



# Parent Handbook



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*"Raising Up Families and Followers of Jesus Christ"*

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# Curriculum

## Philosophy and Major Objectives

Faith Lutheran Childcare (FLCC) is a center where we believe in teaching to the whole child's growth and development: spiritual, social, emotional, cognitive, and physical. We provide a safe caring environment in which your child can grow and explore the world around them. We believe that children learn best in a positive setting that includes appropriate activities. We value the learning that happens through play, and we value the creativity and curiosity of your child. We believe your child should be loved, valued, and accepted as an individual.

FLCC is here to provide a quality education and help strengthen the faith and character of the children enrolled. We feel that in order to provide the best education possible, it is necessary that Christian values permeate the entire curriculum and all activities. FLCC is here to assist our school families as well as our community with quality childcare. With this in mind, we have the following curriculum objectives for our childcare center.

- Assist the child in:
  - Developing a relationship with God.
  - The growth of a positive self-concept by providing a warm and compassionate classroom, encouraging independence, and responding to both academic and emotional needs.
  - Social growth with others by providing interactions between peers, helping with language between children, showing them ways to enter into play and teaching how to talk through problem solving.
  - Cognitive development by providing age appropriate activities for math, writing, reading and science while helping them learn life skills through problem solving activities.
- Physical development by providing opportunities for physical activity both indoors and outdoors to develop muscles and balance.

*Parents are welcome to visit our center at any time.*

## Religion

FLCC is operated by Faith Lutheran Church & School. The goal of our childcare program is to provide a quality Christian education for all of our children. Therefore, we include Christian training, prayers, Bible stories, and other religious activities.

## **Culturally Responsive Caregiving**

As a childcare center, we promote acceptance of diversity by providing racially diverse learning opportunities as demonstrated by our curriculum, activities, and materials that represent all children and families.

## **Registration**

### **Procedures**

All registration forms required by FLCC must be submitted *before* admission. These forms include: Childcare Registration or Faith Lutheran School Application for Admission, Emergency Consent, Allergy Information, Washington State Certification of Immunization or Certificate of Exemption (signed by doctor) and Pledge of Cooperation. All records are kept confidential.

Parents must notify us of any change of address, place of employment, or phone numbers, so they can be reached in case of illness or emergency.

There is a registration/material fee for all children using childcare. For those using drop-in care, the fee is applied after three visits.

FLCC is open from 6:00 a.m. until 6:00 p.m. (Caterpillar Room from 7:00a.m to 6:00 p.m.) Monday through Friday. Our center follows the same calendar as Faith Lutheran School. We are closed the following holidays:

- President's Day
- Easter Monday or Friday
- Memorial Day
- Independence Day
- Veteran's Day
- Labor Day
- Thanksgiving Day & the day after
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day

We begin summer care two business days after Faith Lutheran School's last day of school.

We are closed four days before school begins in the fall.

Check the school calendar for school and childcare closures.

## Fees

Childcare fees are divided into two categories:

- Monthly rates for children in childcare on a regularly scheduled basis.
- Drop-in rates for children that use childcare on an as-needed basis.

For children using childcare on a regularly scheduled basis during the school year, monthly rates are billed from September through June. For children enrolled in childcare for the summer, rates are billed on a monthly basis in July and August.

The Childcare Director must be notified in writing two weeks in advance of a child's withdrawal or a change in the days attending childcare.

Monthly rates are not pro-rated or refunded for days missed due to absence or vacation.

Current rates are available in the childcare room or school office.

**The monthly fees are due by the 5<sup>th</sup> of each billing month.** We will give you until the end of the billing month to pay your bill or set up a payment arrangement with our Financial Administrator. If you are unable or chose not to do either of these options then your child will not be able to attend childcare starting the 1<sup>st</sup> of the following month. Your child may return once the bill has been paid or payment arrangements have been made. During the time of your absence, you will not be charged any additional fees until your return. If you again chose not to set up payment arrangements and follow them or pay the past due bill by the end of that month, you will lose your spot in the childcare and your past due bill will be sent to collections. **Financial Administrator, Jenn Bache: [j.bache@faithcampus.org](mailto:j.bache@faithcampus.org)**

### **Parent Handbook/Photo Release**

Each family in our center will receive a copy of our current parent handbook. We keep a signed copy of the parent handbook acknowledgement and photo release form in each child's file.

## Policies

### **Drug- and Alcohol-Free Workplace**

Faith Lutheran is a drug-free work environment. Tobacco, vaping, alcohol, and cannabis are not allowed on the premises during operating hours.

### **Expulsion**

At times, a child may not be a good fit for our center and asked to leave, but only after taking the following steps:

1. Contact parents about concerns and what is happening during the day with their child.
2. Meet with the parents a minimum of three times to discuss a plan of action that supports and encourages the child to change his/her behavior.
3. Child may be asked to take a day off from childcare.

If the behavior continues after the above steps are taken, the child may be asked to leave.

## **Non-Discrimination**

FLCC is open to all that desire Christian care for their children. FLCC admits children of any race, color, gender, religion, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children of our center. We do not discriminate on the basis of race, color, gender, or nationality or ethnicity in the administration of our education policies, admission policies, or other center-administered programs. Children must be 12 months of age.

## **Pets**

We do not keep pets in FLCC, and do not allow parents to bring pets into the center. Many children have pet-related allergies, therefore, it is best to keep our environment free from pets.

## **Pesticides**

We have a pesticide-free environment.

## **Reporting Child Abuse & Neglect**

The law requires childcare providers to report suspected child abuse and neglect to Child Protective Services (CPS) or law enforcement agencies. Such reporting enables CPS to begin working to help families resolve conflicts, which are creating the neglectful or abusive environment.

## **Water Activities**

During water activities, water is cleaned daily, or more if needed, per WAC 110-300-014.

## **Weapons**

Weapons are not allowed on the premises at any time.

# **Family Engagement/Partnership Communication Plan**

## **Childcare Assessment and Screening Policy**

All screening is done within 90 days of a child's start date. Assessments are done in two cycles ending, December 1<sup>st</sup> and May 1<sup>st</sup>. All childcare employee's participate in gathering information for assessments of children ages 12 months through age 5 (kindergarten). All lead staff are required to fill out and hold parent conferences for the assessments and screening of the children.

## **Childcare Assessment and Screening Procedure**

**Child Screening.** Parents are given ASQ's checklist screener (by age) as part of the program enrollment process. This is a screener and is only used to take a "snapshot" of the child's development as they enter our program. The screener is discussed with the director or lead staff of the classroom during registration, in order to support the family as they transition into the program. Parents are asked to sign and date the form after it is shared with the program staff. The completed checklist is filed in the child's portfolio.

**Child Assessment.** Developmental checklists are used as a tool to guide curriculum development and provide an environment that fosters the individual child's development of skills not yet acquired and mastery of skills already being practiced.

Our goal is to engage and move in-tune with each individual child's needs and specific area of development in comparison to what is typical for his/her current age. These are not used to diagnose children, rather they are used to accurately assess the child's strengths and areas of need as it pertains to early learning.

Program staff take child observations/anecdotes/work samples and compile information using a child portfolio. The portfolio is by developmental domains. This information is used to individualize lesson plans and complete the Developmental Assessment Record.

Program staff complete the Developmental Assessment Record using information in the child's portfolio two times per year in the months of December and May. Completed records are filed in the child's portfolio.

**Family Conference Form.** Program staff complete this form once the Developmental Assessment Record is completed. Families are informed of the child's developmental progress within two weeks of completion.

**Intentional Teaching.** Program staff use information from assessments to complete the ELG Alignment Tool form to brainstorm ideas for learning activities that promote positive approaches to learning and family goals. This tool is completed on a monthly basis, and informs the weekly lesson planning process. Program staff refer to the completed Family Conference form to review child assessment summary, child goals, and family feedback to individualize weekly lesson plans. Children's initials are placed on the lesson plan to indicate individualization.

## **Summer Registration**

Summer registration is done in late spring on a first-come, first-serve basis beginning with in-house families first. Childcare rates are announced in late spring before registration begins.

# Daily Care

## Arrival and Pick Up

Upon arrival, all children are required to be signed in and out electronically.

Children attending school at Faith Lutheran School are signed out by a childcare staff member and accompanied to their classroom. After school, they are walked back to childcare and signed in. Any child arriving before 8:15 a.m. without a parent present is signed into childcare on the daily sign-in sheet.

Students attending Seven Oaks Elementary School are signed out and walked to the bus in the morning. When the bus returns after school, students are met at the bus and signed back in.

No child will be released to anyone other than the parent(s), or those adults listed on the release form. If someone other than those listed on the form will be picking up your child; a *written* notice by the parent must be given to FLCC staff.

**At pick up, PLEASE check your child's cubby before leaving.**

## Staff to Child Ratio

Children ages 12 months to 36 month:	1 adult to every 7 children
Children ages 3 years to 6 years (and not in kindergarten):	1 adult to every 10 children
Children in kindergarten to age 11:	1 adult to every 15 children

## Consistent Care

When possible, our staff will be assigned to work with a consistent group of children for the majority of the day with the goal of building long-term, trusting relationships.

## Helpful Suggestions

**Personal Belongings.** Each child is assigned a cubby in which to keep personal belongings. In order to guarantee the return of misplaced items, the child's name is to be on every item brought to our center, this includes hats, mittens, boots, sweaters, jackets, and blankets.

**Stuffed Animal.** Children may want a stuffed animal to cuddle during rest time.

**Clothing.** Be sure to dress your child appropriately for childcare activities and the weather. Also, send an extra set of clothing in case of accidents. This set may stay in the bottom of your child's cubby. You may want to change it seasonally.

## **Nap/Rest Time**

All children 12 months to six years of age will have a rest period during the day. All children who regularly attend FLCC may want to bring a blanket or sleeping bag and a stuffed animal to use during this time. We provide a cot with a sheet on it. All items (blanket, animal) will be sent home bi-weekly for cleaning.

## **Meals**

FLCC provides a morning and afternoon snack for all children. Snacks shall consist of two or more of the following items:

- Milk or milk products
- Fruit and/or vegetables
- Fruit and/or vegetable juice
- Whole grain or enriched breads, pasta, and/or cereal products
- Protein foods (animal or vegetable)
- Occasionally, sugary foods may be served as a special treat

Children who arrive before 7:45 a.m. may bring their breakfast. Please let the FLCC staff know if your child needs to eat breakfast.

Children who are in childcare from 11:30 – 12:30 p.m. are served a lunch from our school's hot lunch program. A menu is posted on the "Parent Board." Please check to make sure your child is able to eat the food being served that day. If not, you are required to provide a lunch for your child. Lunch is not offered during the summer care program or when Faith Lutheran School is not in session. *If your child has specific dietary needs, you must provide snacks and lunch daily.* **This program is NOT offered to our 12- to 36-month program, only to children from 3 to 6 years of age.**

We offer tooth brushing after lunch on a daily basis.

## **Guidance of Young Children**

The staff at FLCC is committed to the physical, emotional, and spiritual care of your child. There are times when a child needs guidance and support in developing respect, self-discipline, and responsible behaviors. Our guidance includes, but is not limited to, redirection, time out, positive reinforcement, education, and, above all, care and concern for the child.

To implement this, we:

- Establish an age-appropriate environment
- Establish the boundaries of acceptable behavior and teach them to the children
- Use redirection, whenever possible
- Show forgiveness
- Reinforce positive behaviors
- Do not use physical restraint or corporal punishment

It is our desire to be a positive influence for Jesus Christ in the lives of our children. As staff members, we follow the above guidelines when interacting with children and use safe touching techniques.

# **Childcare Center Daily Schedule**

## **12 month – 36 month Program**

7:00 – 8:30	Free Choice Time / Books
8:30 – 8:45	Group Time / Finger Plays / Songs
8:45 – 9:00	Story / Sharing
9:00 – 9:30	Gym / Free Choice
9:30 – 10:00	Wash Hands / Snack
10:00 – 11:00	Free Choice / Art
10:30 – 11:15	Outdoor Play / Gym
11:15 – 12:15	Wash Hands / Lunch
12:15 – 2:30/3:00	Rest Time (children rest as needed)
3:00 – 3:20	Snack/wash hands
3:20 – 3:30	Story / Books
3:30 – 3:45	Social Game
3:45 – 4:30	Gym / Outdoor Play
4:30 – 6:00	Free Choice Time / Books

Diaper changing and bathroom breaks every two hours or more frequently, if needed.

# **Childcare Center Daily Schedule**

## **3-year-old through 11-year-old Program**

6:00 – 8:30	Free Choice Time (math, art, writing, manipulative, blocks, house, library, sensory, car, table, science, puzzles, centers)
8:30 – 8:45	Clean Up Time
8:40 – 9:00	Jesus Time
9:00 – 9:50	Outside Recess (tricycles, balls, waffle blocks, trucks, bubbles, parachute climbers, & swings)
9:50 – 10:00	Morning Snack
10:00 – 10:15	Circle Time
10:15 – 11:25	All Centers Open (math, art, writing, manipulative, blocks, house, library, sensory, science, puzzles, musical instruments, balance beam toys, centers)
11:25 – 11:35	Clean Up / Wash Hands
11:45 – 12:15	Lunch Time
12:15 – 12:45	Recess or Story Time
12:45 – 2:30	Rest Time
2:30 – 2:45	Wake Up / Story Time
2:45 – 3:00	Afternoon Snack
3:00 – 4:45	Recess Time
4:45 – 6:00	All Centers Open (math, art, writing, manipulative, blocks, house, library, sensory, science, puzzles, musical instruments, balance beam toys, centers)

# Illness and Emergencies

## Illnesses

FLCC is a place for healthy children. Please keep your child home if he/she is ill. We cannot accept children with colds, fever, vomiting, diarrhea or other symptoms of contagious illness.

State licensing regulations require that non-prescription medications may be given with written permission from the child's parent or doctor. All prescription and non-prescription drugs must be in the original container and must include:

- The child's name
- The name of the medication
- The dose and schedule

Medications must be authorized with a "Prescription Release Form". Ask a FLCC staff member for a form.

Outdoor activities are a regular part of our schedule. Therefore, if your child is well enough to be in childcare, he/she is well enough to play outside when classmates do. We cannot allow a child to stay inside unattended when the class is outside.

We notify the parents if their child has been exposed to any contagious disease, or if he/she becomes ill or injured during the day.

If your child becomes ill (temperature of 100 degrees or more) or injured, we will administer emergency care or first aid until you can arrange for someone to pick up your child. A child who is ill may not return to FLCC for up to 24 hours. Ill children are isolated from the other children. If you cannot be located and the staff on duty determine that medical attention is needed, your child will be taken to the closest hospital emergency center. In case of life-threatening emergency, 911 is called.

It is imperative that we are able to reach you or an authorized person at all times in case of accident or illness. TWO local emergency contact phone numbers, other than parents, are required to be on file.

## Emergency Operation Plan

The following are emergency procedures for flood, fire, earthquake, tsunami, severe winds, prolonged power outage, and all other events of natural disaster.

Effective Date: January 1, 2022

Faith Lutheran Childcare Center shall maintain a state of readiness through the utilization of an emergency operation plan that enables prompt and proper response during disasters

and related incidents. The Childcare Director shall be responsible for the review of the current disaster plans.

The Assistant Director shall be responsible for ensuring that employees and children under supervision are familiar with the emergency operations plan. A review occurs annually.

The Director/Assistant Director shall maintain a disaster kit at the center to sustain 50 children and four adults for 72 hours.

We will meet and maintain a command post in the large field/play shed area. At this location, we will collect all data, prioritize, and coordinate response and recovery activities. All assessment information will be maintained at this location.

In the event of a natural disaster, no child will be released from childcare unless a parent (or individual designated by a parent/guardian) comes for him/her. All children picked up must be signed out of the childcare room or command post. Signs will be posted if an alternate release station is required. We are prepared to care for your children in a critical situation. If you are unable to reach the center, we will care for your children here. We have 72-hour disaster kits for our center. We will contact parents, if necessary and possible, by phone. We will give out emergency information to the following: MIXX 96.1FM, KGY 1240AM, KOMO TV, and an out-of-town contact.

Our "out-of-town contact" is Grace Lutheran 1350 Baldy Ave. Pocatello, ID, (208) 237-4142.

**If for some reason we can no longer care for the children on site, they will be moved to Lacey Fire Station District 3, 1231 Franz Street SE.**

We will evacuate the premises, if necessary, through the parking lot side of the building and meet at the command post.

Each staff member has the following responsibilities (if one member is gone, responsibility moves up to the next level):

**Director:** Evacuate the room, account for all children, respond to injuries, and set up the command post.

**Assistant Director:** Carry out sign-in sheet and child informational book, check to see building is cleared of all children, and assist Director as needed.

**1<sup>st</sup> Lead Staff:** Bring emergency kit from building and assist Director as needed.

**Staff:** Assist Director as needed.

FLCC will teach the following procedures to your child for safety:

Earthquake	Stop/Cover/Hold
Fire drills	Stop/Drop/Cover/Roll
Severe winds	Stop/Cover/Hold

In the event of a fire, the staff will pull the fire alarm, lead the children out of the building to the nearest available exit, go to the command post, call the fire department/911, meet the fire department upon arrival, point out the fire location, and give status of the children/staff.

### **Lockout Procedure**

During a lockout, the threat is on the outside of the building and security is at a *low* level.

All outside doors to the building are locked.

Children who are outside will immediately be brought back into the building by staff.

Children will continue as normal, with all children staying in the building and no one entering the building.

### **Lockdown Procedure**

Lockdown is a *high* security procedure. The threat is either in the building or it is likely that the threat could enter the building. A *lockout* could quickly escalate into a *lockdown*.

The following are lockdown guidelines:

- Staff will lock all outside doors to the building.
- Staff will lock all inside doors and windows.
- All classroom blinds will be closed and the door window covered.
- Lights will be turned off.
- Children are to remain quiet.
- Once the “all clear” announcement is made over the PA system, the lockdown will be lifted.

## **12-month to 36-month Program (Caterpillar Room)**

### **Age Requirements**

We, at FLCC, understand that transitioning from one room to another can be stressful, especially with diapering involved. To keep our childcare license current, the Caterpillar Room is licensed for children 12 – 36 months of age. Any child over the age of 36 months may only remain in the classroom until the age of 38 months of age.

## **Diaper Changing Policy**

On arrival, staff will ask parents when the child's diaper was last changed. Our staff is instructed to change diapers, at a minimum, every 2 hours or more frequently, if needed.

While children are in childcare, we expect that you, as a parent, provide DISPOSABLE DIAPERS and diaper wipes for your child. However, we know that there may be times when you suddenly run out. In those situations, we have diapers on hand in the center that are used. We provide up to two diapers without charge. If more are needed, you will be charged \$1.00 per diaper. Disposable diapers are placed in a covered, plastic-lined waste container and disposed of by the center.

## **Diapering Procedure**

1. Wash hands.
2. Gather necessary materials: clean diaper, wipes, clean clothing, if needed.
3. Put on disposable gloves. (optional)
4. Place single-use cover on table.
5. Gently place child is gently on table.
6. Remove soiled diaper and place in a plastic-lined, covered waste receptacle.
7. Clean the child's diaper area (peri-anal) from front to back with a clean damp wipe for each stroke.
8. Remove gloves, if wearing any.
9. Wash hands.
10. Put on clean gloves. (optional)
11. Apply topical cream/ointment/lotion, only when a parent's written request has been received by "Caterpillar Room" staff.
12. Put on a clean diaper and dress child.
13. Wash child's hands.
14. Disinfect and dry diaper-changing area. (Spray disinfectant and wait for two minutes.)
15. Remove gloves, if wearing any.
16. Wash hands.

## **Potty Training**

In this classroom, we start potty training six months before the age of 3 years.

## **Classroom Transition**

When it is time for a child to transition from Caterpillar Room (12 months to 36 months of age) to the Early Childhood Education (ECE) Building (3-year-olds to 11-year-olds), the child will start spending time in the ECE Building a month before the actual classroom change occurs. For the first week, the child spends time in the ECE Building on a daily basis from 8:15 – 11:00 a.m. During the second week, the child stays in the ECE Building from arrival through lunch. The third week, the child stays from arrival until 2:45 p.m. The last week, the child stays from arrival through 3:30 p.m.

## Records

All records are kept confidential.

## Personal Care of Children off Campus

Childcare staff may care for children registered in our center on their own personal off times. Faith Lutheran Church, School, and Childcare may in no way be held liable for any time a staff member is caring for a child off campus on personal time.

### Procedure

1. Parents must fill out the pick-up card, giving staff member permission to take the child off campus.
2. Parents must sign a release of liability paper (see below), before the children may receive care from a staff member during off hours.

Faith Lutheran Church, School and Childcare Release of Liability	
I, _____, am aware and agree that I will in no way hold Faith Lutheran Church, School and Childcare liable while my child is in the care of a staff member on their personal off hours.	
_____	_____
Signature	Date

## Summer Childcare Program

Summer childcare coincides with the end of the school year for Faith Lutheran School. As such, our fee schedule changes for summertime care. Information on summer care is available in the spring.

During summer childcare, your child has the opportunity to participate in field trips. A monthly calendar of trips is posted in advance. Permission slips are required for *each* trip.

Children are transported by a charter bus or intercity transit vehicle. The driver (or company) carries liability and medical insurance. The number of students transported will not exceed the capacity of the vehicle.

Those children not participating will remain in care at FLCC. Some activities are listed as "all center" outings. For those field trips, children must attend or find alternate childcare on those days.

# Acknowledgement

I have read the Faith Lutheran Childcare Parent Handbook.

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Print Child's Name

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Print Child's Name

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Print Child's Name

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Parent Signature

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Date

Please return this form to a childcare staff member.