

'Table of Contents

Mission Statement Of Good Shepherd Ev. Lutheran Church	1
Philosophy of Education	1
Our Program	1
Our Goals	1
Admission Policy	2
Parent Communication	3
Child Abuse/Neglect Reporting	3
Administrative Structure	3
Confidentiality	4
Enrollment	4
Attendance	5
Supplies	5
Arrival and Departure.....	5
Center Security.....	6
Tuition and Fees.....	6
Schedule of Closings	7
Termination and Dismissal Policy	8
Mutual Decision Between Parent and Center	8
Parent-Initiated Voluntary Dismissal.....	8
Center-Initiated Involuntary Dismissal.....	8
Steps Prior to Center-Initiated Dismissal.....	9
Right to Appeal	9
Christian Discipline.....	10
Educational Policy.....	11
Curriculum	11
Daily Schedule	11
Naps	12
Students with Special Needs.....	12
Cultural Diversity	12
Unscheduled Walks.....	12
Playground	13
Field Trips.....	13
Photography	13
Health Care Policy.....	13
Non-smoking Policy	14
Child Illness at the Center	14
First Aid.....	15
Minor Injury.....	15
Serious Injury	15
Head Lice	15
Allergies	15
Medications.....	16
Sunscreen / Insect Repellent.....	16
Pets	16
Nutrition	16
Emergency Policies	17

Parent Handbook - Good Shepherd Little Lambs CDC

Accounting for Children.....	17
Missing Child.....	17
Lockdown	18
Fire Drill/Evacuation	18
Earthquake Drill	18
Tornado Drill/Evacuation.....	18
Inclement Weather.....	19
Building Temperature	19
Loss of Building Services.....	19
Center Cleanliness	20
Communicable Disease	20
Hand Washing and Cleanliness	20
Sanitation of Equipment and Toys.....	20
Universal Precautions.....	20
Closing Remarks.....	21
Parent Handbook Acknowledgment	22

MISSION STATEMENT OF GOOD SHEPHERD EV. LUTHERAN CHURCH

We, the men, women, and children of Good Shepherd Evangelical Lutheran Church, dedicate ourselves to:

- Proclaim God's Word in its truth and purity
- Administer the Sacraments
- Seek the lost, and
- Nurture our fellow believers.

PHILOSOPHY OF EDUCATION

Because it is our belief that children are gifts from God, Good Shepherd Little Lambs Child Development Center (CDC), also referred to as the "Center", has been established to aid parents in the upbringing of their children. Our Christian preschool program seeks to nurture the spiritual, social/emotional, academic/literacy, physical, self-help, and representational needs of 3-5 year olds. It is also our belief that the primary responsibility for raising children has been given to parents, and that the communication and partnership established between the parents and the staff will create a more well-rounded and beneficial experience for our little lambs.

OUR PROGRAM

Good Shepherd Little Lambs CDC provides a Christ-centered preschool to those children between the ages of 3-5 years. Parents can choose between a two (2) day per week preschool session, a three (3) day per week preschool session, a four (4) day per week preschool session, or a five (5) day per week preschool session. Our preschool programs are from 8:30 a.m. to 11:30 a.m. and 12:30 p.m. to 3:30 p.m. To parents looking for extended care, we have a structured program that allows children to arrive before preschool, participate in our preschool program and then transition into a more relaxed atmosphere. The extended care hours are from 7:00 a.m. to 8:30 a.m. and/or 11:30 a.m. to 6:00 p.m. or 3:30 p.m. to 6:00 p.m.

OUR GOALS

Consistent with this mission and philosophy, Good Shepherd Little Lamb CDC seeks to meet the following goals:

- **Spiritual**
 - To teach Jesus as our Savior from sin through prayer, songs, and stories.
 - To daily hear and apply God's Word as it is taught in its truth and purity from the Bible.
 - To respond to God's love in our life.

- **Social / Emotional**
 - To model Christian love toward one another and reflect the love of Jesus in our hearts to all people
 - To provide a variety of learning experiences in large group, small group and a one-on-one basis
 - To learn responsibility, and independence while learning to share, compromise and cooperate
 - To assure all children that they are redeemed children of God
 - To provide a safe and caring Christian environment where all children can learn and succeed
 - To help children understand and cope with their own feelings and to learn appropriate ways of expressing themselves

- **Physical**
 - To model thankfulness for the gift of our bodies from God and all the talents with which He has blessed us.
 - To engage students in small motor and gross motor skills on a daily basis through structured and unstructured play activities
 - To engage students in sensory activities and expose them to a variety of materials
 - To develop muscle control and coordination

- **Academic/Literacy**
 - To model thankfulness for all the gifts with which God has blessed us
 - To aid students in making God-pleasing decisions
 - To foster creativity and success through a variety of experiences and use of materials
 - To provide age-appropriate activities related to basic language arts, communication with adults and peers, science, reading and math readiness
 - To expand the visual and auditory skills by exploring the world around them and trying new things
 - To build vocabulary and communication skills through interaction between teachers, staff and peers
 - To teach basic elements necessary for a successful school experience, such as how to listen, how to follow directions, and respect for others

ADMISSION POLICY

As commanded by our Lord Jesus, to “make disciples of all nations,” Good Shepherd Little Lambs CDC exists to share God’s love with all people regardless of race, nationality, sex, origin or religious affiliation. The Center does reserve the right however

to involve all students in religious activities. Children must be between 3-5 years old to qualify for enrollment. The Center is not equipped for children who are still in diapers, pull-ups or training pants. Therefore, each student needs to toilet independently.

Parent Communication

All parents are encouraged to visit our Parent Communication bulletin board daily, located in the Center lobby, for information regarding upcoming activities, reminders or changes. Children's mailboxes are used to distribute newsletters, notes and projects and should be emptied daily.

Here at Good Shepherd Little Lambs CDC, we want to create an atmosphere of open communication and a partnership between parents and staff. Parents are encouraged to express their concerns, questions or compliments to any of our staff members. If concern exists, a meeting with our Director can be scheduled. Parents' opinions and insights can only help us to grow and improve.

Parents should also know they are welcome and encouraged to visit their children's classroom during the day. Parents may ask the child's classroom teacher what time would work best to schedule a visit. Your child would benefit from seeing your interest and excitement.

Child Abuse/Neglect Reporting

As mandated by the State of Missouri, any employee or volunteer at a daycare center who knows or has reasonable cause to suspect that a child has been abused or neglected shall immediately contact the Division of Family Services. The staff shall notify the Director of the concern and placement of the call.

ADMINISTRATIVE STRUCTURE

Good Shepherd Little Lambs CDC will comply with all laws governing the facility and its operation. The Director will provide support and guidance to the staff, children and families of Good Shepherd Little Lambs CDC. The Director will manage all the daily operations of the Center. The Director is supervised and supported by Administrative Structure shown below. The Good Shepherd Little Lambs CDC Early Childhood Ministry (ECM) Committee exists to oversee the Center and provide guidance for the entire staff, children, and families. The Good Shepherd Little Lambs CDC Board of Directors establishes the Center's policies. If the Director has a situation which is not outlined in her job description or covered in the Center's policies, she will take that situation to the ECM Committee Chairman. Situations communicated to the ECM Committee will include dismissal of children, updates on programs at the Center, and other information relating to the upkeep of the Center and its programs. The Pastor of Good Shepherd Evangelical Lutheran Church will be contacted regarding spiritual matters.

Administrative Structure

Good Shepherd Evangelical Lutheran Church
Good Shepherd Church Council
Good Shepherd Little Lambs CDC Board of Directors
Good Shepherd Little Lambs CDC Early Childhood Ministry Committee
Good Shepherd Little Lambs CDC Early Childhood Ministry Committee Chairman
Good Shepherd Little Lambs CDC Director

Confidentiality

Every staff member who is employed at Good Shepherd Little Lambs CDC is expected to keep all information regarding students and their families confidential. No medical, health, or personal information concerning any child will be released to any third party without a parent's signed written authorization. A breach of confidentiality is grounds for immediate dismissal.

This does not apply to:

- The parents or persons authorized in writing by the parents/guardian to receive such information.
- An agency assisting with planning for the child when informed written consent has been given.
- Staff consultation regarding the spiritual welfare of the child with the Pastor of Good Shepherd Lutheran Church or the ECM Committee chairperson.

ENROLLMENT

Enrollment proceeds as follows:

- Parents will complete the enrollment packet and return it to the Director one (1) week prior to the child's first day of attendance along with a non-refundable enrollment fee. Please see separate Fee Schedule for current enrollment fees. Checks should be made payable to "Good Shepherd Little Lambs CDC".
- The child must have proof of being immunized and must have a physical no more than six (6) months prior to or within one (1) month following the date of enrollment.
- New families are enrolled on a first-come, first-served basis. If there is a waiting list, children will be enrolled as openings are available.
- A parent "welcome" meeting is required prior to beginning at the Center. At this time, completed forms will be collected. Parents can meet with the Director, teachers and staff members. Parents are also encouraged to discuss any questions they might have. During this meeting parents can receive a tour of the building and meet the child's teacher.
- Parents are strongly encouraged to bring their child for a short visit before the first day. This will help the child ease into the program by giving him or her an opportunity to get acquainted with the Center.

Parent Handbook - Good Shepherd Little Lambs CDC

The following forms must be completed and submitted to Good Shepherd Little Lambs CDC at least one (1) week prior to the child's first day of attendance:

- Child Emergency Contact Form.
- (2) Permission for Emergency Treatment of Minors (Barnes Jewish, St. Peters Hospital) Form.
- Child Information Sheet.
- Family Information Sheet.
- Parent Agreement Form.
- Parent Handbook Acknowledgement (from this Handbook).
- Authorizing of Pick-up Form (by anyone other than parent/guardian).
- Medical Examination Report (Immunization Records).
- Photography Waiver.

Parents should notify the office of any changes in home or work addresses or phone numbers as well as persons authorized to pick up their child.

Attendance

Daily attendance is tracked by parents signing their child in and out each day on our sign-in and sign-out sheet located in the lobby. No child is allowed to be left in our care without first signing them in, documenting the time of their arrival. Parents must sign their child out so we can have a record showing departure time. The staff will keep a daily record of attendance in the classrooms. Attendance sheets will be kept on file in the office.

Supplies

Each child will have a "cubby" labeled with their name to store their personal items.

Parents must supply the following for their child and mark each item with their child's name:

- One complete set of seasonally appropriate clothing, including extra underwear and socks. (Please label all extra clothing and bedding with your child's name)
- Any creams, lotions or medications that the child needs along with the authorization form to administer it.
- Pillow and blanket (for extended care students only).
- Supplies should not include candy or chewing gum.

ARRIVAL AND DEPARTURE

Good Shepherd Little Lambs CDC is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. In order to comply with State mandated teacher/child ratios, and out of courtesy

to our teachers, we ask that you call the Center before school starts (8:30 a.m.) if your child will not be in attendance. We may need to adjust our staffing accordingly. When dropping off your child, please remember to record your time of arrival in the lobby and escort your child into his or her classroom.

When picking up your child, please pick him or her up in their classroom, clean out his or her "cubby", and then sign them out in the Center's lobby. If you are not able to pick up your child, we will only release your child per your "Authorized Pick-Up" sheet on file. This authorized person will be asked to show photo identification in order to pick up your child. If you or a loved one would like to visit your child during the day, please check-in at the front office. This is to ensure the safety of all our students.

CENTER SECURITY

The Center has a security system that includes a magnetic door lock and video monitoring. All parents and staff will receive a personal access code that will allow them access to the preschool classrooms.

In order to maintain a safe secure environment for all, weapons or objects resembling weapons (toy guns, swords etc.) are not allowed on school property. Any of these objects brought to school will be surrendered to the Director and will be picked up in person by a parent upon departure.

TUITION AND FEES

Note: Our fees and tuition are based on enrollment rather than attendance.

The enrollment fee is shown on the separate Fees Schedule. It is non-refundable. A check for the enrollment fee is to be made payable to "Good Shepherd Little Lambs CDC" at the time of enrollment.

Tuition payments may be paid in two installments for each month. A minimum of 50% of the Tuition is due on the 1st of each month. If payment is not received by the 5th of the month, a late fee will be assessed. Any remaining balance is due on the 15th with a late charged assessed if not paid by the 20th of the month. Invoices will be sent out on the 10th and 25th of each month. If the bill is not paid by the 1st of the following month, parents will be asked not to bring their child back until the bill is paid and the account is current. Checks may be placed in the tuition drop box in the lobby.

A Non-Sufficient Funds (NSF) fee will also be assessed on NSF checks and must be paid in cash along with the cash payment for the original amount of the check. Late fees will apply in this case (see separate Fee Schedule).

To those families who will be enrolling more than one child for five (5) day preschool and full-time five (5) day extended care service, a ten percent (10%) discount will be credited to the youngest child's account.

There are no refunds or credits for days the child is absent. There will be no credit for days the center is closed due to weather, illness, emergencies, holidays or family vacations.

Tuition will remain the same for all months throughout the school year. This includes months with shortened weeks such as Christmas Vacation and Spring Break. Because tuition covers 100% of our operational costs it is imperative that fees are paid by the above listed due dates.

Field trip fees will be handled on an individual basis. A letter informing parents of the activity will contain a permission slip and the fee amount, if any, and will be sent home prior to each field trip.

Please see separate Fee Schedule for current tuition rates and fees.

SCHEDULE OF CLOSINGS

Good Shepherd Little Lambs CDC gives praise and thanks to our good and gracious Heavenly Father for the gift of family and for the opportunity to spend time with them. With that in mind, the Preschool will be closed on or around the following holidays:

<i>HOLIDAY</i>	<i>PRESCHOOL</i>	<i>EXTENDED CARE</i>
MLK Birthday	Closed	<i>Open</i>
Presidents Day	Closed	<i>Open</i>
Spring Break	Closed	<i>Open</i>
Good Friday	Closed	Closed
Easter Monday	Closed	Closed
Memorial Day	Closed	Closed
Independence Day	Closed	Closed
Labor Day	Closed	Closed
Thanksgiving Day	Closed	Closed
Day After Thanksgiving	Closed	Closed
December 24th through January 1st	Closed	Closed

The Center reserves the right to close the day following or preceding holidays and will notify parents in advance of these closings.

Preschool and Extended Care will close briefly at the end of the school year and again before the new school year in the fall. Please check the Preschool calendar for specific dates.

As each child enrolls in our pre-school program their family will receive a school calendar indicating all Center and Preschool closings including special days off due to teacher conferences or parent-teacher conferences.

TERMINATION AND DISMISSAL POLICY

While it is our goal here at Good Shepherd Little Lamb CDC to nurture all students and to foster their development through a caring Christian environment, we do reserve the right to terminate enrollment as a last resort.

Mutual Decision Between Parent and Center

When parents and the Center both agree that placement of the child is inappropriate, the child can be dismissed. A two (2) week written notice must be given by parents, or parents will be responsible for payment of fees for those two (2) weeks. If the parent has paid fees in excess of those two (2) weeks, a refund will be given.

Parent-Initiated Voluntary Dismissal

Circumstances may arise when parents voluntarily choose to withdraw their child from the program. A two (2) week written notice must be given to the Director stating the child's last date of attendance at the Center. Parents are responsible for payment of fees for those two (2) weeks. If the parent has paid fees in excess of those two (2) weeks, a refund will be given.

Center-Initiated Involuntary Dismissal

Good Shepherd Little Lambs CDC may initiate discharge of a child for the following reasons:

- Failure to pay fees (possible cause for immediate dismissal):
 - If a parent fails to pay tuition or is consistently receiving late fees.
- Failure to observe or cooperate with the policies of the Center. The policies of Good Shepherd Lutheran CDC have been established to provide quality care for the children. Immediate discharge will be administered by the Director if the following behaviors occur:
 - Uncontrolled behavior endangering staff or children at the Center.
 - Physical or verbal abuse by a child or parent toward another student or staff member.
- If a parent defies, mocks or consistently discourages the Word of God and His truths to students, staff, or other parents.
- If a parent cannot be at the Center by closing or is excessively abusing the scheduled pick-up or drop-off time.
- Excessive absenteeism without proper notification and/or merit.
- Chronic disruptive behavior that impedes the learning or safety of others or impedes classroom management for the teacher.

- Need for special services. When Good Shepherd Little Lambs CDC cannot meet the needs of a child, but services are available through other agencies in the community, parents will be contacted with recommendations.
- Other actions, omissions or conditions, which, in the opinion of the Director and ECM Committee, are disruptive or adverse to the goals of the program.
- In the event of a student dismissal, a refund of tuition fees will be given on a pro-rated basis determined by the student's last day of attendance.

Steps Prior to Center-Initiated Dismissal

1. The Director will notify the parents in writing of the problem and will arrange for a meeting with the parents. If the parents fail to respond within five (5) calendar days, dismissal of the child will occur. The chairperson of the Good Shepherd Little Lambs ECM committee will also be notified of the dismissal.
2. During the meeting between the parents, teacher and Director, potential solutions to the problem will be discussed, and a time line will be set for resolving the situation. The time line will not exceed longer than one (1) month. Solutions may include involving outside agencies. A follow-up meeting will be arranged if necessary. The chairman of the ECM committee will be notified of an impending dismissal.
3. In the case of behavioral problems or failure to comply with policies, the Director will monitor the situation for the length of time determined in the initial meeting, and will document each incident.
4. If a second meeting is arranged, the problem will be reviewed at that time. If the Director has documented that solutions were not reached on the part of the parent or child, dismissal will occur. The chairman of Good Shepherd Little Lambs ECM committee will be notified of the dismissal.

Right to Appeal

Any family who feels their child has been unfairly dismissed may submit a written appeal to the Director. The appeal should state the reason for the dismissal, what actions were done on the part of the parents to resolve the issue, and why they feel the dismissal was unfair. The child who was dismissed will not be readmitted during the appeal process.

The Director will respond to the appeal in writing within seven (7) working days. The appeal will be discussed with members of the Good Shepherd Little Lambs ECM committee. Parents will be notified of the committee's decision regarding the appeal.

CHRISTIAN DISCIPLINE

The staff at Good Shepherd Little Lambs CDC will strive to develop a positive relationship with each child. Effective discipline stems from careful planning and consistency. The word discipline itself comes from the word *disciple* meaning "to teach." Therefore, we do not think of discipline as punishment but rather as teaching self-control and Christian attitudes. Our Christian discipline will be implemented through balancing the proper use of the Law and Gospel. The discipline will not be demeaning in a physical or emotional way. Our goal is to keep the loving example of Jesus in front of our students.

By providing positive Christian guidance, and setting clear limits we will help to redirect unacceptable behavior. Other techniques include:

- Provide clear directions so that each child knows what is expected.
- Encourage communication and cooperation between students, guiding them to solve their own problems.
- Use transition techniques, such as sing-alongs, stories, games, music and extra staff, to minimize waiting time in large groups and lines.
- Redirect negative behavior by changing activities.
- Give specific, alternative choices.
- Model and reinforce appropriate Christian behavior.
- Praise and promote behaviors that enhance positive self-esteem, respect and self-control.
- Explain consequences of behavior to children.
- Set reasonable expectations for the child's age.
- Provide interesting, challenging activities.

If one of these techniques isn't effective, a staff member may give a child a time out for 1-5 minutes. The time out will be tailored to meet the age of the child and the behavior, one minute per age of the child. This will give the child an opportunity to think about their actions, giving them time to change their behavior. Following the time out, the teacher will help the child become involved again in an activity.

No child will ever be hit, spanked, pinched, shaken or verbally abused. They will not be subjected to punishment that is frightening or humiliating. No child will be punished for lapses in toilet training nor will the staff withhold or force meals, snacks or naps. These techniques are prohibited even though a parent may request otherwise.

EDUCATIONAL POLICY

Curriculum

The curriculum used by Good Shepherd Little Lambs CDC, above all else, strives to center around Jesus Christ, His love for us, and how we can live our lives to glorify Him. The aspects of development for His little lambs then strive to include spiritual, physical, intellectual, social, emotional and academic growth. Since it is our belief that children are active learners, many of our daily activities will then be based on giving children the opportunity to choose from a variety of activities. Our hands-on curriculum will encourage the child to manipulate a variety of materials in our learning centers. Some learning centers include art, language and writing, dramatic play, science and math, music/worship area and manipulatives.

Our day will always include a Word of God lesson. The Bible story and lesson for the day will be taught by a Wisconsin Evangelical Lutheran Synod (WELS) certified teacher or the Director. This is to ensure the teachings and doctrines are taught according to the view of Good Shepherd Evangelical Lutheran Church, a member of the WELS. The Bible story for the week will be provided with the weekly newsletter.

Other aspects of our culturally diverse curriculum will strive to include traditional holidays, interest themes, and current events. Weather permitting, we will include large motor activities outside on the playground, otherwise, they will take place inside the classrooms.

All staff members are knowledgeable in the Early Childhood field. They will develop new and exciting activities for our students to challenge them and support their development and growth as God's children. All staff members are encouraged to pursue continuing education which is of utmost benefit to our students and their families. Our greatest delight is to see our students succeed and our family of believers strengthened.

Daily Schedule

Sample Daily Schedule for Preschool with Extended Care:

8:30	Arrival
8:45	Word of God Time
9:00	Circle Time/Story
9:15	Learning Centers
10:15	Clean Up
10:25	Snack/Journals
10:45	Outdoor
11:05	Music/Movement Time
11:25	Prepare for departure
11:30	Departure

12:00	Lunch
1:00	Nap/Rest Time
2:00	Quiet Play
3:00	Snack
3:30-6:00	Free Play/Outdoor Play/Story time/Activity

Naps

Children who will be in our care for an entire day will have a nap or rest period each day. Cots will be provided by the Center. If after thirty (30) minutes a child does not fall asleep, he/she will be able to do quiet activities until the rest of the group is awake.

Students with Special Needs

Good Shepherd Little Lambs CDC will accept students with special needs if the Center can reasonably accommodate those needs. Those students who qualify for special needs will have an Individual Education Plan (IEP) on file for specialized care from a professionally qualified source. The teacher, Director and parents will develop a care plan for the student using these professional recommendations. The plan will be implemented on a probationary period and will be subject to observation and review after a period of sixty (60) days. Any child who demonstrates an inability to benefit from the care offered by the childcare provider, or whose presence is detrimental to other children, may be discharged from the facility. If the students' needs cannot be met, the Center will aid the parents in finding care in another facility.

Cultural Diversity

In order to promote cultural diversity, we will use classroom materials that show people of different races, cultures, ages, abilities and genders in non-stereotyping roles. In Christian love, the staff will appropriately counteract prejudice shown by children or other adults.

Unscheduled Walks

As weather permits, staff may take the students out on supervised walks around the property. Emergency cards, attendance boards and 2-way radio will be taken along. The staff will follow safety procedures; children will be properly dressed for the weather and staff will notify the Director of leaving the premises.

Playground

Due to an increase in sprained or twisted ankles from backless shoes, children and staff are to wear tennis shoes on the playground equipment. No flip flops or sandals without heel straps will be allowed.

Field Trips

Because children are active, tactile learners, we believe that exposing students to new experiences is of great benefit. However, field trips do not happen without parents help. Prior to going on a field trip, a permission form will be sent out requesting drivers and chaperones, along with any details regarding the cost of the trip. Drivers must be twenty one, have a valid drivers' license, and the vehicle must be in good running condition and have valid proof of insurance. The number of students per vehicle shall not exceed the number of safety belts in the vehicle. Students will be secured in safety\booster seats that meet current Missouri safety standards. Students will be seated only in the rear seats.

In case of emergency, the staff will remain with students or transport them to a safe area and attendance will be taken. Proper authorities will be notified, and parents will be contacted immediately.

The students' emergency treatment consent form shall accompany all field trips. Attendance sheets will be used to record attendance before the field trip, during the field trip, and after returning to the Center.

Photography

Good Shepherd Little Lambs CDC may occasionally provide special learning experiences for children either on or off site. It is our request that we be allowed to capture these moments for documentation purposes and learning opportunities. Pictures will be used to document a child's individual developmental progress. Parents are asked to sign a waiver granting Good Shepherd Little Lambs CDC permission to photograph their child in these situations.

If there is a picture taken of your child(ren) that we would be interested in using for publication, we will contact you in a separate letter asking for authorization.

HEALTH CARE POLICY

The State of Missouri mandates that all students have current immunizations on file at the Center. Non-compliance with this can result in dismissal. That is why we ask that parents do not bring children to the Center if they have any of the following symptoms:

- More than one (1) abnormally loose stool.

- Temperature of 100 degrees or higher by mouth, or 99 under the arm.
- Red or blue in the face or makes high-pitched croupy or whooping sounds after coughing.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Recurring diarrhea.
- Sore throat or swallowing difficulty.
- Vomiting in the last 24 hours.
- Severe nasal and/or chest congestion.
- Infected skin patch-crusty, bright yellow, dry or gummy areas of the skin.
- Unusually dark, tea-colored urine.
- Gray or white stool.
- Contagious stage of communicable diseases.
- Behavior indicating pain.
- Head lice, eggs, nits or scabies.
- Any unexplained rash or spots.
- Discharge of green or yellow mucus from the nose.
- Tears, eye redness or irritation and/or drainage.
- Inability to participate in the program (If a child is well enough to be at the Center, he/she is well enough to participate in all aspects of the program including going outside).

Non compliance with this may result in a phone call requesting the parent come and pick up their child. The child may return to the Center after being symptom free for 24 hours and/or fever free without medicine for 24 hours. If an antibiotic is prescribed, the child may not return until they are on the prescribed antibiotic for 24 hours.

Non-smoking Policy

Due to very real health issues and fire hazards, smoking is prohibited in the building at anytime and anywhere else on the property. Therefore, it is the policy of Good Shepherd Little Lambs CDC to maintain a "smoke-free" environment.

Child Illness at the Center

If we find it necessary to take a child's temperature at the Center, it will be taken under the arm. If he or she becomes ill at the Center they will be isolated from the other children while under the supervision of a staff member or Director until picked up. We will notify parents first and then proceed to the emergency contact person recorded on file.

The director will notify parents of any contagious illness present in the classroom by a notice posted at the classroom door. This notice will include symptoms and recommendations by the *Missouri State Manual of Communicable Diseases*.

First Aid

First Aid Kits will be kept in the first aid cabinet and by the playground door. Staff will be trained as to where these kits are and what is available in them. First aid kits will contain a supply of bandages, tape, Band-Aids, antibacterial cream, syrup of ipecac and protective gloves.

Minor Injury

If a child should receive a minor injury while at the Center, it will be cleaned with soap and water and bandaged or an ice pack applied. The parent will be notified by telephone of the incident. Upon pick-up, parents will receive an "Accident/Incident Report" which contains information regarding the type of injury, how it occurred and what first aid was given. It will be signed by the person administering the first aid and the Director. The original report will be kept on file and the parent will receive a copy.

Serious Injury

If a child becomes seriously injured while at the Center, 911 will be called and/or the child will be transported to Barnes-Jewish St. Peters Hospital. Following an accident, parents will be notified immediately. The child will not be left alone while waiting for treatment or until the parent arrives and is ready to supervise the child.

Head Lice

If the Center suspects head lice, the parents will be notified to pick up the child immediately. We will notify parents first and then proceed to the emergency contact person recorded on file. The child will be isolated from the other children while under the supervision of a staff member or Director until pick up.

When head lice are suspected, parents should notify the Director as soon as possible. The child may not return to the Center until they are free from all lice, nits, and eggs. The parents will be informed about recommended treatment procedures. As with cases of communicable diseases, all other families will be notified that a case of head lice has been reported.

Allergies

When a child enrolls at the Center, all allergy and special dietary needs information will be noted. The names of children with special dietary needs will be posted so that all staff members are aware of this information at all times. Parent will provide an action plan for their child before the child begins school. This plan must be

approval by a physician as the course of action in the event of an allergic reaction. The physician must notify the center with any changes to the plan.

Medications

Prescription medications can be administered by staff only after an authorization form has been filled out and signed by parents. These forms are available in the office or classrooms. Medications must be labeled with the child's name, instructions for administration, time and amount of dosage, physician's name. Medication must be in the original container. Medications will be stored in a locked medicine cabinet or lock box that is not accessible to the children. Refrigerated medications will be kept in a separate refrigerator away from food. Unused medication shall be returned to the parents.

The Center will not administer the first dosage of medication due to unknown allergic reactions!

Over the counter medicines will not be administered by staff.

Sunscreen / Insect Repellent

Each season, parents may be asked to fill out an authorization form allowing staff to apply sunscreen or insect repellent to their child. Products provided by parents must be in their original bottle. Lotions and repellents must be labeled with the child's name on the bottle, and will be sent home after use is discontinued. Sunscreen will be applied 30 minutes prior to sun exposure.

Pets

Due to the possible risk of allergic reactions, the Center asks that no pets be brought in for show-and-tell unless discussed with the teacher beforehand. We will review our records to ensure no children in the room are allergic to the animal being considered for show-and-tell. Any pet brought into the center must have a copy of the vaccination record (as applicable) on file at the center before the pet is allowed to visit.

Nutrition

Our Center will serve parent supplied sack lunches. Children will be encouraged to feed themselves using the utensils provided and will also be encouraged to try new foods. They will not be forced to eat something if they do not care for it. Proper eating habits will be reinforced and assistance given if need be. The Center will provide napkins, plastic utensils, glasses of milk, and a refrigerated area for safe storage of sack lunches. Please do not send food to be heated by microwave or carbonated beverages.

If there is an emergency situation where a child would be without a lunch, the Center will provide a purchased lunch. This charge will be added to your monthly bill.

The Center does not provide breakfast for students, but will provide a morning and afternoon snack.

Food allergies need to be made known to the staff. Any special dietary requirements or allergies will be posted in the child's classroom and in the kitchen. Other special requests regarding dietary needs can be discussed with the Director. In the event that a child has a special diet, the Center will make every attempt to accommodate their needs.

A class day near a child's birthday may be reserved for the parent to bring in a special treat to celebrate the child's birthday. Please do not bring in any homemade items for this snack. Snacks should be store bought and individually wrapped.

Required health and safety inspections will be conducted by the Department of Health to ensure the Center is meeting State requirements. Inspection forms are kept on file and are subject to review upon request.

EMERGENCY POLICIES

Accounting for Children

Each staff member will be aware of children in their care by keeping daily attendance sheets. The staff will periodically conduct head counts to ensure they have the correct number of children in their care. As parents bring their children into the Center, they must sign them in by the Parent Communication Board.

Children will not be left unattended at any time at Good Shepherd Little Lambs CDC. Parents are reminded to never leave children in their car unattended. Children must be accompanied by an adult to their classroom and make contact with a teacher before the parent leaves the center.

Missing Child

If a child is missing, the Director will be notified and will assist in emergency procedures which may include:

- Searching the building and property.
- Calling 911.
- Notifying parents or the emergency contact.

Lockdown

Lockdown will be a term used at the Center to refer to a situation which calls for the isolation of teacher/staff and children from a potentially dangerous environment. The Director's office will be the control center in all emergency situations. A second area will be the Pastor's office. Teacher & staff will be notified to lockdown immediately.

The teachers will lock all classroom and exterior doors and close all blinds when the lockdown code is given. All students will continue working until lockdown has been lifted. No one will be allowed to enter or leave the building while the school is in lockdown, unless approved by the Director, Staff Minister or the Pastor.

Fire Drill/Evacuation

Building evacuation procedures and exit routes are posted throughout the building. Fire drills will be practiced at least once every three (3) months by staff and children, unless the weather postpones this drill to a later date. It is the responsibility of the staff to guide the children out of the building using prearranged exit routes. They DO NOT stop for coats or jackets. One staff member will be designated to pick up the emergency folders on the way out. The Director will be responsible for taking the parent sign-in and sign-out sheets. All children will be taken to the designated safety location identified on the Evacuation Plan. The Director will check the building including the bathrooms. Once everyone is outside, attendance will be taken. Everyone will stay outside until the Director gives the "all clear" for reentry into the building. In case of an actual fire, the Director will direct staff and children with further instructions.

Earthquake Drill

During earthquake drills, students should remain in the room and take cover under the tables. The doors will remain open. In the event of an actual earthquake, the evacuation process will begin using the fire exit plan, after the tremor has stopped. Earthquake drills will be practiced at least once every three (3) months.

Tornado Drill/Evacuation

When a tornado warning is in effect and the designated alarm has been sounded the following guidelines will be observed: One staff member in each room is designated to collect the emergency folders. Staff and children will proceed to the designated safe area in the building. Emergency supplies (blankets, radio, food, drink) will be gathered as time permits. Staff will strive to remain calm and reassure students that God is in control and will take care of them. Tornado drills will be practiced at least once every three (3) months.

Inclement Weather

In case of severe winter weather, our Preschool will be cancelled if the Fort Zumwalt school district also cancels classes. If preschool is canceled due to bad weather, we will do our best to provide extended care for those children who need it. There will be no credit for days the Center is closed due to weather related absences.

Building Temperature

A comfortable temperature will be maintained in the Center during hours of operation. The inside temperature will not be less than 68 degrees Fahrenheit and will not exceed 80 degrees Fahrenheit.

Loss of Building Services

If the center loses building services for one hour or more, the center will close for the day. This includes, but is not limited to: heat, air conditioning, water, electricity, telephone, or plumbing problems. Each problem will be dealt with on an individual basis. Whenever possible, the problem will be taken care of in a timely manner. The Center will re-open when services are re-established. There will be no credit for days the Center is closed due to loss of building services.

CENTER CLEANLINESS

Communicable Disease

If a child is diagnosed with a communicable disease such as RSV, Rotavirus, Chicken Pox, German measles, H1N1, Infectious Hepatitis, Measles, Mumps, Scarlet Fever, Strep Throat or Meningitis, please alert the Center immediately. If there are any exposed children, they will be monitored for symptoms. Parents will be notified of the exposure by signs posted outside their children's classroom and on the Parent Communication board in the Center lobby. Information of a communicable disease exposure will also be reported to the local Health Department, if required.

Hand Washing and Cleanliness

Each child will wash or have their hands washed with soap and water prior to eating, after toileting, outdoor play, and wiping bodily excretions (runny nose). Hands and faces will be washed after meals and snacks. Hand washing procedures will be posted near all sinks.

Sanitation of Equipment and Toys

In order to create a healthy environment, the Center uses the three (3) step method in sanitizing equipment and toys. Surfaces are first cleaned with hot, soapy water. They are then rinsed with hot water. Finally, they are sanitized with a bleach solution, which air dries. Eating surfaces will be washed and sanitized before and after each use. Toys and equipment will be sanitized if they come into contact with a child's mouth or bodily fluids. Floors, carpets or walls will also be sanitized when contacted with bodily fluids.

Universal Precautions

For the health and safety of all, any person exposed to blood or bodily fluids will immediately wash their hands with soap and water. Disposable gloves will be worn if there is contact with blood and or bodily fluids. Staff will also clean all vomit, urine, feces, blood and other bodily fluids with gloves and properly discard them. Gloves will be kept with the first aid kit in the first aid cabinet.

CLOSING REMARKS

We want you to know how very pleased and excited we are to have you and your family involved with Good Shepherd Little Lambs CDC. We hope all the information presented here has been of benefit to you. We are here to help you in any way possible in the upbringing of your child. We know that our Lord Jesus is with us every step of the way, keeping us close to His heart.

It is our prayer that we may be a blessing to you and your child, filling a need in your life. Know that while we will do our best to meet the physical, intellectual, social, emotional and academic needs of your child, our primary focus will be meeting the spiritual needs of your child and your family. Your eternal welfare is our main concern.

May God bless our time together!

PARENT HANDBOOK ACKNOWLEDGMENT

Your signature below indicates that you:

Have read the Parent Handbook, received and read the school calendar and have discussed any policies in question with the Director. We understand that policies are subject to change with a two-week notice and that notice of changes will be posted on the Parent Communication bulletin board located at the entrance of the building.

Any questions, comments, or concerns should be made prior to the signing of this form.

Child's Name _____

Parent/Guardian's Signature _____

Date _____

Please return this form along with the enrollment packet to the Good Shepherd Little Lambs CDC office prior to the child's first day of attendance.