

Lord of Life Lutheran
Center for Child Development
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Lord of Life Child Development Center

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Parent Handbook

Revised November 2021

Lord of Life Lutheran Center for Child Development

PARENT'S HANDBOOK

Welcome to our center! We are excited to have you as a part of our family. At Lord of Life Center for Child Development every child is important. Our program is academically rich and designed to promote your child's growth and development. Thank you for choosing Lord of Life Lutheran Center for Child Development for your child.

A transition into any new environment can be challenging and cause anxiety for any child or adult. Our staff is trained to be alert and aware of your child's reaction to their new environment and will be sensitive to their feelings. After enrolling your child at Lord of Life Lutheran Center for Child

Development, your child may visit and be introduced to his/her new teacher. This will also give you an opportunity to get to know the teachers and staff involved in the care of your child prior to their first day.

Separation anxiety is common, and your child may resist being left at Lord of Life Lutheran Center for Child Development in the beginning. However, after several days, drop-off becomes easier. We suggest that after you do the necessary signing in and walking your child to class, simply give your child a hug and assure them that you will return for them that afternoon to pick them up. Leaving promptly makes the transition a lot easier. prolonging your departure could cause more anxiety for your child. We encourage parents to call any time during the day to see how their child is adjusting. If needed, the Director will be happy to provide additional suggestions for a smooth and enjoyable transition into the school environment for both you and your child.

This handbook will help you understand our center goals and polices. Our guidelines are all designed to make sure that each child receives the best education possible. Please look over the information given so that you are familiar with our operation and guidelines.

We are looking forward to getting to know you and your child and providing a rich learning environment where all our children develop to their full potential.

April R. Williams Naseer-----Director

WELCOME

Lord of Life Lutheran Center for Child Development

MISSION STATEMENT AND GOALS

At Lord of Life Lutheran Center for Child Development, we believe the purpose of our Christian Center is to assist the parents in the development of the whole child. The parents and teachers are partners in providing the optimal environment in which to enhance the natural curiosity and desire to learn inherent in each child.

Learning about God, self, others, and God's world around us should be the most exciting and worthwhile experience to be had. It begins at birth and should continue for a lifetime. At our center, situations are provided to help the child prepare to make social, emotional, cognitive and physical adjustments in life.

We believe children learn best from their own experiences in a learning center environment, teachers will help promote self-awareness and perceptual motor skills through planned, child-directed activities in which to give children the hands-on experiences they need for total growth and development.

STATEMENT OF SERVICES: Lord of Life Lutheran Center for Child Development is a year-round program that offers all day care for children ages 6 weeks to 10 years. The center provides Infants through Pre-K, and full-time summer care for elementary age children. After school and holiday care is provided for children who attend the following elementary schools: Hopkins, Candlewood, Paschall and Woodlake. Our daily activities include school readiness skills, arts, crafts, games, music, outdoor play and story time.

ENROLLMENT REQUIREMENTS: Enrollment in our program is open to all families of our community. We operate on a nondiscriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin. Only the child(ren)'s parent or legal guardian may enroll a child(ren) (Proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend Lord of Life Lutheran Center for Child Development. All requested personal information is kept confidential. Parents are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your child. Current immunization information must be submitted to the center upon enrollment, and all immunizations must be current. Lord of Life Lutheran Center for Child Development must be informed of any custody

situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent Handbook.

UP-DATING ALL ENROLLMENT FORMS IS A REQUIREMENT: We are required by the state to have current and updated information on each child in our center. This is also for your safety. As mentioned above, we require all forms to be filled out on each child prior to their initial attendance at Lord of Life Lutheran Center for Child Development. Forms are filled out (updated) annually based on the date of enrollment. There will be a deadline given for compliance to this requirement and a fine may be charged if the new paperwork is not turned in on time. Failure to renew and/or update paperwork does not constitute withdrawal from the program and fees will continue to accrue according to the newest published rates including all late payments, convenience fees and all other fees due. If this state requirement is not met by a reasonable time, it may result in termination of child care services from Lord of Life Lutheran Center for Child Development. Annual registration fees will also be added each year at this same time.

REGISTRATION FEE: The registration fee is due upon acceptance of your child for enrollment. This fee is nonrefundable and must be paid in its entirety at the time of enrollment. The registration fee is \$50 child or \$85 per family. Should you withdraw our child from enrollment at the center any time during the year, and wish to re-enroll later, you will be required to pay another registration fee. This fee will be due each year at time of enrollment packet renewal. Registration fees are for administrative forms, accident insurance, educational materials and art supplies.

WEEKLY TUITION FEES: It is our philosophy that clients are paying for the spot their child will take in our center. This is not based upon attendance but rather on a set weekly fee that is due regardless of the attendance habits of a child who has the spot. Our fee structure is based upon a weekly fee that is set by the contract which is signed by the parents upon enrolling the child(ren) in the program. These contracts may be adjusted from time to time as needed with a two week notice of intent to change services. This is to be allowed at the discretion of the management based on space availability. Since the weekly set fees remain the same, no bill will be given to remind you of these fees. Add on fees may occur such as in the case of School Aged children who need additional services due to an irregularity in the school schedule such as an early dismissal, school out day or school break. In the case of summer break, a new contract will be entered by the parent's specifying the charges for this period. After a balance is 2 weeks past

due and no payment arrangements have been made with the office, Lord of Life Lutheran Center for Child Development has the authority to terminate services.

PAYMENTS, POLICIES AND PROCEDURES: Weekly fees are due in advance on Monday. There will be a \$20 late payment fee added if the account is not paid by the close of business on Wednesday. Failure to pay on time may result in termination of services. No account will ever be allowed to carry a balance unless arrangements have been approved by the Director. There will be a \$25 fee added on all return checks. After two NSF checks are received by the center, payment will be required by cash, money order, debit/credit card. Fees for two weeks will be added if a two-week written notice is not given prior to your child leaving the center. Parents may pay by check, cash, money order, debit/credit (Visa, MasterCard, Discover). For your convenience we can take payments over the phone with debit/credit card. If paying by check or money order, please make payments to: Lord of Life Lutheran CDC.

RECEIPTS AND STATEMENTS: Receipts are available upon request. Annual Statements for tax and accounting purposes are available upon request for all accounts with a zero balance.

HOURS AND DAYS: Lord of Life Lutheran Center for Child Development is open from 6:00 a.m. to 6:00 p.m. Monday through Friday. We are closed New Year's Day, Day After, New Year's, Martin Luther King Day, Presidents Day, Good Friday, Battle of Flowers, Memorial Day, Fourth of July, Labor Day, Columbus Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, and day after Christmas. When any of the holidays fall on a Saturday or Sunday, the holiday will be observed on that Monday or Friday. These days will always be posted for your convenience. **ALL HOLIDAYS WILL BE CHARGED AT THE REGULAR TUITION RATE.**

There are no refunds for absences or holidays

LATE PICK-UP FEE: The Center opens at 6:00AM and closes at 6:00PM. Please be prompt when picking up your child. A late fee is charged for children left after the Center's licensed closing time. If you are running late, please call the Center to let us know. There will be a \$1.00 a minute charge for the first 10 minutes that you are late. After 6:10 P.M., the charge will go up to \$5.00 a minute. These fees will be applied per child. Late fee payments are due by the next business day or the child will not be accepted into the Center until the fee is paid.

PARENTAL INVOLVEMENT: We encourage all parents and/or guardians to be involved in the activities. We believe that parental participation is key to any successful child care program. At

Lord of Life Lutheran Center for Child Development, we strive to fill the gap created during early separation and educational opportunities and when parents are not available. We welcome parental visits. We have an open-door policy that allows parents access to the center during operating hours. We have enclosed a sample list of some of the opportunities for involvement in our center. Parents are in no way limited to the involvement listed below. Any parent wishing to be involved in another area is strongly encouraged to contact the Lord of Life Lutheran Center for Child Development office with their suggestions.

1. Programs and Special activities, such as the Christmas Program
2. Special parent involvement activities such as our Thanksgiving Feast
3. Come and eat lunch with the child
4. Classroom Volunteer
5. Help with center Fund Raisers

We also expect parental involvement in discipline and behavior intervention as outlined in these policies.

VISITING THE CENTER: You are welcome to visit your child at the center at any time. We do ask that you check in with the office or sign-in desk before going to your child's room. It is the responsibility of each employee to make sure ANY visitor for a child or employee has checked in with the office. If you are coming to eat lunch with your child, please let us know in advance. Person not listed on the "Pick-Up Permission" form, will not be allowed to visit your child. In a custody situation, please note that the same procedure will be followed as listed in the Pick-Up section. Parents are encouraged to pre-arrange opportunities to share lunch with their child or visit the class. Extended family members such a grandparents and aunts are also welcoming to visit in certain pre-arranged situations. The custody challenges of our current society demand that we follow strict guidelines in this regard. Feel free to contact a member of the management team if you wish to set up a "visit" from an extended family member.

ALL VISITORS MUST SIGN IN!

WRITTEN COMMUNICATION: The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help

your child have a positive early learning experience. We will endeavor to keep you informed concerning your child's day and overall development through several written means.

- Parent Board — updated with current information about Lord of Life Lutheran Center for Child Development and curriculum.
- Daily written communication in the form of "Daily Report" forms, "Incident/Ouch" forms, and classroom memos will be placed in the child's "cubby" from time to time.
- Parents always have the option of requesting specific parent/teacher interaction to aid in the child's development.
- You can also follow us on Facebook at Lord of Life Child Development Center

PARENT DIRECTOR and STAFF COMMUNICATION: We will endeavor to be communicative during drop-off and pick-up time. However, this is not a good time for extended conversations since the staff members/teachers have responsibilities for all for the children in the group. Furthermore, the person caring for your child at the pick-up time may not be the individual who had spent the majority of the day with your child. This is due to the fact that many children spend 10 hours a day at the center and most of our employees only work 6-8 hours. Since children learn best in the mornings we schedule the teachers who are responsible for the majority of the classroom development for the earlier hours and the majority of the day. We suggest that you go to your child's "lead" or "primary" teacher to obtain detailed information on your child's general growth and development. You can call to see how your child's day is going or to speak to your child's teacher for a more detailed conversation. The best time to call and speak to your child's teacher is during naptime. There is always a member of management available for you to talk to in person or on the phone. You may also use the Payment/Suggestion box to leave information for Management, or you can e-mail us at: aprilwilliams4114@gmail.com.

CURRICULUM:

CHILDREN LEARN BY DOING. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of the children in each room and to foster individual growth

through opportunities for exploration. 90% of the brain growth occurs from zero to 5 years old. Each class lesson plans and your child's class flexible schedule are posted on the parent's board in your child's room. We incorporate current trends in Early Childhood and School Age Education and then structure this curriculum to meet the needs of the majority of the children in the group.

Our curriculum, although it will vary depending on age, is guided by the following underlying principles.

- Children learn through dynamic investigations
- Children instigate their own learning
- Learning comes from open-ended experiences
- Adults are facilitators of children's learning

CURRICULUM GOALS: To foster positive self-esteem /To provide opportunities for creative expression/ To support the development of social skills such as sharing, cooperation and empathy /To enhance physical development through a variety of activities/To stimulate cognitive development through exploration and discovery/To strengthen communication skills/ To practice decision making by selecting activities from a variety of learning centers.

INFANT CURRICULUM: We will keep your child on his/her daily schedule as much as possible. During the day, we will do activities with your child to help them develop their social, emotional, cognitive, language and physical skills. These activities may include, playing with toys, art, pretending, enjoying stories and books, discovering sand and water, music, and exploring outdoors.

TODDLER AND PRESCHOOL CURRICULUM:

Our curriculum will cover the following area:

***Movement and Coordination** ***Orientation in time and space**

Physical attention and relaxation **Vocabulary**

Gross motor skills Measure of time

Eye-hand and eye-foot coordination Passage of time (past, present, future)

Group games

Creative movement *Science

Basic addition and subtraction Humans, animals, and plants

Money Physical element (water, air, and light) Tools

Independent and Social Skills *Work Habits

Sense of self and personal responsibility Memory skills

Working in group setting Characteristics

Actual and represented space Following Directions

Simple maps Task persistence and completion

Basic geographical concepts *Language

_____ Oral language

_____ Nursery rhymes, poems, finger play/songs

_____ Emerging literacy skills

*Music Attend to different sounds/ Imitate and produce sounds/Listen and sing

MIXED-AGE GROUPING: Our program encourages times for mix-age grouping of children to provide a rich learning environment that recognizes that all children are unique and develop at their own pace and according to their individual interests and abilities. In times of the day where mixed-aged grouping is implemented, children who are at least one year apart in age are sometimes placed in the same classroom. Our teachers and staff are educated in mixed-age grouping to help ensure it is implemented with the utmost focus on the child's

development and safety. Mixed-aged grouping is an effective tool in child development providing many benefits including

- **Older children learn to be helpful, patient and tolerant, while developing increased confidence in their own skills and abilities.**
- **Younger children have the opportunity to learn more advanced cognitive and socialization skills from the older children.**
- **Individual differences in development are better accommodated.**
- **Children are challenged to think about problems in a more creative and flexible way as they observe children of different ages approaching problems differently than they do.**

CHILDREN REQUIRING SPECIAL ACCOMODATIONS: Lord of Life Lutheran Center for Child Development complies with the American with Disabilities Act (ADA) and other applicable regulations pertaining to provide services to individuals with disabilities. We desire to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of appropriate to the needs of the child to have for that child. Any questions about the accommodations of the child should be referred to the leadership staff.

TRANSITION PLAN: Lord of Life Center for Child Development will create an individualized TRANSITION PLAN to help children who are about to transition from one class to the next. This is to help the children become familiar with the new program, teachers and children. It also allows the new teachers to get to know the individual needs of each child prior to the transition of an entire class group or several children together. The plan allows flexibility in order for us to best meet the needs of each child. Each child's individual needs are different therefore the TRANSITION PLAN may vary quite a bit from child to child. Your child's teacher or the director will provide more details about transitioning when your child will move to another classroom.

DAILY SCHEDULE: Although your child's schedule varies somewhat day to day, a typical flow of a day's activities is below.

Activity Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulatives, dramatic play, blocks, etc.

Group Time: Group times are child-centered participative sessions. the planned group activities include reading, music, movement, finger plays, discussion, dramatization, games, and experience stories.

Outdoor Time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.

Snacks and Meal Time: Staff sits with children while they are eating, encouraging and participating in quiet conversation.

Rest Time: Children are given the opportunity to nap or rest each day.

Specific activities vary based on age , all are posted weekly in each room.

CLASS DIVISIONS AND CLASS SIZE: We endeavor to have a challenging and appropriate atmosphere for children of all ages. Class divisions are based upon three issues. These are: the individual developmental needs of each child, state set students to teacher ratios, and the overall enrollment management plan of the center. Children not yet in school are generally divided into classes by age since this usually keeps them with children in their own developmental level and keeps our aged based student to teacher ratios easy to calculate.

STUDENT TO TEACHER RATIOS: Student to teacher ratio are based upon guidelines set by the STATE law. The following chart shows the maximum ratios that we observed.

<u>Ages of Children</u>	<u>Number of Students</u>	<u>Per Teacher</u>	<u>Group Max</u>
<u>Infants</u>	<u>4</u>	<u>1</u>	<u>8</u>
<u>Toddlers 12/24 mo.</u>	<u>7</u>	<u>1</u>	<u>14</u>
<u>2-Year old</u>	<u>11</u>	<u>1</u>	<u>14</u>
<u>3- Year old</u>	<u>15</u>	<u>1</u>	<u>18</u>
<u>4-year old</u>	<u>18</u>	<u>1</u>	<u>21</u>

<u>School-Age Children</u>	<u>25</u>	<u>1</u>	<u>25</u>
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In addition to the teacher to child ratios, each group also has a group maximum. We meet or beat these ratios and minimums at all times.

OUR STAFF: At Lord of Life Lutheran Center for Child Development we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly qualified staff is an integral part of providing this environment. Our current staff has had:

- A detailed interview and screening process
- Approval by the state of Texas through a background analysis that cross references state and federal criminal records as well a child abuse reporting records to ensure that each employee has a background that is clear.
- State CPR and First Aid requirements fulfilled.

We believe firmly in training and continued for all our employees and staff. Each has qualified themselves to work with your children by attending specific training classes and often college level courses to learn about early education and the needs of children. We emphasize training and encourage all of our employees to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an early education setting.

Before beginning duties, our staff receives documented, in-person, interactive orientation with the director/administrator to improve knowledge of the childcare operation, specific job responsibilities and needs of children. Our staff is carefully chosen to work with young children. We considered them to be professional in the field of educating and nurturing young children.

ADDITIONAL REQUIRED TRAININGS: Teachers are required annual training on Preventing AND RESPONDING TO ABUSE AND NEGLECT, including warning signs that a child may be a victim of abuse or neglect. Teachers are trained to take necessary action to findings. Director will update staff on any new training updates.

STAFF IMMUNIZATION: Every year, our staff is required to receive the Influenza Vaccine along with any additional required immunizations deemed necessary. Staff is not required to have immunizations that are not required by the Texas Department of Family and Protective Services, however we recommend that our staff evaluate their risk of developing a vaccine preventable disease and follow the Center for Disease Control recommendations for adults. Vaccine preventable diseases are at or near a record low, however we are unable to take this for granted.

SAFE SLEEP: Per requirements of minimum standards and the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for Infants 12 months and younger the following should be in place and followed to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS): Sleep requirements and restrictions, including sleep positioning and sleeping equipment. Parent can obtain additional information at:

<http://www.healthvchildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-toSafe-Sleep.aspx> . When a health-care professional determines that it is medically necessary for an infant to sleep in alternative position, sleep in a restrictive device or needs to be swaddled to sleep, the office will provide you with the necessary forms to ensure that we meet the minimum standards required by Texas Human Resources.

QUIET TIME: It is our philosophy that children under 5 years of age need adequate quiet time and/or rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on mats after lunch. Realizing each child's rest needs are different, we try to offer alternative ways of resting by providing soft music, stories, etc. for those who choose not to sleep. Infant's individual schedules will determine when they nap. According to American Baby" the following chart is a guide line as to the sleep needs of children under 15 years of age:

<u>Age</u>	<u>Suggested Hours of Sleep</u>	<u>Number of Naps Suggested</u>
<u>One Month</u>	<u>15.50 Hours</u>	<u>3</u>
<u>Three Months</u>	<u>15.00 Hours</u>	<u>3</u>
<u>Six Months</u>	<u>14.25 Hours</u>	<u>2</u>

<u>Nine Months</u>	<u>14.00 Hours</u>	<u>2</u>
<u>One Year</u>	<u>13.75 Hours</u>	<u>2</u>
<u>Eighteen Months</u>	<u>13.50 Hours</u>	<u>1</u>
<u>Two Years</u>	<u>13.00 Hours</u>	<u>1</u>
<u>Three Years</u>	<u>12.00 Hours</u>	<u>1</u>
<u>Four Years</u>	<u>11.50 Hours</u>	<u>0-1</u>
<u>Five to Nine Years</u>	<u>10-11 Hours</u>	<u>0</u>
<u>Ten to Fifteen Years</u>	<u>9-10 Hours</u>	<u>0</u>

We believe that children need a balance of activities that include large motor and active play as well as structured quiet time. Our program includes a quiet time for all children Kindergarten and younger. All children from 1 year of age through Pre-K will receive a quiet time each day for a specified length of time. This will be established by their flexible schedule posted in that respective classroom.

TOILET TRAINING: Toilet training is best accomplished with the cooperation of teachers, parents and children. Children learn toileting skills through consistent positive encouragement from adults at home and at the center. Toilet training usually begins around 2 years of age. Each child will begin at a different time and progress at a different rate. The staff will provide documentation of your child's progress each day. The director and staff are available as a resource to answer any questions about your child's toilet training progress at Lord of Life Lutheran Center for Child Development. Several complete changes of clothes should be kept at the center during this process.

CLOTHING: We encourage the children to dress for play and comfort as the season changes. Because our program is based on play and exploration, your child WILL get dirty!!

It is required that you bring several sets of extra clothes for your child in case of a spill or accident. We may have some extra clothes available, but we may not have the item your child needs in his/her size. If your child comes home in center clothes, please wash the clothes and return them within one week.

Be sure that you pick up your child's soiled clothing at the end of the day. Remember to change out clothing in accordance with the seasons. As soon as children can walk, they should wear shoes that support running and playing.

LABEL ALL ARTICLES OF CLOTHING WITH YOUR CHILD'S NAME!

PHYSICAL ACTIVITY: Children will have opportunities for outdoor play twice a day, weather permitting. Children will go outside if the temperature is above 40 degrees or below 95 degrees with the wind chill and heat index taken into consideration.

MEALS: Lord of Life Lutheran Center for Child Development participates in the Child and Adult Food Care Program (CACFP) sponsored by the USDA. Because our center participates in the USDA Child and Adult Care Food Program (CACFP), we must meet their nutritional standards as well as their serving standards. Due to these standards, menus are designed to be nutritious and well balanced. Meals are served family style. Each child will be encouraged to eat what is prepared and to try new items as introduced. Our menus followed dietary guidelines for American guidelines established by the USDA. Breakfast, Lunch and PM Snack menus are posted on the bulletin board in the lobby and in the classrooms. We serve milk, fruits, and vegetables with our meals, unless as stated by a parent that their child cannot have milk, fruits or vegetables. In such case we need a doctor statement with recommendations or substitutions. Substitutions will be provided by parents. If your child requires a special diet a note from the child doctor is required. Please alert our staff of any food allergies or food restrictions.

Children may not bring any food or snacks into the building to eat upon arrival. Center meals are served only at the following times: Breakfast 8:00-8:30, Lunch 11:00-11:30, PM Snack 2:00-2:30. After school snack 3:00-3:30pm.

Children enrolled in our after-school care program will receive a healthy afternoon snack that is included in our menu according to the Texas Department of Agriculture. Water is available all day.

Home Lunch Practices: If you provide a lunch from home, with your child's doctor authorization, for allergies or health reason; we will properly refrigerate in the cafeteria and serve to your child during meal times. Classrooms with children ages 12 months and up do not

have refrigerators. We cannot provide food for meals substitutions; all our food supplies are controlled by the USDA food program.

Nutrition information for families as recommended by USDA is placed in our Parent board information area. If you don't find what are you looking for, please ask for assistance. Healthy snacks (as listed by the Texas Department of Agriculture) can be found at:

<http://www.squaremeals.org/Programs/NationalSchoolLunchProgram/SmartSnacks.aspx>

[CACFP: Log on to Squaremeals.org](#)

[Click on Nutrition Assistance Programs/Click on Child and Adult Care Food Program/ Click on the left side screen on CACFP Administration and Handbook](#)

***please note that you are reading Child Care Center and not Adult program**

Our kitchen is inspected by local health officials.

Liquids and food hotter than 110 degrees F are kept out of reach. Our staff does not use any meals as a reward or punishment.

Allergies: Also, please let us know of any known allergies; including food allergies your child may have. Please provided us with instruction in identifying symptoms and responding as recommended by your child's doctor. By doing this it will facilitated our staff training in your child's specific condition.

All our staff are educated on food allergies and they take precautions to ensure children are protected. Information on foods that might cause allergies is placed in our Parent board information area in the hallway by the office.

Upon enrollment, it is the parent's responsibility to inform director and staff of children allergies

[Food Allergies in Children](#)

[What is food allergy?](#)

A food allergy is an abnormal response of the body to a certain food.

What foods most often cause food allergy?

Approximately 90 percent of all food allergies are caused by the following eight foods: Milk, Eggs, Wheat, Soy, Tree nuts, Peanuts, Fish and Shellfish. Eggs, milk, and peanuts are the most common causes of food allergies in children, with wheat, soy, and tree nuts also included. Peanuts, tree nuts, fish, and shellfish commonly cause the most severe reactions. Although most children "outgrow" their allergies, allergy to peanuts, tree nuts, fish, and shellfish may be lifelong.

What are the symptoms of food allergy?

Allergic symptoms may begin within minutes to an hour after ingesting the food. The following are the most common symptoms of food allergy. However, each child may experience symptoms differently. Symptoms may include: Vomiting, Diarrhea, Cramps, Hives, Swelling, Eczema, Itching or swelling of the lips, tongue, or mouth, Itching or tightness in the throat, Difficulty breathing, Wheezing and Lowered blood pressure.

There is no medication to prevent food allergy. The goal of treatment is to avoid the foods that cause the symptoms. After seeing your child's doctor and finding foods to which your child is allergic, it is very important to avoid these foods and other similar foods in that food group. If you are breastfeeding your child, it is important to avoid foods in your diet to which your child is allergic. Small amounts of the food allergen may be transmitted to your child through your breast milk and cause a reaction.

MEDICATION: All medication to be given to children **MUST** be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company. All medicine including scripted and un-scripted medications must be in an up-to-date bottle and not be out-dated or past-dated. All prescription medication must have the child's name on the script. All non-prescription medicine must have a permanent sticker with the child's name and the date the medication was left at the center. A "Permission to give Medication" form needs to be filled out prior to the administration of any medication. All medicines must be personally handed to the teacher in charge at the time of arrival along with the "Permission to give Medication" form (Filled out). Lord of Life Lutheran Center for Child Development reserves the right not to give medicines if the dosage is questionable or not according to the label. Lord of Life Lutheran Center for Child Development reserves the

right to request a doctor's consent via hand written prescription for any non-prescription medication.

ACCOMODATIONS FOR NURSING MOTHERS: We believe that the bond between a mother and a child is very important. Nursing Mothers of infants who are nursing are welcome to come in during the day to nurse their infant. A chair and space will be provided for your convenience and comfort in the infant classroom. Upon request, a compilation of breastfeeding education and support will be provided, or you may visit La Leche League website www.lalecheleague.org/ www.hmhbwa.org/ [www.sanantonio.gov-Baby Cafe /](http://www.sanantonio.gov-BabyCafe/) texastensteps.org/ Breastmilkcounts.com or the WIC Program office for more information. See the Director for more information.

CHILDREN'S BIRTHDAYS: Birthdays are special days for children. If you wish to celebrate you child's birthday at Lord of Life Lutheran Center for Child Development, please make early arrangements with your child's teacher. Hard or chewy candy and balloons are not permitted because they pose a choking risk. Due to health considerations, only commercially purchased, wrapped food items can be served to the children. Cake or cupcakes MUST be store bought.

TOYS: Lord of Life Lutheran Center for Child Development has a wide variety of toys, games and other resources to offer children during center time. Preschool classes may have Show and Tell related to the week's lesson. Personal toys are not permitted in the center, as they can cause disputes and can be broken or lost. New Licensing rules require childcare centers to verify that no toys are in the center; that are on a recall list for safety issues. Therefore, no outside toys can be brought in. The exception to this is show-and-tell which should be labeled with the child's name. Lord of Life Lutheran Center for Child Development is not responsible for stolen, lost, or broken toys that your child might sneak into the center.

PLEASE!!! DO not bring toy guns, war toys or other toys of destruction.

PICK-UP: All children must be picked up and signed out by an adult and/or person approved by the parent and the center. All children must be signed out before being picked up from their classroom. Anyone, including all parents, who are to be allowed to pick the child up, must be listed on the Pick-up Permission form or be approved in writing by a parent. In an emergency, parents may call the center and give verbal approval of an alternate individual. However, this is strongly discouraged. The center reserves the right to not allow any individual onto Lord of Life Lutheran Center for Child Development property for drop-off or pick-up if they have

created a problem. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick-up the child, please alert the office prior to that time. Lord of Life Center for Child Development reserves the right to not release a child(ren) to anyone if we suspect the child may be in any danger. This is in addition to them being on the Pick-up Permission form or approval as stated above. It is the parent's responsibility to notify the office and make changes on this form whenever necessary. This form is re-done annually.

DROP-OFF: Parents must accompany their child(ren) into the Lord of Life Lutheran Center for Child Center area every morning and sign in their child(ren) immediately after dropping their child(ren) off in the appropriate room. Children will not be permitted in the building prior to opening hours. New families will be given a code to use to enter our center. It is a requirement to sign your child IN/OUT. The children are not allowed to come into the Lord of Life Lutheran Center for Child Development area alone or to sign themselves in. This is for their protection in case of a fire or other emergency. We require that all children have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately.

All children should be in their classroom no later than 9:30A.M. Please understand that when you do not adhere to this policy, the disruption of the child arriving during scheduled activities, whether it is naptime, circle time, or classroom curriculum activities causes disorder for the teacher and other children. If for any reason you will not be able to bring your child in by this time due to an appointment or emergency, please call and notify the office. If there is no notification from the parent and a note from your doctor, your child will NOT be accepted after 9:30 A.M. If your child has a late appointment child may be dropped off after nap at 2:00 P.M.

PICK-UP PERMISSION FORM: All persons authorized to pick a child up from the center must be listed on the PICK-UP PERMISSION FORM. To avoid confusion, it is the responsibility of the parent signing the child into our center to properly fill out all forms. In a custody situation the parent signing the child into our center takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms if any limitation of rights is suggested by the PICK-UP PERMISSION FORM. If a parent who is not listed, or who believes the information given to us was inaccurate, contests the authorization details they must first offer proof that they are indeed the legal parent or

guardian and have legal rights to pick the child up. We then will require lawyers for both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. The center reserves the right not to allow any individual onto our property for drop-off or pick-up if they have created a problem.

INFORMATION CHANGE/ UPDATING INFORMATION: Parents are to notify the center of any changes in home or work phone number and addresses. This is for your safety so that we may reach you in an emergency. The center requires that someone listed on the Pick-Up Permission form of each child be available within 1 hour to come and pick up a sick child or a child that Lord of Life Lutheran Center for Child Development has determined needs to go home. It is required that all changes or changes in pick-up information be turned into the office immediately. Please give the Director written notice of the change as soon as possible. You may also use the Payment/Suggestion box to leave information for Management to update your child records without staff assistance or you also can e-mail us at: lolclarissarobinson@sanantonio.twcbc.com

CELL PHONE: Parent must limit their use of cell phone while onsite to improve communication between staff and parents. Please end all calls before entering the child care building.

ATTENDANCE: All children should have regular attendance and have minimum absences. Children's daily attendance is highly encouraged so that children receive the optimal educational experience. We strongly encourage children to attend daily. By the children attending daily they will get the full benefits and development needed when participating in the daily curriculum and activities that are planned. Children are expected to arrive at our center on time.

GOOD ATTENDANCE is very important, not only does it give the child the best possible chance to do well, it will also instill a good habit of going to school, establish routine and prepare him/her for public school. If a child will be absent, it is the parent's responsibility to contact the center by phone.

Attendance is not mandatory but is very important to us. Consistency is key as it makes for better transition from home to daycare and from daycare to kindergarten; structure is essential in a child's daily routine. Please let us know if the child will not be attending the daycare to help us account for each child.

If you are on the CCS program you will be provided with an attendance card that you will be responsible for swiping daily at the center. Correctly swipe your card to ensure your child care services are not interrupted. An incorrect swipe could equal an absence and result in loss of your child care services. CCS families must report absences according to program guidelines.

EMERGENCY CLOSURES: We will be forced to close if the center is not suitable for the safety of the children or the weather is unsafe for families and staff to travel (i.e., flooding, ice, sleet, etc.). For severe weather and other emergencies that may place your family and our staff at risk, we will be closed when Judson Independent School District (JISD) is closed. If JISD is opening late, we will open at the same time JISD does. Childcare center closures are difficult to make known. You can also follow us on Facebook for weather updates at Lord of Life Child Development Center.

Please keep abreast of school closures on all local news stations, radio and web sites. If we must open late or be closed due to circumstances beyond our control, no discounts or credits will be given.

EMERGENCY EVACUATION AND RELOCATION PLAN: If at any time we must evacuate the building, we will meet at the shed by the Pre-School and Pre-K playground. At that point, we will make sure all the children are accounted for. In an extreme emergency such as, (i.e. tornado, flood, fire) if we must leave the grounds, our designated area will be at the shed as well and prepare for transport to our relocation at Calvary Baptist Church at 6142 FM 78, San Antonio, Texas 78244 (210) 222-1541.

If there is a human-caused emergency such as an intruder with a weapon, explosion or chemical spill, we will relocate the children to Calvary Baptist Church at 6142 FM 78 San Antonio, Texas 78244 (210) 222-1541. We will transport the children using the van, bus, and employee vehicles in all the above situations. Parents will be notified immediately about the situation and told where their child may be picked up.

FIRE DRILLS: The fire alarm will alert the children and staff of a potential fire. We will have monthly fire drills to familiarize the children with the evacuation procedures. The children will be evacuated from the building as far away as possible without crossing the street. The Director will advise the children and staff when it is safe to return to the Center.

BAD WEATHER DRILLS: A loud bell will alert the staff and children of a drill or bad weather. The staff will take the children to the hallway in the center of the building for safety. If the children are taken to an off-site safe location, the parent will be notified immediately.

VACATIONS, ABSENCES AND LEAVING THE CENTER: Vacations and illnesses will be charged at the regular weekly rate. We request that all absences be reported to the Lord of Life Lutheran Center for Child Development office prior to or the day of the absences. Children who have been enrolled at the center for 9 months or more earn a week vacation credit. Parents must notify the office at least one week in advance that you will be taking a vacation week. We require a two-week written notice prior to your child leaving the center or a change in your child's contract. The center reserves the right to require the Dis-enrollment of a child according to our "Discipline Policy" and/or the "Behavior Intervention Policy". The center also reserves the right to require the dis-enrollment of any child whose parent and/or guardian has become a problem at the center or who has developed an uncooperative, aggressive, dissatisfied or angry demeanor towards the center, its policies or its staff.

ALL HOLIDAYS WILL BE CHARGED AT THE REGULAR TUITION RATE.

INSURANCE REQUIREMENTS: Lord of Life Lutheran Center for Child Development complies with the minimum insurance coverage as suggested by our independent agent. For more information concerning policies and liability, see management.

CHILDREN HEALTH CHECK: Each morning, an evaluation is performed on each child by a teacher to check for any bumps, bruises, bug bites, etc. and any findings are documented on the Health Check Form. This is to determine if the child is in good health/care to stay at the Center for the day. This procedure is performed to keep the Center from being held liable for any accidents/injuries that happened at home or away from the Center.

HEARING AND VISION SCREENING: All children 4 years old and enrolled in a Licensed Child Care Center must have hearing and vision screenings on file at the center. If your child is currently 4 years-old, we must have this at the time of admission. If your child will turn 4 at the center, at that time you must provide this information to the center. Most pediatricians do these screenings at 4 year- old well checks.

TRANSPORTATION FIELD TRIPS: Lord of Life Lutheran Center for Child Development will provide transportation for school aged children from school at the locations that this service is

offered. Lord of Life Lutheran will provide transportation for field trips as the opportunities arise. Parents will be notified about field trips in advance and written permission will be obtained. The center complies with all state laws that pertain to motor vehicles as well as transporting children who are enrolled in a licensed child care center.

ALLERGIES: We must be aware of any food or other known allergies that affect your child. If your child has any known food allergies, you will need to fill out an "Allergy/Food Exemption Medical Statement". This allows us to alert all our staff to be on guard of their allergy/allergies. The Allergy/Food Exemption Statement must be returned into our office as soon as this allergy has been identified. This form must be updated annually. We also need to be aware of any "Non-Food Allergy Medical Statement" which must be turned in to our office as soon as this allergy has been identified. You will also need to fill out an "Authorization to give Medication" form if your child requires an Epi-Pen or other emergency treatment.

ILLNESS AND EXCLUSION: These guidelines are for the welfare of all of our children. In order to provide a safe and healthy environment, we rely on our parents to monitor their children with these guidelines in mind. Outdoor play is essential to your child's development. We feel that if your child is too sick to play outdoors then they are too sick for group care. A child that is ill or has a temperature of 101 (oral) 100 (armpit) degrees or above should be kept at home. All children shall have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior. A child that is too ill to remain in the center shall be supervised and cared for until the child can be cared for elsewhere. The child will be sent home if he/she is running a temperature of 101(oral) 100 (armpit) or over degrees, if he/she is vomiting or has diarrhea, or if it is suspected that he/she has a contagious disease. In the event you are called to come pick-up an ill child, you must pick your child up within 1 hour, or overtime rates will apply. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed the Pick-up Permission form. If no one is available by contact after 1 hour the overtime rate will apply.

ACCIDENT REPORTS: Safety is a top priority of Lord of Life Lutheran Center for Child Development. Yet, there are times when a child will have an accident/incident between your child and another child. Or as the child starts walking, they may lose his/her balance. If the accident/incident requires "more than a hug and a kiss" our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of the accident report, signed by the teacher in

charge at the time of the accident, will be provided to you. We ask that you sign the copy provided to you. This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things are not forgotten in a hasty departure. If your child happens to be injured by another child, it not only puts our staff in an awkward situation but could cause a confrontation between our families. We will handle any all behavior problems in a professional and appropriate manner.

WATER PLAY ACTIVITIES: During the summer we will do splash day once a week according to schedule availability of each classroom. Permission slips will be generated, and you will be notified when your child's class will be participating in splash day.

***SCREEN/TV VIEWING POLICY:** We follow licensing statement and guidelines for screen time.

- Activities using TV/video, computer, or video games are prohibited for children under the age of two years.
- TV/video, computer, or video games may be used to supplement, but may not be used to replace, the activities for children ages two years and older
- Do not exceed two hours per day.

• The American Academy of Pediatrics (AAP) recommends, for children two years and older, limiting children's total media time to not more than one to two hours of quality programming per 24-hour period • For children under the age of two no media time is recommended since during the first two years of life children's brains and bodies are going through critical periods of growth and development. It is important that very young children have positive social interactions with their parents and caregivers instead of through media time that takes away from these vital interactions.

DISCIPLINE: At Lord of Life Lutheran Center for Child Development the staff is trained in using positive reinforcement as a means of discipline. Our goal is to find solutions and to provide the very best environment for your child. We have a detailed

Discipline policy including an early intervention system which we call our Behavior Intervention Policy. Enclosed with this packet is a more detailed Discipline and Guidance Policy.

Discipline and Guidance According to the DFPS Minimum Standards, discipline must be individualized and consistent for each child, appropriate with the child's level of understanding and directed toward teaching the child acceptable behavior and self-control. Measures we use include talking with the child about the incident and what we can do to prevent its reoccurrence, taking away a privilege, cleaning the area, or sitting in an area away from the group in a "thinking spot" (time out is one minute per age of the child), Following the consequences, appropriate apologies and discussion of the incident is used. If the child hurts another child will help with the care and apologize to the injured child. Incident reports will be given to the parents of all children involved.

Child Behavioral Problems: Lord of Life Center for Child Development expects every child to be respectful and polite to other children and staff. Hitting, biting, spitting, throwing rocks or other objects, kicking, slapping, teasing, scratching, using profanity or vulgar language and fighting will not be tolerated. If your child demonstrates any of this behavior or any behavior compromising their own safety, you may be called during the day to discuss your child's behavior or notified at the time of pick up.

Our goal, in accordance with the Texas State Minimum Standards, is to ensure the safety of ALL students. Biting and injury to other children may require the parents to conference with the staff and/or director. This conference will include discussing a plan of action. Every child in our care deserves to feel safe. Lord of Life Center for Child Development reserves the right to dismiss a child from the program due to the behavior of the child or their Parents/Guardian. Parents and employees will be given a copy of Minimum Standards Subchapter L, Discipline and Guidance, to read, sign and will be stored in the child's and/or employee's file.

Behavior Intervention Policy: Children displaying chronic disruptive behavior which is upsetting to the physical or emotional well-being of another child or teacher may require the following actions:

- 1) Teachers will document in writing the child behavior and the frequency.
- 2) If staff feel that the child is out of control or there seems to be a problem that cannot be managed by the staff, we will inform the parents and request the help of the parent to work with us in resolving the issues. It will be an ongoing process and communication will be consistent.

- 3) If the problem is not resolved after the parent and teacher worked together; another plan of action will be developed and agreed upon by the parents and staff. Teachers will keep parents informed of the child's progress on- on going basis.
- 4) If the plan of action is not working, the parents will be called in for another meeting. Another attempt will be made to identify the problem and establish a new working plan with a new approach to solve the behavior issue. The director will continue to communicate with parent on an ongoing basis regarding progress.
- 5) If no progress has been made towards solving the problematic behavior and if the center determines we are unable to meet the child's needs, we will terminate a child's enrollment.

SEPARATION PROCEDURES: If at any point in time, we feel that we are not able to meet the needs of your child, we do reserve the right to terminate the enrollment. However, enrollment or termination of enrollment will be at the discretion of the Director and staff based upon the child's needs and the needs and welfare of the other children and staff. There will be zero tolerance for aggressive behavior (ex: destruction of property, fighting –with other children or staff-, etc.).

Lord of Life Center for Child Development reserves the right to dismiss a child from the program due to the behavior of the child or their Parents/Guardian.

We will not refuse to enroll a child for reason of race, color, religion, national origin, or gender.

PARENT/TEACHER CONFERENCES: We schedule parent/teacher conferences as needed or semi-annually to discuss the growth and development of your child. Parents, if you feel the need for a conference sooner than the one scheduled, we encourage you to speak to your child's teacher or the management team to have a conference set up, either in person or by phone.

STATE LICENSING (DFPS): We understand the importance of keeping strict compliance with the state licensing regulations to ensure a quality environment for your children. Lord of Life Lutheran Center for Child Development complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios. A copy of Minimum Standards is available for anyone to review during hours of operation. The Minimum Standards for this Child-Care Center are also available on the web at www.dfps.state.tx.us. Parents are also entitled to see

the following: the most recent Department of Family and Protective Services Inspection Report, documentation of liability insurance, the most recent Fire Marshal's Inspection, the most recent Health Department Sanitation Inspection Report, the most recent Gas Pipe Inspection Report and the Center's Operational Policies. Parents may contact Licensing at (210) 337-3399 or 1-800-252-5400 or the web site www.dfps.state.tx.us to report any concerns. Parents may also use these numbers or web site to report child abuse and neglect. Please also see our PARENT BOARD in front of the office.

EMERGENCY MEDICAL CONSENT FORM: This form will give us your consent to call an ambulance or your child's doctor or dentist if he/she needs emergency care. Please list your child's doctor, dentist and the hospital you would prefer. Also, please list phone numbers, addresses, and additional emergency numbers of contacts. Emergency contact person must be a local resident (not out of state) with complete address and phone number. It is strongly suggested that all emergency contacts be listed on your pick-up permission form.

If your child has any allergies or is on any medication, please include this information on the form as well as filling out one of the food or non-food allergy forms. All of these forms will be re-done annually.

Immunization records need to be presented on or before the first day the child attends the center. A photo copy of these will be kept on file. When your child receives additional immunizations, you are required to bring your immunization card back in for us to take a current photo copy of it so that we can up-date your file. Whenever any information on this card changes —it is your responsibility to notify us and up-date or re-do this form.

IMMUNIZATION REQUIREMENTS: All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. The child's immunization record must be provided by the parent and all information must be current. The parent shall also provide proof of this with a form signed by the health care provider. This form will state that the child has received all current, age-appropriate immunizations. Parent's wishing to take a religious exemption must contact the office to find out the proper procedure for providing an affidavit of such a religious opposition. If Lord of Life Lutheran Center for Child Development is penalized or fined for non-compliance of immunization cards due to a parent's neglect, that fine will be passed on to the parent's responsibility including an additional \$50 administration fee.

PARKING POLICY: We strongly urge you to turn your car off and lock it when you come in to drop-off or pickup your child(ren). Lord of Life Lutheran Center for Child Development is not responsible (or any damages or items that are lost or stolen from vehicles in the parking lot.

PLEASE PARK YOUR CAR IN A MARKED PARKING AREA. DO NOT BLOCK THE WALKWAY TO THE CENTER.

HANDICAP PARKING: Please be considerate of Parents/Guardians who DO have the need for these parking spaces. The center reserves the right to fine the account of the individual getting dropped off or picked up. Effective immediately 1st Verbal Warning, 2nd \$50.00, 3rd and final \$100.00 this may cause dis-enrollment for failing to abide by parent handbook policies.

PAYMENTS: Payments may be given directly to Clarissa (Director) or Karen (Office Mgr.) or may be placed in the payment box located outside the office. All tuition is non-refundable except for prepaid tuition that is over and above any additional charges, including the two-week notice.

Registration fees are non-refundable.

Lord of Life Lutheran Center for Child Development may seek collection of fees due and parents/guardians may be required to pay a two-week termination fee, and any collection cost and attorney's fees incurred by Lord of Life Lutheran Center for Child Development to collect this amount.

DISCOUNTS: Families having two or more children registered are eligible for a multi-family discount. The youngest child is the regular rate. Each child thereafter gets a 10% discount. The center Director will quote and approve family tuition rates. Active military will receive a 10% discount on childcare by showing their active military identification

GANG FREE ZONE: New laws passed by the 81st Legislature prohibit any gang-related criminal activity within 1000 feet of a school or daycare. Any gang-related criminal activity within 1000 feet of this center is a violation of this law and is therefore subject to increased penalty

COMPLAINTS: Any complaint may be referred directly to the Director at any time. We encourage you to allow the Director to resolve the complaint; however, you are welcome to contact any authority of your choosing.

ADDITIONS AND CHANGES: Lord of Life Lutheran Center for Child Development reserves the right to edit or adapt the policies in this as the needs arise. The center will make all changes and additions available at the time these changes are made. Parents will be notified of these changes through the normal written communication system of the center at the time they are made effective.

Parent Handbook is reviewed annually an updated as necessary

Name of Child: _____

I have received information on the following:

- Introduction to the staff and the opportunity to tour the facility
- Parent visit with the classroom caregiver
- Overview of the parent handbook
- Policy for arrival and late arrival
- Opportunity for an extended visit in the classroom by both myself and my child for a period of time to allow us both to be comfortable
- An explanation of the Texas Rising Star Program and criteria.
- Encouragement to share elements of my CCS enrollment so that the provider may assist, if applicable
- Family support resources within the community and activities in the program and the community
- Child development and developmental milestones

====Expectations of families

- the significance of consistent arrival time, including: before the educational portion of the school begins /impact of disrupting another children’s learning / the importance of consistent routines in preparing children for the transition to Kindergarten.
- Statement about limiting technology use on site to improve communication between staff, children and families
- Statement reflecting the role and influence of families

Allergies known require, Food Allergy Research and Education Plan Form to be filled out by physician and parent prior to child's enrollment.

I acknowledge receipt of the above information.

Parent signature _____ Date _____

Director signature _____ Date _____

Parent Orientation:

Parent handbook receipt:

This is to acknowledge that Lord of Life Lutheran Center for Child Development has provided me an overview of their Parent Policies and Procedures Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document

Lord of Life Lutheran Center for Child Development reserves the right to edit or adapt the policies in our Parent Handbook as the needs arise. The center will make all changes and additions available at the time these changes are made. Parents will be notified of these changes through the normal written communication system of the center at the time they are made effective.

I understand that I have an obligation to inform the Lord of Life Lutheran Center for Child Development /Center Director of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting the Lord of Life Lutheran Center for Child Development /center manager if I have questions or concerns or need further explanation.

(Parent's Signature) _____

Date

(Child's Name)

Date

