



Immanuel Lutheran Early Childhood Center Parent Handbook

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Welcome to Immanuel Lutheran Early Childhood Center!

We at Immanuel Lutheran Early Childhood Center are pleased to be a part of all of the exciting phases in your child's early childhood development. We are committed to providing quality child care and are eager to build a relationship with your family to promote your child's academic, physical, social, emotional and spiritual growth. Our ministry to children is a cooperative effort involving the child, the family, the staff and the congregation of Immanuel Lutheran Church.

Immanuel Lutheran Early Childhood Center (or "the Center") is a ministry of Immanuel Lutheran Church. As such, major policy and program changes are approved by the Immanuel Lutheran Preschool Ministry Team. The administrative team is made up of the Pastor, Business Administrator and the Center Director. Day-to-day operations are the responsibility of the Business Administrator and the Center Director.

This handbook reflects the most current policies for our child care program. You will find the policies in alphabetical order for your convenience, and I encourage you to take a few minutes to familiarize yourself with the Parent Handbook. We reserve the right to change these policies at any time, without prior notice. Of course, you will be notified of any changes in writing as soon as they happen.

Open communication is an important piece in our partnership success. We always welcome any comments or suggestions that you might have for us so that together, we can work towards a common goal of providing the best possible childcare to you and your child. Immanuel Lutheran Early Childhood Center is committed to leading children to Love Jesus, Love Others and Love Learning.

Blessings to you!

We provide many opportunities at Immanuel Lutheran Church
to continue spiritual growth for your family!
Come join us at one of our services below:



Saturday Contemporary Worship Service @ 5:00 p.m.
Sunday Traditional Worship Service @ 9:00 a.m.
Sunday School @ 10:15 a.m.

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At Immanuel Lutheran Early Childhood Center, We Believe. . .

Each child is a unique and special child of God and we encourage and celebrate the development of their individuality.

Children learn best through play and developmentally appropriate activities provided as avenues for learning.

The young child is a gift from God and learns best about God’s world through experimentation and exploration.

Early childhood education provides a warm and loving Christ-centered environment where each child can develop to their fullest potential physically, emotionally, socially, intellectually and spiritually.

It is the position of Immanuel Lutheran Early Childhood Center that children need to hear and experience the love of Jesus on a daily basis.

***“Whoever welcomes one of these little children in My name welcomes me.”
(Mark 9:37)***

Immanuel Lutheran Early Childhood Center is a Christ-centered learning community for young children and families

- Jesus is the center of each activity and experience.
- Children are valued for their ability to do meaningful work, their wonder and curiosity, their perspective and their ability to play.
- Families are valued for their bonds and traditions, their commitment to work, home, community, and their dreams for children.
- Staff are valued for their vision, mission and purpose, their delight in children, their skill, heart and knowledge and a commitment to children and families.

Our Program is divided into age appropriate groups:

Infants	8 weeks - 14 months
Toddlers	15 months – 24 months
2’s	2 years
3’s	3 years
4’s	4 years
School Age	Kindergarten - 10 years

We welcome an open line of communication in the center and encourage parents to bring questions, comments or concerns to the staff and/or the administration at any time. Families are encouraged to visit the facility frequently to interact with and/or observe their children on a regular basis. Also, please take time to talk with your child’s teacher to ensure that we have a complete understanding of your family’s needs.

ARRIVAL AND PICK UP

Licensing regulations and center policy requires that children are to be brought into the room by the parent or authorized escort and the parent/escort make verbal contact with his/her child's teacher. Both Federal and State governments mandate clocking the children in and out upon arrival and departure.

A simple "look and see" health check will be made by the teacher when the child is brought into the room. The teacher will be looking for sore eyes, flushed face, rash, etc. The Center is dependent upon the parent to know the health of the child and to keep him/her home when ill and/or contagious.

Please inform the Center by 8:45 a.m. when your child is going to be absent or arriving later than their scheduled time. After 3 consecutive no shows/no calls your child's spot is subject to cancellation. This notification allows for maximum efficiency in scheduling staff.

The staff will release a child enrolled in the Center only to the custody of the individual who enrolled the child in the Center, or to the custody of the individuals designated by the enrolling individual. Such designation shall be in writing and kept on file with the child care office. There may be instances that a verbal authorization may be given by a parent or guardian. Those designated individuals will be required to show picture identification before the child is released.

CELEBRATIONS

Food for birthdays or holidays can be brought into the Center as long as prior approval is obtained from the child's teacher. All food brought to be shared is to be store-bought and in its original package. When bringing treats to share, please bring enough for all children present.

If you are scheduling a birthday party, we ask that you not hand out invitations in class unless all the children in the class are invited. Children's feelings are easily hurt. Requests for class rosters will only include children/families who have given the office permission to share their information. Requests should be directed to the Director's office.

CHILD FILES

Each child enrolled at the Center has a file in our office which includes the following:

- Enrollment Summary (Permissions for field trips, photographs, transportation and medication)
- Immunization Record
- Physician Statement of any medical condition, allergy or intolerance of food, or other factors, along with clear instructions in the event of an exposure.
- Accident/Incident Reports
- Medication Permissions and records
- USDA Food Program Enrollment and Income Statement (in separate files)

Children's records are only made accessible to the teacher, administration and any authorized personnel of State agencies. Please immediately report any changes of address, work, phone numbers or emergency contact information. Immunizations will need to be kept current as required by licensing.

CLOTHING AND SUPPLIES

We request that you send your children in comfortable and washable clothing. We plan many activities for the children, including some “messy” activities. We encourage the children to play, explore and experience as much as possible during the day. Please provide your child with an adequate supply of spare clothing for occasional spills and toileting accidents. All children will need a complete change of clothing, ***including underwear, socks, shirt and pants.***

If your child’s clothing is soiled during the course of the day, our guidelines follow the Health Department recommendation to bag the item(s) individually and send them home to be laundered by the parent/guardian. Any clothing soiled with bodily fluid will not be rinsed so as to decrease cross contamination and keep children and staff from exposure. Please be responsible for replacing extra clothes that are worn home, for cleaning out your child’s box periodically.

The program includes outdoor activity except in the most inclement weather. Closed toe shoes are preferred (flip-flops and crocs are not acceptable footwear, however, sandals with ankle straps are considered a safe option). Appropriate clothing for the weather is essential for outdoor play.

Children who are not toilet trained will need a supply of disposable diapers and wipes.

All clothing, blankets, and other items brought to the Center should be placed in a ziploc bag and marked with the child’s first and last name. Although teachers do their best to keep track of these, the Center cannot be responsible for lost or damaged items.

Please have your child leave toys at home. It is difficult to keep track of these items, and very often they are lost or damaged. They are also difficult to share. Children may occasionally bring their own books, CDs and special items for “show and tell”, with the teacher’s prior permission. A stuffed animal and/or blanket are appropriate for naptime or times when additional comforting is needed.

Articles left at the Center or in the “lost and found” will be disposed of after thirty (30) days.

CURRICULUM

Immanuel Lutheran Early Childhood Center is a theme-based curriculum program fostering children’s growth intellectually, physically, socially, emotionally and spiritually. Sharing the love of Jesus with children and families is central to our program. We take extensive pride in facilitating a hands-on learning environment. Exploring various play opportunities is important to a child’s early learning and development. We provide this environment by offering interesting materials presented in an inviting way. Teacher planned activities and curriculum are implemented for all age groups to supplement and enrich their interests. Each developmental classroom is setup to promote hands-on learning. Each room’s program has a variety of learning tools designed to help children develop language skills, social skills, sensory experiences, physical strength and coordination, a positive self-image, and a foundation for faith.

The teachers will give your child the opportunity to participate in both self-initiated and teacher-initiated activities. Our teachers take into consideration each child’s personal developmental stage when planning classroom curriculum.

Parents and staff will work together to serve as a Christian support system to help our children achieve their optimum growth and development. ILP offers scheduled family functions, parent teacher conferences, parent education events, daily communication on your child’s day and voluntary participation in the classroom and events.

DISCIPLINE

**“Instead, speaking the truth in Love, we will in all things grow up Into Him who is the Head, that is, Christ.”
Ephesians 4:15**

Immanuel Lutheran Early Childhood Center strives to work with your child on behavioral and decision-making skills.

The goals of our program are:

1. To help children develop inner controls. Ideally, children’s behavior should not be dependent on the presence of an adult. We would like them to integrate our classroom guidelines into their natural behavior.
2. To help children feel valued and encourage them to use their God-given gifts in their relationships with others as we love our neighbor as ourselves.

It is very important for the development of children to be consistent and positive when disciplining or problem solving. The following are methods of discipline we use:

- Modeling – Children are natural imitators. Adults (teachers) can model a skill or desired behavior for the child to follow.
- Positive Reinforcement – Praise, attention, access to special toys, etc. can increase desired behavior.
- Preventive Measures – Teachers plan an environment that can prevent potential conflicts.
- Redirection – Make suggestions to or give the child options of activities to participate in rather than the misbehavior. Allow the child to remove themselves from the area of conflict.
- Giving choices and using logical consequence reasoning – The child is guided into and allowed to make positive choices. This helps the child to problem solve, brainstorm and realize that consequences are a result of misbehavior.
- Calming Techniques and Time Away – When a child is frustrated and unable to rationalize, they deserve time alone to express their emotions. Time away needs to be presented as a positive solution to a negative behavior.
- Time Out - A technique used to interrupt unacceptable behavior by removing the child from events, encouraging unacceptable behavior. Time out is viewed as a calming device rather than a form of punishment. Timeout is used as time away from the group, with a limit of 1 minute per year of age. Most discipline problems can be prevented or handled by using a positive approach.
- Daily Report- Parents are notified through ProCare of any behavior issues that were worked with through the day.

ENROLLMENT AND RELEASE OF ENROLLMENT

Enrollment is open to any child who falls within the age limits designated by Center policy, regardless of his/her race, color, religion, age, sex, or ethnic origin. Priority in enrollment will be given first to those families that are currently enrolled in Immanuel Lutheran Early Childhood Center and secondly to church members.

Enrollment may be terminated for the following reasons, with or without notice from the Center:

1. Failure of the child to adjust to the daily schedule and procedures of the Center causing an abnormal amount of stress, hardship, or anxiety on the child, staff members and/or other enrollees of the Center.
2. Failure to meet the payment schedule according to the handbook.
3. Failure by the parents or guardians to abide by the policies and procedures of Immanuel Lutheran Early Childhood Center.

Parents withdrawing their children from care are required to provide a written two (2) week notice for child care. Failure to submit the notice as required will result in families being billed for tuition for the notice timeframe. When the Center decided to terminate enrollment or transition a student out of our program a meeting between the parents, teacher and director will be scheduled prior and a list of other centers in our immediate area offering childcare will be provided.

FAMILY VALUES POLICY

Immanuel Lutheran Early Childhood Center, is a mission program of Immanuel Lutheran Church, a member church of the Lutheran Church-Missouri Synod (LCMS). As such we abide by the Family Values Policy as found in Appendix A.

FIELD TRIPS

Field trips are an extension of learning and an opportunity to explore our community. A licensed vehicle and driver over 25 years of age will be provided by the Center to transport your child on scheduled field trips. The Center will always notify parents through a written permission of scheduled field trips. We will request car seats for the children's use. Parents are always welcome to accompany us using their own transportation. We ask that you do not bring siblings along.

FIRE, TORNADO AND EMERGENCY DRILLS

We practice emergency drills regularly. If an unplanned fire alarm rings at any time, all children are moved quickly outside to the designated safe place. Ambulatory children walk and infants are transported in evacuation cribs. Severe weather drill procedures move children to designated safe areas. Disaster (natural or man-made) preparedness will evacuate or move children to a safe location, on or off campus. In the event of a threat from an intruder in the building or in the nearby community, lockdown procedures will be activated. Children will be moved into classrooms/designated safe areas. During a real tornado or lock-down situation, we ask that parents do not pick up children until after the all clear notice is given.

FOOD AND NUTRITION

Good nutrition is essential for children. In addition to planning meals and snacks to meet nutritional requirements, we are interested in helping children care about good nutrition and to like a variety of good food. Nutrition education is an important component of our program and includes informal mealtime conversation, cooking projects, and other food related activities.

Breakfast, lunch and afternoon snacks are included in your child care tuition. Menus are planned to meet the USDA food requirements for children, and are evaluated by the local health department as mandated by DCFS. Low fat (2%) milk, 100% fruit juices, and water are beverages served. All menus are posted for your review bi-weekly. It is important to advise us of any food allergies or special dietary needs your child may have.

Our goals in planning menus and food related activities are:

- To reduce the use of refined sugar;
- To increase the use of whole grain products, thus reducing the use of refined flour;
- To reduce the use of foods which contain preservatives and/or additives;
- To serve a variety of foods;
- To use fresh fruit or fruit canned without sugar or packed in light syrup or its own juice;
- To use fresh or fresh-frozen vegetables;

*NOTE: We ask that you have children finish any food before arrival at the Center. Food brought in by children tends to cause problems for other children. Chewing gum and candy should not be brought into the Center at any time.

*Please note that all treats brought to the center should be store bought.

HEALTH AND SAFETY

We are committed to decreasing the spread of communicable diseases throughout the facility. Unfortunately, all children come into contact with bacteria, viruses, fungi, infestations and other infectious agents on a daily basis. The Center staff does everything possible to minimize the spread of these organisms including demonstrating and practicing proper hand washing techniques and utilizing proper sanitation and hygiene practices.

The Center requests that all children wash their hands or use hand sanitizer upon arrival and before going to their classroom to promote a healthy environment.

If you have more than one child enrolled in our Center and one of them is at home or sent home sick, ALL children in the family must remain at home as well to prevent spread into other classrooms.

Exclusion Policy

Children exhibiting any of the below symptoms should not be brought to child care and subsequently, if your child develops any of these symptoms during the day, you will be notified and requested to pick your child up within one hour. Your child may return to care when he/she has been symptom free for 24 hours (for example, fever free for 24 hours without fever reducing medication). In certain cases, a physician's note may be requested before your child can return. If you know that your child has a communicable disease, please notify us immediately. We wish to inform other families when their child has been exposed to a contagious disease. Children who are absent due to a communicable disease (those that need to be reported to the Health Department) may not return to the Center without a signed statement from the child's physician indicating that the child is no longer contagious or infectious.

Exclusion symptoms include:

- Fever of over 100 degrees with behavior change or symptoms of illness
- Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of severe illness
- Diarrhea
- Vomiting 2 or more times in the previous 24 hours
- Mouth sores (unless deemed by the child's physician that the child is noninfectious)
- Rash with fever or behavior change
- Conjunctivitis or Impetigo, until 24 hours after treatment has been initiated
- Chicken pox, until at least 6 days after onset of rash
- Strep throat, until 24 hours after treatment has been initiated and fever free for 24 hours
- Head lice or scabies, until the morning after the first treatment
- Whooping cough, until 5 days of antibiotic treatment have been completed
- Mumps, until 9 days after onset of gland swelling
- Measles, until 4 days after disappearance of the rash

The Coles County Health Department reminds us that spending time outdoors does not cause or worsen winter colds. If a child is well enough to attend the Center, he/she is well enough to go outside.

Parents/Guardians will be contacted immediately in the case of an emergency. If the parent or guardian cannot be reached, the emergency contact(s) listed on the enrollment form or the child's doctor may be called. The child will be transported to the listed preferred hospital by Center staff or by ambulance in the event a parent or guardian cannot be reached, or if the doctor requests. The Center will continue trying to reach the parent or guardian until contact has been made. 911 will be called in cases of extreme emergency.

Communicable Diseases

As a courtesy to families, occurrences of non-reportable communicable diseases will be shared through an information sheet posted outside the classroom. Further, state licensing requires that occurrences of certain reportable communicable diseases be shared Center-wide.

Occurrences of these diseases will be communicated to you through email and include: Chicken Pox, Conjunctivitis (Pink Eye), Head Lice, Influenza, Pin Worm, Ring Worm, Scabies, Fifth Disease, Rotavirus and RSV.

Medications

We understand that medications are needed at times to support health. The Center appreciates if these can be administered at home as much as possible. However, if doses are needed during the day, the following information must be adhered to:

- We ask you to allow time to complete a medication form that can be obtained at the Center. This form includes such information as the name of the medication, dosage and time to be given, dates to be given and a parent or guardian signature.
- A competency statement authorizing Immanuel Lutheran Early Childhood Center to administer medication also must be on file. (This statement is included in the permissions section in your enrollment.)
- Medications (prescription or “over the counter”) to be administered to your child, must be provided in the original container.
- Medications must be noted on the medicine log in the appropriate classroom each day it is to be given, with the medication name, hour at which it is to be given, and the parent’s signature. Please note that if you wish to keep the medication that we give or apply to your child confidential, discuss accommodations with your child’s teacher.
- Instructions for giving medications on the medication form must agree with the recommended dosage listed on the container. A signed physician’s statement must be on file at the Center for us to dispense an amount different from the instructions on the container.

HOURS OF OPERATION

Immanuel Lutheran Early Childhood Center is open 7:30 AM to 5:30 PM, Monday through Friday with closures for major holidays:

Good Friday, Easter Monday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving and days between Christmas Eve and New Year’s Day (to be determined by the Director annually).

When a holiday falls on a weekend, the Center will close accordingly on either Monday or Friday as noted on the school calendar.

INFANTS

The general information contained in this handbook applies to the entire program. The following information applies more specifically to children in the infant rooms.

Strict standards of cleanliness and safety are observed when caring for infants.

All creams, ointments, etc. for use on children for diapering must be brought from home, clearly marked with the child’s name. Parents provide all diapering supplies, including disposable diapers and wipes.

All formulas, breast milk and special baby food must be brought from home in plastic bottles and containers. No glass bottles are used in the Center. Please write your child’s name, in permanent marker, on the bottles. You will be required to provide information about your child’s typical feeding schedule. As new foods (cereal, fruits, vegetables, and table-foods) are introduced to your child, parents should update information with the classroom teachers. When infants transition to soft table foods and whole milk, we will furnish their food.

Infant Safe Sleep Policy

In following Safe Sleep Practices, staff at the Center will put infants under the age of 12 months on their back when placed in cribs unless there is a medical waiver stating the child should sleep in a different position.

- An infant that arrives asleep in their car seat will be moved to a crib.
- Sleeping infants will be actively observed by sight and sound.
- Blankets, bumper pads, pillows, soft objects and toys will not be used in the cribs for sleeping.

LICENSING REGULATIONS

The Center is required to follow the licensing regulations issued by the Illinois Department of Children and Family Services, the Illinois Department of Public Health, the State Fire Marshall, the Coles County Health Department and the USDA, and those licensing regulations are incorporated into this, the ILP Handbook, by reference herein.

PARENT-TEACHER CONFERENCES

Frequent exchanges between parents and teachers enrich the child care experience for teachers, children, and parents. Teachers are interested in knowing about a family's concerns, difficulties, and pleasures in their child's experiences at home. Knowing that a child had a hard night, or exciting company, or is planning a trip, can help the teacher understand that child's mood, and better plan the day. Be sure to tell us of any crisis in your child's life so we can help him or her cope with it.

STEP ONE:

Conference with staff member: Clients of the Center can schedule a specific time to meet with the staff member to express problems or concerns by either contacting the staff member or the director. Should matters still not be resolved by the client and staff member, and if the client seeks further review of the matter, the client may request a conference with the Director.

STEP TWO:

Conference with Director: The request for a conference shall be made orally or in writing. At the time of making the request, the client shall indicate whether he or she desires that the staff member involved be present at such conference.

At the conference, the client and the staff member, if present, will explain his or her problem or concern to the Director. If the staff member is not present, the Director shall discuss the matter with him or her. The Director may contact other appropriate parties and conduct further conferences with the client and/or the staff member prior to taking any action in response to the matter.

After he/she has had an opportunity to gather all necessary information, the Director shall determine what action, if any, should be taken. The Director shall advise the staff member and the client of the decision. If he/she is not satisfied with the Director's decision, the client may request further review of the matter by the Administration and Preschool Ministry Team.

STEP THREE:

Conference with Administration: The request for a conference shall be made orally or in writing. At the time of making the request, the client shall indicate whether he or she desires that the staff member or director be present at such conference.

The conference and any determination by administration will be held as stated above in Step Two.

Teachers are also eager to share the child's interests, skills, problems and strengths with the parents as they emerge at the Center so conferences are available for each child. Conferences are offered when your child enters a new room. The teacher(s) will introduce you and your child to the new room, to explain routines, and to share information and expectations. To better facilitate a smooth transition, the teacher may ask you for information about your child. This would be a good time for you to share any concerns and/or strengths which you feel are important for teachers to know.

POTTY TRAINING

As children near the age of two, parents begin to think about potty training. Over the years of working with two year olds, we have found several things helpful. First, and most important, are the signs from the children themselves; such as:

- Diapers being dry upon awakening in the morning and after naps.
- Diapers are dry for a period of one hour or more.
- The child willingly sits on the toilet or asks to sit on the toilet.
- The child has mastered the concept of putting something into a container and taking it out.

Potty training should be a learning process just as learning to walk, eating with utensils, putting clothes on and taking them off, holding crayons to color, etc. It is a process that takes time. What this means for teachers and parents is patience during this process of development. It means there will be times when the child urinates or has a bowel movement in the toilet and lots of times when the child doesn't.

A child may be placed in regular underwear when the child has gone 2-4 weeks with dry, unsoiled diapers and after parent-teacher consultation.

Our goal is to help children achieve potty training success in the most pleasant and patient atmosphere possible.

Children attending in the 3 Year Preschool Program and up must be potty trained prior to the start of the school year.

SCHOOL CANCELLATION

In the event of bad weather, the Center Director will determine if the Center will close. ProCare messaging is in place and will notify families of closings or changes in schedule.

Closings are also posted on the Immanuel Lutheran Child Care Facebook, and on WCIA 3 News.

Staff are paid for up to 3 (three) Snow Days per school calendar year, therefore we will only charge parents for a maximum of 3 (three) Snow Days per school calendar year as well. Any weather related closings over that amount will be credited on your monthly statement.

Occasionally, rather than closing an entire day for weather related conditions, we may have a delayed start time, meaning the Center will OPEN at 9:00 am.

Families will be notified in the same manner as above.

SECURITY SYSTEM

The Center has locked access point doors for the safety of children and staff. Parents will be issued a key fob at their start date that will open the school doors between 7:30 am and 5:30 pm: Additional fobs may be purchased for \$15 if you need them for grandparents, nannies, etc. If you lose or break your fob, a \$20 replacement fee will be charged. When your child is no longer participating in the Center, the issued fob(s) should be turned in by the last day of care or the replacement cost will be billed to you. **Please remember, the security doors are never to be opened for people you do not know. Let a staff member know that a guest has arrived and of any security concerns that you may have.**

SMOKING POLICY

Smoking is not permitted anywhere in the buildings, on the playgrounds or anywhere on church property.

STAFF

Immanuel Lutheran Early Childhood Center staff is experienced with children and/or have educational backgrounds in child development or a related field. Child care employees are required by the State of Illinois to obtain continuing education in-service hours each year based on their scheduled working hours to keep up to date in the latest trends in child development. The Center staff are required to have Pediatric First Aid and CPR.

A criminal background check, as required by state child care licensing regulations, will be done on each new employee and anyone who is to have contact with children. This policy includes administration, full-time and part-time teachers, cooks, administrative assistants, and custodial staff who are employed by the Center. Background checks are completed through the Illinois Department of Child and Family Services.

TUITION POLICIES

Immanuel Lutheran Early Childhood Center is pleased with the opportunity to care for your child and can secure your child's enrollment with our facility after we have received the annual registration fee. We welcome your family to our program upon confirmation of space, receipt of your completed enrollment and the registration fee.

Our payment policies are as follows:

- The tuition rate is based on which classroom the child is enrolled. Tuition is due, in full, on the tenth business day of the month or childcare will be terminated.
- Client fees are charged on the basis of enrollment, not attendance. The charge remains the same if the child is ill, visiting a relative or out for any reason as well as Center closings for Holidays, family vacation or inclement weather. The fee for the week is as stated on the fee schedule and enrollment agreement.
- There is an annual registration fee of \$95 per child. This fee is due at initial registration and annually thereafter at the end of July. If you have more than one child in your family, additional children registration fees are \$40.
- If you are an Immanuel Lutheran Church member or enroll multiple children in the Center, your tuition is reduced by 10% monthly for one child.
- Fees are considered past due and delinquent if not received within 5 days of the invoice due date. After 5 days, a late payment fee of \$25 will be assessed. If payment has not been made one week after the delinquency date, your child may be asked to withdraw until payment has been made in full.
- Payment of fees may be made by checking or savings account, credit or debit card using the ProCare App.
- A late fee of \$20 per child will be charged for child pick-ups after the Center closing time.
- Daily absences or late arrivals should be called in to the office before 8:45 a.m.

Parent Acknowledgement

Through the enrollment process, I have agreed to the contents in this handbook. I understand that this Parent Handbook does not contractually bind Immanuel Lutheran Early Childhood Center and is subject to change without notice by Immanuel Lutheran Early Childhood Center administration or governing body.

Parent Signature: _____

Date: _____

Appendix A

IMMANUEL LUTHERAN EARLY CHILDHOOD CENTER FAMILY VALUES POLICY

Immanuel Lutheran Child Care is operated by Immanuel Lutheran Church. Immanuel Lutheran Church is a Member congregation of the Lutheran Church-Missouri Synod (LCMS).

Immanuel Lutheran Child Care is a school *with* a mission, but it is more than that. Immanuel Lutheran considers Immanuel Lutheran Early Childhood Center to *be* a mission, one form of Christian mission to its members and to the community. We believe that the purpose of education is not ultimately to prepare people for life in this world, but to “make people wise unto salvation through faith in Jesus Christ.” (1 Tim. 3:15).

Christian beliefs, as understood and taught in the LCMS, pervade everything that is done at Immanuel Lutheran Early Childhood Center. Christian instruction is not only carried out formally, but it is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, and school employees whose very presence is a testimonial to the Lutheran faith and way of life.

We are a creedal church with definite beliefs on many points of Christian faith. We affirm the historic creeds of the Church, and in various moral areas where the Church’s historic teaching is being debated, we are firmly rooted in the Scripture as God’s Word for us today. For instance, we affirm the sanctity of human life, including the life of an unborn child. The beliefs of our congregation and of Early Childhood Center will be clearly taught, as it is our belief that they are in accordance with God’s design for our lives.

We also believe that we are all sinners, that is, that we all fall short of God’s standards in one way or another. We are dependent on God’s mercy and grace; we are dependent on His love – God so loved the world that He gave His one and only Son, that whoever believes in Him should not perish but have eternal life (John 3: 16). We gather together as Christ Schools in an effort to encourage one another in our walk with Jesus, to urge one another to respond in love toward God by conforming to the wonderful plan that He has for each of our lives. While not all of our families or students may believe the teachings of our congregation or school, while none of us are perfect, nevertheless, family members may not promote beliefs that are contrary to ours or otherwise weaken the Christian atmosphere at the school. If a family member of a student or applicant for enrollment publicly challenges our teachings or conducts his or her life in a way that is contrary to those teachings, and if this becomes disruptive to the learning environment, the student or applicant may be expelled, suspended or refused enrollment.

LCMS doctrine and practices are derived from the Christian Scriptures, the Lutheran confessions, and the applicable resolutions of the LCMS. For the purposes of this policy, the decision of the Administration and Preschool Ministry Team of what constitutes the beliefs and teachings of the LCMS and what actions or conduct constitutes a violation of this policy shall be final and binding. Family members who are unfamiliar with our church's beliefs and teachings on any subject should inquire about them from the Pastor of Immanuel Lutheran Church.