



# PARENT HANDBOOK

2018-2019 School Year

## Faith Lutheran Preschool & Christian Childcare

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# **The Purposes and Policies regarding Faith Lutheran Preschool and Christian Child Care A ministry of Faith Lutheran Church, Bloomington, Indiana A Missouri Synod Congregation**

**Introduction: History and Definition:** The Lutheran Church-Missouri Synod has a long history of offering a strong, distinctively Lutheran Christian education program. There are over 2000 Lutheran Schools in the United States. Nearly half of all Lutheran Schools are stand alone early childhood programs. Lutheran early childhood programs are the fastest growing component of the Lutheran elementary schools. There are also about 60 Lutheran high schools, 10 colleges in the Concordia University System, and 2 seminaries.

The Lutheran Church – Missouri Synod, with which Faith Lutheran Church is affiliated, is a “confessional” church. That is, we base our worship and study on the Word of God, publicly state what we believe and carry out those beliefs in our lives as Christians. Therefore, in these Lutheran Preschool and Christian Child Care programs there is an intentional blending of Law and Gospel. Teachers and Educators in Lutheran schools strive to develop trusting, caring, and cooperative acceptance of each other as fellow children of God. Recognition of sin and celebrations of God’s grace and forgiveness are woven into our activities. Children learn to see Jesus as their Savior and friend, both in teaching of the Bible lessons and the interactions among children and adults.

**Mission Statement:** Faith Lutheran Preschool shall be distinctively Lutheran in its philosophy, curriculum and staff. While evangelistic outreach is the preschool’s primary purpose, it strives to assist in the nurturing of all children and families.

**Vision of our Mission:** The Early Childhood Center at Faith Lutheran as a ministry of Faith Lutheran Church centered in a sharing the Gospel of Jesus Christ and focused on the total growth and development of children and supports their parents in today’s changing world.

**Pastoral Staff:** Faith Lutheran Church is blessed to have two spiritual leaders:  
Senior Pastor Edwards and Assistant Pastor Beck

**Faith’s Early Childhood Ministry:** The focus is on appropriate programs for children and for staff to nurture in a Christ centered environment.

1. Centered in sharing the Gospel of Jesus Christ: Faith Lutheran Preschool and Child Care proclaims Jesus as their special friend; it teaches Bible stories, music, prayers and provides chapel services and Jesus time to learn that Jesus is their Savior.
2. Focuses on the total growth and development of children: The Early Childhood Ministry supports and encourages children in relationships with peers and adults as they develop self-concepts, independence, cooperation, creativity, critical thinking, problem solving skills and Spiritual strengthening.
3. Supports their parents in today’s changing world: The Faith Lutheran’s Early Childhood Ministry recognizes parents as the children’s primary teachers; it supports them in their role as they rear children in today’s world.
4. Home Visits Bridge Home and School: Home visits by the preschool teachers to the preschool students is one way Faith Lutheran’s Early Childhood Ministry strives to support the parents. The home visit enables the child and parent to meet the teacher in their own home in a happy, nonthreatening way. The visit also gives the teacher and parent time to review the folder containing the Parent Handbook, picture permission forms, the snack prayer, school calendar, school supply list, emergency medical care release form, and allergy alerts.

**Philosophy:** Faith Lutheran Preschool (FLP) is an integral part of the mission outreach of Faith Lutheran Church, which provides a service to our members, and non-member participants of the preschool program.

FLP/CCC strives to assist parents in nurturing their children in the faith while recognizing that the parents are the primary educators of their children.

Both member and non-member parents are strongly encouraged to be actively involved in the activities of the preschool. FLP cultivates the spiritual, social, emotional, intellectual and physical development of each child in a warm and loving Christ-centered environment.

1. Spiritual development: Children are nurtured in the way of Christ and we present Jesus to them as their Savior. It is desired that this will help form the foundation of a lifetime of spiritual growth and service to God.
2. Social development: The children are encouraged to build positive relationships with others through cooperation, expressing themselves appropriately with the development of proper communication skills.
3. Emotional development: A positive self-image is fostered and initiative and creativity are encouraged. Play and exploration activities are conducted at an appropriate developmental level.
4. Intellectual development: A love for all learning is promoted by providing a positive learning experience in which curiosity is encouraged and academic skills are developed through a multi-sensory approach.
5. Physical development: Playtime is used to develop fine and large gross motor skills, coordination, and physical fitness in a fun environment

**Accreditation:** Faith Lutheran Preschool and Christian Child Care Programs are accredited with the National Lutheran Schools Accreditation and are a Registered Ministry with the State of Indiana. In 2004 Faith Lutheran Preschool and Christian Child Care were the first preschool to have an infant and toddler program accredited in the LCMS Indiana District.

**Curriculum:** Faith Lutheran's Early Childhood Ministry Programs use a Concordia Publishing House curriculum titled "One in Christ". This curriculum is used in all of the classrooms with the exception of the infant room. The Indiana Common Core Standards are also incorporated into all daily activities.

1. In the Infant room- "Crawlers" (ages 6 weeks-12 months) use:
  - Indiana First Steps Developmental Milestones.
  - State of Indiana's guidelines for Child Care is also followed to the best of our availability.
2. Both Toddler rooms- "Walkers and Climbers" (ages 12 months to 3 years) use:
  - "One in Christ" curriculum
  - Indiana First Steps Developmental Milestones.
  - State of Indiana's guidelines for Child Care is also followed to the best of our availability.
3. All Preschool age classrooms (3-5 year olds) use:
  - Use the "One in Christ" curriculum.
  - SCEWED (Spiritual/Social Living, Communication Arts, Wellness, Discovery about the World) is also used to chart milestones for growth and development from the CPH curriculum.
  - The kindergarten readiness checklist is also referred to, making sure that the preschool age children are ready for the next step in their education- kindergarten.
4. Field Trips enhance the children's understanding of the world around them.
  - The children have adventures on the church's property, especially when the seasons change.
    - Bug and leaf hunts
    - Listening and observing nature walks
    - Walks in the woods
  - On campus field trips also include fire truck visits during Fire Prevention Week.
    - Fire trucks from a local fire department visit the children from all the classrooms
  - Second semester the preschool aged children (ages 3-5) will go on off campus field trips in the community.
    - Parents or legal guardians are welcome to attend
    - All drivers will be asked to fill out information about their vehicle
    - All drivers will have to submit a copy of a valid driver's license

### Assessments:

1. Preschoolers (Ages 3-5)
  - Assessments are conducted through observations of the individual child's skills according to the Developmental Milestones from Integrating the Faith.
  - Parent/Teacher conferences
    - Held at the beginning of the second semester, January
    - Held by preschool teachers – Mrs. Faulkner, Mrs. Huss, Ms. Stinson and Mrs. Ebelhar
    - Teachers will discuss developmental progress and concerns
2. Infants and Toddlers (Ages 6 weeks-3 years)
  - Assessments are conducted through observations of the individual child's skills using Indiana First Steps Milestones

**Daily Activities Description:** All classes will include the following components, which meet the appropriate developmental stages

1. Free Play/Choice Time- allows your child to choose from a variety of activity areas
2. Group Time- involves all the children in a planned lesson activity
  - Chapel time in the sanctuary for preschoolers and Jesus time in the classroom for the toddlers
    - Between 10 and 15 minutes set aside to praise God
    - All of the Preschool aged children will go to the sanctuary for chapel
    - All of the Preschool aged children will have the Pastors lead chapel twice a week, typically on Tuesday and Wednesday. The lead teachers from each of the rooms will take turns leading chapel on the other days of the week
    - All the Child Care classes conduct Jesus time in their classrooms
    - Theme related stories from the Bible are told, songs are sung, and pictures are explored
  - Concept development based on a theme or project

- Music
    - All the preschool children will have the opportunity to sing during a church service
    - All of the preschool children will have the opportunity to participate in a Christmas program in December and a spring program in April.
  - Movement activities- Songs, stories, finger plays, calendar, weather chart...
3. Small Group/Center Time/Project Work
    - Focuses on a planned learning experience through guided play
    - Draws from all areas of the curriculum and involves small groups of children
    - Learning games and readiness activities in the areas of emergent math and reading are coordinated with the themes or projects
  4. Nap and Rest Times:
    - All childcare children (walkers and climbers) will be given the opportunity to nap between the times of 1:00 and 3:00.
    - All preschool aged children, 3 years of age, will be offered a quiet time to rest after lunch. This rest time will slowly be phased out to allow the children to experience all of the activities that the other students are doing
    - Pre-K aged children will not be offered a time to rest unless they are not feeling well and it has been requested by the parents.
  5. Snack Time - The children wash their hands, participate as a group in the table prayer, socialize with their friends and then clean up after themselves when they have finished their snack.  
Parents are responsible for bringing in the snacks for the children to share; the first letter of the child's last name divides each week of the month up. Please bring something that will feed 20 children. We encourage the parents to bring in something that their child enjoys. Such items may include- dry cereal, crackers, cheese, fresh fruit, fruit cups, dried fruit, pretzels, cereal bars...The food item must be unopened and contain the ingredients so that we can keep track of allergies that some children may have...
    - A-F is the first week of each month
    - G-L is the second week of each month
    - M-R is the third week of each month
    - S-Z is the fourth week of each month

If you do not wish to participate you are welcome to bring in your child's snack for the day on each day that the child attends school. Please label the item as snack along with the child's name.
  6. Large Motor Skills- emphasizes activities involving the large muscles, both indoors and outdoors. Social interaction is encouraged and often maximized during this time.
    - The preschool aged children (ages 3-5) will have an organized gross motor development time during the week to explore organized games and develop gross motor movement and coordination.

**Description Preschool and Child Care Programs:** (All classes and sessions subject to cancellation if enrollment warrants.)

1. Pre-Kindergarten preschool class- Mrs Faulkner's class- is designed for children who turn 4 by August 1<sup>st</sup>, according to Indiana state guidelines and will be attending kindergarten the following school year
  - We offer full day or half-day sessions – Mondays, Wednesdays and Fridays
  - The class ratio is 12 students to 1 teacher.
  - All children are required to be fully and independently toilet trained.
2. Preschool 3's class- Mrs Ebelhar's class- is designed for children who turn 3 by August 1<sup>st</sup>, according to Indiana State guidelines
  - We offer 2 half-day sessions on Tuesdays and Thursdays
  - The class ratio is 10 students to 1 teacher.
  - All children should be fully toilet trained.
3. There are 2 separate multi-age preschool classes – Mrs Huss' and Ms. Stinson's classes- are designed for children ages 3-5 years.
  - This class has various class sessions, offered Monday through Friday
  - The class ratio is 10 students to 1 teacher
  - All children should be fully toilet trained
4. Toddlers with complete toilet control and mostly self help toileting skills- "Climbers" - This class is designed for children ages 2-3 who are toilet trained but do not reach the August 1<sup>st</sup> cut off for our preschool program
  - This class has various class sessions, offered Monday-Friday
  - The class ratio is 7 students to 1 teacher
  - All children should be fully toilet trained

5. Toddler Room- “Walkers” - This class is for children who are 1-2 years of age
  - This class has various class sessions, offered Monday through Friday
  - This class ratio is 5 students to 1 teacher
6. Infant Care- “Crawlers” - This class is designed for children who are 6 weeks to 12 months
  - This class has various class sessions, offered Monday-Thursday
  - This class ratio is 4 students to 1 teacher

### **Description Preschool and Child Care Extra Sessions:**

1. Early Bird Care and Early Care- available 5 days a week
  - Early Bird Care is from 7:45-8:15
  - Before Care is from 8:15-9:00
  - These early drop off times meet in designated, supervised areas
  - These early drop off times have separate charges from the other sessions
2. Lunch Bunch- available from 12-12:45 and offered 5 days a week
  - Lunch bunch is supervised by staff of Faith Lutheran Preschool and Child Care
  - Lunches are to be placed in clear, gallon size, sealable bag or a see through container
  - Only one lunch bag/container per child – please. The refrigerators fill up quickly and more than one bag makes them even more full and causes confusion about what bags is for what...
  - The bags are to be labeled with the child’s name
  - All items (containers, silverware, cups...) in the lunch should also to be labeled so that they may be returned to the right child at the end of the day.
  - **ALL** lunches are to be placed by the parent in the allocated refrigerator
  - Items in lunches that need to be heated will be done so by the staff
  - Glass containers are **not** permitted. We understand that there is a fear and health concern regarding heating things in plastic. Items will be placed on a paper plate to be heated and then placed back in the original container or left on the paper plate at lunch time
  - Preschoolers – may not bring sippy cups to school other than for lunch. If they would like to bring a cup to school, it must fit in their lunch container and be labeled.
3. Late Pick Up and Extended Late Pick Up- offered 5 days a week
  - Late Pick Up is from 3:45-4:30
  - Extended Day is from 4:30-5:00
  - These late pick up times meet in designated, supervised areas
  - These late pick up times have separate charges from the other sessions

### **ALL of the following forms are required by the State of Indiana prior to the first day of school:**

1. Application Forms must be completed.
2. Registration Fee must accompany application forms.
3. Emergency care release form “While you’re away” with insurance company information completed.
4. Picture permission form completed and signed by parent or legal guardian
5. Acknowledgement form of “Ministry Status” of fire safety from the State Fire Marshal’s office signed by a parent of legal guardian.

### **Enrollment Policy and Procedures:**

**Children must attend more than one session a week. Children that only attend our program once a week have a hard time adjusting. The child/children need to time to trust and bond with the staff so that they feel safe while left in our care.**

Faith Lutheran Preschool and Child Care will accept enrollment from members of the Lutheran faith, members of other religions and children who have no church affiliation. Faith Lutheran Preschool and Child Care program follow the Federal anti-discrimination policy and do not discriminate on the basis of race, color, or national or ethnic origin in administration of its education or admission policies. Faith Lutheran Preschool and Christian Child Care is a Ministry Outreach of Faith Lutheran Church.

1. Preschool and Christian Child Care programs enroll yearly in the months of January and February for the following school year. Enrollment is based on the return of your application. The class rosters are filled in the order that the applications are received.
2. Once the rosters are filled, a waitlist is created. The applications are posted with the date and time to keep the waitlist in the order of which they were received. Families are notified by email or phone call once a spot becomes available.
3. Staff receives priority on any waitlist.
4. Current families are given the opportunity to enroll before new families in the community.
5. Preschool and Christian Child Care programs will make reasonable effort to accommodate the needs of all children. At such point when it becomes unreasonable to meet the needs of the child and/or compromises the nature of the program and/or endangers the safety of all involved, we reserve the right to terminate all services.
6. First Attendance Day Policy- A child may attend school one week from the enrollment date.
7. An adjustment time of 2 weeks will be granted to each child to give them time to settle into the routine and begin to develop a relationship with the staff. If the child has not adjusted to the class setting and bonded with the staff (they are inconsolable and experience excessive crying) they may not be a good fit for our program. Not all children make the adjustment from home to a school setting and a choice has to be made at the end of the 2-week period regarding the progress being made to adjust. If it appears no adjustment is being made, the child may be asked to leave the program with the invitation to return at a later date.

## Financial Commitment:

1. Faith's School Board- Payment Policy  
As of February, 2004, the School Board Policy states, that, "All parents or legal guardians are financially responsible for their child or children's fees in the Christian Child Care and/or the Preschool programs. Preschool payments are due the 15th of every month August through May.
2. School Board's - Attendance Policy  
Any child not attending for a period of 2 weeks without notification from the parents will be removed from the classroom roster and the spot will be made available to a child on the waitlist. The parents will be charged for the two weeks absent prior to removal.
3. School Board's - Financial Agreement  
As of May, 2016, the School Board Policy states, that, " A parent or legal guardian must sign the Financial Agreement and pay the deposit due prior to the child's first day of attendance.
4. Request to terminate services - all requests to terminate services must be received 2 weeks prior to the end date in order to receive a full refund of you deposit.
5. Schedule changes - Parents are allowed **one** permanent schedule change per semester. Each additional schedule change will be charged \$25.00 per change.
6. Early Drop-off Fee  
In the event that a child is dropped off early, there is a \$1.00 per minute charge for the first 10minutes. For every minute before the 10 minutes, there is a \$5.00 per minute charge.
7. Late Pick-up Fee  
In the event that a child is picked up late, there is a \$1.00 per minute late for the first 10 minutes and \$5.00 per minute for each subsequent minute.
8. **All deposits are nonrefundable without a 2 weeks notice of termination of services at the parent's request**
9. All fees are subject to change, but **NOT** during the school year

## Schedules and Delayed Starts:

1. Faith Lutheran Preschool and Christian Child Care follow the Monroe County Community School Cooperation (MCCSC) for vacation days, holidays, snow days and similar exceptions. When MCCSC is **closed** for inclement weather-Faith is also closed
2. Faith **will** start at 9:00 for all 2 hour delays announced by MCCSC.
  - You will not be charged for time prior to 9:00
  - You will be charged for all time from the start time of 9:00
  - There will be **not** be a sign up time for any other start time options
3. Faith will close 30 minutes after MCCSC has set a time to dismiss early due to inclement weather
4. Faith will **not** be open on Good Friday
5. We will be open most teacher in-service days on a sign up basis only. Advance notice of when these days are offered will be made through the school calendar at the beginning of the school year and weeks in advance through email.

**Health and Safety Policies and Procedures:** The health and general well being of your child is a primary concern to the staff, as well as other families and their children in the program.

Immunizations

1. All children must have a current immunization record on file before attending any of the programs at Faith.
2. All updated immunizations must be submitted to Faith to keep on file.

Sickness:

1. If your child has thrown up and/or had diarrhea (more than 3 times in a 24 hour time period) the night before or morning before attending school they can not come to school
2. If you child has had a temperature of 100 degrees or over, in the 24 hours before coming to school, they can not come to school
3. If the child has a contagious condition or a community disease such as
  - Head lice, Conjunctivitis/Pink eye, Ring worm, Influenza, Chicken Pox, RSV, Bed Bugs, Persistent cough and/or colored drainage, they may not come back to school until is it resolved
4. If your child has had the Chicken Pox vaccination they can still break out in pox. If that happens they must remain home until all pox scab over.
5. PLEASE KEEP YOUR CHILD HOME IF THEY ARE NOT FEELING WELL. WE CANNOT KEEP THE OTHER CHILDREN HEALTHY IF YOU DO NOT KEEP THEM HOME UNTIL THEY ARE WELL.

Return to school

1. Children must be fever free for 24 hours without fever reducing medication.
2. Children may return to school earlier if they have a Dr's note stating the condition is not contagious and the child remains on the medication to finish out the prescription.
3. Children on antibiotics must have 24 hours of the medication.
4. Staff must be informed of all medications.
5. If the child is to take medication at school, a Medication Intervention Form must be filled out by a parent or legal guardian and the medicine must be labeled and kept out of reach of children.
6. IF A CONTAGIOUS, INFECTIOUS CONDITION ARISES, A HEALTH ALERT WILL BE SENT HOME TO ALL HOUSEHOLDS

**Medication Intervention Polices and Procedures:** It is the policy of Faith Lutheran Preschool and Christian Child Care programs to NOT administer unauthorized medications to children while in our care. Exceptions to this policy will be made only for children requiring emergency medications for a specific medical condition.

1. All medications will be kept in the Staff resource room.
2. Medicines that do not require refrigeration will be locked in the First Aid cabinet.
3. Medication can only be dispensed if the Medical Intervention Form is filled out
4. The Medication Intervention Form must include
  - Child's name and all items must be labeled
  - Physician's name and phone number
  - For prescriptions – written instructions from child's Physician, indicating dosages and times to administer medication
  - For prescriptions- a pharmacy phone number to contact in case of emergency
  - Description of the situation requiring the medication
  - All medications that have expired will not be administered and will be sent home
  - All instructions and written orders by Physicians are good for one medication duration. In the case of Epi Pens, over the counter medications, sunscreen... are good for the school year (August –May)
  - Under no circumstances are any medications to be kept in a child's locker or back pack
  - Form must be filled out for over the counter medications, sunscreen, bug spray, diaper rash creams and ointments
5. All lotions, sunscreen, lip balm, hand sanitizers... are not allowed to be kept in the child's locker or backpack. It is against state regulations. All of the said items must be kept out of the reach of all children while at school.

**Safety Policies and Procedures:**

1. Children should always use walking feet while in the building.
2. Children are not permitted to enter or leave the building without an adult.
3. Children are to be under strict adult supervision while in the parking lot.
4. Children who are not yet signed in or have been signed out are under the supervision of the parents, not the staff.

**Emergency Treatment Policy and Procedure:** All children at Faith are required to have a "Pre-Consent for Emergency Care" form filled out at the start of each year by a parent or legal guardian and will be kept on file. If your family changes care providers or insurance carriers the information should be updated on your form.



## **Immediate Minor (not requiring emergency attention)**

### **– Care Policies and Procedures – requiring “Boo Boo” reports:**

The staff at Faith evaluates the injury and provides proper treatment.

First aid that is given may include all or some of the following

1. Ice pack, band aid (without medication unless indicated with a Medication Intervention Form), TLC (tender loving care), cleaning of wound
2. Documentation of the injury and the care given will be written on a formal report (boo-boo report) for school records
3. Parents may be notified by phone or email when an injury occurs.

### **Immediate EMERGENCY CARE Policies and Procedures:** This includes all life

threatening incidents such as severe allergic reactions, stop breathing, a fall resulting in a broken bone and/or stitches...

1. CPR, if needed.
2. The attending staff will call the emergency response number for an ambulance to transport to a local hospital's emergency room.
3. The injured child's parent or legal guardian will be contacted immediately.
4. The nature of the immediate emergency care will be documented as quickly as possible for the emergency room attendant and parent to read and sign.
5. Authorization for treatment forms will be presented to the emergency room personnel to provide immediate treatment under standard procedures.
6. If medical or emergency treatments are required, a signature copy of the document will be sent to the Bureau of Child Care in Indianapolis.

**Safety Training of Staff:** All of the Preschool and Early Childhood staff at Faith have been trained in the following and retrained as needed

1. Child and Infant CPR
2. Choke Save
3. First Aid
4. Universal Precautions
5. Child Abuse and Neglect
6. Safe Sleep – Infant Care Staff
7. 15 hours of Continuing Early Childhood Education

## **Safety Policies and Procedures for Fire Drills and Tornado Drills:**

1. Fire Drills - Monthly Fire Drills – must be conducted in a variety of weather conditions
  - The fire alarm used to alert the staff and children for a fire drill is a First Alert Smoke Detector
  - The procedure
    - The staff and children stop what they are doing
    - Look, listen, and line up at the exit door to the classroom
    - Using walking feet and follow the teacher to the “safest” exit route
    - Staff and children meet at the “meeting place” playground and line up to be counted to make sure we all got out safely
    - Infants are taken out in evacuation cribs
2. Tornado Drills - The state recommends that tornado drills are conducted twice a year, once between the months of September and November and again between the months of March and June
  - The procedure
    - The staff and children stop what they are doing
    - Look, listen, and line up at the exit door
    - Using walking feet the children walk down to the bathrooms in the new part of the building, lower level, located near the elevator
    - Staff and Children sit on the floor, face the wall and cover their heads with their hands
    - Infants are taken in evacuation cribs and will be held by staff once in the bathrooms- staff will have flashlights
    - The lights will be turned off to simulate a real tornado
    - In the case of a real tornado- disaster preparedness bins will be pulled into the bathrooms. The bins include- pillows, blankets, flashlights, food, toys, diapers, water...
  - If there is a real tornado, **no one** will be allowed to leave the building until the National Weather Service indicates an all clear

3. Lock-Down- If an incident should arise that would put anyone in the building in danger, all rooms will be placed on lock-down.
  - No one will be allowed in or out of their classrooms during this time
  - All building and classroom doors will be locked
  - All sign in clipboards will be removed from the hallway and placed in the classrooms
  - Children will be kept away from windows and doorways
  - We will stay under lock-down until the “all clear” is given by Law Enforcement

**No Photograph Policy and Procedure:** No photos will be taken – individually, small group, or as a class - of children who do not wish to have their child/children’s photo taken.

### **Classroom Rules and Discipline Policies and Procedures:**

- Based on Ephesians 4:32 – “Be kind to one another”.
- Faith Lutheran Preschool and Christian Child Care strive to maintain a Christian discipline at all times. We try to treat all children fairly in accordance with God’s Word.
- Our discipline policy will be sent separately and must be signed and returned.

### **Infant Safe Sleep Position Policies and Procedures:**

1. The crawler staff and director have participated in an Infant Safe Sleep procedure class taught by the State of Indiana Training for Child Care Health Consultant
2. The State of Indiana follows the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Safety Commissions for safe sleep environments to reduce the risk of sudden infant death syndrome (SIDS)
3. SIDS is the sudden death of an infant under 1 year of age which remains unexplained after a thorough case investigation
  - Includes a complete autopsy
  - Examination of the death scene
  - Review of the clinical history
4. Infants less than 12 months of age will be placed on their backs (spine position) on a firm, tight fitting mattress in a crib for sleeping to lower the risk of SIDS
5. Unless specified by a Physician’s note, no position restricting devices will be allowed.
6. All pillows, blankets, stuffed toys and other soft items will be removed from the crib.
7. The infant’s head shall remain uncovered for the duration of their time sleeping.
8. When infants can easily turn over from their spine to the prone position (from back to tummy) they will be placed on their backs, but will be allowed to sleep in whichever position they fall asleep.

**References for Infant Safe Sleep Policy and Procedure:** National SIDS & Infant Death Program Support Center, SIDS Alliance, Caring for Our Children, National Health and Safety Performance Standards, Indiana Prenatal Networks and CJ Foundations for SIDS

### **Playground Rules, Policies and Procedures:**

1. Slides
  - May only go down the slide one at time
  - Do not push anyone down the slide
  - Do not walk up the slide
  - Adult supervision is required
2. Climbers
  - Use both hands
  - Be careful of people around you- do not push or kick
  - Do not jump off climber, climb down carefully
  - Adult supervision is required

**Arrival Policies and Procedures:** For the safety of your children a keypad is in place at the entrance into the Education Wing. Each month the keypad number will change. You will receive an email telling you the new number at the beginning of each month.

1. The child/children should walk in with parents, legal guardian or caregiver to the classroom(s).
  - Parents, legal guardians, or caregivers should sign the child/children in on the sign-in sheet for the class that the child/children will be attending that day
  - The child’s lunch should be put in the appropriate refrigerator, making sure that gallon size, clear, sealable lunch bag or container is labeled with the child’s/children’s name. All it’s contents should be labeled with the child’s name as well.
  - The child’s/children’s coat and backpack should be placed in the child’s/children’s locker.

2. If you are running late or not coming to school - Call the preschool office (812-334-2209) first if no one answers, leave a message. If it is an emergency, please call or text me at (812) 322-2576. You may also call the the church office at (812)-332-1668. Someone in the church office will relay the message to the Preschool and/or Child Care staff.

**Dismissal Policies and Procedures:** Children are not permitted to be dismissed to anyone except the parent, legal guardian, caregiver or adult that has been designated by parent or legal guardian.

1. Sign your child/children out in the same manner in which they were signed in. Initial and note the time of pick up
2. Alternate person pick up procedure
  - Parent must write down the person's name indicating a change in who will be picking the child/children up.
  - Realizing emergencies happen, a telephone call is acceptable but a written note is preferred.
  - The new pick up person must have a photo ID. The photo ID must match the name given by the parent.
  - Parents are encouraged to provide hard copy photos with printed names labeling the persons to ensure that the correct person is approved to pick up your children.

**Separation Policies and Procedures:** Separation of the child from the parent can sometimes be stressful and emotional. The staff has developed a process with the intent to help with separation.

- During the separation process the child will learn to...
  - Develop interest in activities at school
  - Feel comfortable with their peers
  - Develop a bond and trust with their teachers
  - Understand that their parent will come back to get them

### **Toileting Policies and Procedures:**

**Christian Child Care- Toddler room - "Walkers":** Usually around 24-36 months a child should begin potty training

1. The staff will begin by encouraging the child to use the bathroom every 20-30 minutes.
2. The staff will give the child much praise, even for effort, and a sticker unless another treat is provided by the parent
3. If they happen to have an accident they will be cleaned up by staff and put in new clothes
4. Please pack several changes of clothes for this period of toilet training
5. All progress will be charted on their daily contact sheet
6. Once the child is fully potty trained and is able to stay dry in underpants all day, they will move to the older toddler room- the "Climbers" room

**Christian Child Care- "Climbers":** Usually around the ages 2.5-around 3 years the child should begin to have more consistent control of urine and bowel functions

1. Once in underpants the child will be moved to the older toddler room - Climbers
2. They will go as a class every 45 minutes or so
3. They may also ask the teacher to use the restroom at other times during the day and they will be taken by a teacher or assisting adult
4. If they happen to have an accident they will be cleaned up by the staff and put in new clothes

**Preschool rooms:** Children (ages 3-5) should have complete day control of their urine and bowel functions.

1. They will go as a class two times during the morning session and 2 times during the afternoon session
2. They may ask a teacher to use the restroom at other times during the day and they will be taken by a teacher or assisting adult
3. We understand that at times, especially in a new environment, the child may have an accident. If this happens they will be cleaned up with the assistance of a staff member and helped into new clothes.
4. Independence in the bathrooms in the preschool area is encouraged
  - Children should be able to remove and put on their own clothing and wash their own hands
  - Children should be able to clean/wipe themselves after urine and bowel functions- if at some point the child requires assistance, every effort is made to do so.

### **Bringing Toys and Other Items from Home Policies and Procedures:**

**(The staff is not responsible for any lost toys.)**

1. Preschoolers
  - Should not bring toys in from home
  - We are not responsible for any lost or broken items brought from home
2. Child Care children should not bring toys to school from home
  - If you must bring them to school to get them out of the house, they will be allowed to play with the toy at the table for a set amount of time and then the toy will be placed in the child's locker.
  - The toy will then be placed in their locker to take home at the end of the day
  - All toys should be labeled

## **Clothing Policies and Procedures:**

1. Clothes
  - Label all of your child's clothing - we cannot help locate missing items if we do not have a name on the item to identify to whom the items belong
  - Please put your child in clothing that they can easily take off and on by themselves. They work hard to gain that independence and it helps facilitate it if they have clothing items on that they can do by themselves
  - Please bring at least one extra set of clothes in a clear, sealable, gallon size bag that can be left in their locker – again, please label all items
2. Shoes
  - Tennis shoes or sneakers are best for active children
  - All shoes must have a strap around the ankle to secure it from coming loose and from things like playground tire chips from getting between the foot and shoe
  - If you feel you are losing the shoe battle and need to get out the door, please bring other shoes to school that we can put them on them when necessary. Sometimes a child will insist on wearing flip flops or snow boots to school and that is not conducive to a safe and comfortable way to spend the day at school

## **Celebration Policies and Procedures: Please be mindful of the ingredients in the food products due to possible allergies in the classroom.**

1. Birthdays and Baptismal Birthdays are a good time to acknowledge the growth and development that has taken place during the past year.
  - Parent is responsible for bringing a treat to share with the class
  - Birthday treats will be served during the regularly scheduled snack time
2. Classroom Holiday parties
  - Parties throughout the year are- Halloween, Christmas, Valentine's Day and Easter
  - These parties have sign up sheets for parents to let the teachers know what they will be bringing in for a morning or afternoon snack/party
  - The Christian Child Care rooms are for students only. Having the parents there only confuses the children about when they will be going home and causes issues with separation
  - The Preschool rooms are for parents, grandparents- anyone that one that wants to celebrate- Often times the parents are asked to come up with games and books to read to the class

**Parent Handbook reference: Many of the items in this handbook are in reference to Mrs Bertermann's handbook, the prior director, who served for 20 years.**