

MESSIAH LAMBS

EARLY CHILDHOOD DEVELOPMENT



PARENT'S HANDBOOK For Preschool, K-Prep, & Kindergarten

2009 - 2010

A MINISTRY OF
MESSIAH LUTHERAN CHURCH
1801 West Plano Parkway
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MESSIAH LUTHERAN LAMBS EARLY CHILDHOOD DEVELOPMENT, INC.

- DIRECTOR.....Gail Winningham
PASTOR..... Rev. Dr. Victor Kollmann
ASSOCIATE PASTOR..... Rev. Daniel Borkenhagen
ASSOCIATE PASTOR..... Rev. James Otte

Schedule of Services at Messiah Lutheran Church

- WORSHIP SERVICES..... 8:15am & 11:00am
Wednesday 7pm
- SUNDAY SCHOOL AND
ADULT BIBLE CLASSES
(for ages 2 and above)..... 9:40am - 10:40am

Nursery care is available for children under four years old during both worship services and Bible classes.

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A copy of the Minimum Standard Rules for Child Care Facilities and Licensing Reports is kept in the school office.

CPS (Child Abuse Hotline) – (800)252-5400
Child Care Licensing Local Office – (972)633-6600
www.dfps.state.tx.us

WELCOME

What a joy it is for us to be able to offer these educational opportunities for your children! It is very important that our children learn to know and feel the love of Jesus Christ, as well as to develop Christian morals and values, while they are young. This is what we plan to provide for you through our Early Childhood Development programs, in addition to learning the principles of reading, writing, and math.

Our Heavenly Father says to us in Proverbs 22:6 “Train up a child in the way he or she should go, and when they are old, they will not depart from it.” You as parents are very wise in placing your children in our program. Our teachers, aides, and helpers are well-trained and capable of teaching your children in their spiritual, intellectual, emotional, social, and physical development. We are all dedicated to helping your children to make a positive difference for God and for others in this world.

Again, we are glad and feel honored to have you with us. I pray that the love of Jesus Christ may fill the heart of your child and make a real difference in the life of your family. And may God then bless all of us as we share this great news with others.

Pastor Kollmann

MISSION STATEMENT

Messiah Lutheran Lambs strives to meet the spiritual, social, mental, physical, and emotional needs of each child in our program. It is our intention to assist families in the nurturing and education of each child entrusted to our care.

CLASS INFORMATION and FEES

SCHOOL PHILOSOPHY

We believe each child is a gift from God, each is unique and special. We believe children should enjoy learning. We are committed to providing each child with the opportunity to learn while participating in developmentally appropriate activities. We believe we are an extension of your family and are here to assist you in the development of your child.

SCHOOL YEAR INFORMATION

We are not a year-round facility. We follow a traditional school calendar. We are not in session in the summers (though often we will offer a partial summer program) and we have days off throughout the year that closely resembles the schedule of the school districts of Plano (PISD) and Richardson (RISD). In case of inclement weather, we follow PISD and/or RISD's policy, this includes late starts. This information is broadcast on radio and television. Please call the school office if you have any questions.

ENROLLMENT POLICIES

Our Early Childhood Development Program is licensed by the State of Texas and the City of Plano Environmental Health Department. We are members of both the National and the Texas Association for the Education of Young Children, and the Department of Early Childhood Lutheran Education Association. Messiah Lutheran Lamb's Early Childhood Development enrolls children on a non-discriminatory basis.

KINDERGARTEN

AGE: 5yrs old by September 1st

TEACHING TIME: 9AM - 2PM

CLASS SIZE: 12:1 ratio (max 12)

DAYS: Monday - Friday

REGISTRATION/SUPPLY FEE:

Returning Students: \$225 per year

New Students: \$250 per year

TUITION: \$470 per month

KINDERGARTEN PREP

AGE: Older 4's

TEACHING TIME: 9AM - 2PM

CLASS SIZE: 10:1 ratio (max 10)

DAYS: Monday - Friday

REGISTRATION/SUPPLY FEE:

Returning Students: \$225 per year

New Students: \$250 per year

TUITION: \$470 per month

ADDITIONAL HOURS

If arrangements for extra hours are made and paid for at the beginning of the month, the charges are as follows:

- Early Drop (8AM – 9AM) is \$5 per day
- Late Stay (2PM – 3PM) is \$5 per day

If arrangements for extra hours are made any time during the month, the charges are as follows:

- Early Drop (8AM – 9AM) is \$10 per day
- Late Stay (2PM – 3PM) is \$10 per day

Only a certain number of additional hour spots are available for intra-month use. These will be given out on a first come first serve basis.

PRESCHOOL PROGRAM

AGE: 3yrs and 4yrs by September 1st

TEACHING TIME: 9AM - 12 NOON

CLASS SIZE: 9:1 ratio (max 18)

5-Day Class (Monday - Friday)

REGISTRATION/SUPPLY FEE:

Returning Students: \$175 per year

New Students: \$200 per year

TUITION: \$275 per month

3-Day Class (Monday/Wednesday/Friday)

REGISTRATION/SUPPLY FEE:

Returning Students: \$150 per year

New Students: \$175 per year

TUITION: \$200 per month

2-Day Class (Tuesday/Thursday)

REGISTRATION/SUPPLY FEE:

Returning Students: \$140 per year

New Students: \$165 per year

TUITION: \$150 per month

ADDITIONAL HOURS

If arrangements for extra hours are made and paid for at the beginning of the month, the charges are as follows:

- Early Drop (8AM – 9AM) is \$5 per day
- Stay 'N Play (NOON — 2PM) is \$10 per day
- Late Stay (2PM – 3PM) is \$5 per day

If arrangements for extra hours are made any time during the month, the charges are as follows:

- Early Drop (8AM – 9AM) is \$10 per day
- Stay 'N Play (NOON — 2PM) is \$20 per day
- Late Stay 2PM – 3PM is \$10 per day

Only a certain number of additional hour spots are available for intra-month use. These will be given out on a first come first serve basis.

FIELD TRIP / ACTIVITY FEE

All children enrolled in Kindergarten, Kindergarten Prep and Preschool will pay a field trip fee of **\$30** to cover field trips or in house activities for the entire school year. This fee is non-refundable and is due with payment of your first month of tuition.

FAMILY DISCOUNTS FOR ALL PROGRAMS

2 Children - 10% off total monthly tuition of second child

3 Children - 15% off total monthly tuition of third child

TESTING FEES FOR 4's AND OLDER

Visual acuity and hearing sensitivity screening are required for children who are at least four years old by September 1st of the current school year. If your child has already been screened, we need a copy of the doctor's report on file otherwise we will complete this testing at Messiah. In addition, children who are in Kindergarten need to be tested for speech. Charges for testing will be added to your tuition. If you would like your three year old tested, please let us know and we will work them into the schedule.

REGISTRATION

- 1) Before a spot will be held for a child, a family **MUST**
 - a) Remit the registration/supply fee. This fee is non-refundable. Exceptions will be made only if the family moves from the surrounding areas and notifies the school before the school year begins.
 - b) Complete an Enrollment Application. One section of the application requires a notary. We will notarize this for you here in our office.

- 2) **Health Records** for all children must be signed by a physician stating that the child is physically able to take part in school activities. This form must be filed in our office within one week of the child's first day of class. If the form is not in our office in a week, the child cannot return to school. This form should be updated each year at your child's annual well visit. Pick up a blank copy in the office before your child's appointment.
- 3) **Immunizations Records** for all children must have a signature from the doctor's office. These records must be on file in the office BEFORE the child can attend class. State Law requires that all children in school must have immunizations kept up to date. Failure to do so will keep the child from attending class.

TUITION POLICY

- Tuition is due the first of each month and is late after the 10th calendar day. A \$10 fee is assessed for late tuition (unless arrangements are made with the Director in advance).
- **Late pick-up charge of \$1 for each minute after regular pick-up time will be assessed.** It is your responsibility to make sure the office is aware of your intended drop-off and pick-up schedules.
- Tuition not received by the end of the month will be considered delinquent. Arrangements for a pay schedule can be made through the Director. Evaluation of the delinquent payee by the preschool staff, Director, and church financial administrator may result in child's immediate dismissal from the school by the Director.
- Monthly base tuition rates for each program remain the same no matter the number of school days in the month. We do not prorate base tuition amounts for months that contain school holidays. The base tuition amount takes the holidays into account and evenly spreads tuition over ten months.

- Charges for Early Drop, Late Stay and Stay 'N Play will, however, change monthly. These are based on the number of school days in the month.
- The 2009-2010 school year will run late-August through early June. We are requiring a full month's payment in August and will not charge base tuition in June.
- A \$25 fee will be charged for all returned checks. If the bank returns two of your checks you will have to pay tuition by cash or money order for the rest of the school year.
- A re-enrollment fee of \$25 will be charged if a child is taken out of the program and then re-enrolled.

GENERAL POLICIES

(1) Arrival and Dismissal

- If your child will not be attending school or will be arriving late, please call the office no later than 9:30am and let us know.
- Arrival times are 8:00am and 8:50-9:00am. Your child should not arrive earlier unless arranged with the Director and should be picked up promptly at end of his/her scheduled day. A charge of \$1 for each minute will be assessed for late pickups.
- All children's arrivals and departures must be logged into the Time Clock system. If you need help with the system or need an extra PIN, please stop by the office.
- Children will not be allowed to leave the premises with anyone other than the persons designated on the Enrollment Application unless we have a signed note (or a telephone call in an emergency) from the parent permitting someone else to pick up the child. Persons unfamiliar to staff will be requested to show their government issued picture identification.

- Children must enter and exit with accompanying adults through the main school doors on the North side of the building. Prior to your child's pick up time, they will be brought to the front hall for dismissal.
- Do not leave any child unattended in your vehicle. It is against the law. If you have an extenuating circumstance, please call the school office and we will assist you.

(2) Illness

You **MUST** keep your child at home if he/she shows any signs of illness.

- If your child will not be attending school, please let us know by 9:30am.
- Fever / vomiting / diarrhea must be gone for 24 hours before returning to class. This is for the child's own protection as well as for the protection of other children.
- If a child becomes ill at school, he/she will be placed in isolation and the parent notified to come pick him/her up.
- The school will administer first-aid, including the application of antiseptics and cleansing of wounds.
- Medication will not be given unless it is in the original prescription bottle and the Medical Authorization Form in the office is signed. Medicine must be enclosed in a clear plastic bag. The child's name must be on the medicine itself and on the outside of the bag. The form also needs to be signed for medications that are kept on hand and only used for emergencies (epinephrine, Benedryl, etc.). For OTC medications your child must be on the recommended dosage chart or a note from a doctor is needed (ex. Benedryl for children under 6yrs old).
- Someone with CPR and First Aid Certification will be on duty at all times.

(3) Snacks and Lunches

- We will provide a morning snack, which includes a drink. A calendar listing the daily snacks is posted in the school office. If you do not wish your child to have the posted snack, please send an alternate healthy option for him/her.
- You have the option of purchasing a lunch for your child on certain days of the week. All other lunches need to come from home. When packing your child's lunch, PLEASE NO HARD CANDY, GUM, RED JUICE or SODA.
- Please put a note on the outside of all lunch boxes containing peanut butter or nuts. We do our best to keep these lunches away from those with allergies.
- Please label all bottles and lunch boxes with the name of your child.
- We do not heat or refrigerate food for the children.
- The staff cannot control the order in which the foods are eaten (e.g., sandwich before cookies). Therefore if this is a concern, it is recommended that you send more nutritious desserts.
- The school is not responsible for meeting your child's daily food or nutritional needs.

(4) Withdrawal from the Program

If you wish to withdraw your child from our program before the end of the year, you need to complete an Exit Survey and return it to the office two weeks in advance of the child's last day. If you choose to re-enroll for the same school year there is a \$25 re-enrollment fee.

(5) Clothing

- Your child should be dressed so that they can comfortably play at school—in the classroom and on the playground.
- Please no open toed shoes/sandals. They do not work well with the wood chips on our playground.

- **LABEL ALL SWEATERS, COATS, HATS, AND GLOVES WITH YOUR CHILD'S NAME.**
- Please make sure your child always has a change of clothes with them - this includes not only a shirt and pants, but also underwear, socks and shoes.

(6) Fire and Disaster Drills

Children, with the aid of the staff, practice quick and safe fire and tornado drills on a monthly basis.

(7) Birthdays

If you wish to celebrate your child's birthday at school, please notify the teacher. Cookies or a special birthday treat may be sent from home. Please no favors or gifts. Teachers will recognize the birthday child at snack time and in chapel.

(8) Outdoor Play

All children will go outside at play time when the weather is above 32°F and not raining. If you are concerned about the sun, please put sun screen on your child prior to school and send a hat. For cool weather, please make sure to include a jacket. For days when the weather is inclement, the children will have play time in our indoor gym.

(9) Discipline

Children will learn the rules of the room and group through a positive and firm approach. A full description of discipline procedures is signed by the parents and kept in the office in the child's file.

A. Teachers will handle most problems as they arise in

the classroom with redirection. When necessary "chill-out" or a calming station and/or individual discussion with the child is used.

- B. When unacceptable behavior that endangers the child or others occurs, the child will be taken to the office and the problem will be handled there. Examples include: hitting, biting, spitting, unnecessary roughness, "bathroom" language, or lewd behavior.
- C. If the behavior continues, the child will wait in the office while a parent is contacted to pick up the child.
- D. Consultation with the Director and/or Pastor will occur if behavior is persistent and detrimental to the child, other children, teachers or staff. Recommendations for discipline will be made and may include suspension and/or expulsion.

(10) Conferences

Parents should feel free to talk to the teachers before or after school or by appointment or to the Director any time they feel there is a problem. Preschool and K-Prep children are "screened" at the end of each semester by their teacher. Kindergarten children are screened quarterly. In the Spring, the parents are invited in for a conference.

(11) Field Trip / Activities

The curriculum is extended through field trips to the zoo, hospital, dentist, fire station, pet stores, and various places that provide exciting experiences for the children. Children will be taken by car and each child must wear a seat belt or be placed in a booster seat according to state law. Permission slips will be sent home before each trip and must be signed by a parent.

(12) Room Parents

Teachers would like to have Room Parents to help coordinate special parties and field trips. If you are willing to help in this capacity, please let your teacher(s) know.

(13) Religious Teaching

We lovingly introduce the teachings of the Missouri Synod Lutheran Church to our children. This is done in three main ways.

- A. Chapel: Two days a week Messiah's ministers visit and become acquainted with the children, while leading them in Bible stories and songs. Parents are welcome to come and hear God's word at this time with their children.
- B. Curriculum: Teachers use the Voyages religious curriculum throughout the year.
- C. By Example: Children, led by the teachers, say prayers of thanksgiving before snacks and meals. Teachers are asked to pray for their students and families and they show the children the love that Jesus has for us.

(14) Music

Besides general singing of songs in the classrooms, a time is set aside each week for the music teacher to teach songs, body rhythms, rhythm band instruments, chimes and handbells. Songs are often dramatized as well.

(15) Spanish (4's and up)

The children attend Spanish classes once per week. The Spanish teacher, through songs, books themes, etc., teaches the children numbers, colors, ABCs, greetings, days of the week, months of the year, animals, members of the family, articles of clothing and much more.

(16) Toys

Children are not to bring toys from home except on "Show and Tell" days, or other special days. We do not bring toys because the children feel bad if they become lost or broken. NEVER SEND GUNS, SWORDS, KNIVES OR OTHER FIGHTING-TYPE TOYS.

(17) Visiting

General visits to the classrooms are welcome, but please check in at the office first.

(18) Calendar

Yearly and monthly calendars will be given to all parents by the teachers. Important dates will appear in our Newsletter or the monthly church Messenger. You can also access information via our website at www.messiahlutheran.com.

CLASS DESCRIPTIONS

KINDERGARTEN

Our Kindergarten class follows an academic developmental learning curriculum. Report cards are given every nine weeks and conferences are held twice a year or more if needed. Standardized testing is done in the Spring (Metropolitan Aptitude Test for 1st grade).

Voyages is the religious curriculum used in our classes from age two through Kindergarten. Because God is integral in all that we do, Jesus time actually touches every part of the day. The children are taught that Jesus loves them and is their Friend. Jesus is real and always near. And most important, Jesus is our Savior who takes away our sin. The Bible stories are taught in chronological order.

Our reading program is whole language and phonics combined. We link writing to reading through journal work, and reading rhythmic predictable print. Oral language is the foundation in Kindergarten, so many activities are designed to increase conversation and interaction. (DLM/SRA Language Curriculum)

Math, like reading, is integrated into our daily routine and lesson themes. We use numbers in the real life setting of the classroom. We believe in active rather than passive learning. (Everyday Math Curriculum)

Our children are taught music once a week, they have computers in their room for daily use, and they attend chapel twice a week. Spanish is part of the current program, as well as field trips and class parties.

KINDERGARTEN PREP

Our Kindergarten Prep. (K-Prep) class uses a DLM curriculum made up of nine four week themes. These themes provide learning instruction on varying topics about creatures, families, literature, construction, and

imagination. The curriculum introduces skills such as prediction/comprehension of stories, sequencing, exploration, rhyming, and opposites.

We use the Voyages religion curriculum for our Bible time every day. We spend an entire week on different stories from the Bible and attend chapel twice each week.

Phonics is an important part of the day, as the children are exposed to letter recognition and sounds through individual centers, small group activities, and whole class instruction. They are exposed to pre-reading skills, but are encouraged to develop at their own pace.

Math is integrated into many of the activities each day through varying activities. We use our calendar, pocket chart, counting sticks, and many manipulatives to understand skills such as sorting, graphing, counting, patterning, adding, and subtracting.

The children attend Spanish and music classes for 30 minutes each week and have the opportunity to work on a computer in the classroom. To vary and enhance the learning experiences, we take field trips and have class speakers on various topics.

PRESCHOOL

Preschool classes focus on the social and motor development of young children.

THREE YEAR OLDS

Three year old classes base their daily activities around themes throughout the year. They work on developing social relationships, extending their attention span, and developing their gross and fine motor skills.

Lessons are divided into large group circle time, small group, and learning centers. The three year olds attend chapel and music. They also have the opportunity to go on well-chaperoned field trips.

FOUR YEAR OLDS

Four year old classes use the DLM/SRA Early Childhood Express curriculum for both language arts and

math. In language arts we focus on letter recognition and the pre-reading skills of letter sounds, rhyming and sequencing.

In math the four year olds focus on one-to-one correspondence, number recognition, simple graphing and shapes.

Chapel, music and Spanish classes are attended throughout the week. There is also time allotted for physical education. Field trips, guest speakers, and special activity days occur throughout the year.

OTHER CLASSES

For your younger children our school offers a Parent's Day Out program for children ages six weeks through two years of age (on September 1). Please see the [Parent's Handbook for Parent's Day Out Program](#) for more information. Note also that siblings receive a discount on tuition.

THE STAFF

Messiah's Early Childhood program is under the auspices of the Board of Directors of Messiah Lutheran Lambs Early Childhood, Inc. Qualified teachers are carefully selected on the basis of education, experience, understanding, and the love of children.

We employ 30+ regular staff members which includes full time and part time workers. Our staff is a talented group with a combined total of over 140 years of childcare experience at Messiah alone! This does not include experience in other childcare facilities. We have staff members with Masters degrees, Bachelors degrees, and Child Development certification. All staff members are trained in First Aid and CPR. They also receive a minimum of 15 hours in child development classes each school year. Background checks on all personnel are performed yearly.

HEALTH NOTES FOR EARLY CHILDHOOD DEVELOPMENT

ARRIVAL: Please let the teacher know of any change in your child's medical condition—runny nose due to allergies, non-contagious rash, recent illness, etc. so that we do not have to make unnecessary calls home.

HAND WASHING: Children are asked to wash their hands frequently throughout the day. Some examples include: before eating, after using the bathroom, after returning from outside and after blowing their noses.

ACCIDENTS: In the case of an emergency, we will contact 911. In a non-emergency case, staff will take appropriate action. Parents are notified and must sign the report in the case of an accident requiring medical attention.

FIRST AID / CPR: All staff are required to take First Aid and CPR classes.

MEDICATIONS: Medication will not be given unless it is in the original prescription bottle and the Medical Authorization Form in the office is signed. Medicine must be enclosed in a clear plastic bag. The child's name must be on the medicine itself and on the outside of the bag. The Medical Authorization Form also needs to be signed for medications that are kept on hand and only used for emergencies (epinephrine, Benedryl, etc.). For OTC medications your child must be on the recommended dosage chart or a note from a doctor is needed (ex. Benedryl for children under 6yrs old). For OTC medications your child must be on the recommended dosage chart or a note from a doctor is needed (ex. Benedryl for children under 6yrs old).

CONTAGIOUS CONDITIONS: Children may not attend school if they have a contagious condition or are suspected of such. This includes, but is not limited to: bacterial infections, viral infections, head lice, etc. Children may not return to school until 24 hours after the start of

an antibiotic or a doctor has said the child is no longer contagious.

FEVERS: We have a digital thermometer in the office. If a child is suspected of running a temperature, they are brought to the office. If the temperature is over **100 degrees Fahrenheit**, they are isolated and the child needs to be picked up from school. Children cannot return to school until they have been **fever free for 24 hours**.

DIARRHEA: If a child has three loose and watery stools within 24 hours they need to go home from school and can return when they have been diarrhea free for 24 hours or a doctor has said the condition is not contagious.

ALLERGY POLICY

We do the following to make sure children with allergies stay safe here at school:

- Posted in every room is a list of children with allergies and their corresponding allergens. Parents, please make sure you keep this information up to date in your child's file.
- We encourage parents/physicians to fill out an allergy action plan that is kept on file and used in case of accidental exposure.
- In the office parents may sign our Medication Authorization Form and keep medication there that is needed in case of a reaction at school.
- Where applicable, emergency medication travels with the children as they move from room to room and in and out of the building during the day.
- Teachers do their best to seat children with allergies away from those eating allergen containing foods during snack and lunch times.
- We ask that lunches brought from home be labeled on the outside if they contain peanut butter or peanut products.
- Tables are cleaned thoroughly after snack and lunch.
- Children are not allowed to share food.
- Whenever possible, teachers use materials that are safe for the entire class for projects and lessons.
- Parents may choose to keep alternative, safe food at school for times when treats arrive that contain allergens.
- Parents are encouraged to work in a partnership with their child's teacher to meet the specific needs of each child.
- Regular hand washing is a part of the daily schedule.



I AM JESUS' LITTLE LAMB

I am Jesus' little lamb,
Ever glad at heart I am;
For my Shepherd gently guides me,
Knows my need and well provides me,
Loves me every day the same,
Even calls me by my name.

Day by day, at home, away,
Jesus be my staff and stay.
When I hunger, Jesus feeds me,
Into pleasant pastures leads me;
When I thirst, He bids me go
Where the quiet waters flow.

Who so happy as I am,
Even now the Shepherd's lamb?
And when my short life is ended,
By His angel host attended,
He shall fold me to His breast,
There within His arms to rest.

And Jesus said, ***“PERMIT THE LITTLE CHILDREN TO COME UNTO ME: DO NOT HINDER THEM, FOR THE KINGDOM OF GOD BELONGS TO SUCH AS THESE”***

- Mark 10:14

In bringing your children to Messiah's Early Childhood program you are indeed bringing them to the Lord Himself. Through love and care and capable teaching, we hope all God's children who come through our doors will grow to know how special each of us is to our God and Lord.

If at any time you have a concern or problem, know that you can come to either our ECD Director or the Ministerial Staff.

Some of the most beautiful words in the world are words that your children will hear every week; words that should be special to us all:

***“Jesus loves the little children
All the children of the world...
All are precious in His sight.”***

This we believe! This we will teach.