



**EMANUEL'S LUTHERAN
DAY SCHOOL
2020-2021**

Parent Handbook

**"Train a child in the right way, and when old, they will not stray."
*Proverbs 22:6 (NRSV)***

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to Emanuel's Lutheran Day School

Emanuel's Lutheran Church Mission Statement

To be the church God is calling us to be by declaring God's love, serving others, and embracing all.

Emanuel's Lutheran Day School Vision

To provide the best early childhood education for our children by encompassing spiritual, physical, intellectual, emotional, and social development within a Christian environment.

Our Beliefs:

Emanuel's Lutheran Church is a congregation of the Evangelical Lutheran Church in America (www.elca.org)

We believe in the Trinity; God the Father, God the Son, and God the Holy Spirit.

We confess God as Father and Creator of the universe, Jesus Christ as Lord and Savior, and that the Holy Spirit calls, gathers, enlightens, sanctifies, and keeps the whole Christian Church on earth.

The Good News of Jesus Christ is the power of God for the salvation of all who believe. Through the life, death, and resurrection of Jesus, human beings can be reconciled to God.

We believe that the Bible, the Old and New Testaments, is the inspired, written Word of God and the authoritative source and norm of the church's proclamation, faith, and life centering in Jesus Christ.

We believe that all human beings are born in sin and cannot live the life God intends on our own, but we believe that we are justified by grace through faith on account of Christ.

We understand that God comes to us through the Means of Grace, the Word of God and the sacraments of baptism and communion. Through them, God helps us understand and receive the benefits of a relationship with God.

Goals for Learning in all areas of Development

One of the most critical curriculum goals is to help children become enthusiastic learners. We accomplish this by providing a caring environment where children learn through the joy and adventure of hands-on play. These experiences offer children the opportunity to explore their environment and practice skills within a classroom setting shared with their peers. In a loving Christian atmosphere, we guide children to reach their full potential to become self-reliant, confident, respectful, responsible, and problem-solving individuals.

Social Goal: Children develop the ability to interact with peers and adults respectfully, form positive peer relationships, and gain an increasing awareness of belonging to a family, community, culture, and program.

Emotional Goal: Children learn to feel comfortable in school, trust their new environment, grow in self-esteem, independence, and self-control. As well as develop a positive attitude toward life.

Cognitive Goal: Children become confident learners by acquiring learning skills such as the ability to apply and adapt strategies to solve problems, listen attentively, ask questions, use words to describe thoughts and feelings, and by engaging in early reading, writing, and math experiences.

Physical Goal: Children develop their large and small muscle skills and build an understanding of healthy and safe living practices.

Spiritual Goal: Bible stories, verses, songs, prayer, and discussion of scriptural truths and values that help support children's spiritual development and are an integral part of each child's learning experience.

Curriculum

Emanuel's Lutheran Day School uses a curriculum called "One in Christ" for all levels of our school from Infant thru Kindergarten. Pre-Kindergarten 3 also uses "Get Set for School." Pre-Kindergarten 4 and Kindergarten classes use "Handwriting Without Tears" as well as other Kindergarten level curriculum. All the curriculum used supports the age-appropriate intellectual, physical, and emotional learning standards contained within the Texas Education Agency's Pre-Kindergarten Guidelines.

These programs begin promptly at 8:30 a.m. Your child must be in regular attendance and on time daily to take full advantage of this crucial sequential curriculum leading ultimately to kindergarten preparedness.

Parents - Teachers Communication

Welcome to Emanuel's Lutheran Day School,

This year is sure to be a fun and exciting time for your child as they learn the good news of Jesus Christ and how much God loves them. Our teachers work hard to provide an age-appropriate program that matches the developmental needs of young children.

The preschool years are an exciting opportunity to work together to support your child in his or her learning. If at any time you have any questions or concerns, please call me.

Grace and Peace,

School (830) 372-0332

Victoria Bower
Director

Cell (714) 390-7209

Enrollment Information

Upon choosing Emanuel's Lutheran Day School to meet your family's needs, a \$50 non-refundable registration fee is required for Summer. A non-refundable registration fee of \$150/Infant – Pre K 4, and \$250 Kindergarten is required for the school year to complete enrollment to register your child. Checks are payable to Emanuel's Lutheran Day School.

Enrollment is **complete** when the following conditions have been satisfied:

- Completed New Student Application form submitted to the Day School Office
- Completed Affirmation of Agreement
- Completed Registration Form
- Updated health records, including immunization records, and signed doctor's statement submitted
- Brightwheel app download on mobile phone completed

Enrollment Discontinuance

The Day School takes every measure to ensure a safe, positive environment for all children to learn and grow. However, there are times when, in the best interest of the child, family, other children of the Day School program, a child is not suited to continue

at Emanuel's. Circumstances rendering that action might include but are not limited to the following:

- Failure on the part of the parent to provide necessary medical and educational information to the teacher and/or Director; not completing required enrollment forms
- Repeated tardiness and absenteeism on the part of the child
- Repeated contagious illnesses or conditions posing a health risk to other children and the staff
- Parent disregard for school procedures and licensing regulations
- Parent delinquency in payment of tuition as described in this document
- Parent or child continued disrespect toward children, staff, other parents or guests/visitors at the school
- Threats, or implied threats, verbal, physical, or by electronic means to a child, parent, staff member, or any visitor to or guest of ELDS by a child, parent/guardian, or other family members, on or off the premises.
- Repeated misbehavior on the part of the child, which could pose harm to the child, other children, or staff in the center, or that becomes a consistent distraction in the classroom, preventing the teacher from carrying out her duties as a teacher and caregiver.

Part-time Enrollment:

The Day School must schedule staff hours, plan activities, and purchase materials following the schedules submitted during the registration process. **If your part-time child misses a day, his/her schedule cannot be re-arranged to make up that day.** The only exception would be under emergency circumstances and at the approval of the Director. Vacations, staying home for a day, illness, visiting with other family members, or other such non-emergencies are considered absences. They cannot be made up except by prior approval of the Director.

Day School Tuition and Fees

Infant, Toddler and Early Preschool Care are located in the Day School building 310 N Travis

Pre-Kindergarten 3, Pre-Kindergarten 4 and Kindergarten Classes are located on the first floor of the Church building located at 206 N Travis

Classroom/Age	Full Time	Part-Time 3 days or ½ day 8:00 am to 12:15 pm	Registration Fee
As of October 12, 2020			
Infant 6 Weeks to 17 Months	\$185 Weekly \$802 Monthly	No Part-time Available	\$150
Toddler 18 - 35 Months	\$155 Weekly \$672 Monthly	No Part-time Available	\$150
Early Pre School Fully Potty Trained	\$135 Weekly \$585 Monthly	\$107 Weekly \$464 Monthly	\$150
Pre Kindergarten 3 Years Old before September 1, 2020	\$130 Weekly \$563 Monthly	\$107 Weekly \$464 Monthly	\$150
Pre-Kindergarten 4 Years Old before September 1, 2020	\$130 Weekly \$563 Monthly	\$107 Weekly \$464 Monthly	\$150
Kindergarten 5 Years Old before September 1, 2020	\$130 Weekly \$563 Monthly With Day Care	\$116 Weekly \$503 Monthly Without Day Care 8:00 am–3:00 pm	\$250

Family Discount Plan

The oldest child pays Full Tuition.
Additional Children receive a \$50/month discount.
Church members receive a \$50/month discount

Tuition Payment Policy and Procedures

The Day School operates as a non-profit and on a budget approved by the Emanuel's Lutheran Church Congregation but separate from the Emanuel's Lutheran Church operating budget. All Day School tuition income covers reasonable expenses incurred by our students and our staff, including staff payroll and all building maintenance,

supplies, utilities, and replacement of equipment. Fundraising activities and donations from charitable organizations and the individual members of the church congregation will, at times, allow for the purchase of special items and facility upgrades and maintenance, but not the daily operations of the school. Please be aware that paying your child's tuition on time allows for equitable distribution of materials, routine maintenance and cleaning, and the employment of appropriate personnel for the teaching and supervision of your children.

The payment schedule is as follows:

- Tuition may be paid by the week, every two weeks, or monthly.
- Weekly tuition payments are due on Monday at 6:00 p.m. every week. Failure to pay for the week's balance on time will result in a \$25.00 late fee. Absence on the due date does not excuse payment; the late fee will still apply.
- Please utilize our Brightwheel app for the direct payment tuition option.
- You may also pay by check or money order made out to Emanuel's Lutheran Day School

If checks are returned for insufficient funds, a \$25 fee will be assessed, and full payment of tuition and late fee in cash or by money order will be required to bring the tuition account into balance and avoid additional fees.

Tuition and fees may be paid by check, money order, cash or directly through the Brightwheel billing system. Check or cash payments must be placed through the slot of the tuition lockbox on the wall in the teacher workroom area. *No payments may be given to staff*, except the Director. **Cash must be enclosed in the envelope provided in the workroom area, and the information on the front of the envelope completed in full.**

If a child enrolls in the second week of the month or later, the tuition rate for that month will be pro-rated to reflect the reduced number of days the child will attend during that month. There is no pro-rated tuition rate to reflect vacations, holidays, illnesses, emergency school closings, or other absences. Tuition may also be pro-rated if a child withdraws from ELDS. **Your child's tuition must be paid through the two-week notice period.**

The Day School is a ministry of Emanuel's Lutheran Church. The Director, Pastor(s) and Day School Board are willing to talk with parents and discuss any financial issues which would prevent a child from continuing at Emanuel's Day School. Please contact the Director as soon as possible with your tuition concerns.

General Information

Hours of Operation: Monday – Friday; 7:00am – 6:00pm.

Our website is <https://emanuels-seguin.weebly.com/>. Your child's classroom folder will provide reminders and up-to-date information about your child and upcoming classroom and school activities.

The Day School employs a comprehensive child care management system, **Brightwheel**, allowing parents to view statements, receive reports, messages, and pictures from teachers in your parent portal. Individual members of the family will be able to sign in and out electronically with a security number (PIN) every morning and afternoon. **Do not share PINs with family and friends.** This is an auditable record accessed by the Texas Health and Human Services Commission (HHSC) to determine attendance and those individuals transporting the child.

All children are expected to be in attendance by 8:30 a.m. each morning during the school year. Those families arriving after 8:30 a.m. must:

- ***Newborn to Early Pre School 3 must enter through the Travis Street office entrance.***
- ***Pre-Kindergarten 3 through Kindergarten must enter through the Travis Street Entrance of the education building.***

Pre-Kindergarten Daily Schedule Sample:

7:00 a.m. - 8:30 a.m.	Morning Room: Free Play for Early Arrivals
8:30 a.m. - 9:15 a.m.	Welcome to School / Outdoor Activities
9:15 a.m. - 10:00 a.m.	Center Activity / Story Time / Theme Activity
10:00 a.m. – 10:25 a.m.	Snack Time / Restroom / Wash Hands
10:30 a.m. - 10:50 a.m.	Circle Time / Bible Story
10:50 a.m. - 12:30 a.m.	Center Activity / Story Time / Craft / Theme Activity

Learning Center Activities:

- Alphabet Center	- Building Blocks Center	- Math Center	- Science Center
- Writing Center	- Dramatic Play Center	- Library Center	- Art Center
12:30 a.m. – 1:00 a.m.	Lunch / Restroom / Wash Hands		
1:00 p.m.– 3:00 p.m.	Nap Time		
3:00 p.m. – 3:30 p.m.	Snack Time / Restroom / Wash Hands		
3:30 p.m. – 4:30 p.m.	Outside Play and inside play		
4:30 p.m. – 6:00 p. m.	Center Activity / Story Time / Craft / Theme Activity		

Breakfast, Lunch and Snacks

While not mandatory, many children bring breakfast food in the morning to eat with their friends. Breakfast time ends promptly at 7:45 a.m. All children bring lunch, including one snack from home each day. Each classroom has a refrigerator where lunch and snacks may be stored if necessary.

Toddler and Early Pre School

Microwaves are also available in each classroom. However, we ask that food requiring more than 1 minute to heat or prepare for serving **not** be included. Remember, we are serving fifteen children at a time.

Pre K 3, Pre K 4 and Kindergarten

All food should come to school ready to eat. Microwaves are not available in the classroom.

Labeling of food containers and lunch boxes with student's first name and last initial is mandated by HHS, and its verification is subject to unannounced State Licensing or County Health inspections. Use a permanent marker to write your child's name on the outside of the lunch container, drink containers, or anything else placed in the refrigerator, with your child's first and last names. Parents will be asked to provide a healthy, non-sugary simple morning snack twice a month for their child's class.

Each classroom has a calendar with a parent snack date assignment already completed. Some parents choose a snack that reinforces the letter of the week, the theme of the classroom, the season of the year, or an upcoming holiday. Suggestions include fruit, cheese, fresh vegetables, and other low-sugar/low-fat snacks. It is considered part of the learning experience to share, say 'please' and 'thank-you,' and to open with prayer, and enjoy this quiet activity as a preschool family, together.

If you are unable to provide this snack, please see the teacher before the assigned snack day arrives.

All juice beverages served by the Day School will be 100% juice diluted with water. A pitcher of fresh water will be available for the children at snack time and lunchtime.

Promotion of Indoor and Outdoor Physical Activity

Emanuel's Lutheran Day School strongly believes and supports the need for physical activity each day.

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. Moreover, cognitive skills and motor skills appear to develop through dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Infants will be given opportunities for physical activity, including supervised tummy time.

Toddler age children will participate a minimum of 60 minutes of moderate to vigorous active play each day.

Early Preschool and Pre-Kindergarten children will participate a minimum of 90 minutes of moderate to vigorous active play each day.

School-age children who are in attendance for a full day will participate a minimum of 90 minutes of moderate to vigorous, active play each day. School-age children who are only in attendance after-school will participate in a minimum of 30 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits.

Emanuel's Lutheran Day School will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate each day in:

- Two occasions of active play outdoors, when weather permits.
- Two or more structured or teacher-led activities or games that promote movement throughout the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom or on the playground when weather permits.

When participating in physical activity, children's clothing should protect them from sun exposure and permit natural movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned for "rainy days."

Outside Guidelines

Heat Index

Less than 90	30 minutes
90-95	15 minutes in the sun, then up to 15 minutes of shade play
95-100	5 minutes in sun, then up to 25 minutes of shade play
Over 100	Shade play only, limited to 10 minutes

Wind Chill

Over 55	30 minutes
50-55	15 minutes
45-50	5 minutes
Under 45	No outside time

No outside time when raining, snowing, misting, etc.

Supplies

- A standardized **nap mat** (at least 1", preferably 2", in thickness), a small blanket, and a small pillow for naptime are required. The linens and pillow will be taken home by the parent every Friday to wash and return on Monday. Mats must be maintained in excellent condition with no tears or taped/glued repairs, or they must be replaced immediately. Mats can often be found in retail stores at the beginning of the school year or online during the year—the Day School stores a few mats which are available for \$15.00 each.
- **Infants**- a package of diapers, a package of wipes, three complete changes of clothing appropriate to the season every day, including socks and one pair of shoes.
- **Non-potty-trained children in the Toddler classroom**: a package of diapers, a package of wipes, 3 complete changes of clothing appropriate to the season every day, including socks and shoes.
- **Potty-training process**: a minimum of five pairs of underwear, five pairs of socks, five pairs of pants or shorts, and a pair of shoes must be available each day.
- **Early Preschool 3, Pre-Kindergarten 3, Pre-Kindergarten 4, and Kindergarten**: One complete change of clothing appropriate to the season, including socks and shoes. Children must be fully potty-trained to enter the Early Preschool 3 program.

Please label all extra clothing from home and be replenished when needed.

School clothing should be sensible and durable for a child's play. Sneakers are the best footwear for the playground and inside the school facility. **Sandals do not wear well on the pea-gravel playground, which can be painful and a trip hazard to the children. Boots could also cause children to trip easily and are strongly discouraged. Sneakers are the best footwear for children in a childcare setting.**

Flip-flops are not allowed as footwear at the Day School.

*All clothing and nap items must be **labeled** with the child's first and last names, as required by HHS.*

Please provide a jacket with a hood or knit cap for your child in cold weather. Remember, "If you don't like Texas weather, wait five minutes for it to change!" A beautiful morning could be followed by a cold or windy afternoon. Barring freezing, rainy, or overly heated conditions, your child will be expected to spend 90 minutes outside each day as required by our licensing agency.

Absences: Parents must call or Brightwheel the Day School by 8:30 a.m. and inform staff if the child will be absent each day of absence.

A **calendar of the 2020-2021 school year** detailing holidays, school closings, academic and activity days, and special events for the Day School and Emanuel's Lutheran Church will be distributed electronically during registration. We reserve the right to change dates for holidays, special events and activity days as necessary to coordinate with area ISD calendars and Emanuel's Lutheran Church and community events.

In case of inclement weather, Emanuel's Day School usually follows the same school closing schedule as Seguin ISD with few exceptions. However, refer to your Brightwheel messages, webpage, and local news and weather announcements (KWED 1580AM) to confirm closing or delay. *Delayed openings* will be implemented depending upon the circumstances, *regardless of Seguin ISD's status*, and will be posted to your BW messages and Emanuel's Day School webpage.

Morning Drop-off/Breakfast/Separation Anxiety

Parking: When dropping off or picking up your child from school, please *do not park your car parallel to the porch or playground fence*. Parallel parking creates a dangerous and potentially confrontational situation when all parents are in a hurry to drop their child(ren) and get to work on time. Families who have parked their cars appropriately in the angled parking often cannot back out of their spaces, and it creates a dangerous situation having to pass children behind and in front of cars at the porch and fence. We thank you for respecting others' time constraints and safety.

Emanuel's Lutheran Day School does not serve breakfast. However, we welcome children who arrive before 7:45 a.m. to bring breakfast to eat at school. Children arriving between 7:00 a.m. and 7:45 will gather in one designated classroom for breakfast and activities until all teachers arrive. Parents are expected to check the classroom folder and sign in their child to the appropriate classroom before 8:30 a.m. Our staff members are trained to work with children having moments of *separation anxiety*. Your child will benefit from redirection from their occasional anxiety by having a staff member direct their attention in the mornings and encourage them to become involved in classroom activity as quickly as possible. A brief "goodbye" from parents along with "I love you and will see you soon," accompanied by a hug, is the best approach to minimize anxieties a child might have about leaving Mom or Dad and staying at school. Your continued presence in the classroom often makes the transition more anxiety-ridden for the child. It is our responsibility to calm anxious children, and we will do so in a loving and caring manner. Please allow the staff to assist your child in putting away lunch bags each morning and picking them up in the afternoon; this helps teach the child responsibility for his/her belongings and that you trust him/her to be responsible. They can do it!

Afternoon/Evening Pick-up

Parents must arrange to have their child picked up before 6:00 p.m. each day. If a child remains on the premises after 6:00 p.m., a \$15.00 late fee will be assessed for any part of the first 15 minutes, and an additional \$15.00 for each 15-minute increment after that; i.e., picking a child up from ELDS at 6:17 p.m. will incur a \$30 fee. That fee will be included in the upcoming Brightwheel invoice. Parents are expected to **call the school before 6 p.m.** in case of anticipated late arrival.

Communication Procedures

Check the classroom folder, Brightwheel app, and email each day for important information. Written correspondence with the parent from the Director, teacher, or assistant teacher will be delivered to you through the Brightwheel app and, in some cases, by email. The app is our primary method of communication with parents. All tuition statements, special event information, incident reports will then be available through Brightwheel. Other important information not able to be distributed through the app will be placed in your child's classroom folder or emailed to the email on file.

Immediately upon changing any contact information – name, address, phone, email, emergency contact – parents must update the information in the Brightwheel app and inform the office so that the State form can be updated.

Parents are encouraged to contact the teachers by Brightwheel app, or phone (830) 372-0332 in an emergency. Teachers are not allowed cell phones in the classroom without the consent of the Director; therefore, parents should refrain from contacting staff by phone, text, or email. Phone or email Director at **dayschool@emanuels-seguin.org**. Please understand that teachers are in the classroom to teach and supervise children and cannot immediately respond to your BW notification.

The Director's office is in the room facing Travis Street. Parents are welcome to visit; however, please phone ahead to ensure the Director is available and may set aside time to visit with you regarding your concerns and questions.

Registration, Enrollment, and Withdrawal

Emanuel's Lutheran Day School enrolls your child with the expectation that your child will remain in the program for the entire school year.

- **Notification of withdrawal before the completion of the school year or summer session *must be made in writing to the Director at least two weeks in advance.***
- **Parents are responsible for the contracted rate for the two weeks on notice, whether or not school services are utilized.**
- **No portion of your monthly paid or outstanding tuition will be refunded, canceled, or pro-rated in the event of an absence, holiday, illness, emergency school closing, and withdrawal at parent request or disciplinary dismissal.**

Signing Children In and Out of Our Care

It is required by State licensing that all daycare staff are always aware of the number and identity of children under their care at all times. Therefore, it is mandatory that each morning and afternoon, a parent or guardian bringing a child to school or picking him/her up must sign the child in and out electronically on the attendance kiosk provided. The person signing the child in or out must use their PIN. PIN codes cannot be shared. These records are auditable by the Texas Department of Health and Human Services and often reviewed during unannounced licensing visits.

****A staff person is required by HHS to ask for identification if he/she is not familiar with the person bringing or picking up the child. *If someone other than the parent is to bring or pick up the child, the parent must have that person's name listed in the child's Brightwheel account and on the State's admission form.* Also, a parent must call, email, or Brightwheel message the Day School and inform the staff if someone other than the listed parent or guardian will be bringing or picking up a child, and then *amend the child's Brightwheel account and State admission form.* That person must present a picture ID to the staff member releasing the child or responsible for the classroom at that time.**

Safety Issues

Our playground gates are latched but not locked due to fire safety regulations per the Seguin FD Fire Marshall. Doors are locked at 8:30 a.m. when morning class begins and unlocked again at 4:30 p.m. when parents start to pick up their children. ***Arrive before 8:30 a.m. as required for morning class when doors are still unlocked so that the learning is undisrupted in the classrooms.***

Opening Doors: We emphasize to the children NOT to open or close any outside doors, even when an adult is outside knocking or when entering or exiting the building with a parent. If children open the door to a stranger who knocks, this could endanger the entire classroom or school. If children close the door, fingers could be caught between the door and the door jamb, causing injuring to the child. We ask that you discourage your children from opening and closing the classroom doors in the mornings and afternoons. Thank you for assisting us with these security and safety issues.

Behavioral Concerns

We value the physical and emotional safety of each child while he/she attends Emanuel's Day School. We further strive to give each child equal attention in guiding them to their ultimate potential. Therefore, we encourage children to refrain from any actions which might result in physical and/or emotional harm to themselves, their fellow students, Day School staff, volunteers, or visitors, or detract from the learning environment. If a child continues to exhibit unacceptable behavior, and classroom management techniques have been exhausted, the child will be referred to the Director for removal from the disruptive situation. The teacher may call a parent conference to discuss the child's behavior in greater detail, review the policy concerning behavioral concerns, and strategize how to assist the child in improving his/her behavior.

If there is no improvement within a reasonable length of time, further misbehavior may result in being dismissed from the program.

The goal of our discipline policy is to help children eventually manage their behavior and maintain a safe and educational environment. Consistent limits will be based on rules appropriate to the child's level of understanding. They will be directed toward teaching children acceptable behavior and encouraging development in the self-regulation of their choices. Please understand that children in a classroom setting often behave differently than at home, along with you or siblings. It is age-appropriate for children to explore or "push" the boundaries. It is our responsibility to redirect and assign consequences as described in this Handbook. We ask that you trust the teachers and Director to work with all the children and parents on behavioral issues. However, we cannot discuss our communications with another parent's child with you for reasons of confidentiality. Conversely, we will not discuss behavior issues with your child to other parents.

At times discipline will be directive with few or no choices offered. This becomes necessary with issues regarding the safety of the child or others in the area, emergencies such as fire, extreme weather, an intruder on the property, or other disruptive situations requiring immediate, directive, or corrective action.

Examples of Unacceptable Behavior

- Continually hurting themselves, other children or staff members
- Continual use of profane and/or unacceptable language
- Continual disregard of or disrespect toward others
- Threats, physical or verbal, to others, particularly those involving a weapon
- Continued refusal to follow classroom rules and deliberately disobeying teachers and teacher assistants.
- Disruption of the classroom environment requiring an excessive amount of the teacher's or teacher assistant's time away from the other students to respond to the inappropriate behavior

If a child exhibits consistently unacceptable behavior, the following consequences could be applied:

- Brightwheel message a report to the parent explaining the behavior;
- Parent/Teacher conference
- Temporary removal from the classroom or play area

Health Requirements / First Aid / Illnesses

Licensed by the Texas Dept. of Health and Human Services, the Day School is committed to providing the best possible care for your child in a safe and secure setting. As part of this commitment, our well-trained teachers complete twenty-four hours of continuing education each year, including health, safety, and contagious illness education. Additionally, all teachers and staff members have completed extensive background checks and are fully certified in First Aid and CPR.

HHS requires a copy of your child's current immunization form. It is the parent's responsibility to update a child's health records promptly as required by the State of Texas. This includes a yearly vision and hearing screening by age 4.

According to our licensing agreement with the State, a child cannot attend school under the following circumstances:

- A fever of 100 degrees or more without the aid of fever-reducing medications
- Stomachache, diarrhea or vomiting
- Cough even when fever is not present
- Undiagnosed and untreated pink, swollen, matted or runny eyes
- Suspected case of childhood disease
- Head lice or eggs are present
- A rash that has not been diagnosed by a physician
- Runny nose that contains thick, greenish mucous
- He/she is too ill or lethargic to participate in regularly scheduled activities
- The illness results in a greater need for care than the teacher can provide safely without compromising care for other children

If the child becomes ill at school, the teacher will isolate the child to the best of her ability and call, text, or Brightwheel message the parents immediately. The parent or approved designee is expected to pick up the child from school *within an hour*.

A child who is ill cannot return to school until he/she is no longer contagious, verified by one or more of the following:

- An "admit" or "release to return to school" from a qualified health care professional
- Free of fever for 72 hours ***without being given any fever-reducing medication*** (such medication will not be administered at Emanuel's Lutheran Day School)

- Having begun an antibiotic regimen at least 24 hours before returning to school

Medication: Staff members may administer prescribed, and over-the-counter medications to a child **IF** the parent completes and signs the classroom medication form. Medication must be in the original container with the child's name, prescription, date prescribed, and the name of the doctor on the container.

Over the counter medications must also be in the original container and labeled as above. The dosage must be age-appropriate if administered here at the Day School. This policy is mandated by HHS, our state licensing agency.

If your child requires medication only twice each day, please administer those dosages at home out of respect for the time constraints on the staff working with all the children in the classroom.

Incident and Injury Reports

The Day School will administer first aid in case of minor injuries and notify parents in the form of an Incident Report through Brightwheel. That report will describe the incident which occurred as well as the treatment provided. Such injuries include bites, bruises, scratches, bumps, red marks, or falls that cause minor bodily injury. We intend to keep children safe; however, incidents do occasionally occur. Our staff will provide nurturing and comfort, ice, adhesive bandages, and a report to the parent as needed.

In the event of a serious injury, we will first render aid, then, depending upon the severity of the situation, either notify parents first or summon emergency medical personnel. ***Any medical expenses incurred will be the responsibility of the parents.***

Medical Emergency Procedures

In case of an emergency for which medical attention beyond our capacity is needed immediately, 911 will be called. The parent will be contacted directly after. If the parent is not available, the emergency designee listed by the parent on the Admission Form will be contacted. The well-being of your child will be placed in the care of the on-site emergency personnel until you or your designee arrives at the school or the endpoint of transport for your child. If Emanuel's Lutheran Day School is unable to contact a parent or listed emergency contact, law enforcement will be informed to refer your child for care outside the jurisdiction of Emanuel's Lutheran Day School. This policy is in line with HHS licensing policies and procedures.

Visiting Campus

While visitors and families are certainly welcome on our campus, we ask all to adhere to the following policy regarding family members or friends who might be on campus with you. Visitors must enter through the Travis Street entrance at the school office location. Permission to enter the classrooms must be provided by the Director or Teacher on duty in the Director's absence. We prefer that visitors avoid lunchtime and the naptime immediately following lunch. Siblings not enrolled at ELDS and other family members or friends are not permitted to play on the playground equipment, with classroom supplies and materials, or participate in ELDS activities without the consent of the Director. Licensing standards are very clear about the ratio of the authorized supervisor to child ratios, age limitations, and groupings of children in licensed centers.

At Emanuel's Lutheran Day School, we work to teach children to think, play, and learn independently as well as in groups. Toward that end, we do not present a bias for or against any political party or political viewpoint. We ask parents to adhere to that policy while on school grounds.

Personal Items

If your child wants to bring an object of educational value to school, contact the teacher to plan a time when it may be shared with the class. A stuffed animal that can be kept in the classroom cubby is permissible for nap time. ***Otherwise, personal items are not allowed at school. This includes jewelry, accessories, money, multiple stuffed animals or plastic animals, toy cars, and other toys. Personal items found at school will be removed by a staff member and kept in the office for a parent to retrieve.*** Any personal items lost, stolen, or broken are not the responsibility of Emanuel's Day School. Leave these items at home or in your car. Emanuel's Lutheran Day School does not accept responsibility for personal items left with the child at school.

Chapel Services

Children attend a 20-minute chapel services provided by the pastoral leadership of Emanuel's Lutheran Church one morning each week.

Music

Pre K 3, Pre K 4, and Kindergarten Children attend music class for 15-30-minutes with Mr. Tom Engler or Karen Vogel, our "Music Lady."

Church Activities and Performances

Emanuel's Lutheran Day School is a ministry of Emanuel's Lutheran Church. All children and their parents are welcome at Emanuel's Lutheran Church for weekly church services, Easter and Christmas services, Bible study, quilting classes and projects, musical presentations, special events, and ongoing community programs held at the church. Two times each year, the Day School children will present a musical performance at a Sunday service or special event held at Emanuel's Lutheran Church or in the community.

Field Trips

ELDS is conveniently located close to many historical, educational, community activity and recreational sites in Seguin. Pre-Kindergarten 4 and Kindergarten children are given many opportunities to appreciate the resources Seguin has to offer in these areas. ELDS does not transport children for field trips. Therefore, all excursions are within walking distance of the school, and great care is taken to ensure the safety of each child while visiting local landmarks and points of interest and education. These walking excursions also provide exercise and the opportunity to teach directional and safety skills. Classes on field trips maintain communication with the Day School via cell phone while away from the building. Volunteers are appreciated.

Birthdays

Parents may provide refreshments for the class on their child's birthday. Arrangements are to be made in advance with the teacher. We highly recommend parents provide predominantly healthy foods and *avoid sugary cakes and cookies*. Invitations to parties held outside the school may be distributed in class as long as all children in the class are invited through their classroom folders. We are not allowed to distribute names or contact information to parents for other children enrolled in the Day School.

Child Custodial Issues

Inform the Director if there are custody orders concerning your children. We do not have the right to withhold a child from any parent having custody or joint custody. **In order to deny a parent picking up their child, there must be a current, signed court order stating that the parent does not have access to the child, and we must have a copy of the order in the child's file.** The Day School cannot become involved in custody disputes, and therefore, documentation must be on file if there are special custody restrictions.

Child Abuse and Neglect

All Emanuel's Lutheran Day School staff members receive annual training on child development, signs and symptoms of abuse and neglect, prevention and reporting of abuse and neglect, and child health and safety. Staff members are required by Texas law to report an outcry from a child or strong suspicions of abuse or neglect. If at any time you as a parent need assistance with possible child abuse or neglect, please call:

- Abuse Hotline toll-free 24 hours/day, 7 days/week, nationwide 1-800-252-5400, or
- Make your report through this secure website, and you will receive a response within 24 hours: www.tabusehotline.org

Pandemic Policy

This addition to our parent handbook encompasses the policies Emanuel's Lutheran Day School has implemented because of Covid-19 to follow guidance from health officials. This document is regularly reviewed by the administration and is subject to change. If changes do occur, we will notify all families and staff as soon as possible. We hope that this addition will help quickly and accurately answer as many of the COVID-19 related questions you may have moving forward.

As a reminder:

Procedural Changes

- Parents will drop off and pick up outside of the childcare center at designated areas. Parents will practice physical distancing and wear face coverings during drop-off/pick-up.
- Request that, when possible, only one parent or designated person drop off/pick up child daily.
- Parents will not be allowed in the building
- Anyone entering the building, including center staff, will be included in health screening before entering.
- Child screening at drop-off with temperature check.
- Playground times will be staggered (no combining classes).
- Increase in cleaning, sanitizing, and disinfecting.
- Children will be spaced out as much as possible during mealtimes.
- At nap time, children's mats will be spread out as much as possible.
- Classes will not combine at any time during the day unless necessary.
- Children will be given individual boxes of materials and are discouraged from sharing materials when possible.

Policy Changes

- Increase amount of time a child must remain home for the following symptoms for at least 72 hours **unless they bring a doctor's note allowing them to be in school and/or an alternative diagnosis**
 - Cough, Shortness of breath or difficulty breathing
 - Chills, Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat, Loss of taste or smell
 - Diarrhea
 - Feeling feverish or measured temperature greater than or equal to 100° F

Return to center policies:

What are the criteria for me to return to the center if I am having symptoms of COVID?

As a reminder COVID-19 Symptoms include:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or measured temperature greater than or equal to 99.6° F
- Known close contact with a lab confirmed COVID patient

Sick staff or children that are referred for COVID testing require the COVID test to determine when they can return to the center.

Negative

If the COVID-19 test result is **Negative**, staff and children will follow normal sick processes for return to the center based on the symptom(s) they are reporting:

- Fever: Fever free for 72 hours without the use of medication ie: Aspirin, Tylenol, Aleve (Naproxen), Motrin, Advil (Ibuprofen), Paracetamol. Please be mindful many cold medicines have fever-reducing medications contained in them.
- Diarrhea: 72 hours after the improvement of diarrhea.
- Cough: teachers can return to work with a mask.
- Other respiratory symptoms: teachers can return to work with a mask.

Positive

If the COVID-19 test result is **Positive**, staff and children will be released to return to the center after **ALL** of the following are met:

- At least 14 days have passed since symptom onset.
- 72 hours fever-free without the use of fever-reducing medications ie: Aspirin, Tylenol, Aleve (Naproxen), Motrin, Advil (Ibuprofen), Paracetamol. Please be

mindful many cold medicines have fever-reducing medications contained in them.

- Resolution OR improvement of respiratory symptoms.

Declines testing

If a staff member or child **declines** testing, they will be required to follow the return to center criteria for staff and children with a **Positive** test.

Can I return to the center if I am COVID positive and not showing symptoms?

No. You will stay out of the center 14 days from the date of a positive test. Children must also have a negative COVID-19 test or a Doctor's note to return to school.

Can I return to the center if someone in my household is COVID positive or showing symptoms of COVID-19 after a known exposure, and I am not showing any symptoms?

No, you will need to quarantine and not return to the center for 14 days after the COVID positive individual experienced the first symptom. Children must also have a negative COVID-19 test or a Doctor's note to return to school.

Do I need to submit COVID results to the center if it was performed by my doctor, health department, etc.?

Yes, please submit results to dayschool@emanuels-sequin.org

Plan for COVID-19 Exposure

- Students will remain in their classroom groups. The Director and Assistant Director will inform parents of those who have had close contact with a person diagnosed with COVID-19. Families will then be advised to self-monitor for symptoms, and to follow CDC guidance if symptoms develop.
- The person who has tested positive will need to remain home following the below guidelines:
 - At least 14 days have passed since symptom onset
 - 72 hours fever-free without the use of fever-reducing medications ie: Aspirin, Tylenol, Aleve (Naproxen), Motrin, Advil (Ibuprofen), Paracetamol. Please be mindful many cold medicines have fever-reducing medications contained in them.
 - Resolution of respiratory symptoms
 - A negative COVID-19 test or a Doctor's note to return to school.
- The affected classroom will be "closed" for 72 hours to be cleaned. The local health authority and our licensing inspector will advise us on operational procedures.
- Staff must provide test results to the Director of COVID positive results and/or COVID negative tests.

Plan for COVID-Like Symptoms During Attendance

- Separate anyone who exhibits COVID-like [symptoms](#). Move them to a sick mat in the Director's office.
- Call parents to pick-up the child or send the staff member home.
- Open outside doors and windows to increase air circulation in the area.
- Identify people who had close contact with the ill person and keep them from mixing with others.
- Clean and disinfect all areas used by the ill person.

Detailed Plan for Confirmed Case of COVID-19 in Program:

- Close off areas used by any sick person, and do not use them until they have been cleaned. Wait 48 hours to clean or disinfect to reduce risk to individuals cleaning. If it is not possible to wait 48 hours, wait as long as possible.
- Open outside doors and windows to increase air circulation in affected areas.
- Contact local health authorities to report the presence of COVID-19 in the facility.
- Notify licensing, local health officials, staff, and families immediately of any positive COVID-19 results, while maintaining confidentiality consistent with the ADA and other applicable federal and state privacy laws.
- Advise sick staff members or families to register for free COVID-19 testing through the counties Public Health Department

Closure Plan for COVID-19 not based on positive case:

- We will adhere to local and state government closures and requirements.

Employee Illness Exclusion

Employees will not be allowed to work if they have the following symptoms:

Cough

Shortness of breath or difficulty breathing

Chills

Repeated shaking with chills

Muscle pain

Headache

Sore throat

Loss of taste or smell

Diarrhea

Feeling feverish or a measured temperature greater than or equal to 100.0 degrees

When employees are ill, they must not return to the facility until they are symptom-free without medication for **72 hours**.

Disclosure Statements

I understand that outside of care, to control my child's exposure in the community, I will comply with all state, county, or local stay-at-home orders. I will immediately notify Emanuel's Lutheran Day School if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed above, are advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19 or any other infectious illness. Further, I will immediately notify Emanuel's Lutheran Day School if anyone from my place of employment is presumed positive or tests positive for COVID-19 or any other infectious illness whether or not I have had direct contact with that person.

Out of the Country Travel

Parents will notify Emanuel's Lutheran Day School anytime they have traveled outside of the United States. Emanuel's Lutheran Day School has a right to exclude the child from care if they or a member of the household has traveled to a country that has been identified by the CDC as an "at risk" country.

Pandemic Tuition Policy

Should the center need to close for Pandemic reasons, full tuition will be due for the first two weeks of closure. If the center is closed longer than two weeks, 50% of tuition will be due. Parents may give a two-week notice to withdraw from the program if they feel it is in the best interest of their family. 50% of the tuition will be due during the 15-day notice period. A full registration fee will be required to re-enroll in the program after the pandemic.

Contact Information

Emanuel's Lutheran Day School Director's Office:

Mrs. Victoria Bower, Director

O: (830) 372-0332

dayschool@emanuels-seguin.org

310 N Travis St., Seguin, Texas 78155

Emanuel's Lutheran Day School Assistant Director's Office:

Ms. Bekki Grimm, Office Assistant

O: (830) 372-0332

dayschool@emanuels-seguin.org

310 N Travis St., Seguin, Texas 78155

Emanuel's Lutheran Church Office:

The Rev. Marcus Bigott, Senior Pastor

pastor.marcus@emanuels-seguin.org

Ms. Denise Jahns, Director of Business Operations

denise.jahns@emanuels-seguin.org

O: (830) 379-5046

210 N Travis St., Seguin, Texas 78155

Texas Health and Human Services:

Licensing Division: Ms. Jamie Mote, Child Care Licensing Inspector V

jamie.mote@hhsc.state.tx.us

(Updated 7/28/2020)