



# **PARENT HANDBOOK**

*Revised: February 8, 2010*

**1716 SW Gage Blvd. ~ Topeka KS 66604**

Phone: 785.272.1070

E-mail: [faithecc@swbell.net](mailto:faithecc@swbell.net)

Web: [www.faithlutherantopeka.com](http://www.faithlutherantopeka.com)

# EARLY LEARNING CENTER TEAM

Stephanie Erickson, *director*  
Gayla Hoyt, *co-chair*  
Eric Boling, *co-chair*  
Michelle Boling  
Rebecca Gerhardt  
Judy Hamilton

## OUR PRAYER

*You have blessed us with the joy and care of children.  
Teach them and guide them by Your Holy Spirit,  
that they may grow up in  
the grace and the knowledge of Your Word.*

*Grant our caregivers calm strength,  
patient wisdom and abundant love,  
to teach the children to love  
what is just and true and good.*

*Protect them from all danger and harm,  
giving Your Holy Angels charge over them.*

*Through Jesus Christ, our Lord, Amen*

# TABLE OF CONTENTS

<b>Mission Statement</b> .....	<b>page 4</b>
Vision Statement	
Objective	
Discrimination Clause	
<b>Program</b> .....	<b>pages 5-7</b>
Curriculum / Proverbs verse	
Discipline Policy	
Communication with Parents	
Mailbox	
Conferences	
Personal Possessions	
Field Trips	
Lunch	
Parties	
Birthdays	
Parent Volunteer Program	
Grandparent Helpers	
<b>Financial</b> .....	<b>pages 8-11</b>
Enrollment Information	
Tuition by Room	
Mailbox	
Nutrition and Meals	
Late Pick Up	
Holiday Closings	
Vacation	
Withdrawal	
<b>Medical</b> .....	<b>pages 12-13</b>
Medical Exclusion	
Conditions	
Medicine	
<b>Safety</b> .....	<b>pages 14-15</b>
Safety Procedures	
Inclement Winter Weather Closings	
Outside Visitors	
Clothing	
<b>Daily Expectations</b> .....	<b>page 15</b>
Attendance	
Check In and Out	

## *MISSION STATEMENT*

Faith Lutheran Early Learning Center will spiritually enrich children and their families in Christ's ministry, sharing Christ's love with everyone, as we grow in faith together

## *VISION STATEMENT*

Faith Early Learning Center provides a Christ-centered environment in which developmentally appropriate activities enhance each child's growth spiritually, physically, intellectually, emotionally, socially and creatively.

## *OBJECTIVES*

Faith Early Learning Center (the Center) is committed to sharing God's love to families by leading children to appreciate the wonders of God's creation and His love for us in sending Jesus as our Savior.

- Provide a Christian atmosphere of approval for creative growth, experimentation and development of each child as an individual.
- Encourage self confidence
- Help each child attain readiness for kindergarten
- Foster independence
- Provide intellectual growth
- Encourage socialization
- Foster large and fine motor skills
- Help each child learn more about the world around them

*\*\*Faith Early Learning Center does not discriminate in regard to race, color, national origin, ancestry, sex or physical handicap.\*\**

## CURRICULUM

Planned activities are based on a Christian curriculum integrating the faith into thematic units that build reading readiness, large and fine motor skills, creativity, along with language, science, math and social skills.

## DISCIPLINE POLICY

*Train up a child in the way he should go and when he is old, he will not depart from it. ~ Proverbs 22:6*

If a child should exhibit behavior that is disrespectful or harmful to themselves or others, disciplinary measures will be taken. Our staff uses discipline techniques such as redirection, positive reinforcement, limited choice, encouragement and time out to maintain a safe and loving environment for all children.

If a behavior should continue to worsen, parents will be notified and a conference held. When there is a lack of cooperation and/or Faith Early Learning Center can no longer be a benefit to the child, termination may be required.

## COMMUNICATION WITH PARENTS

Communication between parent and care provider is important. We appreciate the sharing of events or circumstances that may affect your child's behavior. Examples: birth or death in the family or of a pet, moving, lack of sleep, change of schedule.

Current event newsletters, notes and calendars will be dispersed in a timely manner. Children--infant through pre-school--will receive daily reports. Each classroom has a parent center with information posted including sign-in sheet, daily schedule, weekly lesson plans, menu, snack schedule, field trip and daily outings.

## *MAIL BOX*

A mail box is located by the director's door. Parents will place payments and correspondence to the director in slot.

## *CONFERENCES*

Parent-caregiver 'chit-chats' are scheduled in the fall and spring. A schedule to select a time will be posted in each classroom.

Conferences may be requested by a parent at any time.

## *PERSONAL POSSESSIONS*

Comfort items and "show & tell" items from home are acceptable to the classroom. Please send items that will fit in child's cubby unless pre-arranged with classroom caregiver. The Center is not responsible for lost, broken or damaged personal property.

## *FIELD TRIPS*

Throughout the year we will be going on field trips. Parents will be notified well in advance about the trip dates. Transportation will be provided by pre-approved parent and staff drivers. Children must use a safety seat, provided by the child's guardian. Adults transporting Center children will need to give director a copy of current vehicle insurance and driver's license.

## *LUNCH*

The cost of lunch is included in each child's weekly tuition for all children in the Toddler, Preschool and Pre-Kindergarten rooms. Lunch is provided by a catering company that is approved by the Kansas Department of Health and Environment.

## *PARTIES*

During the course of the year we will celebrate special holidays such as Christmas, Valentine's Day and Easter with class parties. Parents will have the opportunity to sign up to help with the parties. We encourage each family to help with at least one party per year.

## *BIRTHDAYS*

Visit with your child's caregiver about celebration arrangements. Invitations to home parties must include all of the children in the class or no one. Donations to the Center in honor of your child's birthday are happily received.

## *PARENT VOLUNTEER PROGRAM*

We appreciate that parents are one of our most important resources. Areas where parents are encouraged to assist:

- Field Trips
- Sharing a vocation or special interest with a class
- Serving as parent volunteer in classroom
- Holiday parties

## *GRANDPARENT HELPERS*

We are able to utilize "grandparents", who volunteer time to spend with the children. This special group of people provides hugs, smiles and knowledge for young ones, as well as a unique intergenerational experience. If your child's grandparent or special friend would like to participate in the program, please contact the director.

# ENROLLMENT INFORMATION

A completed enrollment form and tuition agreement with a \$40 non-refundable registration fee is to be on file to secure placement.

Each child must have the following forms on file before receiving care:

- Enrollment Form
- Tuition Agreement
- Health Assessment & Immunization Record
- Emergency Medical Release
- Income/Eligibility form for CACFP (Child Adult Care Food Program)
- Parental Consent & Release
- Student Information

*Please notify the Center promptly with any address or telephone number changes.*



## ROOM INFORMATION

### Infant Room (6 weeks to 12 months & walking)

- Parent provides diapers, wipes, formula, bottles, solid foods

### Toddler Rooms (12 months & walking to 3 years)

- Parents provide diapers and wipes
- Lunch is included with weekly tuition

### PreSchool Room (2 1/2 years to 6 years)

- Lunch is provided
- Preschool curriculum is followed

### PreKindergarten Room (3 years to 6 years)

- Lunch is provided
- Preschool curriculum is followed

- Room change will occur when space is available.
- Current tuition rates are available on the Web site ([www.faithlutherantopeka.com](http://www.faithlutherantopeka.com)), and will be provided to you as part of the tuition agreement.
- Rooms become progressively cheaper, and tuition reduction will occur when the child is fully transitioned to the new room.

## TUITION AND PAYMENT INFO

- Tuition is due by Friday for the upcoming week.
- The Center will issue receipts as requested.
- A \$5 late fee will be assessed daily on all overdue payments.
- If payment and \$25 are not paid by the end of the week, child/ren may not return to the Center until arrangements have been made with the director for payment. If payment arrangements are not honored by the end of the week after making arrangements, the director will contact the FELC Team as to further actions. This may include termination of care.
- A \$30 fee is assessed on checks returned due to insufficient funds. A money order in amount of check plus \$30 fee is required to replace payment. A chronic problem may result in all future payments to be made with money orders.
- *There will be no reduction in tuition for absences or Center holidays and weather closings.*

## *MAIL BOX*

A mail box is located by the director's door. Parents will place payments and correspondence to the director in slot.

## *NUTRITION AND MEALS*

Children will be served 2 snacks and 1 meal. The center provides an a.m. snack at 9:15 and p.m. snack at 3:00 and lunch service starts at 11:00 a.m. Lunch is Catered by "G's" catering. Each classroom has a food chart to follow when serving meals. This will assure that the teacher is providing the proper amounts of each serving for each snack and meal.

This center receives assistance from the CACFP (Child Adult Care Food Program) which is a Child Nutrition Program of the U.S. Department of Agriculture. In Kansas, the food program is administrated by the Child Nutrition & Wellness Team, Kansas Department of Education. The CACFP reimburses the child care center for serving nutritious meals. This is only an assistance program and not intended to support the meal program.

## *PICK UP / DROP OFF*

The Faith Early Learning Center is open between 7:00 a.m. and 5:30 p.m.

When dropping your child off and picking your child up, you must record the time as shown on the classroom clock on the sign in and out sheet. After 5:30 p.m., a late pick up fee of \$1.00 per minute will be assessed.

Late pick up payments are due no later than the morning after the late pick up occurs. If payment is not made by this time, the standard late payment policies will apply (see page 9).

## HOLIDAY CLOSINGS

The Center will observe the following holidays:

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Thursday & Friday
- Christmas Day

## VACATIONS

There will be no refunds for absence.

## WITHDRAWAL

Parents are required to inform director in writing of withdrawal a minimum of two weeks before child's last day. The family is responsible for the equivalent of two weeks tuition even if notice is not given.

## MEDICAL EXCLUSION FROM CHILD CARE

To insure continued health of your child, the Center requires children showing signs of illness not to be sent to child care. If symptoms of illness develop while the child is at the Center, the parent will be notified. In the event contact cannot be made with parent, the emergency contact person will be notified to pick child up from the Center. The Center must be able to contact a responsible adult at all times during the stay of the child at the Center.

Shawnee County Health Agency recommendations are listed below. Children should not be brought to school or will be sent home if the following symptoms exist:

1. Axillary (armpit) temperature of 100F (37.78C) or higher, with behavior change.
2. A severe cough where the child gets red or blue in the face or makes a high-pitched, "croupy" or "whooping" sound after coughing.
3. Labored, rapid breathing and/or wheezing.
4. Diarrhea (watery stools).
5. Vomiting or upset stomach which is more than usual infant "spitting up."
6. Yellowish tint to the skin or eyes and/or unusually dark, tea-colored urine.
7. Red, mattery, draining eye(s).
8. Infected area of skin with crusty, yellow, gummy, dry areas or undiagnosed rash (i.e. impetigo, chicken pox, ringworm).
9. Severe itching of body or scalp and/or constantly scratching head or any parasites on/in child such as head lice or pinworms.
10. Fainting or seizures (other than pre-existing conditions) or general signs of listlessness, weakness, drowsiness, flushed face, headache or stiff neck.
11. Unusual behavior (listlessness, drowsiness, crying more than usual, obvious general discomfort, loss of appetite).

*\*\* Faith ECC reserves the right to send any child home who does not appear well enough to participate in our daily program. \*\**

# CONDITIONS FOR RETURNING TO CHILD CARE

*(Please refer to corresponding numbers under “Medical Exclusions from Child Care”)*

1. The child must be fever free for 24 hours without use of fever reducing medication before returning to childcare. For example, a child sent home at 2:30 Tuesday afternoon with 101 degree fever may not come back to child care until Thursday morning providing fever broke before Tuesday night.

## **2, 3, 6, 10, 11**

Symptom free or physician’s written approval to return.

4. The child should be free from diarrhea for 24 hours.
5. Child should be symptom free from vomiting and upset stomach for 24 hours, able to take food.
7. All discharge from eye(s) have stopped or physician’s written approval to return.
8. Skin sores healed or 24 hours after treatment is started or physician’s written approval to return.
9. After treatment, must be free of lice and nits.

## MEDICINE

Written permission is needed before medication can be given to child. Medication forms are available from your child’s caregiver. All medications must be in original container and given only to child for whom it was prescribed. Without a completed medication form, the Center will be unable to administer the medication due to licensing restrictions.

## ***SAFETY PROCEDURES***

In case of severe weather, the staff will take children to a safe area in the building. Practice drills for severe weather and fire are conducted monthly. Caregivers are well trained. An instant weather alert radio is in center to keep staff informed of severe weather.

## ***INCLEMENT WINTER WEATHER CLOSINGS***

In the event of inclement winter weather, the Center will follow the Topeka Public Schools USD # 501 schedule as announced by the local media.

*No other notice will be given.*

## ***OUTSIDE VISITORS***

Due to state regulations, we are limited to the number of children each room can accommodate. We cannot allow friends or relatives to attend with your child.

Parents are welcome to visit their child at any time and not required to notify the Center of an upcoming visit.

## CLOTHING

The Center recommends children dress in comfortable, easily laundered clothes with simple fastenings. For safety purposes, children are to wear sturdy shoes, closed at the toe and heel.

For the health of the children, they will go outside every day unless extenuating circumstances exist. Weather conditions will dictate the type of outside wear parents need to provide.

State Regulations require two complete changes of clothing for each child in care. Please label all clothing, including socks, with child's name. The Center will not be responsible for lost or damaged clothing.

---

## ATTENDANCE

It is important to notify the Center at 272-1070 by 9 a.m. if your child will be absent or arriving later than usual. Excessive no call no shows may be cause for termination of care.

## CHECK IN & OUT

Parents are required to sign child in and out daily. The time is to be recorded as well as a parent signature. Use the Center's clock to document the time of entry and departure.

