

Philosophy

It is our goal to enrich the quality of family life by providing Christian care for our children. We wish to enrich the life experience of children through positive examples of love and respect for each other as Christ has taught us.

Social development and self-esteem will be an ongoing challenge met on a daily basis. We will be encouraging a sense of independence, responsibility of self and others, as well as working together in group settings to develop cooperation.

Our preschool exists to apply the word of God, as revealed in the Bible, to the hearts and lives of young children. It is our prayer that your child learn more about Jesus and his perfect love for all people. We are here to help in directing your child to follow in Jesus' footsteps.

"Train up a child in the way he should go, and when he is old, he will not depart from it." Proverbs 22:6

Emmaus Lutheran Child Care is licensed by:

The State of Arizona
Department of Health Services
Office of Child Care Licensure
150 N. 18th Ave Suite 400
Phoenix, AZ 85007
(602) 364-2536

All inspection reports are available for review upon request. Please contact the Director for this information.

Nondiscrimination Policy

Applications for enrollment are accepted without regard to race, religion, color, sex, or national origin. However, since we are an extension of Emmaus Lutheran Church, members of Emmaus have first priority. We will be teaching God's Word throughout the day, as well as attending weekly Chapel services. If you are not a member of Emmaus and would like to know more about what we teach, please see the Director or the Pastor.

Programs

Our center offers before and after school care. Before school offers free play and help on any homework that may need to be finished. Afternoons provide a "rest period" for younger children followed by outdoor play, games, and a time for homework if necessary.

We also offer a Preschool program for children who are three and toilet trained, and a PreK program for children who are four. Your child must be three to attend the Preschool and four by September 1st to attend the PreK. These programs run from 8:30-11:30 a.m. Monday through Friday. They are on the same calendar as the school aged children. Our Preschool program is a structured program, working on social skills along with learning. Our PreK program is also a structured program that introduces various skills which help prepare the children for Kindergarten. More information concerning these programs is available from the teachers.

Hours

Emmaus Lutheran Extended Care is open from 7:00-8:00 a.m. and 11:30-5:30 p.m. during the school year. The Preschool and PreK classes run from 8:00-11:30 a.m. The Child Care Center **will not** be open on holidays or vacations or any day that there is no school. Parents who pick up their children after 5:30 p.m. will be charged a late fee of \$1.00 per minute per child. The first time a child is picked up late, the parent will receive a written warning as well as the late fee. The second time the child is picked up late, the parent will receive written probation along with the late fee. The third time the child is picked up late, the child will be suspended from the center, as well as pay all late fees. The length of this suspension will be determined by the Child Care Committee.

Enrollment Procedures

Every child must be registered prior to admittance into the classroom, completing all necessary forms as required by the State of Arizona. Please bring your child's immunization records, medical history, and personal history at the time of enrollment. **Your child will NOT be allowed to start at our center until we have a current copy of your child's shot records and all immunizations are current.** Please remember to include written authorization of all individuals who will be allowed to remove your child from the center. If you are unable to pick up your child, please call the center with verbal authorization allowing your child to go home with someone else. If we have not received some type of authorization, we will contact you before releasing the child.

Procedures for Leaving

If you no longer want your child to be enrolled in Emmaus Lutheran Preschool or PreK, we ask for a one week notice. Payment in full is required on your child's last day. The center may ask that your child no longer be enrolled for any of the following reasons:

- Completion of the school year.

- Suspension due to disciplinary action (see Discipline policy)

- Suspension due to failure of parents to pay the necessary fees on time.

Payment Schedule

Tuition payments are due and payable on the 10th of each month. Extended Care fees are due and payable within one week after the billing is issued. After four weeks with no payment being made, the child will not be allowed to use the facility until payment is received in full. An annual registration fee per family is required at the time of enrollment and again every August.

This fee is non-refundable. If you do not wish to register your child in the Extended Care Program, you will be required to pay a higher hourly drop-in rate.

Our Extended Care Program is based on the total number of hours per week your child attends. We do not charge you for days your child is not here. The Preschool and PreK Programs charge a flat monthly rate no matter how many days or hours they attend.

**** An \$18 service fee will be charged for all bounced checks to cover our bank fees. ****

Parental Involvement

We have an open door policy. Please stop by any time to visit with your child. We are always in need of volunteers. We urge your assistance and participation with planning special projects and parties.

Field Trips

Due to the Health Department's strict regulations on transportation, as well as the State of Arizona's car seat law, the Preschool children do NOT take field trips. We do Not transport the children at all. We will have special "Guests" come to us throughout the year.

Medicine

We can **NOT** dispense any medicines - over the counter or prescription. Please do not send them with your child.

Health

Your child's health is important to us, therefore your child will be sent home if he/she appears to have symptoms during the day. In these cases, the child will be isolated immediately from the other children and a parent will be contacted. We understand that this is often inconvenient to parents who work outside the home, however, for the well being of every child that attends our school, we must insist that the ill child be picked up immediately. A child may only return to school when he/she has been **fever free for 24 hours**, or until the symptoms have cleared.
Keep your child home if...

- He or she has a fever.
- He or she has heavy nasal discharge (sniffles are common).
- He or she has a constant cough.
- He or she has diarrhea.
- He or she has a symptom of a communicable disease such as Chicken Pox, Lice, Pinworms, Shigella, Pink Eye, or an unidentifiable rash.

When a child in the center has a contagious disease, a notice will be posted.

Emergency Procedures

In case of accidental injury, we will make an immediate attempt to contact the parent. If we cannot reach you, we will call the child's physician. If necessary, we will call an ambulance or the paramedics. The person in charge will make all necessary decisions about the care of your child. All minor accidents will be documented on an "Accident" report. **For your child's benefit, it is very important to keep the school updated on phone and emergency numbers, as well as all other pertinent information.**

Insurance

Although we do not anticipate a serious accidental injury, it is our policy to carry student liability insurance as required by the State of Arizona.

Abuse and Neglect

In accordance with Arizona State Laws, we must report any suspicion of any form of child abuse. This would include sexual abuse, physical abuse, emotional abuse or neglect. We do not condone, hide or tolerate any type of child abuse. Our main responsibility is to ensure the safety of the child.

Special Needs

We review each special needs child on an individual basis. We set up a meeting between the child's parents, the director and the teacher. We discuss the situation and decide if we are able to provide the child with the very best care while meeting their special needs.

Food and Nutrition

A sack lunch from home must be sent if your child will be staying for lunch. We will be happy to help you with ideas for nutritious lunches. No hard candy or gum please. Please use good judgement in using containers that do not leak. Remember to label your child's lunch box and containers. We do not have refrigerators available for the lunches, so please send non-perishable foods or include a blue ice or other cold pack. Snacks will be served twice a day. The snack schedule will be posted each month. Occasionally your child will have the opportunity to cook or prepare special treats for school projects.

Rest

Extended Care participants will REST every afternoon after the lunchtime recess and devotion. Sleeping is not required, however often time occurs. Your child will be allowed to sleep. "Quiet time" activities will be provided after 30 minutes of rest, for those who do not wish to sleep. We provide mats and sheets as required by the ADHS. Feel free to send in a small blanket with your child's name on it to use during this time.

Toys from Home

We ask that you leave your child's toys at home. **If an item is brought to school, we cannot be responsible for it.** It must be shared and must have your child's name on it. If your child has a book they would like to share with the class, please make sure you put your child's name on it and the teacher will do her best to read it that day. **Please, No gum, guns, war toys, or any other toys of destruction.**

Clothing

We encourage your child to wear washable, durable clothes. Tennis shoes are best. If your daughter wears a dress, please have her wear shorts underneath. We ask that each child in preschool have a complete change of clothes to be left at school in case of an accident. All sweatshirts, sweaters and jackets should be labeled with your child's name. We are not responsible for lost items.

Discipline

In our center, where the Word of God is the foundation and guide for all our activities, it is self-evident that the children reflect the faith in their hearts in general behavior and attitude. Of course there are those times when the "Old Adam" gets the best of the children. If the child is acting out with unacceptable behavior (harming other children, temper tantrums, destroying property etc...) there will be a time out period for the child. Once the child has regained composure, different God-pleasing ways to express oneself will be discussed. Repeated incidents of unacceptable behavior will be discussed with the parent and brought before the Child Care Committee for review.

Blatant disrespect or violence toward a teacher **will NOT** be tolerated. The parent will be contacted immediately to remove the child from the premises. A parent/child meeting with the Child Care Committee may be required before the child is allowed to return to the center.

Birthdays

Parents may send a treat for their child's birthday. We will celebrate during snack time. Your child's teacher will add special songs, stories, etc... to make this a special time for your child.

Emergency Drills

Emergency drills are held periodically to acquaint your child with evacuation procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to them and know what to do in the event of an emergency. Fire drills are practiced monthly.

Safety of your Child

Emmaus Lutheran Child Care Center uses a sign in/out system to record the arrival and departure of each child. Parents or other adults **designated in writing** by the parent, must sign the daily record when bringing or picking up a child from school. Any person that you designate to pick up your child **must** be on file at the school. A form for this purpose is provided by the school for each child. Inform the school of any person(s) **NOT** authorized to pick up your child as well. It is **mandatory** for any person picking up your child to show proper picture identification.

Everyone signing in or out a child must sign their first initial and FULL LAST NAME. Children arriving before 8:00 a.m. will be sent to Extended Care. Children not picked up by 11:40 a.m. for preschool - kindergarten and 3:30 p.m. for 1st - 8th grade will also be sent to Extended Care until the parent arrives.

Closing Statement

So that we may provide you with the best possible care, we ask that you remember us in your prayers. If any problem should arise, feel free to contact either your child's teacher or the Director. We are here to assist you. If there is any way we can be of service to you, please let us know.