



LIVING WORD EARLY
LEARNING CENTER

OUR PASSION. THEIR FUTURE

PARENT HANDBOOK

2021-2022

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Hours of Operation: Monday-Friday 7:00am-5:30pm
Christian Based Education

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A. About Living Word Early Learning Center.

1. Our Vision

Living Word Early Learning Center, as a ministry of Living Word Church, exists to nurture a love for learning in all children; prepare students for success in their future academic life; and build relationships with families in the community by sharing God's truth and love.

2. Our Mission

The mission statement of LWELC is to nurture the "whole child" in areas of academic, social, physical, emotional, creative, and spiritual development. This will be achieved through providing a variety of activities that are developmentally appropriate and recognizing the individual needs and differences of all children. Through Christian principles and teacher directed activities, children are encouraged to be independent thinkers and life-long learners.

3. Our Core Values

As a Christian preschool, we believe that God has an active part of all aspects of our lives. Therefore, we lead all activities with this in mind.

- Our professional staff models the school's Christian philosophies to the children and families.
- Children and families of all faiths are accepted and loved unconditionally.
- We foster a family environment where every student/family/staff member is cared for.
- We are committed to providing an affordable program which includes financial assistance for those in need.
- The Bible is the inspired Word of God, the product of holy men of old who spoke and wrote as they were moved by the Holy Spirit. We accept the New Covenant as recorded in the New Testament as our infallible guide in matters pertaining to conduct and doctrine. (2nd Timothy 3:16, 1st Thessalonians 2:13, 2nd Peter 1:21)

4. The Role of the Teacher

- 1) Co-constructors: partners, guides, nurturers
- 2) Researchers: learns, observes, revisits
- 3) Documenters: listens, records, displays, revisits
- 4) Advocates for children: involved in the community, politics relating to children, speaks for children

5. The Role of the Parent

Parents are an essential component of LWELC. They are an active part of their children's learning experiences and help to ensure the welfare of all the children in the school.

6. Small Class Sizes

The LWELC ratio for toddlers is 1 teacher to 5 toddlers ages 12 months and walking to 2.5 years.

The LWELC ratio for preschoolers is 1 teacher for 10 preschool children ages 2.5 and 1 teacher for 12 children ages 3-6. These small class sizes give us the ability to focus on your child's individual needs, accommodate your child's unique learning styles, and respect his/her learning pace. We have a second full time educator in our classrooms for extra support which often lowers our ratio to 1 teacher for 6 children.

B. Parents and Volunteers

1. Parent Open Door Policy

Our open door policy allows parents to visit their children in our facilities any time they wish. We do ask parents who plan to visit their children frequently to follow the classroom routine, to avoid disturbing classroom schedules and activities.

2. Parent/Staff Relationships

Relationships between parents/guardians and our current teaching staff is to remain professional at all times. We ask parents/guardians and staff to refrain from connecting on social media such as Facebook, Instagram, or other social media outlets.

3. Parent Helpers

Do you have a special trade or skill? Do you play a musical instrument, speak another language, practice yoga, gardening, sewing, pottery, photography, or employed as a police officer or firefighter? We would love to have you visit our center. We understand that many jobs and/or life commitments make the freedom of donating time very difficult, but if you have an extra day or even hour, we would love to have you. Please contact the Director for more information on volunteering.

4. Our Volunteers

We encourage volunteers and appreciate the time donated from individuals that love working with children. We have a variety of projects that an individual or group can help us with. A volunteer is considered an individual who is not a parent/guardian of a current LWELC student. Volunteers who are not a parent/guardian need to fill out a Volunteer Application.

C. Education Ideals

1. Our Curriculum

LWELC provides a toddler and preschool curriculum that focuses on academic, social, physical, emotional, creative, and spiritual development. Each month we focus on a letter, number, shape, color, theme, and bible story.

2. Kansas Preschool Standards

We follow the Kansas Early Learning Standards.

Link: <https://www.ksde.org/Portals/0/Early%20Childhood/KsEarlyLearningStandards.pdf>

3. Assessments

At LWELC we use a variety of assessment procedures to get to know your child and plan an active curriculum based on the results. Assessments guide our planning and our conversations with you about your child. Children may be assessed in the classroom and outdoors by teaching staff using observations, checklists and anecdotal notation. Lead Teachers will individually provide tests to gain a more detailed picture of their skills.

4. Parent Teacher Conferences (Preschool Program Only)

Each year, LWELC Teachers will hold individual conferences for each child. During these conferences, teachers will go over assessment results and any concerns/questions parents may have. We understand children learn at different paces in different ways. Our goal for these conferences is to provide both teachers and parents a chance to meet and discuss the best avenues to help each child reach their full potential.

D. Programs/Tuition Rates and Hours

1. Program Options/Rates

LWELC offers several different options for enrollment. We offer Full Time programs as well as Part Week Programs.

Multi Child Discount

To ease the strain of meeting tuition payments for large families, LWELC offers the following discount. The first child (or child who attends the most sessions) will pay full price, each child thereafter will receive a discount off their monthly tuition.

If both children are enrolled Full Time: \$100 off per month for each consecutive child.

If both children are enrolled in Part Time Options:

M/W/F: \$50 off per month for each consecutive child.

T/U: \$25 off per month for each consecutive child.

Please contact the Director for more information.

Tuition Options—TODDLER PROGRAM (12 months & walking to 2.5 years)

Status	Days	Hours	Monthly Rate	Bi-Monthly Rate
Full Time	Monday-Friday	7:00am-5:30pm	\$875	\$437.50

Tuition Options—PRESCHOOL PROGRAM (2.5-6 years)

Status	Days	Hours	Monthly Rate	Bi-Monthly Rate
Full Time	Monday-Friday	7:00am-5:30pm	\$740	\$370
Part Week	Monday/Wednesday/Friday	7:00am-5:30pm	\$540	\$270
Part Week	Tuesday/Thursday	7:00am-5:30pm	\$350	\$175

2. Payment Options

Cash or Check

3. Financial Agreements

We ask families to sign the Application for Enrollment form with the Financial Agreement (bottom of last page). Parents need to give a two week notice if withdrawing. All \$30 Application Fee's are non-refundable.

Parents Have the option to decide on paying monthly or bi-monthly. Please mark your payment option on the Application for Enrollment Form.

3. Financial Agreements Cont.

Requirements Upon Enrollment:

- \$30.00 non-refundable application fee per family
- Deposit of first 2 weeks of care paid prior to start date. This amount will be credited towards your first month's tuition. Once the application fee and deposit are processed, your child's spot will be held until their approved start date.

Note: Deposits are not required in order to be put on our waiting list. A deposit will be requested once a spot becomes available and the family is interested in holding it.

Cash or Checks made payable to Living Word Early Learning Center

- Completed Registration Packet will need to be turned in at least three days prior to your child's approved start date.

Billing Statements will be placed in your child's classroom at the beginning of each month.

4. Late Tuition Fees

Tuition payments are due on the 1st and 16th of every month (depending on payment plan parent/guardian selected). If payment is not made within 3 business days of the 1st and 16th of every month, it is considered late and a late fee of \$15 will be applied to your account. We will contact parents regarding late payments.

If no payment is made within 5 business days and no arrangements have been made with LWELC, your child/children will be terminated from the program. LWELC will review accounts that are delinquent. Unpaid accounts may be turned over to a collection agency if not settled within 30 days of termination and are subject to small claims court.

5. Late Pickup Fees

Parents that arrive late for any session (half day) or past closing time (5:30pm) will be given the following procedures:

- 1st Offense—Written Warning
- 2nd and 3rd Offense—Parent/Guardian will be charged \$2.00 per minute.
- 4th Offense and After—Parent/Guardian will be charged \$5.00 per minute.
- LWELC reserves the right to terminate enrollment based on excessive late pickups.
- The day care clock is the time used to determine the late payment. Late fees are added to parent statements.
- At 6:30 p.m., if we have not heard from you or we have not been able to reach you or your emergency contacts, we will call the appropriate authorities.

6. Non-Sufficient Funds

Non-sufficient funds will result in a \$25.00 service charge fee. Parents are responsible for all additional fees accrued by a non-sufficient check.

7. Payments Still Received

We unfortunately do not have reductions or deductions in tuition for child absences, family vacations, staff training days, school vacations, emergency closings or holidays. All school closings (apart from weather/emergency related closings) will be made known to parents at least 1 month in advance.

8. Year-End Statements

At the end of each fiscal year (Jan.-Dec.), LWELC will begin their end of year preparation process. Parents will receive “end of year” tuition statements for their child by January 31st of the new year.

9. Registration

LWELC has a one time non-refundable registration fee (application fee) of \$30. Registration and two week deposit is due in order to hold your child’s spot at LWELC.

E. Enrollment Policy

1. Absences/Dismissals

We appreciate a courtesy phone call (or Attendance App Message) for any reason your child will be unusually late or absent. If your child is being picked up by someone other than a parent, a courtesy update is requested, preferably in the morning, so an educator can verify the individual is listed under your child’s pick-up list. Parents and guardians are still responsible for tuition even when a child is dismissed early, absent for any reason, or is on a personal family vacation.

E. Enrollment Policy Cont.

2. Parent Checklist

Below is a checklist parents will need to complete before your child begins at the center and items your child will need to bring for their first day:

- Please sign and date Handbook Recognition and return to Director
- Complete Application for Enrollment Form/Financial Agreement → Non Refundable \$30 Registration Fee and 2 week deposit
- Complete Registration Packet (due at least 3 days prior to start date)
- Allergy & Asthma Form if child has severe allergy, Epi-Pen Prescribed.
- Updated Immunizations for your child.
- Custody Documents if applicable
- Toothbrush and toothpaste if your child is staying over 4 hours (please label and put in plastic baggie in lunch box)
- Twin Size Cot Sheet (or Twin Size Fitted Sheet) with your child's name on it if your child will be attending a Full Day Session
- Small Blanket with your child's name on it
- Parents please review our "Yearly Calendar" so you're aware of our school holidays and school closings
- Extra change of clothes in a small backpack (shirt, pants, underwear, socks) (2-3 extra sets for toddlers who are potty training)
- Childcare/Full-day bring cold, nutritious lunches (include a fruit, veggie, protein, grain). LWELC will provide 2% milk during lunch for all Full Day Students.
- Please label your child's lunch box and water bottle

*Toddlers Only (at least 2 weeks supply of diapers (or pull-ups) and wipes).

3. Drop-off Policy

Children and parents are not allowed to enter the facility before it opens at 7:00am, or before your child is to begin his/her selected program. Under no circumstances are children allowed in the building without an adult. For your child's safety, parents are asked to park, then walk your child into the preschool entrance and into their classroom. LWELC requires parents to check in their children via our attendance app on a tablet located in the main entrance.

4. Evaluation of New Tuition

LWELC reserves the right to re-evaluate tuition rates based on the competitive tuition market, new upcoming expenses for each new fiscal year, Daycare Insurance Rates, Payroll Services, or maintenance to our facility. Proper notice of any change in rates will be given to parents at least 3 months in advance.

5. Clothing Needs

Many of the activities we provide can be messy, so please be sure to send your children in comfortable play clothes. Play clothes are clothes that can get dirty! A change of clothes should be replenished daily in children's backpacks if used (socks, underwear, pants, shirt, shorts). Toddlers who are potty training may be 2-3 extra sets of clothes.

6. Hand Washing

We kindly ask visitors, parents, children, and staff to wash hands when entering the building. Frequent hand-washing is encouraged at LWELC as a conscious effort to minimize the spread of germs.

7. Holiday's

LWELC has a yearly listing of all paid holiday/vacation dates, so please refer to our yearly calendar.

- New Year's Day Observance
- Martin Luther King's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break
- Christmas Break
- Spring Break
- Workshop Days (Scheduled twice yearly)

8. Illness Backup Person

Parents will need to ensure a safe backup person in case your child unfortunately becomes ill with a fever, vomiting, diarrhea, or needs one-on-one care. LWELC ensures a healthy and safe environment so please keep your child safe at home until symptoms have subsided. Please refer to LWELC Illness policy (attached to handbook) for further information.

9. Meals Parents Provide

Parents will provide a cold healthy lunch from home for your child if your child attends our Full Day (7:00am-5:30pm) program. Providing good nutrition for your child is a partnership. We ask parents to be mindful when packing your child's lunch that we would prefer that parents only send healthy foods. We highly and strongly recommend packing fruit, vegetables, dried fruit, yogurt, cheese sticks, sandwiches, etc. If your child has ongoing beverage needs, we ask parents to bring in what your child needs with their name indicated on the beverage). Please label your child's lunch boxes and water bottles. LWELC will provide 2% milk with all lunches.

10. Snacks LWELC Provide

LWELC will follow the following guidelines for meals/snacks:

Length of Time at Center Food Served

2 1/2 to 4 hours: 1 snack

4 to 8 hours: 1 snack & 1 meal

8 to 10 hours 2 snacks & 1 meal

Living Word Early Learning Center will provide both AM and PM snacks for children enrolled in our Full Day Programs. We require parents to send their child with a sack lunch if they will be attending school between 4-8 hours per day.

	Monday	Tuesday	Wednesday	Thursday	Friday	<i>Example Weekly Menu: Subject to Change</i>
<u>AM Snack</u>	Granola Bars and Peanuts	Applesauce and Animal Crackers	Oranges and Pretzels	Yogurt and Granola	Tortilla w/ Peanut Butter	
<u>PM Snack</u>	Saltines and Peanut Butter	Rice Cakes and Carrots	Tortilla Chips and Salsa	Raisins and Cheese Sticks	Crackers and Mixed Fruit	

11. Mealtime Atmosphere

The atmosphere at mealtimes is made comforting and relaxing for children. We sometimes play soft music in the background. Mealtimes create a sense of community but most of all it creates a sense of togetherness—a sense of family. At the end of mealtimes, children will help teachers with clean-up. Also, teachers will not indicate in what order your child should eat his/her food. We routinely send home un-eaten portions of sandwiches and food in your child's lunchbox. We believe this enables parents to see what their child has eaten during lunch.

12. Medication Administration

GUIDING PRINCIPLES and PROCEDURES:

- When ever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to child care, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
- Medication will only be given when parent/guardian has filled out an "Authorization for Dispensing Medications to Children and Youth (Long or Short Term, Prescription or Non-Prescription) Form and turned it in to the Director. All information on the Permission Form must be completed before the medication can be given. Copies of this form can be requested from the Director.
- Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.

12. Medication Administration Cont.

Any prescription or over-the-counter medication brought to the child care center must be specific to the child who is to receive the medication, in its original container, have a child resistant safety cap, and be labeled with the appropriate information as follows:

- Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its administration and/or storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in child care.
- Over-the-counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.
- Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed Permission Form from the health care provider prior to being given in the child care center.

All medications will be stored:

- Inaccessible to children
- Under proper temperature control
- A small lock box will be used in the Director's Office to hold all medication.

Unused or expired medication will be returned to the parent/guardian when it is no longer needed able to be used by the child. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center.

Information exchange between the parent/guardian and child care provider about medication that a child is receiving should be shared when the child is brought to and picked-up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.

Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.

13. Parent Communication

At LWELC we make it a priority to communicate closely with parents. Communication is done mainly through social media, email, our attendance app, and parent letters. We also post important updates and upcoming events by entrance areas.

14. Pick-up Policy

Parents and guardians need to pick up at least 5 minutes prior to their child's program ending. LWELC is required by law and for the safety of our children that all students that leave our facility are to be with the parents that have custody rights to their child and individuals that have been listed on your child's "allowed" pickup list. LWELC will ask for personal identification on individuals picking up your child to confirm they are the correct individual. LWELC reserves the right to not allow a child to leave our facility with an individual that is not properly listed as a safe pick-up person for your child. Your child's safety is extremely important to us, so we ask parents to cooperate with this policy.

15. Quiet Time

LWELC provides sleeping mats for children who attend our Full Day (7:00am-5:30pm) program. Soft music is played in the background to help the energy of the room to become still, quiet, and relaxing and overall comforting for the children. This gives children the opportunity to slow down and unwind. Naps are not required; any child is free to read books, do puzzles, coloring, or any quiet activity after laying down for 15 minutes. The state of Kansas requires, by law, to provide quiet time for any child in a program over four hours. We ask parents to bring in one twin sized cot sheet or twin sized fitted sheet and one small blanket with your child's name on it if they will be staying at LWELC for quiet time. We send home sheets and blankets every Friday to be washed and we wash all mats on a weekly basis as well.

16. Sign-In and Sign-Out Procedures

All parents are required to sign-in and sign-out children at the beginning and end of each day. LWELC uses an attendance app on a tablet for signing-in/out your child. Instructions for using the app will be given upon enrollment. Teachers and younger siblings under 18 years old are not permitted to sign-out children. Only parents/guardians and approved pick-up's will be permitted to sign children out of the center.

17. Teeth Brushing

Teeth brushing is a requirement for children that have been served a meal or are in care for at least four hours or more. The children will brush their teeth just after lunchtime. Parents will send their child with a toothbrush and toothpaste labeled in a plastic baggie in their lunch box. Parents are responsible for checking their child's toothbrush/toothpaste and deciding when to replenish. Please note that the parent has the option to opt their child out of teeth brushing in writing.

18a. Diapering and Toilet Training Policy—Toddler Program

Diaper Policy:

It is the parent's responsibility to provide diapers and wipes, for their child. Each child has his or her own clearly labeled cupboard to hold their change of clothes, diapers, etc. Diapers are checked frequently, and changed every 2-3 hours or more often if required. The diaper changing mat is cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.

Potty Training Policy (Toddlers)

Potty training is a big step in a child's development. Children generally achieve this between ages 2 to 3 years old. Some signs are:

- Your child announces when a wet or soiled diaper has occurred and/or requests to have it changed.
- Your child can express and understand one-word statements, including such words as "wet", "dry", "potty" or "go".
- Your child shows an interest in the toilet or potty seat by asking to use it or wanting to watch mommy or daddy use it.
- Your child has a tendency to wet or soil their diapers about the same time period each day, and often remains dry for longer periods (2 hours or more) during some parts of the day.
- Your child shows facial expressions when wetting or soiling their diaper and may even hide in a corner or behind a piece of furniture or squat when soiling a diaper. This shows awareness of bodily functions.
- Your child is able to undress without assistance to some degree. This shows the child has some physical coordination needed to do the work of toileting.
- Your child is cooperative and shows an interest in pleasing parents and caregivers.

We will assist in potty training with the understanding that it will only be successful if we work together. If there's a method working at home, please let us know and we will try to adopt it for your child. We use a low key approach with lots of praise.

Clothing should be easy to manage to encourage self-help skills. Buckles, belts, onesies and suspenders when in a hurry to use the bathroom may create a problem and we ask that you do not dress your child in these types of clothing. We request that each potty training child have at least 2-3 changes of clothing. Sending a bag daily for the extra supplies works best and then we are able to quickly grab the bag when changes are required. Best practices state that we should have the least amount of contact with the soiled clothing, so these items will not be rinsed out or laundered and will be sent home in a plastic bag. Please replace any soiled clothing sent home with a clean set the next day.

18b. Toilet Learning—Preschool Program

We do require children enrolled in our preschool program to be toilet-trained prior to enrolling. We are happy and willing to support children in the process with infrequent accidents, so please make sure your child has extra change of clothes just in case! Soiled clothing will not be washed at LWELC, but will be tightly bagged and sent home with the child for laundering.

A toilet trained child is a child who can do the following:

- Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words “I have to go potty” BEFORE they have to go.
- Be able to pull down their underwear and pants and get them back up without assistance.
- Be able to wipe themselves after using the toilet.
- Be able to get off the potty by themselves.
- Be able to wash and dry hands.

We do understand that even potty trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

Teachers will ask your child many times throughout the day and always before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. LWELC Staff are aware of this and will assist the children when necessary. Please dress your child in clothing that can be undone and changed easily. Please send a complete change of clothes appropriate for the season. Parents will be notified if a child has a toileting accident. We understand that each child arrives at this milestone differently, therefore we will allow 4 weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time.

19. Toy Policy

Although we understand that children want to share their toys with their friends, we ask that toys from home not be brought into school. Staff will not accept responsibility for any personal toys that are broken, lost, or damaged in any way. It is our strongest recommendation that items remain at home. Teachers and parents can work together on deciding if the child is having separation or attachment difficulties, and in these circumstances we can have a child use a toy to help with the new transition to school. If the child is not experiencing separation or attachment difficulties, then we do have a “No Toy” policy. We do allow children to bring a special toy for “Show-n Tell”, which will be indicated by the child’s teacher several times throughout the year. We make this day extra fun and extra special!

20. Workshop Days

KDHE requires employees to acquire ongoing training hours each year. LWELC will use these days as educational workshops for teachers. These days give us the opportunity to review CPR and First Aid, sanitize the building, or attend training sessions. Workshop Days will be marked on the yearly calendar and updated each year.

F. Admissions Policy

1. Abuse and Neglect Policy

LWELC is “required” by the State of Kansas Law to report any abuse or neglect suspensions. If we as teachers have a strong reason to suspect child abuse or neglect, the situation will be reported to the Department of Health and Human Services as well as Child Protective Services without giving parental notification.

2. Admissions Process

The admission process at LWELC is as follows:

- Visit our website/call the center to review toddler and preschool programs.
- Children must be at least 12 months and walking (TODDLER) OR 2 years and 6 months (PRESCHOOL) at the time of enrollment.
- PRESCHOOL PROGRAM ONLY—Children must be toilet-trained (no pull-ups or diapers).
- Call and schedule a tour to meet and greet your child’s teachers.
- Submit enrollment forms and non-refundable application fee of \$30.00
- Deposit of first and second week tuition required to hold your child’s spot.
- Introduce your child to the preschool with scheduled visits if needed.
- Supply verification of updated immunization records, and custody documents or asthma and allergy form if needed.
- Turn in completed Registration Packet 3 days prior to your child’s start date.

3. Amendments

LWELC reserves the right to amend policies under special circumstances with notice to parents.

4. Guidance Policy

Child Guidance (Discipline) Policy

During the early childhood years, children are learning to be in charge of their own behavior. We believe in establishing consistent, easy to understand limits and in having teachers who respond to inappropriate behavior with sensitivity and skill. When clear, consistent and age-appropriate limits are present, children increasingly become responsible for themselves. When out-of-bounds behaviors do occur, we believe it is important for children to understand why the behavior is inappropriate and how to modify it.

We work to prevent behavior problems by arranging each classroom so that children work in small groups and have a choice of a variety of activities. The range of activities will give your child the freedom and ability to experience success and become self-directed. Teachers are also trained to re-direct behavior and model appropriate responses. Children are encouraged to verbalize their feelings in order to learn to positively work through strong emotions. Teachers act as role models and encourage children’s appropriate behaviors. Under no circumstances

is corporal punishment permitted. Discipline will not be associated with food, rest, or toileting.

We believe it is our responsibility to provide children with positive guidance and in our experience most children will respond well to our approach. In the event that a child does not respond, we will notify the parents and work closely with them to develop a plan to help the child gain self-control and a positive attitude toward their peers and teachers. Should the child's continued negative behavior put themselves, their peers, or their teachers at risk of physical harm or if the child damages Center property, we reserve the right to ask the parent to withdraw the child from the Center. While we understand the developmental tendencies of children to experiment with inappropriate language to shock others, withdrawal may also be requested for those children who are verbally abusive, including the repeated use of inappropriate language which other families consider offensive.

5. Waiting List

Join our waitlist! Our preschool spaces are limited, and families can be placed on our waiting list by filling out our "Application for Enrollment Form" and submitting the non-refundable application fee of \$30.00. If a space comes available we will contact your family right away by phone or email. We will give your family five business days to accept a position for your child from the day we contact you. If a decision has not been made within five business days then your child's space will be forfeited and the space will be offered to the next family on the waitlist.

If you choose to accept the spot, you will be required to pay a deposit of 2 weeks tuition in order to hold the spot/start attending.

6. Confidentiality of Children's Records

LWELC teachers are the only personnel that have access to children's files. LWELC will not release a child's record to anyone or to any organization without written permission from the parent or guardian. The only exception would be a court order by the Department of Human Services for the State of Kansas or when Licensing and Regulatory Services for the State of Kansas reviews our program to make sure our program is meeting standards, record keeping, state policies, and is in good compliance.

7. Custody Agreements

Any restraining orders or custody agreements must be on file. Without legal documentation, LWELC has no legal way to prevent a child's natural parents from removing their child from the preschool grounds.

8. Non-Discrimination Policy

LWELC welcomes children of any race, color, nationality, religion, or ethnic origin to all the rights, privileges, programs, and activities of the child care.

9. Storm Delays/Closings

In case of severe weather conditions, or possible closings we will alert families by posting our closing on our Attendance App, our website, FaceBook page, and through email.

10. Termination

LWELC is committed to providing a warm inviting, nurturing, and supportive environment for children and families. We are committed to working with children and families so that each child's experience is positive and rewarding. If we have any concerns about a child's needs or concerns about the actions of the parents, we will meet with the parents to discuss our concerns and establish a plan that will benefit the child, the family, and LWELC. Although we will make every effort within our means to support our families in difficult and challenging situations, some circumstances may call for an immediate termination of the agreement and we reserve the right to exercise this option to our discretion. If an immediate termination occurs, tuition will be prorated for that month, and unused amounts will be refunded (application fees are non-refundable). Some circumstances that could call for an immediate termination, but not limited to these reasons are listed below:

- Tuition payments are overdue and parents are unable to mutually agree upon suitable arrangements.
- If the chemistry and relationship between a teacher, director, and family is proposing hardship, tension, or strain.
- Parent exhibits a pattern of consistently paying tuition late causing hardship to the operation of LWELC.
- If a child is having an extremely difficult time adjusting for an extensive period of time and making it a challenge for the teaching staff to attend to other children.
- If a child exhibits a pattern of severe emotional or social behaviors that are detrimental to the other children in the classroom.
- If a child exhibits a pattern of destructive behavior that results in the harming of the other children, harming of teaching staff or damage to the preschool space or contents.
- If the child's needs are beyond the means of LWELC's capabilities and our teaching professionals.
- If parent abuses the policies and procedures in the parent handbook.
- If parent abuses the closing policy and repeatedly arrives late to pick up their child.
- If parent exhibits disrespectful, threatening or intimidating behavior towards staff, children or other families.
- If a child is absent for more than five consecutive days and the parent has not contacted LWELC to communicate on whether child is returning.

11. Withdrawal

If parents decide to withdraw their child for any reason from the program, we require a parent to fill out a withdrawal form and submit it to the Director at least two weeks prior to the withdrawal date. If parents choose to withdraw their child prior to the two week notice, parents are still responsible for paying tuition up to the two weeks notice of the withdrawal date as noted on the financial agreement.



2711 Amherst Avenue
Manhattan, KS 66502

Phone: 785.776.2162

E-mail: livingwordchurchelc@gmail.com

Website: livingwordearlylearningcenter.com

G. Video and Audio Surveillance Notice

In order to promote the safety of employees, children and visitors, as well as the security of its facilities, Living Word Early Learning Center/Living Word Church may conduct 24 hour video and audio Security/ Surveillance Cameras with 7 day recording of any portion of its premises at any time, the only exception being private areas of restrooms and diaper changing areas. Video cameras will be positioned in appropriate places within and around Living Word ELC / Living Word Church and used in order to help promote the safety and security of people and property. Cameras will be located in classrooms, by exterior doors, and in hallways. Living Word ELC has installed the camera's as per state regulations.

H. Emergency Preparedness Policy

1. Communication Plan for Parents

When this policy applies:

At varied times and places, using all building exits, and during all types of activities (meals and nap times included) and weather conditions, throughout the year while child care is being provided.

What this Emergency Preparedness Policy Includes:

Communication with parents

Evacuations

Relocation

Emergency closing

Safe place (sometimes called “Lock Down”)

Shelter-In-Place

Continued operations

Reunification

Planning for vulnerable children

Providing support after a crisis

After the Emergency

After the emergency is the time to REAP the benefits: Recover, Evaluate, and Plan.

Recovery:

Recovery means to return to normal operations. This may be a long-term process depending on the damages incurred. However, it is important to get back up and running as quickly as possible. We would need to be aware of the physical and mental health and safety of children and staff.

Evaluate:

We put a lot of time and thought into preparing for an emergency. Now that we would have survived one, we would evaluate how our plan actually worked, and what would work better next time.

We would meet with our original planning partners and assess how each step in the plan worked for children, parents, staff, and local emergency officials.

Plan:

Now is the time to plan for the next emergency.

We would update and revise our emergency plan if our evaluation shows the need.

We would restock the emergency supplies used.

We would involve parents in the planning process to update communications, reunification, and contact information.

We would continue to stress that family preparedness is the best way to plan for the next emergency!

Code Green/Evacuation Plan

Notification:

As soon as any staff member becomes aware of any situation with the potential for significant violence (bomb threat), or any unsafe situation that would result in an evacuation, the staff member shall immediately notify the Director and Lead Teachers by the fastest means possible (phone, radio, direct contact) and isolate the incident.

Staff Members:

Signal and announce evacuation: Code GREEN

Emergency Kits/Emergency Information will be taken when the safety of children is not compromised.

All children are safely evacuated; in case of the need to evacuate children through windows, children will be placed out of windows first, using any items available to place on ground.

Call 911, identify yourself, identify crisis.

Take attendance to make sure all children are accounted for.

Contact evacuation sites (Neighborhood, Out-of-Neighborhood, Out-of-Town).

Neighborhood: Fire Department Station 3 Address: 2727 Amherst Ave, Manhattan, KS 66502 Phone: 785-587-4504

Out-of-Neighborhood: Lee Elementary School Address: 701 Lee St, Manhattan, KS 66502 Phone: [\(785\) 587-2050](tel:7855872050)

Out-of-Town: St. George Elementary School Address: 200 Blackjack Rd, St George, KS 66535 Phone: [\(785\) 494-2482](tel:7854942482)

Parents will be notified of the evacuation

Announcements will be made when possible on radio/tv/phone

Transportation to evacuation locations, children will walk or children will be driven by all staff members in a crisis. All transportation safety measures will be taken to the best of our ability, but getting children to safety is our priority.

Evacuation Response Assignments:

Classroom Binders, Emergency Medical Bags: Lead Teachers

Parent Reunification:

Reunification is the process of reuniting children with their parent, guardian, or other person listed on the emergency pick-up list. Reunification is conducted after an emergency disrupts the normal dismissal process and regular dismissal procedures cannot be followed. Parents/guardians will be directed by LWC or public officials by phone, tv, radio, website, or other social media as soon as it's SAFE.

Parents/guardians will be provided information to evacuation site.

Contact information for Miss Rachel 785-844-0992 (cell phone).

Parent/guardian phone numbers are stored in Classroom Binders.

Release:

Children will only be released to parents/guardians and to emergency contacts on pick-up list (proper identification will be needed).

CODE RED/Lockdown/Safe Place Plan

Our mission is to provide a safe child care and preschool for our children, employees, and volunteers. Code Red outlines a procedure that is employed in the event that an intruder attempts to invoke harm to children, staff and volunteers at Living Word Early Learning Center.

How to Respond:

The first person that is aware of the situation immediately directs nearby children/staff into their classroom or work areas that can be locked and then notifies the Director by phone, radio, cellphone, etc.

The Director or designated staff member announces “Code Red”. This will signal the activation of a LOCK-DOWN. Director or designated staff member notifies police by calling 911 or direct line (785) 537-2112 for police department.

Indoor crisis:

If doors are open, bring all children inside, lock all doors, and quickly move to innermost classroom bathroom. (Classroom 1)

LOCK all doors to classroom and bathroom, close all windows, draw all shades, close all lights.

Children, staff and visitors should remain in safe area away from windows and doors without talking until lock-down has concluded.

Staff can use shelving, bookcase or any other heavy furniture to put in front of locked door to add additional barrier.

Staff should take attendance to account for all students.

Keep children calm.

If any children or staff member is unaccounted for, notify the Director or other designated staff member upon completion of lockdown.

If a staff member was helping a child in the bathroom, we ask that the staff member tries to help the child and themselves and move quickly to the safe place room or to remain quietly in the bathroom with door shut until it is safe for them to exit.

If children and staff members are on the playground and hear “Code Red”, we ask that staff gather children and take them to the fire station next door. Staff will stay with children until the “all clear signal” directive is given.

Communication plan for parents

Parents In Case of School Emergency:

We will make sure that parents know children are safe, what the nature of the emergency is, any changes in our relocation plan, or schedule if communication is available to us.

Parents that have children with special needs or infants will be called first.

Although your first reaction would be to call or rush to your child, please follow the tips listed below:

Do not call or rush to your child’s child care or preschool. Phone lines and staff are needed for emergency response efforts.

Tune in to the local TV/radio stations for official news alerts.

Check LWELC’s website, social media sites for updates.

Rely only on official communication from child care/preschool or public safety officials.

- Listen for official communication regarding reunification with your child.
- All parents will receive a copy of this policy in the Parent Handbook upon their child’s enrollment. Written notification will be given of any updates.
- A copy of the Emergency Evacuation Drills Log will be posted where parents and staff can see Evacuation Drill Log.
- Staff and volunteers will receive a written copy of this policy in their Orientation Packets before beginning work.

Emergency Closure

There will be times when it is not safe for the children to come to the child care program, such as severe weather or power outages that occur before you open for the day, or the children may already be at the child care program and then it becomes unsafe to stay due to an emergency situation. In order to reduce confusion when closing, it is important to have an emergency closing plan with which everyone is familiar. The Director will make the decision, then director and teaching staff will create a telephone tree to start reaching out to families as soon as possible using our emergency contact list that families provide us. We will take into consideration when it's most wise to close, such as listening to road reports, listening for severe weather updates, watching for local school closings, and monitor for any other local emergency situations.

Emergency "Missing Child"

Teaching staff immediately conduct a thorough search of the immediate surroundings.

Call 911 or Emergency Number.

Notify parents.

The Department of Human Services/Licensing Regulations will also be notified.

Emergency Transportation Permission Agreement

Parents will have an Emergency Transportation Permission Agreement Form inside their child's enrollment packet giving LWELC permission to have staff and teachers transport your child to an emergency relocation site if children were unsafe and couldn't remain at the child care facility. Parents will need to understand that normal safety rules will be followed as much as possible, but the highest priority is to relocate to a safe location.

Fire Drills

We hold fire drills once a month in order to prepare for emergency evacuations. Children are escorted out either the main entrance or by alternative exit needed to evacuate safely. In case of a split group we meet in the grassy area in front of the ICE building. The teacher takes the classroom binder, epi-pen bag, first aid kit, the land-line phone or cellphone, and makes sure everyone is accounted for by taking attendance. In the event of a real fire or disaster, children will be taken to an off-site location or wherever instructed by Public Safety Personnel. Parents will be notified immediately or as soon as it is safe to do so.

Medical Emergencies/Accidents

All educators and staff at LWELC are trained in infant/child CPR and first aid. All accidents or injuries requiring more first aid such as a band-aid or ice pack will be reported on an Accident Report Form. Parents are required to read, sign, and return form to your child's teacher. Minor scrapes will be cleaned with soap and water, bruises and bumps treated with ice. Immediate care for more serious injuries will be referred to a child care Health Consultant or Rescue 911 will be called to transport a seriously injured child. Parents or their emergency contacts (in the event the parents cannot be reached) will be notified.

Please make sure your emergency phone numbers are up-to-date. You **MUST** have an alternative adult who can pick up your child if you cannot be reached. Parents must make arrangements to pick up a sick or injured child within a half hour. If your child is transported by rescue and 911 is called, we ask parents to fill out an Emergency Medical Form, which is in the enrollment packet.

To help prevent medical emergencies teaching staff will:

- Make sure the play area is free of hazards.
- Supervise children closely at all times.
- Keep toxins and hazardous materials where children cannot see or reach them.
- Have a cell phone or landline when outside or on a field trip.
- Make sure that the first aid kit is well-equipped at all times.
- Employees are first aid and CPR certified.
- Have emergency numbers posted at all times in outdoor emergency kit and inside classrooms.
- Know how to respond to allergic reactions, including food allergies and bee stings.

Tornadoes/Hurricanes

If children are on the premises in the event of severe weather, we will proceed to the foyer (outside sanctuary doors). A teacher will take the classroom binder with emergency numbers, a landline or cellphone, the first aid kit, and epi-pen bag if applicable. Attendance will be taken and parents will be notified immediately or as soon as it is safe to do so.

I. Illness Policy

Illness is always a concern in any preschool environment. Since children are susceptible to disease, we as teachers are always looking out for the best interest of all the children at Living Word Early Learning Center (LWELC)./ Therefore, for the protection of all the children and staff, your child should be kept home and will be sent home if he/she displays any of the following signs or symptoms below:

Chickenpox

Chickenpox is a very highly contagious disease caused by varicella zoster virus. A vaccine against chickenpox is now available for those who are interested in the vaccine. Some signs and symptoms of chickenpox are little red bumps on the scalp that spreads to the stomach or back before spreading to the face. Patterns can vary depending on the individual. Chickenpox is usually spread person to person when a susceptible person is exposed to respiratory tract secretions or directly to fluid from the open sores of an infected person. Pregnant women can also have more severe health problems and complications. The child is excluded until blisters have formed scabs, child is fever-free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in the program.

Conjunctivitis (Pink-Eye)

Conjunctivitis can be caused by bacterial or viral infections or by allergic reactions to dust, pollen and other materials. A child will be considered to have conjunctivitis when there is white or yellowish pus that accumulates in or around the eye. If the physician has determined the cause of the conjunctivitis to be infectious and requires treatment, child is excluded until medication has been administered for 24 hours.

Coxsackie virus (Hand, Foot & Mouth Disease)

Hand, Foot and Mouth Disease is a common childhood illness caused by coxsackievirus A16. Infection may result in painful blisters in the mouth, on the gums and tongue, on the palms and fingers of the hand, or on the soles of the feet. The fluid in these blisters contains the virus and symptoms may last for 7 to 10 days. The virus can be passed through saliva from blisters in the mouth and through the fluid from blisters on the hands and feet. Child is excluded until fever-free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in the program.

Diarrhea

Unfortunately, diarrhea can be triggered by a variety of different causes such as germs, bacteria, viruses, and parasites. Children can also have diarrhea without having an infection, for instance food allergies and antibiotics can result in diarrhea as well. As teachers at LWELC we will monitor a child's bowel movements and if they are more frequent (twice per hour) and looser/watery than usual, children will be excluded until symptoms have disappeared.

Fever accompanied by behavioral changes or other symptoms

Any child with an elevated temperature of greater than 101°F orally or 100°F axillary is excluded until fever-free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in all program activities.

Head Lice

Head Lice are tiny insects that live primarily on the head and scalp. Lice is primarily spread through direct head to head contact. Sharing personal items such as hats, brushes, combs and linens may also play a role in the spread. Although small, adult head lice may be seen with the naked eye, head lice suck blood and the rash caused by their feeding may be more noticeable than the insects themselves. Lice attach their eggs at the base of a hair shaft. These eggs, or nits, appear as tiny white or dark ovals and are especially noticeable on the back of the neck and around the ears. Adult head lice cannot survive for more than 48 hours apart from the human host. Children with head lice will notify LWELC immediately. Child is excluded until he/she has been treated with lice-specific medicated shampoo, rinse, or lotion as directed. Child will be checked daily for up to 2 weeks for evidence of new infection.

Impetigo

Impetigo is a skin infection that is usually caused by one of two types of bacteria. Impetigo appears as a blistering rash. When the blisters open, they produce a thick, golden-yellow discharge that dries, crusts and adheres to the skin. Impetigo is spread among children in close contact. Child is excluded until blisters are gone, rash is dry, and he/she has been on medication for at least 24 hours. Both oral antibiotics and antibiotic cream may be prescribed.

Influenza and Infectious Disease Policy

Purpose: To prevent the spread of infection when the flu vaccine is not available or the present strain of the flu is not covered in the current vaccine.

Policy Statement: This facility will institute a plan to help protect the preschool children and staff from contracting the flu.

Signs or Symptoms of the flu in the building:

- This facility will isolate the children as needed if signs and symptoms arise, and send children home until signs and symptoms have ceased for 48 hours.
- Staff that have signs or symptoms are required to stay home until signs and symptoms have ceased for 48 hours.
- Group activities will be suspended as needed to prevent the spread of the virus.
- A Health Consultant will be notified for further direction if needed.

Positive Case in the Building: This facility will restrict all visitations, activity visits, and volunteers from coming into the building.

Infection Control Policies and Actions:

- Hand-washing is promoted when children enter the facility, after playing outside, before and after sensory play, before eating and after toileting.
- Toys and dress-up clothing are washed/sanitized weekly or when visibly soiled.
- We request parents of sick children to keep the children home and away from the child care setting until the children have been without fever for 24 hours, to prevent spreading illness to others. Similarly, we encourage sick care providers to stay home.
- We encourage children and staff to use soap and water to wash hands when hands are visibly soiled, or an alcohol-based hand rub when soap and water are not available, and hands are not visibly soiled.
- We encourage children and staff to wash their hands to the extent possible between contacts with infants and children, such as before meals or snacks, after wiping the child's nose or mouth, after touching objects such as tissues or surfaces soiled with saliva or nose drainage, after toileting, and after assisting a child with toileting.
- We keep a good supply of items we need to help control the spread of infection (for example, soap, gloves, and tissues).
- We ask parents to let us know if their child is sick. We keep accurate records of when children or staff are absent.
- We emphasize that any child or adult who is ill will not be admitted into the program that day.
- We observe children for symptoms of respiratory illness and have a plan for keeping children who become sick at the program away from other children until the family arrives.
- We require staff members to stay home if they think they might be sick. If they become sick while at the program, we require them to go home and stay home.
- Tables washed after each activity, before and after breakfast, lunch, and snack.
- Silverware, plates, cups, all sanitized.
- Water bottles sent home every Friday to be washed.
- Each child has his/her own individual resting mat. Individual sheets and blankets washed weekly, and mats sanitized monthly.
- Classroom surfaces are cleaned and sanitized daily.

Reportable Illnesses

The Kansas Center for Disease Control maintains a list of diseases that must be reported to them when they occur. The list includes such diseases as Chickenpox (Varicella), Diphtheria, Hepatitis, Influenza-associated pediatric death, Lyme Disease, Measles, Meningitis (bacterial), Mumps, Pertussis, Smallpox, Streptococcus pneumonia, and Tetanus. The number for reporting diseases is 877-427-7317.

Ringworm

Ringworm is a fungus infection of the scalp or skin. Symptoms include a rash that is often itchy and flaky. Ringworm on the scalp may leave a flaky patch of baldness on other areas of the skin; ringworm causes a reddish ring like rash that may itch or burn. The area could be dry and scaly or moist or crusted. Ringworm is spread by direct contact with a person or animal infected with the fungus. It can also be spread indirectly through contact with articles (such as combs or clothing) or surfaces, which have been contaminated with the fungus. A child is infectious as long as the fungus remains present in the skin lesion. The fungus is no longer present when the lesion begins to shrink. Child is excluded until treatment from pediatrician has begun and infected area begins to shrink.

RSV (Respiratory Syncytial Virus)

RSV causes infections of the upper respiratory tract (like a cold) and the lower respiratory tract (like pneumonia). It is the most frequent cause of lower respiratory infections, including pneumonia, in infants and children less than two years of age. RSV is highly contagious and is spread through direct contact with infectious secretions. Child is excluded until fever-free without acetaminophen or ibuprofen for 24 hours, is free of any breathing difficulties, and can comfortably participate in the program.

Strep Throat/Scarlet Fever

Strep Throat is easily spread and is caused by A Streptococcus bacteria. It is spread when an infected person coughs or sneezes contaminated droplets into the air and another person inhales them. A person can also get infected from touching these secretions and then touching their mouth or nose. Symptoms of strep throat may include severe sore throat, fever, headache and swollen glands. If not treated, strep infections can lead to scarlet fever, ear infections and pneumonia. A bright red, rough textured rash that spreads all over the child's body characterizes scarlet fever. Child is excluded until he/she has received at least 24 hours of antibiotics, has been fever-free without acetaminophen or ibuprofen for 24 hours, and can comfortably participate in the program.

Thrush

Thrush is an oral infection that appears as creamy white, curd-like patches on the tongue and inside of the mouth. Outbreaks may be the result of increased antibiotic use. The infection can be passed through nasal and oral secretions. If physician has determined that treatment is required, child will be excluded until treatment has begun.

Vomiting

Children who experience any episode of vomiting will not be able to attend LWELC until there is no sign of vomiting for 24 hours.

If your child exhibits any unexplained rashes, complaints or ailments, parents will be notified and the child sent home accordingly. Parents are asked to report any known exposure to a contagious disease for the protection of others, especially pregnant mothers.

Parents should exercise every caution to keep their child home should other unusual symptoms occur. If your child has been knowingly exposed to a contagious disease, such as chickenpox or fifth disease, please contact LWELC before bringing your child.

For the safety of all children, if your child is put on medication of any kind, please allow 24 hours for symptoms to subside and medications to take effect.

Please keep in mind that this is only a guideline. If we feel that your child cannot fully participate in the program and requires a level of care that could jeopardize the health and safety of others in the classroom, you will be notified to pick up your child. We ask that you do so within *one hour* of our request.

The Illness Policy will be provided along with the enrollment packet at the time of enrollment. *LWELC requires an Illness Policy to be signed and returned when enrolling your child. Thank you for helping make our environment healthier and safer!*

Documentation

In the event of an accident, injury, or emergency, LWELC will have documentation available to parents and legal guardians. As guides/providers, we are trained in CPR and basic first aid. Please notify us if your child has pre-existing medical conditions so we can achieve the training and guidance needed for your child.



AGREEMENT PAGE

I, have read and understood Living Word Early Learning Center's Parent Handbook and Policies. I am aware of what is expected of me as a parent and understand the importance of my cooperation and understanding. I agree to abide by the policies and procedures as stated.

Signature of Parent/Guardian _____

Date _____

Director's Signature _____

Date _____

A PHOTO COPY OF THIS PAGE MUST BE PLACED IN THE STUDENT'S FILE.