



## **Grace Lutheran Church Early Childhood Center**

**422 Valhi Blvd – Houma, LA 70360  
(985)879-1865 Ext. 2**

**[ecc@gracehouma.org](mailto:ecc@gracehouma.org) (School Email Address)**

**[www.gracehouma.org](http://www.gracehouma.org) (School Website)**

**Tax ID# 72-0985882**

**License Number 11869**

*The mission of Grace Lutheran Church's Early Childhood Center is to nurture and teach children in a safe and enjoyable environment where the love of Jesus Christ is proclaimed and modeled to the glory of God, that the Holy Spirit might grow Christ's church through the saving of souls.*

## **Parent Handbook**

**Mrs. Sofie Arceneaux, Director**

**Rev. Richard Rudnik, Pastor**

*Dear Parents,*

*Welcome to Grace Lutheran Early Childhood Center. Lutheran education is not new. Martin Luther was the father of public education. He envisioned and implemented instruction for the common people –not just the tutoring of the elite. Within the Lutheran Church-Missouri Synod, of which our congregation is a member, there are over 2000 early childhood centers, 900 of them associated with Lutheran elementary schools. Lutheran schools strive for excellence in all areas of education with the focus on the main thing: salvation through faith in Jesus Christ.*

*While some church-based centers may have religious components to their program, such as chapel services, prayers at snack time and Christmas and Easter observances, our program is permeated with the love of Jesus on a daily basis. While we do not neglect the studies of science, social studies, math readiness, reading readiness, dramatic play, music, health and creativity, we see ourselves as a Christian Worldview Academy, in which all of those areas are viewed through the eyes of a God who made us, redeemed us and still cares for us.*

*We know that we are not in this alone. As parents, YOU are your child's primary teachers, and it is our goal to partner with you in the education of your child. We hope that you and your family will come to think of this as a place where you will all feel welcomed and loved. If you are not currently active in a Christian congregation, we hope that you will consider Grace Lutheran Church your spiritual home and join us for worship and other activities. Our school is not a separate entity from the congregation, but another aspect of its ministry.*

*So we bid you welcome in Jesus' name and pray that we may all have a fruitful year, growing in the grace and knowledge of our Lord Jesus Christ.*

*Serving the Lord with gladness,*

*Sofie Arceneaux, Director*

## *History*

Grace Lutheran Church's Early Childhood Center had its inaugural year in 2004-2005 with a total of 10 students. In 2005-2006, we added Before and After Care and our Summer Fun program. In 2006-2007, we were pleased to add our Terrific Twos program. The congregation has embraced the ministry with its prayers and financial support. We will continue to strive for excellence in all we do. With the forgiving and empowering love of God behind us, we know there is nothing but the best in store for us and for you. So, as Lutherans have been saying for over 500 years, "*Soli Deo gloria!*" (To God alone glory!).

## *School Calendar & Hours of Operation*

First Day of School – MWF & 5 Day Classes	August 10
First Day of School – Tues/Thur Classes	August 11
Labor Day Holiday	September 7
Fall Break	October 9-12
Election Day	November 3
Thanksgiving Vacation	November 23-27
Christmas Vacation	December 21- January 1
Martin Luther King Holiday (MWF & 5 Day)	January 18
Mardi Gras Holiday	February 15-19
Easter Holiday	April 2-9
Last Day of School – T/Th classes	May 20
Last Day of School – MWF & 5 Day classes	May 21
Summer Program	June/July

**Hours of operation** are: Before Care: 7 a.m. – 9 a.m., School: 9 a.m. – 1 p.m., After Care: 1 – 5:30 p.m.

## *Philosophy*

*"Grow in the grace and knowledge of our Lord and Savior Jesus Christ." 2 Peter 3:18*

- Early childhood education is an integral part of congregational mission and ministry.
- The young child is a gift from God and learns best about God's world through experimentation and exploration.
- Each child is a unique and special child of God, and we encourage the development of Christ-esteem and individuality.
- Children learn best through play and by developmentally appropriate activities provided as avenues for learning.
- Early childhood education provides a warm and loving Christ-centered environment where children can develop to their fullest potential physically, emotionally, socially, intellectually, and spiritually.
- Early childhood education is a ministry to young children and their families.
- Early childhood education is a joint ministry that involves the congregation, the community, the staff, the family, and the child.

### *Purpose:*

That children hear and experience the love of Jesus on a daily basis per Mark 9:37:  
"Whoever welcomes one of these little children in My name welcomes Me..."

That children feel included to the point where their faith in God is enhanced, enlivened,  
and empowered by the biblical story

That the Gospel (Good News) is extended through a comprehensive ministry of care

That parents are recognized as children's primary teachers and are supported in their  
nurturing role in the Name of Jesus and through His saving Word

That The Great Commission (Matthew 28:18-20) is taught to all through congregational  
ministry leaders partnering with members to embrace families in their circle of care,  
speaking the saving love of Jesus so that by the power of the Holy Spirit the lives of  
children and their families are transformed

### *Vision & Objectives*

Jesus and His forgiving and empowering love are at the center of each activity.

Children are valued for their:

- ability to do meaningful work
- wonder and curiosity
- ability to play
- perspectives

Families are valued for their:

- bonds and traditions
- ability to play
- commitment to work, home, and community
- dreams for their children

Staff are valued for their:

- vision, mission, and purpose
- delight in children
- skill, heart, and knowledge
- commitment to families
- ability to play

### ***Basic Daily Center Schedule (varies slightly by classroom)***

7:00 – 9:00	Before Care arrivals, breakfast, free play in centers, small group projects, games, activities
9:00 – 10:00	Arrival, free play in centers, arts/crafts, small group activities & toileting
10:00-10:15	Jesus Time and Chapel once a week
10:15-10:45	Snack
10:45-11:00	Circle Time
11:00-11:30	Center time and art/crafts in small groups
11:30-12:00	Outdoor Play
12:00-12:30	Lunch
12:30-12:45	Storytime/closing for half day students
12:45 – 1:00	Toileting and preparing for naptime/dismissal
1:00 – 3:00	Naptime
3:00 – 3:20	Toileting/Snack
3:20 – 4:00	Outside play/rainy day activity
4:00- 5:30	Learning centers, small group activities, good-byes

## *Admission Policy*

All students entering Grace Lutheran Church Early Childhood Center must be two years old no later than September 30 of the current school year to be eligible for our Terrific Twos Program and three before September 30 of the current school year to be eligible for our Preschool Program.

### **Admission Requirements**

\*\*Completed Registration Form with registration/supply fee payment

\*\*Child's Birth Certificate

\*\*Updated Immunization Record- Must Include Expiration Date on Form

\*\*If applicable-- All forms for services or special need accommodations (Ex: Speech Evaluations/IEP or Emergency Medication Information)

**Fall/Spring (August- May)-** Our Fall and Spring program begins and ends approximately the same time as the Terrebonne Parish Schools begin and end their school year.

**Summer Program (June-July)-** Summer program begins a week after the Fall/Spring Program ends. The Summer Program ends two weeks before the Fall/Spring program begins.

**Grace Lutheran Church Early Childhood Center** does reserve the right to refuse a child or family due to the parents not conforming to our rules and regulations or that of the State of Louisiana.

## *Non-Discrimination Policy*

Grace Lutheran Church Early Childhood Ministry Center admits children of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, handicapping conditions, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and local programs, and athletic and other school-administered programs. It does not discriminate against breastfeeding mothers.

## *Absences and Tardiness*

Consistency and routine are very important to a young child's sense of stability. If your child will be absent for more than one or two days, please notify the school.

We start our learning activities promptly at 9:15 a.m. In order to make sure your child has had time to say good-bye to you, wash his/her hands and ease into the day, it is important that you arrive no later than 9 o'clock. Arriving later is stressful for your child and disruptive to the rest of the class.

## ***Birthdays***

Birthdays may be celebrated by bringing a special snack. A **cookie cake, cookies, or donuts** are acceptable without icing. We ask that you Please Do Not Bring Devil's Food Cupcakes/Cake because it tends to be messier and adds more time to clean up for snack. **(Food brought in MUST be store bought with food label)**

Birthday party invitations may only be passed out at school if the entire class is invited. If the entire class is not to be invited, please send invitations to individual children in the mail.

## ***Breakfast***

Those children who come to Before Care may bring some breakfast to eat at school. Remember a good breakfast is essential for learning, so we would suggest it be nutritious and include a dairy product or protein. String cheese sticks, a half cheese sandwich or peanut butter and jelly sandwich, fruit, a container of milk, oatmeal squares or dry cereal are all options that will help start your child's day off right. They must eat their breakfast before 8:30 a.m. Half day students should not bring breakfast to school.

## ***Parental Access Policy- at this time, parents are not allowed in the classrooms due to COVID 19 CDC Guidelines***

It is our goal that Grace Lutheran Early Childhood Center will be an effective and safe environment in which children can learn and play. Parents are welcome to visit the classroom anytime during its regular hours and when children are present. Care must be taken that discussion with parents does not hinder supervision of children. If a parent requests a conference, the staff member is urged to set an appointment outside of school hours or at a time when other staff are available to supervise the children.

## ***Parental Involvement Policy***

Parents shall be offered a minimum of two opportunities for involvement each year, which may include but not limited to, an open house, parent education session, parent and staff conference, family pot luck dinner, holiday party, or parent/grandparent's day.

## ***Child Care Drop-In Policy (Only if Space Available)***

Even if your child is a half-day student, there may be times when you would like to use Before- or After-Care if we have room. You will need to sign up *and pay* in advance (unless there is an emergency), preferably the week before. Rates are as follows:

<b><i>Before School (7:00 – 9:00 a.m.)</i></b>	<b><i>\$5/day</i></b>
<b><i>After School (1:00 – 5:30 p.m.)</i></b>	<b><i>\$15/day</i></b>

## ***Clothing and School Bag***

Time at school is an active time with outside play, painting, and possibly sand or water play. Please dress your child in play clothes that can get dirty! You may choose to purchase 1 or more Grace Lutheran ECC T-shirts for your child to wear on school days. We will spend time outdoors except in cases of rain, so please dress your child appropriately.

**Please send your child in closed-toe shoes such as sneakers, instead of sandals, crocs or flip-flops. Our playground surface is such that it can get into the sandals or flip-flops and your child will be much safer and happier with closed-toe shoes.**

If your daughter wears a dress or skirt to school, please make sure that she wears shorts under it for modesty reasons. Also, make sure that your child wears clothes that s/he can handle on his/her own when it comes to using the toilet – no belts, overalls or suspenders.

**Please send a change of clothes (including socks and underwear) in a large Ziploc bag to be kept at school in case of accidents. Clearly label the bag and the clothes.**

You may also purchase a Grace Lutheran ECC school bag for your child. If you choose not to purchase our bag, you may send another. An open-top bag is preferred to a back pack in which larger papers or art projects can get crushed. Your child should bring his/her school bag to school every day.

### ***Communication***

In the case of school to home communication, please look in your child's school bag **at the end of each school day** for newsletters, notes and information. If you need to get a message to the teacher or director, please either call on the phone or write a note rather than giving a verbal message to your child.

In the event that a significant change occurs in your home, please consider informing the school as soon as possible. Common causes of distress for children are either parent being away from home for an extended period of time, illness or death of a friend, family member or pet, a new sibling or pregnancy, a new person living in the home, etc.

If you have a concern about something that is happening at school, please speak directly to the person involved (teacher, director, aide) first. If you are not satisfied that the problem is resolved, please speak to the director. It is best to set an appointment for discussing a problem rather than trying to catch the teacher before or after school when she is preoccupied with her responsibilities with the children and there is not a chance for privacy.

### ***Financial Responsibility of Registration***

By registering your child for the school year, you are making a commitment for payment of full tuition for the whole school year regardless of attendance. Should you find it necessary to withdraw your child during the school year, a withdrawal form must be submitted to the Director at least 2 weeks prior to withdrawing your child.

### ***Delinquent Accounts***

As a non-profit organization, we depend on tuition payments to pay our staff and take care of the expenses of day to day operations of our center. Please plan to pay your tuition by the 1st of the month. A late fee of \$10 will be assessed on payments after the

5<sup>th</sup> of each month. We suggest that you sign up for the Vanco Services program, which will debit your tuition from your bank account each month.

If a check is sent back to the ECC because of non-sufficient funds (NSF), you will be responsible for the bank service charge and a \$10.00 handling fee. After any second NSF check, payments will be accepted by cash or money order only.

Any child whose parents are in arrears in payments after 60 days is subject to dismissal until such time as the monies owed are paid in full, including the month when the child shall return. We understand that emergencies sometimes occur which may make it difficult for you to pay your tuition. In such a case, please feel free to discuss your situation with the Director and alternate arrangements can perhaps be made.

### ***Tuition Payments for Summer Program***

Tuition is due and payable when you bring your child for the first day of the week of camp s/he is attending. There is a **\$10 fee** for any tuition not paid on the **first day of a camper's week** which is usually on **Mondays**.

A one-time registration fee and a specified deposit for each week(s) will hold your spot for summer camp with the balance paid weekly and due on Mondays of your child's first day of the actual camp date. Deposits and Registration Fees are Non-Refundable. There are no refunds for camp fees for missed days of vacation or illness. We depend on your tuition to pay our staff. Please review your Enrollment Contract for details.

### ***Discipline***

Children at our center will not receive physical punishment. Children who have conflicts or problems with others while at our center will be encouraged to verbalize their angers and concerns. The role of the adult at school is to be a helper at positive problem solving. The staff strives to model Christ's unconditional love and forgiveness to us while teaching children to accept the logical consequences for their actions.

**Children whose behavior endangers others will be supervised away from other children. In some cases, where children resort to violence—especially biting or hitting another child—the parents will be called and/or the child sent home. If a child continues this behavior, a parent/teacher conference will be scheduled. If a child's behavior continues to endanger the well being of others after a parent conference, he/she may be dismissed from the program.**

No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse by staff or by parents on the premises or during field trips. Derogatory remarks shall not be made in the presence of the children about family members of the children in care or about the children themselves. No child or group of children shall be allowed to discipline another child. No child shall be deprived of meals or any part of meals for disciplinary reasons.

## **Drop-off and Pick-up- Updated Drop Off and Pick Up Procedures due to COVID-19 CDC Guidelines**

**Drop Off Half Day and Full Day for both classes-** When you bring your child to school, please park in the parking lot on the side of the church building in a designated space and walk your child to the back classroom. A teacher/staff member will greet you at the door and your child's temperature will be taken and recorded. You will be asked several questions confirming that your child hasn't taken fever reducing medication in the last 24 hours and does not have shortness of breath, sore throat, rash (other than diaper rash), or a cough. Also, we will ask if the child has been in close contact with someone with a confirmed case of COVID-19 in the last 14 days.

Parents will not be allowed in the school building and staff members will sign your name in and out. Face masks or face coverings will need to be worn by person dropping off and picking up your child. Please social distance from other parents/children when waiting for your turn to sign in. Your child's hands will be washed with soap and water/hand sanitizer immediately upon arrival.

**Pick up Half Day-** Please park in the front of the church building and meet the teacher/staff member at the front door closest to the mailbox. We will ONLY dismiss children to the person you have designated on their paperwork. Please make sure to bring an ID for the first few weeks of school. Please make sure face masks are worn at pickup.

**Pick up Full Day-** Please park in the parking lot on the side of the church building and walk up the sidewalk towards the classroom. Children will be dismissed ONLY to the person you have designated on their paperwork. Please make sure to bring an ID for the first few weeks of school. Face mask/covering needs to be worn by person picking up your child.

**All children will need to be brought to school by someone on their list who is 18 years old or older. Please make sure these people are aware of the new drop off and pick up procedure and have the answers to our questions!**

If you need to have someone who is not on the list pick up your child, please call us or write a note. We will ask for photo ID of a person we do not know. This is for your child's safety.

According to Louisiana Law, we are not allowed to let a child leave our premises who is not buckled into a proper child restraint apparatus. We are also required to report if any child under the age of 12 is left alone in a vehicle.

## ***Emergency Care Procedure***

The school's emergency care procedure will be followed in the event of illness or injury during the school day. The teacher/director will attempt to contact one or both parents, followed by others listed as emergency contacts. Please inform your Emergency contacts that you have listed them as emergency contacts and let them know the school's phone number. That way, if we call and they don't recognize the number, they will know to answer. If there is no response from any of the emergency contacts listed within 30 minutes, the emergency numbers of the child's doctor will be called. If none of the above can be reached, a doctor selected by the school will be contacted. In a case of extreme emergency, the staff may elect to call 911 before emergency contact numbers. All expenses are the responsibility of the parent.

## ***Emergency School Closings***

**Grace Lutheran Early Childhood Center will close for emergency weather conditions when the Terrebonne Parish Schools are closed for the same.** Listen to the school-closing bulletin on radio or television. In the event of an early dismissal, the school will notify parents in a timely fashion. Also, any updates will be posted to our Facebook Page- Grace Lutheran Church Early Childhood Center.

**If we have an emergency evacuation and have to leave the Grace Lutheran Church property, children will be transported to Houma Christian School at 109 Valhi Blvd. Parents will be notified as soon as possible.**

We will attempt to make up school days that are missed because of the weather. There will be no tuition reduction for weather-related school cancellations.

## ***Healthy Hand Hygiene***

All children and staff must engage in hand hygiene at least every two hours at the following times: (Wash hands with soap and water for at least 20 seconds)

- Arrival and exit of the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After playing outside or in the sand
- After handling garbage
- After handling animals or cleaning up animal waste

All Children and Staff will wash their hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Children will be supervised while using hand sanitizer to prevent ingestion. We will assist any child that may need help with hand washing and staff will wash their hands after doing so.

## *Illness of a Child*

**All students will submit an updated record of immunizations to ensure that they are immunized against diphtheria, tetanus, whooping cough, polio, red measles, chicken pox, and rubella before they begin school.**

If a child becomes ill during the day, s/he will be in supervised isolation away from the other children and a parent will be notified to pick up the child promptly.

### **Please keep your child home if s/he has:**

- Fever of 100.4 degrees F or above
- A skin rash that has not been identified
- Diarrhea and/or vomiting two or more times in a day
- Evidence of head lice or other parasites
- Severe coughing
- Rapid or difficult breathing
- Yellowish skin or eyes
- Conjunctivitis (pink eye)
- Sore throat or difficulty swallowing
- Pain of which the child complains and interferes with normal activity
- Evidence of infection (Yellow/Green discharge from nose)
- A moist or open cold sore
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- **If your child attends school with yellow/green discharge from their nose, they will be sent home. Please send a written Dr. excuse if your child has been to the doctor for this infection and is able to return to school. If you choose not to send your child to the doctor, please keep your child home until discharge is clear.**
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- **If you take your child to the Doctor for any reason, please bring the Dr. Excuse showing the child is OK to return to school. In the case of skin rashes, etc, we must have a note saying the child is not contagious.**
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- **Please let us know in writing if your child has any food or medicine allergies. An Emergency Plan must be completed for any child with food allergies! If your child had a certain skin condition that is currently being treated for by a doctor, please send a note from the doctor explaining the condition and medicine that is being used to treat the condition.**
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- If a child is well enough to come to school, s/he is considered well enough to go outdoors if the weather permits, and to participate in all school activities. Do not ask us to keep your child inside or make them sit down during active play periods.

Based on current information, older adults and people of any age who have serious underlying medical conditions might be at a higher risk for severe illness from COVID-19. To protect those at higher risk, it's important that everyone practices healthy hygiene behaviors. If you are 65 years old or older or have serious underlying health conditions, it's important to talk to your healthcare provider to assess your risk and determine if you should stay home. Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have severe illness. If your child has underlying health conditions, please talk with your health provider to assess their risk.

### **Testing Positive for COVID-19 or suspected of having COVID-19 (Staff/Child/Parent)**

- Stay home and away from others until you have fully recovered
- Anyone who has had close contact (close contact is a person who was within 6 feet of an infected person for at least 15 minutes starting two days before symptom onset or two days before test collection date if asymptomatic until the case isolated) should stay home for 14 days and monitor for symptoms
  - All workspace and classrooms will be thoroughly cleaned
- Everyone should monitor their health for symptoms, not come to work/bring your child to school, and consult your doctor.

### **Returning to school/work**

Fever free without the use of fever-reducing medications for at least 24 hours, improvement of other symptoms (e.g., cough, shortness of breath), and at least 10 days have passed since symptoms first appeared.

### **Positive Test Result but no symptoms**

If a child/staff member with a confirmed case of COVID-19 is asymptomatic, they can return to work/school after at least 10 days have passed since the collection date of the first positive COVID-19 diagnostic test as long as they remain asymptomatic.

### **Recommendations for Staff/Children who have had close contact to a case of COVID-19**

They should stay home for 14 days after the last known close contact with a confirmed case of COVID-19. Please self monitor for symptoms associated with COVID-19.

### **Suspected of having COVID-19 and a Negative Test Result**

Persons suspected of having COVID-19 who have been tested and receive a negative test may discontinue isolation precautions provided they feel well.

If a person is sick with non-COVID-19 symptoms or tested negative for COVID-19, the person MUST still be symptom free for 24 hours before returning to school.

## **SYMPTOMS OF CORONAVIRUS- COVID-19**

**Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID19**

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscle or body aches
- Vomiting or diarrhea
- New loss of taste or smell

Seek medical care immediately if someone has emergency warning signs of COVID-19

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

**Children who have a fever, diarrhea or vomiting must be symptom free for at least 24 hours before returning to school. No one will be admitted showing signs of illness and fever of 100.4.**

It is very important to keep your child home when they are sick. We want to ensure the health and safety of our students and staff. We are implementing a new drop off and pick up for your child including a screening before they can enter the classroom, we are isolating any child/staff member who may show signs of illness, and we are disinfecting high touch surfaces, such as door handles, light switches, bathrooms, faucets, toys, and games that children play with on an hourly basis. Staff and children will wash their hands a minimum of every two hours.

## ***Late Pick-up/Early Arrival (Half Day and Full Day Students)***

Before school begins, our staff is busy preparing for the day. Please do not bring your Half Day child to school earlier than 8:55 a.m. If there is a special situation, please let us know and we can make occasional adjustments. Likewise, at the end of the day, we have schedules to keep outside of our school responsibilities. Please pick your child up between 12:50 and 1 p.m. If you have not arrived by 1:10 p.m., you will be charged a \$5 fee for every 5 minutes after 1:10 p.m. that you arrive. Once again, we understand that special situations occur. If you know that you will be late, please call (879-1865 Ext. 2) and let us know.

Your Full Day child can come for Early Care any time between 7 and 9 a.m. At the end of the day, all children must be picked up by 5:30 p.m. If you have not arrived by 5:35 p.m., you will be charged a \$5 fee for every 5 minutes after 5:35 p.m. that you arrive. It is very stressful for children (and staff) when you do not arrive on time. If you have a special situation and will be late, please call (879-1865 Ext. 2) so you can let the After Care Staff know that you will be arriving later.

## ***Lunches***

Each child should bring his/her lunch every day. Please make sure the lunch is nutritious: a half sandwich, fruit or vegetable and drink are usually sufficient. A tortilla rolled up with cheese or lunchmeat is a good substitute for a sandwich, as are yogurt or cheese and crackers. Candy and carbonated beverages are not acceptable. Large portions may overwhelm many children. A small amount of several items is more enticing.

Staff is not able to microwave lunches, do not send a lunch that has to be heated. If your child prefers a hot lunch, use a thermos container to send it in.

**If the lunch has perishable items inside (including Lunchables), the Louisiana Office of Public Health requires that it be in an insulated lunch bag with at least one ice pack since lunches will stay in the children's cubbies in the classroom and not be refrigerated. Don't forget to send spoons or forks if they are needed.**

**Guidelines about Food Safety  
Louisiana Department of Education**

Children under age four shall not have foods that are implicated in choking incidents. Examples of these foods include, but not limited to: Whole Hot Dogs, Hot Dogs sliced in rounds, Raw Carrot Rounds, Whole Grapes, Hard Candy, Nuts, Seeds, Raw Peas, Hard Pretzels, Chips, Peanuts, Popcorn, Marshmallows, Spoonful of Peanut Butter, and Chunks of Meat larger than what can be swallowed whole.

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Parents of all children in a class with a child with allergies shall be advised to avoid any known allergies in class treats or food brought into the center. A list of allergies will be posted and updated as new information is reported to Director.

***Snack—Store Bought with Food Label***

We ask that each family provide a box/container of snacks at the beginning of the month as follows: (Choose 1-2 a month)

- |                          |                   |             |
|--------------------------|-------------------|-------------|
| * Graham Crackers        | * Cheese Crackers | *Cereal     |
| * Muffins (Little Bites) | *Veggie Straws    | *Fruit Cups |
| * Goldfish crackers      | *Vanilla Wafers   |             |

**\*\*If your child has a Food Allergy, they must bring their own snack. You will not need to bring snacks for the class.**

***Medication***

**If your child needs medicine during the day, parents will have to bring the medicine to school, administer the medicine, and sign a medication log. The Director MUST have a copy of the Pharmacy Insert for all medications given to your child while in our care. This will allow us to have a copy of possible side effects from the medicine given to your child.**

**\*\*\*\*The only exception to this policy is a child with allergies who is prescribed an Epi Pen or a child that has been diagnosed with asthma and has an asthma inhaler or breathing treatments that are medically necessary to be administered during school hours. This will be discussed with the Director and your child’s teacher and a written emergency plan will be given to the school by the parent for the child with allergies or asthma along with additional paperwork that must be completed by the parent and the child’s doctor. This paperwork will be updated every 6 months or as changes occur within that period. All aerosol medication shall be delivered to the center in premeasured doses. Emergency Medication must have the label from the pharmacy and the medication must be in its original container/box with your child’s name and dosing information.**

## *Naps (Full Day Students)*

Every student who is registered for the full day program will be required to lie down quietly during naptime. We have cots for each student. Your child should bring (at the minimum) a beach towel or small blanket for a covering. S/he may also bring a small pillow and a small “lovie” if s/he normally sleeps with one. Please do not send a sleeping bag, large quilts, or anything that has a zipper. It is important that all children understand that whether or not they sleep, they must lie quietly and not disturb other children. **Any child who consistently causes disruptions during naptime will be dismissed from the full day program and will have to be picked up at 1 p.m.**

## *Student of the Day (Preschool Class Only Aug-May)*

Each school day, one child will be designated as Student of the Day. The frequency of this occurring will depend on enrollment.

## *Sunglasses/Sunscreen*

More and more studies are coming out on the effect of sun on eye health as well as the skin. We do spend time outside everyday, so if you would like to send sunglasses or a cap for your child to wear, we will keep them here. Also, it doesn't hurt to put a little sunscreen on your child's face in the morning before school.

## *Toileting*

Children in the 2-year old program who are not toilet trained should bring extra diapers and wipes for their child each day. Please make sure to label these items with your child's name.

Children who are in the Preschool program are required to be toilet trained when school starts.

## *Toys and Personal Belongings*

Toys and personal belongings are hard to keep track of at school and cause unnecessary problems between the children. Please assure your child that his or her toys are for home use and that at school s/he has special “work” to do. Children are not allowed to have pacifiers at school.

## ***Ages and Stages***

We respect that all children develop at different ages and stages. If the teacher and director feel that a child is not ready socially or developmentally ready to advance to the next class according to their age group, a parent conference will be scheduled to discuss the option of remaining in the younger class.

## ***Complaint Policy***

Grace Lutheran ECC License Number 11869

We are licensed by the State of Louisiana as a Type I Center. Parents may call, email, or write the Licensing Division if you have significant, unresolved licensing complaints.

(Phone Number) 1-255-342-9905, (email) [ldelicensing@la.gov](mailto:ldelicensing@la.gov)

(website) louisianabelieves.com (Fax) 1-225-342-2498

(address) Dept. of Education, Division of Education, P.O. Box 4249, Baton Rouge, LA 70821

## ***Neglect and Abuse Statement***

Our staff is mandated to report any suspected abuse and/or neglect of a child in our center. We will call the Louisiana Child Protection Statewide Hotline 1-855-452-5437

Grace Lutheran Church Early Childhood Center  
422 Valhi Blvd. Houma, LA 70360 (985)879-1865 Ext. 2

**Parent Handbook Attestation (August- May )**

I am the parent or legal guardian of \_\_\_\_\_.  
(Child's name)

**I agree to abide by the requirements written below and the policies set forth in the *Parent Handbook*. In return for this promise of continual fulfillment of all policies, the early childhood program agrees to provide care for the above named child that meets the standards and guidelines as set forth below and in the *Parent Handbook*.**

The set fees will be in effect until a new agreement is signed by me. This fee per child will be paid in advance (unless other arrangements are agreed upon in writing). I understand that care will not be provided without this advance payment.

I understand that the yearly tuition is \_\_\_\_\_. I will pay the tuition in the following way: (please mark your choice)

\_\_\_\_\_ 10 equal payments of \_\_\_\_\_ per month, beginning in August and going through May of current school year. Payments are due on or before the 1st of each month.

\_\_\_\_\_ Full tuition paid at enrollment

\_\_\_\_\_ Two equal payments of \_\_\_\_\_. The first payment due August of current school year and the second due in January of current school year. (First day of school and date return from Christmas Holiday)

A \$10 late fee will be charged for accounts not paid by the 5<sup>th</sup> of each month. (Except 1<sup>st</sup> month because school starts after the 1<sup>st</sup> of month.) Please pay on first day of school.

I understand that there is no automatic reduction of fees when my child is on vacation or gone from the early childhood center for any reason.

I understand there is a returned check fee of \$10 and I am responsible for the bank service charge. Checks should be made out to Grace Lutheran Early Childhood Center. Receipts will be given for payments if requested. A statement will be sent at the end of each year for tax purposes.

**If I choose to withdraw my child from Grace Lutheran ECC, I understand that I will pay tuition for two weeks from the date written notice is given. A withdrawal form MUST be completed. If I choose not to complete a form and stop sending my child, I will be responsible for the whole month's tuition.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Withdrawal Notice Form

Grace Lutheran Church  
Early Childhood Center  
422 Valhi Blvd. Houma, LA 70360  
(985)879-1865 Ext. 2

**Notice MUST be given at least 2 weeks prior to the child's final day of attendance.**

Child's Name: \_\_\_\_\_

Final Day of Attendance: \_\_\_\_\_

Reason for withdrawal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_