

Living Word Lutheran Preschool
Handbook for Parents and Guardians

**2820 Peyton Dr.
Montrose, CO 81401
(970)497-9004 or (970)249-4405**

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(970)497-9004**

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1. Living Word Lutheran Preschool's Purpose and Philosophy

The overall goal of Living Word Lutheran Preschool (LWLP) is to provide early learning experiences that assist parents in nurturing the spiritual, physical, intellectual, emotional, and social development of their young children. We believe this goal can be reached when children “learn by doing”- through hands-on, active experiences that are developmentally appropriate for young children.

We further believe that children develop best when all experiences occur in an atmosphere of Christian love and respect.

Specifically, these goals are accomplished:

- With activities that exercise children's bodies
- With experiences and stories that encourage children to explore God's world, to solve problems, and to express feelings
- With a social environment that encourages children to play and talk with each other and adults
- With teachers who recognize the individuality of each child's abilities and needs

The Christ Light Bible lesson curriculum, the High Scope curriculum, and the Handwriting Without Tears curriculum will be utilized at LWLP to aid in reaching these goals.

2. Description of Services

Living Word Lutheran Preschool is a state licensed, non-profit early childhood learning center that is committed to high quality child care. We operate with integrity, financial responsibility, and in accordance with federal, state and local guidelines and regulations.

LWLP provides care for preschool-age children, ages 3-5, that are *fully potty trained* (no pull-ups). We fully realize that accidents happen, so please have a spare set of clothing with your child's name on each piece of clothing at school at all times.

LWLP employs people from diverse backgrounds and generations. All of our staff, paid and volunteer, are professional, educated, nurturing, responsive caregivers who are committed to the children of our community. Our staff is continually educated and trained in the best practices in early childhood care and education.

LWLP offers education opportunities to our families through occasional evening workshops, literature, and daily conversations. We acknowledge the importance of and believe in the strength of the parent-care provider team to make a child's most formative years positive.

3. Governing Body

LWLP's Preschool Advisory Committee has to make policy decisions, provides valuable

advice and support for the quality and development of our preschool. Names and contact information of the committee members are posted at the preschool.

Delegation of Authority:

- Voter Assembly
- Church Council
- Preschool Advisory Committee
- Director
- Teachers
- Assistant Teachers

LWLP is fully licensed by the State of Colorado. Members of the staff participate in ongoing professional development; attend workshops, classes and conferences annually.

4. Living Word Lutheran Preschool's Information

Address: 2820 Peyton Dr.
Montrose, CO 81401

Phone Number: (970)497-9004 or (970)249-4405

LWLP's director: Jessica Frey, jessmfrey@hotmail.com

Staff: Melanie Bell & Amy Lee

Living Word Lutheran Church's pastor: Matthew Frey, freymp@hotmail.com

5. License Information

Permanent Child Care License

Provider ID: 1622690

Service Type: Preschool

License effective Date: 08-23-2012

Number and ages of children cared for at the licensed premises must not at any time exceed: 20 children of the age 2 years and 6 months to 6 years and 0 months

6. Staff to Child Ratios and Group Sizes

LiWLP adheres to the state of Colorado's Department of Human Services Division of Early Care and Learning staff to child ratios for the ages we serve. The staff to child ratio applicable to LWLP is 1:10, based on the age of 3 for our youngest children. The maximum group size is 20 children. For our purposes, 15 children will be the maximum number allowed per session.

7. Admission and Registration

Parents and guardians enrolling their child in our preschool will be responsible for registration paperwork. Before your child begins, you are required to fill out and

submit the following paperwork:

- Child enrollment record
- Sunscreen consent form
- Emergency card
- Signed handbook agreement page
- Signed emergency procedure page
- Schedule and Payment commitment
- Immunization records
- Health record signed by a doctor (30 days to submit)
- Authorization Form

An annual registration fee of \$60 will be charged at the time of registration. If at any time during the year you discontinue your child's enrollment at the preschool, you will be charged the \$60 registration fee again upon his/her return.

LWLP will accommodate children with special needs on a case by case basis and in accordance with the American Disability Act.

LWLP does not discriminate on the basis of race, religion, national and ethnic origin, or gender.

Classes are filled on a first come, first served basis. Your child's name may be put on a waiting list to fill vacancies as they occur.

Immunization Policy: In accordance with the State Child Care regulations, Colorado Law and Legislative declaration which states: "The general assembly hereby finds, determines, and declares that vaccine preventable diseases represent a serious public health threat to the people of this state. It has been well documented that vaccines are an effective way to save lives and prevent debilitating disease." LWLP adopts this policy requiring all children enrolled to be fully immunized in compliance with the current schedule of immunizations established by the Colorado Board of Health. In accordance with the Colorado law, which allows for exemptions, a child shall be exempted from receiving the required immunizations:

- 1) Upon submitting certification from a licensed physician that the physical condition of the child is such that one or more specified immunizations would endanger the child's life or health; or
- 2) Upon submitting a statement signed by one parent or guardian that such parent or guardian adheres to a religious belief whose teachings are opposed to immunizations or that such parent or guardian has a personal belief that is opposed to immunization.

Parents of children who choose religious or personal exemption from Colorado

law regarding required immunizations must make an appointment with the LWLP health consultant and submit the required signed documentation of exemption to him/her before enrolling in LWLP. A notice to all parents in the preschool that the preschool has accepted an un-immunized or under-immunized child will be posted in accordance with State of Colorado licensing requirements.

Colorado 25-4-908- When exemption from immunization s not required:
"If at any time there is, in the opinion of the state department of public health and environment or local department of health, danger of an epidemic from any of the communicable diseases for which an immunization is required pursuant to the rules and regulations promulgated pursuant to section 25-4-904, no exemption or exception from immunization against said disease shall be recognized. Exclusion from child care and/or quarantine by state or local department of Public Health is hereby authorized as a legal alternative to immunization."

Parents will be given this immunization policy before enrolling at LWLP and on the first day attending the preschool, an acceptable copy of the child's immunization record will be presented to the Director as well as a signed Medical Release form and other contact information.

If a parent or guardian is informed of deficiencies in the child's immunization record after enrolling in LWLP, the parent or guardian will have 14 days to comply with policy or the child will be excluded from LWLP.

LWLP wishes to minimize exposure of children enrolled in LWLP to communicable disease by following recognized Best Practices in regards to health and safety as we do in early childhood education.

8. Confidentiality

All forms and information on your child are considered confidential. Information will not be released to any other agency without prior written consent of the parent/legal guardian. Records are kept in individual folders in a locked file cabinet.

9. Hours of Operation

The preschool will be open from 8:00 A.M. - 3:00 P.M., with morning sessions running from 8:00-11:00 A.M. and afternoon sessions running (as needed) from 12:00-3:00 P.M. LWLP will follow the Montrose County School District RE-1J (MCSD) calendar, and will observe most of the same scheduled closings as MCSD. We will provide each family with a copy of the applicable MCSD calendar with any changes made for the LWLP school year.

10. Scheduling

At the time of registration, parents are asked to commit to a set schedule of two, three, or four half-day sessions per week. Changes to scheduling commitments may be allowed with significant notice and the approval of the Director.

11. Rates and Payment

An annual registration fee of \$60 will be charged at the time of registration. If at any time during the year you discontinue your child's enrollment at the preschool, you will be charged the \$60 registration fee again upon his/her return.

Tuition is as follows:

4 half-days/wk. Program (M,T,W,TH):	\$260/mo.
3 half-days/wk. Program:	\$205/mo.
2 half-days/wk. Program:	\$155/mo.
2 full-days/wk. Program (T/TH):	\$300/mo.

We average the total number of days per year with the months attended to get the monthly totals. Even if there are vacation days during a month, the monthly tuition will stay the same. Subsequently, if your family takes a vacation, the monthly total will also stay the same, as your child's spot will still need to be paid for.

There are many 4 day weekends during the school year, according to the MCSD school calendar. Therefore, if you choose Monday as one of your days/week, we will deduct \$10 from your monthly tuition.

Monthly tuition payments are made by automatic deposit, through the BrightWheel App, on the 15th of the month previous. For example: September's payment will be due August 15th. Please talk to Jessica Frey if you have any questions.

12. Holidays

A school year calendar will be provided to all families.

13. Signing In and Out

Adults dropping your child off and picking him/her up from the preschool are responsible for signing them in and out of the preschool. We will be using the BrightWheel App to accomplish this task, additional information is attached in another document. If, for some reason, the BrightWheel App is not able to be used, there is a notebook on the table in the entryway that contains a page for each child, listed alphabetically, where you will record the date, time in and out, and your signature. Consistency and accuracy is appreciated to ensure appropriate records of your child's attendance. We use the records of signing in and out to assess which children are at the facility. We also record who has signed in to LWLP on a dry erase list, so that we can identify where children are at all times.

14. Accessing the Preschool

Families dropping off and picking up their child from LWLP are asked to enter and exit from the main doors of the church.

15. Authorized Pick-up

It is the policy of LWLP to release your child only to parents, guardians and other adults (at least 18 years of age) designated to pick up your child on his/her registration information. Please notify the Directory in writing if another person will be picking up your child. A picture ID will be required from that person. Children will not be allowed to leave with an unauthorized person.

16. Late Pick-up Procedure

A late fee will be charged after 11:00 A.M. or 3:00 P.M., due and payable to the teacher in attendance when the child is picked up. Late fees are as follows: \$5.00 after 5 minutes past pick-up time, and \$1.00 for each additional minute thereafter. If the child is not picked up by 30 minutes past pick-up time, the preschool will contact the parents, and then the Montrose Police Department and/or Montrose County Social Services.

17. Field Trips and Transporting Children

From time to time we will go on field trips. A permission slip for walking field trips is included in the registration packet. For field trips requiring transportation, a separate permission slip will be given to each child's parents/guardians for each trip, describing the mode of transportation, seating, and supervision requirements. All safety precautions will be taken while riding in a vehicle, and required seating arrangements will be made (car seats). Emergency cards, first aid kits, sign-in/out, and a cell phone will be with the staff. Safety while on the road will be discussed with the children. In the case of emergency, 911 will first be called, and a secondary form of emergency transportation will be staff vehicles. It is the parents responsibility to transport their own children, or arrange for alternate transportation. Parents are also responsible for either meeting us at the field trip site or at school to caravan to the site. All staff will be supervising field trips, so children that are late to school cannot remain there by themselves, parents must arrange to meet us at the field trip site.

18. Attendance and Illness

Regular attendance is essential for acquiring an appropriate education. When a child is away from school, valuable time is lost from your child's educational experience. There are times when your child needs to be absent from school. Please keep your child home if they have the following symptoms:

- Fever
- Vomiting
- Diarrhea

- Severe Coughing
- Green discharge from eyes or nose

Children with contagious illnesses must receive prescription medication for at least 24 hours before returning to preschool.

If your child becomes sick at school, they will be separated from the group and asked to rest. Parents will be notified by phone and required to pick up their child immediately for their comfort and our health.

If your child should be injured while at school, the staff will administer first aid as needed. You will be notified by phone if your child's injury is significant. An accident report form will be completed for all significant accidents/injuries.

Please report any communicable illnesses to the preschool as we have to report to the local health department pursuant to regulations of the Colorado Department of Public Health and Environment.

19. Absences

If your child is sick, please contact the preschool. Please let us know if your child has a contagious illness so that we can inform other parents that their child has been exposed; this will be handled with confidentiality.

20. Medication Administration

LWLP has a staff member certified in medical administration present at all times. If your child needs over-the-counter or prescription medication while in our care, you must provide signed written notification from your doctor stating the child's name, the type of medication, and the dosage. Medication must be in the original container and clearly marked with your child's name.

Medication will be kept in a locked cabinet in the preschool when not in use.

21. Accidents and Injuries

If your child should be injured while at school, the staff will administer first aid as needed. You will be notified by phone if your child's injury is significant. An accident report form will be completed for all significant accidents/injuries that cause bruising, swelling, or break the skin and will be completed by a parent/guardian's signature.

The parent/guardian is required to sign a medical release with the preschool. This is an authorization form to be used in the event of a medical emergency and the preschool is unable to reach you to get permission for the medical treatment for your child. You will be expected to pay for any such medical treatment or arrange for your insurance carrier to pay. If an ambulance is needed, you will be expected to pay for any associated costs and charges.

22. Extreme Weather Conditions

In the event of inclement or excessively hot weather, the teachers will use their discretion and may choose to keep the children inside. Please send your children with appropriate outerwear, including protective shoes and/or boots so they are prepared to go outside daily.

23. Guidance

We at Living Word Lutheran Preschool believe that every child is an individual gift of God that needs to be nurtured and encouraged so that they can offer their best to the world. We believe in fostering the kind of behavior that will make the children in our care productive, caring, and positive members of our society. We believe in the power of "choice" and the natural consequences that follow each choice in every learning situation.

It is our goal to respect individual differences while helping children make the best possible choices for themselves and their peers. We hope to guide the children in making choices throughout their time in our care that will keep themselves and their peers safe and happy and maintain a socially and emotionally respectful early learning and care environment.

We shall use the following guidelines when redirecting a child's behavior from inappropriate to appropriate:

- Use no harsh words, threat, or physical handling
- Follow consistent rules of acceptable conduct. (We keep ourselves safe. We keep each other safe. We keep our school safe.)
- Provide learning environments that support a child's independence, choice, and understanding of expectations
- Direct children's behavior from the negative to the positive by suggesting acceptable alternatives
- Reinforce positive behavior and use motivational strategies to draw attention to and reward positive behavior choices
- Always consider and implement appropriate developmental practices when setting expectations and dealing with behavior
- Contact parents of children who are still not cooperating after every appropriate intervention has been tried. We will involve parents to help coordinate a plan that can be implemented at the preschool and at home and we will expect collaboration. We reserve the right to discontinue care for a child that has not met our behavioral goals and/or whose parents are not cooperative. Written notice will be given prior to discontinuation of care.
- Harmful or threatening behaviors will not be tolerated and may be a cause to suspend or discontinue care without prior written notification.
- Correct all negative behavior with the care and love that every child

deserves, knowing that God forgives our sins and we can also offer that same forgiveness.

24. Nutrition

Children need to bring a nutritional snack with a drink. Nutrition plays a crucial role in your child's physical and mental development. Please be careful to include items from at least two different food groups: meats, dairy, vegetables, fruits, and breads while limiting items from the sweets and fats group. We require a cold-pack in your child's lunch box for food safety, if the food needs to be kept cold. **Please make sure the staff is aware of any allergies, and those will be posted and precautions taken for the safety of all children.**

25. Clothing

Please bring a change of clothing in a bag labeled with your child's name to be kept at the preschool in case of an accident. We encourage comfortable play clothes that stretch for movement and that have limited number of snaps, buttons, or zippers. Rubber-soled shoes are best for safe play.

Please label all of your child's gear. We are not responsible for lost or stolen items.

Parents and guardians are responsible for providing seasonally appropriate clothing for indoor and outdoor play.

During cold winter months, your child needs appropriate winter gear, as we spend a little time outside each day. Your child should bring labeled gloves, a hat, a coat, snow pants, and boots to be worn outdoors.

Please bring a labeled pair of slippers to be kept at the preschool and worn while school is in session. This minimizes the amount of dirt and germs tracked into the classroom.

26. Curriculum

LWLP offers a developmentally appropriate curriculum. Our active learning approach offers a curriculum that incorporates Bible lessons, art, crafts, academic, social, gross-motor, music, and dramatic play activities. Our skilled teachers carefully plan open-ended activities that accommodate individual interests, levels, and abilities.

LWLP makes careful observations of the children's progress, strengths, and needs. These observations are compiled in a portfolio that will grow with your child throughout the school year.

A monthly plan will be posted near the sign-in/out sheets. We are proud of the formal

and informal learning that takes place in and out of our preschool; please inquire about our themes, objectives, and your child's growth and development.

27. Toys from Home

Please label all items that belong to your child. Please do not send toys to school with your child. If money is needed for the child, please hand-deliver to the teacher, along with a note regarding the use of the money and the child's name on the envelope it is inside.

28. Television and Video Viewing

Television and video viewing will be limited and always under direct supervision.

29. Changes to Personal Information

Parents and guardians are responsible for updating the preschool about changes in personal information such as work or home phone number, address, and emergency contacts.

30. Missing Child Procedure

We will conduct head counts throughout the day to be aware of how many children are with the teachers. If a child needs to leave the area where the group is, a teacher will be notified and they will be accompanied as needed. Children will be supervised at all times.

In the case of a lost child, the parents will be notified immediately, as well as the police, once a thorough check has been done. The rest of the children will be gathered in a safe place by the teacher.

31. Fire Drills, Floods, Tornadoes, Earthquakes and Emergency Evacuation Plan

Quarterly drills will be held during the school year, as required by the state. They teach students the appropriate behavior necessary in emergency situations and to practice routine procedures to be followed in case of an emergency. The staff members will walk the children to the designated area and await instruction from the director/fire department as to when it is safe to return to the classroom. Staff will use the sign-in/out to account for all children. In case of an actual emergency, parents will be notified as soon as possible.

These are just precautions for very rare and isolated cases; we would not allow your child to attend if we felt they were endangered in any way. Detailed emergency procedures are available upon request and general emergency information is attached as a separate document.

In the event of an evacuation specific to the child care facility, the staff and children will evacuate the building and gather at: The playground on Living Word's property.

In the event of a local evacuation, the staff and children will be transported or walk to
: Fox Park- W. Fox Park Road

In the event that the child care facility must be evacuated due to an emergency in the immediate area, the staff and children will be transported to: Montrose Pavilion- 1800 Pavilion Dr.

**In the event that the staff and children are evacuated to a shelter due to a pre-evacuation or mandatory evacuation location every attempt will be made to inform parents of the shelter location as soon as staff and children have been safely evacuated.

Should there be students with disabilities or access or functional needs, accommodations for successful evacuation would be assessed on a case by case basis. Individual emergency plans will be created and implemented with the parents to assure safety for all students.

The entire Emergency Plan for Living Word Lutheran Preschool is available upon request.

32. Visitors to the Preschool

Children love to see their parents visiting and helping at school, and we welcome family members to visit. Please let the staff know ahead of time when possible. We will create many opportunities for family members to participate, to the best of their ability, in school. Visitors to the preschool will be asked to complete a sign-in form and include a full name, address, purpose of visit, time of visit, and signature.

33. Parents and the Preschool

- We employ the "open door" policy, in which parents/guardians are always welcome at the preschool as helpers, volunteers, or observers. Please let the staff know ahead of time, when possible.
- We believe parents/guardians are the primary influence in the child's life and are considered as valued partners with their child's early education experience.
- Parents/guardians should be actively involved by reading monthly newsletters, bulletins posted at the preschool, and through open conversations with teachers.
- Parent-teacher conferences may be held by request. This allows the staff to give detailed observations on your child's social, emotional, and physical development. It also allows parents and teachers to create understanding regarding educational goals and objectives, solve problem situations, and to develop plans for helping the child at home. Appointments will be made for formal conferences.
- If at any time a parent has a question or concern, please feel free to talk to the teacher and/or director personally, leave us a note, or leave a message on the answering machine/voice mail. We will contact you at our earliest opportunity.
- Parents should discuss conflicts that occur within the preschool with the director, and not approach children other than their own about conflicts.
- Family members are expected to follow the center's rules at all times; an adult's inappropriate behavior can be grounds for the termination of services.

34. Release of Liability

You and your child as well as heirs, executors, and assigns do hereby release the preschool from any and all liability for any injury, illness, or other damage to person or property resulting from or out of the placement of your child in our care. This release also applies during field trips or medical emergency.

35. Child Abuse and Complaint Reporting Procedures

State law requires that licensed providers report all suspected child abuse to the county department of social services or the local law enforcement agency. In Montrose County, reports will be made to:

Montrose Police Department: 970-252-5200

OR

Montrose County Health and Human Services: 970-252-5000

If parents or guardians suspect abuse occurred while in the provider's care report may be made to:

Montrose Police Department: 970-252-5200

OR

Montrose County Health and Human Services: 970-252-5000

Parents/guardians have the right to file formal complaint on a provider for suspected licensing violations. A complaint may be made either by telephone or in writing to:

Colorado Department of Human Services
Division of Early Care and Learning
1575 Sherman Street, 1st Floor
Denver, CO 80203-595
303-866-5958
1-800-799-5876

36. Inspections

The most recent licensing, fire department, and health department inspection records are available at the preschool upon request.

37. Length of Contract and Termination

This contract will remain in effect until you or the preschool decides to terminate it.

You may terminate this contract and remove your child from the preschool by giving a 2 week advance notice. This requirement is so the preschool can find another child to

replace yours without loss of income. You will owe regular charges the 2 weeks after such notice, even if your child is no longer attending the preschool.

LWLP can not hold your child's place in the program without payment. If you withdraw your child and would like for him/her to return in the future, your name will be placed on the waiting list until an opening is available. You will be charged the \$60 registration fee when you re-enroll.

LWLP may terminate child care services to you and your child for any reasonable cause, such as your child being unruly, a danger to others, being disruptive or damaging to property, not getting along with others, parents refusing to take care of paperwork, or for any other reason deemed sufficient to justify terminating services. The preschool will attempt to give you advance notice whenever possible so that you can make other arrangements.

38. Regulations and State Law

Both the preschool and you agree to comply with all regulations and state laws including, but not limited to, completing all record keeping forms required by law such as admissions records and authorizations.

AGREEMENT PAGE

If and when you are in agreement with all the policies and procedures specified by the handbook, please sign this form and return it to the preschool.

I/We have read and understand Living Word Lutheran Preschool's Handbook for Parents and Guardians. I/We agree to adhere to these stipulations while my/our child is receiving care from this preschool.

Parents'/Guardians' Signatures: _____

Parents'/Guardians' Printed Names: _____

Date: _____

Please keep the handbook for your reference, but return this page.