

***Good Shepherd Lutheran
Child Development Center***

**Infant Toddler
Parent Handbook and
Agreement
2008-2009**

Good Shepherd Lutheran Child Development Center

26800 Newport Road

Menifee, CA 92584

Phone: (951) 672-6675 Ext. 219

Fax: (951) 672-1119

License No. 330911548

Infant Toddler Program Hours:	Monday through Friday	6:30 am – 6:00 pm
Office Hours:	Monday through Friday	8:00 am – 5:00 pm

MISSION STATEMENT

Proverbs 22:6 – “Train up a child in the way he should go, and when he is old, he will not depart from it.”

Good Shepherd Lutheran Child Development Center exists to share the Gospel of our Lord and Savior, Jesus Christ. We are committed to meeting the needs of all students as they grow spiritually, intellectually, emotionally, and socially. Students are given the opportunity to learn from dedicated professionals in an environment characterized by Christian love, positive reinforcement, and professional excellence. We encourage and assist students to work to their potential, to demonstrate responsible behavior, and to live according to God’s will.

PHILOSOPHY

Good Shepherd Lutheran Child Development Center is a ministry of the church, which is part of the Missouri Synod. The children will experience the security of God’s love for us through Jesus, and a wonder and respect of His creation through our Christian curriculum.

We recognize that God has created each child unique and special with their own natural timetable of development. It is our goal to provide a warm, loving and secure environment where each child can develop and experience success at his or her own rate of maturation. We believe that young children learn best through play, but are also capable of sitting through short times of instruction in very small groups. It is our desire to develop the whole child: physically, emotionally, socially, intellectually, and spiritually through developmentally appropriate curriculum. Children will be encouraged to explore and experience the rich environment surrounding them. It is our hope that each child will develop a love and excitement for learning, for books, and for Jesus, that they will then carry with them into their future educational and spiritual experiences.

ADMISSION AND ENROLLMENT

We admit all children regardless of race, color, religious background, or national/ethnic origin. Children with special needs will be taken on a case-by-case basis, as we are not specifically equipped for all cases.

Our infant toddler program is designed to serve children 2 to 24 months of age. We understand most of the children will be in diapers or starting to learn to use the toilet on their own. We are here to help them transition to our preschool program (see diaper policy).

The first four weeks of enrollment is considered a probationary period. At this time, we will be able to determine if continued enrollment is in the best interest of the child.

Upon enrolling your child into our program, there is a non-refundable \$100 registration fee and a \$20.00 emergency kit fee. These fees, plus all enrollment forms (including the identification and emergency information, Physician's report and immunization record), must be completely filled out, signed, and returned to the school office a minimum of 48 hours before your child may start their first day of school.

FEEES

The rate is as follows:

Weekly Payment Option:	T/TH (\$100/wk)	M/W/F (\$150/wk)	M-F (\$250/wk)
-------------------------------	------------------------	-------------------------	-----------------------

Discounts:

1. For your convenience, the annual tuition may be paid in weekly installments. If you pay in weekly installments, the first installment is due on the first day of school. Subsequent payments are due on Friday by 6:00 pm for the following week.
2. Child Development Center families with two children enrolled in our preschool will receive a 10% discount on the lowest tuition fee. If you have three children enrolled, a 15% discount will be taken off lowest tuition fee and 10% taken off next lowest fee.
3. Active members of Good Shepherd Lutheran Church will receive a 15% discount on their child's tuition after agreeing to the terms of membership and meeting with the pastor.

Late Charge: Weekly tuition must be paid by Friday at 6:00 pm for the following week. If your weekly tuition is not received by Friday at 6:00 pm, you will be assessed a 10% late fee on your account balance. If your account is not brought current you will forfeit your child's spot and your child will no longer be able to attend school.

Statements are issued at the beginning of each month and due at time of receipt. They will be placed on your child's sign in/out sheet.

Late Policy: It is imperative that your child(ren) be picked up at the end of their enrolled program time. All children **MUST** be picked up **NO LATER THAN 6:00 P.M.** The following charges will be incurred per child, and are payable directly to the teacher who stays late with the child at the time the child is signed out:

- 1-5 minutes late: \$10.00
- 6-10 minutes late: \$20.00
- 11-15 minutes late: \$30.00
- 16-20 minutes late: \$40.00
- 21-25 minutes late: \$50.00
- 26-30 minutes late: \$60.00
- After 30 minutes: \$75.00

When parents are 45 minutes late, it may be necessary to call the Sheriff's Department and release the child to their custody if:

- No one authorized to pick up the child can be reached by phone
- Parents have not called to inform us that they are on the way to pick up their child

Additional Charges: A \$25.00 service charge will be assessed to your account for a returned check and at this time you will be asked to pay all future payments with cash or money order.

Accounts delinquent more than 60 days will, at the discretion of the School Board, be forwarded to a collection agency or turned over to the school lawyer for legal action.

Receipts: The Child Development Center does not routinely issue individual receipts for payments unless it is a cash payment. Your cancelled check will serve as your receipt. However, we will be happy to give you a receipt upon request.

SCHOOL CLOSURES

On the following days, school will not be in session and campus will be closed:

Labor Day
Thanksgiving Vacation
Christmas Day
New Year's Day
President's Day
Memorial Day
Independence Day

Veteran's Day
Christmas Eve
New Year's Eve
Martin Luther King Day
Good Friday
Teacher In-Service

TERMINATION OR WITHDRAWAL

If you are going to withdraw your child from our program, a two (2) weeks' notice is required. This notice must be in writing and delivered to the school office.

The Child Development Center also reserves the right to terminate this "at will" agreement for any reason. Some of the reasons may include, but are not limited to the following:

- The account becomes delinquent
- Failure of the parents/guardians to honor the obligations listed in this handbook, or any rules, regulations, or manuals provided by the preschool
- The child demonstrates extreme discipline/behavior problems where it is deemed to be a threat to the welfare of the other children and/or no cooperation is shown by the parents or guardians to help resolve this issue
- The child's special needs are beyond the center's scope of care
- The school adopts new policies or procedures

REFUNDS

Refund Policy: No credit is given for regularly scheduled school holidays and vacation periods. No tuition credit is given for any days a child is absent due to illness or vacation. Registration, emergency kit, and tuition fees are non-refundable.

RECORDS

In order to meet state licensing regulations, it is mandatory that **all forms be completed and returned to us before we can enroll and place your child in a class.** If you move, change telephone numbers, begin a new job, add someone who is allowed to pick up your child, or in any way change the data you have given us on these forms, please notify the office. Because we use this information to reach you in case of emergency, it is **extremely important** that we have accurate information at all times.

ATTENDANCE

Vacation/Illness and Absence Procedure: In order to meet our budgetary needs, tuition is based on an annual rate broken into equal weekly payments. Therefore, parents are required to pay tuition fees in each increment, regardless of the child's attendance.

SIGNING IN AND OUT PROCESS

California State Licensing requires that each child be signed in and out each day the child is in attendance. Parents/Guardians are required to **sign their full legal signature and time of day when signing the child in or out.**

You child's teacher will be happy to show you where the sign in/out log is kept in your child's room. Each child has his/her own page for each month. The person signing your child in and out must be over the age of 18, be legally responsible for the child or given the authority by the child's parents/guardians, and **be on the authorized list** in your child's file in the office.

No child should be left alone in the parking lot, at the school gate, in your vehicle, or on the playground at any time. According to Title 22, Section 101226.1 (b)(1) – “No child shall be accepted without contact between center staff and the person bringing the child to the center.” Section 101226.1 (b)(2) states: “The licensee (preschool) shall require that the person bringing the child to the center remain until the child is accepted.”

All children must be signed in each day and the teacher must be aware that the child is present. It is against the law and a danger to the child to be left unattended. If this occurs, it could be grounds for termination of enrollment. The Child Development Center will not be held responsible for a child left unattended by a parent/guardian. Once a responsible adult signs out the child, the Child Development Center is no longer responsible for the care of the child.

If it is necessary for the child to go home with someone other than the parent/guardian who usually takes him/her, the school **must** be notified in writing. **PHOTO IDENTIFICATION WILL BE REQUIRED** of the person picking up the child, if the supervising teacher is not familiar with the individual. This is for the protection of the child.

PARENTAL RIGHTS/CHILD CUSTODY POLICY

In accordance with California Education Code 49061, Good Shepherd Lutheran Child Development Center maintains that parents, who are legally separated or divorced, shall have equal legal rights to the custody of the child and to the child's school records. Either parent may ask to review his/her child's school records or check the child out of school at any time with proper identification.

This policy shall remain in effect unless a parent presents a court order that indicates which parent has sole legal custody and/or physical custody, or a restraining order is active and in order on file. Good Shepherd Lutheran Child Development Center will not act as an intermediary in these instances.

ILLNESS

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. As a school, we take necessary precautions to avoid exposing the children to unnecessary germs and contaminants. We also believe that a healthy child functions better than one that is feeling ill and not themselves.

Children who appear ill when they arrive will not be admitted. Should your child become ill or show any of the symptoms listed below while in our care, you will be notified and required to pick up your child as soon as possible.

Please keep your child home if the following signs and symptoms are evident:

- Has a fever as evidenced by an oral temperature above 99 degrees or rectal temperature above 100 degrees, or has had a fever in the previous 24 hours. A child should stay home for 24 hours after

his/her temperature returns to normal. This is for the protection of your child as well as the protection of others

- Displays symptoms of an upset stomach and/or vomiting that morning or the night before. The child's stomach must be settled for 24 hours before returning to school
- Is taking an antibiotic and has not been on the antibiotic for 24 hours
- Has diarrhea, even if caused by taking the antibiotic in the last 24 hours
- Has diarrhea with increased water in stool and/or decreased form that cannot be contained by the use of the toilet
- Has eye discharge or crust. A child with conjunctivitis ("Pink Eye") must stay out for 24 hours after prescription medication starts and until all redness and discharge is gone
- Has croup. A child with croup must stay out until the fever and cough are gone
- Has a constant and persistent cough
- Is fussy, cranky, and generally not him/herself
- Has a constant runny nose
- Has an undiagnosed body rash. A note from a doctor is required to return to school
- Has symptoms of a possible communicable disease – these are usually sniffles, reddened eyes, sore throat, headache, abdominal pain, and/or fever
- Is unable to play outside
- Has a doctor's appointment for suspected illness- please do not bring your child to school prior to the appointment.
- Has head lice. The child should remain home until treatment is completed and all lice and nits are gone
- Has ringworm. Ringworm should be treated by a doctor and is contagious until 24 - 48 hours after treatment

If your child contracts any communicable diseases such as pink eye, lice, measles, mumps, chicken pox, or scarlet fever, **you must report** it to the preschool director as soon as possible. If your child has been exposed to any communicable disease at the school, a note will be sent to the parents advising them of the disease.

MEDICATIONS

We prefer not to administer medicine to your child. If it is necessary, state law requires that you bring this to the attention of the director so proper arrangements can be made. If you are administering medications at home, it is helpful if you inform your child's teacher in the case of unusual behavior or adverse reactions to the medication.

When medications need to be brought to school, the medication must be in the **original package** with the child's name on it, the amount of dosage needed, how to administer and how often, or the container must be accompanied by a permission slip from the doctor with instructions as stated above. The parent must also fill out a medication form. The medication must remain in the child development center office and be picked up there at the end of the school day. **NO** medication is allowed in the classrooms. This includes inhalers used for asthma and diaper cream. **DO NOT** leave medication in your child's cubby, backpack or diaper bag.

No over-the-counter medication will be given to the child unless specifically required by the child's doctor and is accompanied by a note from the doctor.

CHILD ABUSE

As required by California State law (California Penal Code 11166) teachers and staff members are obligated under penalty of fine and/or incarceration to report to the authorities any reasonable suspicion of child maltreatment including physical abuse as well as emotional deprivation, sexual abuse, exploitation, inadequate supervision, and neglect or endangerment of the child. Staff members, with the full knowledge and approval of the director, will make such reports in the best interest of the affected child, and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. If it does become necessary to make a report, please be assured such action is taken only in the spirit of what is best for your children and family. The goal is to obtain help and support where it is needed. Child Protective Services and/or The State of California Dept. of Social Services Community Care Licensing Division may interview children in our care upon confirmation of identity.

HARASSMENT POLICY

Good Shepherd Lutheran Child Development Center is committed to providing a learning environment that is free from harassment in any form. Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. It includes, but is not limited to, any of the following: verbal, physical, visual, and sexual harassment. Harassment by any student or staff member is prohibited. All allegations of harassment will be taken seriously and investigated in a prompt, confidential, and thorough manner.

DRESS CODE

At the Child Development Center we hope to create an environment that promotes a time for exploration through all the senses. This means the children can and will get messy. Please dress your child for play. Ripped or torn clothes, cut offs, boots with pointed tips, bare midriffs, or open-toed shoes are not acceptable. Clothing should be easy for the children to take down and pull up for restroom use. Shoes should be firm-soled and flat for safety. Socks must be worn with all shoes. Hair should be neat and clean. Excessive hair colors and styles will not be accepted. We also encourage children to bring a jacket or sweater on all but the hottest days. **ALL REMOVABLE CLOTHING SHOULD BE MARKED WITH YOUR CHILD'S NAME.**

RELIGIOUS CURRICULUM

Our Bible lessons are centered on Jesus as our Savior and stress that God loves and cares for us. We teach through song, prayer, video, books, CD's, puppets, and other aids. We use The Beginners Bible.

ACADEMIC CURRICULUM

Our curriculum is a Gospel-centered, theme-based, developmental curriculum. Good Shepherd Lutheran Child Development Center's early childhood program takes into account all areas of the child's development:

- Emotional Development- Helping the child to understand himself and others, to deal with and express feelings, and to develop sensitivity, self-awareness, self-knowledge, and self-esteem.
- Social Development- Helping the children learn to function in a group of adults and children, and to adjust to the expectations of the school setting.
- Intellectual Development- Helping the child to acquire information and understanding about the world.
- Physical Development- Helping the child acquire strength, stamina, coordination, flexibility, and sensory awareness.
- Spiritual Development- Helping the child to commit his life to God's Loving care and guidance and to become a whole person in Christ.

DAILY SCHEDULES

The Child Development Center opens at 6:30 am. We will offer morning snacks to our toddlers at 7:30 and 9:30. Lunch time will be at 11:00 am. Nap time will be from about 11:30 to 2:30 (or as needed). Infants nap according to their own schedule. Afternoon snacks will be offered at 3:00 and 5:00 pm. Our school closes at 6:00 pm. (Snacks, lunches, diapers, wipes, formula are provided by the parent).

MUSIC TIME

The children will have music incorporated into their schedules on a daily basis. This will include songs about Jesus and other age appropriate songs to supplement their daily schedules.

NAP/REST TIME

According to Title 22, Section 101230 (b), "All children shall be given an opportunity to nap or rest without distraction or disturbance from other activities at the center." We cannot force or make a child sleep, but we are required to offer this rest time to them.

Nap/rest time begins at 11:30 and lasts until 2:00 or 2:30 depending on the children's need for rest. The school will provide cribs/cots for the children. Please bring a crib sheet and anything else they will need to rest. All these items need to be contained in a small backpack or small duffel bag and kept at school for the week. Please make sure that all items are clearly marked with your child's name. At the end of each week, these items need to be taken home to be washed and returned to school for the following week. Diapers, wipes, food and bottles must have child's name on them.

PTL (Parent Teacher League)

The PTL is our version of the public school's Parent/Teacher Association (PTA). Parents and teachers meet to coordinate fundraisers, create special committees as required, and make decisions as to how fundraiser monies are to be used.

Meetings are scheduled monthly and are coordinated at the beginning of each school year.

Fundraisers play an important role in the overall operation of the preschool. The funds that are earned go towards maintaining and upgrading the equipment for the children. The preschool director and the PTL will determine how the funds are to be used. Fundraiser involvement is on a voluntary basis; however, we welcome and encourage participation to the best of your ability.

Other areas where the PTL contributes to the preschool include, but are not limited to the following:

- Collecting Box Tops for Education
- Collecting Campbell Soup Labels

COMMUNICATION

It is very important that there is good communication between the Child Development Center and you as parents. Please check our website for up-to-date information concerning events throughout the year. The website is at www.gslcmsmenifee.org. In addition, monthly parent/teacher conferences will be scheduled to review your child's needs and goals.

Some of the teachers send out classroom newsletters. These are specifically geared toward events in your child's classroom. They may inform you of activities and events specifically planned by your child's teacher. The infant toddler room has daily and monthly needs assessment forms to be completed by parent and teacher so that food, toileting, and schedule changes can be discussed on an ongoing basis.

When picking up your child, make sure you check his/her cubby and file folder for papers that are being sent home. This includes newsletters, fundraiser information and your child's art projects. Your children are eager to show off what they have learned and what they made in class.

If you need to get in touch with your child's teacher or the Child Development Center's office, please feel free to give us a call. If we are out of the classroom or away from the office, voicemail is available. Calls are returned in a timely manner.

DISCIPLINE/POSITIVE GUIDANCE

We believe discipline/guidance is the process of teaching children self-control, providing opportunities for children to practice future independent living skills. It allows us to demonstrate to the child appropriate behavior and to discuss with the child why the behavior is not acceptable.

Based on state requirements, included in your enrollment packet, it is against the law to use corporal punishment, humiliation, or restrict a child from eating, using the bathroom, or resting.

When a child misbehaves, the teacher attempts to assess the total situation including the environment at school and at home, the student's physical condition, age and stage of development, special holiday events, and any recent changes in the student's life. We try to encourage the child to solve their own problems and develop skills to express their feelings verbally to the student or students who have offended or hurt them.

The way a teacher responds to a child's behavior depends on the circumstances surrounding the behavior. Depending on the situation, the teacher may let the behavior go a short time to see if the child is able to come to a resolution on his/her own. Sometimes a teacher will redirect the child to another activity or center in the room. Other times the child may have to "shadow the teacher," meaning follow the teacher and help the teacher around the room. Time out may be used to have the child calm down and think about what just occurred, before they try to explain it to the teacher. When time out is used, the amount of time given should be equal to one minute per each year of the age of the child. In extreme cases, the child may be sent to the director for corrective action. Cribs or swings will not be used for time out. Food restrictions will never be used for discipline.

Biting or Other Aggressive Behaviors:

If the misbehavior is persistent a parent/teacher conference may be necessary to create an action plan for the child. The director may also be involved in this conference. In some situations a more professional evaluation of the child may be necessary to eliminate or discover a learning disability.

Should your child bite or hit another child in our care, you will be informed by verbal notification or by a written conduct report. Due to ensuring the proper safety and care of all of the children in our program, Good Shepherd reserves the right to dismiss any child from our program who is hurting other children without warning if deemed necessary by our school teaching staff and administration.

EMERGENCY PLAN

In an effort to prepare the children for a natural disaster, we perform earthquake and fire drills once a month. Disaster preparedness is discussed in the classroom with the children. If a natural disaster does occur, the children are prepared as to what they should do.

One of the most important things we require for each child is an emergency kit. The kit contains enough food and supplies to sustain the child in case of an emergency. The kits are \$20 and will be billed at the time of registration. The kits are kept in our emergency sheds and are easily accessible if an emergency occurs.

In the event that a natural disaster does occur, the school will retain responsibility of all children on the premises until they are released to a parent, guardian, other designated adult, or until they have been transported to an official evacuation center, in which case elected staff will remain with the children until all have been reunited with their families.

All of our teachers and staff are trained in CPR and First Aid and have been assigned specific roles to play if a disaster occurs. In the event of a disaster, first of all, **DON'T** panic. Your child will be safe with us until you are able to arrive. Once you reach the school, come directly to the control center, which will be clearly established on campus, to pick up your child. It is important to follow the set procedures in order to keep track of all children at all times. Do not leave with your child until the control center has been notified.

VISITATION RIGHTS

Parents and guardians have the right and are encouraged to visit the school and observe all activities at any time they deem appropriate. We do ask that while children are napping that you do not come into the room and disturb them.

The State Licensing Agency has the right to interview a child, the school staff, and to inspect and audit all records maintained by the school without securing prior consent from anyone. Licensing also has the right to observe the physical condition of a child, including conditions indicating abuse and neglect, and to have a licensed medical professional examine a child if deemed necessary.

Occasionally we may also have Early Childhood Education students from the college visit to perform observations of the classrooms, teachers, and students as one of their class requirements.

GRIEVANCE PROCEDURE

We welcome comments and/or concerns regarding our preschool. If issues are related to a teacher, it should be discussed with the teacher first. If there is no resolution, it should then be brought to the attention of the director. If the director is unable to come to a satisfactory solution, the director will take it to the School Board.

PICTURES

A photography release is included in your packet for marketing, public relations, portfolio assessment, Lifetouch professional photography, Pony Pictures and the yearbook.

FIELD TRIPS AND TRANSPORTATION

Good Shepherd does not remove or transport children off campus except for in the event of an emergency requiring evacuation. We prefer, instead to bring optional field trips to our campus (additional fees may apply). In our infant/toddler program, we take frequent walks around campus in our Bye Bye Buggy. We will leave a note by the sign in book if we are on a walk.

INSURANCE

All students are covered by a limited accident liability insurance policy. Our insurance policy stipulates, however, that the parents' carrier is the primary insurance carrier. This fee is part of the registration fee you pay upon enrolling your child into our program.

THANK YOU

Mark 9:37 – “Whoever welcomes one of these little children in My name welcomes Me.”

Thank you for choosing Good Shepherd Lutheran Child Development Center as your child's first school. We look forward to working with you and your child in preparing them for an enjoyable and successful education.

Please sign the last page of this booklet and return it to the Child Development Center office. This booklet is for you to keep and refer to when issues arise. If you have any questions, comments or concerns, please feel free to bring them to our attention and we will do our best to assist you. Thank you.

Serving Christ,

Cynthia Begando
Director, Early Childhood Education

ENROLLMENT AGREEMENT

We, the parents/legal guardian of _____ have read this
Child's Name
parent handbook for the school year 2008/2009, and have filled out all the required forms included in the enrollment packet. By signing this agreement, we agree to:

- All the terms and conditions stated in this handbook
- Keep our account current and be financially responsible for paying all the fees associated with the preschool
- Cooperate with the general policies and procedures and to abide by the rules and regulations of the Child Development Center

Our signature below also indicates these terms and conditions have been explained to us, and all of our questions have been satisfactorily answered.

Signature of Parent/Guardian

Relationship to Child

Date

Signature of Parent/Guardian

Relationship to Child

Date

Director

Date