. Additional conferences may be arranged whenever the need arises and may be requested by parents and/or teacher.

#### **When parents have a concern regarding their child they should first follow this procedure when addressing the concern:**

1. Talk directly to the teacher about the concern.
2. If the concern is not addressed to the parent's satisfaction, meet again with the teacher and together develop a written strategy to address the concern.
3. If the concern is still not satisfied, request a meeting with the director, and if necessary, the principal.

# Childcare

## Value of a Christian Childcare

Immanuel Lutheran's childcare program exists to provide a quality Christian environment where children can be nurtured according to God's will. Immanuel Lutheran's congregation operates its childcare program as part of God's mission to all people, and makes this route available to those families desiring this kind of Christian service.

## Hours of Operation

Immanuel Lutheran Childcare operates Monday through Friday from 7:00 a.m. to 6:00 p.m. At the time of registration each family will receive a calendar for the days the program will be closed during the upcoming school year. Generally, the childcare will be closed on all nationally recognized holidays.

Specially contracted care days will be provided for extended school vacations such as: Christmas Break and Spring Break. \*Please note that childcare will only be offered if there are enough children who need care.

## Enrollment & Registration Requirements

Immanuel Lutheran's Childcare and Development Center serves children ages 2 1/2 to 14 years old. Different activities are available for various ages.

Registration for the school year childcare program will take place at orientation in August. At the time of registration each family will be required to sign a contract stating their intent to use the childcare facilities. This will include hours and days of service for each child the family wishes to enroll in the program.

Registration Forms include:

- Registration form with current email address
- Current Physical
- Immunizations
- Emergency Card
- Signed Childcare Contract
- Authorized Release Form
- Sunscreen and Insect Repellent Permission
- Calendar with child's childcare hours for the first month of care.

All children who enroll in the childcare, regardless of the length of time, are required to have a complete physical examination and immunization statement on record at the center. Forms must be completed and contain a doctor's signature prior to the time of enrollment.

Immanuel Lutheran Church and School does not discriminate because of race, religion, origin or socio-economic background. We do not discriminate on the basis of physical or mental handicap. Children must be able to be cared for within the established ratios. There will be a trial basis of two weeks, and if necessary a conference at the end of that time with parent or guardians to make sure that the needs of the child are being met. If your child has a current IEP, special health or learning concerns, please request a meeting with the childcare director and classroom teacher prior to enrollment. You may call the school office at (970)667-7606 to schedule.

It is required that all children be potty-trained prior to enrolling in the childcare.

## **Fees & Financial Responsibilities**

**Registration Fee: \$40.00 if registered by current school year's Orientation Night; \$50.00 after**

**Hourly Rate: \$4.50/hr (contracted) Drop-In : \$ 8.50/hr**

**Contracted hours are those submitted in writing (verbal changes to staff are not admissible) by the Monday prior to the week of service.** These hours are submitted in writing via an email to: [childcare@immanuelloveland.org](mailto:childcare@immanuelloveland.org) or via a monthly calendar. All other forms of scheduling will not be recognized as appropriate. Hours not scheduled by the Monday prior to the week of service, at 6 p.m., will be billed at the \$8.50/hour rate.

**You will be billed for all hours you have contracted unless we receive one calendar week notice of your change in schedule.**

Children arriving before 7:00 a.m. or remaining at the center past 6:00 p.m. will be charged \$1.00 for every minute of service.

**Payments:** Parents are responsible for the registration fee at the time of enrollment into the childcare program, as well as the timely payment of their childcare invoices. Invoices are emailed weekly on Tuesdays for childcare provided the week prior. All payments are due on Friday of the same week billed. They can be dropped off to the ILS bookkeeping office or paid online through the school's website.

**Late Payments:** If a childcare payment is thirty days overdue, a \$25 late fee will be charged to your account. If childcare payments remain unpaid with no response given or contact made to the ILS bookkeeping office, your student will be denied enrollment into the childcare program. Your family as well as the school board will be notified of the situation prior to dismissal from the program.

## **Sign-in and Sign-out:**

When bringing your child to the childcare, be sure to fill out the “Sign-in/Sign-out” forms, located at the childcare desk. Your signature as well as the time of check-in & check-out will be required every time your child arrives and leaves the childcare program. **It is the parent or adult’s responsibility to make sure the child is in the correct room and has been seen by the group leader when dropping off.**

If a parent arrives at the center after their child’s group/class has left the building, the parent and child should report to the school office for assistance in contacting their child’s group.

**It is the responsibility of the parent or guardian to deliver their child to the class group at an agreed upon destination. Parents may not leave their child unattended at the facility at any time.** Parents are responsible for their child at all times until they are acknowledged by staff and signed into their group. Parents are also responsible to acknowledge to the staff the pick-up of their child. This is for your child’s safety.

Parents who have other adults picking up their children should provide the childcare staff with a written note or email stating such. These adults must show photo identification to the staff members at time of pick up.

If any unauthorized person attempts to pick up a child at the center, parents will be notified and the child will remain in the care of Immanuel’s childcare staff.

Childcare staff use the sign-in/sign-out sheets daily as a way of accounting for all of the children in their care. Childcare staff count the children with them on a regular basis and use these sheets to ensure the safety of all of the center’s participants. At the end of each day, sign-in sheets are checked closely, along with all areas of the facility to ensure that all children have been released to the appropriate adult and that no children remain in the facility. Please sign your child in and out each day.

**Any child not picked up 10 minutes after class dismissal time will be signed into the childcare program and billed accordingly. Any child left after closing will remain at the center with a staff member until someone on the child’s emergency form or authorized release form can be reached and sign the child out of the center’s care.**

## **Snacks & Lunch**

Snacks will be offered in the morning and afternoon to the children. If they do not like the snack they will be encouraged to eat one bite before they throw it away. Milk and water are provided as part of the snack and each child will make his/her choice each class day.

Children attending the childcare during lunch hours should bring his or her lunch to school in a container clearly marked with his or her name. There is a refrigerator available to store the children’s lunches if needed.

Children also have the option of ordering from the school’s hot lunch menu. Orders are placed through the school’s online educational system [www.sycamoreeducation.com](http://www.sycamoreeducation.com), and are made during the month prior. The hot lunch

ordering schedules are provided by the school office.

## **Parent Volunteer Policy**

Parents who volunteer at Immanuel Lutheran School will receive free childcare if they sign up their child one week prior to the date of service needed. This excludes chaperoning a field trip. All children must have the required forms turned in prior to attending the center. This includes children of volunteers.

# **King's Kids Camp**

## **Value of a Christian Childcare Summer Camp**

The King's Kids Summer Camp exists to assist parents in the Christian growth and nurturing of their children for the summer months. Unlike our childcare program during the school year, this is a public program that runs while all schools are out during the summer. We strive to provide a fun and exciting summer childcare experience where children will learn and grow in faith and love for God.

## **Hours of Operation**

Monday through Friday: 7:00 a.m.—6:00 p.m.

Immanuel Lutheran Childcare operates Monday through Friday from 7:00 a.m. to 6:00 p.m. The camp will be closed for the 4th of July holiday.

## **Enrollment and Registration Requirements**

King's Kids is available to children 3 to 14 years of age.

Priority is given on a first-come/first-served basis. Enrollment will be open while space is available. At the time of registration each family will be required to sign a contract stating their intent to use the childcare facilities. This will include hours and days of service for each child the family wishes to enroll in the program.

Registration Forms include:

- Registration Form with current email address
- Current Physical
- Immunizations
- Emergency Card
- Signed King's Kids Camp Contract
- Authorized Release Form

- Sunscreen and Insect Repellant Permission
- Calendar with child's childcare hours for the first month of care.
- Video Reviewing Permission

## **Fees and Financial Responsibilities**

At registration, each family will be asked to pay a registration fee for King's Kids Summer Camp. This registration fee will hold your child's spot in the childcare program for the hours you have contracted.

**Contracted hours are those submitted in writing (verbal changes to staff are not admissible) by the Monday prior to the week of service.** These hours are submitted in writing via an email to: [childcare@immanuelloveland.org](mailto:childcare@immanuelloveland.org) or via a monthly calendar. All other forms of scheduling will not be recognized as appropriate. Hours not scheduled by the Monday **prior** to the week of service, by 6 p.m., will be billed at the \$8.50/hour rate.

**Fees will be charged** if your child does not attend the program during the hours you have contracted, **unless we have received a notice of at least one week.** Schedule changes may be emailed to [childcare@immanuelloveland.org](mailto:childcare@immanuelloveland.org). Verbal changes given to staff will **NOT** be considered schedule changes. They must be in writing. Email is preferred.

### **Fee Schedule as follows:**

Registration Fee: \$75.00

Full Day/Full Week - \$200.00/week

Full Day - \$45.00/day

Half Day (5 hours or less) - \$28.00/half-day

Drop-Ins - \$8.50/hour (space not guaranteed)

Early drop-off/late pick-up - \$1.00/minute

Late Fee - \$25.00 if 30 days past due and child(ren) may be denied childcare

\*Additional fees may apply depending on activity.

Payment - statements are sent out on Tuesday, with payment due on Friday of the same week.

**Cancellations** must happen by the Monday of the **week prior** to the week of the cancellation. (Please see your contract for further explanation)

**Immanuel Lutheran may change the fees at any time and will give 30 days notice for such changes.**

## **Sign-in and Sign-out**

When bringing your child to the childcare, be sure to fill out the “Sign-in/Sign-out” forms, located at the childcare desk. Your signature as well as the time of check-in and check-out will be required every time your child arrives and leaves the childcare program. **It is the parent or adult’s responsibility to make sure the child is in the correct room and has been seen by the group leader when dropping off.**

If a parent arrives at the center after their child’s group/class has left the building, the parent and child should report to the school office for assistance in contacting their child’s group.

It is the responsibility of the parent or guardian to deliver their child to the group or class at an agreed upon destination.

Parents may not leave their child unattended at the facility at any time. Parents are responsible for their child at all times until they are acknowledged by staff and signed into their group.

Parents who have other adults picking up their children should have completely filled out the “Authorized Release Persons” card or provide the childcare staff with a written note or email stating such. These adults must show photo identification to the staff members at time of pick up.

If any unauthorized person attempts to pick up a child at the center, parents will be notified and the child will remain in the care of Immanuel’s childcare staff.

Childcare staff use the sign-in/sign-out sheets daily as a way of accounting for all of the children in their care. Childcare staff count the children with them on a regular basis and use these sheets to ensure the safety of all of the center’s participants. At the end of each day, sign-in sheets are checked closely, along with all areas of the facility to ensure that all children have been released to the appropriate adult and that no children remain in the facility. Please sign your child in and out each day.

**Any child left after closing will remain at the center with a staff member until someone on the child’s emergency form or authorized release form can be reached to sign the child out of the center’s care. Parents are responsible for the late pick-up fee that accrue if child(ren) are picked up late.**

## **Snacks & Lunch**

There will be snack provided in the morning and afternoon that will include foods and milk or water (juice will be offered as an option twice a week).

Children attending the childcare during lunch hours should bring his or her lunch to school in a container clearly marked with his or her name. There is a refrigerator available to store the children’s lunches if needed. Children will be encouraged to finish their lunch and will not be allowed to trade any portion of their lunch. Some days we will offer a special hot lunch. These can be signed up for by parents or

guardians. The cost of the hot lunch will be added to your weekly bill and will be listed with the menu on the sign-up sheet.

### **Swimming and Special Activities**

During the summer months the King's Kids Summer Camp will offer many activities and field trips. Please be sure to take an activities calendar each month and check our parents' board to sign-up for the activities offered. Each sheet is a permission slip, by signing your child up for an activity, you agree that your child can attend and that you will pay the fee for the activity. On each sign-up sheet you will find the supplies needed for the activity, the time of departure and the time of return, as well as the activity fee that will be charged on your weekly bill.

King's Kids Summer Camp may also provide chances for the children to attend swimming lessons through the Loveland Parks and Recreation program, if there are enough interested families. The cost of swimming lessons will be posted and parents will make their checks payable to the City of Loveland.

## **Child Development Center Policies and Procedures**

### **Immunization Requirements**

Colorado State Law requires that each child have updated immunizations prior to the initial admittance or transfer into a school or childcare program.

The Colorado Department of Health - Certificate of Immunization must be presented to Immanuel Lutheran School upon the enrollment into the preschool program. Exemptions from the immunization requirements will be accepted only if the reverse of the certificate has been properly executed.

### **Health Care and Medical Services**

At the time of admission, the parent shall provide health information for each student and bring to the attention of the teacher/paraprofessional any special health needs their child may have. Medication shall be administered to a child only if a physician authorized Permission for Medication Form is on file. (These forms are available in the school office) Medicines to be administered must be in their original container with the name of medication, child's name, and directions for dosage clearly marked. All medications will be stored in a safe place away from children's access. Teachers, staff and group leaders will be trained by the nurse consultant in universal precautions as well as the administration of medications. Medications must be kept in the original labeled bottle or container.

Prescription medications must contain the original pharmacy label that lists:

- Child's name
- Prescribing practitioner's name
- Pharmacy name and telephone number
- Date prescription was filled
- Expiration date of the medication
- Name of the medication
- Dosage
- How often to give the medication
- Length of time the medication is to be given

Over-the-counter medication must be kept in the originally labeled container and be labeled with the child's first and last name.

Nurse consultant will delegate permission to administer medication to staff after training takes place. Staff has access to the nurse consultant and is trained in the procedure of documentation of the administered medication. Parents are notified at pick-up time verbally and in writing about the time and amount of medication given. Parents will be notified by phone if medical help is required beyond basic first aid or if the nurse consultant and staff feel the situation warrants notification of parents and guardian. Parents will always be notified as soon as possible if emergency services are activated. If students desire to carry their own inhaler or Epipen, please inquire with the school nurse about the appropriate forms and inform the director and classroom teacher. All release forms should be signed prior to the student carrying medication.

## **Visitors**

If friends or relatives of students plan to visit during the school day, arrangements need to be made with the teacher at least two days in advance. All visitors to Immanuel Lutheran School are required to sign in at the church office and wear a visitors badge. Parents and legal guardians can visit at anytime.

## **Snacks**

Snacks will be offered to the children. If they do not like the snack they will be encouraged to eat one bite before they throw it away. Milk, juice and water are provided as part of the snack and each child will make his/her choice each class day.

## **Show and Share**

In bridging the gap between home and school, and also to provide an excellent learning and sharing experience, we have show and share twice a month. We recommend that fragile and valuable objects be left at home. No toys are allowed unless they fit the theme indicated for the show and share time. (These days are the only days the children may bring toys to school. See below for the "No Toys" policy.)

## **Napping**

Children attending the childcare or King's Kids Camp during the afternoons should bring a small sheet and a blanket with them to use at nap time. *(This does not apply to those in afternoon preschool)*. The blankets will remain at the center during the week. Parents are responsible for taking them home each weekend to be laundered. Children will be encouraged to rest and relax for the first thirty minutes of rest time. If a child cannot sleep, quiet activities and books will be provided for the child at their mat for the remainder of the time.

## **TV and Video Viewing**

The Child Development Center will on occasion use videos in the teaching and care of children in the center. *(Televisions that are turned to currently airing programs are rarely if ever used in the center)*. All videos will be "G" rated, or may not be rated if they are religious videos. If you have concerns about your child viewing any videos please speak with the group leader or director so that appropriate arrangements can be made. On special days videos that are PG may be shown. If this is the case a video permission slip will be provided that will include the name of the video, rating and date to be shown. If parents do not wish for their child to watch any PG movies, a G movie will be offered during the same time. Children will be supervised in appropriate ratios by trained staff during television viewing and all activities.

## **Classroom Discipline / Social Emotional Child Development**

Discipline is a way to help children learn safe ways to participate in class, express feelings, resolve conflicts, and solve problems in a peaceful manner. At Immanuel Lutheran School and Child Development Center we achieve this by teaching children what to do, how they learn through logical consequences, and building friendship skills. We promote positive nurturing environments where children can learn and grow through positive interactions and build problem solving strategies.

Immanuel Lutheran School and Child Development Center uses evidence-based practices to implement a positive behavior support system. These practices promote social-emotional competence for all children, and ensure: nurturing and responsive relationships; high-quality supportive environments; and specific interventions for children with challenging behaviors.

Our discipline policy is based on clear expectations and is built on children's strengths. Clear center-wide expectations (rules) include the following:

- We keep ourselves safe.
- We keep our friends safe.

- We keep our things safe.

All classrooms use Jesus Time, circle time, and developmentally appropriate social emotional activities to train children and develop clear expectations. Children are taught expectations for transitions from one activity to the next, circle time behavior, peer interactions, hallway behavior, as well as appropriate interactions for the playground, to ensure the safety of all. All expectations are intentionally taught to the children, and practiced throughout the year.

We use positive language (ie: “We use walking feet to keep ourselves safe” rather than “stop running”); We help students to identify and express their own feelings and recognize the feelings of others; and we help children to find safe, acceptable ways to express their feelings.

We believe that students should make choices, accept responsibility and stand accountable for their decisions and actions. It is our expectation that students will make positive decisions affecting their lives. We expect our students to act responsibly, conducting themselves in a manner which will not disrupt or detract from the safety and learning of other children in the early childhood program. We expect our students to behave in a manner that would honor Jesus, their families and themselves. If a student repeatedly resists the continued encouragement, discipline and consequences of the staff or teachers the classroom group leader or teacher will contact the parents directly. (Please see the Extreme Behavior Concerns and Complaints Policy)

### **Clothing and Personal Belongings**

Please label your child’s belongings with their name. When dressing your child for the day, please dress your child in clothing in which they can feel free to play. The children will play out-of-doors or on the floor indoors. In cold weather, please send sweaters, caps and mittens in case of outdoor play. If there is snow on the ground, please send snow boots with your child. Both shoes and boots are required in order for your child to participate in outdoor play. It is recommended you label all items with your child’s name in case they are misplaced.

### **Personal Property**

It is the responsibility of the student or parent to maintain security for all personal property brought to school, stored at, or used within the boundaries of the childcare or school facility. Normally, the use of items from home are not required and therefore all non-essential items should be left at home. The school, faculty, staff or church shall at no time be deemed responsible for loss or damage to any such equipment or materials.

## **No Toys, Money, or Cell Phones**

The center provides many toys for children to play with while they are here. Therefore, we ask that NO TOYS or MONEY from home be brought to school. (The only exception is during show and share times). If these are brought to the school, the school and its staff are NOT responsible. There may be an exception if money is requested or allowed for a field trip. If this is the case parents are responsible for turning in the money to the classroom teacher or group leader in an envelope with their child's name on the front. Electronics brought to school are only to be used from 7-8 a.m. & 5-6 p.m. in the childcare center. Students are responsible for their electronics. Immanuel Lutheran School and staff are NOT responsible for lost, broken or stolen items. Cell phones with parent permission and at student risk, MUST be stored in backpacks in their cubby while they are at childcare. If the student is found violating this rule, their cell phone will be confiscated until a parent can claim it from childcare staff.

## **Field Trips**

The preschool classes, childcare center and King's Kids Camp take field trips each year to broaden their experiences and foster enjoyment and appreciation for God's world. You will receive notification and be required to sign a permission slip which must be signed and returned to school before your child may participate in the field trip. (Depending on the field trip activity, a fee may be required for participation).

## **Supervision of Children**

During all activities directed by Immanuel's Childcare Center, appropriate supervision will be given by the staff. Appropriate ratios will be established to ensure the safety of all participants. This includes all activities at the center as well as on excursions outside of the facility.

## **Transportation**

Transportation to and from field trips and activities are usually required. If children are to leave the facilities, parents will always be notified of the activities/field trips and the form of transportation that will be taken.

In most cases, school buses will be used to transport children to and from the activities. Bus drivers explain safety and evacuation procedures with all field trip participants to ensure all passengers are aware of the appropriate emergency evacuation procedures for the bus. On occasion, the school vans or parent volunteer vehicles may be used. All parent volunteer drivers will be preapproved through insurance and background and checks prior to the activity. School vans and passenger vehicles that are used for school field trip purposes, where parents are driving children other than their own, will always have two adults with current background checks in each vehicle. In these cases, parents must provide a car seat or booster seat if their child does not

meet the state law requirements to ride without. Children will be required to wear safety belts and will not be allowed to ride in the front seat of cars with air bags. All drivers will have with them a list of students in their vehicle as well as emergency phone numbers and the phone number of the school. In case of emergency on the road, the supervising teacher will contact emergency services or the director/school office to receive assistance and contact alternate transportation or any services needed to ensure the safety of all occupants.

We do not provide transportation to and from school. However, we will be glad to make suggestions which might facilitate the arrangement of car pools.

### **Toilet Training**

Children who enroll in the program should be toilet trained. However, we recognize that children may have accidents. School staff has been trained in universal precautions so that they may assist students who have an occasional accident in changing clothes if this becomes necessary. When children need assistance other staff members will be in attendance to insure the safety of all parties.

### **Sunscreen**

Please apply sunscreen as you dress your child each morning. Please fill out the authorization form found in your registration packet or at the childcare desk allowing Immanuel's childcare staff to apply sunscreen. Please tell your child's classroom teacher if you are unable to accomplish this on a given day. We will have sunscreen available for you to apply it at the center before signing your child in.

### **Extreme Weather and Cancellations**

When the weather is very hot or very cold, the children will be kept indoors. Extreme weather will be determined by the director and group leaders who will take into consideration the age of the children, temperature, and the current conditions of the specific day. Children will not go outside if the temperature or wind chill is colder than 10°F. If your child has specific needs please speak with the director or your child's teacher/group leader.

Cancellations due to weather: When extreme weather conditions cause a cancellation of school for that day, the childcare program will be closed as well. Announcements of school closures are made to each parent via the LETA contact system, Channel 9 news & 9News.com, as well as the Immanuel Lutheran School website.

### **Fire and Tornado**

In the event of a fire, the children will be escorted outside the building through the nearest door. Each room has posted fire escape routes, and fire drills will be held at various times throughout the year to acquaint children with the procedure. In the

event of a tornado, children will be escorted to their designated safe location inside the building. Tornado drills are also held to acquaint the children with the procedure. Children will also practice appropriate procedures for lock downs so they are familiar with the procedure should it need to be implemented.

### **Emergency Drills**

Other drills will be practiced during the year. Children will practice drills for sheltering in place, lock down and reverse 911. All emergency procedures are outlined and available for review. Please ask a staff member if you would like to review these documents.

### **Policy Exemptions**

If at any time there is a special need, by a family enrolled in the childcare or preschool, they should make this need known verbally and in writing to the childcare director. The director will consider the request and inquire with the principal to determine the outcome of the request. Response will be given in 5-10 business days.

### **Parent - Staff Relations**

To become acquainted with the teachers, group leaders and school, please feel free to come and observe the program. If at any time you have a concern, please speak directly with a group leader or director. If you have further questions regarding your child's behavior or development, please request an appointment with the group leader in charge. We will make every effort to help.

### **Visitor Policy**

#### **During school hours all access to the education rooms at Immanuel Lutheran School is locked and visitors must sign-in.**

All visitors to the center must enter through the east glass doors. Visitors must sign in on the visitor log at the front desk and wear a visitor's badge while in the building. Staff will inquire the purpose for the visit and may request identification. Staff reserves the right to deny visitors access to the school if they do not have appropriate reason for admittance or appropriate identification. Visitors must sign out and return visitor's badge following their visit.

## **Child Abuse**

The Child Development Staff and all the employees of our child care center acknowledge that they are court appointed reporters of child abuse or the suspicion of child abuse and neglect.

If the staff at Immanuel Child Care and Development Center realizes or has reason to suspect that a child in our care is being abused they will make a report with authorities.

Each staff member who is involved in the continuous care of children has also taken Mandatory Court Reporter Training as outlined in the Child Welfare Training System. This training is approved and required by the Colorado office of Children Youth and Families.

Please help us protect all of our children. If you suspect child abuse and neglect call the Colorado Child Abuse line at 1-844-CO-KIDS.

## **Missing Child Policy**

We anticipate no such incidents, but as a precaution we have instituted the following procedures:

As soon as we realize that a child in our care is missing from the group, we will secure the other children with a responsible adult and begin a search of the immediate area.

- After two minutes: we will expand the search area. In our building we will have the child paged through the intercom system and we will involve as many people as we can in the search.
- If we are in a public area besides our personal building we will request that the child be paged and have building or area security personal help with the search.
- After ten minutes: we will call the police and inform them of the child's name, age, weight, height, clothing and footwear and record the file number that the police will give to us.
- Then we will call the parents to inform of what has happened, what is being done, and that I will call them back in a few minutes to update them.
- When the child is found: We will contact the parent/guardian, alert everyone else involved, hold a debriefing as soon as possible.

As a follow-up: We will assess the problem and make changes, if necessary, to avoid the risk of a similar incident. As well, we would further educate the children in our care about the importance of staying with the group.

Please note that for this reason it is of utmost importance that you as parents and guardians inform the childcare center of all changes in your child's schedule. If you pick up early, have an alternate person pick up from the classroom, or your child is to ride home with a friend after school, you MUST inform the childcare staff in writing about your child's change in plans.

## **Withdrawal Procedure**

If parents choose to withdraw their child from the services at Immanuel Lutheran School, parents should contact the school office with a hand-written letter or via email stating their intent to withdraw their child(ren) along with the official withdraw date. Parents who do not fill out the form will be billed until an official withdrawal from the parents is received.

## **Extreme Behavior Concerns/Complaint Procedure**

We will do all that we can to provide the quality childcare service to you and your child. It is our desire to meet your child's needs whenever possible.

Sometimes children have very challenging behavior at different stages of development.

Challenging behaviors are those behaviors defined as:

- Any repeated pattern of behavior that interferes with learning or engagement in pro-social interactions with peers and adults
- Behaviors that are not responsive to the use of developmentally appropriate guidance procedures

Prolonged tantrums, physical and verbal aggression, disruptive vocal and motor behavior (e.g. screaming, stereotype), property destructions, self-injury, noncompliance, and withdrawal

If you have a need or complaints first contact your child's classroom teacher or child care group leader. If the problem is not resolved, the parent or guardian should notify the director.

If the childcare staff or your child's classroom teacher has a concern they will notify the parent or guardian directly.

The director, parent and teacher will meet to plan a positive discipline and/or behavior modification program. It is required that parents, as well as staff, assist in helping make changes that create positive behavior outcomes. We are a family place and we believe God has given you your precious children. It is of utmost importance that discipline, manners and politeness begin in the home and are reinforced and taught in the home in addition to at childcare and school.

After a plan is agreed upon and put in place, the parents and staff will touch base in one week and gather information on what portions of the plan are working or which parts of the plan need to be changed or improved. After two weeks parents, teacher, and director will meet again to evaluate the plan, as well as plan outcomes. If at this time either the parents or the childcare center does not believe that the placement of the child at the center is appropriate; the parents may withdraw the child (please see withdrawal procedures) , or the childcare center reserves the right to expel the child if they cannot be cared for within the established ratios in a safe manner.

Children who attend the childcare center are required to obey the child care staff and not run from the child care staff or hurt other participants. Children must obey the rules of the center and it is expected that parents support their children in learning to obey and follow all of the childcare centers rules as well as staff.

Please be aware that any complaints may be directed to the Colorado Department of Human Services at the Division of Child Care 1575 Sherman St. Denver, CO 80203-1714 or by calling 303-866-5958 or 1-800-799-5876.

## **Volunteer Policy**

Immanuel Lutheran Child Development Center allows volunteers between the ages of 13 and 16 years old for a maximum of two hours per day. These volunteers are here to be introduced to early care and learning environments and to encourage helping and serving as a Christian witness. The volunteers may be asked to perform tasks such as reading to children, serving snacks, preparing classroom activities, playing games with children and assisting children in the completing of projects etc. Volunteers should not give medical attention, help with toileting or changing wet or soiled clothes, administer medicine or make discipline decisions. Volunteers are not counted in the child staff ratio and must be directly supervised at all time by a staff members. All volunteers should speak with the director about their desire to volunteer at the center and fill out the volunteer forms including their parents'/guardians' signature and emergency phone number. All volunteer activities should be planned in advance and scheduled with the director. Volunteers must fill out the volunteer log acknowledging the task that was completed as well as the staff member they were assisting.







