

# Parent Policies and Procedures

Lamb of God Lutheran Church and Preschool





# Lamb of God Lutheran Church and Preschool

**Dear Parent,**

**It is our pleasure to welcome you to Lamb of God Lutheran Church and Preschool...**

**Preschool is a time to set a solid foundation for your child's educational growth. We strive to exceed in excellence with each individual child while instructing the knowledge of who Christ is.**

**Here at Lamb of God Lutheran Church and Preschool 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.**

**We invite you to become an active participant in our school community through volunteering and/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 Lutheran Church and Preschool!**



## LAMB OF GOD LUTHERAN CHURCH AND PRESCHOOL

Lamb of God Lutheran Church and Preschool  
1400 FM 1960 Bypass East  
Humble, Texas 77338

Telephone: 281-446-LAMB (5262)  
Website: [www.lambofgodpreschool.net](http://www.lambofgodpreschool.net)

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**Tony Kobak**  
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Early Childhood Ministry Team (ECMT) guides and supports the teachers and staff of the Early Childhood Preschool program. The ECMT is open to volunteers from Lamb of God Lutheran Church and Preschool as well as parent volunteers from the Preschool 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 Manager, DeLynn Spinks at 281-446-8427.



### **OUR PURPOSE**

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

Lamb of God Lutheran Church and Preschool 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 Lutheran Church and Preschool strives to meet or exceed the academic standards prescribed by the state of Texas.

All students will take part in in the religious instructions and devotion at Lamb of God Lutheran Church and Preschool.

### **SCHOOL GOVERNING BODY**

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

### **SECURITY DOOR SYSTEM**

Lamb of God Lutheran Church and Preschool's security door system has been installed to assist in keeping your children and our staff safe. On the keypad, 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 the Preschool Director immediately. This is essential to ensure the safety and security of your child and our staff members.



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## 1. Open Door Policy

We welcome you to visit your child throughout the day. You may observe or participate in classroom activities, but we ask you to avoid visits during naptime. If it is necessary for you to pick-up or drop-off your child during naptime, please let us know in advance, so we can help you minimize interruptions to the daily routine.

## 2. Daily Procedures

### Hours of Operation

Lamb of God Lutheran Church and Preschool's full-time program is open from 6:30 a.m. to 6:00 p.m., Monday through Friday.

Lamb of God Lutheran Church and Preschool's part time program is open from 8:30-2:30 Monday through Friday. We offer a 3 day and a 5 day a week program. This program follows the Humble ISD school calendar.

Our curriculum hours are 8:30 a.m. to 12:30 p.m. Each class's daily schedule is posted in the classroom. The school year calendar is posted on our website.

### Holidays

Lamb of God Lutheran Church and Preschool will close on the following days:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Wednesday, Thursday and Friday)
- Christmas (during the Christmas holiday Lamb of God Lutheran Church and Preschool is closed for 3 days)

### Vacation

There are no tuition adjustments for vacations or scheduled holidays. This includes both summer and fall sessions.

### In/Out Log

You will notice our commitment to your child's safety begins the moment you step inside our Preschool. To access the School's interior classroom area, everyone must first sign in. You and the people you permanently authorize to pick up your child will be permitted into the classroom areas, after verification of their identification.



All students must arrive no later than 9:00 a.m. This allows for proper staffing, snack /lunch counts and avoids class disruption. Any child arriving after 9:00a.m. will be required to sign in the office and will be taken to class by a staff member.

### **Pick-up/Check Out Procedures**

The staff can only release a child to a parent or guardian on the child's emergency pick-up list. Parents may designate friends or family members to pick-up their child. A formal ID must be presented and verified with the emergency pick-up list. If a person is not listed on the emergency card, the student will not be released. Email from the parent is also accepted.

All employees are aware of this policy and are instructed to follow verification protocol.

### **What to Bring**

Please label all belongings that are brought to school. Dress your child in practical comfortable clothes and shoes. Sandals, crocs or open back shoes should not be worn. Rubber sole shoes are ideal footwear for students. Please send a complete change of clothes including socks and underwear. Toys from home are not allowed.

### **Class Placement Information**

We offer age and developmentally appropriate programs for children 6 weeks through 5 years old.

Children are grouped by age level according to age on September 1<sup>st</sup>. Infants may move mid-year. All students in other age groups will remain in the appropriate class/age level. Students enrolled in the 3-year-old class and up must be fully potty trained.

### **Custody Disputes**

While it is preferable to avoid becoming involved in an access dispute, the protection and best interest of the child(ren) will always be our priority. Legally, unless there is an active restraining order, court order, or court ordered visitation schedule on file at the Preschool that designates otherwise, the Preschool cannot deny a parent or guardian access to his or her child. We require all families to resolve their differences or unsettled court orders through legal channels. Ultimately, Lamb of God Lutheran Church and Preschool's primary concern is the safety of all children and staff. For that reason, the Preschool cannot be used as a place for scheduled visitations, nor can we be responsible for supervising the parent or guardian visits.

### **Person(s) appearing to be impaired or under the influence during pick-up**

Lamb of God Lutheran Church and Preschool will contact the custodial parent should a parent or person approved for pick up appear to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Lamb of God Lutheran Church and Preschool staff will delay the impaired parent as long as possible while contacting the other parent.



### 3. Parent Information

#### **Review of minimum standards**

The Minimum Standards are the state guidelines for all Licensed Day Cares in the state of Texas. Each parent is welcome to review the office copy of Minimum Standard Rules for Licensing Childcare or visit [www.dfps.state.tx.us/](http://www.dfps.state.tx.us/) or by calling the Child Care Information line at 1-800- 862- 5252.

The most recent licensing report is available for review.

Lamb of God Lutheran Church and Preschool is licensed by the state. There are several requirements we must meet to maintain our license and stay in compliance. It is the responsibility of the Director to ensure all standards and regulations are maintained daily.

#### **Texas Child Care Licensing (CCL)**

The mission of Child Care Licensing is to protect children through regulations and education. Licensing staff inspect centers to be sure that minimum standards are met. To contact a local licensing office visit [http://www.dfps.state.tx.us/child\\_care/local\\_child\\_care\\_licensing\\_offices/#ccloffices](http://www.dfps.state.tx.us/child_care/local_child_care_licensing_offices/#ccloffices) or reach them at (713) 940-3009 Houston Area.

#### **Review of Emergency Preparedness Plan**

Each parent is welcome to review the office copy of the Lamb of God Lutheran Church and Preschool Emergency Preparedness Plan which includes:

- 1) Evacuation, relocation, and sheltering/lock-down of children
- 2) How children will be evacuated or relocated to the designated area
- 3) Staff responsibility
- 4) Communication

### 4. Meals and Food Services

Lamb of God Lutheran Church and Preschool provides 2 snacks, breakfast and lunch each day. Breakfast is offered until 7:30 each morning. Weekly menus are posted in each building at the parent information centers and in the classrooms.

When meals/snacks are provided by Lamb of God Lutheran Church and Preschool (example: pizza day) parents must provide and alternate meal/snack if your child is not able to eat the meal/snack provided per the Preschool menu.

#### **Food Allergy**

If your child is allergic to specific foods, we must have a food allergy emergency plan prepared by the child's health care professional that includes:

- 1) A list of each food the child is allergic to;
- 2) possible symptoms if exposed to a food on the list;
- 3) the steps to take if the child has an allergic reaction; and



- 4) The child's health care professional and parent must sign and date the plan.

*Bottles in the infant/toddler room only*

#### **Breast milk instructions:**

- Pour correct amount into each bottle
- Transport bottles to classroom refrigerator. Any unused breast milk will go home with child the same day.
- Label all items; bottle, bottle tops and/or any other containers from home. Optional website for special permanent labels: <https://www.inchbug.com/>
- For those mothers who are breastfeeding and have ability to come to the Preschool to feed their child, a comfortable area will be provided.
- Lamb of God Lutheran Church and Preschool will not be held responsible for sanitizing bottles. Bottles are to go home daily and return to school ready for next day use.

#### **Non-Prepared Formula instructions:**

- Measure and pour serving amount of water into bottle according the instructions on the label of the formula.
- Measure formula in formula dispenser per each bottle serving, according the instructions on the label of the formula.
- Label all items; bottle, bottle tops, formula dispenser and/or any other containers from home. Optional website for special permanent labels: <https://www.inchbug.com/>
- Lamb of God Lutheran Church and Preschool will not be held responsible for sanitizing bottles. Bottles are to go home daily and return to school ready for next day use.

#### **Prepared Formula instructions**

- Formula can be prepared at home and transported to classroom refrigerator. Any unused prepared formula will go home with child the same day.
- Label all items with child's name and last initial; bottle, bottle tops and/or any other containers from home. Optional website for special permanent labels: <https://www.inchbug.com/>
- Lamb of God Lutheran Church and Preschool will not be held responsible for sanitizing bottles. Bottles are to go home daily and return to school ready for next day use.

#### **Bottle Warmers**

Lamb of God Lutheran Church and Preschool will warm up bottles as requested by the parents on the monthly dietary form.

#### **Monthly Dietary Form**

A monthly dietary form must be turned in every month **NO LATER** than the 1st Monday of every month. Your child will not be allowed to remain at school without an updated monthly dietary form.



## 5. Outdoor Play

We will go outside when it's very cold and very warm but may adjust the amount of time outside based on weather conditions. Students will need to dress accordingly with caps, gloves, and coats when it's cold (PLEASE LABEL ALL GARMENTS WITH YOUR CHILD'S NAME AND LAST INITIAL). Please keep in mind that children do not mind cold weather and according to pediatricians, cold weather does not make a child sick. Germs thrive in heated buildings.

Morning insect repellent/sunblock spray must be applied by parents either prior to arrival or upon arrival at the Preschool if you feel that it's necessary. If you would like us to reapply insect repellent spray on your child prior to outdoor we will gladly do so year-round provided you supply us with your preferred brand. Please make sure to write your child's name on all containers with a permanent marker and give them to your child's teacher for safe storage. Under no circumstances may insect repellent be left in a child's backpack.

## 6. Discipline and Guidance

Discipline must be:

- 1) Individualized and consistent for each child;
- 2) Appropriate to the child's level of understanding; and
- 3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-directions, which includes at least the following:

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior using positive statement; and
- 4) 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.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) Corporal punishment or threats of corporal punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child;
- 4) Hitting a child with a hand or instrument;
- 5) Putting anything in or on a child's mouth;
- 6) Humiliating, ridiculing, rejecting, or yelling at a child;
- 7) Subjecting a child to harsh, abusive, or profane language;
- 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.



### **Expulsion/Dismissal from school**

Students must be able to follow advanced curriculum. Students must be able to follow directions and respect authority. Lamb of God Lutheran Church and Preschool reserves the right to exclude the new enrollment of or terminate the existing enrollment of a child at any time, including, but not limited to, children whose behavioral and education needs cannot be met at Lamb of God Lutheran Church and Preschool without fundamental alterations of or undue burden to our existing programs, procedures, or practices, as deemed by Lamb of God Lutheran Church and Preschool, and/or children whose fees and/or tuition payments are in arrears.

The following steps will be taken:

- Note to Parent(s)
- Conference with parent(s)

If a student exhibits excessive aggression towards a student or a staff member, the following steps will be taken:

- Parent(s) must pick-up child immediately
- Child will be suspended from the program for one day
- Child is expelled from our program.

## **7. Emergency Closing or Cancellations**

We will follow the same decisions as Humble ISD for school closings in the event of extreme conditions such as flooding, icy road conditions, hurricane, etc. All news channels will post the decisions made by Humble ISD regarding these closures. It is extremely important that all work, home, cell numbers, and email addresses are kept up to date for this purpose. We will also use the same service to contact you if we are able to return to school prior to Humble ISD's return.

There will not be a tuition credit or adjustment due to closures for extreme weather conditions or damage to the school facility due to the weather conditions up to five days, or power outages up to five days. You will not be charged for the additional days we are closed beyond the first school days (Monday-Friday).

### **Power Outages**

In the event our building loses power for longer than one hour and the electric company indicates that we will be without power for longer than ½ of the school day, you will be contacted. Students must be picked up as soon as possible or as indicated via the communications when the parents are contacted.

### **Evacuations/Security Procedures**

#### **Off-site**

Parents will be contacted immediately when the students must be evacuated off site. All students must be picked up at that location immediately. Please make sure your child's registration information is



always up to date. It is extremely important we have your current contact numbers as well as updated emergency contacts home, work, and cellular phone numbers.

#### **Our evacuation site for Lamb of God Lutheran Church and Preschool:**

Our off-campus emergency location is designated at Humble Carpet and Tile located next to Lamb of God Lutheran Church and Preschool. Their address is 1390 Farm to Market 1960 Bypass Rd. East. Humble, Texas 77338.

#### **School Lock Down**

All doors must be locked and students will not be released until it is determined that it is safe to open the Preschool in the event of a Chemical Release Disaster or any event outside of the Preschool that might place the children at risk. Parents will be notified via email or phone of any emergency requiring a lockdown.

#### **Emergency Contact**

Emergency contact number if school phones cannot be reached is 281-222-1520.

## **8. Illness and Exclusion Criteria**

To avoid the spread of disease, state licensing standards require ill children to be isolated from their group and picked up from school as soon as possible. Your child must be able to comfortably participate in all center activities, including outdoor play, to be able to attend school.

If the child exhibits any of the following symptoms, he/she must be excluded from attendance:

- An oral temperature of 100.4 degrees or higher accompanied by behavior changes or other signs or symptoms of illness
- Is vomiting or has an upset stomach accompanied by diarrhea
- Has diarrhea that is not able to be contained within a diaper
- Shows evidence of a communicable disease, such as chicken pox or pink eye
- Has an undiagnosed rash
- Has difficulty breathing
- Has unusual lethargy, irritability, or persistent crying
- Has discharge from the eye, ears, and/or profuse, colored nasal discharge
- Mouth sores with drooling
- Head lice
- Healthcare professional has diagnosed the child with a communicable disease

The child must have medical documentation indicating that they are no longer communicable or contagious. To return to school, your child needs to be free of all symptoms for 24 hours.

Children may not come to school unless they are well enough to participate in all school activities including outdoor playground.



## 9. Emergencies Medical

All teachers are CPR and First Aid certified. In the event, of a critical illness or injury that requires immediate attention of a physician, the Preschool will:

- Contact the parent;
- Care for the child apart from the other children; and
- Give medical first aid to the child until emergency services arrive if emergency services are needed. At that time, the child will be turned over to the emergency services personnel and/or the parent.

### **Injuries**

If your child receives a minor injury such as a skinned knee or minor bump or bruise, we will administer basic first aid. Staff is required to complete an accident report for any incident that occurs on school grounds. The Director or person in charge and parent guardian will sign the form. A Copy of the form will be given to the parent/guardian and the original will be kept in the child's file.

## 10. Medication Policies

Lamb of God Lutheran Church and Preschool does dispense medications to children whose parents meet the following criteria:

- Medication is only administered at 12:00p.m. and 4:00 p.m. with the exception of prescription on an as-need basis. If the child requires medication at 12:00 and at 4:00, two separate forms will need to be filled out.
- An "Authorization to Administer Medication" form must be completed by the parent and given to the Director or the morning teacher. Forms are available in the lobby area. For on-going medication, a new form must be submitted every week.
- Prescribed medication must include child's name, date of birth, doctors name, prescription number, expiration date and full details of dosage.
- The employee must administer the medication in amounts according to the label directions as of amended by the physician.
- The medication must only be administered to the child for whom it is intended.
- Medication may not be administered after the expiration date.
- All medications must be kept in a predesignated area, out of reach of the children, and each medication must be labeled with the child's first and last name.
- Never leave any medication in a child's bag, locker, or cubby.

### **Topical Ointment**

Any topical ointment or creams that are provided with the child's first name and last initial, along with the date it is provided, is giving Lamb of God Lutheran Church and Preschool permission to apply per manufacturer dosing instructions, unless other instructions are provided by the physician. These non-prescription items are permitted: Diaper Ointment, Baby Vicks, Insect Repellant, and Sunscreen.

ALL MEDICATION MUST BE TAKEN HOME EVERY FRIDAY.



## 11. Immunization Requirements

Visit [www.dshs.state.tx.us/immunize/Schedule/schedule\\_child.shtm](http://www.dshs.state.tx.us/immunize/Schedule/schedule_child.shtm) for required immunization and ages. Parents are required to provide Lamb of God Lutheran Church and Preschool with updated immunization records. Your child will be excluded from attendance at Lamb of God Lutheran Church and Preschool if this information has not been submitted, is not current, or is incomplete unless your physician provides a waiver.

### **Tuberculin Testing Requirements**

Requirements for Tuberculosis screening and testing vary across the state. Consult the Harris County Health Department requirements to verify if your child needs this immunization.

### **Vaccine-preventable diseases for employees**

Employees are not required to receive vaccines for preventable diseases or flu shots.

## 12. Hearing and Vision Screening Requirements

Children enrolled in programs who are four years of age by September 1st will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment. This test is required by the Texas Dept. of Family and Protective Services. The fee for the vision and hearing testing must be paid by the child's parent prior to testing and permission form must be signed and dated. If you prefer to have your child tested by his pediatrician, please submit the test results to the school Director no later than November 30<sup>th</sup>.

## 13. Enrollment Procedures

Lamb of God Lutheran Church and Preschool must have on file:

- Admission Page with the following: The child's name, birth date, home address, telephone numbers, date of the child's admission to the Preschool, name and address of the parents, telephone numbers at which both parents can be reached during the day, and in the evening.
- Name, address, telephone number and any additional contact information of another responsible individual friend or relative, who should be contacted in an emergency when parents cannot be reached.
- Name and telephone numbers of persons other than the parents who are authorized to pick up or drop off the child.
- Name, address and telephone number of the child's physician or an emergency-care facility.
- Authorization to obtain emergency medical care and to transport the child for emergency medical treatment.
- Statement of the child's health from a health-care professional
- Permission for participation in water activities, if applicable.
- A statement of the child's special care needs. This includes, but is not limited to, allergies, existing illness, previous serious illness and injuries, hospitalizations during the past 12 months, and any medications prescribed for continuous, long-term use.
- Vision and Hearing screening results, if applicable.



- Immunization Records.
- A completed food allergy emergency plan for child, if applicable (see Food Allergy)
- Infant only; infant sleep agreement form

### **Updating Admission information**

Parents must update annually admission information, including information on special care needs. Updated admission must have a parent signature.

### **Policy Changes**

Lamb of God Lutheran Church and Preschool reserves the right to change, revise, supplement, or delete any of our policies and procedures, at any time. Parents will be notified of any changes to this policy by email within five business days. Changes will be effective on the dates determined by Lamb of God Lutheran Church and Preschool.

## **14. School Parties**

Seasonal parties are celebrated during the school year. To maintain successful parties, and for all children to participate, all parents are expected to contribute items for each party.

## **15. Children's Birthdays**

We enjoy celebrating your child's birthday at Lamb of God Lutheran Church and Preschool. Parents are welcome to provide a treat for the class. Please limit it to prepackaged cupcakes, muffins or cookies. For safety reasons, we do not allow balloons to be brought to school. We ask you to make arrangements in advance directly with your child's teachers as to how much to bring and when. Special birthday treats will be served at lunch time. We also discourage the distribution of birthday party invitations at school unless you plan to invite the entire class.

## **16. Naptime**

Students will need a small pillow and a lightweight blanket, (no sleeping bags or quilts).

Make sure that pillows and blankets have your child's name clearly marked on them. Blankets and pillows must be taken home and washed on Fridays.

State law requires a rest time for all students. If a child does not fall asleep after one hour of resting a quiet activity will be provided for them.

## **17. Breast Feeding**

Lamb of God Lutheran Church and Preschool provides a comfortable private area for nursing mothers. Please see the Preschool Director for assistance.

## **18. Infant Sleep Agreement**

All staff, substitute staff and volunteers at Lamb of God Lutheran Church and Preschool follow the safe sleep recommendations of the American Academy of Pediatrics and the Consumer Products Safety



Commission for infants to reduce the risk of Sudden Infant Death (SIDS). SIDS/SUIDS is the sudden death of an infant under 1 years of age, which remains unexplained after a thorough investigation.

- Infants will always be put to sleep on their backs.
- Infants will be placed on a firm mattress, with a tight fitted sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full-size cribs.
- No toys, soft bedding will be in the crib or draped over the crib.
- Devices such as wedges or infant positions will not be used.
- Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If extra warmth is needed, sleeping clothing can be used as an alternative to blankets (e.g. sleepers or footed pajamas).
- Only one infant will be placed in a crib to sleep.
- No cribs toys, mobiles or musical/night light crib attachments will be used in the crib.
- Infants may use a pacifier during sleep. It may not be attached to the infants clothing by a string, cord or other attaching mechanism that might be a strangulation risk.
- Sleeping infants will be actively observed by sight and sound.
- Awake infants will have supervised “tummy time” several times daily. This will help strengthen their muscles and develop normally.
- When infants are able to roll back and forth from front to back, the infants will be placed on their back for sleep and allowed assume and preferred sleep position
- Infants must not sleep in restrictive devices, which would include “confining equipment”, unless the parent provides a Sleep Exception Form completed by the infant's pediatrician or health care provider.
- Infants must be removed from restrictive devices such as baby swings, bouncy seats and any other type of restrictive device and placed in a crib as soon as possible after they fall asleep.
- An infant must be placed in a face-up sleeping position and must not be swaddled unless the parent provides a completed Sleep Exception Form by their pediatrician or health care provider requesting special sleep needs.

## 19. Financial and Policy Procedures

Lamb of God Lutheran Church and Preschool require all families to pay via electronic funds transfer from either a bank account or credit card. Draft payments are processed on Thursdays each week in advance of the following weeks service. Your account will most likely reflect the payment activity on Friday. Part time tuition is drafted monthly and on the first business day of the month.

Registration Fee: \$150-Annual Fee – School Year August-May (non-refundable) and \$50 Summer fee.

- This fee must be paid at time of enrollment

### Discounts

Discounts do not apply to registration fees.

- 5% discount is applied to the lowest tuition amount for each additional sibling.



- 5% discount is applied for all EMT's, peace officers, firefighters, members of the clergy, active and reserve members military and educators.
- 10% discount is applied for all members of Lamb of God Lutheran Church and Preschool.

### **Payments**

- Payments for tuition or fees that are returned for insufficient funds will receive a charge of \$50.
- Two or more consecutive returns on an account will result in removal from Lamb of God Lutheran Church and Preschool. Students will not be admitted to classroom if any fees have not been paid or acceptable arrangements have been made with the Director.
- Families with past-due or unpaid balances must obtain the Preschool Director's approval before they will be allowed to re-enroll.
- Parents/guardians who wish to withdraw their child must do so in writing. 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.
- 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 students will be charged \$1.00 a minute for each child five minutes after dismissal. After the third late pick-up, the fee automatically increases to \$3.00 a minute.
- Late Tuition Payment: \$10 per day

## **20. Parental Notification**

Lamb of God Lutheran Church and Preschool reserves the right to change, revise, supplement, or delete any of our policies and procedures, at any time. Parents will be notified of any changes to this policy by e-mail within five business days. Changes will be effective on the dates determined by Lamb of God Lutheran Church and Preschool.

## **21. Parking Safety/Building Safety**

All children must enter the Preschool accompanied by a parent or guardian/responsible adult. Children must be signed in upon arrival and be accompanied to class by a parent or guardian/responsible adult.

Parents must never leave a child unattended in a vehicle in the parking lot.

Please lock your vehicle when you enter the building to drop-off and pick-up your child. Never leave anything of value visible in your vehicle. Lamb of God Lutheran Church and Preschool is not liable for the theft of or damage of any property. Thefts in childcare parking lots can occur even when vehicles are locked.

Students are NEVER allowed in the parking lot without close supervision of a parent, guardian or responsible adult.



When you pick up your child, keep the children in your presence again, never allowing your child to run ahead of you. If your child forgets something in the classroom, you must accompany your child back to the classroom to ensure that your child is safe and is doing what is expected. The children must not leave the classroom or building unattended.

## 22. Biting

One of the biggest challenges in childcare is the issue of children biting. Lamb of God Lutheran Church and Preschool has a policy regarding how we handle the situation, but we would like to emphasize that the policy is designed more for children approximately two years of age who are within the age of reasoning and understanding.

Biting is an unfortunate occurrence with young children who just don't have the language skills to say what they want or do not want. Many times, one child will tend to play too closely (in another biting child's space) and that creates an environment for biting if the other child needs more space. Sometimes one child will want a certain toy that the other child has, and they do not have verbal skills, so they take it resulting in the other child to get the toy back.

When a very young toddler or early preschooler bites, we will:

- Inform both parents via-email or phone.
- Attend to the child who was bit with ice and lots of love and attention.
- Closely observe the biter to make sure there is not a possible sign of ear infection or new teeth coming in that might be causing discomfort.
- Keep a close eye on the biter to try to prevent a re-occurrence.
- Staff will do everything possible to prevent biting, but there are times when it is just unavoidable.
- We will also work with the parents of the child who is biting to make sure the child isn't sick or isn't getting enough rest. We thank you in advance for your patience and understanding regarding this very challenging occurrence in childcare.

The third time a child bites they will be sent home. The fourth time a child bites it will result in dismissal from Lamb of God Lutheran Church and Preschool.

<https://www.parents.com/toddlers-preschoolers/development/behavioral/tough-toddlers-4-common-triggers-for-hitting-and-biting/>

## 23. Confidentiality Policy

All personal records of children and families are kept in the strictest confidence. Information pertaining to admission, progress, health, or discharge of child shall be confidential, unless we have written permission for disclosure from the parent or guardian.

## 24. Preventing and Responding to Abuse and Neglect of Children

In order to increase employee and parent awareness of issues regarding child abuse or neglect, including warning signs and prevention techniques, we post on our Parent and Staff info boards



information from the DFPS website "Keeping Children Safe" and urge staff, parents and others to visit the site also [www.dfps.state.tx.us/itsuptoyou/default.asp](http://www.dfps.state.tx.us/itsuptoyou/default.asp). Lamb of God Lutheran Church and Preschool will also handout flyers annually regarding reporting abuse and neglect.

All staff is required to complete one hour of annual training on Reporting Suspected Abuse and Neglect of a child. We have resources on site for training that includes DVD, self-instructional materials and online training at [www.dfps.state.tx.us/training/reporting/default.asp](http://www.dfps.state.tx.us/training/reporting/default.asp)

To report suspected abuse call 1-800-252-5400 or visit [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

If you are a victim of abuse and neglect and need help call 1-800-252-5400 or Harris County Women's Center- Domestic Violence- 713-528-2121

The strategy for coordination between Lamb of God Lutheran Church and Preschool and appropriate community organizations will always be through and upon advisement of the Department of Family and Protective Services and our current Child Care Licensing Representative. For assistance and intervention, parents and others can contact DFPS 1-800-252-5400 or 1-800-4-A-CHILD or online [www.txabusehotline.org](http://www.txabusehotline.org)

## 25. Health Checks

Lamb of God Lutheran Church and Preschool does not perform daily health checks.

## 26. Gang-Free Zone

Under the Texas Penal Code, any area within 1,000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized gang-related criminal activity are subject to harsher penalty.

For more information visit <https://www.dfps.state.tx.us/>

## 27. Weapon

At no time is any person permitted to carry any type of Firearm, Ammunition and/or Weapon on Lamb of God Lutheran Church and Preschool property, except for law enforcement.

## 28. Animal

Lamb of God Lutheran Church and Preschool does not keep pets/animals on site. Occasionally we will have special guest with pets/animals for educational purposes. Parents will be notified via-email in advance of these situations.

## 29. Supplemental Information

This Parent Handbook (Policies and Procedures) contains general information concerning the policies and procedures of Lamb of God Lutheran Church and Preschool. The policies and procedures described herein are not intended to be and should not be interpreted as a contract between Lamb of God Lutheran Church and Preschool and any other person. This information does not constitute a legal



document, nor does it constitute a contract. It does not confer any legal rights, nor does it create any contractual obligations, expressed or implied.

By signing the Parent Acknowledgement application during enrollment, it is understood that all the policies and procedures of Lamb of God Lutheran Church and Preschool handbook are understood and agreed upon.