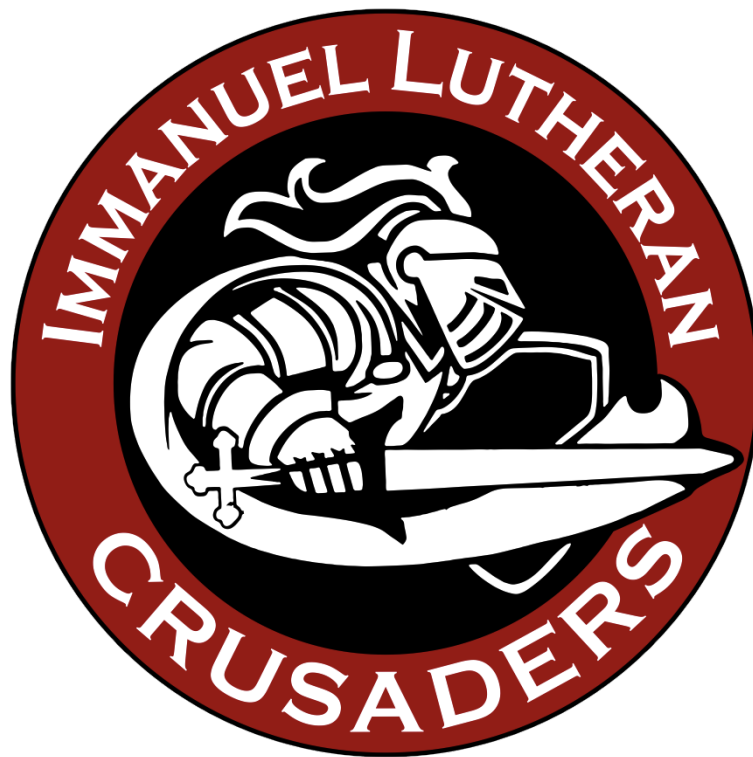


# Immanuel Lutheran School Infant & Toddler Program Family Handbook

2020-2021 School Year



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## **Mission Statement**

*Immanuel Lutheran School exists to make disciples for Jesus Christ and to enable academic achievement, according to God-given abilities, by providing a Christ-centered atmosphere, led by witnessing, committed instructors, staff members, and parents.*

Immanuel Lutheran School's Infant and Toddler program is a joint ministry involving our day school, congregation members, the staff, the family and the child.

Immanuel Lutheran School has been serving children and families with excellence since 1863. We have provided students with high-quality Christian care and education for over 150 years! In 1863, Immanuel Lutheran Church decided to establish an elementary school and Immanuel Lutheran School was opened. We have a rich tradition of teaching more than just academics to our students. We continue this tradition by teaching to the whole child-spiritually, academically and socially.

We believe that Christian education builds self-esteem with solid values that our students will appreciate and use the rest of their lives. Training students individually allows them to grow at a pace that challenges but does not overwhelm them. We foster a sense of accomplishment, necessary for every child. Not only will your child begin the steps toward academic excellence, but they will have fun doing it!

As parents enroll their children in our Infant and Toddler program, we would like to offer opportunities for worship at our church. This is our invitation to you to become a part of our extended Church family.

## **Philosophy and Purposes**

All who have been brought to faith in Jesus Christ are commissioned by Him to preserve and extend the Kingdom of God. It is no less true for children and for a Christian Day School. It becomes a corporate responsibility when Christians gather as a Lutheran School.

Christian education – applying God’s Law and Gospel to all aspects of life and learning – is a vital component of Immanuel Lutheran Church’s ministry. As a Lutheran Church body, we believe that “the most effective education agencies available to the church for equipping children and youth for ministry are the full-time Lutheran preschool, elementary, and secondary schools” (1983 Convention Proceedings, Res. 1-17). Immanuel Lutheran School works to accomplish five basic purposes:

1. **Education** occurs daily in all subjects to prepare children to serve God and people through their lives. The student’s faith in Christ is nurtured by the Holy Spirit through God’s Word.
2. **Worship** in Immanuel Lutheran School is not confined to the daily classroom devotion or to chapel worship experiences, but occurs throughout the day. Students are helped to grow in their prayer lives, learning to pray privately and corporately, whenever the need or as opportunities arise.
3. **Evangelism** is always present for and through the students who attend Immanuel. Students learn to witness naturally and effectively as they observe their teachers and other staff members. Through their Christian lives, students bear testimony to each other and their community. It is our deepest desire that students of unchurched families hear the Good News of Jesus’ love and share it with their families and friends.
4. **Fellowship** is enjoyed by all members of the school community. Students and staff accept one another as fellow members of the body of Christ. They play together, support, encourage, and witness to one another. The uniqueness of each person is recognized, and individuals are helped to achieve their full potential.
5. **Service** becomes a natural part of school life. The school community is led to help others not only in the school, but also in the community and the world. Teachers and staff encourage Christ-like compassion and love for all people. As opportunity permits, teachers, students, and parents volunteer to serve others together and separately.

## **Administration**

Immanuel Lutheran School is owned and operated by Immanuel Lutheran Church as an elementary Christian Day School for infants through 8th grade students. The administration of the school rests primarily with the Voters’ Assembly of the congregation of Immanuel Lutheran Church. The Voters execute their will through the Board of Christian Education. All major decisions and changes are carried out only with the approval of the Board of Christian Education and/or the Voters’ Assembly of Immanuel Lutheran Church. The Board of Christian Education consists of an elected Chairperson and a minimum of six appointed members from the Immanuel Lutheran Church congregation. The Principal, Pastor(s), and Assistant Principal are ex-officio members. The immediate supervision of the school is by the principal and members of the faculty. The administrator carries out the regulations and policies, adopted by the Board of Christian Education and the faculty.

## **Accreditation**

Immanuel Lutheran School is accredited nationally through the National Lutheran School Accreditation (NLSA) agency. The school also holds accreditation through the Missouri Chapter of the National Federation of Non-Public School State Accrediting Association. Copies of the annual accreditation reports are available upon request through the school office.

## **Staff**

At Immanuel, we provide a warm and nurturing staff. We know that each child is a blessing and a true gift from God. Our staff provides a safe and nurturing learning environment for all developmental stages.

Our staff members are CPR and First Aid certified. All have completed infant & toddler safety training and have background checks.

Our program follows all of the requirements of the state of Missouri for a license exempt facility.

## **Programs Offered**

### **Infant and Toddler Care**

Our child care program will be available from 6:30 am until 6:00 pm everyday for children 6 weeks to 2 years of age. This program can be scheduled on a full or part-time basis. We currently offer 2-5 days of care, depending on your family needs.

Children do not need to be toilet trained, our staff will work with the parents during this process.

We currently have 3 classes available; Infant (6 weeks +), Toddler 1 (typically 12 months +) and Toddler 2 (typically 2+ years). Classroom ages may be modified by age to fit the needs of our families and our program.

PLEASE NOTE: We are a state approved child care facility, not a babysitting/daycare service.

## Enrollment Fee & Tuition

### Enrollment Fee

A non-refundable enrollment fee of \$125 per child will be due at the time of registration each year. Families with both children in the Infant & Toddler program and Preschool through 8th grade will pay both enrollment fees/registration fees.

### Tuition

Tuition will be due weekly, bi-weekly or monthly depending on family circumstances. Families may pay through our Brightwheel app by either setting up an automatic withdrawal or paying through the app with a Credit Card (fees will apply). Families can also pay via check or cash. The amount due each week will be the same, unless school is off due to National Holiday or break. No refund will be made due to student absence (whether sick or vacation) or for emergency school closures.

### Weekly Tuition Rates

Infant 1 Room:

Toddler 1 Room:

Toddler 2 Room:

5 day	\$225		5 day	\$205		5 day	\$180
4 day	\$200		4 day	\$185		4 day	\$165
3 day	\$180		3 day	\$160		3 day	\$145
2 day	\$145		2 day	\$135		2 day	\$125

We understand that your child may not be able to attend every day due to illness, vacations or special stay-at-home days. We also understand that it can be frustrating to have to pay for the days your child will be absent. For this reason, Immanuel will give each family in the Infant & Toddler program the equivalent of one week's worth of your child's regular weekly tuition fee to be used when your child is absent. If your child attends 5 days a week, you will be given 5 days worth. If your child attends 4 days, you will be given 4 days worth, etc. You will need to notify the Infant & Toddler Director with a written notification informing her of when you plan to use these "free" days without being charged tuition. These days cannot carry over into the next school year and must be used during the current school year.

Immanuel's Infant & Toddler program will observe the following holidays and breaks in which the program will be CLOSED, tuition will still be due for these days:

Martin Luther King, Jr Day  
 President's Day  
 Memorial Day

4th of July  
 Labor Day

Immanuel's Infant & Toddler program will observe the following holidays and breaks in which the program will be CLOSED, tuition will not be charged for these days:

Wednesday before Thanksgiving  
 Thanksgiving Day  
 Friday after Thanksgiving  
 Christmas break (Dec. 20-Jan 2)

Spring Break (March 21-25)  
 Friday before Easter (April 15)  
 Monday after Easter (April 18)

# Immanuel Lutheran Infant & Toddler

## Calendar 2021-2022

### AUGUST

**18- OPEN HOUSE 5:30-7:30pm**

**23- First day of classes**

### FEBRUARY

**21- CENTER CLOSED (Presidents Day)**

### SEPTEMBER

**3- CENTER CLOSED Staff Professional Dev. Day**

**6- CENTER CLOSED Labor Day**

### MARCH

**21-25- CENTER CLOSED (Spring Break)**

### OCTOBER

**28-29 Parent/Teacher conferences**

\*\*\*Center still open, more details to follow\*\*\*

### APRIL

**15- CENTER CLOSED (Easter break)**

**18- CENTER CLOSED (Easter break)**

### NOVEMBER

**24-26 Center Closed (Thanksgiving break)**

### MAY

**30- CENTER CLOSED (Memorial Day)**

**31- CENTER CLOSED (teacher work day)**

### DECEMBER

**20-31 CENTER CLOSED (Christmas break)**

### JUNE

**1- First day summer session**

### JANUARY

**3- CLASSES RESUME**

**17- CENTER CLOSED (Martin Luther King, Jr. Day)**

### JULY

**4- CENTER CLOSED (4th of July)**

### AUGUST

**17-19- CENTER CLOSED (room transitions/cleaning)**

## **Educational Enrichment & Curriculum**

Our program is designed to meet the individual needs of each child. We provide age-appropriate activities and learning environments that will promote cognitive, physical, spiritual and social emotional growth in our students. We believe children learn best through play. That's why we create an environment for children where they can explore the world around them around every corner.

### *Religion-*

We provide "Jesus Time" daily. We use the One In Christ curriculum that contains Bible stories, songs and other various curriculum ideas and activities.

### *Music-*

Singing, Nursery Rhymes, listening, movement and rhythm activities are all encouraged in our classrooms.

*Reading, Literature and Language Development-*

ABC activities, story time, vocabulary and speech development daily.

*Arts and Crafts-*

Painting, coloring and playdough

*Science/Discovery/Sensory-*

Experiments, learning about the world around them, sensory objects

*Math-*

Counting, shapes, sorting, manipulatives

*Dramatic Play-*

Kitchen set, dress up, baby dolls, puppets

*Indoor/Outdoor Play-*

Soft Play will be used inside, playground equipment is available outside to develop gross motor skills

Skills will be checked throughout the school year and will be communicated to parents at the end of each school quarter. A student portfolio will be developed throughout the year and given to parents at the end of July of each year. Although your child will not have a scheduled parent/teacher conference, please feel free to discuss any concerns with your child's teacher or the program director at any time.

Throughout the year we teach social, emotional and readiness skills. Through different learning experiences and time around their peers, we believe children learn skills that will help guide them throughout the rest of their lives. We want to remind parents that social emotional growth is a continual process that children develop over time. Fostering these social emotional skills of your child will be our primary focus throughout the Infant and Toddler Program. We encourage our students to be dependent and to believe in their own abilities to help them succeed.

## **Communication**

### **Open House**

Each year before the school year begins, our program will hold an Open House where parents can meet the teachers and staff of our program. This is also a way for your child to visit his/her classroom before the start of the new school year.



### Brightwheel app

We will be utilizing Brightwheel, a childcare app designed to communicate with parents. Parents will be assigned a code once they sign up for the app and will use that code to sign their child in and out everyday. Staff members will be able to update parents on their child's classroom activities on a daily basis as well. More information will be sent home separately.

### Sign-In/Sign-Out

Parents will have their own special code through our Brightwheel app that they will use to sign their child in each day, and again to sign their child out each day. This will be required for safety and security purposes.

### Authorized/Unauthorized Pick-up

Only those persons authorized for pick-up through the Brightwheel app will be allowed to pick up children in our care. If parents wish for someone not listed to pick up their child, we **must** have a written note from the parent with the name of the person picking up. Staff will request identification upon arrival. This ensures the safety of our students and our staff.

### Change in personal information

Please remember to contact our Director with any changes to your address, phone and/or email. This helps us to reach you in a timely manner when necessary. You may update through our Brightwheel app, however please inform our Director as well.

### First Day of Attendance

The first day of attendance can be overwhelming for both a young child and their parents. We encourage positivity on your part to help your child realize they are safe and it is okay to stay. If your child should be hesitant to stay, parents may stay for a short period of time at drop off, however lingering too long can make it harder to leave. Your child's teacher will be able to help you know what to do. Our staff will be able to send a picture or text to let you know your child has calmed down after your departure.

### Parent/Teacher Teams

We truly believe that we are a partner with our parents! Open communication between teachers and families is vital to our student's success. Please always keep us informed of any changes in routines, family situations or health issues that might affect your child's behavior or progress. This will help us to make positive modifications as needed. Our staff will likewise keep you informed of any observed changes we see.

## **Illness**

Please check your child's health before bringing them to school. If your child has any suspicious symptoms, we request that you keep them home. Please notify us if your child is ill or have a communicable disease so other parents and our staff can be informed as necessary. If your child is

observed with any of the following symptoms, we will notify you and your child will be sent home.

- \*Fever of 100.4 degrees Fahrenheit or higher
- \*More than one abnormally loose stool
- \*Red or blue in the face or making a high pitched croup or whooping sounds after coughing.
- \*Difficult or rapid breathing
- \*Yellowish skin or eyes
- \* Severe cold symptoms, including runny nose with thick, colored mucus
- \*Consistent Cough
- \*Tears, redness or eyelid lining or irritation, followed by swelling or discharge of pus.
- \*Unusual spots or rashes
- \*An infected skin patch; crusty, bright yellow, dry or gummy areas of the skin
- \*Unusually dark or tea colored urine
- \*Headache or stiff neck
- \*Sore throat or swallowing difficulty
- \*Vomiting
- \*Severe itching of body or scalp or scratching of the scalp which may be symptoms of lice
- \*Lethargic
- \*At the discretion of the teacher or director who observed that the child was not behaving normally, and might need to be at home and/or seen by a doctor.

If a child becomes ill at school, the parents will be notified and expected to provide pick up for the child within one hour. Please be sure to keep your child's "Emergency Contact Information" up to date via the Brightwheel app.

Children must be fever free (with no medications) and symptom free for 24 hours before returning to Immanuel Lutheran School.

Minor injuries such as scratches, scrapes, insect bites, etc will be treated by the early childhood staff as necessary. Typical first aid for abrasions and scratches is to wash the area with soap and water, then cover with a band-aid. Please notify the Infant & Toddler Director if your child has an allergy to certain band-aids.

Any serious injury/head injury will be reported to the parents immediately so that appropriate action may be taken.

If a major injury occurs, the staff will immediately call for professional help (911). In addition, parents of the child will be notified immediately. If an emergency is such that immediate transportation to the hospital is necessary, a staff member will accompany the child until parents arrive.

## **Medication**

If a child needs to take oral medication, including over the counter drugs while in our care, the following procedure must be followed:

- The medication must be in its original container and labeled with child's name.
- Prescription medication may only be dispensed by the Infant & Toddler Director, Principal or School Secretary upon written request of the parents. Parents will need to complete a "School Medication Authorization Form". This should include both the parent's and physician's signature. Parents must deliver all medications directly to the staff and pick up all medications when no longer needed at school, or when a refill is required. Medications can not be transported in backpacks.
- Medications will be stored in the 'Medical cabinet' in each classroom. Epi pens & inhalers will be kept in the classroom tote to be carried with class at all times.

## **Allergies**

Parents must inform the Infant & Toddler Director of any known allergies their child has. Allergy information will be posted in each classroom and also in the kitchen.

Missouri State Medical forms should be completed by your child's physician and must be in our files. Your child's immunization record will be included.

## **Policies**

### **Policy Decisions**

The Director, in conjunction with the School Principal and the Board of Education, will make decisions concerning tuition, hiring, school policies and procedures.

### **Admissions**

Immanuel Lutheran School exists to serve families and to further the mission of Immanuel Lutheran Church. While our purpose, personnel, and program are centered on the task of assisting the Christian families and the membership of the Immanuel congregation in educating children, all families (as class size permits) are invited to enroll children. The following order of priority applies for students enrolling/re-enrolling in our program:

1. Families with children currently enrolled in the Infant & Toddler program
2. Children of Immanuel Lutheran Church & School families
3. Siblings of Immanuel Lutheran school students
4. Community members

### Entrance Policy

The school does reserve the right to deny enrollment if, in the opinion of the administrator and other support personnel, the needs of a child cannot be met at Immanuel. The best interest of the child and other students is always the primary concern.

Immanuel is a private organization and therefore receives no state funding for our infant and toddler programming. Private tuition funding does not allow us the income resources to employ staff with special education training.

### Withdrawal

Your child's enrollment is for the entire school year. If you need to withdraw your child from our program, we need to be notified in writing two weeks in advance.

Children who are absent for two consecutive weeks or more without proper notification will be automatically withdrawn from the program. An additional enrollment fee will be necessary to re-enroll if space is available.

Families that fall more than two weeks behind on their tuition payments without making proper arrangements with the Director may be withdrawn from the program.

### Age Advancement

Children who are 6 weeks old and under 1 years old on or before July 31 qualify for the Infant Class.

Children who are 12 months old on or before July 31 qualify for the Toddler 1 class.

Children who are 21 months old on or before July 31 qualify for the Toddler 2 class.

\*\*Students do not need to be toilet trained. The staff will work with the children individually along with the parent's assistance to help the child be successful.

### Injuries

For minor injuries, necessary care will be administered by the staff. Such care involves cleaning and bandaging of minor cuts and scratches and application of ice packs on minor bumps and sprains.

All other medical injuries will be considered major and will be treated according to the following procedures:

1. Administer first aid and contact emergency medical personnel as necessary
2. Notify and secure assistance from the Director, teacher, school secretary or principal immediately.
3. Notify the parents or doctor specified on child's emergency contact
4. Remain with the student until parent is able to assume responsibility

### Immunizations

All children enrolled in Immanuel Lutheran School's Infant & Toddler program must provide satisfactory evidence of immunizations or exemption from immunization to school officials prior to admission of classes. Immunization must follow the guidelines established by the Missouri State Board of Health. A copy of the child's immunization must be kept on file at the school.

### Discipline

The staff at Immanuel Lutheran has the sincere desire to build and maintain a positive teaching and learning environment. It is expected that staff will give witness to their Christian faith in their daily living. The staff at Immanuel will encourage and reinforce positive behavior. Early Childhood discipline will be handled in the following manner:

1. The child will be spoken to on an individual basis. Teacher/aide will redirect the child.
2. Correct behavior choices will be demonstrated.
3. Quiet area-separating child from the situation.
4. Removal from an activity when appropriate.
5. Reporting to the parent immediately and developing a plan to correct the situation.
6. If behavior continues, a conference will be set up between the parent, teacher and director.
7. After all options have been exhausted, and the behavior is still not solved, the school principal will be brought in and possible termination of care will be considered.

**\*\*Each situation will be handled on an individual basis\*\***

### Physical Harm

The above discipline procedure will also be followed if a child physically harms another child/staff member.

### Rough/Violent Play

We do not allow rough or violent play in our center that encourages the use of pretend weapons, violent action heroes, wrestling or fighting.

### Grievance Policy

When a parent has a grievance against a member of the staff, the individual shall follow the Christian example found in Matthew 18 and shall first voice the grievance in person to that individual. If the problem is not resolved by going personally to the individual, Jesus said to get a responsible person to help resolve the issue. The parent may then discuss the matter with the director in a private, personal conference. The director will notify the school principal of the matter. If the matter still remains unresolved after following the above two steps, the individual is to speak personally to the chairperson of the Board of Christian Education. At no time shall the parent or student voice a concern outside his / her immediate household before fulfilling the above steps!

Anyone not following this procedure, or in any way causing or prompting adverse publicity concerning Immanuel Lutheran Church and School, may subject their children to being withdrawn from the program for a period up to five days. If the matter continues to be handled contrary to policy after this time, the family will be requested to meet with the Board of Christian Education to discuss continued enrollment.

This policy is not to be construed as an effort to close the door of communication between parents, students, and school. On the contrary, it is an attempt to channel grievances in a Biblical manner. All legitimate concerns will be received with all due consideration so that a satisfactory solution may be found.

*“If your brother sins against you, go and show him his fault, just between the two of you. If he listens, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan and a tax collector.” Matthew 18: 15-17*

## **Procedures**

### **Arrival**

Each child must be brought to their classroom by an adult. The child will be signed in using the Brightwheel app. Parents (or whomever is dropping the child off) can let the staff know of any pertinent information for that day at drop off.

### **Dismissal**

If parents are picking their child up before 3:15 pm, they can come in through the main school doors. However, for pick up later than 3:15, parents may pick up on the east side of the school near the Early Childhood playground.

### **Snow Day/Weather Conditions Closure**

Television stations KMOV (CBS), KSDK (NBC), and KTVI (FOX) announce school closings. The stations will mention our school (Immanuel Lutheran School, Washington) by name. Parents will also receive a text notification through the Brightwheel app. If Immanuel is not mentioned by name, parents are to assume we will be in session.

It is our desire to have classes on regularly scheduled school days and to follow the printed school calendar as closely as possible. If school is held on a day when roads or travel conditions could be a concern, parents are to make the best decision for themselves and for their children

### **Dress**

Please send in at least one extra set of clothes for your child. Please be sure that clothing is appropriate for the season and that your child has not grown out of them.

Please send your child in appropriate clothing for the weather each day. We will go outside everyday (weather permitting), even if only for a few minutes, so please be sure to send in jackets, coats, hats, gloves, etc, when needed. We will use the chart below to help decide if we will go outside in unfavorable weather.

## Understand the Weather

### Wind-Chill



- 1° is **chilly** and generally uncomfortable
- 1° to -10° is **cold**
- 10° to -17° is **very cold**
- 17° to -30° is **bitter cold** with significant risk of **frostbite**
- 30° to -51° is **extreme cold** and **frostbite** is likely
- 51° is **frigid** and exposed **skin will freeze** in 1 minute

### Heat Index



- 26° or below is considered **comfortable**
- 32° beginning to feel **uncomfortable**
- 37° **uncomfortable** and may be **hazardous**
- 43° considered **dangerous**

All temperatures are in degrees Celsius

# Child Care Weather Watch

Wind-Chill Factor Chart (in Celsius)										
		Wind Speed in km/h								
		Calm	8	16	24	32	40	51	56	64
Air Temperature	4°	4°	2°	1°	0°	-1°	-2°	-3°	-3°	-4°
	-1°	-1°	-4°	-6°	-7°	-8°	-9°	-10°	-10°	-11°
	-6°	-6°	-10°	-12°	-14°	-15°	-16°	-17°	-17°	-18°
	-12°	-12°	-17°	-19°	-21°	-22°	-23°	-24°	-25°	-26°
	-17°	-17°	-23°	-26°	-28°	-29°	-30°	-32°	-32°	-33°
	-23°	-23°	-30°	-33°	-35°	-37°	-38°	-40°	-40°	-41°

Comfortable for out door play
  Caution
  Danger

Heat Index Chart (in Celsius)														
		Relative Humidity (Percent)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Air Temperature	26°	28°	29°	30°	31°	32°	32°	33°	34°	35°	36°	37°	38°	39°
	29°	32°	33°	34°	36°	37°	38°	39°	40°	41°	42°	43°	44°	45°
	32°	37°	38°	40°	41°	42°	43°	45°	46°	47°	49°	50°	51°	53°
	34°													
	38°													
	40°													

## Meals

Breakfast, snacks and lunch will be provided for our toddlers each day. Breakfast will begin at 7:45 am and end promptly at 8:15 am. Two snacks will be provided each day at 9:15 am and 2:45 pm. Lunch will be provided at 11:00 am. A menu will be sent home to parents each month with meal options.

Parents with infants are asked to provide breastmilk or formula each day and also to send in any baby food their child will need for that day.

## Items needed from home/Supplies List

*Please make sure each item is labeled with your child's name*

### Infants

Diapers and Wipes

2 full changes of clothing, including socks

Bottles/Formular/Baby food

1 -1.5 inch binder

Package of sheet protectors

1 box of tissues

Pack of 3 paper towels

### Toddler 1 & Toddler 2

Diapers and wipes (if needed)

1 complete change of clothing (in ziploc bag with name on it)

Extra pair of shoes

Extra pacifier if your child uses one at naptime

Pillow and blanket for nap time\*\*

Back pack

Favorite stuffed animal for nap time\*\*

1 8 count crayola Jumbo crayons

2" inch binder

Package of sheet protectors

Package of 3 colors of play-doh

1 box of tissues

Pack of 3 paper towels

\*\*Rest time Items will be sent home at least every week for laundering, possibly more often as needed\*\*



**Please sign and return to your child's teacher**

ACKNOWLEDGEMENT

I, \_\_\_\_\_,

THE PARENT/GUARDIAN OF \_\_\_\_\_  
HAVE READ, UNDERSTOOD AND AGREE TO ABIDE BY THE Immanuel Lutheran Infant & Toddler  
PARENT HANDBOOK.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_