

Mt. Calvary Lutheran Church and Preschool

800 North Franklin
La Grange, TX 78945
(979) 968-5913

PARENT HANDBOOK



"Let the Little Children come to me, and do
not hinder them, for the Kingdom of God
belongs to such as these.

Mark 10:14

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GENERAL INFORMATION

ADMINISTRATION:

Mrs. Janice Teinert Director

ADDRESS:

800 North Franklin
La Grange, TX 78945

TELEPHONE:

Educational Bldg. 979-968-5913
Church Office 979-968-3938

AGES:

We offer the following age groups:

2 Year olds
3 Year Olds
4 Year olds

DAYS:

Monday - Friday 5 day program
Tues./Wed./Thurs 3 day program

HOURS:

Early drop off time 7:30 a.m.
Full Day Program 8:00 a.m. - 5:00 p.m.
Half Day Program 8:00 a.m. - 12:00 noon
Pick up time 5:15 p.m.

MISSION:

To provide Christian Ministries that lead children and families into a personal relationship with Christ and service to others in His name.

"Committed to reaching out with LOVE OF JESUS."

FOREWARD

The purpose of this handbook is to acquaint the parents and the children of Mt. Calvary Lutheran Preschool with our aims, practices, and general operation. It is hoped that it may serve for a better understanding of our preschool program. Anyone desiring further information and clarifications should contact the school office. (968-5913)

INTRODUCTION:

Mt. Calvary Lutheran Preschool was established in 1981. The school is licensed by the Texas Department of Protective and Regulatory Services. Mt. Calvary Lutheran Church & Preschool is a non-profit organization. All monies go to the operation of the Preschool. Our Preschool is a loving, caring body of believers devoted to Christ, His Church, His teachings, and His ministry.

PRESCHOOL PHILOSOPHY

Mt. Calvary Lutheran Preschool ministries are to help each child realize the Love God has for him/her through our Savior Jesus Christ, and each child will be guided in love to grow in his/her daily life as a Child of God.

Jesus the Master Teacher, said, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these." It is our prayer that through the efforts of loving teachers, staff and volunteers, that the children God sends to us will come to know Jesus as their Savior and Friend. It is our desire that each staff member, by fulfilling Jesus' command to "Feed my lambs" (John21:15), will be instrumental in making each child feel secure in God's world.

With this purpose in mind, namely, to bring children to Jesus, we strive to work cooperatively with parents to meet the needs of their children and family.



PARENT COMMUNICATION

Parents are welcome to visit the Preschool at any time during our hours of operation to observe their children, the Preschool's operation, and program activities. We encourage those parents who want to participate in the Preschool's activities by volunteering their time and talents, to speak to the Director. We will be happy to answer any questions you may have and would love to hear what you like best about the program. The teachers or directors will be happy to discuss any questions or concerns about the policies and procedures at our school. A copy of the Minimum Standards is kept in the Director's office and is available for review by the parents. The most recent Licensing inspection report is posted by the Director's office. Parents may contact the local Licensing Office at 512-753-2272, the Abuse and Neglect Hotline at 1-800-252-5400, or the Texas Department of Family and Protective Services at their website www.dfps.state.tx.us

GOALS

Our goals are to have each child:

1. Develop a positive self-image
2. Develop a sense of sharing, caring, loving, and kindness
3. Be able to express him/herself in various ways
4. Develop into a physically fit young child
5. Attain positive attitudes toward learning
6. Grow in the knowledge of Jesus, their Savior

ACTIVITIES

All children are offered the following activities:

Jesus Time	Art Activities
Music and Rhythm	Science Experiments
Stories and Books	Language Art Experiences
Math Manipulatives	Dramatic Play Materials
Large and Small Muscle Exercises	Chapel
A large fenced-in yard for free and directed outdoor activities	

OPERATIONAL POLICIES

The Board of Preschool sets the policies of Mt. Calvary Lutheran Preschool. This is a group of elected church members who serve two-year terms. Questions regarding policy may be addressed to the administrative staff.

Parents will be notified in writing of any changes to our operational policies and enrollment agreement. At that time at least one copy of updated operational policy must be signed and dated by parent.

AGE REQUIREMENT

We are licensed to care for children 2-4 years of age. The children are divided into groups according to the age they will be eligible for kindergarten. Children must be 2,3, or 4 years old on or before the First of September for enrollment into those classes.

2-YEAR-OLD REQUIREMENTS

Children that are in the two-year old program may not bring bottles or pacifiers to school. Parents are responsible for bringing diapers and wipes.

3-YEAR-OLD REQUIREMENTS

Children that are in the three-year old program must be potty trained.

ENROLLMENT

Mt. Calvary Lutheran Preschool does not discriminate due to race, color, sex, national or ethnic origin. While Mt. Calvary Lutheran Preschool does not wish to exclude any child, the admission of children with special needs or disabilities will be decided on an individual basis. The Preschool Director, the Board of Preschool and the parents will be responsible for taking the following factors into consideration:

1. The nature and extent of the disability
2. The amount and feasibility of the necessary modifications
3. The amount of staff training that would be required
4. The amount of barrier removal measures that would be required

The following materials are required for enrollment:

1. Completed Admission Information Form (Texas Department of Family and Protective Services: Form 2935)
2. Mt. Calvary Enrollment Information
3. Immunization Record
4. Birth Certificate (copy)
5. Financial Agreement Form
6. Registration Fee
7. Parent Signature (Read and Understand policies in Parent Handbook.)

Please let the director know immediately if there are any changes to the Enrollment Information, so that we are able to stay up-dated and in touch with you at all times. Parents must sign and date the updated information. (For Example: Change of telephone number, change of address, change of doctor or hospital, change of names to whom your child may be released, etc.)

HOURS OF OPERATION

1. Mt. Calvary Preschool is open from 7:30am until 5:15 pm. Monday through Friday. A late fee will apply for children picked up after 5:15pm. The late pick-up fee will be \$1.00 per minute-per child.
2. In the event of an emergency such as ice, snow or other adverse weather conditions, the Preschool may dismiss early or be cancelled. Please listen to KBUK La Grange (104.9) for the most up-to-date information.

HOLIDAYS

The Preschool will be closed for holidays, which are indicated on the school calendar.

TUITION AND FEES POLICY

1. Monthly tuition is due on the 1st of each month, but may be divided into two payments, one on the 1st and the other on the 15th. Payment received after the 15th, will be assessed a late fee of \$5.00 per child. If payment is not made during the following week, your child will not be accepted for further care the following week. (Unless prior arrangement has been made with the Director.)

2. A 10% tuition discount is given if a family has two or more children enrolled at the Preschool (discount given to 2nd child, etc.), are a member of Mt. Calvary Lutheran Church, a member of the Preschool Board, or a staff member. Only one discount applies.
3. A \$25 fee will be charged on all returned checks.
4. Tuition is due even if your child is ill or on vacation.

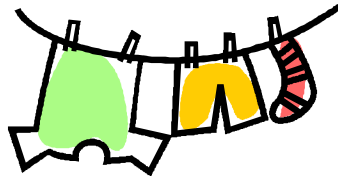
SIGN-IN/SIGN OUT (RELEASE POLICY)

1. It is the Parent's responsibility to bring the child into the Preschool.
2. Parents must pick up the child in the Preschool. Children will not be released to older brothers and sisters less than 12 years of age.
3. While a parent is at the Preschool, they are responsible for their child/children.
4. Parents must notify the Preschool if someone other than those designated on the enrollment form will be picking up the child.
5. If a parent or adult is under the influence of alcohol or drugs when the child is picked up, the child will not be released to that person.

CLOTHING

Children should come to the Preschool comfortably dressed in washable play clothes. We suggest that you do not send your child wearing a belt, overalls, or other clothes that are difficult to remove quickly. Children who are busy playing wait until the last minute to ask and go to the bathroom. If it takes time to get clothes off, even with the teacher's help, it is sometimes too late to prevent an accident. Tennis shoes are preferred.

We ask that you keep a complete set of extra clothes at school, including: shirt, pants/shorts, underwear, socks and shoes. Make sure that these items are clearly labeled.



TOYS

We ask that your child not bring toys to school. We feel bad when toys are accidentally broken or lost. Each class has a special time when they are allowed to bring toys for show and tell.

FUNDRAISERS

Mt. Calvary Preschool does fundraisers throughout the year to raise money for classroom items, the playground, and teacher training. Some examples are: Breakfast booth at Fayette County Fair (donated items from parents and other organizations), Little Caesars Pizza Kits and Little Lamb Cookie Dough. Fundraisers are not mandatory; they are strictly on a volunteer basis.

MEALS AND SNACKS

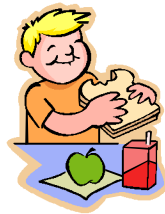
Morning snack is served at approximately 8:30 am and an afternoon snack is served at approximately 2:45 pm. Nutritious lunches are served, \$2.00 per lunch. A monthly menu will be provided. Your child may also bring their lunch.

Parents may bring cakes, cookies, cupcakes or donuts, etc. for birthdays. Please notify the teacher or director before bringing them.

Breakfast may be brought to the Preschool for those children who arrive early; however, breakfast will only be allowed from 7:30am-8:00am.

If your child will be arriving after 9:00am, please call and let us know so that they can be included in the lunch count.

Candy and gum are not allowed to be brought to the preschool, except for special occasions.



DISCIPLINE & GUIDANCE

A child's good behavior is recognized and encouraged through fair and consistent rules. Some of our rules are as follows:

1. LISTEN CAREFULLY
2. FOLLOW DIRECTIONS
3. USE INSIDE VOICES
4. RESPECT OTHERS
5. RESPECT SCHOOL AND PERSONAL PROPERTY
6. WORK AND PLAY SAFELY

A child who breaks the rules will be given verbal warning. If verbal warnings and redirection are not effective, the child will be removed from the group until such time as he/she can control his/her emotions and behavior. Periods of "Time Out" may be administered approximately a minute for each year of age of the child.

Below are the State Guidelines we follow as listed in the Minimum Standard Rules for Licensed Child-Care Centers:

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding;
3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon the unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements
3. Redirecting behavior using positive statements;
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

DISCIPLINE & GUIDANCE (continued)

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed;
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

IMMUNIZATION REQUIREMENTS

Each child enrolled must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas. Documentation acceptable for immunizations records must have been validated by a physician or other health-care professional with a signature or a rubber stamp. It should include the child's name, birth date, number of doses, type of doses, and month, day, and year the child received each vaccination. It may be a photocopy.



VACCINE REQUIREMENTS FOR TEXAS CHILDREN

The state of Texas requires that your child have updated shot records to be in any school program in the state of Texas. The vaccine requirements are listed in this handbook.

HEARING /VISION SCREENING

Students who are four years of age or older when school begins must be screened for possible hearing or vision problems by a Physician within 120 calendar days of enrollment and will be kept in the child's file.

ILLNESS/INJURY

When a child becomes ill at the Preschool, the welfare of the child and the consideration of others is our first concern. The child will be separated from other children and given staff supervision until he/she is picked up. Fever, diarrhea, and vomiting are common symptoms necessitating a child's removal from the Preschool.

Emergency phone numbers must be on the child's information form in the event parents cannot be located to come for the child. In case of sudden acute illness or serious injury, emergency medical care shall be obtained and the parents notified as soon as possible. An Incident/Illness Report form will be completed on injuries requiring medical attention by a health-care professional.

Note: If we send your child home with fever, diarrhea, or vomiting, your child will not be allowed to return for at least 24 hours. We ask that you keep them home for 24 hours after symptoms have subsided as not to infect the rest of the Preschool.

ILLNESS

Parents cannot admit an ill child for care if one or more of the following exists:

1. The illness prevents the child from participating comfortably in child-care Preschool activities including outdoor play.
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
3. The child has one of the following, unless medical evaluation by a healthcare professional indicates that you can include the child in the child-care center's activities:
 - A. Oral temperature of 100.4 degrees or greater
 - B. Armpit temperature of 99.4 degrees or greater
 - C. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores, behavior changes, or other signs that the child may be severely ill.
4. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.



MEDICATION

1. Medications will be administered only if the medication chart has been filled out and signed by the parent or guardian. (Chart is located on the wall near the kitchen door)
2. Prescription medication must be in its original container, labeled with the child's name, date, instructions, and the physician's name.
3. Parents are to reclaim the medication when the child no longer requires the medication.
4. Nonprescription medication must be labeled with the child's name, date the medication was brought to the Preschool, and instructions.
5. We will dispose of or return medication with expired date to parent.



CHILD ABUSE

The Director and staff of Mt. Calvary Lutheran Preschool are required by law to report suspected child abuse, exploitation, and neglect cases.

NAPTIME

The Preschool will provide a supervised sleep or rest period, for 1 $\frac{1}{2}$ to 2 hours, after lunch for all children who are in our care. Parents are to provide a nap mat, small pillow and blanket for rest time (please be sure to clearly label all items). These are to be taken home weekly for laundering and returned the following week.



BIRTHDAY INVITATIONS

Invitations to parties may be distributed in the classroom, provided they are given to all members in the class.

FIELD TRIPS

Parents will be notified of any field trips indicating when and where the child will be going, and when the child is expected to return to the child-care center. The notice will be posted at least 48 hours in advance of a field trip. A signed permission slip for the child to take a field trip is required. For some field trips we rely on parent drivers. If drivers are needed the teacher will indicate it on the permission slip. Mt. Calvary Preschool uses the CARTS bus for transportation to the Fayette Public Library, a CARTS bus waiver must be signed.



COMMUNICABLE DISEASE CHART

<u>DISEASE</u>	<u>READMISSION CRITERIA</u>
Fever	When fever subsides for 24 hours
Diarrhea/Vomiting	Symptom free for 24 hours
Chicken Pox	When all blisters have crusted over
Common Cold/Flu	When fever subsides for 24 hours
Head Lice	When one medicated shampoo treatment is given and hair is free of nits.
Impetigo	When treatment is begun
Infectious Hepatitis	After one week from onset of illness
Meningitis	Written release by physician
Mumps	Nine days from onset of swelling
Pink Eye (Conjunctivitis)	Release by physician
Poliomyelitis	Written release by physician
Rubella (German Measles)	Four days from appearance of rash
Streptococcal infections, Scarlet	Treatment underway for 24 hours

Please complete the information below and return to your child's teacher:

I have read and understand the enrollment, discipline, and operating policies of Mt. Calvary Lutheran Preschool as stated in the Enrollment Forms and the Parent Handbook.

Child's Name _____

Date _____

Parent Signature _____