

GLORIA DEI LUTHERAN PRESCHOOL AND CHILDCARE CENTER



Parent Handbook

1711 Ring Rd. E.
Elizabethtown, KY 42701
270-769-5910
fax: 270-769-5703
www.gloriadeietown.org

June 2018

HISTORY OF GLORIA DEI LUTHERAN CHURCH

Founded on February 11, 1969, by four families. The name “Gloria Dei” means, “Glory to God.” The church grew quickly from its humble beginnings when families worshiped at Nolin R.E.C.C

The first church was dedicated in 1974. A much larger building was erected in 1988. The Child Care Center was added in 1991 with Kindergarten following in 1993. Gloria Dei Lutheran School was opened in August of 2000. The new Fellowship/Education building was dedicated in August of 2003. Gloria Dei gives all thanks to God, our help in ages past and our hope in years to come. Gloria Dei Lutheran School closed in October of 2014.

Gloria Dei is affiliated with the Lutheran Church—Missouri Synod (LCMS), and traces its roots to Martin Luther and the 16th century Reformation. The LCMS conduct missions and support partner churches in 40 countries representing every continent with almost 400 missionaries around the world. The LCMS is known worldwide for our radio program, “The Lutheran Hour”. The LCMS operates the largest system of protestant parochial schools in the United States as well as 12 colleges and seminaries.

MISSION STATEMENTS

CHURCH

“In faith and thankfulness to Christ, through word and sacrament, we proclaim, witness, nurture, and teach God’s eternal truth to all people.”

PRESCHOOL AND CHILDCARE CENTER

Our purpose is to provide the best quality care and to educate each child in Christ-centered surroundings.

We nurture and encourage each child in development of spiritual and moral values, as well as social and cognitive skills. Our sharing and caring, in Christian love, creates an environment in which each child can grow and feel safe and accepted for his or her own individuality.

VISION STATEMENT

With God as the Head of our family of children, parents, staff, and congregation members we pursue excellence in the care and safety of each child, to fulfill all their developmental, physical, and spiritual needs.

EQUALITY OF EDUCATION STATEMENT

We admit children of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children at the preschool and childcare center. It does not discriminate on the basis of race, color, religion, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, athletic and other school and childcare center-administered programs.

The preschool and childcare center is responsible to the congregation of Gloria Dei Lutheran Church through the Lutheran School Board. The pre- school and childcare center exist as a service to its members and as an outreach into the community providing a Christian education and quality child care.

WHAT WE BELIEVE

The Lutheran Church today is a fellowship of over 70 million people in the world who believe the following Biblical truths:

- ❖ The Bible is the inspired Word of God, the only source and authority for faith and life.
- ❖ All people are sinful and in need of God’s forgiveness.

- ❖ God loves the world and sent His sinless Son to die for our sins and to rise again to be our Savior.
- ❖ God forgives all who repent and believe in Jesus Christ, God's Son, as Savior and Lord.
- ❖ We are, therefore, saved by Grace through faith, as God's gift to us, not by our own achievements. Love and service for God and people are inevitable fruits of that faith.
- ❖ Through baptism of all ages, God gives new life and adopts us into His family, the Church.
- ❖ Through Holy Communion, we receive Christ's true body and blood together with the bread and wine for forgiveness, strength, and peace.

OUR WORSHIP SCHEDULE

All families who do not have a church home are welcome and graciously invited to worship with the family of Gloria Dei Lutheran Church.

Worship Service 9:00 a.m.

Sunday School/Bible Class 10:15 a.m.

CHAPEL

Each Wednesday at 9:15 a.m. the children and staff gather for Chapel time. It is a special worship for children and staff. Parents are invited and encouraged to join our Chapel worship. Monthly chapel offerings are designated for special mission projects. We also incorporate prayer into our classrooms through devotions and at meal times.

MEAL PRAYERS

Snack: Thank you God for drink and food,
to me you are so very good.
Help me to show your love and care
to all your children everywhere. Amen.

Lunch: Come Lord Jesus, be our guest,
let Thy gifts to us be blessed. Amen.

SPECIAL CHURCH SERVICES

"National Lutheran Schools Week" will be celebrated in January. It is a special time to celebrate the blessings God gives us through our Child Care with Lutheran Child Cares, preschools, elementary and secondary schools throughout the country. We encourage and invite you to join us for the special worship service that kicks off this week long celebration. Everyone is welcome to stay for refreshments and fellowship after the service. This service gives children, parents, and church members the opportunity to meet and to enjoy fellowship together.

ADULT INFORMATION CLASS

If you would like to know more about what we teach and believe as members of Gloria Dei Lutheran Church and The Lutheran Church—Missouri Synod, we invite you to attend our congregation's Adult Information Class. We will be happy to tell you when the next class is scheduled. The class consists of twelve sessions. It's an opportunity to ask questions and cover a variety of topics. The course book we use is appropriately titled *What Does The Bible Say?*

At each session's presentation you are welcome to ask questions. There is no cost involved. The materials are a gift to you from the congregation. There is no homework. No one is asked to read aloud. The sessions are designed so that participants are welcome to ask questions and find an enjoyable avenue for learning more about what we believe from God's Word, the Holy Scriptures.

STAFF

Our early childhood teachers have a degree or years of experience working with young children, both in and out of the classroom.

All staff members stay current with new and innovative teaching methods through training and continued education. They are dedicated to providing an enriching environment that satisfies the needs of all students in the program.

PROGRAMS OFFERED

We provide developmentally appropriate programs designed to focus on the individual needs of each child.

- For infants and toddlers we provide an environment where they can feel secure, encouraged to explore their world, and to learn who they are.
- Children in the 2 and 3 year old programs learn best through play. As they play, listen to stories and music, and explore their world, they are provided opportunities to build their vocabulary and learn about the world around them.
- Pre-Kindergarten is for students 4-5 years old who are getting ready for kindergarten. We plan learning activities that help children have fun while they are building skills necessary to succeed in kindergarten.
- After school children are bused by Hardin County Schools from G.C. Burkhead and Heartland Elementary. We have snack, devotions, planned active and quiet activities as well as the opportunity to work on homework if they wish.

Preschool Only – Available to children the age of 3-5 from August through May. The schedule goes as follows:

3-year-old Preschool – meets between 9:00 a.m. – 11:30 a.m. Tuesday through Friday-Aug. –May

4-year-old Preschool – meets between 9:00 a.m. – 11:30 a.m. Tuesday through Friday – Aug. - May

Full time care and School Break Care is available Monday-Friday- 6:30am-6:00p.m.

After School Care –Care is available for grades K- 5th grade- Monday-Friday 2:30 p.m-6:00 p.m

Group Sizes

- Infants: 1staff to 5 children
- Ones: 1 staff to 6 children
- Two's- 1 staff to 10 children
- Threes-1staff to 12 children
- Fours-1 staff to 14 children
- Afterschool- 1 staff to 25 children

ENROLLMENT POLICIES

- Pre-registration will be conducted during the spring semester.
- Priority order: Members of Gloria Dei Lutheran Church, and returning students (including 4-year-old Preschool students of LCCC) are given first priority to enroll their children. Open enrollment to children of our community goes on a first come, first serve basis.

Required Paperwork

According to state guidelines, all children that enroll are required to have certain forms on file prior to the first day of attendance.

All Programs Require:

1. **Current Year Enrollment Form**
2. **Kentucky Immunization Certificate (Original only)**
3. **Birth Certificate (We will make a copy)**
4. **Notarized Emergency Medical Release Form**
5. **Medical Info Sheet (signed by physician)**
6. **Family Information Form (not needed for afterschool care)**
7. **Signed Payment Contract**
8. **Federal Food Program Forms (full-time/afterschool care only)**
9. **Photo Release**
10. **Animal Release**

STARS PROGRAM

We are dedicated to the continuous improvement of the care we provide. We actively participate in the Kentucky ALL STARS rating program. We have currently earned a three star rating.

SAMPLE ROUTINE

Our Full Day Program includes activities that foster and encourage the growth of each child. Blocks of time are scheduled within a daily routine for sharing meals, creative play, arts and crafts, Jesus Time, naps, outside play, periods of structured learning, music and literature. The program is designed to include, or exceed, all standards for an Early Childhood Center. Please be familiar with your child's daily schedule. When given the ability to predict 'what comes next,' children will thrive and feel safe.

Please take certain planned activities (*) into consideration when bringing your child in, or picking him /her up.

6:30-8:00 a.m	Arrival time, organized free play
*8-8:20 a.m	Breakfast is served
8:30-9:00 a.m	3-year-olds and 4-year olds prepare for Preschool
8:20-9:00 a.m	2-year-olds potty time, diaper checks, stories/music
*9:00-11:30 a.m	3-year-olds Preschool
*9:00-11:30 a.m	4-year-olds Preschool
*9:00-11:00 a.m	2-year-olds have Jesus Time, outside play, planned lesson
*11:00-12:00 p.m	2-year-olds eat lunch, potty time, prepare for nap
*11:30-12:00 p.m	3 and 4-year-olds share lunch, potty time, prepare for nap
*12:00-2:00 p.m	Rest time for all
2:00-2:30 p.m	Waking up, potty time, diaper check, put away mats and blankets
2:30-3:00 p.m	Snack time, stories
3:00-5:00 p.m	Outside
5:00-6:00 p.m.	Prepare to leave and await parents in gym

ARRIVAL AND DEPARTURE PROCEDURES

There is NO parking in the turn-around in front of the gymnasium doors between 2:30-3:30. It will stay clear during that time for school buses to drop off school age children.

Sign In/Sign Out

Upon arrival parents need to:

- place all belongings in locker
- take their children to the bathroom and wash their hands.
- sign in
- Your child's safety is of the utmost importance to us. No child will be released to anyone other than those designated on the enrollment form. When anyone other than the parent is to pick up the child, they may be asked to provide current and proper identification. You may add or remove someone from your pick up list by visiting the school office and making a change in your child's permanent record.
- Please note that the sign-in sheet is a legal document. Please prevent your child from scribbling or drawing on it.

ATTENDANCE

If your child is going to be absent, please call our center before 9:00 a.m. If you will be bringing your child to care after 10:00 a.m. please call to let us know that you are coming so a lunch can be made for them.

VACATIONS

Early Childhood full time care

Every full-time child is allotted a one-week vacation free of charge during the school year that may be taken between August 1st through July 31st. The five days could be used in either of the two following ways:

1. Absences due to illness amounting to 5 consecutive days missed, or
2. Absences due to family vacation amounting to 5 consecutive days

HOLIDAYS

No care is available for the following holidays: Labor Day, Thanksgiving and the following Friday, the week between Christmas and New Year's, Good Friday, Memorial Day, and the Fourth of July. (Subject to change due to when a holiday may fall)

INCLEMENT WEATHER

In the event of inclement weather, the easiest way to find our closing/delay information is receiving the text message from the Child Care **Remind** (you have to sign up for this), listen to radio station WQXE (98.3) or tune into WHAS (Channel 11 News) for these listings.

FEES

We commit ourselves to holding a space for your child when we receive the registration fee, therefore, the registration fee is non-refundable.

Child care rates are discounted if there are siblings enrolled in the childcare center or if you are a member of Gloria Dei Lutheran Church. Please refer to the following chart for more information on our rates.

Lutheran Child Care Center	Standard Fee	Church Member	Sibling	Church Member & Sibling
Annual Registration Fee	\$60*	\$60*	\$60*	\$60*
Full Time Childcare infants and toddlers	\$140	\$126	\$126	\$113.40
Full-time Childcare (per week)	\$125	\$112.50	\$112.50	\$101.25
After School	\$55 week	\$49.50 week	\$49.50 week	\$44.55 week
School Break Care (per day)	\$25	\$22.50	\$22.50	\$20.25
Preschool Only	Standard Fee	Church Member	Sibling	Church Member & Sibling
Annual Registration Fee	\$60*	\$60*	\$60*	\$60*
3 Yr. Old Monthly Tuition (Aug- May)	\$190	\$190	\$190	\$190
4 Yr. Old Monthly Tuition (Aug- May)	\$190	\$190	\$190	\$190

* Registration fees will be prorated at \$5.00 per month after August 1st.

We close promptly at 6pm, a fee of \$1.00 per minute will be charged for every minute past that time.

Discounts

Family discounts are in place to assist families who may have more than one child from a household enrolled in any of the Gloria Dei Lutheran Child Care Center. The children receiving those discounts will live in the same household.

The fees of the first child enrolled will be paid in full. The tuition of the following siblings living in the same household will be reduced by 10%. This 10% discount will apply to all children of members of Gloria Dei Lutheran Church.

Research Fee

A Research fee of \$50 per hour will be applied for those who require research and documentation of records for court purposes.

PAYMENT POLICY

Full-time care payments Child Care payments are due on Monday. A \$10.00 late fee will be applied on Wednesday and a statement will go home that a payment had not been received. If two payments are due, late fees of \$25 will be charged on Wednesday. If you have three payments due and a payment agreement has not been reached, care will be suspended until payments are current.

Preschool only payments may be paid yearly or broken into 10 monthly payments. Payments will begin in August for the coming school year. The first payment will be due on August 1st, and the final payment will be due on May 1st. Absences, inclement weather and school year breaks do not affect monthly tuition. If no payment has been received for one month, the School Board will be notified and services may be denied.

After school care fees are applied only when school is in session and are due each week on Monday. When school is closed due to holidays, inclement weather, or breaks, and your child does not attend, after school fees are waived. However, if your child is in attendance on non-school days, a \$25.00 fee per day is applied. Reservations are necessary as staff is scheduled in advance according to the number of children who will be in attendance. . If an account is behind, the same process is followed as for full time care.

Non-Sufficient Funds Policy

A returned check fee of \$25.00 will be applied to all returned checks. After the second occurrence, a “cash only” policy will go into effect.

LOST BOOK FEES

Library books - In order to replace books that are lost when they have been checked out of our Library, you may choose one of the following options:

- Replace the book with a new quality book of the same value
- Pay a replacement fee of \$5.00

DRESS CODE

- Safety is always our first concern. Sandals, high heels, and **flip-flops are not permitted**. For safety reasons, **bring your child in simple tennis shoes, so he/she may participate in all activities**.
- Clothes should be clean, comfortable and weather appropriate. *We will continue to go outdoors year-round*, even if it is just for a few minutes, to allow the children some fresh air. Any exceptional situations will require a doctor's excuse.
- Children should not have to worry about getting their clothes dirty. Please make sure that they wear suitable "play clothes".
- Please keep in mind that we are a Christian school when dressing your child in shirts with 'logos'.
- Independent use of the bathroom is a big accomplishment for preschoolers. Please help him/her by avoiding clothes with complicated buttons, belts, straps, etc.
- Please send a complete change of clothes (Underwear, socks, shoes, shirts and pants) in a large Ziploc plastic bag. These items will be kept at the center and should be replaced when used.

Belongings

- Please label all of your child's belongings, such as coats, backpack, school box, and folder and extra tennis shoes.
- **All bedding needs to be laundered weekly.**
- Children should not bring any toys from home unless arranged with the teacher prior to the class sessions.
- Electronic items or gaming systems of any kind are not permitted.
- The following items are also needed: fitted crib sheet, blanket, and **small** pillow.

Policy To Address Behavior

Staff will guide children with learning behaviors that are acceptable.

Guidance will involve supporting children as they learn self-control, to develop appropriate ways to express feelings and to help them learn appropriate behavior.

If the staff needs additional help in developing these techniques, they will have the following options available to them through the director:

- A staff mentor
- Conferences with parents will be scheduled to insure everyone is working together in the child's best interest
- If needed, a consultation with outside resources will be utilized as appropriate (eg Child Care Aware, Healthy Start consultant, Communicare Early Childhood Mental Health Specialist, other appropriate resources in the community)
 - In rare circumstances if a child's behavior is found to be a danger to themselves or other children or adults; expulsion may be necessary.

Adopted on October 15, 2017

Conflict Resolution

A Peaceful Place

Appropriate resolution of conflict is essential if we are to be a peaceful place, an effective reflection of God's Law and Gospel. Conflicts will be resolved in a Christian manner, following the example found in Matthew Chapter 18 in which Jesus directs us to first to go to the person with whom we are in conflict and then involve others with the goal of restoring relationships.

Everyone must employ Jesus' plan for conflict resolution. Great things can happen when children, parents, staff, pastor, school board members and our congregation handle problems appropriately with love in our hearts and with the desire to simply do what is right.

So all can be accomplished in good order, the school's "Chain of Command" is as follows:

- Teachers
- Director
- Board of Education
- Church Council
- Gloria Dei Lutheran Church Voters Assembly

Due Process (Regarding classroom conflict)

1. Conference with the staff and parents/guardians
2. Conference with the director
3. Conference with School Board

PROGRESS REPORTS

Parent/Teacher conferences will be held during the second half of the school year. However, parents are welcome to request a conference any time during the school year to discuss their child/ren's progress. Teachers may also schedule a conference when a special need arises. The purpose of the conferences is to affect a closer home/school relationship in the interest of the Christian education and training of our children.

Parents are also asked to complete Ages and Stages assessment forms in September.

PHOTOGRAPHS USED IN PUBLIC RELATIONS

Both candid and formal photos are used in the classroom as well as in the local media, website and for marketing brochures. If any parents/guardians do not want their child/ren to be photographed or do not want the photos used in the classroom or outside the school, they should indicate the applicable box on Photo Release in the enrollment packet.

ILLNESS POLICY

In order to protect the health of all the children, **it is essential that parents do not send their children when they are sick.** We have a "kick the sick" form that must be signed if your child is sent home ill. It will give the condition for return to care.

Please refer to the following guidelines.

- When the child has symptoms, such as fever at 101 degrees or higher, pocks, rash, diarrhea, vomiting, sore throat, headache, swollen glands, pink eye etc., the child must be cared for at home until the symptoms cease. Parents will be contacted if their child displays any of these

symptoms and the child must be picked up from childcare as soon as possible. The child may return after 24 hours if he/she is no longer contagious, is no longer running a fever and is able to participate within the normal routine.

- Contagious illnesses should be reported to the childcare immediately to protect other children. Notification of exposure to contagious diseases at the childcare center will be posted on the main entry door.
- **Outside activities are part of our curriculum and integrated into lesson plans.** All children are expected to participate. If a child is not well enough to be outside, he/she is also not well enough to be at the childcare center. In severe cases, such as chronic asthma, an exception may be considered. **A doctor's note to excuse outside activities is necessary to make special arrangements.**
- Sunscreen may be applied with a permission slip on file. Sunscreen is to be supplied by the parent /guardian.

MEDICATION PERMISSION

This policy applies to both prescription and non-prescription medicines (including oral and topical medications, injections (e.g., for allergies to stings), and nebulizers).

Written permission must be obtained from a parent or guardian

Medication will not be given without written permission.

For complete privacy, an individual sign-in sheet is provided.

- Medication must be in the original container; labeled with the name of the medication, expiration date, child's name and dosage strength; and stored according to instructions.
- Staff is prohibited from using force to administer medication. If the child refuses to take the medication, it will be documented on the login sheet.
- The physician or parent will administer the first dosage of any medication.
- Staff will administer medications at the following times of the day:
10:00 am, 12:00 noon, 2:00 pm, and 4:00 pm
- No medication will be administered "as needed", except ointments.
- Medication will be stored in a locked centrally located box, out of reach of children. Medication requiring refrigeration will be isolated within the refrigerator in a separate locked container. Topical and Emergency (epipen) medication will be stored out of reach of children.
- To avoid confusion and distraction, when possible, staff may remove the child from the classroom when administering medication.
- Dosages must be administered using a medicine cup or appropriate syringe for measuring.
- Over-the-counter medications can only be administered according to labeled directions for age and dosage unless noted by a physician.

ACCIDENTS AND EMERGENCY SITUATIONS

All activities in which the children will be involved will be age appropriate; safety will always be observed. Accidents, however, unfortunately occur. If your child has been injured in any way – bitten, bruised, fallen, cut, etc., you will be informed by the teacher and/or by an accident report which your child's care giver will fill out for you to sign. A copy of this form is for you to keep.

If a child becomes ill or is involved in a serious injury while at Gloria Dei, First Aid and C.P.R. will be administered as needed. Every effort will be made to contact you or someone you have indicated to call in case of emergency. Medical help will be called as needed through 911. A staff person will remain with your child until a parent arrives.

DRILLS

Fire drills are conducted monthly while Earthquake, Tornado and Lockdown drills are conducted quarterly.

FIRE AND EMERGENCY EVACUATION PLAN

In case of a fire or other emergency requiring the building to be evacuated, the children will be escorted across our parking lot. The staff will follow the Emergency/Preparedness plan and the parent should look to the Reunification Plan (provided at enrollment and at the back of this handbook)

CHILD ABUSE AND NEGLECT.

While we hope to never be faced with these situations, it is important that our policy be clearly stated. We are required by law to report to Child Protective Services any suspicious circumstances having to do with a child's physical, psychological, emotional health or well being.

FOOD/MEALS

Children will be served foods prepared only by the childcare center unless a special diet is required by a doctor in writing.

No food or drink may be brought into the childcare center. If your child needs to eat breakfast at the center, please indicate yes or no when you sign your child in of the morning on the sign-in sheet. Breakfast and lunch times are listed below:

Breakfast 8:00- 8:20 a.m.

Lunch

Infants eat on demand ☺

One and Two-year-olds 11:00 a.m.

Three and Four –year olds 11:30 a.m.

Snacks 2:30 p.m.

Meals are served “Family Style”

BIRTHDAYS & CLASSROOM CELEBRATIONS

Children may bring refreshments for their birthdays if they follow the Federal Wellness Guidelines. Please notify the teacher the day before you plan to send refreshments.

ANY REFRESHMENTS BROUGHT TO THE CHILD CARE MUST BE PREPACKAGED AT A STORE OR BAKERY. This is a Health Department ruling with which we must comply.

NO CELL PHONE POLICY:

Children require your undivided attention at drop off and at pickup times, please refrain from using your cell phone.

NON-DISCRIMINATION POLICY:

U.S. Department of Agriculture (USDA), prohibits discrimination against its customers, employees and applicants for employment on the basis of race, color, or national origin, sex, age, or disability gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at 1-800-877-8839 or 1-800-845-6136 (in Spanish). USDA is an equal opportunity provider and employer.

EMERGENCY/DISASTER PREPAREDNESS
PARENT/CHILD REUNIFICATION PLAN

Name of Provider/Program	Gloria Dei Lutheran Child Care Center
Program address	1711 Ring Road East Elizabethtown, KY 42701
Emergency/Disaster contact at the child care program	Michelle Petersen
Phone number of contact	270-769-5910
Cell phone of contact person	270-765-9038
In the event the facility must be evacuated because of an emergency/disaster, the staff and children will leave the building and gather in the immediate area at	Large Playground
In the event the facility must be evacuated because of an emergency/disaster in the immediate area the children and staff will be transported by car to	Grace Heartland Church 801 Pear Orchard Rd. Elizabethtown Elizabethtown High School 620 N. Mulberry Elizabethtown
The contact person at the relocation site is	Heather Davis, Director 270-982-0874
The contact person at the alternate relocation site (#2) is	Mrs. Simon 270-769-3381
If necessary, children will be transported to this health care facility	Hardin Memorial Hospital
Address, phone number of health care facility	913 N. Dixie Ave. Elizabethtown, KY 270-737-1212