

## — INTRODUCTION —

### **Welcome**

Welcome to Hope Lutheran Early Learning Center. What a precious gift you have been given in your child! What a precious time early childhood is! Your child is learning at an amazing rate. He or she is learning to build relationships, learning to move his/her body in the way he or she wants it to go, learning to trust, to share, to use manners, to be creative, to be a problem solver—the list is endless. We want to partner with you in providing a loving atmosphere that will challenge, stimulate, and encourage your child to be what God has made him or her to be.

This Parent Handbook was designed to let you know about the policies and procedures that Hope Lutheran Early Learning Center has in effect. If you have any questions or concerns regarding this handbook please feel free to call or stop in the office.

You will be notified of any changes in this handbook either by mail or by a note sent home with your child.

### **Program**

Hope Lutheran Early Learning Center offers child care and provides valuable learning experiences for children 2 weeks through pre-kindergarten. We are open 12 months a year excluding holidays to families of the community and of Hope Lutheran Church.

Hope Lutheran Early Learning Center will not operate unless it is licensed by Pottawatomie County and the Kansas Department of Health and Environment.

### **Facility**

Hope Lutheran Early Learning Center was designed specifically to be a child care center. Everything is ground level and each classroom has 2 exits. It has a full kitchen, men's and women's bathrooms, laundry room, staff resource room, and administrative offices. Three playgrounds are adjacent to the building with the intention of providing developmentally appropriate equipment for infants, toddlers and preschoolers.

## **Our Mission and Vision**

### **Mission**

Hope Lutheran Early Learning Center exists to shine the light of Christ's love to our center's children and their families.

### **Vision**

Hope Lutheran Early Learning Center will partner with parents in providing the highest quality child care for their children, promoting godly growth and unity in their families, and developing strong godly character in each eternal soul.

## **Statement of Confession**

Hope Lutheran Early Learning Center operates as a service of Hope Evangelical Lutheran Church; therefore, all Biblical teaching will adhere to the teachings of Hope.

We believe that there is one triune God— Father, Son, and Holy Spirit. We believe that we are saved from sin only by the life, death and resurrection of the Son, Jesus, and that the Holy Spirit works faith in our hearts so that we may enter the kingdom of heaven.

While we recognize and accept children and families from any religious background, we reserve the right to teach in accordance with the teachings of Hope Evangelical Lutheran Church.

For more details on the teaching at Hope, please ask for a booklet entitled, This We Believe, or feel free to talk with the director, assistant director and pastor.

## **Goals and Objectives**

### **Goals**

Hope Lutheran Early Learning Center will a) serve the whole child in the following domains: communication, cognition, social/emotional skills, motor, creative expression skills, and the spiritual; b) serve the whole family as much as is appropriate; c) serve the gospel of Jesus Christ at every opportunity.

### **Objectives**

Hope Lutheran Early Learning Center provides a program that focuses on the development of the whole child. Our staff is dedicated to providing the children with a loving environment that will stimulate, challenge, and encourage them to be what God has made them to be in all domains of development.

## **Eligibility Requirements**

Hope Lutheran Early Learning Center accepts children ages 2 weeks through Pre-Kindergarten of any race, color, religious background, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the center. It does not discriminate based on race, color, religion, national origin, ancestry, physical handicap, or gender in administration of its educational policies, admission policy, and other center-administered programs.

## **Enrollment Process**

It is important to maintain up-to-date records on each child so that the best care may be given. The following are the forms that must be completed before the child enters Hope Lutheran Early Learning Center.

- Application for Enrollment: General information regarding the child, parents and other persons authorized to pick up a child, medical information, and enrollment information.
- Parental Permission Form for Off-Premise Trips: Parent authorization for trips taken out of the licensed area of the center.
- Authorization for Emergency Medical Care: In case of an emergency, parent has given consent to allow staff from Hope Lutheran Early Learning Center to take the child to the hospital for medical care and given consent for all necessary emergency medical care.
- Medical Record and Health Assessment: Medical information and Health Assessment completed and signed by a nurse approved by KDHE or a Licensed Physician. A child may begin care if they have not been to a doctor to get the health assessment completed, but parents must let us know when the doctor's appointment is scheduled and the form will be completed.
- Tuition Agreement: A promissory note that the proper amount of tuition will be paid.
- Parental Agreement: A general permission allowing pictures to be taken of your child, and an agreement that you know we are mandated reporters.
- Pick-up Authorization: Each person's phone number and a four-digit identification number for individuals who are authorized to pick up a child.
- Income Eligibility form for Child Care Centers: So we can receive reimbursement for nutritious snacks and meals through the Child

Nutrition Program of the U.S. Department of Agriculture.

- Developmental History and Background Information: This will help your child's teacher give him or her the best possible care and plan appropriate lesson plans for each individual child.
- Gold Permission Form: This form gives teachers permission to apply or use specific products on a child (ex. sunscreen).
- Sick Child Policy Form: This form informs parents about the policy we will follow with sick children and when a child can return to the center after an illness.

## **Enrollment Priority**

Enrollment will be on a first-come, first-served basis. However, if a sibling of a child is currently enrolled, then that child will have priority over a new family. (example: Johnny Preschooler's little sister may enter the toddler room over another.) Hope Lutheran members have priority over non-members.

## **Part-Time Enrollment Policy**

### **Matched Schedule Policy**

If your child's schedule matches with another child's schedule, those two children's schedules, matched together, make up a full time slot. In this event we can provide part time care for both children. If one child of a match departs, we will make every effort to find someone to match with your child's schedule until the next quarterly review (the quarterly reviews are scheduled for February, May, August, and November). If at the time of the review your child's schedule is not matched with another child's schedule, we will go with the guidelines for children whose schedules are unmatched.

### **Unmatched Schedule Policy**

If your child's schedule does not match with another child's schedule, your spot is reserved until a full time person wants a spot. If a full time person wants a spot you will have twenty-four hours to decide the following:

- Move into a full time spot
- Choose hours that match with an available opening
- Lose your spot

The schedule change or schedule match will take place two weeks after you have been notified.

## **Fees**

Registration and tuition rates will be reviewed and adjusted annually by the director and Hope's Early Childhood Education Committee (ECE).

Registration Fee

\$40/yr/Family

Deposit 1 week's tuition refundable when child is withdrawn with two weeks notice, unless payment is missed

Late pick-up fee (after 6:00 P.M.) \$1.00/1 minute

Sick child fee (begins 1 hour after parent/guardian has been notified) \$1.00/1 minute

Fees shall not be waived for holidays, except for Christmas break. Fees will not be reduced when your child does not attend.

Your child will be permitted 2 half-price weeks or 1 free week Sept.-Aug. These weeks may be used at the parent's discretion three months after enrollment.

### **Payment Procedure**

Payment is due on or before the Wednesday preceding attendance. There is a 2.5% discount for prepaying for the entire month. You may make payments by cash, check, or credit card.

Failure to pay tuition on time will result in a 10% late fee. Failure to pay tuition by the Tuesday following the missed payment will result in termination of your child's enrollment.

A two-week written notice must be given before withdrawing a child. Charges will continue for two weeks after the written notice is given.

Checks are to be made payable to Hope Lutheran Early Learning Center.

Returned checks are subject to a \$25 service charge. After two returned checks have been received, a money order or payment by credit card, or a payment of cash will be required for all succeeding payments.

## — PROGRAM —

### **Insurance**

The children and staff at Hope Lutheran Early Learning Center are covered with appropriate accident and liability insurance from Church Mutual Insurance. All health or other types of insurance are the responsibility of the parents or guardian of the child.

### **Program Organization**

The Hope Lutheran Early Learning Center director is responsible for the planning and implementation of the program. The director is the supervising authority of all child care program staff personnel. The assistant director is responsible for the care and general management of the children, staff, building and operation of Hope Lutheran Early Learning Center. Hope Lutheran Early Learning Center program is a service of Hope Evangelical Lutheran Church. Therefore, the director and staff are supervised by Hope's Early Childhood Education Committee and the voters of Hope.

### **Procedures and Policy Changes**

Procedures and policies will be upheld as stated in the parent handbook and as posted at Hope Lutheran Early Learning Center. The date the new policy or procedure becomes effective will be posted.

## Visiting

You are the most important person in your child's life, so we strongly encourage parents and guardians to come and visit their children at anytime during the day.

DO LUNCH! You are welcome to come and eat with your children at the center, compliments of Hope. Just let us know ahead of time so we can plan for you.

## Class Size and Ratio

Hope Lutheran Early Learning Center will remain at or under the legal requirement for class size and ratio in order to provide quality care for your children.

	State Ratio	State Capacity	Hope Ratio	Hope Cap.
<b>Infant 1</b> (2 weeks - 12 months)	1:3	9	1:3	9
<b>Toddler 1</b> (12 months- 24 months)	1:5	10	1:4	8
<b>Toddler 1.5</b> 10 (12 months-2 ½ yrs)	1:5	10	1:5	
<b>Toddler 2</b> (24 months - 36 months and potty trained)	1:5	10	1:5	10
<b>Preschool 1</b> (3 years and potty trained - 5 years)	1:12	24	1:10	20

## Time and Days of Operation

Hope Lutheran Early Learning Center will be open:

Monday-Friday; 6:30 A.M.-6:00 P.M.

We will be closed Memorial Day, Independence Day, Labor Day, Thanksgiving-(Thursday & Friday), and December 24—January 1. The center reserves the right to close periodically throughout the year as circumstances may require. In the event such a closure takes place, parents will be given as much advance notice as the circumstances allow.

## **Emergency Closure**

Should the need arise to close due to an emergency situation, parents will be contacted as soon as possible to pick up their children.

In the case of snow emergency, Hope Lutheran Early Learning Center will close when the Manhattan Public Schools, USD 383, close.

## **Special Needs**

Hope Lutheran Early Learning Center rejoices in the fact that God has made each of us special. Therefore, we will make reasonable accommodations to include children who have disabilities in our classrooms. They will be admitted for a 30-day probationary period to determine if our center will be able to meet their needs. If after the 30-day probationary period it is determined that we cannot adequately meet the needs of each child, we will work with parents/guardians in finding an alternative program.

## **Persistent Negative Behaviors**

Occasionally a child might exhibit persistent negative behaviors that require more attention than our staff is able to give him/her. In this case, the director, teacher, and parents/guardians will meet together to decide what is in the best interest of all parties involved.

## **Child's File**

Each child will have a file kept in the Hope Lutheran Early Learning Center office. This file will include the child's name, date of birth, gender, application, start date, hours and days, health assessment, immunization record, doctor information, hospital information, parents/guardian information, emergency contact and escort, emergency medical record, field trip permission, accident reports, incident reports, medication record, and payment record. The information in this file is available to the parents of the child at any time.

## **Newsletters & Notes/Daily Communication**

Each month Hope will send home a center newsletter. Each teacher will communicate regularly with parents through classroom newsletters and with occasional notes regarding individual

accomplishments that a child has made. Please check with your child's teacher for daily communication. Infants sleeping/feeding schedules, and special happenings will be recorded to provide a good transition for your child from the center into your home.

## **Teacher/Parent/Child Conferences**

Teachers, parents/guardians, and children will meet together at least twice a year to share accomplishments of the past six months. One of the conferences may be a home visit. Each child will have his/her own portfolio to save work throughout this time frame for the conference. Additional conferences may be scheduled by the parents and teacher.

## **Arrival and Departure**

### **Arrival**

In order to maintain the best care for each child, it is important that we know when each child will be at the center. We will keep records of the standard days and hours each child will be at the center so that we may modify our staff accordingly. Please let us know if there will be a change in the regular schedule your child keeps at Hope Lutheran Early Learning Center.

Upon arrival, it is important that parents/guardians log in on the computer and then walk their child to his/her room.

### **Departure**

When picking up your child, please pick up your child and then log out on the computer. The staff enjoys discussing events regarding your child. Please keep in mind that the teachers are supervising the other children in your child's classroom. Conversations might be cut short on occasion because of classroom activities. If you need more time to speak with the teacher, please feel free to ask for a meeting at another time and we will adjust his/her schedule to fit around the meeting. It is very important for the teachers and parents to communicate about the day's events, behavioral issues, potty training issues, etc., to provide the best care for your child. So, please don't hesitate to ask for a meeting with the teacher.

Each child will have a list of people who are allowed to pick him/her up at the end of day. And each person that is allowed to pick up the child must have a security code to enter into the computer and a photo ID. Photo ID is needed before a child will be released to someone unknown. Special notes should be made on your child's daily sheet or given to your child's teacher if there are irregular

arrangements for the day. Teachers cannot accept verbal instructions or a verbal verification. Please understand that this is a safety precaution for the children at Hope.

Parents/Guardians will be charged \$1.00 for every 1 minute after 6:00 P.M. The fee will be used to cover the additional time the teacher was forced to remain at the center. In the event of a late pick-up, the computer will record the late time and you will be billed accordingly.

If the child has not been picked up by 6:15, the staff member will make an effort to get in touch with the parents/guardians. If no one has arrived by 6:30, the alternate pickup or emergency contacts on the enrollment form will be called.

## **Child Orientation**

We understand that beginning new child care away from parents or away from what children are used to can be very frightening, overwhelming, and confusing. Therefore, the staff will do everything possible to help ease the transition.

Parents/Guardians are strongly encouraged to spend at least 1 hour with the child in the child's new classroom. An entire day would be even more beneficial. This allows the child to see that the teacher is someone whom the parent trusts and may in turn mimic that trust. It also allows the parent to experience the child's day.

The developmental background sheet will give the teacher an idea of what kinds of activities the child enjoys doing and will incorporate those activities as often as possible in the first weeks of attendance. Since emotions sometimes show themselves strongly around naptime, the teacher will be sure to be by the child as he falls asleep and be there when the child wakes up. If there is a staff change over nap time the teacher will introduce the child to the person who will be there when he wakes up.

Separation anxiety is not only difficult for the child but can be for the parents also. Please call anytime and we will be glad to let you know how your child is doing.

## **Curriculum**

### **Infants and Toddlers**

We consider infant and toddler development and learning very important and will be providing our infants and toddlers with respectful, responsive, and personal care. Each teacher will nurture and support the children's development while providing the security and predictability infants and toddlers need to grow and learn. The infant and toddler curriculum will provide a balance between child-initiated and adult-initiated activities, which will allow the infants and toddlers the freedom to make learning choices and explore the world. Teachers will develop each individual child's curriculum based on

teacher observations, knowledge of each child, and knowledge of the child's age group and developmental stage.

## **Preschool**

Preschool is a new beginning as it is often viewed as a child's first academic learning experience, and school readiness skills become very important. Developmental activities that move the children from toddler to preschool skills will be implemented in all of our curriculum domains to encourage growth and learning. Preschool will have more structured activities while still promoting child-initiated learning choices with teacher guidance and challenging activities. Children will be provided with various learning opportunities that will include group and individual time along with outdoor, manipulative, and block play. One of the most important experiences will be learning centers that provide students hands-on experiences to explore concepts as they play. Through all of these learning experiences there will be a focus on the academic subjects of language arts, mathematics, science, social studies, health, physical education, and arts and humanities to get students ready for school.

## **Bible Time**

Hope Lutheran Early Learning Center wants each child to have an understanding of the love that Jesus has for him/her. Every day the children will have an opportunity to grow in their faith by hearing God's Word via stories, plays, or songs. Bible time will also include Bible songs, activities, and simple memory treasures from the Bible. Preschool students and two year olds also have a weekly chapel time with the pastor of Hope.

Bible Time is based on the Christ Light curriculum, which is published by the Wisconsin Evangelical Lutheran Synod (WELS). The monthly center newsletter will contain information regarding the lesson taught, memory treasures, and parent activities.

If you would like to know more about what your child is learning contact the director or assistant director

## **Water Fun**

Kansas summers can be quite suitable for water fun outdoors. We will on occasion plan fun days outside in sprinklers. You will be notified in advance of these days. Please send a swimsuit and a towel for these days.

In an effort to avoid dangerous situations, Hope Lutheran Early Learning Center will use supervised wading pools for water fun activities and will not leave water standing in pools unattended.

## **T.V. and Computer Policy**

Children in the first few years of life learn so much by interacting with other people. That is why it is our policy that watching television while at the center is inappropriate. On special occasions, such as parties or multiple days inside due to weather, the children may watch a short video to change the daily routine. Television and movies will not, in themselves, be methods of child care or behavior management.

The preschool room may be equipped with computer(s) for the children to use. Computer(s) will be used to increase school-readiness in academic knowledge via age appropriate programs. Computer time also allows the children to work together socially; two children per computer. The computer(s) will not, in themselves, be a method of child care or behavior management.

## **Field trips**

Other than neighborhood walks, for safety reasons we will not be transporting children for field trips off of Hope's property.

## **Naptime**

Each child remaining more than 4 hours will have naptime every afternoon. If a child is unable to sleep, he/she may play quietly on his/her cot so as not to disturb the other children. Each child will be given his/her own cot, sheet, and blanket to use while at the center. Sheets and blankets will be laundered regularly. Sleeping buddies (stuffed animal or blanket) from home are encouraged if the child needs "a friend" to help get to sleep. Sleeping buddies will stay sleeping in the child's backpack or cubby before and after naptime. If the "friend" needs to be washed, it will be sent home for you to launder.

## **Meals and Snacks**

Parents of infants will provide bottles for the infants. The Early Learning Center will provide formula and baby food for the infants. Infants who move into the Toddler 1 room and are not weaned from the bottle will begin the process of weaning when they start in the room. If a child is on a special diet the parents may bring appropriate food for the child.

Children will wash their hands and faces before and after eating meals and snacks.

If your child will be attending for more than 10 hours per day they will be served breakfast, lunch, and two snacks. Otherwise,

lunch and two snacks are served every day and are provided by Hope's cook. The cost of meals is included in tuition cost. Meals are well balanced and are in accordance with the guidelines set up by the Child and Adult Care Food Program. Second helpings will be available after the child has eaten something from each food group. Food allergies will be considered in the meals served and alternate foods will be accessible.

### **Breakfast**

- A fruit, vegetable, or full-strength fruit or vegetable juice
- Bread, a bread product or cereal; and
- Milk

### **Lunch**

- 1 Protein- meat, poultry, fish, eggs, dried beans, peanut butter, etc...
- 1 Grain- bread, cereal, etc...
- 2 Fruits and/or Vegetables- apple wedges, peas, carrot, etc...
- 1 Dairy-milk

### **Snacks**

Two of the following will be served:

- Dairy
- Fruit/Vegetable
- Protein
- Grain product

### **Tooth Brushing**

The children will brush their teeth after every meal. Each child will have his/her own toothbrush and cover to preserve sanitation. Hope Lutheran Early Learning Center will provide the toothbrushes, toothbrush covers, and toothpaste.

### **Clothing**

Kansas has a wide range of weather; therefore, we ask that you dress your child appropriately for the day's weather. We will be going outside as often as the weather allows. Please plan on leaving an extra set of mittens and a hat at the center during the colder months.

**DRESS FOR PLAY!!!** Keep in mind that while your child is at Hope we will be doing creative, messy activities. Please don't send your child to school in dressy clothes which might limit his/her ability to

learn and play. Dress your child in comfortable clothing and shoes that allow for easy movement.

**Your child will also need two complete sets of extra clothing (shirt, pants/shorts, underwear, socks, and a pair of shoes) for when accidents occur. Please update these as your child grows and the weather changes.**

## **Diapers and Potty Training**

Parents/Guardians of children who use diapers or Pull-Ups and diaper wipes are responsible for maintaining an adequate supply at Hope Lutheran Early Learning Center. The classroom teacher will let you know if more diapers or Pull-ups and wipes are needed.

The parents, staff members, and children will all work together in the process of potty training. Potty training is very difficult for children if the methods are different at school and at home. Daily notes will be written in order to preserve consistency. Generally, children less than 2 years old are not physically ready for potty training. While this may vary from child to child, we ask that you speak with your child's teacher to determine a good time to begin potty training. Starting too early may result in frustration for both the child and the adults.

We will not be using potty chairs because the bathrooms adjoining the classrooms are equipped with toddler-sized toilets. This will also aid in minimizing the spread of diseases. Hands will be washed after using the toilet.

Children who are potty training will be reminded frequently to use the bathroom. Children who are able to use the bathroom without assistance may use it whenever needed. Children will not be forced to wait until it is convenient for the teacher.

In order to preserve sanitation, the staff is not to clean soiled clothing or cloth diapers. Soiled items will be placed in a tied plastic bag in the child's cubby. Please check for items daily.

## **Outdoor Play**

The infant, toddler, and preschool playgrounds are designed to provide children the opportunity to grow in their large motor abilities and in their appreciation for God's creation.

The daily schedule includes time outdoors at least two times a day as the weather permits.

## **Special Days**

Parties are learning experiences and we will celebrate many wonderful things that God has blessed us with. Since we are a Lutheran child care center, we will observe Reformation at the end of October and focus on the true significance of Christmas and Easter for Christians.

Children may want to bring a treat on special occasions such as birthdays. Please let the classroom teacher know in advance what time and what treat you will be bringing. Healthy snacks are especially welcome.

When planning birthday parties that are not located at Hope, please consider inviting all of the children in your child's class in order to avoid hurt feelings. If you are not inviting everyone please don't hand out invitations at the center.

## **Pets**

Pets may visit the Early Learning Center if a parent is present. Pets need to be kept outdoors for sanitary reasons and supervised to ensure the safety of the children and staff.

## **Items from Home**

Hope will provide a wide variety of toys to play with so we ask that children not bring toys from home. This will prevent home toys from being lost or broken. Sleeping buddies are the exception. They will be kept in the cubbies until naptime and returned to the cubbies after naptime.

## **Discipline**

We at Hope believe that every child is a gift from God. Each child was created to be a unique person. Therefore, each child's needs will be unique. Hope Lutheran Early Learning Center staff will at all times treat all children with an equal amount of love and respect, but also treat each child as an individual. Each child will be disciplined in love. Discipline is derived from the word disciple meaning "to teach". All discipline (teaching), at all times, will be to correct and train the children to love others as themselves, not to punish.

Staff, parents/guardians, and volunteers will not, under any circumstances, use punishment which is humiliating, frightening, or physically harmful to the child while at Hope or while on neighborhood

walks. This includes spanking, yanking, threatening, derogatory remarks, tying a child to restrict movement, withholding or forcing foods, or enclosing in a confined space.

Children under two years of age are physically aggressive in nature. They do not have the ability to control their emotions the same way older children and adults do. They also lack in words to express themselves. Because they are in the very early stages of learning to control themselves, time-outs will be used only with the development of the child and his/her personality in mind. What might be a good disciplinary technique for one child might not be the best for another. Hope Lutheran Early Learning Center does not condone physical harm between children. The staff will do all that is possible to prevent biting, pinching, and hitting; however, please understand that the staff may not be able to intervene in every incident. You will be asked to sign a written notice if your child is injured at school to inform you about things that happen during the day.

The following are some ways in which staff will help children gain better self-control:

1. Prevention -a well-planned schedule with little wait time  
-changing activities when children become restless
2. Redirection -focus the child's attention on something else besides what is frustrating him/her
3. Be positive -making positive requests "Please, walk."  
or "Let's use walking feet." vs. "Don't run."  
-pointing out the achievements of each child  
-using polite manners with the children  
"Please/Thank you"
4. Be consistent -teachers work together in creating room rules and enforcing them  
-teachers and parents work together to create discipline plans
5. Dignity -misbehaviors will be handled privately  
-a child's misbehavior will not be announced to the class  
-teachers will treat each child as a unique gift from God and will avoid stereotyping each child

## **Posted Information**

The following are posted in each classroom and/or on the News Board:

Emergency Exit Plans  
Emergency Procedures  
Diapering Policy  
Sanitary Procedures  
Room Rules  
Menu  
Daily Schedule  
Weekly Lesson Plan  
Newsletters  
Upcoming Events

## **Parent Involvement**

Parents/Guardians are children's first and most important teachers; therefore, we make every effort to partner with parents in their children's education.

- Child/Parent/Teacher Conferences — Two times per year all three will meet and allow the child to explain some of the painting, writing, and projects found in his/her portfolio. One

conference may be a home visit. (Additional conferences may be arranged.)

- Classroom Participation — We strongly encourage both dads and moms to spend some time in their child's classroom. You may do this at any time your child is in the classroom. If during the day doesn't work you may come in early or stay late. We also plan parent talents into the curriculum and would be delighted if you could share what you know (guitar playing, juggling, coming in uniform, etc...)

- Classes — We would like to invite you to 2 short informational classes that give a brief overview of what our church teaches. We will also offer classes for parents to assist you with topics that interest you.

- Get-togethers — Each year, Hope will arrange a few times for the families and staff to get to know each other better. There will be food, games, and fun for all.

- Do Lunch! — Consider scheduling a lunch

## **Volunteer Program**

Hope Lutheran Early Learning Center has an active volunteer program consisting of members of the community and of Hope Lutheran Church. Volunteers help in the classrooms, in the office, or at home. Each volunteer has gone through an application process and passed a background check to assure the children's safety.

Volunteers are very valuable in keeping low staff/child ratios, allowing your children to interact with and learn about interesting people, and helping the program run smoothly. If you know of anyone who would be interested in joining the Hope Volunteer program, please invite them to call the director at 587-9400.

## **— MEDICAL INFORMATION —**

### **Illnesses and Absences**

Hope Lutheran Early Learning Center is committed to providing a safe and healthy environment for children and staff. If a child becomes ill while at the center we will make sure that he/she is comfortable and away from the rest of the children. We do not have the facilities to care for sick children, so it is important that he/she be picked up as soon as possible. Every effort will be made to contact the parents/guardians; however, after 30 minutes of unsuccessful attempts, we will contact the emergency contacts listed on the registration form. The sick child may remain at the center for 1 hour after the parent or guardian has been notified before a fee will be charged at a rate of \$1.00/1 minute.

Your child will be sent home if any of the following symptoms are observed:

- A fever over 99.6 degrees with other symptoms of illness
  - A skin rash not identified by a practicing physician
  - Infected area of skin (impetigo, ringworm)
  - 2 incidents of diarrhea within a four hour period
  - Unusual or unexplained loss of appetite, fatigue, irritability, or headache
  - Vomiting
  - Evidence of head lice
  - Persistent coughing
- 
- Discharge or drainage from eyes, nose, ears, or open sores
  - Conjunctivitis (pink eye)
  - Sore throat

- Pain that interferes with normal activities
- Chills or achiness

If you are unsure whether or not your child may attend, please contact Hope Lutheran Early Learning Center before bringing him/her to the center.

\*\* PLEASE CALL IF YOUR CHILD  
WILL NOT BE ATTENDING SCHOOL \*\*

In the event your child has been exposed to a communicable disease, you will be notified by a note posted on your child's classroom door.

A child may not be readmitted to the center until a release is obtained from the Pottawatomie County Health Department or a licensed physician for the following diseases:

- Whooping Cough
- Diphtheria
- Meningitis
- Typhoid Fever
- Tuberculosis
- Any unusual disease

For the following, no Health Department release is necessary, but the child shall be excluded as indicated. A child excluded from the center will need a doctor's written certificate that the child may attend school. The director may override any doctor's note if she feels it is necessary for the child's protection or for the protection of other children.

- Strep throat -exclude until 24 hours after appropriate antibiotic therapy has begun or for 10 days if no antibiotic is used
- Ringworm -exclude until child has been under active treatment by a physician, but should not participate in skin to skin activities
- Chickenpox -exclude until 6 days after the first crop of eruptions
- Shingles -exclude until 6 days after the first crop of eruptions
- Hepatitis A -exclude until 7 days after onset of jaundice
- Impetigo -exclude until under medical treatment by a physician
- Measles -exclude until 4 days after rash appears
- Mumps -exclude for 10 days from onset of illness
- Lice -exclude until treated with an antiparasitic drug and until all nits have been removed. The director or lead teacher will determine if the child is nit free.
- Pinkeye -exclude until 24 hours after starting antibiotic treatment

- Rubella -exclude for 7 days after onset of rash
- Scabies -exclude until adequately treated with scabicide

### **Sick children may return when:**

A physician has examined the child and has a written statement that the child is no longer ill, and/or there is no remaining evidence of illness. A child must be symptom-free for a minimum of 24 hours without any symptom-controlling medication and been eating regular foods.

Staff members with the above symptoms will also follow these guidelines.

### **Medication**

If at all possible, administer your child's medicine before bringing him/her to Hope.

If a child must take medication (prescription medication, over-the-counter medication, ointments, drops, cough syrup, inhalers, and nebulizer breathing treatments) during the day, the center must have a formal request on file. We must also be notified in writing of any change in medication.

All medication must come in the original container with instructions on the label, doctor's name, special care needed (such as refrigeration), and dosage.

The medicines will be kept and administered by the child's lead teacher, assistant director or the director.

Accurate records of the date, time, teacher giving medication, dosage of medication given, and any unusual behavior after medication was administered will be kept by the center.

For safety reasons, medications (including over the counter medications) must not be left in the child's bag or backpack. So please give the medication to the teacher so it can be stored in a locked box.

### **Emergencies**

**MEDICAL**— In an emergency, the caregiver will administer first aid. All caregivers maintain current First Aid cards and are encouraged to maintain current CPR cards. Classes are given at least once a year. If necessary, paramedics will be called. The person in charge will accompany the child to the emergency room and stay with the child until the parents arrive. Parents are financially responsible for emergency services, including but not limited to ambulance and emergency room costs. Children will be taken to the nearest hospital, Mercy Regional Health Center in Manhattan.

**ENVIRONMENTAL**— All emergency procedures are posted in each classroom along with the escape routes. Fire drills are practiced monthly. Tornado drills are practiced monthly April-September. Severe weather is taken seriously and will be monitored closely. In the event of:

**Tornado Warning** — the staff and children will move to their assigned locations, sit on the floor against the wall and wait for notice to return to the classroom.

**Fire** — the staff and children will exit the building according to the escape route and assemble in the designated locations.

**Flood** — the staff will close doors to isolate water. If water has entered the building, staff and children will move to the highest point of the building.

**Thunderstorms** — children will avoid using electrical equipment. If the power fails, parents will be notified to pick up their children. Children will stay inside.

**Snowstorms**— Hope Lutheran Early Learning Center will close when Manhattan schools USD 383 closes.

**Bomb Threat** — the threat will be reported to the police and we will follow the directions of the authorities.

**Gun Crisis** — each classroom will be locked with the shades down. The police will be contacted and we will follow the directions of the authorities.

**Other** — we will deal with each event individually and contact parents as soon as possible.

## — REGULATIONS & LIMITATIONS —

### **Child Abuse/Neglect**

All child care providers are required to report all incidents of suspected or actual abuse or neglect of children. We are obligated by law to report such instances to the proper authorities.

### **Staff Health Requirements**

Our staff is certified by a practicing physician to be free from any disability that would prevent them from caring for children.

## **Substances**

Hope Lutheran Early Learning Center is a smoke-free environment. At no time will parents, staff, or others smoke in the building, on the grounds (parking lots, entrance area, playground) or on field trips.

There will be no consumption of alcohol or use of illegal drugs at anytime in the building or on the grounds of Hope.

## **General Staff Qualifications**

The staff at Hope was selected based upon their understanding of appropriate child care practices. All caregivers are encouraged to further their education in Early Childhood.

— GLOSSARY —

## Hope Lutheran Church

Hope Evangelical Lutheran Church has been in existence since 1998. Our church is affiliated with Wisconsin Evangelical Lutheran Synod. Sunday worship is at 10:30 a.m. with Bible Study and Sunday School at 9:15 am. Sunday School is available for all. Bible studies are also conducted throughout the week at various times on selected topics. We offer 8 regularly scheduled “Hope In Christ” classes per year. “Hope In Christ” is a 12 session overview of Lutheran Christian teaching which is intended to give you hope in Christ or deepen it. We offer a study beginning in January, one over the summer months and one beginning with the school year in the fall. Each of these studies is offered over the noon hour and in the evenings on Wednesdays. In addition, we offer two “Immersion in Hope” weekends, Friday night/Saturday study sessions for those who would prefer such an intense format. Please talk with our pastor about any of these options

## WELS

Hope is a member of the Wisconsin Evangelical Lutheran Synod (WELS), a worldwide church body with churches in all 50 states and more than two dozen foreign countries. Since its founding in 1850, gathering for worship has been a weekly focal point in the life of our people. As we look forward into the 21st century, we do so with joy and hope — because of Jesus Christ, who gave himself for us and for all.

## For More Information

Please feel free to call Hope Lutheran Early Learning Center at (785) 587-9400 or Hope Lutheran Church at (785) 770-9656 with any questions regarding the center or church. We will be happy to assist you.

Executive Director	Kristi Hirsch	(785) 313-1493
Program Director	Connie Brandt	(785) 313-6543
Pastor	Phil Hirsch	(785) 313-0393

