

Lamb of God Early Childhood Center

Dear Parent,

It is our pleasure to welcome you to Lamb of God Early Childhood Center! Preschool is a time to set a solid foundation for your child's educational growth. We know the importance of your child's development and strive to exceed in excellence with each individual child while instructing the knowledge of who Christ is.

Here at Lamb of God you will find an outstanding, exceptionally talented, and highly qualified group of dedicated teachers and staff who are committed to working together to ensure the safety and development of every child all while putting the fun in learning!

We invite you to become an active participant in our school community through volunteering or attending and supporting school events. Research clearly shows that when parents or guardians participate and are involved in their child's education, there is a greater likelihood of academic success for the child.

Attached you will find our parent handbook. Please read all items carefully. Enclosed you will find very important sources of information. We ask that after reading and reviewing the handbook that you sign and return the last form provided for our records.

Again, we thank you for choosing Lamb of God!

Lamb of God Lutheran Church & Early Childhood Center

PARENT HANDBOOK KEY POINTS

- 1. Vacation Policy:** A one-week vacation credit is allowed if you are enrolled in the summer session. In addition, you will receive two weeks free during the weeks of November 23rd -27th & December 21st -25th the school will be closed and no tuition will be charged to your account.
- 2. Withdrawals:** Parents/guardians who wish to withdraw their child must do so in writing; written notification is to be submitted to the Director via email or a withdrawal from located in the school office. **A two-week notice must be given.** If we receive the notice after the next tuition payment has been drafted, there will be no refund.
- 3. Medication:** Any over the counter medication can only be administered with a Doctor's note.
- 4. Drop off:** Be advised our academic day begins at 9:00 a.m. If you arrive after 9:00, you must bring your child into the office, and a staff member will escort them to class. This allows for proper staffing, snack/lunch counts and avoids class disruption.
- 5. Snacks:** If you are not here on time for snack, we will no longer provide snack or allow time for snack time. State requires designated meal times and our Academics are scheduled to begin at 9:30. The schedule must be kept in order to avoid disruption and distraction.
- 6. Interchangeable Days:** Days are not interchangeable. If you are scheduled to be here on a day where the center is closed, or you miss a scheduled day you may not "make up" the day on a non-scheduled day.
- 7. Holiday Closure:** All Holiday closures are included in your tuition and therefore we will not issue a credit or refund for the day.
- 8. Fees:** Tuition fee are the same regardless of holidays, vacations, illness or emergency closures. Any payments made during a Covid-19 related school closures will be applied as a credit. Student required to quarantine due to possible exposure or illness is still required to pay 50% of your regular scheduled tuition.
- 9. Late pick-ups:** Preschool Students will be charged \$1.00 a minute for each child after 2:30 p.m. Full-Time students will be will be charged \$1.00 a minute for each child after 6:05 p.m. After the third late pick-up, the fee automatically increases to \$3.00 a minute for each child.

Please sign to acknowledge your receipt of an electronic copy of your parent handbook and that you have read and understand the above key points noted in your parent handbook.

Signature

Date

LAMB OF GOD LUTHERAN CHURCH & EARLY CHILDHOOD CENTER

1. Address and Phone Information

Lamb of God Lutheran Church & School
1400 F.M. 1960 East Bypass
Humble, Texas 77338

Telephone: 281-446-LAMB (5262)
Fax: 281-446-0289
Website: www.lambofgodpreschool.net
Emails:
Pastor Tony Kobak pastortony@lambofgod.net
ECC Director Larry Mercado ecc.director@lambofgod.net
ECC Asst. Director Marissa Zuniga ecc.assistant@lambofgod.net

2. Hours

Preschool (Humble ISD Schedule)	8:30am -2:30pm
Full-Time Program	6:30am -6:00pm

***Please see the school calendar for holiday closings and early dismissals.**

3. Executive Staff

Senior Pastor	Tony Kobak	ext. 103
Director of Christian Education	Shelly McMullen	ext. 104
ECC School Director	Larry Mercado	ext. 132
ECC Associate Director	Marissa Zuniga	ext. 136
Campus Administrator	DyLynn Spinks	ext. 120

4. Early Childhood Ministry Team (ECMT)

The ECMT guides and supports the teachers and staff of the Early Childhood Center program. The ECMT is open to volunteers from Lamb of God Lutheran Church as well as parent volunteers from the Early Childhood Center and Part Time program. The ECMT meets monthly to assess the operations of our school programs, and to decide how they can give guidance or support to any matters that need to be addressed. If you are interested in becoming a part of the ECMT, please contact the Campus Administrator at 281-446-8427.

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OUR PURPOSE

Lamb of God Lutheran School is committed to helping each student grow in their relationship with Christ, achieve academic success, and develop Christian social values.

Lamb of God Lutheran School provides a Christian education for its members and children of the community for the purpose of:

Fulfilling God's command in Ephesians 6:4

“Father, bring your children up in the training and instruction of the Lord.”

Trusting God's promise in Proverbs 22:6

“Train up a child in the way he should go, and when he is old he will not turn from it.”

The strength of the school lies in God working through His teachers to develop Christian concepts and values necessary for a successful and God-pleasing life. In addition, Lamb of God strives to meet or exceed the academic standards prescribed by the state of Texas.

SCHOOL GOVERNING BODY

Any problems that are not resolved by the Director may be brought to the Senior Pastor. To contact the Senior Pastor, please call the Church office at 281-466-8427.

ADMISSION POLICY

NON-DISCRIMINATION POLICY. Lamb of God Lutheran School admits students regardless of race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Lamb of God Lutheran School is open to children, who are members of Lamb of God Lutheran Church, as well as children in the community who are seeking a Christ centered educational program and who subscribe to the philosophy and objectives as stated in the Handbook for Parents. Though we are a Lutheran School, the children enrolled in our school represent many different Christian denominations and all denominations are welcome and invited to apply for admission.

ALL STUDENTS will take part in the religious instruction and devotions at Lamb of God Lutheran School.

All State required forms (including relevant medical records) must be provided to Lamb of God prior to the student's first day of class.

LICENSING

Lamb of God Lutheran School is licensed by the Texas Department of Family and Protective Services (TDFPS). There are several requirements Lamb of God Lutheran Early Childhood Center must meet to maintain our license and operate in compliance with State guidelines. It is the responsibility of the Director to ensure all standards and regulations are maintained on a daily basis.

Should you wish to review a copy of the minimum standards, published by TDFPS, a permanent copy is located in the office. You can also visit the childcare licensing website at www.dfps.state.tx.us to find the same information. The most recent copy of the school's licensing compliance report is posted on the bulletin board in the Education Building school office. Should you need to contact our local Licensing office you may do so by calling 713-940-3009.

HEALTH

The Health Requirement form, which includes the immunization record, doctor's statement, and doctor's signature must be completed and on file in the school office on or before the first day of attendance. **This form must also be renewed annually or anytime your child receives new immunizations.**

The established policies are put forth in order to protect the health of the children, staff, and their families. In accordance with the Texas Department of Family and Protective Services, we are unable to admit children if one or more of the following are present:

1. An illness that prevents the child from participating comfortably in daily activities.
2. An illness that results in greater need for care than the staff can provide without Compromising the health, safety, and supervision of the other children.
3. A fever of 100.4 or presence of fever during the previous 24-hour period
4. Uncontrolled diarrhea
5. Vomiting
6. Symptoms of a communicable disease
7. Sore throat or constant cough
8. Thick mucus or pus draining from eyes or nose
9. Unidentified rash until diagnosed as not infectious
10. Head lice
11. Lethargy, abnormal breathing, mouth sores with drooling, behavior changes or other signs that a child may be severely ill.

In the interest of our students and teachers, sick children **must be picked up within 2 hours of notification.**

Children must be free of symptoms such as fever, vomiting and diarrhea, without the use of symptom reducing medication, for 48 hours before returning to school (in accordance with Texas state law).

Please be aware that, in rare instances, the school reserves the right to send a child home if they appear ill, even when a doctor's note is present. Additionally, when a child has shown symptoms of an illness for an extended period of time (even when the individual symptoms are not necessarily severe enough to require the child to stay home), the school may require a doctor's note documenting a recent check-up with negative diagnosis.

IF YOUR CHILD IS NOT WELL PRIOR TO THE BEGINNING OF THE SCHOOL DAY, YOU ARE REQUESTED TO KEEP HIM/HER AT HOME.

INJURIES

If your child experiences a minor injury such as a skinned knee or minor bump or bruise, we will call you only when we feel the child requires further medical attention, needs to go home, or is upset by the incident. Otherwise, we will apply basic first aid, "TLC," and make you aware of the incident at pick-up time. If you would like to be informed immediately in the case of such minor injuries, please let your child's teacher know and we will do our best to accommodate you. Staff is required to complete an incident report form for any incident that occurs on school grounds. The director or person in charge and

the parent/guardian will sign the form. A copy of the form will be given to the parent and the original will be kept in the child's file.

In the event of an emergency that requires immediate medical attention, information provided on the child's emergency medical form would be consulted. It is vital that a notarized emergency medical form is on file for every student and that the information on that form is up-to-date. Please make sure to inform the school office of any changes in emergency information that might occur during the school year, including home, work and cell phone numbers.

MEDICATIONS

The school is bound by state law in relation to the dispensing of medications. It is preferred that children who need medication receive their dosages before and after school. When this is not possible, please follow these guidelines closely in order to protect the safety of your child. The medication must be brought into the school office and a signed medication authorization form must be completed. The state guidelines are written in order to prevent any type of mix-up or mistake in the dispensing of medications.

- a. Your child's physician must write changes in your child's dosage of a prescription medicine. We cannot change the dosage on a parent's order without the physician prescription.
- b. All medication must have a doctor's note.
- c. Prescription medications must be in the original container labeled with the medication as stated on the label directions. The school may not administer medication after the expiration date.
- d. The school must ensure that non-prescription medication is labeled with the child's name and the date the medication was brought to the school. Non-prescription medication must be in the original container. The school must administer it according to label directions; dosage changes must be approved in writing by qualified health personnel. Medication will be administered to students by the Director or Associate Director, when available.

All students who must receive medicine during the school day must come to the office at the appropriate time. Teachers will help them remember to take their medications.

Parents or guardians need to contact the school if a child has a contagious illness of any kind (measles, chicken pox, lice, pink eye, etc.). Also, please contact the school office if your child has a rash of any type. You will also be notified of any communicable diseases to which your child might have been exposed.

The Director and teachers must be notified of any special circumstances, which may affect your child's health or behavior (falls, unusual behaviors, family stress, etc.). It is important for us to know of any special allergies, dietary needs, or medical needs as well.

Depending upon the nature and severity of the illness or condition, we may require a note from the attending health care provider before your child returns to class.

IMMUNIZATIONS

Each child must have a current immunization record on file, along with a completed health form. The immunization record must be kept up-to-date, and include the child's name, birth date, number of doses and type of vaccine, the date the child received each immunization, and a stamp or signature from the physician or health department. Current immunization records are due before your child begins attending ECC.

If you have elected not to have your child immunized for whatever reason, you must schedule an appointment with the Director/Associate Director to discuss related issues. Lamb of God does not require its staff to get seasonal immunizations (pneumonia or influenza).

HEARING & VISION SCREENING

In accordance with the Special Senses and Communication Disorders Act, **all children who are 4 years or older as of September 1st will be required to undergo a hearing and vision screening by a qualified professional.**

BREAST FEEDING

To support parents who are breast feeding, we offer a comfortable private area campus for your convenience. Please see the Director for assistance

INFANT SAFE SLEEPING PRACTICES

Texas Department of Children and Family Services – Child Care Licensing requires a Safe Sleep waiver for our Infant program. Infants are placed on their back to sleep. Infants may not sleep in a restrictive device. Infant beds must be free of blankets and toys.

DISCIPLINE

Children in our program will never receive physical punishment. No child will be humiliated, shamed, frightened, or subject to verbal or physical abuse by staff or by parents on the premises. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one-minute per year of the child's age. Discipline and guidance will always be positive, productive, and immediate when behavior is inappropriate.

Positive redirection will be used when an undesirable behavior is involved, and children will be redirected to an activity that is acceptable. Children who have conflicts or problems with other students will be encouraged to verbalize their concerns. The role of the teacher is to be a facilitator to positive problem solving. Our teachers guide rather than punish. Our staff is trained and expected to address all matters of discipline.

Children whose behavior endangers others will be supervised away from other children.

The child will process the problem with a staff member and any other concerned parties. Natural and logical consequences may also be used to address inappropriate behaviors. Staff members use "time out" when appropriate as a form of redirecting behavior. Verbal processing is our preferred technique. If a child should damage any school property due to aggressive behavior, the parent will be required to pay for damages. In rare instances, when a child has shown a high level of aggression towards others, or has severely violated the center's rules, the child will be sent home for the remainder of the day to process what happened and what the proper choice would have been. This is at the discretion of the Director. Any physical aggression from a student to a teacher (hitting, kicking, biting, etc.) will require the parent to pick up their child for the day. Continued aggression or severe behavior violations will require a meeting with a Director. Any child sent home for discipline issues must be picked up within 60 minutes of parent notification.

CHILD ABUSE & NEGLECT

In an effort to protect the well-being and safety of children, the State of Texas requires anyone who suspects child abuse and neglect to report it to the proper authorities. The school staff has been trained to identify the signs and symptoms of abuse and neglect. All suspected indicators will be documented and reported. The school is required by law to cooperate with any investigation of child abuse and neglect. You will be notified if your child is questioned as part of the investigation. The phone number to the child abuse hotline is 1-800-252-5400.

WELLNESS CHECK

A daily health check will be observed for each child as they begin their day.

EMERGENCY CLOSINGS

Our off-campus emergency location is designated at Humble Carpet and Tile located next to the LOG campus. Their address is 1390 Farm to Market 1960 Bypass Rd. East. Humble, Texas 77338. In the event that classes need to be cancelled due to inclement weather, Lamb of God Lutheran School will follow the decision made by Humble ISD. If you have any question about whether ECC is open, please tune in to local TV and radio stations for information on school closings. Additionally, you may check the Humble ISD website for postings about school closings or call 281.446.5262 (LOG's main telephone number) for a recording about the status of the school. You will also receive an email and a Remind 101 text message from the school for this reason, it is imperative that LOG have current email addresses for you that you can access from home or work.

SECURITY DOOR SYSTEM

Lamb of God's security door system has been installed to assist in keeping your children and our staff safe. On the key pad, enter your 4 (four) digit number followed by the pound (#) symbol to unlock the door for entry. You will be issued a pass code assigned by our system for your use only. Please use discretion when sharing this pass code with family members as it will allow anyone who has it access to our school building. Should you suspect someone is using your code improperly, please notify ECC immediately. This is essential to ensure the safety and security of your child and our staff members. All interior classroom doors are locked throughout the day. Please knock and the teacher will let you in.

ARRIVAL AND DEPARTURE

Please escort your child/children to and from their classroom each day. Please be sure to sign them in/out with your signature and time of arrival/departure. ECC requires this for the safety of the children and it is also a state regulation. (This is also the perfect time to share with the staff any information necessary to care for your child.) **Children must remain with parents/guardians at all times before being signed in or after being signed out; this is for the safety of your child and other children.**

All students must arrive for class **no later than 9:00 a.m.** this allows for proper staffing, snack/lunch counts and avoids class disruption.

This is very important for children to arrive on time as routines are very important to children, and a regular arrival time provides consistency and allows the children to begin their day all together with as few interruptions as possible. Once a child is comfortably transitioned into a new classroom environment, we recommend that parents keep their good-byes brief and allow their children to begin enjoying their day. **Any child arriving after 9:00 am will be required to sign in at the office and will be taken to class by a staff member.**

RELEASE OF CHILDREN

Your child will only be released to the person(s) listed on your enrollment form, even in case of an emergency. Proof of ID will be needed during pick up until staff is familiar with those on the list. Should you designate other persons to pick up your child, a written authorization with the date must be given to a Director, and proper identification will be required. Please inform friends and family that this policy is for the safety of everyone involved and will be strictly enforced. Our intention is not to cause offense, rather to keep our children and families safe.

CLASS PLACEMENT INFORMATION

Lamb of God Lutheran Early Childhood Center takes a "whole child" approach to early education by encouraging the spiritual, social-emotional, cognitive, and physical growth of each child.

We offer age and developmentally appropriate programs for children 6 weeks through 5 years old. Each classroom provides an array of equipment and materials appropriate for a range of children's abilities. Children are grouped by age level according to age on September 1. Infants may be moved mid-year to the toddler room as they reach certain developmental milestones; however, all students in other age groups will remain at the appropriate class/age level based on their age as of September 1 (or the beginning) of that year.

*** Students enrolled in the three year and older classrooms must be fully potty trained. These rooms are not equipped to handle frequent accidents which also disrupt the academic time.**

WITHDRAWAL

Parents/guardians who wish to withdraw their child must do so in writing; written notification is to be submitted to the Director via email or a withdrawal form located in the school office. **A two-week notice must be given.** If we receive the notice after the next tuition payment has been drafted, there will be no refund. Please see the separate tuition policy page for additional information.

WHAT TO BRING

Please label all belongings that are brought to school!!

Please send your children to school ready to learn and play. Dress your children in practical, comfortable clothes and shoes. Early learning can be messy! For the safety and comfort of the children, sandals, crocs, or open back shoes should not be worn (tennis shoes or other rubber-soled shoes are best, especially on P.E. days). We ask that no short shirts or shorts, tank tops or halters be worn. Modesty shorts must be worn under girls' skirts or dresses due to active play and time spent sitting on the floor. Please send a complete change of clothes, including socks and two changes of underwear. As the weather turns colder, you will be asked to send another set of clothes appropriate for cooler temperatures. Please remember to label everything. If your child uses diapers, you will be asked to supply disposable diapers. When your child is running low on these items, you will be notified by the teacher.

You may send a blanket or another transitional object if your child needs help adjusting to the school environment. Once your child is comfortable, we make every effort to foster independence and will encourage your child to keep such objects in his or her cubby until it is time to go home or to nap.

Other **toys from home are not allowed** except on "show and tell" days. This helps children to learn to share and to eliminate the loss of treasured belongings. Toys that make it to school will be kept in the child's cubby/backpack until it is time to go home. In addition, please keep money and jewelry at home. Should you allow your child to bring such items, please be aware that teachers and other staff cannot be held responsible if anything that is lost or broken at school.

LOST AND FOUND

Please mark all items brought to school with your child's name. We cannot be responsible for any lost items. Any article left in our lost and found container for more than one month will be given to charity. Please see the Directors for lost and found items. Please use discretion when allowing your child to bring valued or valuable items to school.

MEALS AND SNACKS

We encourage children to practice good manners, converse freely, and eat at the table. Lamb of God Lutheran School provides 2 nutritious snacks and lunch each day. Light breakfast is offered until 7:30 each morning. **If you arrive after this time, please plan on feeding your child at home or allow them to eat in the car. It is confusing to our younger students when one student eats in front of them, but they have nothing to eat.** Weekly menus are posted in each building at the parent information centers and in the classrooms. Seconds are offered to children if requested. Children will be encouraged, but not forced to try new foods. If a child requires a special diet or you don't want your child to eat what is provided, he/she will need to bring a nutritious lunch or snack from home. We are unable to refrigerate, heat or microwave students' meals from home. Please bring food items which must be kept cold to school in an insulated lunch container. **No gum, soda, or candy will be allowed at the school.**

NAPTIME

State law requires a rest time for all students please bring a blanket. If a child does not fall asleep after one hour of resting, a quiet activity will be provided for them. Please ensure bedding is taken home to launder each Friday.

BIRTHDAYS

Birthdays are special days in a child's life. Lamb of God Lutheran School will happily share this day with your child. However, in an effort to avoid any child feeling left out or having hurt feelings, we ask you abide by the following guidelines listed:

If your child would like to treat his/her friends, we ask that you bring a simple treat such as cookies or a healthy snack for each student in class. Please consult teachers for appropriate ideas and times. No home-baked goods are allowed per state regulations.

PARENT/GUARDIAN INVOLVEMENT

Parents and guardians are the most important adults in a child's life and are the primary source of affection and care. Therefore, we make every effort to work in partnership with them to meet the needs of the children. We strive to serve parents and guardians by keeping them informed about their child's experiences at school, and by providing many opportunities to become involved and educated.

Teachers will send information home about lesson plans, school events, and your child's work each week. Please be sure to review materials sent home each day and return necessary items.

Preschool evaluations related to your child's progress toward the curriculum goals are held once per year as well as parent teacher conferences once a year. Parents may request a conference with teachers and/or the Director whenever needed. The teachers and/or Director will also notify the parents if it is felt special circumstances or problems are affecting the child.

PRESCHOOL PROGRAM INFORMATION

The Preschool program is a part-time program that follows the Humble ISD school calendar. We offer a 3-day and 5-day program from 8:30-2:15 for children 18 months through 5 years old. This program is great for families seeking all the benefits of a preschool program that includes academics, specials and social interaction on a part-time schedule.

Preschool hours are from 8:30 a.m. to 2:15 p.m. sharp! Note: There is a 15-minute grace period after for emergencies only. This is not an extension of the class day. There is a \$1 per minute fee assessed for late pick up time after 2:30 pm. If there is a pattern of grace period abuse, you will be notified accordingly and your account will be charged \$3.00 a minute for each child.

VACATION CREDIT POLICY

Students enrolled in the ECC program are eligible to receive a one-week vacation credit during the summer months. A one-week written notice (form located in office) is required for a vacation credit to be granted. *** In addition, during the weeks of November 23rd -27th & December 21st -25th the school will be closed and no tuition will be charged to your account.**

COMMENTS, CONCERNS AND PRAISE

The Directors, teachers, and staff are here to provide quality early education and positive learning experiences for each child at our school. It is very important that we maintain open communication so that we may be aware of your concerns – no matter how small it may seem. If you have concerns, please let us know immediately so that we can address them. Please do not wait until the school year is nearly over to express how you are feeling. It is also important that we hear about what pleases you. Your cooperation is greatly appreciated and necessary for a happy, safe environment for all of us.

TUITION POLICY

PAYMENTS

Lamb of God Lutheran Church and Early Childhood Center require all families to pay via electronic funds transfer from either a bank account or credit card. Draft payments are processed on Thursday's each week in advance of the following week's services. Your account will most likely reflect the payment activity on Friday. Please note that Preschool tuition is drafted monthly and on the first business day of each month.

- ❖ Registration fee must be submitted, in full, with a registration form in order to hold a spot in a class. **Registration fees are non-refundable.** Discounts do not apply to registration fees.
- ❖ A 5% discount is applied to the lowest tuition amount for each additional sibling.
- ❖ A 5% discount is applied for all EMT's, peace officers, firefighters, members of the clergy and active and reserve members in the military and educators. Only one community provider discount is allowed per family.
- ❖ A 10% discount is applied for all members of Lamb of God Lutheran Church (in good standing).
- ❖ Tuition, fees and schedules are subject to change without notice.

COLLECTIONS

- ❖ Payments for tuition or fees that are returned for insufficient funds are subject to a charge of \$25.00.
- ❖ Two or more consecutive returns on an account will result in removal from our center. Students will not be admitted to classroom if any fees have not been paid or acceptable arrangements have been made with the Associate Director.
- ❖ Families with past-due or unpaid balances must obtain the School Director's approval before they will be allowed to re-enroll.
- ❖ All balances must be paid, in full, before withdrawing a child from our program. Unpaid balances will be turned over to our attorney immediately upon withdrawal.
- ❖ Tuition, fees and schedules are subject to change without notice.
- ❖ Tuition fees are the same regardless of holidays, vacation, illness or emergency closures.
- ❖ Late pick-ups for Preschool Students will be charged \$1.00 a minute for each child after 2:30 p.m. Full-Time students will be charged \$1.00 a minute for each child after 6:05 p.m. After the third late pick-up, the fee automatically increases to \$3.00 a minute for each child.