

CHILDCARE STUDENT-PARENT HANDBOOK



**Our Savior Lutheran
Austin, TX**

Revised February 2012

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A full copy of the Policies and Procedures of the School and Childcare Ministry Board can be found on the congregational Website under Policy Documents at:

<http://www.oslaustin.org>

MISSION STATEMENT

Our Savior Lutheran School and Childcare serves the community as a safe, nurturing place where children learn about God's love for them and share His love as they grow spiritually and academically into caring members of His forever family.

PHILOSOPHY

As a ministry of Our Savior Lutheran Church, Our Savior Lutheran School and Childcare exists to share the love of Christ with children (Mark 16:15-16) so that those children may in turn share Christ with others. (1 Peter 2:2, Matthew 21:15-16) We strive to provide a program which will develop maximum potential student growth in the faith, academic excellence, social and emotional maturity, and physical development. Our Savior Lutheran School and Childcare will strive to provide consistent and thorough instruction in all areas of an early childhood and elementary school curriculum.

Our Savior Lutheran School and Childcare believes that children are precious gifts from God and we will attempt daily to touch children and families with God's grace so that this very knowledge of unconditional acceptance by their Heavenly Father will become the cornerstone of developing their self worth. (Matthew 10:9-31)

Our Savior Lutheran School and Childcare is committed to providing a faculty, staff and total environment that reflects all aspects of this philosophy statement.

GOALS OF OUR SAVIOR LUTHERAN SCHOOL AND CHILDCARE

- a. To provide a Christian environment of learning which nurtures the child's holistic growth of spiritual, physical, intellectual, social, and emotional development.
- b. To minister to each family of the school and childcare regarding their spiritual and physical needs.
- c. To develop a vibrant partnership with parents in providing a Christian education, both at home and at school/childcare.
- d. To provide an environment for excellence in learning through on-going program and curricular evaluations.
- e. To be an extension of the church and its goals as reflected in the mission statement of the church.
- f. To encourage children to think critically, reason, question, experiment and reflect.
- g. To develop an appreciation of children of different backgrounds and cultures.

OBJECTIVES OF OUR SAVIOR LUTHERAN SCHOOL AND CHILDCARE

The teacher will....

- a. educate the whole child of God.
- b. integrate Biblical teachings and values into all areas of the curriculum.
- c. reflect Law and Gospel in building relationships with students and their families.
- d. clearly communicate to parents what is happening in the classroom, including successes and concerns.
- e. provide a learning environment for academic excellence.
- f. serve as a minister to each child, helping to nurture their love for God and a loving response to others.
- g. communicate and model the mission statement of the congregation and school/childcare of “sharing God’s love.”
- h. encourage creative expression through the arts.

The Student will.....

- a. share God’s love by showing respect for others and Christian leadership.
- b. appreciate the diversity of all races and cultures.
- c. witness to others beyond the classroom.
- d. reflect the mission statement of the congregation and school/childcare in his/her life.
- e. identify God’s glory in the world and recognize the Lord’s presence in their own lives.
- f. Develop their God-given gifts and talents and bring glory and praise to the Lord.

The Congregation, the School and Childcare Ministry Board and School/Childcare Administration will.....

- a. integrate school and childcare families into the total ministry of the congregation.
- b. assure that the school accreditation is maintained and that childcare licensing and certifications are maintained.
- c. maintain an atmosphere for excellence in learning through financial and other means of support.
- d. administer the school/childcare vision through policy that stresses excellence.
- e. reflect Law and Gospel in all its actions in order to build life-long Christian relationships.
- f. reflect the mission statement of the congregation and school/childcare in its ministry.

The Parent/Family will.....

- a. encourage and support their children in their studies and Christian faith.
- b. support the school and childcare with their prayers, encouragement, and involvement.
- c. work closely with the classroom teacher to provide a God-pleasing, academically rich environment for their child.
- d. bring any school/childcare issues directly to the person involved.
- e. assume all financial obligations and contact the school/childcare as financial concerns arise.

I. ADMINISTRATION

I.A Organization and Control of Childcare

The principal or childcare director serves as administrator of the childcare and is responsible to the School and Childcare Ministry Board. The Board is responsible to the Voters Assembly of the church.

Questions regarding policies may be addressed to the Director of Childcare.

I.B Non-discriminatory Policy

Our Savior Lutheran Childcare admits students of any sex, race, religion, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the childcare. OSL does not discriminate on the basis of sex, race, color, national and ethnic origin in the administration of its educational policies, admissions policies, student aid programs, and any other childcare administered programs.

II. ENROLLMENT PROCEDURES

II.A Student Financial Aid Policy

Our Savior Lutheran Childcare has no provisions for financial assistance for students in childcare. However, Our Savior Lutheran Childcare does assist and cooperate with any federal, state or local programs, or programs administered through the workplace or a college.

II.B Registration Process

The following forms need to be completed and submitted before the start date:

- Application for Enrollment
- Covenant for Christian Education
- Family Emergency Care Form
- Declaration of Medical/Special Needs
- Discipline and Guidance Policy for OSL
- Immunization Record
- Special Permission, Immunization, Health Statement

II.C Withdrawing Your Child

If you desire to withdraw your child from Our Savior Lutheran School, the following procedures are to be followed:

- 1) You must notify your child's teacher and the school office at least two weeks prior to the anticipated date of withdrawal.

- 2) You will be charged one-half of a month's tuition if you give the school at least two weeks notice and the child has attended less than two weeks of the month. The full month's tuition will be charged if the child attends more than two weeks of the month.
- 3) You must complete and return to the school office a "Student Withdrawal Form".
- 4) All hardbound school textbooks and any other school equipment and/or materials are to be returned prior to withdrawal.
- 5) All tuition and payment of any other fees are to be current and up-to-date.
- 6) Any library books are to be turned in and all fines for overdue, damaged or lost books are to be paid.
- 7) All student supplies and materials not treated as community property in the classroom may be taken home on the date of withdrawal.
- 8) If a family is moving, a forwarding address is to be left with the school office.

II.D Health Statement

Each child enrolled must have a Health and Immunization Statement on file. This form must be completed and signed by a physician or clinic and returned at the time of admission. It must also be updated as children receive immunizations throughout the year. Immunizations are available at the Austin-Travis County Health Department

II.E Vision/Hearing Screening

The Vision and Hearing Screening Program, Texas Health and Safety Code requires that all children enrolled for the first time in any public, private, parochial, or denominational school or in a Department of Family and Protective Services licensed child-care center and licensed child care home in Texas, or who meet certain grade criteria (specified below), must be screened or have a professional examination for possible vision and hearing problems. The following OSL students are required to be screened:

- 4-years-old by September 1st - Within 120 days of admission
- Kindergartners - Within 120 days of admission
- Any other first-time entrants (4 years* through 5th grade) - Within 120 days of admission
- 1st-, 3rd-, and 5th-graders – Anytime within the school year (preferably within first semester)

To satisfy this requirement, parents must submit, for our files, written and signed documentation that the approved vision and hearing screening, or a professional examination, was done within the twelve months prior to the first day of school or that it will be done during the school year.

Documentation must state the child's name, age, the type of screening conducted, the date of the screening, the signature of the screener, visual acuity results, sweep check results, and, when required by failure of the sweep check results, the threshold results in the form of an audiogram.

Parents have the option to choose whether they will take their child to a professional for

examination and submit the results to the school or whether they will purchase the screenings that are offered by Our Savior Lutheran School.

II.F Immunization Requirements

Texas laws require immunizations for all persons enrolled in school and childcare facilities. The required immunizations for entrance into Our Savior Lutheran School and Childcare follow the guidelines published by the Department of State Health Services (DSHS), which are updated annually:

Texas Minimum State Vaccine Requirement for Students – K-12

Texas Minimum State Vaccine Requirements for Child-Care Facilities

The current guidelines can be found on the DSHS website at:

<http://www.dshs.state.tx.us/immunize/school/default.shtm>

All immunizations are to be completed by the first day of school, unless other arrangements have been made through the principal. As additional immunizations are received during the course of a year, updated records should be provided to the school office.

Since many types of personal immunization records are in current use, any document listing each immunization received by month and year is acceptable, provided it has been validated by, or for, a physician or public health personnel.

II.G Application and Registration Fees

Both the registration and application fees are due prior to the student's first day in the program. A \$25.00 application fee is a one-time charge for processing new applications, and will not be charged for returning students. Registration and application fees are non-refundable.

II.G.1 Infant/Toddler Programs (6 weeks – 36 months)

Children entering the infant/toddler programs must register. The annual registration fee covers that period of time from August 1 to July 31. No student will be considered registered, nor will their placement be secure, until they have paid their registration fee and have completed all necessary paperwork.

II.G.2 Before and After School Childcare

Students entering before/after school childcare must register and pay an annual registration fee. No student will be considered registered, nor will their placement be secure, until they have paid their registration fee and have completed all necessary paperwork.

II.G.3 Summer Programs

All children entering the summer program must register. There is a registration fee that covers the period of summer care for all children in Pre-K 3 through 5th Grade. No student will be considered registered, nor will their placement be secure, until they have paid their registration fee and have completed all necessary paperwork.

II.H Placement into the School Program

Parents of toddlers should understand that their child is not automatically moved into the Pre-K 3 program. The school, not the childcare, officially administers the Pre-K 3 program. Parents who desire their children to enter this program must register with the school. Early registration begins in February or March and parents are encouraged to take advantage of this opportunity. Once the Pre-K 3 classes reach maximum capacity it will not be possible to place additional children in the program.

****Children entering the Pre-K 3 and Pre-K 4 must be potty trained. Children enrolled in the Pre-K program may not wear pull-ups to school. Two extra changes of clothing are necessary for classroom emergencies.***

II.I Removal

If after a period of time, a child has not made the adjustment to the childcare program, the director will request a parent-teacher-director conference. At this conference, a plan will be formulated to achieve child/classroom adjustment. If after adopting and implementing this plan, the child cannot adjust to the program, removal may be necessary.

III. PROGRAM INFORMATION

III.A School Safety/ Parent Visits

Parents need to personally escort their child(ren) inside the building to sign in and out when their children enter and leave the facility. Parents may visit the childcare center any time during the childcare center's hours of operation to observe their child, the childcare center's operation, and the program activities without prior approval. The center does request that parents and visitors check in at the front office. However, if you would like to stay and spend time with your child during activities, please inform the office so we can do a proper criminal history check as required by Texas Department of Family and Protective Services.

III.B Hours

Childcare is available from 7:00 a.m. to 6:15 p.m., Monday through Friday for all children ages 6 weeks to 12 years. A late charge is assessed for each child picked up after 6:15 p.m. A Late fee form is completed when the child is picked up, and the parent is billed for the late charge. This

charge, outlined under FEES, is located in this handbook. If the child is not picked up by 6:45 p.m., the police department will be contacted as well as the Department of Human Services

III.C Entrance Door Security and Visitors

For security, the west door entrance to the school will remain locked at all times other than the designated time frames with high volume arrivals (7:00-9:00 a.m. and 5:00-6:15 p.m.) The doors are not unlocked from 3:00 – 3:30 pm, however from 3:15-3:30 p.m. teachers stand by the door to greet parents and students and monitor access. The east door entrance is locked at 5:00 p.m. All visitors must check in at the school or childcare office.

III.D OSL's Plan for Service to Students with Special Needs

Our Savior Lutheran School and Childcare (OSL) will provide individual attention and assistance to each child in its programs, and will, to the extent possible, attempt to accommodate reasonable and appropriate individualized educational needs of each child. The program, however, employs no Special Education teachers or aides, nor any other professionals that could provide therapy or remedial services. If a teacher or parent has reason to believe that a child is exhibiting signs of a disability, OSL will assist the parent to identify providers that could provide evaluation for the child.

For students whose individual needs are beyond the scope of OSL's instruction, OSL will cooperate with Pflugerville Independent School District (PISD) to initiate a free special education evaluation or with other outside examiners as initiated and paid for by the parent or guardian. OSL personnel and parents will complete all PISD local support team paperwork including the classroom observation. OSL must also supply attendance records, grade reports, discipline reports, work samples, and documentation of attempts that have been made thus far to address the student's potential problem, which constitutes educational need.

Once a condition is diagnosed and an Admission-Review-Dismissal (ARD) meeting has been held, the principal and teacher will meet with the family to determine if the school or childcare can accommodate the needs of that child. Dual enrollment (OSL and public school) is an option for 3 and 4 year old disabled children only. Proportionate Share may be offered by the public special education service provider to disabled children 5 years and older.

If a student with a previously identified disability applies for enrollment, the principal and prospective teacher will meet with the family to determine if the school or childcare can accommodate the needs of that child.

Any agreement made after diagnosis of a disability or at the time of enrollment will be contingent on a periodical re-evaluation of the child's progress and the ability of OSL to continue to provide the level of support needed for the child to progress both socially and academically.

III.E Infant Program

Parents should ensure that the following remain in adequate supply:

1. a supply of diapers
2. one container of wipes
3. one container of diaper rash medication
4. one lightweight blanket
5. change of clothing.
6. formula/milk in labeled bottles
7. baby food

Powders, creams, ointments, and/or lotions must be labeled with the child's full name.

III.F Toddler Programs

A child entering the Toddler Program (12 months) must be walking, feeding him/herself, and no longer on a bottle. A pacifier may be used at naptime.

Parents should ensure that the following remain in adequate supply:

1. a supply of diapers
2. one container of wipes
3. one container of diaper rash medication
4. one lightweight blanket that fits in a 2 gallon zip lock plastic back, (Do not bring a large blanket or big pillow), and
5. one change of clothing. Children going through potty training should have available at least five changes of clothing until completely trained.

Powders, creams, ointments, and/or lotions must be labeled with the child's full name.

III.G Curriculum

A curriculum has been developed for all ages. Its purpose is to expose children to a variety of experiences so that language development, social development, emotional development, gross and fine motor skills, and the awareness of the child's special uniqueness as a child of God will be the outcome of the time spent at Our Savior.

III.H Class Size

Our Savior Lutheran Childcare observes the Minimum Guidelines established by the Department of Human Services for class size of each age group. Our Savior reserves the right to combine classes when it is necessary for supervision purposes. In all cases where classes are combined ratios established by the Department of Human Services will be observed.

III.I Reporting Abuse

Our Savior Lutheran Childcare follows all policies outlined in the Texas Minimum Standards for childcare centers. As a parent, you are able to review the Texas Minimum Standards and our most recent licensing inspection at anytime. Please, if you have concerns, feel free to contact your director/principal. You can also contact our state licensing representative on the internet at www.dfps.state.tx.us. The statewide Abuse and Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

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

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

Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues.

III.J Gang-Free Zone

Under the Texas Penal Code, any area within 1,000 feet of a child-care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. Our Savior Lutheran School and Childcare is a GANG-FREE ZONE.

IV. STUDENT POLICIES AND INFORMATION

IV.A Attendance & Late Arrivals

If your child is going to arrive later than 10:00 a.m., you **must** call and advise the school/childcare office of the situation. If your child arrives after his/her snack time or lunchtime it will (may?)not be possible to provide your child with a snack or lunch. Likewise, children arriving late will still be expected to take a nap with their class.

IV.A.1 Work Force Attendance Reporting Requirements

OSL will strictly comply with the *Child Care Attendance Automation Project (CCAA)* attendance reporting procedures. According to CCAA attendance reporting procedures, parents **must** swipe their child's attendance in each morning and swipe them out each night. If a parent or guardian fails to report the child's attendance (do not swipe), OSL must report to Work Force the non-attendance reporting days, which could result in termination of the program for the affected child.

If the parent or guardian does not report the child's attendance daily (by swiping), OSL reserves the right to immediately terminate childcare services for the child. Parents must notify office personnel in the event of an emergency that prevents them from swiping the child's attendance.

Parent fees are due by the third business day of each month.

IV.B Public School Students in After School Care

Please contact the office before 2:00 p.m., if your child will not need to be picked up for after school childcare. When your child is absent due to illness, please notify the director and give the nature of the illness.

IV.C Biting

Biting is a common problem to group care situations involving toddlers. If another student in the program bites your child, you will be notified. If this is a situation where we are having a particular problem with a particular student we will work with that child to eradicate the behavior. If the behavior cannot be stopped, the biting child may be removed from the program.

IV.D Discipline

The caregiver will help your child learn to follow directions, develop self-control through boundary setting, and become a responsible group member. This will be accomplished by explaining rules and setting limits appropriate for each age level. The staff will allow choices within limits and re-direct unacceptable behaviors. If necessary the child will be separated from the group for an appropriate length of time and given an explanation of what behaviors were not appropriate and of those behaviors, which will be acceptable as replacements. If habitual behaviors continue, the director of the childcare will speak with the child and if improvement is not seen in a reasonable amount of time, parent involvement will become necessary.

IV.D.1 Additional Discipline and Guidance Policies for OSL Childcare

1. Water activities are held during the summer months. Information concerning water activities (dates, classes, type and length) will be provided on the Summer Enrollment Form. This information will be found in the area of the form marked Field Trips.
2. If animals are kept at the childcare center we:
 - A. Notify parents in writing when animals are present;
 - B. Ensure the animals do not create unsafe or unsanitary conditions;
 - C. Ensure that children do not handle any animal that shows signs of illness, such as lethargy or diarrhea; and
 - D. Ensure that caregivers and children practice good hygiene and hand washing after handling or coming in to contact with an animal and items used by an animal, such as water bowls, and cages.
3. As parents you may view the Minimum Standard Rules and Licensing Reports by visiting the Childcare office and the glass case found near the childcare office.

4. As parents you may contact local Childcare Licensing Center at 512-834-3195. You may contact the Family Abuse Hotline at 1-800-252-5400. You may view the Website at www.dfps.state.tx.us.

IV.E Toys from Home

Toys are not to be brought to childcare. Toys are not conducive to the learning environment. They may be taken up by the teacher and returned to a parent. Show and Tell time is the only exception to this guideline. Our Savior Lutheran Childcare is not responsible for lost or broken toys that are brought from home.

IV.F Napping

Our Savior Lutheran Childcare is required by the Department of Human Services to provide a rest period after the noon meal. Our Savior provides mats and covers. Parents may bring a small security blanket, which fits in a two-gallon ziplock bag for rest period. Blankets should be taken home each Friday for washing. Please remember to return these items on Monday.

IV.G Personal Items

Parents are asked to check cubbies daily for soiled clothing and folders for students work and information from the office.

IV.H Recess and Outside Play

OSL believes that fresh air and exercise are important for children of all ages, and encourages outside play, weather permitting. As such, teachers will use their best judgment regarding days when outside play is appropriate, and such things as the need for a coat or sweater. Parents should always dress their children in appropriate clothing for the weather, and provide a jacket in cooler weather so that all children may play outside. If a parent has special instructions relating to a child being required to wear a jacket or hat, for example, the parent should send the request in writing to the morning teacher, who will then share that information with the afternoon staff.

Parents should pay particular attention to the type of shoes that children wear to childcare. Children need to be able to run and play: flip-flops and sandals are not adequate and can even result in injuries. Tennis-type, rubber soled shoes are required. Children wearing inappropriate shoes will not be allowed to play on climbing apparatus.

When a child must be kept inside as a precautionary health measure, please realize that such requests can be difficult for the child as well as the childcare staff. Consequently, parents are asked to keep such requests to those of absolute necessity, and carefully consider whether the child is actually well enough to attend school or childcare. Long-term requests of longer than three days will require a doctor's note substantiating the medical need. OSL will, to the extent possible and reasonable, work with the parent to accommodate the child's special needs.

IV.I Dress Code

Think of your child's comfort and dress your child in suitable clothing for inside activities. Children will be painting, gluing, and playing outside.

When dressing your child, please keep in mind your child's need to quickly use the restroom. Place your child in clothing that will be easily addressed by your child when using the restroom. Clothing with buttons, difficult zippers and snaps, and shoulder straps may cause your child some discomfort, frustration, and restroom accidents. Two changes of clothing are required for emergencies.

For their safety and health, all students are required to wear socks and rubber-soled shoes to school. Flip-flops are not permitted; all shoes must have a back on them.

Personal hygiene and neatness is expected at all times. When there is a question, the Director/principal has the final authority in determining appropriateness of dress.

IV.J Childcare Property

Our Savior strives to take good care of its facilities, grounds and equipment. We expect all children to show respect and appreciation for such properties by using them properly and helping to take care of them. Each child will be held responsible for any damages done to the property, including furniture and equipment that may be defaced, marred, or damaged in any way.

IV.K Observing Children's Birthdays

Parents may send treats for the entire class to celebrate their child's birthday. The childcare provider must approve this in advance. It is essential that the entire class be involved. It is also important for parents to understand that classes may include children that have allergies to certain foods that would prevent them from taking part in the festivities. Accommodations for these children must be made in order for treats to be acceptable. No candles are permitted.

IV.L Worship

Our Savior Lutheran Childcare is a ministry of Our Savior Lutheran Church. Opportunities for worship, devotions, prayer, and spiritual growth are an integral part of the curriculum. Examples may include weekly chapel services, Jesus Time, daily devotions and regular prayer times.

IV.M Summer Field Trips

Appropriate transportation will be used for all field trips as required by applicable laws. Children in the K-5th grade will be transported by the school bus and or school van. Children in the Toddler and Pre-K programs will not attend field trips outside of the school.

IV.N Telephone Use

The school telephone number is 836-9600. The fax number is 836-4660. The email address is churchoffice@oslaustin.org. Teachers and children will not be called to the phone during school hours unless it is an emergency. The office will forward necessary messages to teachers and children. In case of an emergency, the workroom telephone may be used by the students, with a teacher's permission.

Students are not permitted to use cell phones during school hours and all electronic devices will be confiscated when seen and returned only to a parent. Our Savior is not responsible for loss, theft or damage of cell phones brought to school by students.

V. SERVICES

V.A Food/meals

All toddlers and children on childcare days will be given a hot lunch. Snacks are served during the morning and afternoon hours. Please notify the Childcare office and place on the medical form if there are dietary requirements or food allergies.

If you wish to provide a lunch from home for your child, that lunch cannot be stored in the cafeteria refrigerator or heated in the microwave. Please provide coolant if the lunch needs coolant. A meal statement, noting the parent is choosing to provide the child's meals and/or snack from home, must be signed and placed in the child's folder. Meals and snacks provided by the parent are not to be shared with other children.

VI. HEALTH AND SAFETY ISSUES

VI.A Illness

The Texas Department of Family and Protective Services guidelines #746.3605 state: If a child becomes ill during childcare, the teacher must isolate the child from the group and the secretary is to call the parents. If the parents cannot be reached, the secretary will call the other persons listed on the child's Emergency Medical Form. If you are to be away from your home or work number during the day, the teacher or the office must know how to reach you. Keep your Emergency Medical Form up-to-date. Parents are required to pick-up their child within one (1) hour of being notified.

Children sent home due to illness (e.g., fever, vomiting, nausea, and diarrhea) must remain at home for 24 hours after the last symptom(s) subside, without the aid of medications, to watch for further developments and they may not return the next day. Parents are asked to report any illness to the childcare for the protection of others.

The Texas Department of Family and Protective Services guidelines #746.3601 state: “an ill child must not be admitted for care if one or more of the following exist”:

1. The illness prevents the child from participating comfortably in child-care center activities including outdoor play;
2. The illness results in a greater need for care than the teachers can provide without compromising the health, safety, and supervision of the other children in care;
3. The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the centers activities:
 - a. Oral temperature of 101 or greater; armpit temperature of 100 or greater; accompanied by behavior changes or other signs or symptoms of illness; or
 - b. Symptoms and signs of possible severe illness (such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting illness (two or more episodes in 24 hours), rash with fever, mouth sores with drooling, wheezing, behavior changes, other signs that the child may be severely ill; or
4. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

VI.B Emergency Medical Treatment

In case of a medical emergency the office will:

1. contact EMS or transport the child to the nearest emergency care center
 - a. North Austin Medical center at Parmer and Mopac is closest.
2. give the child first-aid treatment or CPR when needed,
3. contact the physician identified in the child’s records,
4. contact the child’s parents and
5. ensure supervision of the other children in the group.

VI.C Medications

When your child needs medication, you will need to fill out a “Parent’s Medication Authorization” form. We will give your child medication only according to the directions given on the form. Never leave medication with your child. All medication and the form should be given to the teacher or the office.

Any over-the-counter medication must be in the original container and must have the following:

1. child’s name,
2. date and time to be administered, and
3. directions for administering the medication.

Under no circumstances will non-prescription drugs, other than those provided and authorized by the parent, be shared or administered to children.

Prescription medication must be in the original container and must have the following:

1. child's name,
2. name of the physician prescribing the medicine, and
3. the dosage and times the medication is to be administered.

Parents are asked to request a "school container" from the pharmacist. OSL may only administer the medication in the manner in which it is prescribed or as the directions indicate by the manufacturer. If the directions do not give the correct dosage for the child's age and weight, a note from the doctor will be needed. If the directions do not give adequate information, a note from the doctor will be needed. We will not administer medication prescribed to a sibling.

Parents may be asked to train the staff on how to administer medication using special devices such as autoinjectors (e.g., EpiPens) and nebulizers.

VI.D Incident/Illness Report

An Incident/Illness Report will be made on any incident that occurs at the center and results in the need for medical attention by a health-care professional, staff or any other situation that places a child at risk. This report form must be signed by the director or the person in charge and shared with the parent. The parent is to sign the original, indicating the form has been reviewed. This must be done within 48 hours of when the incident occurred.

VI.E Release of Children

Children will be released only to persons authorized by the parent on the Family Emergency Care Form. There must be at least two emergency contact persons listed on the form in the event that you are unable to pick up your own child. If you intend for someone other than yourself or your contacts listed on your emergency form to pick up your child, it is the parent's responsibility to notify the office (836-9600).

We recognize that there may be a time when you or your back-up persons will not be able to pick up your child. Should this happen, we request that you follow the procedure outlined below.

1. Permission **MUST** be given by the parent for the designated adult to pick up the child. When possible written permission is preferred but permission by phone will be acceptable.
2. The parent must give the office the full name and phone number of the designated adult.
3. Upon arrival of the designated adult, the adult must check in with the office or childcare provider and show a picture I.D. The employee will determine if the information matches that given by the parent.
4. A photocopy of the picture I.D. may be made and kept for 24 hours.

A child may not be released to anyone, including a parent, if a staff member has reason to believe they are under the influence of alcohol or other drugs that may impair their judgment.

VI.F Parental Custody

Our Savior Lutheran Childcare will not determine parental custody. It is the responsibility of parents to provide the childcare with the necessary court documents to prove that custody rights of a parent have been limited by a court of law. These documents must be signed by a judge and bear the court seal. The documents will be placed in the child's permanent records. Parents must understand that in the absence of these documents, Our Savior Lutheran Childcare **can not legally** prevent either parent from acquiring custody of their child.

VI.G Asbestos Mandatory Public Notice

OSL is working hard to maintain compliance mandated by both Federal and State laws governing asbestos in school buildings. A copy of the Asbestos Management Plan can be found in the office. If you have any questions or would like to examine the Asbestos Management Plan in more detail, please contact Dennis Starbuck, OSL's Asbestos Designated Person at 512-251-6890.

VII. HOME-CHILDCARE COMMUNICATION

VII.A Student Records and Use of Social Media

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. Parents have the right to inspect and review the student's education records maintained by the school. Parents have the right to request that a school correct records, which they believe to be inaccurate or misleading. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance without consent, under certain conditions (34 CR § 99.31.) Parents do have the right to request not to disclose such information about their child. Further clarification can be found on the FERPA website at: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Teachers and childcare staff may use on-line tools to enhance student learning, however, to protect the student's identities and prevent abuses by individuals outside of the OSL family, they will not initiate or accept social media relationship requests ("friend" or "contact" requests) from current students of any age or former students under the age of 18.

VII.B Fees

All childcare fees are due on the 1st day of each month. A \$30 late charge will be assessed on each fee payment that is not received in the business office by the 5th calendar day after the due

date. Parental notification is not required, however, as a courtesy, on the 5th calendar day of the month, the business office will send a letter and invoice to the responsible parent or guardian.

Should the fee payment become 10 calendar days past due, the business office will send a second notice alerting the responsible parent or guardian that the past due amount must be paid or payment arrangements must be made by the 15th calendar day of the month. If the parent or guardian fails to respond to this request, the student will not be allowed to return to school or childcare until the past due amount is satisfied.

Please make all checks payable to Our Savior Lutheran. There will be a \$30.00 fee charged for each returned check. Parents may make payments in the office by cash, money orders, or check. VISA, Mastercard and Discover payments may only be made online; an additional charge will be applied.

A late fee will be assessed if a child is not picked up from OSL by 6:15 p.m. A \$15.00 fee per child will be charged if the parent or authorized person arrives to pick up the child between the time of 6:16 and 6:30 p.m. A fee of \$2.00 per minute will be charged for each minute after 6:30 p.m.

**Registration fees are non-refundable.
Rates may change at any time subject to Board approval.**

VII.C Multi-child Discounts

Families with multiple children enrolled in OSL's School and Childcare will receive the following discount:

First child	-	full fees
Second Child	-	10 percent discount
Third Child	-	15 percent discount
Fourth and consecutive children	-	20 percent discount

VII.D Referral Tuition Credit

The family of an active OSL student can receive a \$300 tuition credit for each family that they refer to OSL who later enrolls at least one new student. The credit will be applied when the new family has had at least one new student enrolled and has paid tuition and fees for a period of three consecutive months.

VII.E Grievances Against Staff Member Policy

When a parent has a grievance against a member of the faculty or staff, he/she shall follow the Christian philosophy described in Matthew 18:15-17:

Step 1: voice this grievance in person to that individual in question,

Step 2: if after this personal conference, the parent or guardian feels the problem has not been resolved, he/she shall discuss the matter with the director in a personal conference, and

Step 3: if the matter still has not been resolved after following the above two steps, he/she may speak to the Chairperson of the School and Childcare Ministry Board.

VII.F Acts of Violence, Threats or Veiled Threats Policy

Where appropriate, the police will be notified if any parent, guardian or representative of any child in our care commits an act of violence, threatens an act of violence, or implies a threat against any employee of or person on the property of OSL Church, School and Childcare. Such acts will also result in the suspension of services to the associated child.

VII.G Arguments and Personal Problems at School Policy

It is central to sustaining a caring environment that OSL's childcare be a safe place for children. Parents must refrain from angry confrontations, loud, abusive and obscene language, and threatening or confrontational gestures. Disagreements and complaints must remain civil while on school property. Failure to do so may result in the cessation of services.

Parents are not to correct, interrogate or threaten others' children enrolled in Our Savior Lutheran Childcare. Parents who confront others children may have their services terminated.

VII.H Holiday and Emergency Closing Policy

Childcare holidays are established at the beginning of the school year and are included in the school/childcare calendar. Parents should become familiar with the holidays at the time of registration. Generally, childcare holidays include the following:

- Labor Day
- Thanksgiving (two days)
- Christmas Eve and Day
- Christmas Week
- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- July 4
- Transitional Days

Transitional days are those days between the close of the school and the beginning of summer and between the close of summer and the beginning of school.

Other Closings: In certain emergencies, childcare may be closed after parents have received ample notification. Examples: Funerals, inclement weather, etc. In case of exceptionally bad weather, childcare will observe the same scheduled closings as the Pflugerville Independent

School District. In those cases where late openings are involved, childcare will open when the Pflugerville Independent School District opens.

Parents will be notified of any new or changed policy via NEWS AND NOTES

There is no reduction in fees for holiday or emergency closings.

VII.I Parent-Teacher Organization

The Parent-Teacher Organization's purpose is to facilitate parent involvement and to support the children's and teachers' environment through fundraising, volunteering, and activities.

Service projects are organized to support the ministry of the school. Various fundraisers are also held throughout the year to supplement the programs of the school. All parents are encouraged to participate in this worthwhile organization. The PTO Executive Board conducts the business of the PTO and are annually elected.

APPENDIX A: Discipline and Guidance Policy for Our Savior Lutheran Childcare

- ❖ Discipline must be:
 - Individualized and consistent for each child;
 - Appropriate to the child’s level of understanding; and
 - Directed toward teaching the child acceptable behavior and self-control.
- ❖ A caregiver/teacher may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior;
 - Reminding a child of behavior expectations daily for using clear, positive statements;
 - Redirecting behavior using positive statements; and
 - 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;
 - Corporal punishment or threats of corporal punishment;
 - Punishment associated with food, naps, or toilet training;
 - Pinching, shaking, or biting a child’
 - Hitting a child with a hand or instrument;
 - Putting anything in or on a child’s mouth;
 - Humiliating, ridiculing, rejecting, or yelling at a child;
 - Subjecting a child to harsh, abusive, or profane language;
 - Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 - Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this Discipline & Guidance Policy as well as the Parent Handbook for Childcare and/or School		
Signature_____	Date_____	
Printed Name_____		
Child’s Name_____		
Circle one please: Parent	Guardian	Employee