



Timothy Lutheran Early Childhood Center

“Touching Lives for Christ”

Parent Handbook
Updated July 2019

North Campus

425 NW R.D. Mize Road
Blue Springs, MO 64014

South Campus

301 E. Wyatt Road
Blue Springs, MO 64014

www.timothylutheralschool.com

Educating the Whole Child

†Spiritual †Physical †Social †Emotional †Intellectual †Aesthetic

The purpose of this parent handbook is to:

1. Promote understanding and cooperation between the parents and staff of Timothy Lutheran Early Childhood Center (ECC).
2. Answer questions parents may have concerning the daily operation of Timothy ECC.
3. Familiarize parents with the ministry of Timothy Lutheran Church.

Timothy Lutheran Early Childhood Center (ECC) will provide your child with a quality education in a Christian environment. Timothy ECC, along with Timothy Lutheran Church, is eager to work with you during this important time in your child's development. If you have questions at any time, please feel free to contact any member of the staff.

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PHONE NUMBERS

| | |
|--|----------------|
| Timothy Lutheran Church (8:30 am-4:30 pm) | 816-228-5300 |
| Administrator of School Ministry, Ken Holland | extension 8015 |
| Early Childhood Administrator, Mary Beth Self | extension 8046 |
| Early Childhood Administrative Assistant, Carrie Keating | extension 8047 |
| Associate Pastor, John Otte | extension 8041 |

WHO ARE WE?

Timothy Early Childhood Center is an outreach ministry of Timothy Lutheran Church, and has been since 1976. We are a Christian nonprofit preschool and child care center. The Early Childhood Center was started with a Children's Day Out program in 1977. Timothy added a 3's preschool program and the following year (1978) a Pre-K 4's program.

In the fall of 1995, our full time preschool program was started as a way to minister to the families of working parents. The full time preschool program was started as one room and has grown into 7 rooms today. The full time preschool program serves children 6 weeks to 5 years old.

We are dedicated to providing a stimulating environment, helping the child to develop socially, physically, emotionally, intellectually and spiritually. We believe that a Christian education enables a child to discover that God is a God of love. Our prayer for the children at Timothy Lutheran is that each child may grow and mature under God's direction and inspiration. We believe that our Early Childhood Center is a servant of Christ, striving to bring church, home and community into harmony. Our Early Childhood Center has an Exempt status.

MISSION/PHILOSOPHY STATEMENT

"Touching Lives for Christ" is the mission of Timothy Lutheran Ministries. Our ministry is founded on the Great Commission which Jesus gave His church – to make disciples of all people (Matt. 28:18-20). As disciples of Jesus, we are committed to:

Gathering for worship and fellowship in Christ. Hebrews 10:25

Growing in Christ-like living through God's Word. Colossians 3:16

Giving joyfully in service to God and His people. Acts 1:8

Going as a witness to all that Jesus is Lord and Savior. Matthew 10:8

Gathering:

We believe that Timothy Lutheran School Ministry is a place where students and families:

1. Gather together for worship, learning, and play.
2. Learn to serve as useful and active citizens in the community.

Growing:

We believe that administration, faculty, families and students at Timothy Lutheran School Ministry, by the power of the Holy Spirit, will grow in the following areas:

1. Spiritual
 - a. Prayer lives.
 - b. Spiritual life and development as disciples in their faith journey.
 - c. Christ-like compassion, grace, and loving relationships with all people.
 - d. Seeing the love and forgiveness of God through the sacrifice of Jesus Christ.
2. Physical
 - a. Recognizing the body is a gift from God and a temple of the Holy Spirit.
 - b. Developing and maintaining desirable physical and mental habits.
3. Social
 - a. Personal responsibility toward self, neighbor, and God's world.
 - b. Loving relationships by recognizing the rights, privileges and individual differences of others.
 - c. Respect of the authority of home, school, and government.
4. Emotional
 - a. A positive self-concept as a child of God.
 - b. Recognition of emotions and dealing with these emotions in a Christ-like manner.
5. Intellectual
 - a. Evaluating all human knowledge in light of what God says in the Bible.
 - b. Cultivating desirable and useful work habits and study skills.
 - c. Developing an inquiring mind and independent thinking.
6. Aesthetic
 - a. Developing an appreciation of the creative arts.
 - b. Acquiring basic skills, allowing each child self-expression in the arts.

Giving: We believe that Timothy Lutheran School Ministry is a place where students:

1. Share God's love through mission opportunities.
2. Develop an understanding of the Christian's responsibility to make full and wise use of God-given talents, time, and treasures.
3. Develop Christian citizenship grounded in obedience to God and His Word.

Going: We believe that Timothy Lutheran School Ministry is a place where:

1. Evangelism is always present for and through the students.
2. Children develop the desire to lead others to their Savior, bearing witness to each other and their community
3. Worship services and special events are publicized to students and their families as outreach opportunities.

CORE VALUES

Our Core Values are constant, passionate Biblical core operational principles which we use to determine our school's ministry. They describe not only the life of our school today, but they also give us a picture of our school in the future. They are at the heart of what we value in our life as a family together.

Commonly held values unify our efforts and define our distinctness. Our Core Values can be summarized in the following statements:

We value the teaching, study, and application of God's truth as it is revealed with power in the Holy Scriptures and interpreted in the Lutheran Confessions.

The Word of God, purely taught, changes lives. The Scripture's inerrancy and power lead us to place the teaching of God's Word at the center of our ministry. (Acts 2:42-43; Hebrews 4:12; Matthew 11:25; Luke 10:21)

We value reaching the lost by remaining open, innovative, and flexible, using all means to bring Christ to all people.

With the help of the Holy Spirit, we seek to reach the lost and erring. We strive to demonstrate love and sensitivity without sacrificing the truth of God. (Luke 15:7; Acts 2:45, Matthew 28:18-20)

We value Christian care to help carry each other's burdens.

Following the example of Christ, we reach out to believers and the unchurched with sincere care and compassion. (Galatians 6:2)

We value sharing our Christian faith within our families, community and world.

Sharing is a normal, natural part of the Christian lifestyle. As members of God's family we are called to share the Gospel in the world wherever we are, whenever we can. (Romans 1:16; 1 Thessalonians 2:8; Philemon 1:6)

We value the family and support them in modeling their lives in Christ.

Families are supported and encouraged to grow in their faith journey with Christ. (Matthew 19:14; Mark 9:37; 1 Thessalonians 2:7)

Program Goals

By the grace of God and the power of the Holy Spirit, Timothy Lutheran School will provide a loving and developmentally appropriate environment so that each student will grow spiritually, physically, emotionally, academically, and mentally. The Timothy Staff will:

- Provide experiences in Christian living, integrated in formal settings such as the classroom or Chapel time, and informal settings such as the playground and free time.
- Encourage students and their families to accept God's unconditional love as it is experienced through His Word, worship, and religion classes, as well as feeling the love and care from the staff of Timothy Lutheran School and Church.
- Provide experiences outside the school setting to further explore principles and concepts learned in class.
- Provide instruction in the academic areas of reading, phonics, writing, spelling, language, math, science, social studies, music, art, physical education, and foreign language (Spanish).
- Present lessons in ways that each student can learn and experience success.
- Maintain ongoing communication between parents and teachers through newsletters, parent meetings/conferences, e-mail, school website, and other parent participation opportunities.

Program Classes

Timothy ECC offers a variety of classes to meet families' schedules and developmental levels of the children. Children must be enrolled on a permanent basis for regular attendance. Drop in care is not available. The following are the classes offered, along with minimum developmental levels for admittance, and times they are generally offered:

Childcare with preschool—open year-round, 6:30 AM – 6:00 PM.

6 weeks – 24 months

2-year-old room—minimum age is 2. Children in diapers are welcomed.

3-year-old room—minimum age is 3. Child must be toilet trained.

4-year-old room—minimum age is 4. Child must be toilet trained.

*Staff/child ratio: 6 weeks – 24 months - 1/4; 2-year-olds – 1/8; and 3 & 4-year-olds – 1/10.

Preschool—open August – May

These classes are for children who are 2 years old preferably before July 31st for the school year beginning that fall.

Preschool—open August – May

These classes are for children who are 3 years old preferably before July 31st for the school year beginning that fall and who are toilet trained.

Pre-kindergarten—open August – May

These classes are for children who are 4 years old before July 31st for the school year beginning that fall and who are toilet trained.

Call the Early Childhood Office for a list of current classes offered. You can call the ECC office for space availability, and tuition prices.

Curriculum

Timothy Early Childhood Center believes that parents are the child's first teachers.

We believe that children learn best by working with hands-on experiences using their five senses: touching, seeing, hearing, smelling, and tasting in a creative learning atmosphere. We recognize the uniqueness of each child and offer opportunities for growth by providing them with a positive, creative, and stimulating environment in which to develop and learn. It is our hope that in focusing on the whole child, with a strong emphasis on self-esteem, our children will enjoy continued success in the world.

We believe that play is to be respected as a vehicle for learning. Children use this mode to model, create, explore, solve problems, interact socially, pretend, and dream.

Hands on learning includes:

- Bible Stories/Jesus Time
- Large/Small Motor skills
- Number Readiness
- Health and Safety
- Onsite Field Trips
- Social Skills
- Language Arts
- Dramatic Play
- Science/Nature
- Creative Art
- In House Special Events

One in Christ is the religion curriculum used for Jesus time. Each teacher is provided a Teacher's guide and resources. This curriculum contains many ideas to teach about Jesus through a variety of areas and centers.

School Calendar

The Fulltime Preschool/Childcare Center is open 12 months a year, Monday through Friday, 6:30 AM until 6:00 PM. The center is closed for the following holidays; however, these holidays are factored into the weekly tuition:

| | |
|--|-----------------------------------|
| New Year's Day | Labor Day |
| Good Friday | Thanksgiving Day |
| Memorial Day | Christmas Day |
| Independence Day | Friday following Thanksgiving Day |
| Staff in-service work days late July or early August | |

If the holiday falls on a Saturday, we observe the holiday on Friday. If the holiday falls on Sunday, we observe the holiday on Monday.

School Closings

On the day of inclement winter weather, the Administration of Timothy Lutheran Early Childhood Center and Elementary School will make the decision on closing the school, pre-school and fulltime preschool/childcare. **We will no longer automatically follow the determination of the Blue Springs School District.** Fox 4 News will carry our closings as "Timothy Lutheran School". We do not have "delayed starts" or "early dismissals" unless notification is made by phone. However, if you are uncomfortable driving in inclement weather, you may pick up your child early.

FULL-TIME PRESCHOOL/CHILDCARE POLICY REGARDING SCHOOL CLOSINGS/TUITION

There are currently 3 days built into our school year for unforeseen closings such as, but not limited to inclement weather, water issues, electrical issues, etc... When 3 days have been used in a calendar school year, credits will be issued per day starting on the fourth day. Credits will be issued before the May tuition is due.

PART-TIME PRESCHOOL (9 MONTHS) POLICY REGARDING SCHOOL CLOSINGS/TUITION

There are currently 5 days built into our school year for unforeseen closings such as, but not limited to inclement weather, water issues, electrical issues, etc...when 5 days have been used in a calendar school year, credits will be issued per day starting on the 6th day.

Crisis Management Plan

The safety of both the children we serve and our Timothy Lutheran Preschool staff is our paramount goal. ECC Administrators and the teachers are dedicated to ensuring a safe environment for staff and children.

Crisis management plans and procedures are in place at the preschool office and each teacher has a copy as well so that we are prepared as a staff to implement any necessary

actions. Timothy Lutheran ECC has revisited our crisis manuals and we will continue to provide training and drills to ensure that all employees are aware of our procedures. Current crisis manual plans include and are not limited to a potential kidnapping, bomb threat, fire, tornado, hazardous spill.

Timothy Lutheran Early Childhood Center will continue to do all we can to provide a safe and secure environment for all employees and the children we serve. These are difficult times for all of us. Any updates affecting Timothy ECC employees or children will be promptly communicated.

DISCIPLINE

We believe in a positive approach to discipline. Our goal is self-discipline and our rules are basic. When enforcing rules, we follow a pattern that can be called the “Four Rs of discipline”. They are Remind, Redirect, Remove & Repentance. If a child exhibits a behavior that is unacceptable they will first be reminded of the rule they are breaking. If the behavior continues, the staff member will redirect them to a different activity. Should there still be a problem; the child will be removed from activities (time-out or time-in) for a few minutes to give them time to process their actions and the consequence of those actions. At Timothy, we add a fourth “R”, that being Repentance. When a child is sorry for what he or she has done, or failed to do, the teacher will assure them of the love and forgiveness Jesus has for them, in the actions from the teacher. Our school also follows the Love and Logic philosophy of a common-sense approach that provides the children the skills they need to make good, responsible decisions. No policy can list each and every violation which may result in disciplinary action. We take into account the age of the child and will discipline the children age appropriately.

EXPULSION OR DISMISSAL

Aggressive behavior from a child that is exhibited while enrolled at Timothy ECC shall be observed for detrimental effects on other children, the environment and the staff. If, after attempts are made to meet the aggressive child’s needs, and the aggressive behavior has not improved then discontinuance of enrollment will occur.

There may be times that a child’s behavior becomes so detrimental to the other children, the classroom environment and the staff that it is necessary to remove the children from the facility on a temporary or permanent basis.

BITING POLICY

Timothy Lutheran prides itself on treating each child as the individual that God created. We have a biting policy here at our school. This biting policy takes into consideration that each child is created uniquely. Understand that we consider the individual factors of each biting occurrence on a case by case basis. If a child bites, you can expect the following:

- An incident report sent home to the parents of the “biter”.
- An accident report sent home to the parents of the child who was bitten.

- An information packet sent home to the parents on the reasons children bite. (first occurrence)

Our goal is to keep all the children here at Timothy Lutheran ECC safe and healthy. We will protect each child in an equal manner and will take all necessary steps to ensure their safety.

A child may be expelled indefinitely from Timothy Lutheran ECC if biting continues. Age appropriate developmental factors will be addressed as part of the entire process. If you have any questions regarding this procedure, please feel free to call the school office and speak to the administrator.

NONDISCRIMINATORY POLICY

Timothy Early Childhood Center admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies and any other school-administered programs.

ADMISSIONS

1. For children enrolled in Fulltime & Part time preschool: health, medical examination report, and immunization forms MUST be filled out for each child, signed by a physician or registered nurse (working under the direction of a physician), and be on file within 30 days of admission.
2. All required enrollment forms are filed in the Administrative Office. These records will be regarded as confidential and will be released to designated individuals only with parental permission. All student records are kept for 3 years after a child leaves the program.
3. Please call the Early Childhood Center office (816) 228-5300 extension 8047 or send a written note concerning any of the following:
 - Change of address or phone number
 - Change in babysitter
 - Change in who will pick up your child (we will not release your child to anyone other than the parent/guardian without permission)
 - Absences: please notify the Early Childhood office as soon as possible if your child will be absent for any reason, including vacations.
 - Teachers are unable to receive telephone calls during class hours. We encourage you to leave a message so the teacher can return your calls at a later time.

SCHOLARSHIP OPPORTUNITIES

Member Scholarship - \$500.00

Automatic if a member of Timothy Lutheran Church

Multiple Child Scholarship

Automatic 10% for each child enrolled following the enrollment of the first child

Lutheran Church Worker

Automatic 50% for full time employee of Lutheran Church Missouri Synod

Automatic 25% for part time employee

Needs Based Scholarship

Up to half of tuition based on need

To Apply: contact Mary Beth Self at marybeths@timothylutheran.com

CHILD ABUSE REPORTING

In accordance with Missouri state law, our school staff is obligated, under penalty of fine or jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, or exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report be made when there is a reasonable suspicion of abuse.

TUITION

Parents with more than one child enrolled in **any** of Timothy ECC programs receive a 10% scholarship on the child with the lowest tuition amount.

***If your family has an unexpected financial hardship and is unable to pay tuition, please notify the School Administrator so that other arrangements can be made.**

Fees

There is an annual enrollment fee for all Part Time Timothy ECC programs. This fee covers the cost of, consumable education supplies, and curriculum used by the children. Guest speaker fees are all in house activities assessed for each child with the enrollment fee.

Preferred method of payment for tuition is automatic withdraws from either a checking account or savings account. There is no charge for this service. The form for this can be obtained at the preschool office.

All returned checks will be assessed the bank's fee of \$36. If two checks are received that have insufficient funds, all future payments must be made by money order.

If you are a full time family and using vacation time, contact the school office a minimum of 2 weeks in advance of your intended vacation date so we have time to stop the automatic withdrawal from your account.

All tuition payments are to be dropped off in the locked box located at the early childhood front desk.

Tuition Policies

Weekly Full Time preschool/childcare fees are due on **Monday** or the first day attended that week. **Payments not made by Friday are considered late, and an automatic \$15 late charge will be added.** If possible, please pay a week ahead!!!

FAILURE TO PAY TUITION FEES WITHIN 2 WEEKS WILL RESULT IN TERMINATION OF CHILD CARE SERVICES.

FAILURE TO PAY TUITION BY THE 30TH OF THE MONTH SHALL RESULT IN THE TERMINATION OF THESE SERVICES

ABSENCES

Please notify Timothy ECC if your child will be absent on his/her regularly scheduled day. For our Full Time Preschool parents, if you are running late for school, we ask that you call the school office **BEFORE 9:00** to assure that your child will have a lunch available to them when they come to school.

VACATION

Each child earns vacation for each full month they are enrolled in Timothy full time Preschool/Childcare. Vacation will begin accruing the **FIRST FULL MONTH** of attendance after the child is enrolled and vacation may be taken any time after the first month of enrollment. Our vacation time begins on August 1st; therefore, if the child starts school during the “school year” the 10 days of vacation will be calculated according to the schedule received at the time of enrollment. Any vacation **NOT TAKEN** will be **LOST!** Children **MUST** be absent from school in order to use vacation time. For vacation time beyond the 10 days, normal tuition is charged. **Advance notice** must be given to the Administrative Assistant, by email (carriek@timothy Lutheran.com) when the child is going to be absent. If you have any questions regarding the use of vacation time please call the school office.

WITHDRAWAL

Should a child need to be withdrawn from any Timothy ECC program, we ask to be notified as soon as possible so that another child on the waiting list may be offered the opportunity. At

minimum we require a 2-week written notice and fees are assessed to that date. Should a child who has withdrawn wish to re-enter the program, the enrollment fee is re-assessed. Should a child need to be withdrawn for a period of time and possibly re-admitted, his/her spot cannot be held or guaranteed.

ARRIVAL & DEPARTURE PROCEDURES

In order to assist you and your child when you arrive at Timothy ECC, we ask you to observe the following procedures:

- Sign the CHECK IN/OUT LOG. Write in the arrival time and any comments such as Picking up early, etc.
- Please, always ESCORT your child into his/her classroom, or the gym.
- Help your child hang up his/her coat.
- If necessary, sign MEDICATION FORM. Give medication to staff. (Make sure we have a doctor's note!)

In order to assist you and your child as you depart, we ask you to observe the following procedures:

- Sign the CHECK IN/OUT LOG on departure time.
- Check your child's cubby and/or folder.
- Pick up any medications.

When you enroll your child in Timothy ECC, you will be filling out a form to let us know who has permission to pick up your child. If your information changes, please notify us in writing immediately. We must have a note if someone is to pick up your child other than you, or the parent may call the school office and speak directly to the administration. (In an emergency situation, phone calls with this information will be accepted.) We will **check ID** of the person picking up your child.

We will release your child to authorized persons ONLY

A late fee of \$2.00 per minute will be assessed if you are late picking up your child from any of Timothy ECC programs.

GATHERING TIME

(Part Time Preschool only)

Preschool classrooms are locked until the session begins each day. Before class begins, the teachers are busy preparing their classrooms. We encourage parents and children to arrive 10 minutes before class begins to meet in the hallway with other parents for a "Gathering Time". This "Gathering Time" is a good opportunity for parents to get to know one another, share

ideas about parenting, and help children get comfortable being “at school”. We would encourage each of you to “gather” with other families in this informal way before class begins.

FAMILY COMMUNICATIONS

To keep families fully involved, Timothy ECC staff will use a variety of communication tools. This will be accomplished through:

- Written notes.
- Contacting the parent(s) by personal telephone calls.
- A monthly or weekly newsletter covering activities, upcoming events, and other information.
- Parent/Teacher conferences in the fall and spring.
- Email
- School Website www.timothylutheranschool.com

We encourage families to contact their child’s teacher or the administrative staff with any needs or concerns. Parent feedback is appreciated. Each spring a parent questionnaire is distributed to evaluate how we are doing.

GRIEVANCE POLICY

The education process at Timothy ECC is a cooperative endeavor of students, parents, staff, and administration. On occasion, complaints, or concerns about topics, styles, or happenings will arise between individuals. In the interest of continuous improvement and toward the goal of positive relations, grievances should be expressed according to the following guidelines:

- **First:** We take our guidelines from the Bible (especially Matthew 18). Participants in a grievance have an obligation to communicate honestly and directly with each other. Rather than focusing on a singular viewpoint, every effort should be made to understand the other person’s perspective. Communication between the involved parties will promote the most direct and effective solution.
- **Second:** If the concern is not resolved satisfactorily, then the matter should be brought to the school’s ECC Administrator, who can help process and mediate the situation. The ECC Administrator will strive to bring resolution to the matter. If the initial grievance involves the ECC Administrator, then the matter should be directed to the School Administrator who will help process the matter.

It is essential to maintain an atmosphere of mutual respect, trust, and open communication in this endeavor of education. Initiated discussions about grievances with other persons without a full understanding of the pertinent facts promotes misunderstanding, misrepresentation, and gossip. All persons have a right to be respected and treated as human beings and forgiven as children of God.

WHAT TO WEAR

Children should be dressed simply, practically, and comfortably, according to the weather. Remember we go outside every day, except in inclement weather. Your child should have appropriate clothing for outdoor play in all seasons. Please remember daily to send boots, gloves, hat, sweater, jacket, etc. and mark them with your child's name. It is much easier for your child to run, play, jump and develop gross motor skills if tennis shoes are worn. For your child's safety, **sandals, flip flops, crocs (garden clogs or gators, etc.) will not be permitted on the playground.** Your child will not be allowed to play on the playground if they are not wearing appropriate foot wear.

Our Body is a temple of the Holy Spirit. It therefore follows that as we present that body, it ought to be done in a decent and respectable fashion. We ask that our little girls wear shorts under any dresses or skirts that they wear here to school.

If your daughter/son has pierced ears we ask that they **DO NOT** wear any kind of earrings that hang down or dangle. **POST EARRINGS ONLY!!** This is a safety concern here at school.

WHAT TO BRING

The children enjoy sharing time in all our classes. However, we would like to suggest that your children bring **NO TOYS** to school.. We would like to encourage your child to bring favorite books, photographs and mementos on "Share Day" only. Please check with your classroom teacher as to what day that is. Please, no candy, gum, or food unless it is a special treat day and treats are provided for each child in the class. Once again checking with the teacher for any food specific allergies of children.

ILLNESS/HEALTH POICY

Your child's health is a matter of major importance to us. We want to protect your child and the other young children in our program. Children will be observed daily for any health concerns. A child who is ill cannot benefit from the school program and should be given the proper treatment at home to prevent spreading of illness at school. If symptoms of an illness are seen while the child is at school, a parent will be notified and asked to pick up the child immediately. If a child becomes ill at home, please telephone the preschool office and let them know the circumstances of the child's illness. By keeping your child at home, infections are not being spread to others and your child is not being exposed to other germs while his or her resistance to infection is low. Children who are ill or show symptoms listed below will not be allowed to remain in class. This list is just a suggested list as we cannot possibly list all reasons a child should stay home ill.

- Has a fever over one hundred one degrees Fahrenheit (101°F) by mouth or one hundred degrees Fahrenheit (100°F) under the arm
- Has vomited in the last 24 hours
- Has diarrhea with increased water in stool or cannot be contained by use of the toilet

- Has eye discharge or crust. A child with conjunctivitis must stay out for 24 hours after the prescription medication starts and until all redness and discharge is gone.
- Has a persistent cough (unless diagnosed as an allergy)
- Has head lice. Your child should remain home until treatment is completed and all lice and nits are gone.
- Has skin eruptions or rash (if contagious).
- Has a constant runny nose (unless diagnosed as an allergy)

In order to protect the health of all children in the Center, the staff reserves the right not to accept an ill child for the day.

IMMUNIZATIONS

Immunization records are monitored by the Jackson County Health Department and need to be kept current. Should your child contract a communicable disease, Timothy ECC needs to be notified. We will notify families of any exposure or a contraction of communicable disease within the program.

Timothy ECC needs to be made aware of any physical or health conditions that require on-going medication such as epilepsy. Other conditions that may not require medication, such as allergies and asthma, should also be indicated. It is recommended that they be indicated on the physical form.

If your child is not immunized for various reasons, you need to have the immunization exempt form on file, and signed by the physician.

ACCIDENTS

We will notify you IMMEDIATELY of any serious injury. Prompt arrangements will be made for medical treatment. In the event the parent cannot be contacted, prior authorization for emergency treatment will allow the student to be treated. If injury is not of a serious nature, we will do what is necessary to alleviate the problem. Also any treatment that we dispense will be recorded and available to parents. (Example: band-aid, temperature taken, wound cleansing, etc.)

MEDICATION

All medication shall be given to the child only with dated written permission from physician and parent. This includes prescription, over-the-counter, topical, etc. Fever-reducing products will not be given. Medication shall be in the original container labeled with the child's name, instructions, and the physician's name. Authorization forms are available. The doctor needs to say that we can administer it to the child.

The date and times of administration, the name of the person giving the medication and the quantity will be recorded on the medication form in your child's file.

Sunscreen is a non-prescription medication and we will need a release from the parent to apply sunscreen to their child. Please ask your child's teacher for this form if you have not already filled one out.

MEALS (Full Time)

Full Time children are provided breakfast, morning and afternoon snacks, and lunch. These meals/snacks are provided by the center and the cost is included in the weekly tuition. Timothy Lutheran Early Childhood Center will provide all food for the children. Therefore, NO outside food may be brought (except for birthdays and/or other parties).

Should your child have special dietary needs, a written note must be provided by his/her doctor. We must be made aware of ANY allergies your child may have. A note from the doctor is required. Full time families would need to bring their child's food, if food allergies or any dietary needs are present

Childcare adheres to the following meal schedule:

| | |
|-----------|--|
| Breakfast | 6:30 – 7:45 |
| AM Snack | 9:00 – 9:30 |
| Lunch | 11:30-12:00 for 2's and 3's/ 12:00-12:30 for 4's and 5's |
| PM Snack | 2:30 – 3:30 |

MEALS (Part Time)

Part Time Preschool has a snack time at each session. Parents provide the snack on an alternating basis. Part Time Preschool teachers will inform parents when it is time for each parent to provide a snack. Parents of preschoolers will be given suggestions as to what snack they should bring. Missouri law requires parents to buy commercially prepared snacks (except for birthdays and/or other parties). Please note the list below of acceptable snacks as quoted from the Missouri Department of Health. The teacher will inform the classroom parents of any food allergy or dietary needs of any child in the classroom

In order to help protect the health of the children in early childhood centers and to prevent food borne illnesses such as Hepatitis A and Salmonella, the Bureau of Child Care is requesting that the snacks be limited to non-potentially hazardous foods from an approved source as outlined in 19 CSR 40-60.090 (9) **(C) Missouri Department of Health Rules for License-Exempt Child Care Facilities.** Non-potentially hazardous foods are foods that are incapable of supporting bacterial or viral growth and are free of inadvertent contamination.

BIRTHDAY CELEBRATIONS

Birthday treats may be brought for a child's classmates if prior arrangements have been made with the teacher. We would also like to suggest that if your family would like to provide something extra in celebration of your child's birthday, that you consider buying a book or a toy for your child's classroom.

HOLIDAY CELEBRATIONS

Holidays are an exciting time for children and families. The holidays we celebrate are Christmas, when we focus on the birth of Jesus, Valentine's Day, and Easter, celebrating the Resurrection of Jesus and proclaiming that Jesus is alive!

NAPS/QUIET TIME (Full Time)

There will be nap/quiet time for all children enrolled in 2's, 3's, and 4's preschool/childcare. A cot and sheet will be provided for each child at nap/quiet time. Families should send a small blanket. Families may send a small, crib-sized pillow and soft friend to sleep with. These items from home are left in the child's cubby except at naptime.

CUBBIES

Each child is assigned a special cubby where his/her belongings can be stored. Please help your child place his/her personal items in their cubby. Periodically, we place parent communications in the cubby, so please check it daily.

MISSION/SERVICE PROJECTS

Timothy Lutheran School believes that we reflect the love that God has shown to us by sharing of ourselves with others. The Early Childhood Center and Elementary school staff will determine two mission/service projects to sponsor during the school year. Details of the project are sent home with the students who are invited to be a part of that project by contributing money or items to the cause. We hope to teach the students what it means to be a steward of the blessings we have received. If you have questions about a particular project, please speak with your child's teacher or someone in the office.

WHAT IS P.T.L.?

PTL is a parent organization that allows parents to become an integral part of the ECC/Elementary school program. If you as a parent are the kind of person who would do anything for your child, then PTL is for you!!

Parent involvement can change from making a few phone calls a month to serving as a chairperson of a committee. PTL realizes that time is most valuable to families, but even an hour a month can be helpful to the success of an event. Please consider volunteering and becoming active in this worthwhile parent organization.

WORSHIP & SUNDAY SCHOOL TIMES

If you and your family do not have a church home, you are always welcome at Timothy Lutheran Church. New member classes begin approximately every 3 months. Our regular weekly worship schedule, is:

North Campus- 425 NW R.D. Mize Rd.

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|-----------------|--|
| 6:00 p.m. | Saturday Worship Service |
| 8:00 am, 9:30am | Sunday Worship Services |
| 9:30am | Faith Roots, is a children's program for 3 years old to 5 th grade. |

South Campus- 301 E. Wyatt Rd.

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|---------|--|
| 10:30am | Service of Joy (Contemporary Worship Service) |
| | Faith Roots, is a children's program for 3 years old to 5 th grade. |

Wednesday night's we have a program called "Crosswalk" this program is for ages 4 years old through 5th grade. It meets from September to April from 6:30 – 7:30 p.m.