



BSLC Early Learning Center

# Parent Handbook



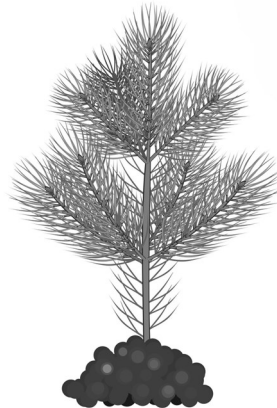
## Seeds

Childcare



## Spruce

Jr. Kindergarten



## Sapling

Pre-Kindergarten



## Sprouts

Preschool

*ROOTED, GROWING, BRANCHING*

4320 South Conklin Street, Spokane, WA 99203  
School: (509)747-6806 Childcare: (509)798-7641  
[jen@beautifulsaviorspokane.org](mailto:jen@beautifulsaviorspokane.org)  
[school@beautifulsaviorspokane.org](mailto:school@beautifulsaviorspokane.org)

## EARLY LEARNING CENTER STAFF DIRECTORY

### ADMINISTRATION

<b>Early Learning Center Director</b> Jennifer Stewart	Jen@beautifulsaviorspokane.org school@beautifulsaviorspokane.org
<b>Early Learning Center Assistant Director</b> Rachel Gordon	rachel@beautifulsaviorspokane.org school@beautifulsaviorspokane.org



### CHILDCARE

<b>Childcare Teachers</b> Connie Boyer, Rachel Gordon, Gabby Morris, and Caitlen O’Harra	school@beautifulsaviorspokane.org
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### SCHOOL

<b>Preschool Teacher - 3/4yr. Old class</b> (MWF & T/Th) Lara Voitlaender	Extension 110
<b>Preschool Teacher - 3/4yr. Optional Fri. Class</b>	Extension 110
<b>Preschool Assistant—3/4yr</b>	Extension 110
<b>Pre-Kinder Teacher - 4/5yr. Old class (M-F)</b> Laurie Loring	Extension 109
<b>Jr. Kinder Teacher - 5/6 yr. Old class (M-F)</b> Connie Boyer	Extension 108



### CHURCH & SUPPORT STAFF

<b>Pastor</b> Rev. Pastor Justin Chester	pastor@beautifulsaviorspokane.org
<b>Office Secretary</b> Janice Horwath	office@beautifulsaviorspokane.org
<b>Bookkeeper</b> Staff TBA	_____@beautifulsaviorspokane.org

### BEAUTIFUL SAVIOR SCHOOL BOARD

The Early Learning Center is governed by an appointed board of church members and school parents. The board oversees the mission and ministry, provides leadership and collaborates in creating policy for the ELC. Board Members: Becky Davis, Kathleen Czoski, Georgia Mertz, Jen Clemens, and a Parent Representative



## Beautiful Savior Lutheran Church EARLY LEARNING CENTER

“You shall love the Lord your God with all your heart  
and with all your soul and with all your might.  
And these words that I command you today shall be on your heart.  
You shall teach them diligently to your children,  
and shall talk of them when you sit in your house,  
and when you walk by the way,  
and when you lie down, and when you rise”.  
Deuteronomy 6:5-7

### OUR MISSION

Raising up disciples who are rooted in Christ, growing in faith,  
and branching out in love.

### OUR PURPOSE

Our purpose is a mirror of our mission statement. We exist to provide an educational environment where children can thrive academically and grow spiritually as beloved children of God. In addition, we endeavor to partner with parents and support them in the challenging task of faithfully raising up their children.

### FAITH FORMATION

Faith comes through hearing; therefore, our students will hear God’s word often through Bible stories, in-class art projects, and in chapel. Children will pray regularly at meals and snacks, memorize scripture, and participate in worship during weekly chapel time. Your child will also experience modeled Christian behavior.

Please know that as an ELC family, you are automatically part of the Beautiful Savior Lutheran Church family and have a standing invitation to join us for Sunday worship. You are always welcome, and we’d love to see you.



## CHILDCARE HOURS

7:30 am to 5:30 pm



## SCHOOL HOURS

9 am to 12pm/1 pm

(Doors open at 8:57 am)

### **ENROLLMENT REQUIREMENTS**

- Children must be 2.5 to 6 years old (not enrolled in 1st grade) for the childcare and 3 to 6 yrs old to enroll in the school.
- Children must be completely, independently potty trained (see registration paperwork).
- Children must be registered by a parent or legal guardian.
- All enrollment is contingent upon staffing and space availability, as well as the needs and ages of the children currently enrolled.
- Parents must have backup care for their child in the event of an illness, holiday, emergency, or low census closure/ early closure.
- The registration forms packet must be completed and returned along with the non-refundable registration fees. Childcare registration: \$75, school registration: \$125 required to hold your child's enrollment. **Additionally, a \$100 Supply Fee will be added to your first school or childcare invoice.**
- A written two-week notice is required for enrollment resignation (disenrollment). Regardless of attendance, these two weeks will remain paid.

### **NON-DISCRIMINATION**

It is the policy of BSLC ELC that no person shall be subjected to discrimination because of race, creed, ethnicity, national origin, marital status, gender, sexual orientation, class, age, religion, or ability.

### **REQUIRED PAPERWORK**

**The following paperwork must be completed and returned to reserve your child's enrollment:**

- Registration form with applicable non-refundable registration fee/s
- ELC Class & Childcare Selection form filled out
- Child's Health History form
- Consent to Medical Care of Minor Children permission
- Walking Field Trips & Photographing permission
- Tuition Policy & Payment agreement
- Curriculum Statement acknowledgement
- Emergency Preparedness plan acknowledgement
- Additional acknowledgement of guidelines form
- Medically verified Immunization Record provided, from your child's healthcare provider or verified source such as "MyChart" (or similar resource)



**\*\*IMPORTANT\*\*** Please inform us of any changes on the child's information (For example, additional immunizations, new phone number or change in health history). Your child's paperwork will be confidentially stored in a locked file cabinet where only the directors, staff, and licensing personnel will have access to the information during business hours.

### **TERMINATION OF SERVICES**

Our ELC may terminate services due to parent or guardian's inability to meet the expectations and requirements of the ELC program. These unmet requirements include unpaid bills, continual late pick-ups, or a parent/guardian or family member's inappropriate or unsafe behavior in or near the ELC property.

## TYPICAL CHILDCARE DAILY SCHEDULE

<b>7:30-9:15</b>	Center Opens/ Free Choice Activities
<b>8:40-8:55</b>	School students walked to classes
<b>9:15-9:45</b>	Circle Time/ Calendar/ Themed Activities
<b>9:45-10:20</b>	Wash Hands/ Snack Time/ Art Project
<b>10:20-10:30</b>	Limited Centers/ Story Time/ Potty Time
<b>10:30-11:30</b>	Outside Time/ Large Muscle Activities
<b>11:30-12:00</b>	Clean up/ Transition Inside/ School Students are picked up from classes
<b>12:00-12:15</b>	Bible Stories/ Music Time/ Wash for Lunch
<b>12:15-12:45</b>	Lunch Time
<b>12:30-1:15</b>	Potty Time/ Limited Activities/ Story Time
<b>1:00</b>	Jr. Kinder students come back to childcare
<b>1:15-2:00</b>	Naptime, nap packs, books
<b>2:30-3:25</b>	Outside Time/ Large Muscle Activities
<b>3:25-3:30</b>	Clean up/ Transition Inside/ Wash Hands
<b>3:30-3:45</b>	Snack Time/ Potty Time
<b>3:45-4:45</b>	Free Choice Activities/ Clean Up
<b>4:45-5:30</b>	Limited Choice Activities/ Stories and Games



### ELC CLOSURE DAYS

Holidays will remain paid if your child's regular schedule falls on one of the holidays. The holidays that land on a weekend will be substituted to the next closest work weekday. Additionally, the ELC will close when School District 81 closes due to inclement weather conditions. The ELC will also close during an emergency, such as a power outage. For District 81 2-hour delays, the childcare will open at 8:30 am and the school will open on time. Directors will contact you via the parent communication app for updates.

(no charge for weather closures)

## CHILDCARE DAILY RATES

There is a 20% discount off childcare pricing if your child is enrolled in both the childcare and school. There is a 10% discount for the oldest sibling in childcare and a 10% discount for the youngest child in school. Discounts are only applied if both siblings attend the childcare or the school at the same time.

Daily hours in childcare	Rate Per Day
Up to 4 hrs	\$48
4-6 hrs	\$61
Over 6 hrs	\$67

## CHILDCARE HOLIDAY CLOSURES

<b>JANUARY</b>	New Year's Day * MLK Jr. Day
<b>FEBRUARY</b>	President's Day
<b>APRIL/MAY</b>	Good Friday (date varies)
<b>MAY</b>	Memorial Day
<b>JULY</b>	Independence Day *
<b>SEPTEMBER</b>	Labor Day
<b>NOVEMBER</b>	Veterans Day W/Th/F for Thanksgiving Break
<b>DECEMBER</b>	Christmas Eve * Christmas Day New Year's Eve *

\* Low census days due to holidays are subject to non-paid closures at the Director's discretion.

## SCHOOL HOLIDAY CLOSURES

<b>JANUARY</b>	<b>New Year's Day</b> (Or closest work days)  <b>MLK Jr. Day</b>
<b>FEBRUARY</b>	<b>President's Day</b>
<b>APRIL</b>	<b>Spring Break</b> Spring Break is typically the first full week in April and Childcare is open the entire week  <b>Good Friday</b> (date varies—Friday before Easter)
<b>June</b>	Our last days will be the Wed & Thurs before June 15th, and the ALL SCHOOL picnic and field day will be that Friday with childcare closing that Friday at 12 noon for staff work day.
<b>JUNE, JULY, &amp; AUGUST</b>	<b>School Closed for the summer</b> Childcare is open <b>* BRANCHING OUT! Or STREAM Summer Camp*</b> July 4th camp is closed
<b>SEPTEMBER</b>	<b>Labor Day</b> First day of school is typically the day after Labor Day
<b>NOVEMBER</b>	<b>Veterans Day</b> W/Th/F for <b>Thanksgiving Break</b>
<b>DECEMBER</b>	<b>Christmas Break</b> Christmas Break is typically the last two full weeks in December and Childcare is open except for Christmas Eve, Christmas, New Year's Eve and New Year's Day. (or closest work days)



### ELC ENRICHMENT CLASSES

Each class in the ELC, including the childcare, will have the opportunity to participate in the following enrichment class opportunities.

#### CHAPEL:

Chapel time is led by the Pastor of the church or the ELC Director and Assistant Director and takes place in our beautiful, stained-glass lighted sanctuary inside the church, off of the fellowship hall. We believe faith comes through hearing; therefore, our students will hear God's word often through Bible stories, songs and prayer time while in chapel. Much of what the children learn in chapel time is shared during our programs at Christmas and our end of the year celebration program.

#### MUSIC:

Our music program is a lively time of worship and celebration. The children will have the opportunity to use instruments, bells, and their voices to praise God with song. Many of our songs will also be accompanied by ASL or special hand movements that have helped the children learn the lyrics and the importance of those words.



## TUITION POLICY & PAYMENT INFORMATION

### To set your child's School and Childcare schedule you will need to:

1. Choose your child's Preschool, Pre-K or Jr. Kinder class (if applicable).
2. Calculate the days and hours your child needs childcare in addition to their school class (if applicable).
3. Choose how many days of the week you will need childcare and multiply the daily childcare rate.



### Misc. Tuition Policy Information:

- School tuition is paid on a monthly basis with the yearly tuition divided over 9.5 months. Childcare is calculated on a weekly basis. Both school and childcare are invoiced at the beginning of the month to pay for the whole month in advance. All invoice balances are due by the 10th of the month.
- All holiday closures are to remain paid. All District 81 weather closures observed by the ELC will be refunded or prorated. In the event of a 2-hour District 81 delay, the childcare center will adjust our opening time depending on the safety of our facility (usually by 8:30 am) and the school will open on time at 9:00 am.
- In addition to your fixed Base Schedule, you are welcome to add days and/or hours to your child's childcare schedule with a 2-working day notice. Please note that any additional days and/or hours must be approved by the director to ensure that there is adequate room for your child. You may not drop-in without prior approval outside your child's scheduled days and times in childcare.
- In the event you need to change your childcare Base Schedule (job change, new baby, etc.), you can do so by requesting to change your Base Schedule through the director. These changes require a 10-business day notice and are dependent upon available space in the childcare center.
- There is a 2-week notice requirement to terminate enrollment and those two weeks will remain paid at your current rate for both the school and childcare. **All registration and Supply fees are NON-REFUNDABLE.**
- Invoices will be sent via our parent communication app on the first of the month, due by the tenth of the month. A late fee of \$25 will be applied for late payments. Please communicate with the director or bookkeeper if your payment will be late and we will work with you.
- Continual late payments may result in termination of your child's enrollment. In the event an account should be unpaid for one month, we will be unable to continue to offer care/school for your child and we will make the slot available to the next family on our waiting list.
- Continual/frequent absences may result in termination of services. In the event of a postponed enrollment, (due to your child not being completely potty trained yet, relocation of household, etc.), your desired schedule may be held by paying 25% of your weekly tuition while waiting to enroll.
- There is a 10% discount for the older siblings in childcare and the youngest sibling in school. To receive this discount siblings need to attend school and or childcare together.

## CURRICULUM STATEMENT

Teachers at Beautiful Savior Lutheran Church ELC seek to be in tune to each child's cues and attentive to their needs. We understand that children learn, grow, and develop within their environment and as a result of the activities, interactions, and support they receive. The significant and overarching element of our curriculum is the imparting of the Christian faith. It is our desire to teach and demonstrate Christ's love throughout all our curriculum and interactions with students and families.

Activities in our program are planned to engage the child's interest and meet their developing needs. Our ELC environments are set up to be developmentally appropriate for all children that we serve, and our program staff make accommodations as needed to ensure that all children are included.

Our equipment is child friendly and promotes learning through play. We utilize child-directed as well as teacher-directed activities throughout the day. Both types of activities provide learning opportunities aimed at the child's interests and needs.

We believe play is a vital part of a child's growth and development. Play activities influence a child's total growth, including: physical, cognitive, emotional and social development. For children, play is their work and it gives them a sense of accomplishment and purpose. Children's play is an activity; it does not necessarily result in a product. It may be built around toys and tools or it may involve nothing more than the child's imagination.

## FOUNDATIONS FOR GUIDANCE

- Our expectations of the child are age-appropriate and at their developmental level.
- We recognize that all children are unique and we implement or adopt teaching styles appropriate for each child's learning style as well as honoring the child's family as the child's first source of learning thereby taking the parents philosophies of guidance into consideration.
- We use specific age appropriate directions and often use language expansion to convey meaning to the children when giving directions/expectations.
- We use encouraging and positive statements when addressing the children.
- We are role models and teach appropriate social interactions, manners, etiquette, cleanliness, health, and safety through our daily work with the children.
- We are consistent in our responses and give the children clear expectations.
- We give children time to talk and listen, we respect each child as a unique child of God.
- We attempt to understand the child's feelings and home environment when considering interactions with each child.
- We encourage independence and exploration while maintaining appropriate classroom structure and routine.
- We pride ourselves in providing steady opportunities for children to build emotionally secure, long-term, and trusting relationships by primarily interacting with a limited number of early learning program staff with low staff turn-over rates, when possible.



## OUR CLASS OFFERINGS

We embrace a traditional learning model of education that focuses on social interaction and play to guide our learning outcomes. Academic teaching focuses on the five main early childhood developmental areas: cognitive, social/emotional, fine motor, gross motor, and speech/language. Each student is challenged individually and allowed to grow and learn at their own pace. We love and nurture each student for the unique gifts and abilities they bring to our school family and help them advance academically each year they spend with us. Our Spiritual/Biblical instruction help students develop an awareness of God's love and grace as revealed through Jesus Christ presented in class and in Chapel Time.



# Seeds

## CHILDCARE MIXED AGE GROUP

Our childcare center is a mixed age group class. This means your child will be part of a class consisting of children ranging from 2.5 years to 6 years of age. A ratio of 10 students to every teacher (10:1) ratio will be observed at all times with 15 being the maximum number of students at any one time according to our licensing capacity. No matter the age of your child, their health, safety and developmental needs will always be our main concern.

### CHILDCARE—Age 2.5 to 6

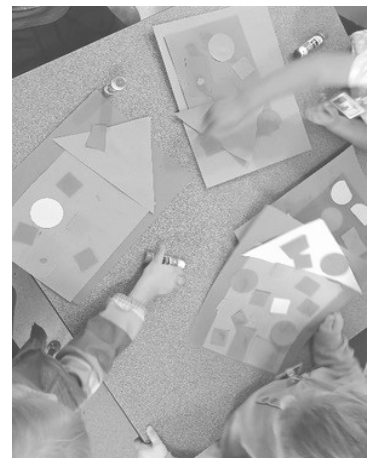
At Beautiful Savior Childcare, we provide quality full and part-time Christian care for your child that is a *home-away-from-home*. We have wrap-around care for our students that attend our school classes, as well as students who are not yet enrolled in our school. We are open from 7:30 am to 5:30 pm Monday through Friday.

Our smaller group size means more one-on-one attention for each child. Daily activities planned by our experienced staff focus on the five main early childhood developmental areas: cognitive, social/emotional, fine motor, gross motor, and speech/language as well as Bible-themed projects and creative art projects daily.

Our teachers have a passion for working with children and attend yearly continuing education classes to keep their skills fresh. Children in our center enjoy teacher-led as well as free-choice activities in a variety of interest centers that include blocks, manipulatives, games, puzzles, dramatic play, books, sensory play and more.

All children love our park-like playground and use it at least twice daily (weather permitting).

With our small licensing capacity of 15 children, our space is limited, so please contact us for availability.



## PRESCHOOL—Age 3/4 combo (M/W or T/TH Class)

Preschool provides a gentle introduction to school. At this level we introduce colors, shapes, numbers, and name recognition. We provide opportunities for exploration and wonder, through creative play, books, nursery rhymes/songs, free play, and outside exploration. Fine motor skills taught include holding and using writing implements and scissors correctly. Children also practice group social skills. Our main goal for preschool is to have the students love school and learning and to provide a comfortable and caring first exposure to an “away-from-home” learning environment. **OPTIONAL FRIDAY ENRICHMENT CLASS AVAILABLE (Limited Space)**

## PRE-KINDER —Age 4/5 (M-F Class)

In Pre-Kindergarten/Jr. Kindergarten, we begin to work more on school readiness skills. We offer activities that appeal to the child’s developmental level and scaffold previous knowledge to build new skills. Math skills to be covered include grouping, sorting, patterning, enumeration, shapes, money, time, and measurement. Reading activities involve learning the letter names and their sounds, writing on a daily basis, and having exposure to a wide range of literature. Science concepts introduced will include areas of classification, comparing data, and making predictions. Social studies curriculum will include concepts about family, neighborhoods, and community environments. We also try to give value to all cultures and people. **OPTIONAL 4-DAY CLASS AVAILABLE**

## JR. KINDER —Age 5/6 (M-F Class)

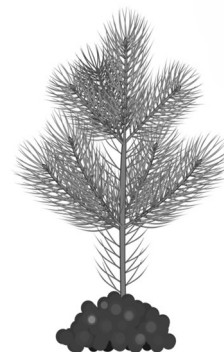
This kindergarten preparatory class focuses on more advanced academic skills **(See also skills in the Pre-Kinder description)**. This class is for students ready for more advanced learning goals and/or those who miss the cut-off for kindergarten or for those who may need one more year to grow and mature to be ready for a successful year in kindergarten.

For learning/developmental skills, the Jr. Kinder class will be extending their skills in math, and language subjects the most. These more advanced learning outcomes will prepare your child for a more academically advanced curriculum the following year in kindergarten.

A large part of Jr. Kinder is socialization and how to work as part of a group/classroom community. Finally, your child will develop emotionally by practicing self-confidence, decision making, emotional control and independence.



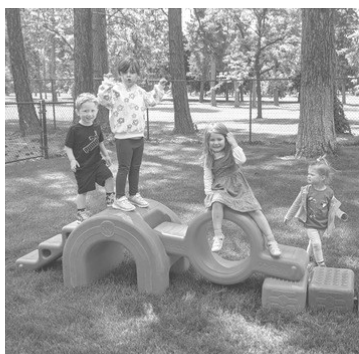
# Sprouts



# Sapling



# Spruce



## OUR PLAYGROUND

Our park-like playground overlooks the beautiful Manito Golf course on 43rd Ave on the South Hill. The children enjoy outdoor/nature exploration as well as exercising their large muscles. Our playground has a big toy, climber, balance beam, sandboxes, music wall, and multiple activities rotated seasonally! Your student will fall in love!





## ELC NUTRITION INFORMATION

This entire ELC is a **COMPLETELY NO NUT ZONE!** For everyone's safety, please do not send foods that contain any tree nuts or peanut butter or are manufactured in the same facility as tree nuts. Please be sure that all prepackaged foods are individually labeled with ingredients and allergy warnings or else they will not be served to the children. "Sun Butter" and "WOW Butter" are both good substitutes for peanut butter.

**CHILDCARE SNACKS AND LUNCH:** Please provide a nutritious lunch if your child stays through our lunch period in childcare. Milk and water are offered at lunch.

**A well-balanced lunch includes:**

- A dairy product (cheese, cottage cheese, yogurt)
- Protein (meat, fish, chicken, beans, tofu)
- Grain (bread, cereal, bagel, rice cake)
- Two fruits and/or vegetables



Breakfast can be eaten between 7:30-8:30 am, morning snack is served between 10:00-10:20 am, lunch is served between 12:00-12:45 pm, and afternoon snack is served between 3:30-3:45 pm. Snack menus can be found on the Parent Connect Board in the kitchen in the childcare. Licensing requires the staff to check and see that the children are eating nutritious/balanced lunches.

We will provide 2% milk for lunch and some snack periods. Children are asked to try one bite, lick, or taste of each snack food served. A lunch will be provided should you forget to send one for a \$5 charge. All snacks in the childcare center are provided and are usually comprised of two components: Carbohydrate, dairy, vegetable, fruit, or protein. Snacks are generally served with water.

**Please avoid "Lunchables" and foods with high concentrations of sugar and preservatives. Please do not send chocolate milk, juice or sugary treats.** We have a refrigerator and microwave (for warm-ups only).

**PLEASE LABEL PAPER LUNCH BAGS and CONTAINERS (No lunchboxes/bags please. Single use paper sacks or sectioned *bento-type* containers that are washed daily are required).**

**BREAKFAST:** If you arrive to the childcare center between 7:30-8:30 am, you may send a breakfast for your child. Please follow the "well-balanced" guidelines above. Milk or water will be offered.

**SCHOOL SNACKS:** A snack is served between 10:00-10:30 am. Snack is usually comprised of one component: cracker, bar, chip, fruit, cheese, baby carrots, raisins, apple slices, mandarin oranges, fruit snacks, etc. with water. Throughout the school year, we will ask for school snack pantry donations.

**JR KINDER LUNCH:** Please send your Jr. kinder student to school with a lunchbox and ice packs to keep your students lunch at a safe temperature. There are no ***heat-ups*** for kindergarten lunches, so please send cold food only or thermos' are a good idea too. Please send a drink with your child, as well. Consider sending milk or natural juices with lower sugar. A snack will be provided for your child in the morning utilizing the school snack pantry.

If your child has food allergies or food intolerances, please request additional ***Emergency Action Plan for Allergies*** form and/or ***Food Intolerance or Parent Substitution*** form from the director.

## HEALTH PLAN

Your child will be monitored for signs of illness daily. Children who become ill while in the ELC should be taken home as soon as possible. They will be well cared for but isolated from other children while at the ELC until parents can be notified to pick them up. Please plan to pick up your child promptly if you are called. It is at the discretion of the admin staff to determine if a child is too sick to remain at school or childcare. Please arrange sick-day back-up care plans for your child.

**Children will NOT BE permitted into or allowed to stay at the ELC with signs/reports of the following ailments:**

- Fever above 100 F (underarm/contactless forehead thermometer)
- Vomiting within the past 24 hours.
- Diarrhea within the last 24 hours.
- Unexplained rash.
- Eye discharge or pink eye/conjunctivitis.
- Fatigue that prevents participation in regular activities (including outdoor time once or twice daily).
- Lice or nits.
- Runny nose or persistent cough that the child is not able to manage on their own by covering cough and wiping/blowing nose with a tissue and washing their hands.



**Children must be free from above mentioned symptoms for 24 hours before returning to the ELC. For treatments needing antibiotics, children may return a full 24 hours after treatment begins.**

### EMERGENCY PROCEDURES

In the event of an emergency or accident, the ELC will contact the parents. If the parents cannot be contacted, we will call the emergency contact person you have listed at registration. If they are unavailable, the ELC will use the services of the nearest hospital, depending on recommendations of medical professionals and the discretion of the CPR/First Aid trained staff. All ELC teachers and support staff are CPR/1st Aid Certified.

### IMMUNIZATIONS

All children must have a medically verified Immunization record printed from your healthcare provider. If your child has a medical, religious, or personal exemption to any immunizations, please request an ***Exemption for Immunization*** form. As of July 2019, personal exemptions are no longer legally accepted for the MMR. If your child is exempt for the MMR, please see the director for more information.

### BLOOD-BORNE PATHOGENS

Your child's health is vitally important to us. The staff are trained annually on the safe handling of all bodily fluids including, but not limited to, blood, vomit, and bodily secretions. It is our policy that all bodily fluids are considered contaminated and are handled with gloved hands only and disposed of in a safe and sanitary manner.

### CONTAGIOUS DISEASE NOTIFICATION

Parents will be notified of exposure to any contagious disease their child may have been exposed to during the week. This notification will be posted in writing in our parent communication app. If your child contracts a contagious disease, please notify the ELC. If your child will be absent from the ELC due to an illness, please contact our ELC in the morning so we may be able to plan for staffing and track the illness/absence along with their symptoms.

### COVID/Seasonal Influenza

You will answer health screening questions each time you sign-in your child into the ELC. Please do not come into the ELC if you or your child has a fever above 100 degrees, shortness of breath, unusual cough, sore throat, new loss of taste or smell, vomiting or diarrhea, chills or muscle aches, headache, or close contact with a confirmed or suspected case of COVID-19. Please see the director for most current policies.

## **DRILLS & EMERGENCY PREPAREDNESS PLAN**

Your child will have the opportunity to participate in monthly fire drills. In addition to fire drills, your child will also practice evacuation, shelter-in-place, lock-down, popsicle party (playground evac) drills once a month. It is always our aim to have the drills be educational and safety focused. Logs can be viewed at the Parent Connect board in the childcare kitchen documenting all drills, smoke detector checks, fire extinguisher servicing, carbon monoxide detector checks, as well as documentation of battery replacement.

### **Shelter-In-Place/Lock-down: (the ELC staff will)**

Take Meds, Emergency Binder, Cell Phone, and Evac Backpack.

- Lock all doors.
- Have children line up in an internal hallway (away from windows).
- Have children proceed to a room that is able to be closed off and sit down.
- Make headcount and take roll call; seal the room's door and windows with coverings.
- Provide children with quiet activities.
- Access emergency supplies if needed (radio, blankets, food, water, clothing, mats, First Aid kit).
- Call Parents and State Licensor to let them know what is going on. If this is a "Shelter-in-Place" or "Lock-Down" situation, let the parents know that they will NOT be able to pick up their child until the "Shelter- in-Place" or "Lock-Down" is lifted by the authorities/director (this notification may take place through the classroom communication app).
- Notify parents that the Lock-Down has been lifted and it is safe to pick up their child or that you will be resuming regular ELC programming (this notification may take place through the classroom communication app).

### **Center Evacuation: (the ELC staff will)**

Take Meds, Emergency Binder, Cell Phone, and Evac Backpack.

- Have children line up at the nearest safe door and make headcount and take roll-call.
- Leave through the nearest safe exit to the childcare or church, depending on where you are exiting from.
- Proceed to basement of the church via main stairway or into the childcare center.
- Make headcount and take roll call again.
- Provide children with quiet activities.
- Call Parents and State Licensor to let them know what is going on. Ask parents to pick up their child if it is safe to do so.
- Our Off-Site Evacuation location is the brick building located at 4315 S. Scott at the corner of 43rd Ave and Scott, or the Rocket Market across the street at 726 E 43rd Ave.

### **Popsicle Party (Playground Evacuation): (the ELC staff will)**

- After identifying a potentially dangerous situation, loudly yell "POPSICLE PARTY".
- Scan the playground to ensure all children and staff are lining up.
- Once in line, have two staff members count the children and confirm.
- Proceed indoors to a safe room and conduct a headcount/ roll call again.
- Provide children with a popsicle and oversee quiet activities.



## CHECK IN & CHECK OUT

Your child must be signed in and out each day using your **FULL LEGAL SIGNATURE** in the classroom communication app. If you wish to have someone else pick up your child, you must notify the ELC at (509)747-6806 or message in the parent communication app. All authorized pick-up persons will have their photo ID checked by staff. Please pick up your child promptly at/or before their scheduled pick-up time. Children remaining in the childcare center after 5:30 pm will be charged a late fee of \$5 for every five minutes after 5:30 pm they are left late. Please turn off your engine and lock your car when entering the ELC. Please make sure all valuables are hidden.



## DRESS CODE

To help the children focus on ELC activities and learning, we ask parents to choose appropriate clothing. It is important that the child wear clothing that they can manage on their own in the restroom. Children's work can be messy. It is best to wear clothes that can be easily washed and will withstand paint, dirt, or marker stains. Avoid clothing with drawstrings, oversized clothing, spaghetti strap tank tops, costumes, and hats. Proper shoes include laced or Velcro tennis shoes, closed-toe/heel strap sandals, and walking boots. Cowboy boots, high-heeled shoes, flip flops or slides are considered unsafe on stairs and playground activities. For all students, it is mandatory to have a change of clothes stored in a Ziplock type plastic bag which will remain in their childcare cubby and/or their backpack for school. No Jewelry is permitted unless approved by director. PLEASE LABEL ALL ITEMS WITH CHILD'S NAME.

## WATER PLAY ACTIVITIES

Throughout the year, your child will have the opportunity to participate in light water activities. Weather permitting, activities like water table, squirt bottles, and water balls will be offered for outdoor play. We do not use wading pools at the ELC. All water tables are sanitized with a diluted bleach solution after each use.

## NEIGHBORHOOD WALKING FIELD TRIPS

The children may periodically participate in neighborhood and church grounds walks. Your childcare student will also be walked to and from the church to participate in their school class, chapel time, music, and other events. All walks will be under the supervision of approved ELC staff.

## CHILDCARE REST TIME

You may send a stuffed animal for your child's naptime in childcare. Please remember to label all items. Naptime is a state licensing requirement for all children five years of age and younger. For all children rest time will be offered from 1:00 - 2:00 pm. If your child is still awake after approximately 45 minutes of resting, they will be offered quiet activities or books for the duration of the rest period. If your child falls asleep, we will start to wake them no later than 2:30 pm.

## VOLUNTEER OPPORTUNITIES

Each class welcomes volunteers. We have special events throughout the year when we need help with organizing, set-up and, take-down. All classroom volunteers must undergo a security background check to serve in school classrooms. This is simple process that can be accomplished by asking our office manager for the one page form to fill-out or finding them on our website under the "Forms" tab.

## PEST CONTROL

We will take appropriate steps to safely prevent or control pests that pose a risk to the health and safety of adults and children in and around the church and ELC property. Our pest control emphasizes prevention and natural non-chemical, low-toxicity methods where pesticides or herbicides are used as a last resort. If pesticides are used, we will post what pesticide will be applied and where they will be applied no less than 48

## TOYS FROM HOME

Please DO NOT ALLOW your child to bring toys, jewelry, costumes (except for holiday celebrations) or electronics from home. However, stuffed animals for childcare naptime, and books from home are always welcome. PLEASE LABEL ALL ITEMS WITH CHILD'S NAME.

## CONSISTENT CARE

We pride ourselves in providing steady opportunities for children to build emotionally secure, long-term, and trusting relationships by primarily interacting with a limited number of ELC staff. We have a healthy number of staff who have been with us for three or more years and we strive to limit high turn-over rates in our staffing.

## USE OF BABY WIPES

Your child may occasionally use non-scented baby wipes for a quick clean-up due to handwashing not being readily available, or before handwashing after a messy art/craft project. Baby wipes will not be used as a replacement for proper handwashing. Please let staff know if you do not want your child to use baby wipes.

## HANDWASHING AND SANITIZERS

To reduce the spread of germs and viruses, the staff and children are trained in proper handwashing techniques. The children and staff will wash hands often throughout the day including, but not limited to, before and after snacks, after outdoor play, after handling bodily fluids, upon entering the school or childcare upon arrival, and whenever the need arises. Hand sanitizers may only be used by staff in the school and childcare.

## POTTY TRAINING

It is a requirement of our licensing agreement that we accept children into our care who are completely and independently potty-trained. A potty-trained child is a child who can do the following:

- Be able to TELL the adult they need go potty BEFORE they need to go.
- They must be able to recognize the sensation of needing to make pee or BM and be able to say the words, "I have to go potty".
- Be able to pull down their clothes and get them back up without assistance.
- Be able to wipe themselves after using the toilet (including BM's, with minimal help to wipe).
- Be able to get on and off the toilet by themselves.
- Be able to wash and dry their hands independently.
- Be able to go directly back to the classroom without directions.
- Be able to postpone going for a short period of time if they must wait for someone who is in the bathroom, if we are outside, or away from the building.



## CARING FOR SPECIAL NEEDS AND ALLERGIES

This childcare center accommodates reasonable modifications to its program according to the individual needs of the child. **Individual Care Plan, Emergency Action Plan for Allergies** and **Food Intolerance and Parent Substitution** forms are available upon request. We pride ourselves in our attention to detail and we strive to keep your child safe from allergens. Please feel free to discuss with us at any time!

In terms of instructing your students with special needs, we evaluate what our ELC can and cannot provide in the way of care/instruction, but reserve the right to not extend care/instruction beyond what admin and staff are able to provide. Please see the director for more information.

## CORRECTION POLICY

**Your child will never be subjected to corporal punishment or physical restraint while in our care.**

**Teachers are expected to handle disciplinary situations using the following methods:**

1. Teach and model Christian behavior. Grace is given and modeled.
2. Encourage and acknowledge acceptable behavior as often as possible.

**STEP 1: REMIND** child of rules or expected behavior.

**STEP 2: REDIRECT** child's activity and help them to get involved in new activity or corrected behavior.

**STEP 3: REMOVE** child from the activity for a short period so that the child can calm down, regain control and think about the situation.

**STEP 4: REVIEW** the rules and use this time as a teaching moment. Discuss a plan for future behavior.

**STEP 5: REJOIN** their classmates and continue to be monitored in their improvement.

3. When the five-step process is not sufficient to address the problem and the child continues to display disruptive, disrespectful, or harmful behavior toward others the admin is required to contact parents and arrange for a conference to discuss next steps.

## EXPULSION FROM CARE

After following the above procedures, if no improvement in behavior is evident as perceived by the director and staff, we reserve the right to release the child from our program. The staff will implement observation, correction, and redirection to help the child manage their behavior. If necessary and feasible, we will implement environmental modifications and parent involvement. The parent will be called upon to partner with us in creating a plan that can help their child be successful in this learning environment and will be kept up to date on the child's behavior and status of enrollment. The parent and director will agree upon, a plan and course of action, in writing, leading up to an expulsion. If the child is expelled, we will provide your family with community-based resources that may be of benefit to your child.

## HOLIDAYS AND BIRTHDAYS

Your child will have the opportunity to celebrate all civic and Christian holidays throughout the school year. Some holidays will include religious teachings consistent with the Lutheran tenets of faith. Birthdays are celebrated by acknowledging a child's birthday by labeling it on the classroom calendar, and celebrated by honoring the student with a class-made birthday poster, singing the "Happy Birthday" song at a snack or meal and sharing a family-provided birthday snack/treat on or near their birthday. Any snack/treat brought from home to celebrate needs to be individually wrapped, store bought, list all ingredients, and follow our "no nut" policy. A good suggestion is individually wrapped, store bought, Rice Krispies Treats.

## GENERAL CLEANING

The entire ELC will be cleaned and sanitized daily by a professional cleaning service. Cleaning services will include daily cleaning and sanitizing in the kitchen, bathrooms, and playrooms/classrooms according to the agreed upon schedule of daily tasks. This service will also vacuum all carpeted floors and mop with sanitizing solution all hard floors. The staff are responsible for cleaning all food contact surfaces before and after all snacks/meals and whenever they are used by the children for crafts, and projects. Childcare bathrooms are cleaned and sanitized mid-day with a bleach and water solution. All toys and activities are sprayed daily, at closing, with an alcohol-based sanitizing spray.



## CHILD ABUSE REPORTING

Our ELC staff and teachers are mandated reporters of child abuse and neglect. The state requires any licensed childcare provider, school and their employees to report any suspected child abuse, neglect, sexual abuse, or maltreatment to Child Protective Services or local law enforcement immediately. Depending upon the recommendation of CPS we may not be able to notify parents when the police or CPS are called.

## MEDICATIONS

All medications to be administered to children must be authorized, in writing, on our medication form by a parent or guardian. A trained staff member is responsible for administering all medications and will sign their name and time when the medication was given. Medication **MUST** be brought in its original container with the child's name on the prescription label and not be expired. As per licensing requirements, we will only be able to administer medications where dosages requested by the parent are consistent with the dosing chart on the package. Parents must supply a measuring device for administering medications. All medications will be stored out of reach of children.



## PARENT INVOLVEMENT

The ELC administration and staff want you and your child to become familiar with the ELC and feel comfortable with us. You are welcome to visit all areas of the ELC used by the children at any time during business hours. We want you to feel free to ask questions and review policies. We would like to have continuing communication with you concerning your child, so we can provide the security he/she needs to feel safe and provide the opportunity for your child to have an enjoyable and enriching time while in our ELC.

## CHILDCARE AND SCHOOL TWO-WEEK TRIAL PERIOD

We understand that transitioning to a new childcare setting can be challenging for the parent and sometimes scary for the child. Since each child's growth and development is individual, some children may not yet be ready for this type of environment or the parent may not believe this is quite the right setting in which their child can thrive. All enrollments are allowed a two-week trial period for both the childcare/school facility and the families to adjust to the new arrangement. Either party may reassess enrollment, without having to observe the two-week required notice for disenrollment within the first two weeks of their start date.

## ARRIVAL AND DEPARTURE

**School starts at 9:00 am, and the front doors open at 8:57 am.**  
**Childcare opens at 7:30 am, and closes at 5:30 pm, no exceptions.**

**ARRIVAL:** For school, you are expected to walk your child to their class after making sure they use the bathroom and wash their hands. Plan to arrive no earlier than a couple of minutes before class is scheduled to begin. This allows the teachers time to prepare for their day. It is important, however, that your child be on time. Children and parents coming in late disrupt the class, and your child misses out on important class time. For childcare, please arrive as closely to your scheduled time as possible for staffing and ratio purposes.

**DEPARTURE:** For school, children and teachers will meet parents in front/or side of the church for pickup outside. It is very important that you be on time to pick up your child. There is a five-minute grace period after class is over before a late fee could be charged to your account. We understand that circumstances don't always cooperate with our best efforts, so please let us know if this happens. If someone else will be picking up your child, please notify the staff through the parent communication app. For childcare, please depart as closely to your scheduled pick-up time (or earlier) as possible for staffing and ratio purposes.

## ODDS AND ENDS

### OFF-SITE FIELD TRIPS & SPECIAL GUESTS:

The school will plan two off-site field trips and several special guest visits each year. Guest speaker presentations are available to all school and childcare students on-site. The two Off-Site Field Trips are for all students accompanied by an adult to and from the field trip. School is closed for these two off-site field trips, but childcare is available before, after and during the field trips (for childcare students not participating).



<b>September:</b>	Special Guest visit from the police department with a police car
<b>October:</b>	Special Guest visit from the fire department with a fire truck
<b>October:</b>	Field trip to Pumpkin Patch (off-site)
<b>March:</b>	Cat Tales (off-site)
<b>June:</b>	Special Guest visit from "NASA Joe" (NASA Space Ambassador)

Details and dates will be announced in the ELC events calendar provided in September and can be found on our website and parent communication app. We do rely on having parents and grandparents serving as drivers and chaperones to make the field trips safe and fun. All chaperones, transporting other students, need to fill-out the beforementioned background check form through the office and provide the ELC with proof of non-expired auto insurance.

**BOOK ORDERS:** We will be making Scholastic book orders available to our families on several occasions throughout the year. Scholastic provides inexpensive books for your child's home library and your orders earn books for the ELC as well. More information will be provided throughout the year.



**FUNDRAISERS:** Tuition fees cover operating costs. There are some "wish list" items that the ELC would like to have, which include science exploration tools, new books, and sturdy educational materials, and improvements to the playground. For those wish list items, we have an assortment of fundraisers throughout the year. Examples of fundraisers are:

- MOD Pizza
- Cookie Dough
- Picture Day
- Christmas Store
- Valentine's Day Grams
- Spring Fundraiser (TBA)

**ADVENT/CHRISTMAS PROGRAM:** In December, we come together for our Christmas Program performance by the students. This is a celebration of the anticipation of the birth of Jesus on Christmas, all school and childcare students are welcome to join us. If your child is "*childcare only*", check with your student's childcare teacher to see if they will know the songs.

**SPRING PROGRAM & COMPLETION CEREMONY:** For this program, we will enjoy an end of the year performance by the ELC children. In addition, we recognize the growth and accomplishments of our students with a small completion ceremony. If your child is "*childcare only*", check with your student's childcare teacher to see if they will know the songs depending on their music day.



## FIRST DAY INFO & DAILY CHECKLIST

- ◇ Please provide a spare set of clothes in a labeled Ziplock-type bag to keep in your child's cubby in childcare or their backpack for school (potty accidents and/or messy projects, lunch mishaps, etc.).
- ◇ In childcare your child is welcome to bring a stuffed animal for naps (please no toys, jewelry, costumes, or electronics from home).
- ◇ For childcare and Jr. Kinder, please bring a lunch from home and place in fridge upon arrival each morning. For school, please send snacks for the snack pantry as you're able. (we will also make requests throughout the school year)
- ◇ Download the classroom communication app (Brightwheel).
- ◇ Please sign-in your child through the app. **FULL FIRST AND LAST NAME SIGNATURE IS REQUIRED.** The ELC director or the office administration can help you get signed-in the first day. If someone else is going to be picking up your child, please have them download the app and you can invite them through your child's profile and LET YOUR TEACHER KNOW THROUGH MESSAGING.
- ◇ For school, have your child use the bathroom at drop-off time AND remind them to wash their hands! In childcare, please have your child try to go potty, wash their hands, and join their classmates and teacher before you leave for the day.
- ◇ Please dress your children for the weather, we play outside most days. For winter, please bring: coats, hats/hood, gloves/mittens, boots and snow pants (childcare only).

***Thank you for entrusting your children to us and for the privilege of nurturing and teaching them in our ELC. Please never hesitate to reach out and ask questions!***