



Our Savior
LUTHERAN CHURCH
& Early Childhood Center



Parent Handbook

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Welcome to Our Savior Lutheran Early Childhood Center

A Ministry of Our Savior Lutheran Church

The operation of Our Savior Early Childhood Center (hereinafter referred to as the “ECC” or “school”) is under the constitutional directives of Our Savior Lutheran Church. Our students participate in ongoing learning activities under the supervision of trained staff. This handbook serves as one of the ECC’s communication tools with parents. Please read this handbook in its entirety and clarify any questions you may have with the Director as soon as possible.

To provide the best environment for students, the following beliefs concerning early childhood education are key to our program design:

- Children are a gift from God and we support parents in their nurturing role.
- Young children must become engaged in their learning. They need to see, feel, taste, hear, and smell.
- Teaching is aimed at nurturing the whole child. That means we provide activities that develop the mind, body, and spirit in a Christian environment.

Our Savior’s Mission Statement

Rejoice Fervently—Respond Spiritually—Reveal Intentionally

Our Savior ECC Mission Statement

Learning and Growing in God’s Grace

Our Savior’s ECC Philosophy Statement

We believe each child is unique, created and valued by God, and gifted with his or her own set of skills and abilities. We believe in the importance of meeting the needs of each child as they pass through sequential stages of development and providing an environment that nurtures and facilitates growth. We believe children grow and thrive in a loving, stable, safe, and consistent environment and there is success when teachers and parents collaborate. We believe there are five major areas of development: spiritual, emotional, social, intellectual, and physical. Our curriculum strives to develop all of these areas. We believe in promoting the spiritual development of each child and building the faith life of each family. We believe play is the heart of learning. It is necessary for a child’s healthy development of cognitive and physical skills and competencies.

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

STATEMENT OF FAITH

Our Savior Lutheran Church is part of The Lutheran Church-Missouri Synod (LCMS). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20).

We believe, teach, and confess that Jesus Christ is our Savior and Lord, and through faith in Him, we receive forgiveness of sins, eternal life, and salvation. We confess our works cannot reconcile us to God or merit forgiveness of sins or grace (Eph. 2:8-9). We can only obtain forgiveness by grace through faith when we believe Jesus is the only mediator between us and the Father (1 Tim. 2:5).

We believe, teach, and confess that all Scripture is given by the inspiration of God the Holy Spirit. God is therefore the true Author of every word of Scripture. We, therefore, believe, teach, and confess Holy Scripture is the Word of God and contains no errors or contradictions but is in its entirety the infallible word of truth.

We believe, teach, and confess that God the Father, by the almighty power of His Word, created all things. We also believe God wonderfully and immutably created each person. Rejection of one's birth sex (male or female) is a rejection of God's creative work. Man (male and female – Gen 1:27) as the principal creature of God, was specially created in His image, that is, in a state of righteousness, innocence, and blessedness. Therefore, we believe that all human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

We believe that marriage means the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25), and that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We also affirm that Adam and Eve were real historical human beings, the first two people in the world. Their fall was a historical occurrence that brought sin into the world so that since the fall of Adam all mankind is born in sin. We confess that man's fall necessitated the gracious redemptive work of Jesus and that fallen humanity's only hope for salvation from sin lies in Jesus Christ, our Lord, and Savior.

We also believe, teach, and confess all people fall short of God's divine glory and all people are sinners. We hold that God forbids intimate sexual activity outside of a marriage between a man and a woman. We also believe, certain conduct is sinful, such as adultery, rape, fornication, cohabitation, divorce, and homosexual or bisexual conduct, bestiality, incest, use of pornography. Additionally, elective abortions, the taking of one's own life, alcohol and drug abuse, child and elder abuse, and the like (Exodus 20:1-17) are not in accordance with God's law. Most importantly, we believe our God is gracious and will forgive repentant sinners. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11). We stand firm on God's Word and believe, teach, and confess that it is our duty to reach out to all people with the Good News of Christ and His redeeming sacrifice on the cross.

We hold these beliefs as evidence of our faith in the Triune God, Father, Son, and Holy Spirit.

WORSHIP INVITATION

Our Savior knows that families worshipping together can significantly reinforce what your child has learned during the week. Our Savior worships at 8:15 am and 11:00 am with Sunday School and Adult Bible class both beginning at 9:45 am. If you do not have a church home of your own, please consider this a personal invitation for your family to come and worship with us on Sunday mornings.

OUR SAVIOR IS A CHRISTIAN EARLY CHILDHOOD CENTER

Our ECC is associated with the Lutheran Church-Missouri Synod. While we do not teach the specifics of Lutheran doctrine, we do teach principles of Christian living to lay the foundation of faith within each child.

We do that through the following ways:

- Providing a loving and Christ-centered educational environment.
- Providing time to learn about Jesus in circle time and throughout the day.
- Providing time to learn about the wonders of nature and the blessings of our families.
- Providing time to sing Christian songs and say a table prayer before our meals.
- Attending brief worship services (Chapel) in Our Savior's sanctuary once a week.
- Celebrating Christian and American holidays.
- Celebrating Jesus' love and forgiveness.

CURRICULUM PHILOSOPHY

It is the philosophy of Our Savior Early Childhood Center that young learners learn most effectively when they have the opportunity to explore their environment and experience a variety of materials and situations while they play. We also believe in a responsive, developmental approach to early childhood learning which emphasizes that each student develops at his/her own rate and that progress is measured individually rather than in comparison to others in the classroom.

The ECC operates a Christ-centered educational program. Learning experiences are taught from the Christian perspective that each student is a child of God and that all people are deserving of respect as people of God. In accordance with this philosophy, we include prayer, worship, Bible stories, and service to others as part of our curriculum.

The ECC curriculum follows the Missouri Early Learning Standards endorsed by the Missouri Department of Elementary and Secondary Education (DESE). These standards cover the following curricular areas:

- Approaches to Learning
- Social/Emotional Development
- Language/Literacy
- English Language Development (for those children learning English)
- Mathematics and Science
- Physical Development, Health and Safety
- Social Sciences
- Visual/Performing Arts

ASSESSMENT

The ECC uses the **Desired Results Developmental Profile** (DRDP), a developmental continuum, for each student to assess the above standards. The assessment tool is completed using teacher observations, family observations, and examples of student's work. It utilizes ongoing documentation of student's knowledge and skills in everyday environments. Assessment results are kept in a portfolio that includes skills and developmental checklists, writing and drawing samples, photographs, and anecdotal records of the student during school activities.

We also utilize the **Ages and Stages Questionnaire** (ASQ) for each child. This is a parent-completed screening tool for children ages one month to five and a half years. This questionnaire is a tool to educate parents with child development information and help us identify any delays for monitoring and/or further evaluation.

Further, we use the **Developmental Indicators for the Assessment of Learning** (DIAL-4) as another screening tool. The DIAL-4 is an individually administered developmental screener should there be any further concerns.

Every child also has a Milestone Management binder that teachers use to track individual milestone growth. The binder "travels" with the child through all his/her years at the center.

Assessment results are shared during Parent/Teacher Conferences. Parent/Teacher conferences are held for each classroom twice a year; once in early November and once in late March or early April. Infant/one-year-old classrooms also conference at the end of August and the beginning of February. Lead teachers will be responsible for completing assessments and facilitating conferences. Assistant teachers can provide input based on observations across settings. You may request assessment information at any time throughout the school year if you would like to check in regarding your child's development. Refer to the school calendar for conference dates.

GOALS OF OUR SAVIOR EARLY CHILDHOOD CENTER

As the teachers work with students to meet individual educational and developmental needs, we believe these eight (8) qualities are important outcomes:

1. Children will see themselves as a child of God.

Our students will see themselves as a very special person, unique and loved by God. They will see Jesus as their special friend who protects them and is with them all day long. They will learn to live in a relationship of love and forgiveness with God and each other. They will feel comfortable asking questions about the Bible, God, and being a Christian.

2. Children will become independent and have a positive self-concept.

Our students will have the opportunity to make judgments and decisions towards becoming self-disciplined and self-directed. They will learn how to solve some of their own problems and will feel comfortable to take risks and learn from mistakes. They will learn to see themselves as successful learners in and out of the classroom and through positive interactions with others. They will feel a sense of belonging with other children and adults.

3. Children will begin to identify their own emotions.

Our students will play and work with other children and adults. They will begin to channel their emotions into outlets that are acceptable and learn how to adapt in group settings.

4. Children will develop healthy habits.

Our students will learn and practice ways of staying healthy. They will have opportunities to be well nourished and have adequate rest. They will have time during the day for vigorous activity to develop competence in physical skills.

5. Children will use language to communicate with others.

Our students will progress through the developmental stages of language: from gesturing to using simple words, using simple to complex sentences, to finally communicating with adult-like language.

6. Children will use their innate curiosity in order to learn.

Our students will be given tasks to help them be critical thinkers and problem-solvers. They will learn by using all the senses when they observe, ask questions, look at pictures, and try different ways to solve problems.

7. Children will engage in literacy and writing.

Our students will have books and writing materials available to them at every stage of their development. Reading and writing will become part of their daily routine and habit.

8. Children will see themselves as creative.

Our students will be given opportunities to express themselves through a variety of art media and dramatic play.

OPERATION / ACCREDITATION

DAYS AND HOURS OF OPERATION

The Center is open year-round, five days per week, Monday through Friday. The yearly schedule is divided by a regular school year (mid-August - May) and a summer session (June - mid-August). Daily hours of operation are 7:00 am to 6:00 pm. Please refer to the school year calendar for specific dates.

AGES SERVED / TEACHER-CHILD RATIOS

The Center serves students between six weeks of age and five years old. The licensed daily capacity at the Center is 120 students. The ratio of students to teachers is in effect at all times and students are never left unsupervised.

Children are placed into classrooms based on the following age categories:

- Infant/Young Toddler: 6 weeks up to 24 months
 - 1 teacher per 4 students
- Toddler: 24 months up to 36 months
 - 1 teacher per 8 students
- Preschooler: 3 years up until the start of Kindergarten
 - 1 teacher per 10 students

Each classroom's daily schedule, or “flow of the day”, includes the following:

- Welcome
- Self-directed, or choice, activities
- Circle time (e.g. calendar, weather, Jesus time)
- Gross motor activities (e.g. playground or gym activities)
- Fine motor activities (e.g. coloring/art)
- Bathroom time
- Lunch and snack time
- Activities for readiness skills throughout the day (e.g. social play, language development)

LICENSURE STATUS

Our Savior Early Childhood Center is a license-exempt center, but still follow the policies established by the State of Missouri through the Department of Elementary and Secondary Education – Office of Childhood. We are annually inspected by the Office of Childhood and comply with all Child Care Regulations presented in Missouri rules of Child Care Compliance for license-exempt facilities. If parents wish to contact the Office of Childhood the number is 573-522-8762.

DATA PRIVACY

According to the Federal Educational Rights and Privacy Act of 1974, educational records concerning your child are confidential information. This includes enrollment forms, health records, observation records, **Individualized Education Plans (IEP)**, **Individualized Service Plans (ISP)**, written parent-teacher conference reports, and all other information about the student. Your child’s record will only be accessible to you, the Director, your child’s teachers, a designee of the state licensing department for licensing purposes, and validators for accreditation. Parents need to provide written permission if information needs to be shared with parties outside the ECC.

ACCREDITATION

Our Savior Lutheran Early Childhood Center is an accredited school through the National Lutheran School Association (NLSA). NLSA encourages, assists, and recognizes Lutheran schools across the United States, and the world, that provide quality Christian education and engage in continuous improvement. The purpose of an NLSA study is to evaluate the actual conditions in place that are related to essential indicators of school quality. The Center participates in the accreditation process every five years.

CHANGES IN POLICIES OR PROCEDURES

Existing policies, tuition, and/or fees are subject to change. These changes will be communicated through the monthly newsletter, emails, mailings, and/or printed notices.

OUR PARTNERSHIP WITH PARENTS

STATEMENT OF NONDISCRIMINATION

Our Savior Lutheran Church of St. Charles, Missouri in operating Our Savior Early Childhood Center, admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the school. We do not discriminate based on race, color, religion, or national and ethnic origin, in the administration of our educational policies and other school-administered programs. Consideration will be made for children with special medical and/or educational needs. Please refer to “Medical and Other Considerations” for more information.

PRE-ADMISSION

Before a child is enrolled in our ECC, parents should arrange an appointment with the Director for a visit to meet the teachers and discuss the needs of the child/family. Each child needs to have all required state and ECC-specific forms completed and approved and in their file BEFORE the child’s first day of school. These forms include:

- Our Savior Enrollment Form
- State Enrollment Form
- State Medical Examination Report
- Immunization Records
- Notice of Parental Responsibility (NPR)
- Allergy Action Plan, if applicable
- Individualized Education Plans (IEP), Individualized Service Plans (ISP), if applicable
- Developmental Indicators for the Assessment of Learning (DIAL-4 Screening for children 2 ½ years and older)
- Ages and Stages Questionnaire (ASQ)

To help with your child’s transition from home to the ECC or from one classroom to another, we invite you to make a scheduled classroom visit before your child’s entry. You may also spend some time observing your child through the classroom’s viewing window. When your child is transitioning from one class to another, our staff schedules visits for the child during the school day so he/she becomes familiar with his/her new classroom. To encourage socialization and independence, beginning in the two-year-old program, twin siblings will be in separate classrooms.

ONGOING CONTACT WITH PARENTS

Daily reports are provided to parents in the 0-12 month classrooms at pick-up. These reports include information about your child’s food intake, sleeping patterns, diapering/toileting, and general behavior. Daily class activities will be posted on the whiteboard in all classrooms and also via Class Dojo.

Formal parent/teacher conferences are also held. During these conferences, the student’s cognitive, physical, social, emotional, intellectual, and spiritual development will be discussed. This is an important time for you and your child’s teacher to discuss progress. If you desire a conference with your child’s teacher at any other time during the year, feel free to schedule an appointment. If your child’s teacher desires a conference, she will schedule an appointment with you. Refer to “Assessment” for your child’s conference schedule.

Lead teachers write informational newsletters which are distributed weekly via email. Hard copies can also be found in your child’s cubby and/or by the parent board. We encourage you to read these newsletters for any curriculum information, important dates, and upcoming special events. The Director will communicate additional information regarding important dates and special events via email.

PARENT INPUT / GRIEVANCE PROCEDURE

We strive to maintain open communication with our parents. We encourage you to give us feedback on our program and planned activities. Please feel free to speak with any of us about a concern or complaint or with positive thoughts and praises. When areas of concern arise, the matter should be brought directly to the teacher who will hear your concern and attempt to work towards a solution. If you cannot find a resolution at this point, please speak with the Director. If additional communication is necessary, the problem can be taken to the Senior Pastor.

ATTENDANCE / ARRIVAL AND DEPARTURE

STUDENT ABSENCE

It is the parent's responsibility to notify the ECC as soon as possible if your child will be absent on their assigned day(s). You can call the office and leave a message or email your child's classroom teacher and the Director.

KEY FOBS

Before the start of the school year or summer session, families will receive two key fobs. These fobs provide access to the ECC via the main Rear Entrance (under the orange canopy), the main level hallway, the stairs to the lower level, and the church lobby doors to access the playground. The fob works only for the hours that the Center is open, Monday through Friday 7:00 am to 6:00 pm. If your key fob is lost, damaged, or not returned after your time with the ECC is over, there will be a \$25 replacement fee per fob.

NO SMOKING

There is no smoking, including e-cigarettes, allowed in or around the building/playground at any time.

DAILY ARRIVAL AND SIGN-IN ARRANGEMENTS

Each classroom's "flow of the day" varies. To ensure your child is set up for success within the educational setting and social group, make every effort to have your child to school by the classroom's 'circle time.' Check with your child's classroom teacher for the classroom schedule.

For parents' convenience, a 15-minute parking/loading zone is available on the north side of the Center along the orange canopy. When the loading zone is full, parents are encouraged to park anywhere in the parking lot. For the safety of our children and families, the parking lot is a NO PHONE zone. The parking lot is also a NO SMOKING/VAPING zone. We highly encourage you to take the stairs if your child is in a classroom downstairs to help with your child's gross motor skill development. The elevator should only be used for extenuating circumstances.

Parents, and persons authorized on the enrollment form, are required to accompany their child into and from the ECC each day. You should first sign your child in on the sign-in/out form and identify in writing if someone other than the parents are picking the child up that evening. Please help your child out of any outer clothing and help them put all coats, hats, mittens, etc. into the child's cubby. Encourage independence and allow the child to do as much as they can for themselves. If you have special information to share with the teacher, leave a note in the space provided on the sign-in sheet.

The ECC legally assumes responsibility for the child once the responsible person has signed in at the time of arrival.

DAILY PICK-UP AND SIGN-OUT ARRANGEMENTS

Parents, and persons authorized on the enrollment form, will first sign your child out on the sign-in/out sheet. Please let both the teacher and the office know (via phone call or email to the teacher and the Director) if someone other than the parent is picking the child up that evening. If the class is at the playground or in the gymnasium, please pick up your child from that location and be sure to tell the teachers that you are leaving with your child. If your child is involved in a play activity when you arrive, help us be consistent by reminding your child to clean up whatever activity they were involved in. The Center legally assumes no responsibility for the child once the responsible person has signed the child out.

AUTHORIZATION TO PICK-UP CHILDREN

No child will be released to a person not authorized on enrollment forms by a parent to pick up their child. The sign-in/out sheet is the place to designate if someone other than the parent is picking up the child. A phone call to the office or email to the Director is required. We must have written or verbal authorization from the parent for any changes. Staff may ask to see identification if they are not familiar with the person picking up.

The staff reserves the right not to let a child leave the ECC if they feel that the child would be placed in an unsafe situation. If the situation should arise, the Director or other staff member will contact the other parent or an emergency contact person to come and pick up the child.

LATE FEE

If you arrive at the Center after 6:00 pm, your key fob will not work. In this case, you will owe a late fee of \$2 per minute per child that you are late, payable with your next tuition payment. If you know you are going to be late, please call the ECC or email the Director. Traffic, weather, or work schedule will not be considered an excuse for late pick-up. The late fee will still apply even with notice of late pick-up. It is up to the discretion of the Director to waive the late fee for a specific event.

The following steps will be taken if you are 15 minutes late in picking up your child from the ECC:

- Staff will remain with the child and notify the Director while they continue to attempt to contact the parent.
- Staff will call the emergency number(s) located on your child's registration form and have that person pick up your child.
- If there still has been no contact with a parent or an emergency contact person by 6:30 pm, the St. Charles Police will be called.

DISCIPLINE POLICY

One of our goals is to help students develop social independence and emotional regulation while learning to consider the needs and desires of other people. To do this, we use principles from the Conscious Discipline approach:

- We believe that all behavior is communication. More attention, then, is given to the intent of the behavior rather than the behavior itself.
- The classroom environment and routines are prepared so children experience success.
- Rules are stated in a developmentally appropriate and positive way.
- Teachers model strategies for self-regulation and give students opportunities to practice those throughout the day.
- Encouragement is given to the student to take ownership of their decisions. (e.g. "You may choose the red car or pick a new one.").
- Teachers work with students to acknowledge and accept his/her individual feelings. We help the student label and deal constructively with those feelings.
- Each classroom has a "cool down" area where students can feel comfortable to go to if they need to utilize self-regulation strategies away from the group.
- Any circumstances considered to be a "bullying" situation will be handled immediately and parents will be notified.
- We discuss Jesus' love and His gift of forgiveness with the students and say a prayer together.

Physical punishment is never used. No student will be shamed or humiliated, left unsupervised, shouted at, or denied food for inappropriate behaviors. No student will be punished for lapses in toilet training. Consistent communication with parents via Class Dojo, email, phone calls, and/or face-to-face conversations helps the student be successful.

Although separation from the group will be used as a last resort, it may happen in extreme circumstances. If the student is separated from the class three (3) times or more in one day, the parent will be notified and documentation will be taken of the event. If a student is having a difficult time following the teacher's direction, and rules, and/or if the student is posing a safety risk to self or others, the parent will be notified by phone and the student may need to be picked up from school. If there are ongoing behaviors, the parent(s), teacher(s), and Director will set a meeting to determine the best way to handle the behavior.

BITING POLICY

The ECC recognizes that biting is not unexpected when young children are in a group setting. While we know that biting is never the right thing for children to do, we know a child bites at different ages for a variety of reasons. Most of these reasons are not related to behavior problems but to their learning of appropriate social situations. Our Center does not focus on punishment for biting but on effective techniques that address the specific reason for the biting and alternative ways for the child to respond. When biting occurs, we have four main responses:

- Care for and help the child who was bitten.
- Help the child who bit learn an alternative behavior.
- Examine our programming to help prevent biting in the future.
- The parent of the bitten child and the parent of the biting child will be called. All children's names are confidential.

BULLYING POLICY

Behaviors that are perceived to be “bullying” are, in part, driven by each child’s developing social skills and behavior and social/emotional regulation skills. These skills are very fluid among young children, with the result being a range of challenging behaviors.

There is less likelihood of any issues between children when a positive classroom environment is the norm. Our teachers use the Conscious Discipline approach to working with children in a safe environment where all children are a part of the “Classroom Family”.

Any incidents of bullying will be reported to parents via a written “Incident Report” as well as a phone call.

DISMISSAL OF STUDENT

The ECC makes every effort to provide a program that meets the needs of each child/family. However, sometimes it may be impossible to meet every need. The decision to dismiss a student shall be at the discretion of the Director in consultation with the Senior Pastor. Reasons for dismissal include, but are not limited to, the following:

- Behaviors that pose consistent safety concerns for the student and/or others.
- Behaviors that hinder the education of others.
- Refusal to follow the policies as described in this handbook.

FEES AND SCHEDULE OF PAYMENT

CONGREGATION SUBSIDIZED TUITION

As Our Savior Lutheran Church ministers through Our Savior Early Childhood Center, they realize the expense of tuition on families can be burdensome. In the hope of providing affordable educational care, Our Savior has committed itself to keeping tuition below current market prices. In response to this kind of financial gesture, the ECC requires that children and their families participate in a minimum of three (3) congregational events and/or ECC fundraisers. We host a minimum of five events throughout the year which are communicated to you via the yearly school calendar and weekly teacher newsletters. If you are unable to attend an event, please contact the Director for other volunteer opportunities. Attendance will be taken at these events. Most of these events are held on Sunday mornings and include the children singing in church.

FEES AND TUITION

A schedule of current tuition rates is available from the office. PLEASE NOTE we are an accredited ECC facility, not a babysitting or daycare center. Therefore, tuition is charged based on a full school year and no tuition credit is given for any of the days a child is absent due to illness or vacation days on regularly scheduled school days.

Tuition is paid using an online payment program called FACTS. Tuition fees are based on your child’s enrollment. Families choose a payment plan that is convenient for them: making weekly or monthly payments. FACTS charges an annual \$50 usage fee per family.

If any payment is returned for non-sufficient funds, FACTS will charge a \$30 fee and the ECC will charge a \$25 fee to your account. If a regularly scheduled tuition payment is not made, the child will not be allowed in class until all tuition and fees are paid.

Our Savior utilizes the FACTS Tuition Management online system. All tuition payments are made through FACTS. You will go to www.factsmgt.com > Payment Plans/Financial Aid > Register to create a username and password and there you can create your payment plan. Your total tuition will be equally divided during the school year months of September–May and the summer months of June-August. You will have the opportunity to pay weekly or monthly. FACTS charges an annual \$50.00 usage fee per family.

If you encounter any issue with your FACTS account or have questions about tuition amounts, it is crucial to act promptly. You must reach out to the office within two weeks or we will not be able to ensure your issue is addressed and any necessary

adjustments are made in a timely manner. For any billing questions please speak with our Business Manager, Diane Backi at 636-947-8010 or dianepetrioslc@gmail.com.

The Center does not accept Missouri state assistance for tuition payments.

There is a 10% tuition discount for a second, or subsequent child enrolled in the ECC. This discount applies to the lowest tuition rate.

A non-refundable enrollment fee is due in January to hold your child's spot in the classroom for the school year and will be noted on your FACTs account.

Any tuition and/or fees can be changed at any time but normal tuition increases occur every January 1st.

You will continue to be billed your regular weekly rate even if there are shortened weeks due to professional development, holidays, inclement weather, or absences due to your child's illness. If an unforeseen circumstance closes the ECC without much warning, tuition will be billed at your 100% weekly rate for two weeks. If the ECC must close for a third week or more, a re-assessment of tuition billing will be conducted.

ENROLLMENT DATES

Enrollment for children who are currently enrolled in our ECC or Our Savior congregational members opens on the 3rd Tuesday in January for the following school year and/or for the summer session. Enrollment for the community for the following school year and/or for the summer session opens on the 3rd Tuesday in February. Enrollment is on a first-come, first-served basis so we encourage you to enroll early.

HOLIDAYS

Please refer to the Center's school year calendar for specific dates. Dates are subject to change at the Director's discretion.

TEACHER WORK DAYS/PROFESSIONAL DEVELOPMENT

As a year-round Center, it is beneficial for teachers to have reasonable time to prepare their classrooms and receive professional development. This ensures the proper order, cleanliness, readiness, and teacher training for your child to have a successful school year. Please refer to the school calendar for specific closure dates. Teachers will spend part of the day on MLK Day, President's Day, and other holidays in the classroom to maintain the quality of instruction.

SUMMER LEAVE OF ABSENCE POLICY

If a child will be out of the school for the summer and the parent wishes to hold the child's spot, a weekly fee of 50% of the child's regular weekly tuition will be charged to hold the open spot. Should your spot be requested by another family, you will be contacted and given the opportunity to keep your spot by paying full tuition for the remainder of your child's absence.

WITHDRAW FROM SCHOOL

A two-week written notice to the Director is required when parents wish to withdraw their child any time prior to the close of the school year or summer session. If you choose to withdraw your child without a two-week notice, tuition will be charged for two weeks, regardless of the child's last day at the Center.

FUNDRAISERS

The school conducts fundraisers throughout the year. These fundraisers help us purchase items such as computers, indoor/outdoor gross motor equipment, and any other items our children need to benefit from a quality program. We need your help to make these a success. Parents are required to participate in three congregational events/Center fundraisers each year. You will have the opportunity to sign up for the fundraiser(s) that works best for you. You can sign up at our Parent Information Meeting or Open House in August. Please refer to the school calendar and weekly teacher notes for specific dates.

TECHNOLOGY / SOCIAL MEDIA

USE OF PHOTOGRAPHS/VIDEOS

Pictures and videos of children engaged in play activities will be taken throughout the year. Parents have the option to opt out of their child(ren) in photos on Facebook, Instagram, or ClassDojo. If pictures or videos are used on our daily communication app ClassDojo or to promote the ECC, there will not be any personal identification of any student by name. No photographs will be sold by or to anyone unless they are school pictures taken by a photographer and made available for purchase.

COMPUTER USE/VISUAL MEDIA

Our teachers integrate technology in the preschool classrooms to facilitate the curriculum throughout the day. Computer/Smart Board/movies/passive visual media use is limited to 30 minutes per day and is only conducted under teacher supervision.

ELECTRONIC COMMUNICATION WITH STAFF

Please limit communication with your child's teacher to email, ClassDojo or phone calls to the office. ClassDojo is to be used only by parents/guardians.

SOCIAL MEDIA

We believe social media can be a positive tool for sharing our activities. However, the use of social media to launch complaints about the school, administration, teachers, or other parents/students is unacceptable. If families associated with the ECC are found to be posting defamatory comments or have any posts with confidentiality in question on any social media site, they will be reported to the Director and asked to remove the content. It is also up to the Director's discretion to release this family from our ECC. The same is expected of the staff.

MEALS AND SNACKS

TIME TO EAT

All food/formula for infants 6 weeks-12 months (or when the child transitions to the toddler room) will be provided by the parent. Baby food should be prepped and ready for feeding when it is brought to school. We ask that no food or formula be brought in any type of glass container. All items for the child (food containers, bottles, breast milk bags, etc.) must be clearly labeled with the child's full first and last name. Food items that contain nuts and eggs are not permitted. If any other allergies arise in the infant classrooms, you will be notified. Once a child is in the one-year-old classroom parents are no longer allowed to bring bottles or breastmilk.

Morning and afternoon snacks are provided to children one-year-old and older. Below is a list of provided snacks, if GF is beside the food item it is considered gluten-free.

Chex Mix Traditional	Nabisco Ritz crackers
Colby Jack Cheese Cubes – GF	Nabisco BelVita crackers
Fresh fruit – GF	Nabisco Nilla wafers
Entemann's Little Bite Muffins	Nabisco Fig Newtons
General Mills Cinnamon Toast Crunch Cereal	Pepperidge Farms Goldfish Cheese crackers
Cheerios Gluten Free cereal – GF	Sensible Portions Veggie Straws – GF
Honey Maid honey graham crackers	Skinny Pop popcorn – GF
Kellogg's Pastry crisps	Snack Factory Pretzel crisps
Kellogg's Cheez-it	Snack Pack pudding cups
Motts Medley fruit snacks	Snyder's baked cheese crackers
Pirates Booty white cheddar puffs – GF	Sun-Maid Raisins – GF
Chex Gluten Free Chocolate cereal – GF	Chex Gluten Free Apple Cinnamon cereal – GF

As part of the Center's curriculum, a hot lunch is provided. Monthly menus will be emailed to you and posted at school. Due to food allergies, some of which are severe, children may NOT bring in their own food/lunches. 2% milk is provided at lunch and water is provided at snack time. Parents will provide milk alternatives if it is medically necessary. If a child has food allergies, arrangements can be made with the Director to adjust the menu as needed. An allergy action plan from the pediatrician or allergist must be provided. Individualized dietary preferences will not be accommodated.

Daily log sheets reporting the amount of breastmilk or formula and food consumption are kept in the infant and one-year-old classrooms. There are no log sheets of food consumption for the two-, three-, and four-year-old classrooms.

PEANUT AND EGG FREE

The Center is peanut/tree nut-free. Please do not bring food containing any peanuts, tree nuts, or foods processed in a facility containing those allergens. Please carefully check individual food labels to ensure that the food has been processed in a facility that is peanut/tree nut-free. Any food that does not follow these restrictions will not be served and sent home. In the 0-12-month classrooms, we do not allow eggs due to an increase in egg allergies in recent years.

SPECIAL DAYS

Your child's birthday is a very special day! Coordinate with your child's teacher if you'd like to bring in a special snack to celebrate. Please make sure all food is store-bought and peanut-free and packaged in a peanut-free facility. Ask your child's teacher if there are any other allergies to be aware of. If your child's birthday is during the summer and he/she will not be at school, coordinate with your teacher to arrange another date to celebrate.

Children are allowed to bring/pass out invitations at the school. Please invite the entire class or all the girls or all the boys.

Each classroom will have a Christmas and Easter party. Times and dates will be on the school calendar and communicated via the teachers' weekly newsletters. The teachers will communicate any special party needs with parents.

There are many ECC-wide special events throughout the year such as our Thanksgiving Feast, Grandparent's Day, and the like. Please refer to the ECC calendar and the teachers' weekly newsletters for the specific dates.

DRESS FOR SCHOOL

Washable play clothes and comfortable tennis shoes are best every day. We will be sitting on the floor, climbing, jumping, running, riding, and using paint, glue, and other messy materials. Sandals, boots, and dress shoes should not be worn as they do not provide safe footing for climbing on the playground equipment.

Going outside is an important part of daily activities except for inclement weather or extreme heat/cold. Outside time may be shortened during periods of extreme heat/cold. Please listen to the forecast and dress your child *appropriately*.

Teachers will be using the following temperature guidelines when deciding if they are taking classes outside or to the gym:

- Temperature/heat index under 95 degrees: outdoor recess, no limitations
- Temperature/heat index between 95-100 degrees: 10-minute outdoor recess
- Temperature/heat index over 100 degrees: indoor recess

- Temperature/wind chill at 20 degrees or above, outdoor recess, no limitations
- Temperature/wind chill between 15-20 degrees: 10-minute outdoor recess
- Temperature/wind chill below 15 degrees: indoor recess

Please label clothing and outerwear with your child's name or initials.

Keep your child's independence in mind when choosing clothes. Belts and overalls can be difficult for a child to manipulate. Please do not let your child wear jewelry to school. The pieces may break and become lost or become choking hazards. Pierced earrings are an exception.

Since accidents, spills, and damp playground surfaces can get a child's clothing wet, we recommend that each child keep a change of clothing (appropriate for the season) in their cubby or backpack. This includes underwear and socks.

Teachers also wear comfortable clothes and tennis shoes for the same reasons as the children.

PERSONAL ITEMS BROUGHT TO SCHOOL

The classroom teacher will provide you with a list of school supplies your child needs to bring to school. Check with your child's teacher to see if he/she needs a book bag each day to carry items to and from school.

Toys, food, gum, or other items should not be brought to school unless the teacher has requested them. This prevents distractions and lost or broken personal property. Anything brought from home that continues to distract from learning or poses a safety risk will remain with the teacher until the child goes home.

DIAPERING / TOILET TRAINING

Children are not required to be toilet trained to attend our ECC. Diaper changing and toilet training is an ongoing process and is done as needed throughout the day. Both teachers and parents must work closely so a consistent routine is established. Children 6 weeks to 24 months wear disposable diapers. Children 24 months and up wear Pull-Ups with side Velcro tabs. Due to sanitation guidelines, cloth diapers are not permitted. We do not do any potty training in the infant or one-year-old classrooms due to safety and logistical reasons. Potty training can begin in the two-year-old classrooms.

Per sanitation requirements, accidents in underwear need to be kept to a minimum. If a child has more than an occasional accident, Pull-Ups will be required. We ask that you begin toilet training at home during the weekend or days off of school before bringing the child to the School as a new trainee. We will follow through and encourage your child while in our care. Toilet training will be done in a relaxed manner with the cooperation of the family. Using the toilet starts in our two-year-old rooms if the child is ready. Please speak with your child's teacher about toilet training procedures.

Parents need to supply diapers or Pull-Ups with side Velcro tabs, wipes, and a couple of extra outfits including socks and shoes. During toilet training, we ask that the child be dressed in "user-friendly" clothing as much as possible. The best items are shorts and pants with elastic waists or dresses. Try to avoid tight clothing, pants with snaps or zippers, and overalls. These are difficult for children to remove in a hurry and/or independently.

Daily log sheets reporting diaper changes are kept in the infant and one-year-old classrooms. There are no log sheets for diapering/potty training in the two-, three-, and four-year-old classrooms.

NAP / REST TIME

Naps and rest time are important for a child's overall development. We follow safe sleep practices: infants are placed on their backs in empty cribs. One-year-olds and up lay on cots. The state requires each child to lie on a cot and nap or rest. We have found that most children need rest and will easily fall asleep within 30 minutes. If your child does not fall asleep during this time, he/she will have a supervised time of quiet play in the classroom.

Please make sure your infant has a crib sheet and sleep sack/swaddle blanket. Pacifiers are only used in infant and one-year-old classrooms. Please make sure that your toddler/preschooler has a small sheet (crib size fits our cots perfectly), a blanket, a small travel-size pillow, and a stuffed animal if they wish for naptime. You will provide a plastic tub for nap items. Parents will take their child's nap things home at the end of the week, or more frequently as needed, to be laundered.

Binkies/pacifiers are limited to our infant and one-year-old programs. Once a child transitions to the two-year-old program and older, binkies/pacifiers are not permitted in the classrooms.

Daily log sheets reporting times slept are kept in the infant and one-year-old classrooms. There are no log sheets for time slept in the two-, three, and four-year-old classrooms.

MEDICAL AND OTHER CONSIDERATIONS

Parents/guardians have the responsibility to inform the School when their child has any special medical conditions, needs, or allergies so we can provide appropriate care and support. An allergy action plan and appropriate medication(s) must be provided. Remember, a food preference is not an allergy.

If it has been determined by a licensed physician, psychiatrist, psychologist, or consulting agency that your child has a condition related to physical, social, or emotional development and has one or more of the following, this information needs to be shared with us so we can support the need(s) and the plan(s):

- Eligible for case management through the state and has an Individual Service Plan (ISP)
- Receiving services through the local school district and has an Individual Education Plan (IEP)
- Receiving services through First Steps or other early learning provider

Allergy action plans, IEP's and other plans must be signed by you and your child's licensed health care professional. These plans need to be reviewed annually to ensure that necessary modifications are made to the plan of care. Please submit all renewed plans to the Director.

Parents of children with special needs must be aware that Our Savior Early Childhood Center is a private organization and therefore receives no state or federal funding for our Early Childhood programs. Private tuition funds do not allow us the ability to employ staff with special education training. Our ECC has a relationship with local public school districts and will assist parents in getting information for additional assessments and services at the public school as needed. If the special need requires that our staff be trained and are capable to perform a new skill, we will ask that you arrange for this training and its expense. If it is determined by the Director that the special need requires a one-on-one paraprofessional, the parents will need to secure this individual and pay the expense.

While we will make every effort to meet the needs of your child, it may not be possible in every instance. Our Savior Early Childhood Center has the right to discontinue or deny services with any child/family when the child's needs are too great or are having an adverse effect on the child and/or classmates.

HEALTH AND SAFETY

PHYSICAL EXAMINATION AND IMMUNIZATIONS

Each child must have a current State Medical Examination Report on file before the student's start date. It must be signed by your physician and state that your child is in good health, is up-to-date on all immunizations, or has any specific health or behavior needs. We do not admit children with an immunization exemption. All parents must provide the office with updated immunization and State Medical Examination reports following each pediatrician visit. For your child's health and safety, these two documents must be provided each year based on the child's last physical examination date. For infants and toddlers, please provide an updated state Medical Examination Report and Immunization Record after each well visit.

Parents need to provide specific information about children's allergies, Allergy Action Plans, medication needs, and/or other health concerns and must keep the office up to date regarding changes to the child's health.

COMMUNICABLE DISEASE

Please check your child's health before sending them to school. For the health and safety of other children and staff, children will not be allowed at school if they exhibit any of the following symptoms:

- fever (100.4 degrees or higher)
- severe coughing
- diarrhea (more than once a day)
- sore throat or trouble swallowing
- vomiting (including "spit up" that has the consistency of vomit)
- skin rashes
- difficult or rapid breathing
- severe headache with stiff neck and fever
- severe itching or redness/goopiness of the eye area

If any of these symptoms develop while at school, you will be notified to come and pick your child up and an "Illness Report" will be provided. Please have an emergency care plan in the event your child needs to be sent home early.

Children must be symptom-free, fever-free, vomit-free, and diarrhea-free **without medication** for 24 hours before coming back to school.

Should a child develop a fever following regular immunizations, he/she must be fever-free **without medication** for 24 hours before returning to school. Children must be kept home for at least 24 hours following a medical procedure unless otherwise directed by a doctor's note.

Please notify the ECC if your child contracts a communicable disease such as pink eye, head lice, strep throat, croup, RSV, etc. **Children must remain at home for a minimum of 24 hours with these conditions so that a full course of treatment prevents further spread.** Information about possible exposure will then be emailed to all parents in your child's class to be on the alert for symptoms. No child will be identified by name.

Pandemic protocols will be shared under separate cover.

Teachers will promote and model good health habits such as hand washing and using tissues. Tables, toys, and all areas of the classroom are cleaned and disinfected regularly.

ACCIDENTS

In case of a serious accident or injury at school, the parents will be notified immediately. If a child requires emergency medical care, we will follow the parent's written instructions in the "Authorization for Emergency Medical Care" section found on the State Enrollment Form. All ECC staff is trained every two years in first aid and CPR. Additionally, many staff members are trained in using an EpiPen.

Minor injuries or accidents will be reported to you verbally and/or through an "Ouch Note". First aid will include washing a cut or scrape with soap and water applying a Band-Aid or applying ice to a bump or bruise. "Incident Reports" will be provided when a child is involved in a concerning situation. A phone call and/or message will also be sent.

STUDENT MEDICATION POLICY

Never send medication of any kind (prescription or over the counter) to school without following the student medication procedures below. This includes such things as chapstick, cough drops, or sunscreen. By law, ECC staff cannot administer these things without proper documentation and, if left in cubbies or book bags, they could pose a threat to other children. Parents should, whenever possible, schedule medications to be given at home. Only those medications specifically prescribed to be given during school hours will be given at school.

Medication Administering Procedure:

- Signed permission must be provided by the parent requesting that ECC staff administer the medication. The parent will complete the State Medication Administration form.
- The physician will provide a written request that the medication be given during school hours. This will include the name of the drug, time of dosage, reason for medication, route of administration, adverse effects, and emergency instructions that might be applicable.
- The log on the State Medication Administration form will be kept of all prescription and over-the-counter medications at school. It will include the student's name, the date and time the medication is given, and the signature or initials of the staff member giving the medication.
- Medications must be brought to school in the original container appropriately labeled by the pharmacy or physician and is to include only that medication to be given during school hours.
- All medications will be kept in the classroom's upper wall cabinet in a secured metal box.
- Medications needing to be refrigerated will be kept in the classroom refrigerator or the refrigerator in the office.
- ECC staff will not administer the first dose of any medication nor may the student return to school until 24 or 48 hours after the first initial dose has been administered or the child is 24 hours fever-free without medication. Please check with the Director for specific instructions.
- The parent must supply any over-the-counter medication. A State Medication Administration Form must be signed by the parent for each new medication documenting the need for the medication, the conditions for which it is to be administered, the dosage, times of administration, and possible side effects.

STAFF HEALTH AND SAFETY

Staff members are required to have a medical examination, including a tuberculosis skin test, kept on file.

Staff members are trained in First Aid/CPR every two years. Staff members are also trained on signs of child abuse/neglect every two years. Background checks are conducted on all staff and volunteers upon hiring and every two years thereafter.

Missouri child abuse reporting laws require that all teachers and/or classified employees be mandated reporters. Therefore, ECC staff must report all *known or suspected* instances of child abuse to the Missouri Child Abuse Hot Line. Failure to do so is punishable by a jail sentence, a fine, and/or revocation of a teacher's certificate. Therefore, in the interest of student safety and in compliance with state law, parents should know that all such incidents will be reported as dictated by law.

PETS

Should an animal be considered as a pet in a classroom or coming for a visit, a check of all children's files will be done to determine if there are any allergies or asthma-related problems to certain animals. If it is determined your child has a documented allergy to said pet/visiting animal, they will not come into contact with the pet/visiting animal. Personal family pets are not allowed in School or on the playground/parking lot.

EMERGENCY PROCEDURES

EMERGENCY DRILLS

Children and staff are required to participate in tornado, fire, earthquake, and intruder drills regularly. Specific dates and times of emergency drills are unknown to the children and staff. Teachers are equipped with two-way radios, cell phones, a list of emergency numbers, and other emergency supplies that are carried with them throughout the day. Emergency procedures are posted in the classrooms and around the ECC. All performed drills are recorded and posted in each classroom and with the Director.

You will be notified of any situations that are not considered a “drill”. You will be notified after all intruder drills via email.

If any emergencies force the students to evacuate the building for an extended period, we will take the children to the common ground and/or cul-de-sac behind the church’s garage. Should we need to be indoors, our area of refuge is the church garage. Teachers will remain with their class at all times. Parents will be informed of the evacuation by the Director/teachers as soon as possible via email, Class Dojo, and/or Facebook.

SNOW

If the weather presents a safety hazard for children or staff, the ECC may close. The Director will first notify parents via email of the closure. Also check for cancellation on Fox 2, KMOV-4 or KSDK-5 television stations. We will be listed as “**Our Savior Lutheran ECC – St. Charles**”. We will also list a school closing on the Our Savior Lutheran Facebook page as well as individual class Dojo groups. If you are in doubt, please call the school before venturing out in inclement weather.

SEVERE WEATHER

In the event of a weather emergency such as a tornado or severe storm warning, the staff will evacuate the students into a safe area. All classes will stay in the safe area until the Director or Ministry Staff member gives an all-clear signal or further directions are given.

FIRE

In the event of a fire at School or in the church facility, the staff will evacuate the students from the building and walk to the church garage or other safe area away from the building and line up by class. The classes will stay in the safe area until the Director or Ministry Staff member gives an all-clear signal or further directions are given.

EARTHQUAKE

In the event of an earthquake, the staff will instruct the students to duck and cover under tables or escort the students to the classroom bathroom. The classes will stay in the safe area until the Director or Ministry Staff member gives an all-clear signal or further directions are given.

INTRUDER

Teachers participate in active shooter/intruder training every two years. We also work to educate our students on the different kinds of strangers, the importance of getting quiet and remaining calm when in groups, and practicing intruder drills in different situations and at different times of the day. We want children to be aware of the emergency and will discuss intruders with them in a way that is child-friendly and appropriate.

Staff will use one of three responses to an intruder based on the proximity of the threat: is it best to Lock Out, Take Out, or Get Out? It will be the lead teacher’s responsibility to make that decision.

FIREARM POLICY

BECAUSE OUR SAVIOR IS A SCHOOL ZONE, ALL FIREARMS ARE **PROHIBITED**. Individuals who possess firearms in a school zone are subject to arrest and could be charged with a felony. If you have any questions, please feel free to talk to the Director.

OUR EXPECTATIONS FOR PARENTS

As professional educators, we strive to meet and exceed your expectations. Listed below are expectations that we have of you as parents to provide the best quality care for you and your family.

- Pray for your children and the teachers who guide them.
- Communicate with your child's classroom teachers regularly about daily needs.
- Read all materials that are sent home or sent to you electronically including daily notes/reports, newsletters, and anything written on your child's sign-in clipboard.
- Provide all needed items for your child on a daily, weekly, or as-needed basis
- If your child is ill, coming in late, or not at all, make sure that you call or email the School to let us know.
- Attend parent-teacher conferences. If you have questions or concerns about your child, do not hesitate to ask for a meeting with your child's teacher.
- Keep the ECC up-to-date on changes in any emergency information (new phone numbers, addresses, etc.), new allergies to foods or medications, and immunizations.
- Your child is your responsibility while you are at School. Make sure you know where they are at all times during pick-up/drop-off and at all special events.
- Help your child learn respect for staff, families, equipment, church property, and materials by modeling that behavior yourself.
- Participate in a minimum of three congregational/Center events in response to Our Savior for keeping tuition rates low.