

MESSIAH LAMBS

EARLY CHILDHOOD DEVELOPMENT



PARENT'S HANDBOOK For Parent's Day Out Program

2010 - 2011

A MINISTRY OF
MESSIAH LUTHERAN CHURCH
1801 West Plano Parkway
Plano, Texas 75075
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www.messiahlutheran.com

MESSIAH LUTHERAN LAMBS EARLY CHILDHOOD DEVELOPMENT, INC.

DIRECTOR..... Gail Winningham

PASTOR..... Rev. Dr. Victor Kollmann

ASSOCIATE PASTOR..... Rev. Daniel Borkehagen

ASSOCIATE PASTOR..... Rev. James Otte

Schedule of Services at Messiah Lutheran Church

WORSHIP SERVICES.....Sunday 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 and in each classroom.

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.

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's 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.

CLASS INFORMATION and FEES

PARENT'S DAY OUT (P.D.O.) PROGRAM

MINIMUM AGE: 6 weeks old

MAXIMUM AGE: Not yet 3 by September 1st

TIME: 9AM - 2PM (Pick your days Monday - Friday)

of DAYS: **MONTHLY TUITION:** **REGISTRATION FEE:**

		Returning Students	New Students
1 / week	\$100	\$100	\$125
2 / week	\$195	\$140	\$165
3 / week	\$290	\$150	\$175
4 / week	\$385	\$175	\$200
5 / week	\$470	\$175	\$200

CLASS SIZES:

Note: All class groupings are based on the child's age as of September 1st.

AGE	RATIO	MAXIMUM
< 14 months	3:1	9:3
15 - 23 months	4:1	8:2
24 - 36 months	6:1	12:2

DROP-INS: P.D.O. will take currently registered children for drop-in based on availability. Drop-in rate is \$50 per day for 9AM-2PM. If a reservation is made and not kept, payment is still due.

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.

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

REGISTRATION

- 1) Before a spot will be held for a child, a family **MUST**
 - a) Remit the registration fee. This fee is non-refundable.
 - 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).
- **A charge of \$1 for each minute outside of regular drop-off / 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 and Late Stay will, however, change monthly. These are based on the number of school days in the month.
- We follow a traditional school calendar with our first day of school mid to late August. Because tuition is spread over ten months the first full monthly payment is due August 1st. Payment ten is due May 1st.
- 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. Otherwise your child will be marked absent and their spot for the day made available for general use.
- 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 the end of his/her scheduled day. A charge of \$1 for each minute will be assessed for early drop-offs / late pick-ups.
- All children's arrivals and departures must be logged into the Time Clock system on the computer in the lobby. 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.
- 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 is absent for three or more days, a doctor's note may be required before the child can return to school.
- 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) 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.

(4) Snacks and Lunches

- A mid-morning snack and drink is provided for children in the Toddler and 2's classes. 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.
- The Infant and Toddler rooms are peanut-free environments. Please do not pack any items which contain peanuts or peanut butter if your child is in one of these classes. For children in the 2's classes, we request that you label the outside of your child's lunch box if it contains peanut products so that we can arrange the children accordingly at the lunch tables.
- Please label all bottles and lunch boxes with the name of your child.
- We only heat and/or refrigerate food for children in the Infant classes.
- The staff cannot control the order in which lunch foods are eaten (e.g., sandwich before cookies) for our Toddlers and 2s. Therefore if this is a concern, it is recommended that you send more nutritious desserts. If the order of foods given to your infant is of concern, please label the containers 1, 2, 3, etc.
- The school is not responsible for meeting your child's daily food or nutritional needs.

(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 for children in the 2s rooms. 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, when applicable, 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. Remember NO peanut butter or peanut products are to be brought in for children in the Toddler and Infant rooms.

(8) Outdoor Play

Children in the Toddler and 2’s rooms will go outside at play time when the weather permits. Infants go for walks outside when the weather is nice. 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.

(11) 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 (2’s and up): 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 and The Blessing Place 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.

(12) Music (Toddler's and up)

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

(13) Items Brought to School

Children are not to bring toys from home. We do not bring toys because the children feel bad if they become lost or broken. The children should, however, bring items that make them feel comfortable when they lay down to sleep. NEVER SEND GUNS, SWORDS, KNIVES OR OTHER FIGHTING-TYPE ITEMS.

(14) Visiting

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

(15) 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.

(16) Diaper Bags

In packing the diaper bag, please include the following:

- The number of bottles you think your child needs, plus one extra. Use plastic baby bottles and **put child's name on them - caps are required.**
- Enough disposable diapers for the day.
- Extra change of clothes.
- Child's name on the bag and everything inside.

(17) Excessive Crying

If a child should cry for any extended time, the parent will be notified. Sometimes children have a difficult time adjusting at first and parents may wish to initially leave them for shorter periods of time.

(18) Parental Involvement

We welcome parental involvement in our program. If you are interested in helping, please contact your child's teacher or the office staff.

(19) Toys

We do our best to ensure that no unsafe children's products are in use or accessible to children in the child-care center. You can see the government's compete list by going to www.cpsc.gov.

(20) Gang-free Zone

Under Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone where criminal offenses related to an organized criminal activity are subject to harsher penalty.

SAMPLE SCHEDULE FOR 2'S

9:00	Welcome and Free Play
9:30	Chapel & Circle Time or Circle Time with Finger Plays & Stories
10:00	Wash Hands / Snack Time
10:30	Art / Science / Diapers / Bathroom
11:00	Music
11:35	Playground or Gym
12:00	Wash Hands / Lunch
12:30	Diapers / Bathroom / Nap / Quiet Time (Rest and listening to soft music)
1:30	or when the children wake-up - Books, Stories, Puzzles, Art

Toddlers and Infants have a similar but flexible time schedule except for rotation of Gym use.

THE PURPOSE OF OUR PARENT'S DAY OUT PROGRAM

OUR GOAL IS THAT EACH CHILD WILL:

1. Understand that God loves the child and is with him/her in every situation of life.
2. Come to understand that God speaks to the child through the Bible, especially telling of Jesus Christ as Savior of the world.
3. Grow in understandings, attitudes, and skills appropriate for the child's particular age.
4. Experience the loving care of adults whose own lives exemplify commitment to the Christian community.
5. Develop an ability to communicate effectively with teachers and classmates, to hear and imitate sounds used to form words, and to understand and follow simple instructions.
6. Learn more about self and others through informal role play.
7. Have opportunities for using art and craft materials and develop an increasing appreciation of form, color, and texture.

PLAY: Play is a major way in which children develop identity, a sex role, self-confidence, workable interpersonal relations, creative coping, problem solving skills, large and small muscle dexterity, cognitive and perceptual skills, intellectual interests and ideas, resourcefulness, prolonged attention span, language, understanding of reality versus fantasy, and the capability of working through developmental or situational crises in their lives. Therefore, with few exceptions during each day, children should be encouraged to play when and as they like. Creativity is encouraged in all activities.

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.

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.

OTHER CLASSES

For your older children, our school offers Preschool, K-Prep and Kindergarten classes. Please see the Parent's Handbook for Preschool, K-Prep, & Kindergarten for more information. Note also that siblings receive a discount on tuition.

ALLERGY POLICY

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

- Our Toddler and Infant rooms are peanut free environments.
- 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 then be able to keep medication there 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 chose 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.



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.

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.