

# **Our Savior Evangelical Lutheran Early Childhood Center Handbook**



**“Let the little children come to Me, and do not forbid them;  
for of such is the kingdom of God.” Mark 10:14**

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Welcome to Our Savior Lutheran Early Childhood Center. With Christ as our focus, this program is designed to enrich your preschooler spiritually, socially, emotionally, and cognitively.

Our Savior Evangelical Lutheran School  
13667 W. Highland Road  
Hartland, MI 48353  
248-887-3836

School Principal: Judy Thompson  
School: (248) 887-3836  
Home: (810) 714-0638

Early Childhood Director: Michelle Annas  
Home: (810) 229-7535

Preschool Teacher: Kristin Belmas  
Home: (810) 229-2647

Kindergarten Teacher: Sherri Steigerwalt  
Home: (810) 632-5467

First Grade Teacher: Michelle Annas  
Home: (810) 229-7535

Second Grade Teacher: Sara Korte  
Home: (812) 454-0900

Lead Daycare Providers: Andrea Yeates  
Home: (810) 629-0874  
Pamela Kauffman  
Home: (248) 887-1089

School Secretary: Lisa Lang  
School: (248) 887-3836

Church Secretary: Georgine Shelton  
Church: (248) 887-4300

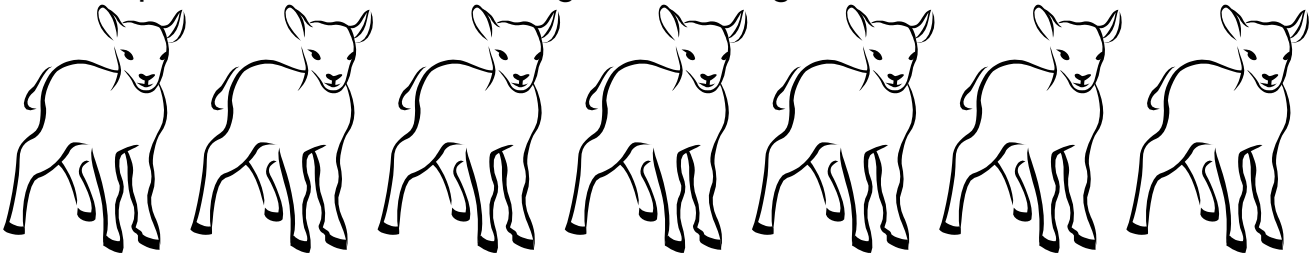
*We hope this handbook will help to answer the many questions that you might have about our center. Please also refer to the Our Savior Lutheran School Parent Handbook for information on school policies and procedures.*

## **GOALS AND OBJECTIVES**

Our Savior Evangelical Lutheran School Early Childhood Center is an integral part of the preaching-teaching ministry of Our Savior Evangelical Lutheran Church. The program is a Christ-centered program. We proclaim Jesus Christ and share His love and forgiveness as we teach the children and interact with their parents. Our purpose is to nurture children in the Christian faith so that they will know Jesus Christ as their personal Savior and spread the Gospel to others. Our goal is to provide a safe, caring, Christian environment where children can grow and experience the love of Jesus. Through our quality early childhood center, our intent is to promote spiritual, social, emotional, physical, and intellectual development of young children.

Our early childhood center is designed to:

- ✦ Provide an environment that is caring, supportive, and welcoming where children make choices, have an active voice, and are valued by their teachers.
- ✦ Provide opportunities for children to exercise and develop large and small motor skills.
- ✦ Foster independence and provide experiences for collaborative learning.
- ✦ Provide activities that include quiet and active experiences, indoor and outdoor play, and self-directed as well as teacher-directed activities.
- ✦ Provide opportunities to stimulate the child's interest and need for exploration while discovering and creating.



## **ESTABLISHED GUIDELINES and POLICIES**

### **Biting**

Children that bite are usually looking for attention or help from someone. They sometimes do this because they cannot or do not know how to express themselves for the things they need or the feelings they are experiencing. When biting occurs, the care giver needs to approach the situation calmly and stop the action.

- Say, "No!" and "Stop!"
- Quickly assess the situation to determine the cause of the biting.
- Attend to the victim. Wash the area with soap and water, apply cold compress if swollen. Comfort the child bitten and have another adult present to comfort the biter.
- Talk to the biter by saying things like; "Biting hurts! Teeth are not for biting children, teeth are for eating food."

- If you think he/she bit for emotional reasons, you can say, “It’s O.K. to be upset, it’s NOT O.K. to bite.” Tell the child what he/she can do next time he experiences that emotion.
- Redirect the child to another area. Stay with the child until he becomes involved in new activity.
- Complete the interaction on a positive note.
- Take notes and report the incident to both parents (the bitter and the one bitten).
- Discuss the matter with both parents and educate them on this matter if they indicate that it is also occurring elsewhere.

## **Discipline Policy**

Discipline, when necessary, will be handled in a loving manner and positive behavior will be modeled. Children will be encouraged to make good choices. The staff will work hard to provide one-on-one attention with each child when dealing with both positive and negative behavior. They will help the child learn acceptable behavior and proper ways to express feeling (such as anger). In the event that positive behavior approach is ineffective, a “time-out” situation may be necessary. In this “time-out” the child will be asked to sit for a period of one minute for each year of his/her age (2 minutes for a 2 year old, etc.). The staff will provide guidance so that the child may return to the group.

The staff is prohibited from using corporal forms of punishment.

To further our efforts toward a respectful, Christian atmosphere, the school has employed for the children in grades one through eight the Assertive Discipline program. All children in these grades are clearly informed of five specific rules and five steps of consequences.

### General Classroom Rules:

1. Show respect for teachers and other adults, students and property.
2. Follow instructions the first time they are given.
3. Raise your hand to speak.
4. Maintain proper classroom decorum.
5. Maintain proper transition behavior.

### Consequences:

- |                                       |                   |                                  |
|---------------------------------------|-------------------|----------------------------------|
| 1. 1 <sup>st</sup> offense of the day | Name in book      |                                  |
| 2. 2 <sup>nd</sup> offense of the day | Name and check    | Lose all or part of recess       |
| 3. 3 <sup>rd</sup> offense of the day | Name and 2 checks | 45 min. detention after school   |
| 4. 4 <sup>th</sup> offense of the day | Name and 3 checks | 60 min. detention after school   |
| 5. 5 <sup>th</sup> offense of the day | Name and 4 checks | Immediate visit to the principal |

### Detention:

During the detention, the student will be under the teacher’s supervision and will be given work to accomplish other than homework.

Each day the child begins with a “clean slate”. Parents are informed at the third level of consequence occurring in a single day. A major element of the program is verbal, positive reinforcement of good behavior. The program very effectively downplays negative interruption to instruction and causes him/her to assume responsibility for his/her actions.

## **Emergency Procedure**

Our Savior Evangelical Lutheran School and Early Childhood Center practices emergency evacuations for:

- † Fire
- † Severe weather
- † Tornado
- † Other emergencies including lockdowns

## **Enrollment**

Enrollment priorities at Our Savior Evangelical Lutheran School are as follows:

1. Children enrolled in the previous year
2. Children in membership of Our Savior Lutheran Church. (In the case of four year old preschool and kindergarten enrollees, priorities 1 and 2 will be reversed)
3. Siblings of previously enrolled tuition students
4. Children from families with no church membership
5. Children in membership of area Lutheran churches
6. Children in membership of area Christian churches

Advancement to kindergarten is dependent upon evaluation involving the teacher, parents, and others deemed important to the process. Readiness is an important concern.

Our Savior complies with the I.R.S. Revenue Procedure 75-50:

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

## **Health Care Policy**

- We have a close, working relationship with the Livingston County Health Department. Vision and hearing screening are done annually in alternate grades starting with pre-school. Reports are sent to parents when screening indicates a problem.
- Our school and early childhood center is a smoke-free building.
- If your child feels ill (sore throat, fever, upset stomach, etc.), please keep him/her home from our center. A child may return to care once he/she is fever free without medication.
- If your child will not be at the center (for illness or any other reason), please call the school office at 248-887-3836 to inform us.
- A written excuse is required from you each time your child is absent or dismissed early. A doctor's note is required after a communicable disease.
- A child will be sent home if, in the opinion of the staff, he/she is too ill to remain in the center or if he/she shows signs of:
  - Repeated diarrhea
  - Vomiting
  - Fever (101 or above)
  - Rash (unless the rash is a diaper rash or parents bring a note from a physician that the rash is not contagious)
  - Pink eye

Head Lice  
Extreme congestion  
Discolored nasal discharge

### Medication

When it is necessary for a child to take medication at the center, the parent must fill out and leave on file in the school office a Medication Authorization form, which indicates permission, proper dosage, and time to be given. Medication is to be properly labeled and kept in the school office. Under no circumstance should a child keep medication with him/her. By law, staff members cannot give any internal medication, including aspirin/acetaminophen or cough drops, without written parental permission.

### Hand washing

- Hand washing is required upon arrival for the day or when moving from one child care group to another
- Wash hands after:
  - Diapering
  - Using the toilet or helping a child use the toilet
  - Handling body fluids (mucus, blood, vomit) from sneezing, wiping, and blowing noses; from mouths; or from sores
  - Handling uncooked food, especially raw meat and poultry
  - Handling pets and other animals
  - Playing in areas with sand, dirt, or shared moist materials
  - Cleaning or handling the garbage

### Diapering procedure

1. Get organized – gather what you need (diaper, wipes, change of clothes if necessary, plastic bag, etc.)
2. Avoid contact with the stool or urine, and always keep a hand on the child.
3. Clean the child's diaper area.
4. Remove the soiled diaper without touching it to any surface not already in contact with the stool or urine.
5. Put a clean diaper and other clothing on the child.
6. Wash the child's hands and return the child to a supervised area.
7. Clean and sanitize the diaper changing surface.
8. Wash your hands and record in the child's daily log.

### Clothing/Dress Code

There is no dress code for infants to four-year olds. Parents should dress their child for practicality and fun. Toddlers through age four need simple to unfasten/snap clothes, or better yet, pull-on type clothing during the day when in daycare/school. Children should not be over or under-dressed, but in clothing that suits the temperature. Babies and toddlers should be dressed warmly for sleep, and will be checked regularly to see that they are covered. Shoes should be safe, comfortable footwear that fits well. Although we take care to protect your child's clothing during art activities, outdoor play, etc., accidents can happen regarding your child's clothing. Therefore, we ask that you provide a change of clothing that can be stored in your child's cubby.

Children in kindergarten through eighth grade have to follow the school uniform dress code that is written in the parent handbook.

## **Injury or Accident**

### **Minor**

Soap and water will be used to clean superficial wounds and a bandage will be applied for your child's protection. Ice packs are applied to bumps and bruises.

### **Serious**

In the event of a serious injury or accident, 911 will be called immediately. The injured child will be attended to as needed by staff personnel until rescue workers arrive. Immediately following 911 notification, parents will be called. A staff member will remain with the child until parents arrive.

## **Registration**

Required forms must be completed and returned before admittance to our programs.

- † School registration form and fee (see Exhibit A)
- † Complete health examinations and required immunizations
- † Copy of each child's birth certificate
- † Request for Central Registry Clearance forms for any adult who volunteers and deals with the students in our ECC. The Family Independence Agency will process the forms and mail the responses directly back to the individual. Parents then need to supply us with a copy of the clearances received.
- † Parent Volunteer Guidelines must be completed and returned.
- † Child Information Record card must be completed for each child.
- † Child Placement contract must be completed for each child.
- † Pesticide Notification Request must be completed and returned.

### **Annual Registration Fees**

|                                |                                   |
|--------------------------------|-----------------------------------|
| Infant/Daycare - \$50.00       | Kindergarten - \$ 415.00          |
| Before/After Care – \$ 25.00*  | 1 <sup>st</sup> grade – \$ 415.00 |
| Preschool and Pre K – \$ 90.00 | 2 <sup>nd</sup> grade - \$ 415.00 |

\*Families enrolling in the before and after care programs will pay a maximum fee of \$50.00

## **Reporting Policies**

### **Child Abuse and Neglect Guidelines**

Per the Michigan Child Protection Law, Act 238 of 1975, PA 238

Our school and early childhood center is required by the State of Michigan to report any suspicion of abuse or neglect. The law requires that mandated reporters report suspected child abuse and neglect to the Department of Human Services (DHS). There are civil and criminal penalties for a mandated reporter's failure to make a report.

## **Safe Sleep Environment Policy for Babies**

Safe, secure, and nurturing care is provided to babies and children through our early childhood center. We provide care for infants (2 weeks – 2 ½ yrs.) and for children 2 ½ yrs. – 8 yrs. Our setting for each age group is warm and welcoming. When it comes to nap and rest time we follow the Department of Human Services, Office of Children and Adult Licensing, requirements concerning child/staff ratio, infant sleeping and supervisor, and bedding and sleeping equipment for infant/toddler; and seating for staff. As stated earlier, we are a smoke-free building, giving children in our care the best and healthiest environment.

State licensing rules mandate:

R.400.5240a Infant Sleeping and supervisor

1. Infants will be placed on their backs for resting and sleeping.
2. Infants unable to roll from their stomach to their backs and from their backs to their stomachs, when found face down, shall be placed on their backs.
3. When infants can easily turn over from their backs to their stomachs, they shall be initially placed on their backs, but allowed to adopt whatever position they prefer for sleep.
4. The care giver shall maintain supervision and frequently monitor infants' breathing, sleeping positions, and bedding for possible signs of distress.
5. Resting or sleeping areas shall have adequate soft lighting to allow the care giver to assess infants and children.

R.400.5204 Bedding and Sleeping Equipment for Infant/Toddlers; seating for staff.

Rule 204

All bedding and equipment shall be appropriate for the child and be clean, comfortable, safe, and in good repair. Bedding shall also be in compliance with 2000 PA 219, MCL 722.1051, and known as the Children's Product Safety Act.

A safe crib shall have the following:

A firm, tight-fitting mattress

No loose, missing, or broken hardware or slats.

Not more than 2 3/8 inches between slats.

No corner posts over 1/16 inches high

No cutout designs in the headboard or footboard.

All bedding and sleep equipment shall be cleaned and sanitized before use by another person.

All bedding shall be washed when soiled or weekly at a minimum.

An infant shall rest or sleep alone in an approved crib or portable-crib. The following provisions shall apply:

A tightly fitted bottom sheet shall cover a firm mattress with no additional padding placed between the sheets and mattress.

The infant's head shall remain uncovered during sleep.

Soft objects, bumper pads, stuffed toys, blankets, quilts or comforters, and other objects that could smother a child shall not be placed with or under a resting or sleeping infant.

Blankets shall not be draped over cribs or portable-cribs.

Toddlers shall rest or sleep alone in approved cribs, portable-cribs, or on approved mats or cots.

All occupied cribs and portable-cribs shall be spaced at least 2 feet apart and in such a manner that there is a free and direct means of egress.

A rocking chair or other comfortable, adult-size seating shall be provided for 50% of the care giving staff on duty who are providing infant and toddler care.

### **Severe Weather Closings**

Our Early Child Center will be closed when Our Savior Evangelical Lutheran School closes for inclement weather. Our Savior Evangelical Lutheran School is the specific designation to listen for on radio or television, but if Hartland Schools close because of inclement weather, so does Our Savior Evangelical Lutheran School and Early Childhood Center, including the daycare center.

We encourage you to watch Channel 6 or Channel 7, or listen to WHMI (93.5 FM) or WJR (760 AM) for school closing information.

## **OUR EARLY CHILDHOOD CENTER PROGRAMS**

### **Infant Program**

Our infant program is licensed to care for infants who are 6 weeks to 2 ½ years old. The infant room has a class size of 8 and an adult/infant ratio of 1:4. Each infant is provided with a crib, and cots are available for those children who are in the transition phase of sleeping in a crib to sleeping in a bed. The curriculum in this classroom is tailored to the unique and personal care of each child.

### **Infant Schedule**

Feeding, napping, and diapering are an all day occurrence according to each child's routine. An infant schedule is provided more to outline what we do over the course of most days.

7:00 Quiet Play, Books  
8:00 Free Play and Exploration  
9:00 Morning Snack (Older babies)  
9:30 Art / Sensory Table/Music Movement  
10:00 Stroller walks, Baby exercise, Outdoor Play  
11:30 Hand Washing and Lunch  
12:00 Tummy Time, Large Motor Activities  
12:30 Quiet Play, Songs, Finger Plays, Rhymes  
2:00 Stroller walk, Reading, or Music  
3:00 Snack  
3:30 Free Play and Exploration  
6:00 Center Closes

### **Daycare Program**

#### **Age Requirements**

Our center is licensed to take care of children who are 2 ½ to 8 years old.

#### **Arriving and Departing**

The security of your child is important to our entire staff. To ensure the safety of your child, we will dismiss only to parents, guardians, or designated persons noted on your emergency card. In the event it is necessary for someone other than those noted to pick up your child, a phone call or a note is required. Please let the designated person know that they will be required to provide a picture ID before your child will be released to him/her.

**No child will be dropped off at the door.** Parents are responsible for assisting their child/children to their classroom and into the care of a staff person.

Upon Arrival:

- † Sign in with the current time
- † Discuss concerns or special instructions with the Lead Care Provider.

At Pickup:

- † Sign out with the current time
- † Discuss any questions or concerns with the Lead Care Provider.

#### **Curriculum**

The daycare program consists of:

- † Daily songs, stories, crafts, and a structured program.
- † Large motor room activities
- † Outdoor play

A monthly newsletter with current themes and activities will be provided

### Hours/Days closed

The center is open from 7:00am-6:00pm Monday through Friday.

The ECC will be closed for the following holidays:

- † Good Friday, and the Monday-Friday following Easter
- † Friday before Memorial Day and Memorial Day
- † July 4<sup>th</sup>
- † The Friday before Labor Day & Labor Day Monday
- † Thanksgiving and the Friday following
- † Christmas Vacation as determined by Our Savior Evangelical Lutheran School's calendar. (In 2010, December 24<sup>th</sup> – December 31st)

### Meals and Snacks

A sack lunch will be provided from home. A nutritious snack will be provided each morning and afternoon by the daycare center. Hot Lunch is available Mondays and Wednesdays for those wishing to purchase it. Pizza is also available on Fridays.

### Nap and Rest

Each child attending will participate in nap/rest time. Cots will be provided. Parents will need to supply a small blanket, clearly marked with the child's name. A small pillow may also accompany your child. Bedding must be taken home weekly for laundering.

### Ratio

The center will follow the Department of Human Services, Office of Children and Adult Licensing, requirements concerning child/staff ratio.

### Schedule

Times may vary due to length of activities

- 7:00 Free Choice/Play Time
- 9:00 Hand Washing and Morning Snack
- 9:15 Large Group Time: Story, Songs, and Finger plays
- 9:25 Work/Play Time: All Centers Open, Art Activities in small groups
- 10:40 Clean Up/Bathroom
- 10:45 Jesus Time
- 11:00 Gym/Large Motor Room
- 11:30 Hand Washing and Lunch
- 12:00 Outside Play
- 12:30 Hand Washing/Bathroom
- 12:45 Rest Time
- 2:45 Bathroom (as children awake)
- Table toys until all children are awake
- 3:15 Hand-washing/Afternoon Snack
- 3:30 Work/Play Time
- 4:30 Bathroom Break
- 4:45 Outside Play
- 5:15 Large Motor Room
- 6:00 Center Closes

### Tuition/Schedule

Tuition is based on enrolled days, regardless of attendance. Our staff is scheduled according to the number of children enrolled each day. No make-up days will be granted. *Schedules and payments are due each Wednesday by 6:00pm for the upcoming week.* An invoice will be returned to you on Friday, via email, and payment is due the first day your child comes the following week.

### Late Fee Policy

All children must be picked up by 6:00pm. One dollar per minute will be charged for those children picked up later than 6:00pm. This late fee must be paid at the time of pick-up directly to the staff member on duty. Please be sure to make arrangements for someone to pick up your child by 6:00pm if you think you will be unable to arrive on time.

### **Before and After-School Childcare**

Our caring and qualified staff will offer childcare, snack, homework time, and supervised activities for the children. Outside recess and indoor gym games will also be supervised.

### Arriving and Departing

The same requirements as listed in the daycare section. All children must be signed in and out by a parent or recognized guardian.

### Hours

Before-school childcare is available each school day from 7:00 to 7:45am. Any child arriving prior to 7:45 will go into the before-care program

After-school childcare is available each school day from 3:30-6:00 pm.

### Program Cost/Schedules/Late Fee Policy

The cost of this program is based on enrolled days, regardless of attendance. Our staff is scheduled according to the number of children enrolled each day. No make-up days will be granted. *Schedules and payments are due each Wednesday by 6:00pm for the upcoming week.* An invoice will be returned to you on Friday, via email, and payment is due the first day your child comes the following week.

### **Preschool**

#### Age

Students enrolling in our 3 year old program must be 3 years of age by September 1<sup>st</sup>.  
Students enrolling in our 4 year old program must be 4 years of age by September 1<sup>st</sup>.

#### Arriving and Departing

Parents will walk students to the preschool classroom between 7:45-8:00 am or 12:15-12:30 pm. Please do not arrive any earlier than this.

When coming to pick up your preschool student, please wait in the ECC Gathering Center. The students will be brought there at dismissal. Promptness is appreciated when picking up your child.

## Curriculum

The preschool curriculum includes:

- † Awareness of Jesus as personal Savior
- † Appreciation of God's creation
- † Uniqueness of each child
- † Free-play activities to encourage relationships, sharing, imagination, and creativity.
- † Readiness activities
  - Exposure to math concepts
  - Exposure to writing concepts
  - Exposure to alphabet
- † Development of motor skills
- † Development of memory skills
- † Development of listening skills
- † German and sign language
- † Field trips, science, and cooking experiments

## Hours and Times

3-year- old program – Tuesday and Thursday mornings from 8:00-11:00 am

4-year-old program – Monday, Wednesday, and Friday mornings from 8:00 -11:00 am or afternoons from 12:30-3:30 pm.

## Tuition

A tuition fee is charged for each pupil, including members of Our Savior Evangelical Lutheran Church. Tuition fees paid by August 1<sup>st</sup> get a five percent discount; otherwise 1/10 of the tuition is due the first of each month, beginning in September. Payment coupons will be supplied to families paying on a monthly basis. Please refer to the published rate schedule for tuition costs. Payment must be made in the form of check or money order.

## Kindergarten

### Age

Students enrolling in our kindergarten program must be 5 years of age by September 1<sup>st</sup>.

### Arriving and Departing

Parents will walk students to the ECC Gathering room between 7:45-8:00 am. Please do not arrive any earlier than this. If you arrive after 8:00 am please stop in the school office to sign your child in.

When coming to pick up your kindergarten student, please wait in the ECC Gathering Center. The students will be brought there at dismissal. Promptness is appreciated.

## Curriculum

The kindergarten curriculum includes:

- † Reading – Guided Reading
- † Writing – Handwriting Without Tears
- † Math - Saxon
- † Social Studies
- † Science
- † Religion
- † Community Awareness
- † German and Sign Language
- † Fall/spring Dad's night, Christmas & Mother's Day Tea's, yearly production of "Little Rabbit Foo Foo"

## Hours and Times

Kindergarten – 5 days per week, 8:00-11:45am

## **1<sup>st</sup> Grade**

Please refer to your parent handbook for further information.

### Arriving and Departing

Children should be dropped off and picked up utilizing the “Go and Come – mandments” in your registration folder . Please try to encourage your children to walk into school on their own.

### Curriculum

The 1<sup>st</sup> Grade curriculum includes:

- † Wall Center
- † Religion - CPH
- † Math - Saxon
- † Reading – Guided Reading
- † Language, Grammar, and Composition – Guided Reading
- † German and sign language
- † Music instruction
- † Art
- † Science Units
- † Social Studies Units
- † Gym/Outdoor play

## **2nd Grade**

Please refer to your parent handbook for further information.

### Curriculum

The 2nd Grade curriculum includes:

- † Religion - CPH
- † Math - Saxon
- † Reading – Guided Reading
- † Language, Grammar, and Composition – Guided Reading
- † Vocabulary – Guided Reading
- † Handwriting – Zaner/Bloser
- † German and sign language
- † Music instruction
- † Art
- † Science Units
- † Social Studies Units
- † Gym/Outdoor play