



Good Shepherd Lutheran

Church, School &
Early Childhood Center

Parent / Guardian Handbook

Updated: January 2017

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A PARTNERSHIP IN LEARNING

All children are precious gifts from God. They are the next generation and the promise of the future. Many hands join together to foster the growth and development of children. At Good Shepherd Early Childhood Center we recognize that parents have the primary responsibility for nurturing their children. Good Shepherd Lutheran Church has included in its ministry Good Shepherd Early Childhood Center to partner with parents in care and education.

By enrolling their children in GSECC, parents are enlisting the help of early childhood teachers. Teachers at school and parents at home create many learning experiences for children. These experiences help children learn about God's love for them and about his wonderful world. At the same time, parents and teachers learn about children's development by observing and interacting with them. Children, parents, and teachers all learn from each other. GSECC is truly meant to be a partnership in learning.

MISSION OF GOOD SHEPHERD EARLY CHILDHOOD CENTER (GSECC)

Reaching children and families with God's truth: Spiritually, Mentally, Physically and Socially.

PHILOSOPHY

GSECC is based on the philosophy that:

- God gives parents the primary responsibility for nurturing their children.
- The center assists parents in nurturing the spiritual, mental, physical and social growth and development of children in a Christian environment.
- Children develop best in an atmosphere of Christian love, care, trust and respect.
- Developmentally appropriate experiences provide children with hands-on activities and real-world situations that further their spiritual, physical, intellectual, emotional and social development.

The members of our staff reflect Christian morals and who have both the desire and the gifts to share the love and joy of Jesus Christ. All religious activities will be conducted according to Lutheran doctrine as confessed by the Wisconsin Evangelical Lutheran Synod (WELS).

ADMISSIONS POLICY

GSECC exists to provide spiritual growth and quality education to the children who attend. All children are welcome without preference to race, religion, national or ethnic origin, gender or ability.

GSECC is a South Dakota state licensed center.

AGE GROUPS

- Nursery (Bread of Life Bakery) – 6 weeks old – Crawling
- Mobile Infants (Noah's Ark) – Crawling – approximately 15 months

- Young Toddlers (Milk and Honey Ice Cream Shoppe) – Approximately 15 months – Approximately 2 years old
- Toddlers (Christian Soldiers Toy Store) – Approximately 2 years old – 3 years old
- Preschool (The Good Book Store and Sweet Treats) – 3 years old – 4 years old
- Pre-K (Zacchaeus Treehouse) 4 years old – 5 years old

Transitions between classrooms will be done in consultation with parents/guardians and will be done across a period of time and with the focus on the child’s needs and adjustment. Parents will be notified at least two weeks prior to their child transitioning to the next age group, and that child will receive transition time.

PART-TIME POLICY

Good Shepherd Lutheran offers part-time childcare on a very limited basis. In order to attend Good Shepherd part-time:

1. Your child must match up with another part-time child, creating a full-time schedule.
2. Your child's birthday must be within "one month" of the matching child.
3. If the child you are matched-up with withdraws, you must forfeit your part-time spot, continue enrollment full-time, or find another child outside of the center to match up with your schedule.

CHILD’S RECORDS

Prior to the first day of attendance the following records must be completed:

- Application for Enrollment Child Placement Contract
- Tuition Agreement Contract
- Child / Infant Information Form
- Photo Permission Form
- Topical Application Form
- Weekly Newsletter and Billing Tuition Express Form
- Child Information Card
- Immunization Record
- Signed Parent Handbook

Records are subject to update yearly or when necessary.

REGISTRATION FEE

A non-refundable registration fee of \$30 (\$50 for two or more children) is required with completed enrollment forms to register your child(ren). The registration fee is due upon registration and first week’s tuition fees are due on your child’s first day at GSECC. Checks are payable to Good Shepherd Lutheran.

WAITING LIST

To be accepted for the waiting list at GSECC, a completed wait list application form and the registration fee are required. When a spot becomes available, you will have 24 hours to decide if you:

- Want the spot
- Want to pass and keep your name on the list
- Want to delete your name from the list

If you decide you want the spot, you must turn in completed enrollment papers and provide a start date two weeks in advance. The first week's tuition is due on the child's first day at GSECC. If you are offered a spot and choose to decline, your name will go to the bottom of the waiting list or you may choose to remove your name altogether. If you have removed your name from the list, and in the future you wish to reapply, you will be subject to another application fee.

KEY FOB DEPOSITS

Each parent will receive a key fob upon enrollment. There is a \$10 deposit required when key fob is issued. The \$10 will be refunded at the end of your child(ren)'s enrollment, as long as the key fob is returned to Good Shepherd in good condition. If you lose or misplace your key fob, your account will be charged \$10 for a replacement fob. We strictly limit access to parents and child care providers. Please do not allow anyone else to utilize your key fob.

CURRICULUM & ASSESSMENT MATERIALS FEE

GSECC takes the responsibility we have for planning instruction, providing educational experiences, and informing parents of the development of their child(ren) as both great privileges and as our responsibilities. To cover a portion of the costs incurred for providing the materials and training or the best learning environment and experience possible, GSECC charges a yearly curriculum and assessment fee of \$15 per child billed in January of each calendar year.

WEEKLY TUITION FEES

- Weekly tuition fees are due on the first day of the week of service.
- A late payment fee of \$10 will be added to any account not paid by the end of the first day of the week of service.
- Tuition Express is the required method for tuition payments and offers ACH withdrawal, credit card payments.
- Families that pay tuition fees through state aid must pay the difference between state aid coverage and GSECC tuition fees.
- Weekly tuition fees paid in advance are refundable if two weeks written notice is given before withdrawing a child.
- Weekly tuition rates will be set and reviewed annually or as needed by the Good Shepherd Education Committee.

PAYMENT METHODS & ADDITIONAL CHARGES

In order to accommodate our increasing costs associated with credit card fees, there will be a 3% tuition rate increase assessed to each family's account. **However, in order to avoid imposing additional increases to all families, we will offer a 3% discount to any family that pays their tuition by ACH withdraw or check.** Essentially, you can sign up for automatic ACH payments to avoid this additional rate. Because we are building credit card fees into the tuition, if you continue to pay by credit card, and pay the additional 3%, you will be able to claim this additional money spent towards your dependent care tax credit at the end of each year.

TUITION EXPRESS

GSECC offers Tuition Express, part of our ProCare Software management system, which allows us to process tuition and fee payments safely, quickly and efficiently. Once enrolled in Tuition Express, your tuition and fee payments will be paid automatically on the first business day of each week.

Tuition Express enrollment forms are included in your registration packet. Additional forms may be obtained at the reception desk.

ADDITIONAL CHILDCARE

- Drop-In childcare is available to children that are enrolled with appropriate paperwork up to date. This care is subject to availability and offered at the cost of \$50 per day.
- A fee of \$10 per hour will be charged for each child left at the center beyond contracted time.
- A fee of \$10 per hour will be charged for each child arriving before contracted time.
- A fee of \$15 per 15 min will be charged for each child remaining after center closing time.

ILLNESS AND ABSENCES

- No credit refund will be given for absences of up to four consecutive days (the attendance was already planned for that day).
- Vacation days may be used to credit or refund and account if a doctor's restriction note is presented for an absence of five or more consecutive days.

VACATIONS

- A **minimum** of two weeks written notice must be given before a child takes a vacation.
- Ten full price free vacation days are allowed each calendar year for full time children.
- Vacation days beyond the first ten will be charged at the normal rate to insure child's continued enrollment.
- Six full price free vacation days are allowed each calendar year for children attending only 3 days a week.
- Four full price free vacation days are allowed each calendar year for children attending only 2 days a week.
- Vacation days run a full calendar year, from January 1st to December 31st. Families beginning enrollment will receive a pro-rated vacation allowance for the remainder of the first year based on months enrolled.

NSF FEE

There will be a fee of \$35 for all returned checks, NSF returns through Tuition Express, and credit card declines through Tuition Express.

TUITION FEE CHANGES

- Tuition fee rates will be set and reviewed annually or as needed by the Good Shepherd Education Committee.
- Parents / Guardians will be given a minimum of two weeks' notice before tuition fee changes go into effect.

ACCOUNT COLLECTIONS AGREEMENT

The Good Shepherd Early Childhood Staff strives to provide a safe and fun learning environment for your families. In order to do so effectively, we must cover our operating expenses. It is extremely important that we receive payment on accounts each week. If your account becomes two weeks past due you will receive a notification letter. If the account becomes a month past due, you will receive a second notification. If the account is not paid, we reserve the right to terminate your childcare services at Good Shepherd Lutheran Early Childcare Center. If the account is not made current 90 days after withdrawal, we reserve the right to send the account to our collection agency, FJM Collections, INC.

WITHDRAWAL

Parents may withdraw a child from the center by giving two weeks written notice. Any refunds will be figured based on the current tuition fee policy.

Failure to provide two weeks' notice results in two weeks of tuition fees added to the account.

DISMISSAL

A child may be dismissed from the center upon written notice to the parent from the Center Director or Good Shepherd Education Committee. Causes for dismissal include (but are not limited to) the following:

- Child is unable to adjust to the setting
- Child exhibits excessively disruptive behavior
- Child repeatedly harms self, other children, or staff
- Child repeatedly destroys property
- Lack of cooperation from parents/guardians
- Parent/Guardian is violent (physically or verbally) towards children and/or staff members
- Failure to pay tuition fees

HOURS OF OPERATION

- Year-round
- Monday – Friday
- 6:30am – 6:30pm

It is the responsibility of the parent / guardian to notify the center if their child(ren) will arrive late or will not be attending school.

HOLIDAYS CLOSED POLICY

Good Shepherd will be closed for the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day, and "Black Friday"
- Christmas Eve and Christmas Day

If the holidays falls on a weekend, Good Shepherd will follow the federally observed holiday, and close on either the Friday prior to, or the Monday following the holiday. Parents will receive a holiday calendar in December each year, for the following year's holidays closed. No reduction in fees will be made on these days.

GOALS

Consistent with the mission and philosophy, GSECC seeks to carry out the following goals. The following is a brief overview of an extensive list of goals and objectives in each classroom. GOSECC uses the Child Observation Record (COR) published by High/Scope for assessment and aligns goals and objectives with this and the South Dakota standards for early childhood education.

CHILDREN

- Spiritual Growth
 - Learn that Jesus is their Savior from sin
 - Learn that Jesus is their best friend
 - Learn of God's love through Bible stories, prayers and songs
 - Respond to God's love in everyday life.
- Physical Growth
 - Appreciate likeness and differences in God's children
 - Observe simple health and safety procedures
 - Develop small and large motor control and coordination
- Intellectual Growth
 - Learn that their abilities are gifts from God
 - Practice and enjoy a disposition to learn

- Make and express choices, plans and decision
- Use different materials in many ways
- Develop their language skills
- Social-Emotional Growth
 - Grow in Christian love, respect and empathy
 - Grow in their ability to interact with peers, adults and their environment
 - Experience success in working and playing individually and cooperatively

PARENTS / GUARDIANS

- Understand that God gives them primary responsibility for nurturing their children
- Understand the spiritual, physical, intellectual, emotional and social needs of their children
- Understand that importance of communication between home and child care / preschool
- Become involved in their child’s learning through classroom visits, daily consultations and semi-annual parent-teacher conferences

WEEKLY CHAPEL AND SUNDAY WORSHIP

Preschool through Pre-K children at GSECC attend weekly chapel services every Friday at 8:00am in the church sanctuary. This sometimes varies, and we hold chapel on a different day of the week if there is a holiday, etc. The chapel time will be posted at the front desk in these instances. Parents are invited and encouraged to join their children for worship, prayer and lessons from the Bible. If your child does not attend preschool or Pre-K on Fridays, we encourage you to bring them for chapel as a part of your families weekly routine!

Good Shepherd Lutheran Church invites all families from GSECC to come and join us in worship on Sunday mornings. Our services are at 8:00am and 10:30am with Sunday school, Teen Bible Study and Adult Bible study from 9:15am – 10:15am. If you have questions about our church please visit our church website at www.gswels.org or call (605) 371-0047 and ask for Pastor Seeger or Pastor Werre.

DAILY SCHEDULES

The following classroom schedules are tentative, and subject to change in the event of a classroom party, event, etc. Infants in the Bread of Life Bakery follow an on-demand schedule, or a schedule instructed by the parent; therefore, do not have a structured schedule as a group.

PRE-K DAILY SCHEDULE (Zacchaeus Treehouse)

6:30 – 7:30	Drop Off / Free Play
7:30 – 8:00	Table Activities
8:00 – 8:05	Wash Hands
8:05 – 8:35	Breakfast / Bathroom
8:35 – 8:50	Circle Time
8:50 – 9:20	Small Groups
9:20 – 10:20	Learning Centers
10:20 – 10:30	Bathroom
10:30 – 10:40	Bible Stories
10:45 – 11:30	Recess
11:30 – 11:45	Story Time
11:45 – 11:50	Wash Hands
11:50 – 12:40	Lunch / Bathroom
12:40 – 1:00	Large Group
1:00 – 2:25	Nap
2:25 – 2:35	Wake Up / Bathroom
2:35 – 2:55	Games, Music, Hand Writing, Fun Friday
2:55 – 3:00	Wash Hands
3:00 – 3:30	Snack / Bathroom
3:30 – 4:15	Learning Centers
4:15 – 5:00	Recess
5:00 – 6:30	Combine with ECC in Town Square

PRESCHOOL DAILY SCHEDULE (Good Book)

6:30 – 8:00am	Free Play / Drop Off
8:00 – 8:30	Breakfast
8:30 – 9:15	Free Play
9:15 – 9:30	Calendar / Circle Time
9:30 – 10:45	Structured Choices
10:45 – 11:00	Bible Story
11:00 – 11:45	Gross Motor Activity
11:45 – 12:00pm	Bathroom Break
12:00 – 12:30	Lunch
12:30 – 12:45	Free Read on Cots
12:45 – 2:40	Nap Time
2:40 – 3:00	Fine Motor Activity
3:00 – 3:30	Snack Time
3:30 – 3:45	Music and Movement
3:45 – 4:00	Structured Play
4:00 – 5:00	Gross Motor Activity
5:00 – 5:30	Classroom Stories / Play
5:30 – 6:30	Town Square Play Time

PRE-K DAILY SCHEDULE (Sweet Treats)

6:30 – 7:30am	Free Play / Drop Off / Town Square
7:30 – 8:00	In Classroom
8:00 – 8:30	Breakfast
8:30 – 8:45	Circle Time/Calendar / Weather / Songs
8:45 – 9:00	Bible Story
9:00 – 10:25	Centers
10:25 – 10:30	Clean Up
10:30 – 11:00	Large Group Instruction
11:00 – 12:00	Outside / Town Square / Gym
12:00 – 12:05	Wash Hands
12:05 – 12:30	Lunch
12:30 – 12:45	Bathroom/Nap Bags/Stories on Cots
12:45 – 2:30	Rest
2:30 – 3:00	Fine Motor Skills
3:00 – 3:10	Clean Up and Wash Hands
3:10 – 3:30	Snack
3:30 – 3:40	Music and Movement
3:40 – 3:55	Afternoon Stories
3:55 – 4:00	Bathroom
4:00 – 5:00	Outside/Town Square/Gym
5:00 – 6:00	Free Play / Pick Up

TODDLER DAILY SCHEDULE (Christian Soldiers Toy Store – Tentative)

6:30 – 7:45am	Child-lead Play in Town Square
7:45 – 8:00	Potty / Diaper Changes
8:00 – 8:20	Breakfast
8:20 – 8:30	Breakfast Clean-Up
8:30 – 8:45	Circle Time / Bible Story
8:45 – 9:00	Potty / Diaper Changes
9:00 – 9:45	Sensory / Art / Fine Motor
9:45 – 10:00	Potty / Diaper Changes / Music or Story
10:00 – 10:15	Small Group
10:15 – 11:00	Large Muscle Play (Outside/Town Square)
11:00 – 11:25	Potty/Diaper Changes/Self Reading Time
11:25 – 11:45	Lunch
11:45 – 12:00	Lunch Clean-Up / Potty
12:00 – 2:30	Nap
2:30 – 3:00	Potty/Diaper Changes/Quiet Toys & Books
3:00 – 3:15	Afternoon Snack
3:15 – 4:00	Outside Time / Town Square
4:00 – 4:45	Potty/Diaper Changes/Teacher Selected Activities
4:45 – 5:00	Toy Clean-Up / Potty / Diaper Changes
5:00 – 6:30	Child-lead Play in Town Square

YOUNG TODDLERS DAILY SCHEDULE (Milk & Honey – Tentative)

6:30 – 8:00am	Child-lead Play in Town Square
8:00 – 8:15	Diaper Changes / Potty
8:15 – 8:30	Breakfast
8:30 – 8:45	Breakfast Clean-Up
8:45 – 9:00	Circle Time / Bible Story
9:00 – 9:15	Diaper Changes / Potty
9:15 – 9:45	Sensory/Fine Motor/Small Group/Art
9:45 – 10:00	Diaper Changes/Potty/Music or Story/ Large Group
10:00 – 10:45	Large Muscle Play (Outside/Town Square)
10:45 – 11:15	Diaper Changes/Potty/Self Read Time
11:15 – 11:30	Lunch
11:30 – 11:45	Lunch Clean-Up/Diaper Changes/Potty
11:45 – 2:00	Nap
2:00 – 2:15	Diaper Changes/Potty/Quiet Toys & Books
2:15 – 2:30	Afternoon Snack
2:30 – 3:00	Diaper Changes/Potty/Story Time
3:00 – 3:45	Outside Time / Town Square
3:45 – 4:45	Diaper Changes/Potty/Activities/Music & Movement
4:45 – 5:00	Toy Clean-Up / Diaper Changes / Potty
5:00 – 6:30	Child-lead Play in Town Square

MOBILE INFANT DAILY SCHEDULE (Noah's Ark)

6:30 – 8:00	Drop Off / Free Play
8:00 – 8:30	Breakfast
8:30 – 9:15	Diaper Changes / Free Play
9:15 – 10:00	Town Square Play
10:00 – 10:30	Curriculum / Art
10:30 – 11:00	Diaper Changes
11:00 – 12:30	Lunch
12:30 – 1:30	Diaper Changes / Free Play
1:30 – 2:00	Curriculum / Art
2:00 – 2:45	Town Square Play
2:45 – 3:00	Diaper Changes
3:00 – 4:30	Snack / Free Play
4:30 – 5:00	Diaper Changes
5:00 – 6:30	Free Play / Pick Up

Naps on demand and as child ages will be moved to just after lunch

FOOD SERVICE POLICY

MEALS

Children with special dietary needs must notify the center with a note provided by the parent / guardian or physician.

Breakfast

- If your child arrives by 8:00am they will be provided with nutritious breakfast including two food groups.

Lunch

- Are provided by LifeScape catering (Sioux Falls) and meet USDA dietary guidelines for toddlers and preschool ages.
- Food will be served family style and children will eat with their teachers in the classroom.

SNACKS

Nutritious snacks will be provided by the center. They will be served to the children in the afternoon. Snacks will not include pastries, donuts, cakes, candy, suckers or imitation fruit drinks.

Monthly menus will be posted for parents / guardians. Any changes will be noted on the menu.

ALTERNATIVE MEALS & ADDITIONAL FOOD COST

Good Shepherd tuition includes the cost of breakfast, lunch, and an afternoon snack. If a child has food allergies, the parent is responsible for providing alternative snacks (example: gluten free crackers, or almond milk). Gluten-free lunches are available to children with allergies through our lunch provider, at an additional cost. This additional fee can be billed automatically to a child's childcare tuition, and will not be charged if the child is taking a vacation day, or if the parent gives the childcare center two weeks' notice that the child will be absent.

INFANTS

Parents / guardians must provide a feeding schedule for their child. Parents / guardians must also provide infant foods and formula.

All food, formula, breast milk and bottles must be labeled with the child's first and last name. Staff members will keep a record of all food intakes. After each feeding, any remaining formula or breast milk will be discarded.

Infants too young to sit in high-chairs will be held or placed in an infant seat for feedings. Bottles will not be propped.

Baby or solid foods will be introduced to the child according to the parent's / guardian's instructions. They must also be provided by the parents/guardians and marked with the child's name and date for use. These foods will be used or discarded within 36 hours of being opened.

OUTSIDE FOOD POLICY

GSECC provides a peanut free facility and also accommodates other food allergies as they arise. With this in mind, we have a no outside food policy in the toddler and preschool classrooms unless it has been approved by the director or assistant director.

REST TIME

Children (toddler, preschool age and pre-k) will have an active morning; therefore, they will be given the opportunity to rest or nap. They will be provided with a cot and a quiet setting.

Parents / guardians of toddlers, preschoolers and pre-k should provide a blanket and small pillow for rest. They are responsible for taking them home to wash at the end of each week.

PARENT GROUP

We have a parent group that meets periodically to help plan classroom parties, activities, etc. Please ask the Director for the information of the parent currently leading the group.

PARENT INVOLVEMENT

GSECC has an open door policy, we welcome parents into the classroom throughout the day. If you would like to have a regular time to help or want to assist teachers in any way, let us know! There are many other ways parents can participate to assist GSECC:

- Cut / Color / Paste teaching materials
- Assist on special event days
- Save and send in “beautiful junk” items needed for projects (as requested in the weekly newsletter)
- Come in and share your talents / gifts / occupations with children

Please let us know if you can think of a way to be involved at GSECC!

TRANSPORTATION

Transportation to and from the center is provided by parents / guardians or authorized pickups.

FIELD TRIPS

Field trips organized on the weekend are held as family field trips to allow parents / guardians to transport their children and for families to get to know each other at the events.

Field trips held during the week are for preschool and pre-k students and require prior parental permission to transport child(ren), permission for the child(ren) to attend the field trip and a booster seat to be left at school on the day of the field trip.

On occasion, we will request parents to pay the field trip fee in order for their child to attend.

BEHAVIOR GUIDANCE PROCEDURES

At GSECC, training and discipline are blended with God's love and concern. Discipline needs to be firm, consistent and constructive. A child needs to know what is expected before he/she can obey. Guidelines reassure children that they are loved and shows concern for them.

Two behavior goals will be communicated to the children.

1. The love of Jesus motivates children to live as the Lord expects.
2. Children show love through words and actions.

A positive environment will be fostered in the following manner:

1. Children will be encouraged in their positive behaviors, negative and destructive behaviors will be minimized.
2. All teachers and staff will be knowledgeable of developmental stages, family background, special needs, interests and medications being given (if any) in dealing with each individual child.
3. Children will be reminded of appropriate behavior and then helped to approach the problem situation with a new perspective or his/her attention will be redirected to a new activity.
4. Teachers will avoid unsafe activities to protect children and teachers.
5. When discipline is needed it will be administered immediately so that not only the child's behavior is influenced, but more importantly the child's attitude about himself/herself and about proper and improper behavior is positively changed.

BEHAVIOR CONSEQUENCES

Our staff is committed to modeling Christian attitudes. The goal of discipline is to teach. Your child will be dealt with constructively at all times. The teachers use love, encouragement and praise. Desirable behaviors are emphasized. Should behavior problems occur, positive guidance will be offered and behavior will be redirected.

Continual behavior problems will be brought to the attentions of the parent / guardian. The staff will observe, record, and report the behavior and a consultation will be held with the child's parents / guardians, teachers and other professionals when appropriate.

No child will be separated from the group unless the staff has tried less intrusive methods of guiding the child's behavior. A child who requires separation from the group will remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a teacher. The child will be returned to the group as soon as the behavior lessens or stops.

If separations from the group appear to be occurring frequently, they will be noted on a daily log. The log will include information indicating what less intrusive methods were used to guide the child's behavior. If a child is

separated from the group three or more times in a day or more than eight times in a week because of persistent, unacceptable behavior, the child's parent / guardian will be notified and asked to come for a consultation.

PROHIBITED STAFF ACTION

All corporal punishment and humiliating techniques to control behavior are not allowed by any staff person. Corporal punishment includes rough handling, shoving, slapping, pinching and spanking. Humiliating and emotional abuse includes name calling, shaming, derogatory remarks about the child or using language that threatens the child. A child will not be mechanically restrained in a manner such as tying.

PROPERTY DESTRUCTION

Parents / guardians will be held responsible for any property of GSECC that is willfully damaged or destroyed by their child. The costs for repair or replacement of these items will be billed to the parents.

ILLNESS

If your child has a cold or symptoms of illness or needs to remain indoors, it would be best to keep your child home. Please contact the center if your child will not be coming to school due to illness. The director should be notified of a child's absence and the reason for it early in the morning. Should a teacher feel that a child is unable to function properly at the center due to illness, parents / guardians will be notified immediately and requested to make arrangements for transportation home.

The center must exclude a child...

- With a reportable illness or conditions that may be contagious
- With chicken pox until the child is no longer infectious or until the lesions are crusted over.
- Who has vomited two or three times since admission that day.
- Who has had three or more abnormally loose stools since admission that day.
- Who has contagious conjunctivitis (pink eye) or pus draining from an eye until medicine has been used for at least 24 hours.
- Who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy.
- Who has unexplained lethargy or fatigue.
- Who has lice, ringworm or scabies that is untreated and contagious.
- Who has a 100 degree axillary or higher temperature of undiagnosed origin before fever reducing medicine is given.
- Who has undiagnosed rash or rash attributable to a contagious illness or condition.
- Who has significant respiratory disease.
- Who is not able to participate in normal activities with reasonable comfort.
- Who requires more care and comfort than the staff can provide without compromising the health and safety of other children present.

SYMPTOMS MUST BE GONE 24 HOURS BEFORE A CHILD IS ABLE TO RETURN TO THE CENTER.

A sick or injured child will be separated from other children and attended to by a teacher or other staff person until parent or other authorized individual arrives. In an emergency, 911 will be called and decisions will be made by paramedics as to the next procedures to be carried out. Parents who are notified their child is ill and needs to go home need to make arrangements to have their child picked up by an authorized individual within an hour. Ill children remaining at the center past one hour, after notifying parents, will have \$25.00 per 15 minutes of care added to their tuition bill.

In the event that your child has a communicable disease, your child may not come to the center. We must be informed of the disease so notice of possible exposure can be given to families enrolled. A child with a communicable disease will be readmitted to the center only after allowing the longest usual incubation of the disease or with a signed statement from the child's physician.

Parents will be notified via a note posted by teachers including symptoms if an infectious or communicable disease is present in the center.

Contagious diseases will also be reported to the local Department of Health to help control the spread of contagious disease throughout Sioux Falls.

MEDICATION

No medication of any type (prescription or non-prescription) will be given to a child without the written consent (medication authorization form) of a parent/guardian. Please inform your child's teacher should you child be on a medication which might affect the child's behavior at the center.

Medications must be in their original container, clearly labeled for the child, and will be stored according to instructions. Prescription medication must have a pharmacy label indicating the physician's name, child's name, instructions, name of the medication, and the strength of the medication. A teacher will give or apply any prescription or non-prescription medication according to the directions on the original container unless authorization by a written order of the child's physician.

All medication will be kept out of children's reach.

INJURIES

Most injuries can and will be treated with ice, soap and water. An accident report will be written for every accident, regardless of how minor. These reports will be signed and dated by staff and a copy kept in the child's records.

HEALTH AND SAFETY POLICY

Immunization records or a signed and notarized waiver of immunizations must be kept on file at the center. This must be on file from the first day of the child's attendance.

1. There will be a qualified first-aid personnel with CPR training present in building at all times. A first aid kit and emergency handbook will always be accessible in each classroom. No ointments, medicines or salves are administered to children without written parental permission.
2. Children and staff are required to wash their hands after using the bathroom and before meals and snacks.
3. Tables will be washed and sanitized, using a three step process, before and after meals and snacks.
4. Toys will be sprayed nightly with a sanitizing solution.
5. Crib sheets will be changed and washed daily.
6. Teachers and staff members will give full attention for the safety and physical welfare of the children.
7. Children will be outside only under the supervision of the staff.

INCLEMENT WEATHER POLICY

Good Shepherd Lutheran Early Childhood Center rarely closes for inclement weather. If the Sioux Falls School District is remaining open, we will definitely remain open as well. If the Sioux Falls School District is closing, the director will communicate with the chairman of the education committee to assess whether or not we can safely open our center. In the event that we close, parents will be notified via email immediately.

PARENTS UNDER THE INFLUENCE WHILE TRANSPORTING THE CHILD

If a parent is noticeably under the influence of alcohol or drugs when picking up their child, Good Shepherd will not permit the child to leave with that parent. Another parent, or emergency contact, for that child will be notified and need to arrive to pick up their child. If Good Shepherd feels that the child is in danger, we are obligated to report these instances to Child Protective Services.

EMERGENCY AND ACCIDENT POLICIES

1. In an emergency where time is a factor, staff will call 911 for local ambulance help and the child will be transported to an appropriate medical facility. Parents will be notified immediately. A complete written report will be recorded for all accidents, injuries and incidents involving a child enrolled at the center.
2. Within 24 hours after the occurrence of an unusual accident, death or serious injury to a child, the appropriate reports will be submitted.
3. A first aid kit and an emergency handbook are kept in each classroom. Standard first aid practices will be followed. Superficial wounds will be cleaned with soap and water and protected.
4. Hazardous substances will be stored out of the reach of the children. If a poisoning is ever suspected, the Poison Control Center (800-222-1222) will be contacted and the Poison Control Center directions will be followed. The parents will be notified.
5. The staff will give attention for the safety and physical welfare of the children, never leaving them unsupervised.

6. The staff will be aware of children with allergies and take necessary precautions. Allergies will be posted in all classrooms, the kitchen and the Director's office.
7. In the event that a child should become missing from school, the Police Department will be notified and the parent/guardian will be called.
8. 911 will be called for emergency medical care.

FIRE AND TORNADO DRILLS

In the event of fire, the building will be evacuated using the designated main room door to the front entrance or the playground (back door) exit. Children will be led out of the building by the teachers and staff members to a designated area. Emergency routes are posted in each classroom

Fire drills will be held on a regular basis recorded in the log. The fire alarm system will be used and the children will be led from the building until the all clear signal is given.

Fire extinguishers are easily accessible in the center and kitchen. Directions for use are posted. Fire extinguishers will be checked annually.

In the event that the Civil Defense sirens or weather radio should sound to warn of a tornado or other notification of a tornado is received, the children will be taken to the designated area. Everyone will remain there until the all clear is sounded.

Tornado drills will be held monthly from April to September and recorded in the appropriated log.

All staff is trained to carry out fire and tornado drill procedures.

PARENT-TEACHER COMMUNICATION

Regular and frequent visits by parents are encouraged. Parents may volunteer to assist teachers in the classroom, on field trips or by sharing their special talents and interests.

If parents/guardians wish to schedule a conference with the teachers or the Director at other times, the opportunity is always welcome.

Formal Parent/Teacher conferences will be scheduled twice to speak about each child's development and to provide a scheduled time for parents and teachers to meet.

GRIEVANCE PROCEDURES

The following procedure and time-line has been established for handling grievances within sixty days:

1. The parent/guardian should contact the teacher first and discuss the matter.
2. If the matter is not satisfactorily resolved, the parent/guardian should contact the Director for a meeting within two weeks with the parents/guardians and the teacher.
3. If the matter is not resolved, it is taken to Good Shepherd Education Committee within two weeks with the parents/guardians, teacher and Director.

SUSPECTED CHILD MALTREATMENT/CENTER VIOLATION

Incidents of suspected child abuse or neglect are to be reported to the proper authorities. It is the legal responsibility of childcare personnel to report such incidents. When childcare personnel suspect abuse or neglect outside the center, they will call (605) 367-5444.

SIGN-IN/SIGN-OUT PROCEDURES

Parents are to record the time of arrival and departure of their child/ren through use of sign-in computer. Each family will be given a numerical code to use on the touch screen computer. After entering the building it is the parents responsibility to bring the child to the classroom and alert the teacher of the child's arrival for the day.

If an undesignated person or no one comes to pick up the child, the parent or designated person from the emergency list will be called. If an incapacitated person attempts to pick up a child, the Police Department may be notified.

Children will be released to either parent, regardless of expressed wishes, unless a court documentation prohibiting a parent from pick-up is on file at Good Shepherd Early Childhood Center.

AUTHORIZED PICK-UPS

The safety and security of your child(ren) is extremely important to us at Good Shepherd. Upon enrollment, you will provide Good Shepherd with the first and last names, and phone numbers of the individuals you authorize to pick-up your child(ren). When those individuals arrive at Good Shepherd, they must provide a photo ID, in order to ensure that the names you provide to us match the name of the individual picking up the child(ren). We will clock the child(ren) out, and allow the authorized pick-up individual access at that time. Please notify the director or administrative assistant immediately if you wish to make any changes to your authorized pick-up list.

SCHEDULE CHANGES

Parents/guardians must give at least two weeks advance notice of a change in schedule – this includes vacation day.

Schedule changes will be approved as enrollment allows.

DRESS CODE

Children must be dressed appropriately for weather conditions. All age groups go outside daily – weather permitting.

Parents/guardians should bring an extra set of clothing to keep at the center in the event that a change of clothing is needed because of spills or accidents. Children who are not potty trained should have at least two extra clothing sets. Each change of clothing should include pants, top, underwear and socks. Please label all clothing with your child's first and last name.

Clothing should be comfortable and easy for the child to wear, play in, put on and take off. We require that your child wear shoes appropriate for their active play – closed toe shoes with a back are needed for outside play.

DIAPERS AND WIPES

Parents/guardians must provide the center with diapers and wipes for their child. Cloth diapers are allowed, but covers must be provided. State regulations do not allow removal of solid waste from diapers, so they will be returned in a bag in an 'as is' condition.

Diapers will be checked hourly and will be changed when soiled or wet, and will be changed in a designated diapering area. A washcloth, towel, or both, used in diapering will not be subsequently used on another part of the body for any other purpose until laundered.

Teachers will thoroughly wash their hands and the child's after each diapering, and after cleaning up bodily fluids, using soap and running water.

POTTY TRAINING

Potty training will be cooperatively planned between the child's primary teacher and the parents/guardians so that the toilet routines established is consistent between the center and the child's home. At a minimum, this will include washing hands after every toilet use or attempt.

All training devices will be emptied and sanitized after every use.

Children who are not potty trained are permitted in the preschool classrooms, but may be charged toddler rates to allow for extra assistance in the preschool room for consistent potty training. The Good Shepherd Education Committee will make this decision in consultation with the child's primary teachers and the Center's Director.

NEIGHBORHOOD WALKS

Neighborhood walks are a part of the curriculum at Good Shepherd Early Childhood Center. Parents sign an approval form at initial enrollment. A first aid kit, cell phone and all emergency phone numbers will be taken by a staff member along during each walk. Buggies are used for infant and toddler walks and walking ropes or buddy systems are used for the preschool children.

ON-SITE FIELD TRIPS

Good Shepherd Lutheran Church, School, and Early Childhood Center offer a variety of on-site experiences for your child's development. Trips to church for chapel are included weekly for the preschool classrooms. Trips to the elementary school gymnasium are included when weather is inclement and are used for the toddler and preschool are groups. Infants may take walks inside the campus or outside on the grounds. The large field located behind GSECC also provides large motor activity area for primarily preschool age students.

BIRTHDAY TREATS

Good Shepherd Early Childhood loves to celebrate birthdays – what a wonderful time to celebrate the blessings God has given to us! But with the concern of food allergies lingering in the air, birthday treats can be scary for teachers and parents alike. You're welcome to bring snacks for your child's birthday; however, we are a peanut free facility. All snacks must be peanut-free, they cannot be cross-contaminated with peanuts, nor can they be produced in a facility that also uses peanuts.

GSECC recommends purchasing a birthday book for your child's birthday that will be donated to the class library. On your child's birthday (or day chosen to celebrate his/her birthday) a picture will be taken of him/her and taped inside the book along with an inscription "Happy Birthday from ____, on his/her ____ birthday!" The book will be read to the class as the birthday treat and your child will have a year-long (or longer) reminder of his birthday!

TOYS FROM HOME

A small comfort object is encouraged to be brought from home for toddlers and preschoolers to cuddle with during rest time. However, it is GSECC's policy that other toys not be brought to the center unless requested by the teacher (i.e. show and tell day.) This is to protect your investment in your child's toys as we cannot be held responsible for the care of toys from home during our educational and care giving day.

EMPLOYING GOOD SHEPHERD LUTHERAN EMPLOYEES TO BABYSIT:

The Good Shepherd Education Committee is responsible for the policy-making and operation of Good Shepherd Early Childhood Center, subject to ratification by Good Shepherd Lutheran Church Council. It reserves the right to change the policies when conditions indicate the necessity for a change. Most policies are considered changeable, and they will periodically be evaluated to maintain sound administrative procedures, as well as an equitable method of providing service to families.

POLICY STATEMENT:

1. Good Shepherd Lutheran does not support or sanction the practice of families engaging the services of any of Good Shepherd Lutheran employees for babysitting.
2. In the event that the Teacher is engaged by the Family to babysit, Good Shepherd Lutheran does not, in any way, warranty or guarantee the suitability of the Teacher for this purpose. Good Shepherd Lutheran shall not be responsible, in any way, for such arrangement nor shall Good Shepherd Lutheran be responsible, in any way, for any disputes of any kind and nature, which may arise between you, including any claims, injury, or damage to the Family, their minor child/children, the Teacher or either's property.
3. While engaged by the Family as a babysitter, the Teacher shall be considered an employee of the Family and not an employee of Good Shepherd Lutheran. Any activities or events that occur during such babysitting services, including but not limited to any transportation to and from the Center, are outside Teacher's responsibilities and duties as an employee of Good Shepherd Lutheran. By signing below, the Family, on behalf of themselves and their minor child/children, and the Teacher hereby agree to release, hold harmless, and indemnify Good Shepherd Lutheran for any claims, injury, or damage of any kind and nature arising therefrom.

POLICY STATEMENT:

The caregivers providing services to your family at the Good Shepherd Early Childhood Center are highly-qualified individuals performing valuable services for numerous families within our childcare facility. Each caregiver receives training for their specific purpose. By using this service, you and your family members agree not to solicit, employ, or enter into any arrangement with any Good Shepherd Lutheran Early Childhood Center caregiver to perform full-time childcare, nanny service, or similar services under any circumstances within one year following the most recent date of your family's use of the services, without the express written permission of Good Shepherd. We work hard to employ qualified and nurturing individuals to care for your children, and those employees' skills are vital to the continued success of our organization.

I acknowledge that I have received, reviewed, and understand my personal copy of the Good Shepherd Lutheran Early Childcare Center Parent Handbook.

Signature of Parent

Printed Name

Date