



christ lincoln
SCHOOLS

CHILD CARE & PRESCHOOL

Growing Beyond

Christ Lincoln Child Care & Preschool

Parent Handbook

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www.christlincoln.org



Welcome to Christ Lincoln Child Care & Preschool!

We at Christ Lincoln Child Care & Preschool are pleased to be 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 Christ Lincoln, A Lutheran Ministry.

Christ Lincoln Child Care & Preschool (CLCC & P or "the Center") is a program of Christ Lincoln Schools (CLS), which also includes our K-5 elementary. As such, major policy and program changes are approved by the Lay Leadership Board of Christ Lincoln. The administrative team is made up of the Director of Ministries, the Principal of Christ Lincoln Schools and the Child Care Director. Day-to-day operations are the responsibility of the 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 provide the best possible child care to you and your child. Christ Lincoln Schools is committed to leading children to Love Jesus, Love Others and Love Learning.

Blessings to you!

A handwritten signature in cursive script that reads "Annette Kracke".

Annette Kracke
Director of Child Care

At Christ Lincoln Child Care & Preschool, 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 Christ Lincoln Schools that children need to hear and experience the love of Jesus on a daily basis. Our relationship with children is established by Christ.

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

Christ Lincoln Child Care & Preschool is a Christ-centered learning community for young children and families where:

- 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 - 18 months
Toddlers	18 months - 3 years
Preschool Younger	3 - 4 years
Preschool Older	4 - 5 years
Pre-Kindergarten	Older 4's and 5's
School Age	Kindergarten - 12 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. At the end of this handbook, contact information for administration is listed.

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 8:30 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 encouraged to be store-bought and in its original package. The Center's policy is to keep food close to its natural state, low in sugar, salt, fat, additives and preservatives. When bringing treats to share, please bring enough for all children present. There are many fun alternatives to food when celebrating birthdays, including spending time in the room, playing games, reading books, talking to and listening to the children. Other alternatives can be discussed with the teacher. *Please note that we are a nut safe environment.

Acceptable food treats:

Crackers	Dried Fruit	Fruit
Cheese Sticks	Yogurt	Ice Cream Treats
Bagels	Raisins (2 years and up only)	Popcorn (plain or half salt - 3 years and up only)
Vegetables	Cereal Mix (no nuts)	

If you are scheduling a birthday party, we ask you not hand out invitations in class unless all the children in the class are invited. Likewise, unless you are taking the whole class for a party event, we ask you not to pick up children for the party from school. 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 administrative office.

CHILD FILES

Each child enrolled at Christ Lincoln Child Care & Preschool has a file in our office which includes the following:

- Enrollment Summary (includes Fee Agreement, Permissions for field trips, photographs, transportation, sunscreen and medication administration)
- Immunization Record
- Physician Statement of any medical condition, allergy or intolerance to food, insect bites or stings, 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/home phone numbers or emergency contact information. Immunizations will need to be on file and 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. Bagged items will have a label attached noting the type of soiling (i.e. dirt, urine, food, etc.) to aid you in laundering. Please be responsible for replacing extra clothes that are worn home, for cleaning out your child's box periodically and for returning borrowed clothing to the Center. Borrowed Center clothing may incur a replacement fee if not returned within 3 business days.

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. Boots, snow pants, jackets, mittens, and hats are needed every day for outdoor play during the winter.

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 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

Christ Lincoln Child Care & Preschool 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.

CLCC & P respects the importance of a relationship between the child care center, the child and the family. We encourage family involvement in our facility, as open communication is imperative to the growth and development of your child. Parents and staff will work together to serve as a Christian support system to help our children achieve their optimum growth and development. CLCC & P 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**

Christ Lincoln Child Care & Preschool 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 daily sheets or incident reports 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 Christ Kids 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 signed Fee Agreement.
3. Failure by the parents or guardians to abide by the policies and procedures of Christ Kids Child Care.

Parents withdrawing their children from care are required to provide a written two (2) week notice for child care and a written one (1) month notice for Half-Day Preschool. Failure to submit the notice as required will result in families being billed for tuition for the notice timeframe (2 weeks for full time care; 1 month for Half-Day preschool).

FAMILY VALUES POLICY

Christ Lincoln Schools (Child Care & Elementary), are mission programs of Christ Lincoln, A Lutheran Ministry, a member church of the Lutheran Church-Missouri Synod (LCMS). As such we abide by the Family Values Policy as found in Appendix B.

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 CLCC & P to transport your child on scheduled field trips. Drivers will have completed "Safe Kids Buckle Up" training. 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 and completing a background check a week prior to the scheduled trip). We ask that you do not bring siblings along.

FIRE, TORNADO AND EMERGENCY DRILLS

We practice fire and tornado 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. Tornado drills are practiced during the spring and summer months. Tornado drill procedures move children to the basement of the main church building. Disaster (natural or man-made) preparedness will evacuate or move children to a safe location. 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 snack are included in your child care tuition. Menus are planned to meet the USDA food requirements for children, and are evaluated by a professional dietician. 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.

Meals and snacks are served as follows:

Breakfast: 7:45 a.m. Cereal or other Whole Grain, Fruit and/or Vegetable, Milk

Lunch	11:15 a.m.	Meat or Meat Alternative, Whole Grain, Vegetable, Fruit and Milk
Snack	3:15 p.m.	Choice of Two of the Following: Whole Grain, Fruit, Vegetable, Juice, Milk or Protein

Christ Lincoln Child Care & Preschool is a Nut Safe Environment. Nut allergies are very serious and can be life threatening. Any food brought in as treats to share in the classroom should be nut free. Reading the labels is important. If you have fed your child a snack or breakfast food containing nuts before arriving at Child Care, please make sure that you wash their hands and face upon arrival. Some children are sensitive to contact with nut products that are on surfaces that have been touched by nut products. *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. CLCC & P 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 upon arrival and before going to their classroom to promote a healthy environment.

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 Dr.'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 a doctor indicating that the child is no longer contagious.

Exclusion Symptoms include:

- Fever over 100 degrees, not associated with teething or immunizations
- Vomiting
- Diarrhea
- Mucus or pus from eye or ear
- Undiagnosed rash
- Sore throat, especially with fever or swollen glands in neck.
- Live lice or nit infestation
- Appearance or behavioral changes such as weakness, decreased level of energy, paleness, lack of appetite, difficult to awake, confused or irritable.
- Other symptom deemed by the administration as a necessary exclusion.

The Lancaster 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 in 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 Christ Lincoln Child Care & Preschool 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.
- Medications should be taken home once they are no longer needed.

HOURS OF OPERATION

Christ Lincoln Child Care & Preschool is open 6:30 AM to 6:00 PM, Monday through Friday with closures for major holidays (New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day) and a staff in-service day in August. The Center will close at 3:30 PM on the eves before Thanksgiving Day and New Year’s Day to allow our families and staff ample time to celebrate the holidays with their loved ones. When a holiday falls on a weekend, the Center will close accordingly on either Monday or Friday.

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. Caregivers have warm water available for cleansing when diapering. All creams, ointments, etc. for use on children for diapering must be brought from home, clearly marked with the child’s name and stored in the child’s diapering basket. Parents will provide all diapering supplies, including disposable diapers and wipes. A request to use cloth diapers must be accompanied by a physician’s statement giving the medical reason for the request.

Infants are bathed at the Center only for emergency reasons. Warm water is used for bathing infants. Hand soap will be provided for hand washing following diapering and before and after meals.

The Center provides *Parent's Choice with Lipids DHA & ARA, with Iron*. If you choose to decline the Center's formula, you will be expected to supply CLCC & P with the formula you choose for your infant. Parents providing breast milk should refer to specific guidelines in the infant room handbook for safe storage and required labeling. 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, 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; pureed foods are available.

Infant Safe Sleep Policy

In following Safe Sleep Practices, staff at CLCC & P 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. Children will not be put to sleep using a vibrating or bouncer seat.
- Christ Lincoln is a smoke free building.
- Sleeping infants will be actively observed by sight and sound.
- Blankets, bumper pads, pillows, soft objects and toys (including mobiles and other types of play equipment that are designed to be attached to any part of the crib) will not be used in the cribs for sleeping.
- Parents/guardians are encouraged to bring sleep clothing such as a blanket sleeper or sleep sack for napping.
- Infants will not be swaddled during sleep or wake times unless a waiver for medical necessity is given by the infant's physician.
- Supervised "Tummy Time" will be offered daily during baby's awake time.

LIBRARY

Christ Lincoln Schools' library is open for all students to check out books and resources for their reading pleasure. It is a privilege to check out materials and if a student does not return books in a timely manner, that privilege will be discontinued until the materials are returned. If books come back with excessive wear or are lost, the student and their family will be responsible for the cost of the replacement book.

LICENSING REGULATIONS

The Center is required to follow the licensing regulations of the State Department of Health and Human Services System, Fire Marshal, Lancaster County Health Department, USDA, U.S. Civil Defense guidelines, and the Department of Education.

A *Parent Information Brochure* is provided by the NE Department of Health and Human Services and describes how regulations can be accessed, how Child Care licensing staff can be contacted and how complaints can be made. This brochure will be included in the center's Welcome Packet and online as part of enrollment.

PARENT COUNCIL

The Parent Council of Christ Lincoln Schools consists of parents from Child Care and Elementary. As a parent of a child care student you are a member. Parent Council provides fellowship, educational and service opportunities for families. Parent Council meets quarterly through the school year and all parents are welcome to attend.

PARENT GRIEVANCE

At Christ Lincoln Schools we follow Matthew 18 as it relates to parent/staff grievances. Talking things over usually helps when you have a complaint, grievance, or any other problem. Most problems, misunderstandings, and concerns can most easily be resolved by the client and the staff member on an informal, person-to-person basis. In the event such matters cannot be resolved by the client and the staff member, and if the client seeks further review of the matter, the following procedures should be followed:

Conference with staff member: Clients of the Center can schedule a specific time to meet with the staff member to express problems or concerns. 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.

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 school Principal.

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.

Teachers are also eager to share the child's interests, skills, problems and strengths with the parents as they emerge at CLCC & P so conferences are available for each child. Conferences are offered when your child enters a new room. The teacher(s) will offer this conference to 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.

When your child is ready to move on to the next room, a "moving up" conference can be held. This will be an individual conference which will provide a framework for the teacher(s) to share with you what they have observed and learned about your child. It will be descriptive in nature, and will center around a portfolio of your child's work as well as antidotes and observations about your child which the teacher(s) have collected over a span of time. This collection will vary, depending on the age of the child, but will contain material which is appropriate for your child's stage of development.

It is important to note that the information shared by teachers will not be evaluative, but will be focused on each child as an individual. Hopefully, this information will be a starting point for a discussion between you and each teacher about your child in the context of his/her day at the Center. Of course, you are encouraged to talk with teachers any time there is a concern or an issue which you want to discuss, and conferences can occur at any time there is a need.

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 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.

The Center requires that during the time of training, children should be in diapers as we are working with large numbers of children in the process of training. We require disposable diapers because we feel they are most sanitary for teachers to change and they take less time. Bowel movements in training pants (pull-ups) are time consuming and it is more difficult to remove them for proper clean up. Diapers do not hinder the training process. Diapers that are dry can be put back on. 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 Half-Day Preschool must be potty trained prior to the start of the school year.

RESEARCH

The Center will encourage meaningful research. Persons wishing to conduct legitimate research activity requiring the participation of students and/or staff must first obtain a written consent from the Director and the parent of any child involved. Such permission will be contingent upon a careful appraisal of the proposed activity by the Director and the school Principal.

SECURITY SYSTEM

Christ Lincoln Schools has locked access point doors for the safety of children and staff. Parents will be issued two key fobs and/or cards at their start date that will open the school doors between 6:30 am and 6:00 pm. Additional cards may be purchased for \$5 if you need them for grandparents, nannies, etc. If you lose or break your card or fob, a \$15 replacement fee will be charged. When your child is no longer participating in a Christ Lincoln Schools program, the issued cards and/or fobs should be turned in by the last day of care or the replacement cost will be billed to you. Please do not open the security doors for people you do not know, kindly instruct the guest to enter the public doors on Sumner Street.

SMOKING POLICY

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

SCHOOL CANCELLATION

In the event of bad weather, Christ Lincoln Schools administration will determine if elementary and/or child care will close. Closures of elementary and childcare may not always coincide. Text messaging is in place and will notify families of closings, late starts or changes in schedule. Please register to receive text alerts at

<http://mobile-text-alerts.com/christschools>. Closings are also posted on the elementary & child care homepage of our website, www.christlincoln.org.

STAFF

Christ Lincoln Child Care & Preschool 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 Nebraska 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. Training includes, but is not limited to, health, safety, and Nebraska Early Learning Guidelines. CLCC & P full-time 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 of CLCC & P 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. To meet the background check requirements, CLCC & P utilizes the Health and Human Services Central Registry and Protect My Ministry, which includes local, state and national law enforcement agency reports.

TUITION POLICIES

Christ Lincoln Child Care & Preschool 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 enrollment fee. We welcome your family to our program upon confirmation of space, receipt of your completed enrollment, including a signed fee agreement and an established billing account.

Our payment policies are as follows:

- The tuition rate is based on a child's birthday rather than the movement to a new classroom. The new rate is reflected the first full week following the child's birthday. (i.e. 18 months or 3 years).
- Title XX client co-pay tuition is due, in full, on the first business day of the month or childcare will be terminated.
- Annual vacation credit is offered following 6 months of enrollment, with two weeks prior notice. The annual calendar year runs August 1 to July 31. Your child may be absent five consecutive days for vacation and you will be charged one-half of the weekly tuition rate.
- 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, teacher in-service or inclement weather. The fee for the week is as stated on the fee schedule and enrollment agreement.
- There is an annual enrollment fee of \$66 per child. This fee is due at initial registration and annually thereafter at the end of July.
- 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 \$35 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.
- A late fee of \$1 per minute per child will be charged for child pick-ups after the Center closing time. This late fee is due immediately.
- A fee schedule and enrollment agreement must be signed as to method of payment either monthly (1st) or twice monthly (1st and 15th).
- Daily absences or late arrivals should be called in to the office (402-483-7774 ext. 110) before 8:30 a.m.
- The Center requires a two-week written notice before withdrawing a child from the program. Failure to give the two-week notice will result in two weeks of tuition assessed to the client's account; 1 month is required for Half-Day Preschool. Vacation time may not be used as part of the two-week notice.

VISITS

Parents are welcome to visit the Center at any time. For special visits, mornings between 9:00 to 11:00 are the best hours to observe children taking part in planned activities. Nap time or afternoon hours are a good time to talk to teachers, either by telephone or in a conference.

VOLUNTEERS

CLCC & P may use volunteers from various organizations such as Grandpals, Family or Church Members, and Southeast Community College or surrounding Universities and Colleges. Volunteers are never left alone with the children nor are they counted in the child-teacher ratio. Volunteers are also screened through the Health and Human Services Central Registry, a Report of Law Enforcement Contact and will have to complete a background check prior to serving.

WELLNESS POLICY

Christ Lincoln Child Care & Preschool is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of the students to develop and learn. The entire school environment shall be aligned with healthy goals to positively influence student's beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life. A copy of this policy is available in the office for your review.

ADMINISTRATIVE CONTACTS

Annette Kracke
Director
Christ Lincoln Child Care & Preschool
402-483-7774 ext. 112
akracke@christlincoln.org

Mark L'Heureux
Principal
Christ Lincoln Schools
402-483-7774 ext. 113
mlheureux@christlincoln.org

Michelle Hoatson
Assistant Director
Christ Lincoln Child Care & Preschool
402-483-7774 ext. 129
mhoatson@christlincoln.org

Kim Dilley
Administrative Assistant
Christ Lincoln Child Care & Preschool
402-483-7774 ext. 110
kdilley@christlincoln.org

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 Christ Lincoln Schools/Christ Lincoln Child Care & Preschool and is subject to change without notice by Christ Lincoln Schools/Christ Lincoln Child Care & Preschool administration or governing body.

>electronic signature on file<

Parent Signature: _____

Date: _____

Appendix A

CHRIST LINCOLN SCHOOLS FAMILY VALUES POLICY

Christ Lincoln Schools is operated by Christ Lutheran Church (dba Christ Lincoln, A Lutheran Ministry). Christ Lutheran Church is a Member congregation of the Lutheran Church-Missouri Synod (LCMS).

Christ Lincoln Schools is a school *with* a mission, but it is more than that. Christ Lincoln considers Christ Lincoln Schools 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 Christ Lincoln Schools. 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. We believe that God designed marriage as the lifelong union of one man and one woman and has designed sexuality to be used solely within that union. The beliefs of our congregation and of Christ Schools 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. As such, we expect that the families of our students will seek to live in ways that are in accordance with our teachings on matters of faith and conduct. 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 Principal 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 Principal or Pastors of Christ Lutheran Church.