

# Immanuel Lutheran Christian Academy Preschool- Parent Policies

## **MISSION STATEMENT**

Every child is valued as a child of God. Our mission is to promote the total development of children: spiritual, emotional, physical, social, and intellectual. We are dedicated to excellence in an environment that is safe, informal, and personal for all that take part. We seek to introduce everyone to the joys of knowing His love in Jesus Christ.

## **PHILOSOPHY**

At ILCA, we aim to assist families in helping teach their children about Jesus Christ as their personal Savior. Our mission is to help children feel good about themselves and know that they are special in the eyes of God. Our goals are to instill within the children an assurance that God loves them and to enable them to grow in faith and use the gifts God has given to them to reach their highest potential. We believe that, with the help of God, our early childhood program will provide experiences that enrich and enhance each child's spiritual, physical, emotional, and mental development.

Within our center's daily schedule, each child has the opportunity to be creative, explore the environment, and learn problem solving and personal interaction skills. We believe that each child is an individual with different needs, talents, and interests that should be explored. The staff will serve as positive,

Christian role models and provide care that is supportive, nurturing, warm, and responsive to each child.

Jesus said “Let the little children come to Me, and do not hinder them, for the kingdom of heaven belongs to such as these.”

Matthew 19:14

ILCA Preschool admits children of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the children at the center. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies or school administered programs.

### **BEHAVIOR AND GUIDANCE POLICIES**

We use a positive approach to discipline. We believe in redirecting children when a discipline situation arises. Every discipline confrontation can be turned into a learning situation for each child. We encourage children to be responsible for their actions. We allow a child to experience the natural or logical consequences of their behavior. We do not rescue children from the consequences of their actions unless it threatens their safety. We believe in empowering each child. With staff guidance we encourage children to talk to each other about their problems.

- ❖ Using firmness with respect and dignity, we talk to each child as a person with feelings.
- ❖ We speak in a calm voice instead of yelling at children.
- ❖ We model respect and expect children to respect all staff members.

- ❖ We do not use scare tactics or threaten children with violence, nor do we allow children to use scare tactics or threaten the staff or each other with violence.
- ❖ We do not ridicule any child, their family, life style, religious beliefs, nationality, or parent's occupation.
- ❖ We believe that our professions and the work we do impact our community each day. And that our teaching today will impact America's future.

*“A wise teacher makes learning a joy.” Proverbs 15:2*

### **BITING POLICY**

In case of a biting incident, the following steps will be taken:

- Staff will stay calm and will not overreact.
- The biting will be interrupted with a firm “No, we don't bite!”
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child shall be assessed and cleansed with soap and water.
- The parents of both children will be notified of the biting incident (If skin is broken, parents will be called immediately. If skin is not broken, parents will be notified with an Incident Report). Appropriate forms will be filled out (Incident Report).
- Confidentiality of all children involved will be maintained.
- If biting continues, the child will be sent home accordingly:

- If the child bites twice in one day, the child will be sent home and will not be allowed back at Immanuel Lutheran Christian Academy Preschool for 2 school days.
- If the child bites three times in one week, the child will be sent home and will not be allowed back at Immanuel Lutheran Christian Academy for 2 school days.
- If biting continues after being sent home for biting twice, a probationary period will be assigned. If the child bites during this probationary period, they will not be allowed back at Immanuel Lutheran Christian Academy Preschool until the probationary period is over. When the child returns after the probationary period is over, if biting continues, the child will not be allowed to return to Immanuel Lutheran Christian Academy Preschool indefinitely.

### **PROGRAMS AVAILABLE AND AGES ACCEPTED**

**Full Time Preschool** program is ideal for working families and operates from 7:00 AM to 6:00 PM daily. This option is available 2, 3, or 5 days per week, with the days of your choice. For our infant classroom, the only option is 5 full days, in order to prevent the spread of germs and illness.

We offer care to children ages 6 weeks through 5 years.

### **PLACEMENT**

Children will be initially assigned to a class according to their chronological age; however, later they may be transferred to other groups according to their individual development.

For our three- and four-year-old programs, children must be potty trained. Our preschool age classrooms do not have diaper changing facilities in them, so they must be potty trained. We do have a transitional older two-year-old classroom where the teachers work on potty training with the children.

### **FAMILY ORIENTATION**

When beginning at Immanuel Lutheran Christian Academy Preschool, each family will go through an orientation process to ensure that your child's enrollment goes smooth.

For those children entering in August, at the start of a school year, we will have a "Meet the Teacher" Open House, at which you will meet your child's teacher, see his/her new classroom, receive important paperwork, bring necessary supplies and items, and meet with office staff as needed.

For those children entering mid-year, a tour will be given- and there are options to come in to meet the teacher, observe the classroom, meet classmates, etc.

All children beginning at ILCAP will receive a new child folder that contains all of the necessary information for enrollment, proper communication, and safety.

### **HOURS OF OPERATION**

Immanuel Lutheran Christian Academy Preschool opens at 7:00 AM and closes at 6:00 PM. In order to receive the full benefit of our educational program, children are encouraged to be in attendance by 9:00 AM and to stay until 1:00 PM.

There is a late pick up fee for children who are picked up after 6:00pm. Our late fee is \$1 per minute for any time after 6pm.

**It is each parent's responsibility to call the office when your child will not be attending preschool. Please call the office at**

**258-7622 before 9:30 AM. Lunch order is placed by 9:30 each morning. If your child is going to arrive later than 9:30 you must call to let us know in order for us to order a lunch for your child.**

ILCA Preschool is open Monday through Friday each week with the exception of the following:

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving	Thanksgiving Friday
Christmas	Good Friday

ILCA Preschool will be closed one week in August and the week between Christmas and New Year's. The week in August will be an in-service time for all staff members. This will enable the staff to reset the rooms from the summer programs to the school year programs and provide time for staff to get some of the 20 training hours required by the Department of Human Services. We will also be closed two days in October, for our required annual parent/teacher conferences. (There are no discounts for days the Preschool Center is closed.) The center reserves the right to close on any other holidays that attendance does not warrant the staffing of the center.

### **FAMILY PARTNERSHIPS AND COLLABORATION**

At Immanuel, we value our partnerships with our families. We invite parents to have open communication with our teachers and office staff. We provide our classroom and staff e-mail address and phone numbers to make communication easy. Each classroom also has a private Facebook page for easy communication about our days here at ILCAP. We welcome parents to voice questions, concerns, suggestions, good ideas, and

praise to our staff at any time. We conduct annual parent surveys and we value the input we receive from those surveys. We are always striving to improve and to provide the best quality possible.

We invite our families to all of our church and community events (Valentine's Banquet, Easter egg hunt, Vacation Bible School, Fall Festival, Christmas festivities, etc). We also invite parents to join us at church at Immanuel on any given Sunday.

We have Parent/Teacher Conferences two times per year, in order to strengthen the partnership between our staff and our families. At these conferences, progress is discussed and future plans for success are discussed and implemented.

### **IMMUNIZATION RECORDS**

We are required by DHS Regulations to have a current immunization record on file for each child. This record must be on file before your child can attend.

### **RECEIVING AND RELEASING CHILDREN**

Upon arrival each child is received by the staff person in a classroom and the presence of the parent and child is acknowledged.

Children are released to their parent, legal guardian or to any designated person listed on the child's information form. Parent or legal guardian may submit written permission for an additional person to call for the child. In case of an emergency, phone calls will be accepted as long as the person in charge can verify the identity of the caller. Identification of the person picking up a child will be verified through a picture ID. Office staff will keep a written log of these verbal consents.

When you pick up your child from the designated classroom, the child is to remain **WITH** the parent or guardian picking up the child until they have exited the building. The child should go with the parent to pick up the child's belongings, sign them out, if they need to use the restroom, or to any other area they need to go. This is a safety issue, as well supervision.

For the protection of your child, no information will be given over the phone unless the staff person on the phone can verify the identity of the caller. This can be done through voice recognition, the last four digits of the social security number or a code word submitted to the office in advance. This includes verification of enrollment and attendance. Parents or legal guardians must alert the office in advance when anyone such as a doctor, counselor, therapist, lawyer, etc. will need information over the phone regarding their child.

### **CELL PHONE FREE ZONE**

Cell phones are a wonderful invention! They can also be a great distraction.

We ask that as your drop your child off for the day and when you pick them up that you refrain from using your cell phone to call, text, check e-mail or Facebook, etc.

Your child has been waiting all day to see you; they are so excited to see you. Please show them you are also excited to see them! Please refrain from using your cell phone while you are in ILCA Preschool. Thank you for your cooperation!

### **SECURITY**

For the protection of the children and the staff, the Preschool doors will be locked at all times. Please use ring the buzzer to let



us know that you are at the door or speak to someone at the front office window.

## **CLASSROOM CAMERAS**

Each classroom at Immanuel Lutheran Christian Academy Preschool has a closed circuit security camera in it for the safety of all students and teachers at ILCAP. There are also cameras at each outside door and on the playground to help monitor the safety of our students.

## **CHILDREN'S PERSONAL BELONGINGS**

Each child will be provided a cubby for his/her personal belongings. Each child is encouraged to bring a change of clothing and an extra pair of shoes, if possible. Children may also bring a small blanket for a cover during rest time (a sheet will be provided). Children are encouraged to be responsible for their personal belongings.

Throughout a busy, active day it is normal for children to get dirty. Some art activities are even messy. Please dress your child in play clothes that are washable and will withstand the everyday activities in which your child will participate, both indoors and on the playground. Paint smocks and aprons are available for messy activities, however, some children still get messy. Soiled clothes at the end of the day are a sure sign that your child was busy and involved in the learning activities. The following guidelines should help you and your child choose appropriate clothing:

- Wear clothing that is permitted to get messy and dirty.
- Clothing should be easy for the child to put on and take off.

- Clothing should be loose enough to allow free movement without being so loose that it hampers free movement.

For the safety of your child, we request that tennis shoes or shoes with hard soles be worn. Open toed shoes, flip flops, and sandals are not recommended.

In order for us to keep each child's things neat and separated please label **all** items with your child's name.

A sufficient number of toys are provided for all children.

**Children may not bring personal toys to the center unless the teacher has given special permission.** Books and records appropriate to learning themes may be sent with prior approval from the teacher. We ask that you do not permit your child to bring "hero action figures" to the center. Action figures promote aggressive play in the children and do not reflect the manner in which we teach children to solve problems or interact with other people.

### **BREAKFAST/LUNCH/SNACK**

A light breakfast of dry cereal, milk and juice is served each day between 8:00 AM and 8:20 AM for full day children. (No breakfast will be served after 8:20 AM)

A nutritious lunch is served daily consisting of the five basic food groups as outlined in the food pyramid. Children are exposed to a variety of healthy and nutritious meals and snacks. Children are encouraged to try each food and develop a liking for a variety of foods. **If special food or beverage is required due to doctor's diagnosis, religious or cultural reason, the parent shall provide replacement food item.**

Meals are eaten in a family style atmosphere. Teachers sit with the children to encourage healthy eating habits and pleasant conversation. Teachers are role models for table manners. Age appropriate expectations determine the classroom guidelines for mealtime experiences. After the meal, children are encouraged to help clean the tables and chairs.

Snack is served each afternoon for full day students.

Birthdays are special occasions. If you wish to observe this special day at school, contact the teacher and let them know what day you plan to bring snacks. Party favor bags are allowed as long as there are enough for all children in the class. Please do not send birthday invitations to school to be given out unless you are inviting everybody in the class. We do not want any child to feel left out.

**Note:** The Health Department requires that all outside food must be from a bakery or store. We are unable to accept homemade treats.

### **INJURIES AND ILLNESS**

Children will not be allowed to attend childcare if they are ill. Children will be sent home if they have an elevated temperature of 100 degrees or higher, vomit, have 2 or more diarrheas, show signs of any communicable disease or contagious illness. Children hospitalized for any reason will need a doctor's written permission to return. A doctor must identify all rashes and redness/drainage of the eyes and written permission must be obtained from the doctor for your child to return to childcare. Children must be free of fever, vomiting or diarrhea for 24 hours before returning to class (without the use of medication). **If your child is sent home with fever, vomiting, or diarrhea they will**

**not be admitted the next day.** Please do not bring your child to school on days when he/she is not well enough to go outside. We do not have staff to keep one child inside.

For severe or questionable illnesses or injuries, the parent/guardian will be called. For bumps, scratches, scrapes, bruises, etc. the parent/legal guardian will be notified through the means of verbal communication or through a written form called an “Ouchie” report. Due to allergic reactions only soap and water will be used for cleaning minor wounds.

When children are on field trips and an illness or injury occurs, the staff person will call the Preschool office. The person in the office will then notify the parent. The decision will be left up to the parent as to wait until the group returns from the field trip or pick up the child at a designated location.

If a child is discovered to have head lice, they will be sent home and are unable to return until they have been treated with store bought or doctor prescribed shampoo, and all live bugs and nits must be removed from the child’s hair.

The parents in that child’s classroom will be notified about the head lice and all blankets and pillows will be sent home to be washed. A notification will also be sent to all parents in that child’s age group, as a precautionary measure.

## **MEDICATION**

Medication is to be signed in every day on the medication log with a parent/legal guardian signature. Medication given more than one time a day will need to be indicated and signed by a parent on a separate line for each dosage. Any specific instructions regarding your child can be recorded in a space next to the signature. All medications, except for medications that are

part of a prescribed ongoing therapeutic treatment, shall be taken home each evening. All prescription medication must be in the original container with the child's name on the container and doctor's instructions. (Many pharmacies will give you two bottles, half for childcare and half for home.)

For parents signing in non-prescription medication, the office staff will only administer the dosage listed on the bottle for that age child. If a parent requests a different dosage than that listed in the directions on the container, a doctor's note will need to be submitted. The doctor's note will need to have the name of the medication, the dosage and the time to be administered. Office staff giving the medication will sign the medication log after each time.

All medications shall be placed in the locked cabinet in the office. This includes cough drops, lip balms, etc. Medications that require refrigeration will be placed in a separate container in the refrigerator.

### **SUNSCREEN & INSECT REPELLENT**

Sunscreen and insect repellent will be applied to children as needed, as long as a signed permission form by the parent is present. The parent is required to purchase and bring sunscreen and/or insect repellent if they wish for us to apply it to their child.

### **FIELD TRIPS**

Field Trips for the preschool age child are designed to be educational as well as recreational. Field trip information is listed on the monthly calendar. If there is a change in the field trip, a notice will be posted at the entrance to your child's room.

If your child arrives late for the field trip, he will be placed in another group until his class returns.

### **TRANSPORTATION**

When transporting children, Immanuel Lutheran Christian Academy buses are used. All drivers' driving records are investigated.

### **MANDATORY REPORTING OF CHILD ABUSE**

It is state law that childcare staff reports any suspicion of child abuse. If your child has had an accident away from our program, please report this to your child's teacher upon arrival at ILCA Preschool.

### **VACATION FOR FULL TIME PROGRAM**

After attending Immanuel Lutheran Christian Academy Preschool a minimum of three months, from January through December, each child will be allowed two weeks vacation credit. If your child does not begin until August, your child will receive one week of vacation for the remainder of the calendar year. If your child ends enrollment in May, your child will receive one week of vacation for January through May, instead of two. There is no charge for vacation as long as the director is notified one working week in advance. The vacation may be taken in no less than one week segments, and your child must be absent from school to redeem the credit. The week in August and the week between Christmas and New Year when the Preschool is closed may be used for the two weeks of vacation time. Vacation credits can not be accumulated and used past the current year.

### **INFANT POLICIES**

Immanuel Lutheran Christian Academy strives to provide an environment that will protect them from physical harm, and

will stimulate physical, cognitive, emotional, and social development. We will help provide nurturing Christian care to the best of our ability, and we promise to love your children, and help you feel comfortable and safe when you leave your baby in our care.

We will feed your baby based on their personal needs. We will feed them formula, breast milk, or food provided by you. Please do not send candies, gum, marshmallows, raw carrots, celery, raw peas, whole grapes, nuts, seeds, popcorn, or chips because these are considered choking hazards for our little ones. We are a peanut free school, so please do not bring peanut butter or peanut products for your children. We will cut up any food into small pieces no larger than  $\frac{1}{4}$  inch cubes.

Bottles and baby food that you bring should be labeled with the child's full name. We ask that any baby food jars that you bring are not previously opened; they must have their original seal on them. Bottles of formula or breast milk will be refrigerated until immediately before feeding and immediately after feeding. All unused items will be sent home. We will warm baby bottles with a bottle warmer, and the temperature will be checked before giving to the baby.

Breast milk should be labeled with the child's full name and the date expressed. Breastmilk is stored for no more than 24 hours in the refrigerator when thawed, five days in the refrigerator when defrosting, and three months from the expression date in the freezer. Breastmilk will be refrigerated or frozen until immediately before feeding. We use warm water to warm the bottles; microwaves are never used. We gently mix the bottles; they are not shaken. Breastmilk bottles served to a child is not reused after one hour from serving.

Infants, birth through three months of age, may be swaddled with an infant sized swaddle blanket, only when it has been requested by the parents and permission is granted with written notice given to the office. Infants three months through twelve months are required to use sleep sacks. Blankets, quilts, pillows, and stuffed toys are prohibited inside and on the side of infant rest equipment.

You will get a daily sheet with all of the details of your baby's day each afternoon. If you have any questions, the nursery door is always open. Thank you for trusting ILCA Preschool with your little one!

### **SNOW DAYS/INCLEMENT WEATHER**

In case of severe weather (ex. snow, flood, power failure...) we will use the same precautions as Immanuel Lutheran Christian Academy and Broken Arrow Public Schools. You may watch the news (We call in to Channel 6, 8, and 23.) for Broken Arrow Public Schools, Immanuel Lutheran Christian Academy, or Immanuel Lutheran Christian Academy Preschool. We also send out a phone call via Renweb, our automated calling system, to families who have turned in the proper paperwork to do so. We update our preschool Facebook page immediately, and send an email via our parent distribution list as soon as a decision is made also. No credits will be given for days we are closed for inclement weather.

### **WITHDRAWAL**

Immanuel Lutheran Christian Academy Preschool requires a two week written notice when withdrawing your child from any of our programs. If you fail to comply, a TWO WEEK TUITION FEE WILL BE CHARGED TO YOUR ACCOUNT.



## **DISCONTINUATION OF SERVICES**

Immanuel Lutheran Christian Academy Preschool reserves the right to discontinue service to a student for reasons of:

- ❖ Continued discipline confrontations
- ❖ Lack of cooperation from parents
- ❖ The inability of the child to adjust
- ❖ Continued acts that jeopardize the safety and well being of other children and staff
- ❖ Delinquency in payment of fees/tuition

If ILCA Preschool discontinues services due to lack of payment of fees/tuition, the account will be turned over to a collection agency. Parents will be held responsible to pay all cost incurred while attempting to collect on the delinquent account. This includes all fees and/or service charges with the collection agency, as well as any legal costs such as court costs and attorney's fees that are directly related to each situation.

## **CHANGE OF ADDRESS**

Please notify us immediately if there are any address or telephone number changes. This also includes any names and numbers that you have given us for your emergency contacts.

**This is important to keep our files up to date in case of emergency!!**

## **ILCAP School Year Calendar 2023-2024**

<b>August 7-11</b>	<b>Professional Week (NO SCHOOL)</b>
<b>August 10</b>	<b>Meet the Teacher (5pm-7pm)</b>
<b>August 14</b>	<b>First Day of School</b>
<b>September 4</b>	<b>Labor Day (NO SCHOOL)</b>
<b>September 15</b>	<b>Lutheran State Fall Conference for Teachers (NO SCHOOL)</b>
<b>October 5-6</b>	<b>Fall Pictures</b>
<b>October 19-20</b>	<b>Parent/Teacher Conferences (NO SCHOOL)</b>
<b>October 31</b>	<b>Holy-Ween</b>
<b>TBA</b>	<b>Scholastic Book Fair</b>
<b>November 22-24</b>	<b>Thanksgiving Break (NO SCHOOL)</b>
<b>December 14</b>	<b>Christmas Program**</b>
<b>Dec. 25-January 2</b>	<b>Christmas Break (NO SCHOOL)</b>
<b>January 3</b>	<b>1<sup>st</sup> Day of 2<sup>nd</sup> Semester</b>
<b>January 21-27</b>	<b>National Lutheran Schools Week</b>
<b>February 19</b>	<b>Presidents' Day (NO SCHOOL)</b>
<b>TBA</b>	<b>Spring Pictures</b>
<b>March 21-22</b>	<b>*Parent/Teacher Conferences (NO SCHOOL)</b>
<b>March 29</b>	<b>Good Friday (NO SCHOOL)</b>
<b>May 6-10</b>	<b>Teacher Appreciation Week</b>
<b>May 23</b>	<b>ILCAP Graduation**</b>
<b>May 27</b>	<b>Memorial Day (NO SCHOOL)</b>
<b>May 31</b>	<b>Last Day of the School Year</b>

**2023 "NO SCHOOL" DAYS**

**August 7-11**  
**September 4**  
**September 15**  
**October 19-20**

**November 22-24**  
**Dec. 25-Jan. 2**

**2024 "NO SCHOOL" DAYS**

**February 19**      **May 27**  
**March 21-22**  
**March 29**

**\*Parent/Teacher Conferences are now required by OKDHS twice a year.**

**\*\*Program dates are tentative, pending church approval.**