

# GRACE LUTHERAN EARLY EDUCATION HANDBOOK

2008/2009



**GRACE LUTHERAN CHURCH**

210 WEST PARK ROW  
ARLINGTON, TX 76010

TELEPHONE: (817) 275-5131

Dear Parents

We are honored and blessed to have your little ones in our care. Please know that their safety and well being are our utmost concern.

We want to always keep the lines of communication open. We are always eager to hear your suggestions, evaluation and constructive criticisms regarding policies, curriculum, schedule and the program in general.

Please keep us informed us about changes in your child's life, for example: potty training, a death in the family, etc. These event may be important to your child's behavior at school.

It is our sincere prayer that the Lord will bless not only each child but each family that participates in our program as we seek to do His will here at Grace Lutheran Early Education.

We truly care about the precious little ones entrusted to our care. We are here to serve you!

Sincerely,

Jackie Cantrell  
GLEE Director

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## Grace Lutheran Early Education

### PHILOSOPHY STATEMENT

*Teach the child in the way he should go, and when he is old he will never part from it.*

*Proverbs 22:6*

Grace Lutheran Early Education (GLEE) provides a Christian-based preschool, primary, and middle school education. Our faculty and staff view the learner as a “whole child,” striving to meet each child’s developmental needs in terms of spiritual, mental, physical and social education. Our teachers are committed to educational goals of excellence. Education is provided in a safe, loving and God-pleasing setting that adheres to the Holy Scriptures. The teachers at GLEE and the Grace congregation have a mission to bring people of our community and of all nations into a vibrant, growing relationship with Jesus Christ and His Church through the power of God’s Word and sacraments. We teach from a carefully chosen curriculum, enhanced with creative teaching techniques, varied learning opportunities and use of technology. GLEE’s parents and teachers work hand in hand to prepare our students to be life-long Christians and learners, and to apply their knowledge and skills in meeting life’s challenges.



### CHURCH/SCHOOL RELATIONSHIP

Grace Lutheran Early Education is one of the many ministries at Grace Lutheran Church in Arlington. We believe that a church-based preschool has many advantages. Christian character is best developed in an atmosphere of warmth and kindness where each child participates in ways appropriate to his or her development; teachers show interest and concern for each child; and there are positive associations with the church and contacts with its pastors.

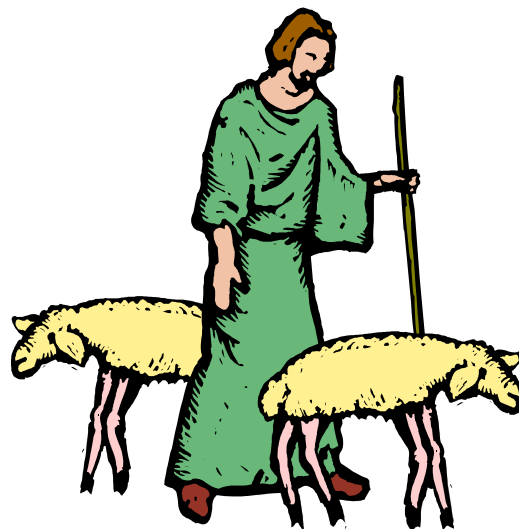
Grace Lutheran Early Education is committed to providing pre-school children with sound educational experiences, helping them develop positive attitudes toward learning and preparing them for entrance into kindergarten.

## **OBJECTIVES**

Grace Lutheran Early Education seeks to carry out the command of our Lord Jesus Christ to “feed my lambs” by providing quality childcare in a Christian setting by using loving, creative, and purposeful means to train and nurture each child in our care. Our concern is for the total personhood of the child—physical, social, mental, emotional, and spiritual.

## **NON-DISCRIMINATION POLICY**

Grace Lutheran Early Education does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.



## **FAITH TRAINING**

In keeping with Christ’s command to “Feed My Lambs,” GLEE offers religious experiences to the children at their level of understanding. A “Bible Time” with lessons, prayers, and songs based on the Bible will be taught. Children also participate in a joint chapel service once a week. Snacks and meals will begin with a prayer of thanks. Teachers will speak lovingly and naturally with the children about their own faith and love for the Lord in both formal and informal teaching times.

## **ENROLLMENT**

The preschool programs are open to children from the community. Children must be 13mos. – 4 years of age on or before August 31 of the current school year (September – May). It is a requirement that all children in the older 3B class and in the 4 year old classes be toilet trained.

GLEE requires that an information packet be completed for our files (medical consent forms, allergy information, immunization records, emergency phone numbers, etc.). **These forms must be on file before the child can be left at Grace Lutheran Early Education.**

## **HOURS                    9:00-2:30 Monday - Friday**

We encourage you to bring your child on time; Our day is very busy and children who arrive late miss some of the planned activities. Please notify the teacher or office if someone else will be picking up your child after school. Only those designated on the enrollment and/or emergency form may remove a child from the center. This person will need to show some form of identification (i.e., valid driver's license.)

GLEE does offer before school (BFS) and after school care (AFS). BFS begins at 8:00am and AFS is offered from 2:30-6:00pm. These services are billed separately from your monthly tuition at a rate of \$3.00 per hour. A monthly reservation form will be sent home each month so that we can be certain we are providing adequate child to staff ratio. After 6:00 p.m., a late fee of \$1.00 per minute will be charged until the parent arrives.

## **SCHOOL CALENDAR**

The Grace Lutheran Early Education program will follow a combination of the yearly calendar of the Arlington Public Schools and Grace Lutheran Day School. Please make note of our yearly calendar, which is sent home over summer vacation.

## **ATTENDANCE AND FEES**

Our program has been granted a license to operate by Texas Department of Family and Protective Services. We adhere to state standards for room and playground space, staffing, staff to child ratios and program equipment and materials used. A copy of the Minimum Standards and our most recent Licensing inspection report are available in the GLEE office for your review. You may contact our local licensing office at 817-321-8605, the DFPS Child Abuse Hotline is 800-252-5400 and the DFPS Web-Site is <http://www.dfps.state.tx.us/>

We are an accredited preschool with the National Lutheran School Accreditation.

All children attending the program must be properly registered with all necessary forms in the hands of the Director before the child attends a session. Monthly tuition prices and supply fees are for the 2008-2009 school year.

Registration: There will be a yearly enrollment fee of \$75.00 per child.

Pre-Kindergarten classes (4 year olds): Registration and attendance for these classes are mandatory 3 days.

Supplies: There will be a yearly supply fee, payable with the first month's tuition.

\$75.00 for a child attending two days a week.

\$80.00 for a child attending three says a week.

\$85.00 for a child attending four days a week.

\$90.00 for a child attending five days a week.

**Fifth Day Fun Friday is only available as a fifth day. Students must be registered for five days to take advantage of Fun Fridays.**

## Tuition

Monthly tuition fees are as follows:

### ONE CHILD

\$170.00 for two days a week  
a week  
\$450.00 for three days a week  
four days a week  
\$375.00 for five days a week

### TWO CHILDREN

\$315.00 for two days a week  
\$250.00 for three days  
a week  
\$310.00 for four days a week  
\$555.00 for four days a week  
\$375.00 for five days a week  
\$665.00 for five days a week

### THREE CHILDREN

\$460.00 for two days a week  
\$675.00 for three days a week  
\$845.00 for four days a week  
\$1,040.00 for five days a week

Grace Lutheran Early Education operates by collecting monthly tuition from each child enrolled.

Member rates are available upon request. Eligibility for the member rate is based on regular attendance at a minimum of one-half of all Sunday services held at Grace and will be reviewed on a quarterly basis. Worship attendance registration is the responsibility of the member, who will register his/her attendance through the filled-out attendance card found in the pews each Sunday. Tuition payments are due the first of each month and considered late after the tenth, at which time a \$15.00 late fee will be assessed. A \$15.00 fee will be assessed on all returned checks. Accounts over thirty days past due will be referred to the Board of Directors. They may ask that a child be removed from the program until satisfactory payment arrangements can be made.



Extended care, which is offered from 8:00 a.m.-9:00 a.m. and from 2:30 p.m.-6:00 p.m., is \$3.00 per hour per child. You will be billed each month for the time your child has spent in extended care. It is billed separately from tuition and is considered late after the 15th of each month, at which time a \$15.00 late fee will be assessed.

**NO REFUNDS WILL BE MADE ON ANY FEES:**

There will be no reduction in tuition and/or fees for holidays, snow days, or absences due to illness.

Drop-ins will be accepted only if the child is properly registered and an opening is available in the appropriate class. The fee for a drop-in is \$25.00 per session.

Checks should be made payable to Grace Lutheran Early Education (GLEE).

**SEVERE WEATHER PROCEDURE**

Whenever there is severe ice or snow, our center will do whatever Arlington ISD does. If they have a delayed opening, our center will have the same delayed opening. If they are closed for the day, we will be also. Please watch for this information on Channels 5, 8, or 11 and look for Arlington ISD.

In case of serious emergencies such as earthquakes, fire, storms, loss of power/ water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive.

**DISASTER DRILLS**

Teachers and children have regular drills for fire and tornado protection. An evacuation plan is posted in a prominent place in each classroom.



## ILLNESSES

The problem of communicable disease is prevalent in every group and GLEE is no exception. **Parents must make other arrangement for the care of their children when they show symptoms of any deviation from normal health.** If a child becomes ill at GLEE the director or teacher will immediately notify the parents. The child will be kept separated from the group until taken home.

Children will not be permitted at GLEE with any of the following conditions:

- Fever of 99 degrees or higher, and if they also have one or more of the following:
  - diarrhea, earache, shows signs of irritability or confusion, sore throat, rash.
- Vomiting on two or more occasions within the past 24 hours.
- Diarrhea – three or more watery stools in a 24-hour period.
- Draining rash or undiagnosed rash lasting over a 24-hour period.
- Eye discharge or pink eye. Children can be readmitted after: medical diagnosis to rule out bacterial or viral infection or 24 hours on antibiotic treatment.
- Fatigue that prevents participation in regular activities.
- Open oozing sores and scabies, unless properly covered and 24 hours on antibiotic treatment.
- Head lice – until treatment is effective and a follow-up check has been made by school personnel.

Parents shall be advised to make alternate plans for care in the event that the child becomes ill and is not able to attend GLEE.

## Allergies



If the child has allergic conditions or reactions, please have your doctor note them on his medical form, so that this can be taken into consideration in determining health conditions.

## Medications

If your child requires medication, please bring the medication to the director or the secretary, and she will administer it to the child. You will need to sign a release form naming the medication and the time to be given. These forms are available in the office. Prescription medicines can only be given to the child whose name is on the container. If allergy medication is for more than one child in any one family, all the names must appear on the container.



## Medical Emergencies

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

In case of injury or accident, in which 911 is not needed, but immediate professional care is required, the staff will contact the parents. If parents are unavailable, those individuals designated as emergency contacts will be notified.

Grace Lutheran Early Education School staff cannot transport children to a hospital or doctor's office. Injured children shall be transported for medical aid by parents or by calling 911 for an ambulance.

If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center at 800-222-1222.



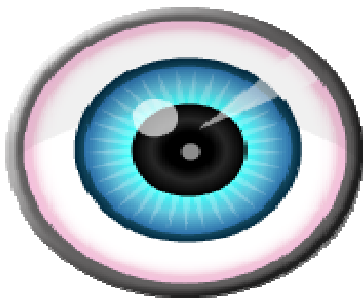
## Immunizations

All students enrolled at GLEE must follow the Texas State Department of Health Immunization Schedule or provide necessary documentation as to why they are not following this rule.



## Vision & Hearing Screening

It is the requirement of the Texas Department of Health that all children 4-years old by September 1st submit to a vision and hearing screening. Some doctors do this during the child's four year old check-up. GLEE will provide this service in the early spring of each year for those students who have not submitted a copy of the screening from their doctor.



## MEALS AND SNACKS

A nutritious snack must be provided by the parent. A list of recommended snacks is available in the GLEE office. Juice is provided by the program.

Parents are asked to furnish lunches for their children. Please make these as well-balanced as possible and prepared so that the children can handle them easily. Often finger foods such as cheese or meat and buttered bread or crackers are eaten better by younger children than sandwiches. State licensing recommends that children have either milk or some dairy product in their lunches. If a child has an allergy to these items, please have the director mark this on his/her medical form. We ask that you do not send carbonated beverages or red or purple drinks. If you send a thermos, please select one with a flip-up top that can hold a straw, if possible. These are much less likely to spill. We also request that you prepare and cut up apples and peel oranges before they are sent in lunches. Please be cautious of the foods that you send for your children. Hot dogs, large pieces of candy and nuts can be very dangerous, as they are easily choked on.

PLEASE NOTE THAT REFRIGERATION IS AVAILABLE ONLY FOR BABY BOTTLES AND CHILDREN'S MEDICATION.

PLEASE NOTE ALSO THAT WE ARE NOT ABLE TO HEAT UP CHILDREN'S LUNCHES. WE SIMPLY DO NOT HAVE THE ADEQUATE EQUIPMENT TO DO THIS FOR SO MANY CHILDREN.

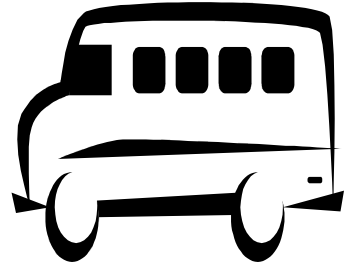
## REST TIME

All children in the program observe a rest period in the afternoon. A favorite small stuffed animal or blanket will often facilitate nap time for the child. You can leave your child's blanket here from week to week. Please provide a comfortable mat and crib sheet for your child to use at rest time. Please mark all bedding with your child's name .



## FIELD TRIPS

Field trips to the library, fire station, park, etc. may be taken during the school year. Transportation for these trips is provided by parents who volunteer to drive or to assist with children. Special permission slips to be signed by the parents will be sent home prior to the trip. Parents need to be able to prove insurance coverage, if asked, and have adequate seat belts for each child.



## BIRTHDAYS AND HOLIDAYS

Parents are encouraged to make birthdays and holidays special events for their children. Special days have been set aside for holiday celebrations and parents are urged to volunteer to provide special activities on these occasions



If you wish to share your child's birthday with his/her class, we welcome you to do so by bringing a special treat for snack time. Cookies are good and easy for the children to handle and do not make such a mess in the area and on clothing. We do not recommend chocolate cake or cupcakes, candy or nuts. In order that each child receive a treat, let the teacher know what you are planning, and she will tell you how many children will be there that day. Please do not bring party invitations for non-school parties to school. Children in your child's class or other classes may feel excluded.

Rather than providing small favors for the children or teachers on birthdays or holidays, we request that your child help select a gift (toy, tape, book) to give to the program for all the children to enjoy.

## CLOTHING

Please provide a complete change of clothing for each child, including underwear, shoes and socks, in a bag. Each item should be marked clearly with his/her name. Accidents do happen. If the child is in diapers, please provide disposable diapers on program days. Sending adequate clothing and diapers is especially important in the nursery class. We cannot be responsible for keeping your child in dry clothing and diapers unless they are provided by the parent. Clothing for the child should be:

- Loose enough to provide comfort and freedom of movement
- Large enough to pull on easily (especially outerwear)
- Suitable to the weather for outdoor play (coats, gloves, and hats; children play outside if the temperature is above 40 degrees)
- Marked with the child's name



**The only appropriate footwear for children at school is tennis shoes.**

## OUTDOOR PLAY

Outdoor play is a regular part of the daily routine; children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. Children too sick to go outside should not be at school.

## **CHILD ABUSE REPORTING LAW REQUIREMENTS**

Grace Lutheran Early Education School staff are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation.

The staff may not notify parents when the police or CPS are called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

## **PARENT INVOLVEMENT**

Parents will have free access to all areas of GLEE facilities used by the children. We request, however, that any parent or guardian picking up a child during nap or rest time take special care not to awaken another sleeping child.

**Children must be signed in and out** of GLEE by the custodial parent or adult person approved by the parent(s). Only those persons approved by the child's parent(s), may take a child from GLEE. Identification may be required.

In order not to confuse GLEE toys with a child's personal property, we ask that children not bring playthings from home. GLEE staff cannot be responsible for lost or broken personal toys. An exception to this will be a stuffed animal for use during naptime by full day preschool children.

Please do not allow your child to bring any gum or candy to GLEE.

We encourage parent participation in any part of your child's day; parents and family are always welcome!

## **PARENT TEACHER LEAGUE**

Grace Lutheran Education Parent Teacher League (PTL) meets regularly during the school year and hosts a wide range of activities. The PTL has been responsible for many fine additions to the school and its programs. All GLEE parents are encouraged to participate in the PTL and to support its activities and projects.