

**Messiah Lutheran School
Child Care and Learning Center (CCLC)**



Parent Handbook

Revised Jan. 2018

**Child Care Director:
Eboney Brown**

Phone: (405) 946-0605

Email: ebrown@messiahokc.org

Web site: <http://messiahlutheralschool.com/cclc.htm>

MISSION STATEMENT

The Messiah Lutheran Child Care and Learning Center (CCLC) exists as an integral part of the Messiah Lutheran School ministry. The CCLC is family-focused and designed to provide developmentally appropriate childcare in a church setting where children of all faiths, cultures, and socioeconomic backgrounds are embraced, taught, and cared for, as a reflection of Christ's love for all people.

We are committed to:

- ✦ Providing learning experiences that are Christ-centered;
- ✦ Respecting individuality, while helping children benefit from the group experience;
- ✦ Promoting the growth of the whole child;
- ✦ Employing teachers who demonstrate Christian values;
- ✦ Supporting families as they meet the challenges of daily life;
- ✦ Providing childcare facilities that are clean, well maintained, and programs that are reasonably priced.

***PARENTS PLEASE NOTE THAT IT IS VERY IMPORTANT TO READ THIS INFORMATION AS WELL AS YOUR MONTHLY NEWSLETTERS. ALSO CHECK YOUR CHILDS FOLDERS DAILY. ANY CLOSINGS, CHANGES, AND UPDATES WILL ALWAYS BE IN YOUR NEWSLETTER.**

POLICIES and PROCEDURES

PROGRAM DESCRIPTION:

Messiah Child Care and Learning Center is a full-time child care and learning center that currently offers working parents two, three, and five-day opportunities for their children's care. CCLC will eventually phase out part time care and only offer 5 day care.

Messiah CCLC does not provide specialty care for sick children. Sick children are defined as: sick children with illnesses or symptoms that prevent them from comfortable participation in activities in a program caring for well children and; require more care than personnel in a program caring for well children can provide without compromising the health and safety of other children in their care.

ELIGIBLE CHILDREN: The CCLC provides care for children between the ages of 6 weeks to 3 years old.

HOURS OF OPERATION: The CCLC operates from 7:00 a.m. to 6:00 p.m. Monday through Friday throughout the year. The program is closed on Saturday and Sunday. We will close at noon for quarterly staff training. Parents will be notified no less than 2 weeks prior. These trainings will typically fall on Fridays.

COMPLIANCE FILE LOCATION: The CCLC compliance file is available to parents during normal hours of operation and is located at the parent information board.

INCLEMENT WEATHER: Messiah CCLC may close in the event of inclement weather conditions or other unforeseen circumstances. We will publicize this through the local television and radio stations. We take other metro area school closures into consideration when making our decision. Parents are advised to take special note of the school closing notices and look specifically for "Messiah Lutheran School – Oklahoma City" on the lists. Delayed opening or early release times are also a possibility. Sources of information during inclement weather include: KFORTV CH. 4 / KOCOTV CH. 5 / KWTW CH. 9 / KTOK 1000 AM / KOMA 1520 AM.

Parents who sign up for our text plan will also receive a text informing them of the closure.

There will be no refunds issued due to inclement weather. If available, you may schedule a make-up day.

LOCK DOWN PROCEDURE: When necessary, Messiah CCLC will lock-down the facility. Children will be kept in their classrooms with the doors locked. No one will be allowed to enter or leave the facility. Parents will be notified by text as soon as possible when the lock down is in effect and when it is lifted. We ask that parents remain calm and patient during this time and do NOT phone the office. Our goal will be to focus on keeping your children as safe as possible.

PARKING LOT CONDITIONS: Please note that even though the road conditions are good, our parking lot may be covered in ice/snow. We advise caution when driving or walking on the parking lot surface in hazardous (icy) conditions. We will not be held responsible for injuries sustained in the parking lot when the parking lot is hazardous. We are not able to spread salt over the entire parking lot surface. You may consider bringing your child in a little late to allow time for the ice/snow to melt. We will not count students as tardy when weather conditions are hazardous.

TORNADO DRILL: Messiah CCLC will practice tornado drills monthly. We may choose to close early due to approaching storms. Parents will be notified by text in a timely manner.

FIRE DRILL: Messiah CCLC practices monthly fire drills.

EVACUATION PROCEDURE: The objective of this plan is to reduce the possibility of harm to the children, staff and visitors to the CCLC in the event of an emergency. In the event of an evacuation emergency, the children will be taken as a group to designated areas away from the building in the South Parking Lot. Parents will be notified by text as soon as possible.

EVACUATION PLAN: An evacuation plan is posted in each CCLC classroom.

HEALTH MONITORING: Each child is observed initially and throughout the hours of care for symptoms of illness or poison exposure and obvious signs of infestation or physical injuries.

PARENT NOTIFICATION:

Parents will be notified by the CCLC whenever their child may have been exposed to any communicable disease, infestation, poisonous chemical or plant, or suspected physical injury.

In the event of secondary exposure to communicable disease or infestation, the identity of the primary sick or infected child or personnel will remain confidential.

In the event of suspected physical injury that occurs during care by CCLC personnel, parents will be notified and appropriate log entries will be maintained.

In the event of known or suspected poison exposure, the poison control center will be contacted with product and manufacturing information taken from the MSDS file located near the CCLC Director's Office or the manufacturer container housing the poison (time permitting). In the event emergency transportation is warranted, 911 Emergency Services will be called. Parents will then be notified of the circumstances and destination Emergency Room where the child has been transported. In the event that emergency transportation is not required, parents will be notified and appropriate log entries will be maintained.

ILLNESS: Do not bring children when they have signs of any illness. Your child will be sent home if any of the following conditions exist:

- Undiagnosed rash (bring note from doctor if it has been diagnosed).
- Discharge from eyes or ears.
- Sore throat or persistent cough.
- Vomiting.
- Continuous diarrhea.
- Head lice – This condition is prevalent in Oklahoma and is easily passed from student to student, especially in the lower grades, preschool, and childcare. Students suspected of having head lice shall be sent home and must be treated before readmission to the CCLC. If the condition persists, parents will need to submit documentation of a physician's visit, as well as proof of **physician-advised treatment**. When head lice are reported, our teachers will check all children.
- Any contagious disease.
- Child is not well enough to participate in daily activities.
- Fever as defined as a temperature exceeding 99.5 degrees Fahrenheit before medication.

Young children are very susceptible to contract illnesses so the dismissal of any child will always be at the discretion of the director. We are sorry for any inconvenience this may cause you, but the well-being of the children in our program is our first concern.

Do not bring your child unless they have been without these conditions for 24 hours. If your child should become ill at Messiah CCLC, you will be called and asked to pick your child up as soon as possible. Your child will be removed from the other children until you arrive.

For the following symptoms children may return as listed:

- Scabies, not until the morning after the first treatment

- Chicken pox, not until six days after onset of rash
- Whooping cough, not until five days of antibiotic treatment
- Mumps, not until nine days after onset of parotid gland swelling
- Measles, not until four days after disappearance of the rash
- Flu, not until 24hrs after the child is fever and symptom free without fever reducing medication.

MEDICATION: No child will be administered medication unless the medicine is brought in its original container, labeled with the child’s full name, and the child’s guardian fills out a consent form. Medications will be stored in accordance with prescription or manufacturer’s instructions. Messiah CCLC will dispose of medical waste (syringes, needles, lancets, and epi-pens using an approved bio-hazard container.

SUN SAFETY METHODS: CCLC personnel will be mindful of local weather conditions and when appropriate make judicious use of shaded areas, and shortened outdoor play activities (30 minutes or less).

INSECT REPELLENT: Because Messiah Lutheran CCLC has as ongoing contract for insect extermination and standing water is not a problem on or near the CCLC playground area, CCLC does not use insect repellent on children during care. In the unlikely event that airborne biting insects became a problem, outdoor play activities will be suspended pending additional extermination services for the playground areas.

MANAGING PERSONAL BELONGINGS: Parents are required to clearly mark their child’s personal belongings using a permanent marker. Specific labeling instructions are provided below. Whenever possible personal belongings will be segregated or stored separately. Parents are required to provide extra clothing for their child in the child’s book bag. If the child’s clothing becomes soiled, CCLC personnel will store the child’s soiled clothing in a leak-proof bag and return the bag to the child’s book bag. CCLC does not launder soiled clothing.

TRANSPORTING CHILDREN: Messiah Lutheran CCLC does not provide child transportation of any kind. In the event of an emergency, parents will be notified and the child released to the parent or parent’s authorized adult representative. If parents cannot be contacted, 911 Emergency Services will be used. The parent will be notified of the circumstances requiring emergency evacuation and the destination hospital.

FIELD TRIPS: Messiah Lutheran CCLC does not schedule field trips of any kind.

SHOT RECORD: In order for us to meet DHS requirements every child is required to have a current up-to-date shot record on file. Messiah CCLC will only make exceptions for medical reasons. In this case an Exemption form from the doctor will be required.

DISCIPLINE POLICY: Messiah CCLC follows a time-out policy for most disciplinary issues. Children who exceed three time-out periods will be removed from the classroom and parent/guardian called to pick up the child. Teachers will provide feedback to parents daily on discipline as well as commendatory items for each child using a feedback form.

CHILD ABUSE AND NEGLECT: Messiah CCLC is required by law to report suspected child abuse or neglect or if we believe the child is in danger of being abused or neglected to DHS. When this situation presents itself, teachers will fill out a form and notify the CCLC Director. The CCLC Director will notify DHS and file a copy of the report form.

INFANT SAFE SLEEP ENVIRONMENT:

Infants will sleep in cribs that meet current Consumer Product Safety Commission (CPSC) full-size and non-full-size crib standards and have mattresses that are firm, designed to fit the specific crib with one-inch or less between the mattress and crib, and are covered with a durable, washable, waterproof, form-fitting material.

While children are in cribs, the sides will be fully raised and secured. Infants will sleep directly on tight-fitting sheets covering the mattress.

Only pacifiers without attachments to them are in cribs with infants, when used.

Infants will be protected from overheating by adjusting room temperature and clothing.

Infants' six-weeks to three months of age may be swaddled with an infant-sized, thin fabric, such as a receiving blanket, only when requested by parents in writing and only until such time as the infant is not mobile enough to move the fabric over his or her face.

GAINING ACCESS WHEN THE BUILDING IS SECURED: CCLC doors will remain locked at all times. During normal hours of operations, parents and visitors to CCLC may gain access to the building using the intercom system located adjacent to the entrance. After normal hours of operation, parents may gain access by calling the persons listed as CCLC emergency contacts. Emergency contacts are posted adjacent to or on the CCLC entrance.

RECEIVING CHILDREN: Children will be received from the legal guardian or an authorized adult (18 years or older) only. Parents will check their children into of the CCLC using the biometric scanner located at the ProCare kiosk in the CCLC common area. During the check-in process, a check-in receipt will be printed at the kiosk and provided by the parent to the teacher during drop-off at the child's classroom. This process ensures proper accountability and provides the CCLC an opportunity to notify parents via myprocare messages of any information pertinent to their child or the parent. Because the CCLC does not provide child transportation of any type; that task falling to either the parent or an authorized adult; we do not contact parents when children are absent. We do,

however, request that parents contact the CCLC ahead of any scheduled child absences or as soon as possible for unscheduled absences at (405) 946-0605 or ebrown@messiahokc.org .

RELEASING CHILDREN: Children will be released to the legal guardian or an authorized adult (18 years or older) only. Parents will check their children out of the CCLC using the biometric scanner located at the ProCare kiosk in the CCLC common area. You must inform the office if you want your child picked up by anyone else. Parents are responsible to update their myprocare account with information on anyone they intend to pick up their child on a routine basis. In extraordinary or emergency circumstances, parents may authorize someone other than those registered in myprocare to pick up their child. In those cases, parents are required to provide: the period of time the authorization is valid and the full name of the individual being given authorization. If at all possible, please bring a photo of the person who will be picking up your child. That individual will be required to stop by the office and show a form of identification. CCLC staff will update ProCare when the child is released.

INJURY: In case of injury, an accident form is filled out by the teacher, the director and parents are notified. If medical treatment is needed, we follow the instructions as to which doctor and hospital to use, as indicated on the enrollment form.

ENROLLMENT FEE: This is a one time, per program non-refundable fee.

BOOK FEE (Students ages 12 – 47 Months): This is an annual, one-time, per program, non-refundable fee.

CHILD PLACEMENT: Placement of your child in the proper room is very important to us. The placement of your child will always be made with your child's best interest at heart. The placement will be at the discretion of the childcare director.

PAYMENT POLICY: Payments are due on the 1st of each month and considered late after the 10th of the month. If your payment is not paid by the 10th, there will be a late charge of 10% of the balance due. If you miss one month's payment, and two months are due, you will be contacted by the Child Care Director. Your child may be released from the program on the 5th of the second month at the discretion of the Director. If you are experiencing short-term financial problems or need other payment arrangements, please speak to the Child Care Director so that arrangements may be made.

A two week notice is required prior to the withdrawal of any child from the school. If less than a 2 week notice is given, a total of 2 weeks tuition will be required from the date of notification.

Delinquent accounts will be submitted to collections.

ENROLLMENT COMMITMENT: You will be charged a flat monthly fee for each program regardless of the number of days or weeks in each month. If you chose to remove your child early, you must give a 2-week notice. If less than 2 weeks' notice is given, a total of 2 weeks' tuition will be required from the date of notification.

If your program needs to change – and provided a vacancy exists in the requested program, you may request to change programs the following month. You will need to notify the office **no later than the 15th of the month** prior to the needed change. If you are unable to notify the office and need an immediate change (provided a space is available) in your child's schedule, you will be charged appropriately.

ADDING DAYS: Your account must be current and in good standing to request a program change for your child.

DROP IN POLICY: We do not provide this service.

ABSENCES: Please call the office by **8:00 a.m.** and let us know if your child is going to be absent. If your child is absent, we do not refund any money for the days missed. If your child is absent two consecutive weeks without notification, we have the right to release your child from the program. All monies owed will be due upon release.

DIAPERS: Every family is required to bring one large bag of diapers and one large box of wet wipes per child at the beginning of their enrollment. You will be notified via myprocare or through daily sheets when your child's supply is running low. We will supply diapers for you at a rate of **\$2** per diaper if your child's supply runs out.

POTTY TRAINING: When a child is able to communicate that he or she needs to go potty, we consider them potty trained. When a child is not able to communicate that they need to go potty and they must be taken to the restroom frequently to avoid accidents, we do not consider them potty trained. We are more than happy to help you in the potty training process, but we do ask that you respect our viewpoint. Children in the 24 – 35 month class must be well on their way to being potty trained. Children 36 months and up must be completely potty trained before entering "Busy Bees" class.

BOTTLES: We only allow bottles in our newborn – 12 month class. Parents will provide six clean bottles for their child each day. We require that you label each bottle.

SIPPY-CUPS AND DINNERWARE: Messiah Lutheran CCLC provides sippy-cups and dinnerware for each child. Please do not bring sippy-cups or dinnerware from home as they cannot be used.

LABELING ITEMS: We require that you label all of your child's items with their full name, i.e. cups, diapers, clothing, blankets, coats, **EVERYTHING** you bring here for your child must be labeled.

MEALS: A nutritionally balanced meal and snacks with beverage will be provided for your child each day at no extra charge. Parents can provide meals, snacks or both for their children. We welcome classroom snack donations, please check with the Center Director for nutrition and allergy purposes. You will need to send their food in the proper insulated container to keep hot or cold. **We will not refrigerate or microwave food for the children. Please remember we are a NUT FREE facility.**

ARRIVAL TIME: We open at **7:00 a.m.** We start our curriculum at 8:30am. It is not required that you arrive exactly at 8:30 a.m., but it is important that you try to be here as close to 8:30 a.m. as possible. **We begin each day by explaining what we will be doing for the day, children who do not arrive on time often feel left out and confused, and it is disruptive to the classroom. All children must be checked in by 10 a.m.** If your child has an appointment please call ahead to let the Director know, and a doctor statement will be needed after 10 a.m.

MORNING DROP OFF TIME: We ask that you make arrival time as easy as possible for all the children and staff. In order to do this, we do **not** allow parents to remain in the classroom. Please give your child a hug and say good-bye. You are welcome to remain in the building as long as your child cannot see you.

PICK UP TIME:

Please be prompt in picking up your children. **Students who are not checked-out from CCLC by 6:05 p.m. will be charged a late fee of \$1 per minute for each additional minute their child remains in care up to \$60. If CCLC is not able to contact you and your child is not checked-out by 7:00 p.m. we will contact the local authorities who will assume custody of the child or they may coordinate with Child Protective Services to assume custody of the child.**

Parents may pick their children up at any time during normal operating hours. No pro-ration or refund of tuition will be granted for early pick up.

CHECK IN/OUT:

All children must be checked in and out daily. If you are unable to do so you will need to notify the Center Director, or the next in charge so that your records can be corrected at that moment. **Children who are not properly checked in or out could be charged a 5% fee for the month.**

DRESS CODE: It is the parent's responsibility to send children in clothing and shoes appropriate for indoor and outdoor play. Our teachers do plan a craft project every day

for your child to enjoy and we cannot be responsible for any damage done to your child's clothes. **NO OPEN TOE SHOES.**

TOY POLICY: Children are not allowed to bring toys from home. If your child brings a toy to class we will not be responsible for missing or damaged toys.

DISCRIMINATION POLICY: Messiah CCLC does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admission policies, scholarship or tuition assistance programs, and other CCLC-administered programs.

DISMISSAL POLICY: Messiah CCLC reserves the right to release any child from the program. If your child's physical or emotional needs are disruptive, it may be necessary to release the child from the program. We are not equipped to handle some special needs. A child may be discharged from the CCLC if:

- It is determined that the child's needs are not being met at the CCLC.
- If the parent does not comply with the policies of the CCLC.
- If the child is harmful to other children, staff, or themselves.
- If it is determined that a child is disruptive, uncooperative, or in any other way disturbs the other children or the program.

CCLC ORIENTATION AND TOURS: Parents are encouraged to schedule a tour of the Messiah CCLC facility with the CCLC Director. Regardless of your denomination or spiritual beliefs, we encourage new parents to attend at least one church service to get a feel for the culture and family ministry environment at Messiah.

FEEDBACK ON THIS MANUAL: The CCLC welcomes your feedback on the contents and ease of use of this handbook. Please feel free to call the CCLC Director, Ebonee Brown at (405) 946-0605 or email ebrown@messiahokc.org

Child Care Rates

Discount: (2nd child 10% less on tuition) (3rd child 25% less tuition w/ no enrollment fee).

Referral Bonus for Full-time Enrollment: [5-day \$100]; [3-day \$50]; [2-day \$25]. Referral bonuses will be paid after one month of new child's enrollment. There is no limit on the number of bonuses that can be paid.

Meals:

- **Morning snack, Lunch and early afternoon snack included with the cost of tuition.**

| Child Age | Potty Trained | Days Available | Hours | Enrollment Fee | Book Fee | Monthly Rates |
|------------------|----------------------|-----------------------|--------------|-----------------------|-----------------|----------------------|
| 6 wks. – 12 mo. | N | M-T-W-TH-F | 7:00-6:00 | \$85 | N/A | \$700 |
| 6 wks. – 12 mo. | N | M-W-F | 7:00-6:00 | \$50 | N/A | \$440 |
| 6 wks. – 12 mo. | N | T-TH | 7:00-6:00 | \$35 | N/A | \$345 |
| 12 mo. – 23 mo. | N | M-T-W-TH-F | 7:00-6:00 | \$85 | \$25 | \$675 |
| 12 mo. – 23 mo. | N | M-W-F | 7:00-6:00 | \$50 | \$25 | \$435 |
| 12 mo. – 23 mo. | N | T-TH | 7:00-6:00 | \$35 | \$25 | \$310 |
| 24 mo. – 30 mo. | N | M-T-W-TH-F | 7:00-6:00 | \$85 | \$25 | \$650 |
| 24 mo. – 30 mo. | N | M-W-F | 7:00-6:00 | \$50 | \$25 | \$430 |
| 24 mo. – 30 mo. | N | T-TH | 7:00-6:00 | \$35 | \$25 | \$300 |
| 30 mo. – 35 mo. | Y | M-T-W-TH-F | 7:00-6:00 | \$85 | \$25 | \$650 |
| 30 mo. – 35 mo. | Y | M-W-F | 7:00-6:00 | \$50 | \$25 | \$430 |
| 30 mo. – 35 mo. | Y | T-TH | 7:00-6:00 | \$35 | \$25 | \$300 |
| 36 mo. – 47 mo. | Y | M-T-W-TH-F | 7:00-6:00 | \$85 | \$25 | \$625 |
| 36 mo. – 47 mo. | Y | M-W-F | 7:00-6:00 | \$50 | \$25 | \$410 |
| 36 mo. – 47 mo. | Y | T-TH | 7:00-6:00 | \$35 | \$25 | \$290 |