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Train a child in  
 the way he should  
 go, and when he is  
 old he will not turn  
 from it.” PROVERBS 22:6



## **THE PURPOSE OF THIS HANDBOOK**

This handbook has been prepared for several reasons:

1. To acquaint the reader with the program of Christian childcare offered by Good Shepherd Lutheran Church.
2. To acquaint the reader with the philosophy, which prompts the members of Good Shepherd Lutheran Church to promote and support a Christian child care center.
3. To acquaint parents with the functions and regulations of the center.

**Your questions are welcomed and may be directed to the Early Childhood Director.**

## **A BRIEF HISTORY OF THE CENTER**

The Good Shepherd Day Care Center is a ministry of Good Shepherd Lutheran Church. The center opened in 1986. Care is provided for children ages 3 and 4.

## **STATEMENT OF PURPOSE**

The purpose of this center is to provide each child with quality care in a Christian setting. We recognize that this begins with the premise that Jesus Christ is our Lord and Savior and in Him we have eternal life. The curriculum and all activities are developed around this premise.

## **GOAL OF THE CENTER**

The center's goal is to see that each child develops to the fullest of his/her capabilities. Each activity is dedicated to our Lord and Savior.

## **PHILOSOPHY OF THE CENTER**

Good Shepherd Day Care Center is a developmental childcare program, which enhances the child's overall development. We are dedicated to the philosophy of building up children by creating a loving atmosphere in which children experience a nurturing of their Christian faith.

The center's objectives focus on the five aspects of children:

1. Spiritual: It is our desire to help each child in the knowledge and faith of Jesus Christ as their loving Savior and Friend.
2. Social: It is our desire to help children learn to respect and love their peers, teachers, families, and environment.

3. Intellectual: It is our desire to supplement the skills learned in the child's preschool experience and to provide enrichment activities of benefit to the intellectual development of each child.
4. Physical: It is our desire to help each child develop large and small motor coordination and to practice good personal hygiene.
5. Emotional: It is our desire to help each child develop self-control and to continually gain self-confidence and self-worth as a child of God.

## **ORGANIZATION OF THE CENTER**

Good Shepherd Day Care Center is a ministry of Good Shepherd Lutheran Church, Collinsville, Illinois. The congregation has provided a Board of Christian Day School to provide for the management of Good Shepherd Lutheran School, preschool through grade 8, and the Day Care Center.

The congregation has established the positions of school principal and delegates to that person the management of the school and day care. The principal's office is located on the main campus at 1300 Belt Line Road.

A director is appointed by the Board to serve under the principal and is responsible for the day-to-day operation of the center.

Several caregivers are designated as "Early Childhood Assistant Teachers". These workers are responsible for groups of children and lead the daily activities. In addition, a cook and custodial staff are provided.

## **STATEMENT OF SERVICES**

The center is a multifaceted approach to care, which combines activities directed by the teacher with activities chosen by the child.

Activities are planned for a variety of areas including: art, science, language development, music, free play, muscle development, and spiritual enrichment. Activities are designed to encourage creativity, curiosity, exploration, and problem solving.

## **ENROLLMENT POLICIES**

### **Admission Procedure**

Admission can be considered when the following have been received:

1. Completed Application for Enrollment. This is found on our website: [www.gslcs.org](http://www.gslcs.org) under the Prospective Students Tab – Admissions. TADS (Tuition Assistance Data Services) is a company that we have partnered with to handle our registration, tuition and fee management process. Once your application process is completed you will be instructed to complete your agreement with TADS.

2. The registration fee of \$50 will be due when you complete your agreement with TADS.

### **Age Requirements**

Children must have reached the age of three to be considered for enrollment.

### **Toilet Training**

Children who are in the Day Care are required to be able to toilet independently when school starts. If the child is not trained, we will give a 2-week grace period of trying to remind the child to potty periodically during the day. The child should wear underwear, NOT pull-ups, and bring 2 – 3 changes of clothes. If the teacher believes the child is trained or at least making progress at the end of the 2 weeks, he or she may stay in the program. If the child is not making any progress, they will need to stay out of the program until they are fully trained. Parents can choose to not pay their tuition (in which case we may make their slot available for another student) or continue to pay the tuition to save their spot until the child is ready.

### **Health Requirements**

Physical examinations are required of children entering the program for the first time. Verification must be provided to the center.

Immunizations are required of children, as they are required by Illinois State law. Verification of such must be provided to the center.

Students may be excused from these requirements if objection is made because of constitutional or medical reasons. A statement of such objection must be provided to the director by the parent or guardian.

### **Acceptance of the Center Philosophy, Purpose, Goal and Objectives**

Children and parents or guardians must accept and agree to abide by the philosophy, purpose, goal, and objectives of the center. Any habitual disregard of or non-compliance with the center's established policies and regulations shall result in termination of the child from the day care.

### **Needs of the Child**

The regular program of care must be capable of meeting the needs of the child.

### **Probationary Admission**

All children are admitted on a probationary basis. Each child's readiness for group care is assessed during the first ten (10) days of enrollment. This probationary period ends at the end of the third full month following the first day of attendance.

## **Acceptance of Applications**

The director in consultation with the principal admits students to the center.

## **FINANCIAL SUPPORT**

The support of an important undertaking as a quality Christian childcare center must be a team effort. The primary source of funding for the operation of the center is the fees. A smaller, yet important source of financial support is made available through fund raising efforts and donations made by individuals and organizations.

Special gifts and donations are accepted. Individuals and businesses are welcomed to contact the principal regarding the opportunity to further the work of the center through a special gift. Employers and fraternal insurance companies often match gifts to the center upon request.

### **Registration Fee**

The registration fee is per child and is due at the time of enrollment application. The registration can be paid up to 6 weeks prior to attendance to hold your child's place. The registration fee is a non-refundable fee.

If your child does not attend day care for 6 consecutive weeks you must then reenroll and pay the registration fee. Your acceptance will depend upon availability.

### **Tuition Fees**

All fees are assessed through TADS. Upon completion of enrollment, you will receive a financial agreement to set up your payments.

### **Full-time**

If your child is enrolled for full-time care, you will be responsible for the full week's tuition even though your child is not in attendance.

The **regular day care rate** is charged of all children from the week including June 1 until those classes resume for the next school year.

### **Part-time**

Children may be scheduled to attend the program no fewer than two days per week.

### **Late Pick-up Charge**

This charge is \$15.00 for the first fifteen minutes or fraction thereof after 6:00 p.m. After 6:15 p.m. the charge is \$1.00 per minute. Late fees are due the following morning.

## **Vacation**

Two weeks of vacation are provided each year after one year of **continuous** attendance (a child who attends during the school year but not during the summer is an example of attendance which is **not** continuous). No fees are charged during this vacation period. One-week notice of vacation is required. The year begins with your child's first day of attendance.

## **Statement of Non-discrimination**

Good Shepherd Day Care Center admits children of any race, gender, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

## **FIRST DAY OF ATTENDANCE**

Our staff will work with you to make your child's adjustment to day care as positive and comfortable as possible. A few tips:

- \* Visit the center a few days before the first day of attendance.
- \* Include this new experience in your child's prayers. God cares about you and your child!
- \* Arrive a little early the first day to look over the entire center with your child. Discuss activities, which you know your child will enjoy.
- \* Sign your child in, give him/her a big hug, and explain where you will be and when you will return.
- \* If your child senses your apprehension, he/she will become apprehensive too.
- \* Don't hesitate to call the center at any time during the day to inquire about your child.
- \* When you pick your child up, set aside time to discuss both of your days and to play awhile. Show appreciation for each new discovery and achievement your child has made!

## **CALENDAR**

The center is closed on the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve Day, and Christmas Day. Should the holiday fall on Saturday, the center will be closed the previous Friday. Should the holiday fall on Sunday, the center will

be closed on the following Monday. Normal day care fees are accessed for holidays.

## **DAILY ATTENDANCE**

The center opens at 6:00 a.m. and closes at 6:00 p.m. Monday through Friday.

Breakfast may be purchased until 8:00 a.m. for \$.75 a day.

Children are to be signed in immediately upon arrival and signed out at the time of departure. Please notify the day care workers of your child's arrival and departure. Assist your child as they put their belongings in the appropriate places.

Please notify the center staff by 9:00 a.m. each day during which your child will not attend day care or when your child will arrive later than 9:00 a.m. Your call helps the staff prepare the proper number of Noon meals, and, more importantly, assures the staff that your child is being cared for elsewhere.

## **Illness**

### **Please keep your child home if he or she has:**

- Fever of 100 degrees F or above
- A skin rash that has not been identified
- Diarrhea and/or vomiting two or more times in a day
- Evidence of head lice or other parasites
- Severe coughing
- Rapid or difficult breathing
- Yellowish skin or eyes
- Conjunctivitis (pink eye)
- Sore throat or difficulty swallowing
- Pain of which the child complains and interferes with normal activity
- Evidence of infection
- A moist or open cold sore

**Children who have a fever, diarrhea or vomiting must be symptom free for 24 hours before returning to school.**

If your child has contracted a contagious or communicable disease or illness (e.g. strep throat, viral infection, infected ears and/or glands, measles, mumps, chicken pox), please notify the center. Parents must be informed of the possible spread of such illnesses and conditions.

If your child should become ill during the day, he/she will be placed in a quiet area away from the other children and the emergency contact will be called and requested to take the child home. Parents are asked to pick up their child within an hour of the phone call.

Notify the center if your child is found to have head lice. Children with head lice may not attend the Day Care until they have been examined by a staff member and found free of lice and larva (nits). Once notified, the Day Care will examine every child in the class and will notify by note the parents of all children in the class.

### **Child Pick-up**

Children will be released to those whose names have been placed on the Authorized Pick-ups form. The center staff will check the person's driver's license or state issued identification card for verification. In families which have experienced the separation or divorce of the parents, the center will not release the child to the non-custodial parents unless that parent's name has been placed on the authorization form with the specific day and time of such pick up. A copy of the legal guardian ship needs to be on file.

## **DISCIPLINE**

Disciplinary action is taken out of love and not anger. Rules are explained and discipline is related to the child's action. Consistency in discipline is very important. The goal of discipline is the development of the child's self-discipline. The children are made aware of the consequences of their mistakes. Discipline should encourage children, when appropriate, to solve their own conflicts.

The following are not used at this center: corporal punishment (spanking), verbal abuse, deprivation of meals or snacks, or punishment for toilet accidents.

It is important that the day care providers support the parents and that the parents support the day care providers. Parents will be notified of any problems and the steps taken to eliminate them.

Repeated or extreme disobedience will result in the termination of the child from the day care center.

### **Steps for dealing with discipline problems:**

1. Take the child from the group and talk to him/her about it.
2. Move the child to another group of children, or another center.
3. Have the child sit in the Thinking Chair.
4. If the behavior becomes aggressive with kicking, hitting or scratching, the parents will be called to pick up the child immediately.
5. After two calls over a period of two weeks, the child will be asked to leave.



## COMMUNICATION

Please feel free and welcomed to talk about your child with your child's care givers. We care about meeting your child's needs. If a formal discussion is desired, feel free to make an appointment. Parents are welcomed to observe at any time.

Parents are asked to watch the Center bulletin board for special announcements, information and reminders.

1. A parent concern should be brought to the attention of the lead caregiver in the child's class.
2. The lead caregiver should bring the concern to the attention of the director.
3. If the concern cannot be addressed to the satisfaction of the parent, then the director should bring it to the attention of the Principal.

## QUESTIONS AND CONCERNS

Disputes, difference of opinion, and conflict over ideas, purposes and values will occur wherever people gather together.

Constructive suggestions and concerns are welcomed. They offer the opportunity to explain why things are done a certain way. Suggestions and shared concerns also offer the opportunity to see the need for change.

The procedure below is based on Jesus' directives as found in Matthew chapter 18, verses 15-17, with regards to differences and conflicts between people at Good Shepherd.

As with all matters, it is important that we first approach the Lord in prayer, seeking full understanding, patience, and the desire to do what is pleasing and good in His sight.

The pastors of Good Shepherd Church may serve as counselors, mediators, or advisers. They may be contacted through the church office.

### **1. Jesus said to first go to the person with whom you have a concern.**

Please contact the person(s) directly involved. Most times a clarification is all that is needed. It is important that we seek factual information by asking questions before forming a conclusion. It does no good to speak with others unrelated to the situation unless we seek their advice.

Clarification of school policy and other decisions of the Board of Christian Day School may be directed to the principal or Chairman of the Board of Christian Day School for explanation.

**2. If going to the person cannot solve the problem, Jesus said to then get a responsible person to help solve the problem.**

Please contact the principal if step #1 has not helped to resolve a classroom problem.

After seeking clarification from the principal, concerns about school policy and other decisions of the Board may be taken to the Board by contacting the Board Chairperson. The concern must be stated in written form.

**3. If steps #1 and #2 have not resulted in a successful resolution, Jesus directed Christians to then go to a group of responsible people.**

At Good Shepherd that group is the Board of Christian Day School. Classroom problems may be directed to the Board Chairman in writing if steps one and two have not helped to resolve the problem.

Concerns regarding Board policy and other decisions may be directed to the Church Council of Good Shepherd Lutheran Church by contacting the President of the congregation through the school office.

### **PERSONAL INFORMATION**

Only authorized personnel will have access to your child's file. No person shall have access without written consent. However pictures of the children involved in various activities may be used for publicity reasons.

### **INSURANCE**

Good Shepherd Lutheran Day Care Center is in full compliance with standards for insurance.

### **EMERGENCIES AND SAFETY**

In case of a minor medical injury, the staff will comfort the child, wash the wound, and, if needed, apply ice or a bandage. These incidents will be reported to the parents.

Accidents requiring medical attention but not emergency treatment will be reported immediately to the person identified on the child's medical form.

In emergency situations, the staff will notify the emergency medical service for transportation to the hospital. The person identified on the child's medical form will be contacted immediately.

Emergency procedures are explained and drills conducted for tornado, fire, and earthquake emergencies. Children are provided instruction on the safe use of playground equipment.

## HEALTH TOPICS

Please hand medicine to a staff member.

Medication may be administered at day care when necessary. Parents are encouraged, when possible, to arrange medication periods so as to avoid this necessity.

All prescription and nonprescription medication must be administered through the day care office. All prescription and nonprescription medication is to be delivered to the day care office upon arrival. Written directions must be provided and only recommended dosage by physician or manufacture will be administered.

Prescription medication must be in a labeled, original prescription container.

The school may provide non-aspirin, non-prescription pain relievers, if a parent or guardian gives written permission for each instance. A medication form needs to be filled out prior to administering medication.

## PERSONAL BELONGINGS

Extra clothing should be provided including underwear, shirts, pants, and socks. This clothing should be marked with the child's name. Wet or soiled clothing will be placed in a plastic bag to be taken home and replaced the next day. Since spills and other accidents can result in the need for other clothes, it is important to have a change of clothing even if your child does not have toilet accidents.

Each child should have a small blanket to use during naptime. A small pillow is optional. Your child may also bring a special stuffed toy or doll to aid in his/her comfort in sleeping away from home. Please mark these belongings, as they will be stored at the day care. During naptime, the children use cots or mats, which are provided by the center. Nap items will be sent home weekly for laundering.

**Please do not send toys to childcare. They are easily lost or broken. Toys are provided by the center.**

## CLOTHING

Children should not be restricted in their abilities or enjoyment by the type of clothing they wear. Please dress your child in loose, comfortable clothing that is appropriate for the season. Tennis shoes are preferred. For safety reasons, footwear should cover the entire foot. Please no sandals, flip-flops, "croc" or open-toed shoes.

Parents of kindergarten children should consult the school's Parent Handbook for details concerning the school dress code.

## VIDEO SURVEILLANCE - SECURITY

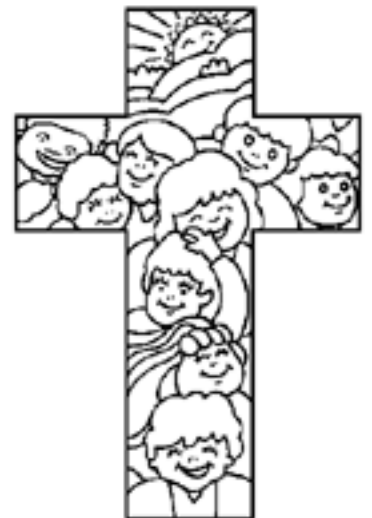
The Early Childhood building and grounds, both interior and exterior, are owned by the church. All grounds, hallways, classrooms are subject to video surveillance, and the students are hereby notified of the school's intent to use such video surveillance throughout these locations.

When entering the facility you will need to ring the doorbell for entrance. The visitor will be notified to open the door by a buzz at the door.

## EXCELLENCE IN EDUCATION

Excellence in Education is a supportive way parents, families, and friends can help support in a financial way the many programs we have at Good Shepherd Lutheran School. We have many opportunities for individuals to help there are as follows:

- Sowing Together And Growing Together – purchase gift certificates to earn awards for your family and GSLS...These awards towards tuition can be used when your child comes to Kindergarten.
- Target Community Giving Program – shopping at Target or online and use your Target or Target Guest card
- School cash.com – online shopping at schoolcash.com
- General Mills Box Tops for Education – clip box top logos, shop at Box Tops Marketplace or charge with the Box Tops Visa card
- Campbell's Labels for Education – collect Campbell labels from participating grocery items
- Market Day Food Products – order food items on the form or online and items are delivered to the school for pickup (All proceeds go to help fund our 8<sup>th</sup> grade class trip to Washington D.C.)
- Golf Classic held in October for technology enhancements.
- Newspaper and Magazine Recycling – help clean up our environment by recycling paper products
- Ink Cartridges – collect used ink cartridges and send them to school



- Seasonal Fundraisers
  1. Magazine Sales – takes place in the Fall
  2. Christmas Sales – takes place in October so orders can be here prior to Thanksgiving
  3. Candy Sale – takes place in February
 Parent volunteers are needed to help organize, promote, and encourage the student body to participate.

Annual School Auction – this takes place in the Spring on a Saturday. This is our largest fund drive with proceeds helping purchase non-budgeted items.

### **DAYCARE DAILY SCHEDULE**

6 – 8:30	Students arrive, quiet centers open, breakfast
8:15	Preschool students go upstairs
8:30 – 8:45	Pledges to Christian and American Flags, Opening Prayer/Bible Story
8:45 – 9:45	Learning Centers/Small Group and Individual activities (snack available)
9:45 – 10:15	Outside
10:15 – 10:30	Story
10:30– 10:45	Music/Movement
10:45 – 11:30	Learning Centers (lunch prep)
11:05	Morning Preschool Students come downstairs
11:30 – 12:15	Lunch, nap prep
12:10	Afternoon Preschool Students go upstairs
12:15 – 2:00	Nap
2:00 – 2:30	Get up from nap, snack available

2:30 – 3:15      Outside

2:50              Afternoon Preschool students come downstairs

3:15 – 3:30      Story

3:30 – 3:45      Music/Movement

3:45 - 6:00      Learning Centers/Games

