

# TIMOTHY LUTHERAN EARLY CHILDHOOD CENTER

*“Securing each child’s future for service”*  
*1 Cor. 12:5*

## PARENT HANDBOOK

REVISED SUMMER 2009



**Timothy Lutheran**  
**425 NW R.D. Mize Road**  
**Blue Springs, Mo. 64014**  
**(816) 228-5300**

[www.timothylutheranschool.com](http://www.timothylutheranschool.com)

Dear Families,

Welcome to the 34th year of ministry at Timothy Lutheran Early Childhood Center. It is with great excitement that we start this school year. We are thrilled that you will be here too!! I speak for the entire staff when I say we are honored by the trust you put in us by choosing our school for your child's early learning experience.

At Timothy, we offer loving, Christian care for your children. We believe it is a privilege to serve your children as they grow spiritually, emotionally, intellectually and physically. Timothy acknowledges that parents are their child's first and most important teacher of God's word and God's world. The families at our Early Childhood Center are an extension of our Timothy family.

Written communication is an important tool in keeping in touch with you. You will receive a monthly newsletter with information about our school ministry. We look forward to sharing information with you about school happenings. We invite you to become a part of your child's school community.

It is our pleasure and privilege to serve your family during the 2009-2010 school year. We look forward to welcoming your child in our Timothy school family.

In His Service,

Patty Koogler  
Early Childhood Administrator

**THE PURPOSE OF THIS PARENT HANDBOOK IS TO:**

1. Promote understanding and cooperation between parents and staff of Timothy Early Childhood Center (ECC).
2. Answer questions parents may have concerning the daily operation of Timothy ECC.
3. Familiarize parents with the ministry of Timothy Lutheran Church.

Timothy Early Childhood Center (ECC) will provide your child with a quality education in a Christian environment. Timothy ECC, along with Timothy Lutheran Church, is eager to work with you during this important time in your child’s development. If you have questions at any time, please feel free to contact any member of the staff.

Absences, Vacation, & Withdrawal	14
Admissions & General Information	11-12
Administrative Staff	7
Arrival & Departure Procedures	14-15
Birthday Celebrations	20
Biting Policy	10-11
Child Abuse Reporting	12
Core Values	6-7
Cubbies	21
Curriculum	8-9
Discipline	10
Expulsion or Dismissal policy	10
Early Childhood Center Philosophy	4-6
Enrollment Procedures	12
Family Communications	15-16
Fees	13
Field Trips	21-22
“Gathering Time”	15
Grievance Policy	16

Holiday Celebrations	21
Illness/Health Policy/Immunizations	17
Injury Forms	18
Meals (CDO/PS/PK only)	19
Meals (Childcare only)	18-19
Medication	18
Mission Statement	4-6
Mission/Service Projects	22
Naps	21
Nondiscriminatory Policy	11
Nonpotentially Hazardous Foods for Snacks	20
Philosophy	4-6
Phone Numbers	4
Program Classes	8
Program Goals	7
P.T.L.	22
School Calendar	9
School Closings	9
State Licensing/License Exempt Manual	7
Tuition	13
Tuition Policies	13-14
Vacation (Full Time Preschool/Childcare only)	14
What to Wear	16
Who Are We?	4
Withdrawal	14
Worship & Sunday School Times	24

## **PHONE NUMBERS:**

Timothy Lutheran Church (8:00-5:00)	228-5300
Administrator of School Ministry, Ed Kuerschner	extension 334
Early Childhood Administrator, Patty Koogler	extension 311
Early Childhood Administrative Assistant, Robin Bartolotta	extension 312
Childcare classroom	extension 313
Executive Minister-Dave Frank	extension 308
Senior Pastor, Rev. Francis Lieb	extension 305
Associate Pastor, Rev. Ted Schubkegel	extension 306
Associate Pastor Rich Steensma	extension 321

*The above extensions all have Voice Mail. Any extension can be reached 24 hours a day by calling our fax number, 228-5323, and entering the desired extension.*

**Fax: (816) 228-5323 if you are calling after hours and are trying to get a hold of the child care please call 228-5323 and put in extension 313.**

## **WHO ARE WE?**

Timothy Early Childhood Center an outreach ministry of Timothy Lutheran Church, and has been since 1976. We are a Christian nonprofit preschool and child care center. The Early Childhood Center was started with a Mother's Day Out program. In 1977 Timothy added a 3's preschool program and the following year (1978) a Pre-K 4's program. As of this date, we have two CDO classes, two 3's classes, and 4 Pre-K 4's classes. These preschool programs are licensed exempt and follow the regulations under the Missouri Department of Health and social services.

In the fall of 1995, our full time child care program was started as a way to minister to the families of working parents. The child care program was started as one room and has grown into 4 rooms today. The child care program serves children 2 years to 4 years of age. This program is licensed by the state of Missouri department of health and social services. Our goal is to keep both our license and license-exempt program following the same guidelines. When an issue arises that has differing guidelines between license and license-exempt, we strive to follow the stricter of the regulations.

We are dedicated to providing a stimulating environment, helping the child to develop socially, physically, emotionally, intellectually and spiritually. We believe that a Christian education enables a child to discover that God is a God of love. Our prayer for the children at Timothy Lutheran is that each child may grow and mature under God's direction and inspiration. We believe that our Early Childhood Center is a servant of Christ, striving to bring church, home and community into harmony.

## **PHILOSOPHY/MISSION STATEMENT**

"Touching lives for Christ" is the mission of Timothy Lutheran Church School and ECC. Our ministry is founded on the Great Commission which Jesus gave His church-to make disciples of all people (Matt. 28:18-20). As disciples of Jesus, we are committed to:

**Gathering** for worship and fellowship in Christ. Hebrews 10:25  
**Growing** in Christ-like living through God's Word. Colossians 3:16  
**Going** as a witness to all that Jesus is Lord and Savior. Matthew 10:8  
**Giving** joyfully in service to God and His people. Acts 1:8

**Gathering:**

We believe that Timothy Lutheran School and ECC should be a place where students

1. gather together for worship, learning and play.
2. learn to serve as useful and active citizens in the community.

**Growing:**

We believe that administration, faculty, and students at Timothy Lutheran School and Early Childhood Center, by the power of the Holy Spirit, will grow in the following areas:

1. Spiritual
  - a. Prayer lives
  - b. Spiritual life and development
  - c. Christ-like compassion, grace, and loving relationships with all people
  - d. Seeing the love and forgiveness of God through the sacrifice of Jesus Christ.
2. Physical
  - a. Acquisition of desirable physical and mental habits
  - b. Maintenance of those desirable physical and mental habits
3. Social
  - a. Personal responsibility toward self, neighbor, and God's world
  - b. Loving relationships by recognizing the rights, privileges and individual differences of others.
  - c. Respect of authority of home, school, and government
4. Emotional
  - a. A positive self-concept as a child of God
  - b. Recognition of emotions and dealing with these emotions in a Christ like manner.

**Going:**

We believe that Timothy Lutheran School and ECC is a place where

1. Evangelism is always present for and through the students.
2. Children learn from the teachers to develop the desire to bear witness to each other and to their community.
3. Children develop the desire to lead others to their Savior.
4. Worship services and special events are publicized to students and their families as outreach opportunities.

## **Giving:**

We believe that Timothy Lutheran School and ECC is a place where students

1. Share God's love through mission opportunities.
2. Develop an understanding of the Christian's obligation and responsibility to make full and wise use of his/her God-given talents, time, and treasures.
3. Develop Christian citizenship grounded in obedience to God and His Word.

## **CORE VALUES**

Our Core values are constant, passionate Biblical core operational principles which we use to determine our school's ministries. They describe not only the life of our school today, but they also give us a picture of our school in the future. They are at the heart of what we value in our life as a family together.

Core Values are significant beliefs summarizing the essence of who we are and answering "why we do what we do?"

Commonly held values unify our efforts and define our distinctness. Our Core Values can be summarized in the following statements:

### **We value the teaching, study and application of God's truth as it is revealed with power in the Holy Scriptures.**

- The Word of God, purely taught, changes lives. The scripture's inerrancy and power lead us to place the teaching of God's Word at the center of our ministry. (Acts 2:42-43; Hebrews 4:12; Matthew 11:25; Luke 10:21)

### **We value reaching the lost by remaining open, innovative, and flexible, using all means to bring Christ to all people.**

- Reaching lost people is a priority effecting how we conduct each area of ministry. As we seek to reach the lost, we will always demonstrate love and sensitivity while never sacrificing the truth of God. (Luke 15:7; Acts 2:45; Matthew 28:18-20)

### **We value Christian care to help carry each other's burdens.**

- We will reach out with genuine and sincere care and compassion for believers and the unchruched. Following the example of Christ, we reach out to the total person in all of his/her needs. (Galatians 6:2)

### **We value sharing our Christian Faith within our families, community and world.**

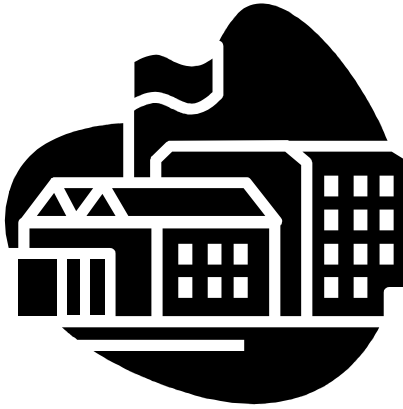
- Sharing is a normal, natural part of the Christian lifestyle. As members of God's family we are called to share the gospel in the world wherever we are, wherever we can. (Romans 1:16; 1 Thessalonians 2:8; Philemon 1:6)

### **We value Christian families who model their lives in Christ.**

- Children, youth and families are supported and encouraged to grow in their faith journey with Christ. (Matthew 19:14; Mark 9:37; 1 Thessalonians 2:7)

## STATE LICENSING/LICENSE EXEMPT MANUAL

The State Manual for Licensing Rules for Child Day Care Centers and the License Exempt Manual for CDO/PS/P-K in Missouri are available in the Early Childhood Office as a resource for families. Please feel free to take a look at them any time. Timothy ECC is currently striving to meet the goals of the Nation Lutheran School Association Accreditation.



### PROGRAM GOALS

By the grace of God and the power of the Holy Spirit, the Timothy ECC Staff will:

- Nurture developmental readiness skills for a successful school experience.
- Provide experiences in Christian living both in formal settings such as the classroom or Chapel time, and informal settings such as the playground and in learning centers.
- Offer opportunities to explore individual interests and differences through a wide variety of activities in a developmentally appropriate curriculum.
- Provide experiences outside the school setting to further explore principles and concepts learned in class.
- Encourage children and their families to accept God's unconditional love as it is experienced through His Word and the loving, caring staff at Timothy ECC and Church.
- Maintain ongoing communication between parents and teachers through newsletters, parent meetings/conferences and other parent participation opportunities.

### PROGRAM CLASSES

Timothy ECC offers a variety of classes to meet families' schedules and developmental levels of the children. Children must be enrolled on a permanent basis for regular attendance. Drop in care is not available. The following are the classes offered, along with minimum developmental levels for admittance, and times they are generally offered:

Childcare with preschool--open year-round, 6:30 AM - 6:00 PM.

2-year-old room--minimum age is 2. Children in diapers are welcomed.

3-year-old room--minimum age is 3. Child must be toilet trained.

4-year-old room--minimum age is 4. Child must be toilet trained.

\*The staff/child ratio for the 2-year-old room is 1/8. The ratio for the 3 and 4-year-old rooms is 1/10.

CDO (Children's Day Out)--open August - May

These classes are for children who are 2 years old preferably before May 1st for the school year beginning that fall or 3 years old and not yet toilet trained. Classes meet two days per week.

Preschool--open August - May

These classes are for children who are 3 years old preferably before August 1st for the school year beginning that fall and who are toilet trained.

Pre-kindergarten--open August - May

These classes are for children who are 4 years old before August 1st for the school year beginning that fall and who are toilet trained.

\*The staff/child ratio for classes comprised of 5 or more 2-year-olds is 1/8. The ratio for classes comprised of 4 or less 2-year-olds or 3-6 year-olds is 1/10.

See the Early Childhood Office for a list of current classes offered, space availability, and tuition prices.

### **ELEMENTARY SCHOOL**

Timothy Lutheran Church currently offers Kindergarten through Eighth Grade in addition to Preschool. Elementary classes and childcare for elementary students are located in the Timothy Lutheran School building at 205 NW 16<sup>th</sup> street. Elementary school hours are 8:30-3:30.

### **CURRICULUM**

Timothy Early Childhood Center believes that parents are the child's first teachers. We believe that children learn best by working with hands-on experiences using their five senses: touching, seeing, hearing, smelling, and tasting in a creative learning atmosphere. We recognize the uniqueness of each child and offer opportunities for growth by providing them with a positive, creative, and stimulating environment in which to develop and learn. It is our hope that in focusing on the whole child, with a strong emphasis on self-esteem, our children will enjoy continued success in the world.

We believe that play is to be respected as a vehicle for learning. Children use this mode to model, create, explore, solve problems, interact socially, pretend, and dream.

Hands on learning includes:

Bible Stories/Jesus Time

Large/Small Motor skills

Number Readiness

Health and Safety

Onsite /OffSite Field Trips

Social Skills

Weekly Movement Class

Language Arts

Dramatic Play

Science/Nature

Creative Art

In House Special Events

Voyages is the religion curriculum used for Jesus time. Each teacher is provided a Teacher's guide and resources. This curriculum contains many ideas to teach about Jesus through a variety of areas and centers.

ABeka is a Christian phonics based reading program is used by our Pre-K students. ABeka gives the children a solid phonics base in preparation for Kindergarten.

Music/Movement is a program designed to enhance the child's large and small motor skills. This program includes but is not limited to CD's by Dr. Jean Feldman, Kids in Motion by Greg and Steve.

## SCHOOL CALENDAR

The Fulltime Preschool/Childcare Center is open 12 months a year, Monday through Friday, 6:30 AM until 6:00 PM. The center is closed for the following holidays; however, these holidays are factored into the weekly tuition:

New Year's Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	Friday following Thanksgiving Day
Three Teacher in-service work days in August	

If the holiday falls on a Saturday, we observe the holiday on Friday. If the holiday falls on Sunday, we observe the holiday on Monday.

## SCHOOL CLOSINGS

On the day of inclement winter weather, the Administration of Timothy Lutheran Early Childhood Center and Elementary School will make the decision on closing the school, pre-school and fulltime preschool/childcare. **We will no longer automatically follow the determination of the Blue Springs School District.** Fox 4 News will carry our closings as "Timothy Lutheran School". We do not have "delayed starts" or "early dismissals" unless notification is made by phone. However, if you are uncomfortable driving in inclement weather, you may pick up your child early.

If our building becomes unsafe, for any reason, the children will be evacuated to the south lobby area of St. Mary's Hospital, Blue Springs. A secondary location would be the home of Ruby Webb, 713 N 5<sup>th</sup> St (right across from the church). Parents will be notified to pick up their children at one of these locations.

### **FULLTIME PRESCHOOL/CHILDCARE POLICY REGARDING SCHOOL CLOSINGS**

There are currently 3 days built into our school year for unforeseen closings such as inclement weather, water issues, electrical issues, etc... After 3 days in a calendar school year have been used, credits will be issued per day starting on the fourth day. Credits will be issued before the May tuition is due.

## **DISCIPLINE**

We believe in a positive approach to discipline. Our goal is self-discipline and our rules are basic. When enforcing rules, we follow a pattern that can be called the “four Rs of discipline”. They are Remind, Redirect, Remove. If a child exhibits a behavior that is unacceptable they will first be reminded of the rule they are breaking. If the behavior continues, the staff member will redirect them to a different activity. Should there still be a problem; the child will be removed from activities (time-out or time-in) for a few minutes to give them time to process their actions and the consequence of those actions. At Timothy, we added a fourth “R”, that being *Repentance*. When a child is sorry for what he or she has done, or failed to do, the teacher will assure them of the love and forgiveness Jesus has for them, in the actions from the teacher. Our school also follows the Love and Logic philosophy of a common-sense approach that provides the children the skills they need to make good, responsible decisions. No policy can list each and every violation which may result in disciplinary action. We take into account the age of the child and will discipline the children age appropriately.

## **EXPULSION OR DISMISSAL**

Aggressive behavior from a child that is exhibited while enrolled at Timothy ECC shall be observed for detrimental effects on other children, the environment and the staff. If, after attempts are made to meet the aggressive child’s needs, and the aggressive behavior has not improved then discontinuance of enrollment will occur.

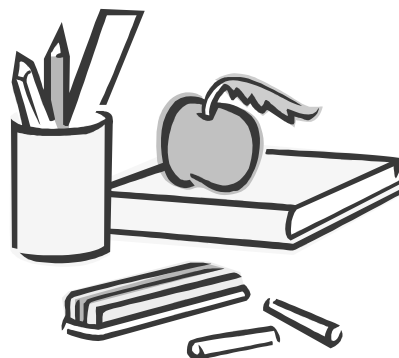
There may be times that a child’s behavior becomes so detrimental to the other children, the classroom environment and the staff that it is necessary to remove the children from the facility on a temporary or permanent basis.

## **BITING POLICY**

Timothy Lutheran prides itself on treating each child as the individual that God created. We are initiating a biting procedure here at our school. This biting procedure takes into consideration that each child is created uniquely. Understand that we consider the individual factors of each biting occurrence on a case by case basis. If a child bites, you can expect the following:

- An incident report sent home to the parents of the “biter” ☺
- An accident report sent home to the parents of the child who was bitten.
- An information packet sent home to the parents on the reasons children bite. (first occurrence)

Our goal is to keep all the children here at Timothy Lutheran ECC safe and healthy. We will protect each child in an equal manner and will take all necessary steps to ensure their safety. A child may be expelled indefinitely from Timothy Lutheran ECC if biting continues. If you have any questions regarding this procedure, please feel free to call the school office and speak to Patty Koogler.



## **NONDISCRIMINATORY POLICY**

Timothy Early Childhood Center admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies and any other school-administered programs.



## **ADMISSIONS & GENERAL INFORMATION**

1. For children enrolled in Fulltime Preschool: health, medical examination report, and immunization forms **MUST** be filled out for each child, signed by a physician or registered nurse (working under the direction of a physician), and be on file within 30 days of admission.
2. For children enrolled in CDO/PS/P-K: health, medical examination report, and immunization forms **MUST** be filled out for each child, signed by a physician or registered nurse (working under the direction of a physician), and be on file by August 1<sup>st</sup> for the upcoming school year.
3. All required enrollment forms are filed in the Administrative Office. These records will be regarded as confidential and will be released to designated individuals only with parental permission. All student records are kept for one year after a child leaves the program.
4. Please call the Early Childhood Center office (228-5300 extension 312) or send a written note concerning any of the following:
  - a. Change of address or phone number
  - b. Change in babysitter
  - c. Change in who will pick up your child (we will not release your child to anyone other than the parent/guardian without permission)
  - d. Absences: please notify the Early Childhood office as soon as possible if your child will be absent for any reason.
  - e. Teachers are unable to receive telephone calls during class hours. We encourage you to leave a message so the teacher can return your calls at a later time.

## CHILD ABUSE REPORTING

In accordance with Missouri state law, our school staff is obligated, under penalty of fine or jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, or exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report be made when there is a reasonable suspicion of abuse.

## ENROLLMENT PROCEDURES

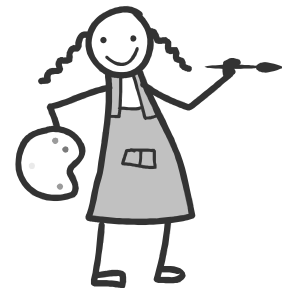
When a family desires to enroll their child(ren) in a Timothy ECC program, the following is required by the family:

1. A fully completed enrollment form.
2. A fully completed provider contract.
3. A fully completed medical/immunization form.
4. Payment of the enrollment fee.

When a family is enrolling a child, Timothy ECC will:

1. Review all paperwork with each family.
2. Give and review with each family a Parent Handbook.
3. Provide a tour of the Center (if not already done).
4. Provide an opportunity for the new student to get acquainted with the staff and facility.
- 5.

It is the requirement of the families to notify Timothy ECC when enrollment information changes, such as, addresses and phone numbers.

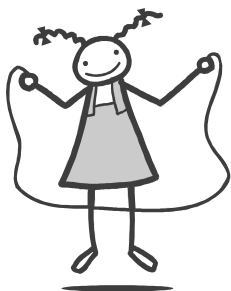


## FEES

There is an annual enrollment fee for all Timothy ECC programs. This fee covers the costs of processing the enrollment paperwork, consumable education supplies, and curriculum used by the children. Guest speaker fees are all in house activities assessed for each child with the enrollment fee.

Preferred method of payment is by check or money order. Please write the name of the child for whom the payment is made **and** the month or week being paid on the memo line.

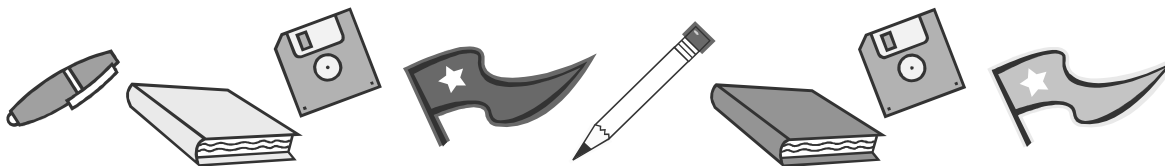
All returned checks will be assessed the bank's fee OF \$15.00. If two checks are received that have insufficient funds, all future payments must be made by money order. Cash payments are not accepted.



## TUITION

Parents with more than one child enrolled in **any** of Timothy ECC programs receive a 10% discount on the tuition of the second child and a 15% discount for the third child; four or more children receive a 20% discount. The more expensive tuition is payable at full price, with the discount being applied to the less expensive tuition.

\*If your family has an unexpected financial hardship and is unable to pay tuition, please notify the Assistant Administrator so that other arrangements can be made.



## TUITION POLICIES

Weekly fulltime preschool/childcare fees are due on Monday or the first day attended that week. Payments not made by Wednesday are considered late, and an automatic \$15 late charge will be added.

**FAILURE TO PAY TUITION FEES WITHIN 2 WEEKS WILL RESULT IN TERMINATION OF CHILD CARE SERVICES.**

CDO, Preschool and Pre-K tuition is payable on the first day of each month. A \$15 late fee will be assessed to families paying tuition after the 5<sup>th</sup> of the month.

**FAILURE TO PAY TUITION BY THE 25<sup>TH</sup> OF THE MONTH SHALL RESULT IN THE TERMINATION OF THESE SERVICES.**

## ABSENCES

Please notify Timothy ECC if your child will be absent on his/her regularly scheduled day.

## VACATION (Full time Preschool/Childcare only)

Each child earns vacation for each full month they are enrolled in Timothy full time Preschool/Childcare. Vacation will begin accruing the FIRST FULL MONTH of attendance after the child is enrolled and vacation may be taken any time after the first month of enrollment. Our vacation time begins on September 1<sup>st</sup>; therefore, if the child starts school during the “school year” the two weeks of vacation will be calculated according to the schedule received at the time of enrollment. Any vacation NOT TAKEN will be LOST! Children MUST be absent from school in order to use vacation time. For vacation time beyond these two weeks, normal tuition is charged. **Advance notice** must be given to the Administrative Assistant when the child is going to be absent.

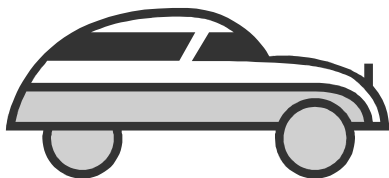
## WITHDRAWAL

Should a child need to be withdrawn from any Timothy ECC program, we ask to be notified as soon as possible so that another child on the waiting list may be offered the opportunity. At minimum we require a 2-week written notice and fees are assessed to that date. Should a child who has withdrawn wish to re-enter the program, the enrollment fee is re-assessed. Should a child need to be withdrawn for a period of time and possibly re-admitted, his/her spot cannot be held or guaranteed.

## ARRIVAL & DEPARTURE PROCEDURES

In order to assist you and your child when you **arrive** at Timothy ECC, we ask you to observe the following procedures:

- Help your child hang up his/her coat.
- Please, always **ESCORT** your child into his/her classroom.
- Help your child put things in his/her cubby.
- Sign and initial the **CHECK IN/OUT LOG**. Write in the arrival time and any comments, such as, picking up early, etc.
- If necessary, sign **MEDICATION FORM**. Give medications to staff. (Make sure we have a doctor's note!) ☺
- Pay fees as outlined on enrollment papers.



In order to assist you and your child as you **depart**, we ask you to observe the following procedures:

- Sign and initial the **CHECK IN/OUT LOG** on departure time.
- Check your child's cubby.
- Pick up any medications.

When you enroll your child in Timothy ECC, you will be filling out a form to let us know who has permission to pick up your child. If the information changes, please notify us in writing immediately. We must have a note if someone is to pick up your child other than you. (In an emergency situation, phone calls with this information will be accepted.) We **will check ID** of the person picking up your child. Remember that you can reach Timothy ECC staff before 8:00 AM and after 5:00 PM by calling 228-5323 and entering the desired extension (see page 1).

**We Will Release Your Child to Authorized Persons ONLY**

**A late fee of \$1.00 per minute will be assessed if you are late picking up your child from any of Timothy ECC programs.**

**“GATHERING TIME” (CDO/PS/P-K only)**

Preschool and Children's Day Out classrooms are locked until the session begins each day. Before class begins, the teachers are busy preparing their classrooms. We encourage parents and children to arrive 10 minutes before class begins to meet in the hallway with other parents for a “Gathering Time”. This “Gathering Time” is a good opportunity for parents to get to know one another, share ideas about parenting, and help children get comfortable being “at school”. We would encourage each of you to “gather” with other families in this informal way before class begins, being considerate of the teacher preparing the room for the day and the other classes, while in the hallway.

**FAMILY COMMUNICATIONS**

Timothy Early Childhood Center fully believes that parents are the child's first teachers, and a child grows and flourishes when families are actively involved in the educational process.

To keep families fully involved, Timothy ECC staff will use a variety of communication tools. This will be accomplished through:

- Written notes.
- Contacting the parent(s) by personal telephone calls.
- A monthly or weekly newsletter covering activities, upcoming events, and other information.
- Parent/Teacher conferences in the fall and spring.
- Email

We encourage families to contact their child's teacher or the administrative staff with any needs or concerns. Parent feedback is appreciated. Each spring a parent questionnaire is distributed to evaluate how we are doing.

## GRIEVANCE POLICY

The education process at Timothy ECC is a cooperative endeavor of students, parents, staff, and administration. On occasion, complaints, or concerns about topics, styles, or happenings will arise between individuals. In the interest of continuous improvement and toward the goal of positive relations, grievances should be expressed according to the following guidelines:

- First: To take our guidelines from the Bible (especially Matthew 18). Participants in a grievance have an obligation to communicate honestly and directly with each other. Rather than focusing on a singular viewpoint, every effort should be made to understand the other person's perspective. Communication between the involved parties will promote the most direct and effective solution.
- Second: If the concern is not resolved satisfactorily, then the matter should be brought to the school's ECC Administrator, who can help process and mediate the situation. The ECC Administrator will strive to bring resolution to the matter. If the initial grievance involves the ECC Administrator, then the matter should be directed to the School Administrator who will help process the matter.

It is essential to maintain an atmosphere of mutual respect, trust, and open communication in this endeavor of education. Initiated discussions about grievances with other persons without a full understanding of the pertinent facts promoting misunderstanding, misrepresentation, and gossip. All persons have a right to be respected and treated as human beings and forgiven as children of God.

## WHAT TO WEAR

Children should be dressed simply, practically, and comfortably, according to the weather. Children should have the following items available, clearly labeled and properly stored. Should items arrive which aren't labeled, we may label them for you--our philosophy is "better to be labeled than lost".

Remember we go outside every day, except in inclement weather. Your child should have appropriate clothing for outdoor play in all seasons. Please remember to daily send boots, gloves, hat, sweater, jacket, etc. and mark them with your child's name. It is much easier for your child to run, play, jump and develop gross motor skills if tennis shoes are worn. For your child's safety, **sandals, flip flops, crocs (garden clogs or gators, etc.)** will not be permitted on the playground.

The children enjoy sharing time in all of our classes. However, we would like to suggest that your child bring **no toys** to school. We would like to encourage your child to bring favorite books, photographs and mementos only on "Share Day". Please, no candy, gum, or food unless it is a special treat day and treats are provided for each child in the class.

## ILLNESS/HEALTH POLICY

Your Child's health is a matter of major importance to us. We want to protect your child and the other young children in our program. Children will be observed daily for any health concerns. A child who is ill cannot benefit from the school program and should be given the proper treatment at home to prevent spreading of illness at school. If symptoms of an illness

are seen while the child is at school, a parent will be notified and asked to pick up the child immediately. If a child becomes ill at home, please telephone the preschool office and let them know the circumstances of the child's illness. By keeping your child at home, infections are not being spread to others and your child is not being exposed to other germs while his or her resistance to infection is low. Children who are ill or show symptoms listed below will not be allowed to remain in class. This list is just a suggested list as we cannot possibly list all reasons a child should stay home ill.

- Has a temperature of 100 degrees or above. (Child may return after 24 hours fever free)
- Has vomited in the last 24 hours
- Has diarrhea with increased water in stool or cannot be contained by use of the toilet
- Has eye discharge or crust. A child with conjunctivitis must stay out for 24 hours after the prescription medication starts and until all redness and discharge is gone.
- Has a persistent cough (unless diagnosed as an allergy)
- Have head lice. Your child should remain home until treatment is completed and all lice and nits are gone.
- Has skin eruptions or rash (if contagious).
- Has a constant runny nose (unless diagnosed as an allergy)

***In order to protect the health of all children in the Center, the staff reserves the right not to accept an ill child for the day.***



## **ILLNESS/HEALTH POLICY/IMMUNIZATIONS**

Immunization records are monitored by the Jackson County Health Department and need to be kept current. Should your child contract a communicable disease, Timothy ECC needs to be notified. We will notify families of any exposure or a contraction of communicable disease within the program.

Timothy ECC needs to be made aware of any physical or health conditions that require ongoing medication such as epilepsy. Other conditions that may not require medication, such as allergies and asthma, should also be indicated. It is recommended that they be indicated on the physical form.

## **INJURY FORMS**

Whenever a child is injured at Timothy ECC we will place an injury form in the child's cubby to inform you of the incident and what actions were taken.

We will notify you IMMEDIATELY of any serious injury. Prompt arrangements will be made for medical treatment. In the event the parent cannot be contacted, prior authorization for emergency treatment will allow the child to be treated.

## MEDICATION

**All** medication shall be given to the child only with dated written permission from physician **and** parent. This includes prescription, over-the-counter, topical, etc. Fever-reducing products will **not** be given. Medication shall be in the original container labeled with the child's name, instructions, and the physician's name. Authorization forms are available. The doctor needs to say that we can administer it to the child.

The date and times of administration, the name of the person giving the medication and the quantity will be recorded on the medication form in your child's file.

## MEALS (Childcare only)

Childcare children are provided breakfast, morning and afternoon snacks, and lunch. These meals/snacks are provided by the center and the cost is included in the weekly tuition. Timothy Treasures must provide all food for the children. Therefore, NO outside food may be brought (except for birthdays and/or other parties).

Menus are planned based on the following Department of Health regulations:

### BREAKFAST

1 serving from each:  
fluid milk  
juice/fruit/vegetable  
bread

### SNACK

1 serving each from 2 groups:  
fluid milk  
juice/fruit/vegetable  
meat  
bread

### LUNCH

1 serving of milk  
1 serving of meat  
2 servings of fruit/vegetable  
1 serving of bread



Should your child have special dietary needs, a written note must be provided by his/her doctor.

Childcare adheres to the following meal schedule:

Breakfast	6:30 - 7:45
AM snack	9:00 - 9:30
Lunch	12:00
PM snack	3:15 - 4:00



# YUM!

## **MEALS (CDO/PS/P-K only)**

Preschool and Children's Day Out programs have a snacktime at each session. **Parents provide the snack on an alternating basis.** Preschool and CDO teachers will inform parents when it is time for each parent to provide a snack. Preschool snacks will often be related to units of study. Parents of preschoolers will be given suggestions as to what snack they should bring. *Missouri law requires parents to buy commercially prepared snacks (except for birthdays and/or other parties). Please note the following list of acceptable snacks as quoted from the Missouri Department of Health.*

In order to help protect the health of the children in early childhood centers and to prevent food borne illnesses such as Hepatitis A and Salmonella, the Bureau of Child Care is requesting that the snacks be limited to nonpotentially hazardous foods from an approved source as outlined in 19 CSR 40-60.090 (9) (C) **Missouri Department of Health Rules for License-Exempt Child Care Facilities.** Nonpotentially hazardous foods are foods that are incapable of supporting bacterial or viral growth and are free of inadvertent contamination. Below is a list that meets the criteria for nonpotentially hazardous foods under Federal, State, and local health guidelines.

## **NONPOTENTIALLY HAZARDOUS FOODS FOR SNACKS**

**WHOLE FRUITS AND VEGETABLES** (to be prepared for eating by Center)

Apples, Bananas, Grapefruit, Grapes, Oranges, Peaches, Pears, Carrots, Celery

**COMMERCIALY CANNED FRUITS** (left in cans-to be opened at Center)

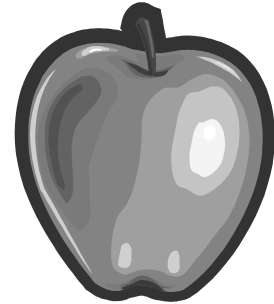
Peaches, Pineapple, Applesauce, Pears

## JUICES

Canned or frozen juice left in cans or package (to be prepared at Center)

## CRACKERS, COOKIES, ETC (in unopened box)

Graham crackers  
Animal crackers  
HiHos, etc.  
Saltines and other types of crackers  
All types of cookies (Bakery or commercially packaged)



## PREPACKAGED SNACKS (individual)

Cheese and Crackers  
Peanut Butter and Crackers  
Other types of individual snacks

Those children enrolled in a 4-hour class will bring a sack lunch. We do not have enough access to refrigerators or microwaves so we ask that lunch be brought in an insulated lunch box which will keep food cooled to a safe temperature. The teacher will be assisting 10 children with lunch, so please send a lunch which the child can eat independently. (We will assist if and when needed). Milk will be provided for lunch.



## **BIRTHDAY CELEBRATIONS**

**Birthday treats** may be brought for a child's classmates if prior arrangements have been made with the teacher. We would also like to suggest that if your family would like to provide something extra in celebration of your child's birthday, that you consider buying a book or a toy for your child's classroom.

## **HOLIDAY CELEBRATIONS**

Holidays are an exciting time for children and families. The holidays we celebrate are Christmas, when we focus on the birth of Jesus, Valentine's Day, and Easter, celebrating the Resurrection of Jesus and proclaiming that Jesus is alive!



## **NAPS (Full Time Preschool/Childcare only)**

There will be nap time for **all** children enrolled in 2's, 3's, and 4's Childcare. A cot and sheet will be provided for each child at naptime. Families should send a small blanket. Families may send a small, crib-sized pillow and soft friend to sleep with. These items from home are left in the child's cubby except at naptime.

## **CUBBIES**

Each child is assigned a special cubby where his/her belongings can be stored. Please help your child place his/her personal items in their cubby. Periodically, we place parent communications in the cubby, so please check it daily.

## **FIELD TRIPS**

Parents will need to sign a permission slip at the time of enrollment for all field trips. This signed permission slip will be kept in the child's file. We will notify you well in advance of any planned field trips.

Classes always need extra adult supervision during field trips and we encourage parents who are able, to help with the field trips. Parents will also be responsible for providing **car seats** for children (Missouri Law requires all children under the age of four years to be in car seats.) when a field trip is scheduled. Those parents driving children, other than their own, will be required to complete a Child Abuse Screening form and furnish proof of insurance and driver's license before the scheduled trip. Potential drivers are encouraged to complete this paperwork at the beginning of the school year since child abuse screening takes several weeks.

*If for some reason we do not have enough volunteers to drive for a particular field trip, the trip may be cancelled.*

All field trips for Childcare will be assessed a nominal fee to cover the cost of the field trip, transportation, and insurance. The fee will be determined when the trip is planned. For families' convenience, this fee can be added to the weekly tuition check. Parents are welcome to attend and help with field trips.

## **MISSION/SERVICE PROJECTS**

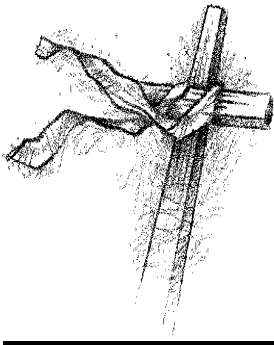
Timothy Lutheran School believes that we reflect the love that God has shown to us by sharing of ourselves with others. The Early Childhood Center and Elementary school staff will determine two mission/service projects to sponsor during the school year. Details of the project are sent home with the students who are invited to be a part of that project by contributing money or items to the cause. We hope to teach the students what it means to be a steward of the blessings we have received. If you have questions about a particular project, please speak with your child's teacher or someone in the office.

## WHAT IS P.T.L.???

P.T.L. is a parent organization that allows parents to become an integral part of the preschool /Elementary school program. If you as a parent are the kind of person who would do anything for your child, then PTL is for you!!

Studies have shown that parental family involvement in a child's education greatly increases the success of the student. Please know that you are welcome to become more involved in preschool PTL at any time. If you are not able to become a board member, there are lots of opportunities to become involved for short term.

Parent involvement can change from making a few phone calls a month to serving as a Chairperson of a committee. PTL realizes that time is most valuable to families, but even an hour a month can be helpful to the success of an event. Please consider volunteering and becoming active in this worthwhile parent organization.



## WORSHIP & SUNDAY SCHOOL TIMES

If you and your family do not have a church home, you are always welcome at Timothy Lutheran Church. New member classes begin approximately every 3 months. Our regular weekly worship schedule is:

### Worship Services

Saturdays - 5:30PM Family Life Center

This is a casual blended service with traditional hymns and some contemporary praise music. There is children's church available during this worship time.

Sundays - 8:00, 9:15, and 10:45 AM in the Sanctuary

These services are more blended services with more traditional music. Also at 10:45 in the Family Life Center is the "Service of Joy" a more contemporary service with a "Praise Team".

Children are always welcome in Worship. We have a nursery (with attendants) across the hall from the Sanctuary for children under age 3.

**Sunday School** for ages 3 to adult is at 9:15 and 10:45 AM. The Education Office located next door to the Early Childhood Center Office can help you locate the classroom for your child(ren). (Summer Sunday School is at 9:15 only.)

Many other worship opportunities exist. For more information ask any of the staff.