

Our Father Children's Learning Center

Parent Handbook

2023-2024



Our Father Lutheran Preschool
6335 S. Holly Street, Littleton CO 80121
Phone 303-779-4910 • Fax 303-779-1668

PURPOSE AND PHILOSOPHY

The purpose of Our Father Lutheran Church (“OFLC”) and Our Father Children’s Learning Center (“OFCLC”) is to minister to the families by providing excellent Christian preschool [curriculum](#) designed to open young minds to a sense of wonder and worth. Our desire is that each child who enters our doors will develop a sense of wonder in God’s creation, and their ability to learn new things, and a sense of their invaluable worth as one of God’s precious children.

BELIEF AND PRACTICE

OFCLC believes, teaches, and confesses the unchanging truth of Holy Scripture as described in the Lutheran Confessions and aligns with the belief and practice of OFLC and the Lutheran Church Missouri Synod (LCMS). Families of children attending OFCLC are not required to hold these beliefs and practices, nor is admission to OFCLC determined by these beliefs. However, parents, family members, students or other school participants acknowledge that those beliefs and practices guide OFCLC, and they therefore commit that if they disagree with or do not share these beliefs and practices, they will communicate any concerns in a manner that does not lead to division or disruption to the school day, the classroom setting, the normal operations of the school, or the school community. Please review OFCLC’s Statement of Faith (Addendum A). Parents are also encouraged to visit the church’s website: www.ourfatherlutheran.net/our-beliefs

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

OFCLC admits students of any race, color, national and ethnic origin to all 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, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

ELIGIBILITY

The program is available for children 2½ to 5 years of age. Children must be at pre-set age by October 1st of the school year attending. Age requirements are the same as Littleton Public Schools and Cherry Creek Public Schools.

Children attending our **2½ classroom must be 2½ years old by October 1st.**

Children attending our **3’s classroom must be 3 years old, and potty trained by October 1st.**

Children attending **Pre-Kindergarten must be 4 years old by October 1st.**

Children attending **Explorers must be 5 years old by October 1st.**

As part of its mission, belief, and practice, and consistent with the Americans with Disabilities Act as it applies, OFCLC strives to accommodate children with disabilities to the extent the existing staff and facilities can meet the specific needs of the child or reasonable accommodations can be made to meet the specific needs of the child. Preschool staff are not trained in the care of special needs children and there might be a special need we cannot sufficiently accommodate or care for in the best interest of a child. Where accommodations are available, OFCLC still encourages parents to continue outside support.

OFCLC is a religious ministry of Our Father Lutheran Church to support its members and its community, and it makes educational and employment decisions in the furtherance of that mission. As part of that mission, OFCLC does not discriminate on the basis of race, gender, disability or national origin.

LOCATION

OFCLC operates in the lower level of Our Father Lutheran Church, 6335 South Holly Street, Centennial, CO 80121. The Director is Heather Henz (hhenz@oflc.net). OFCLC's phone number is 303-779-4910. Please leave a message on the voice mail if the director is not available. In case of extreme emergency, please call the church office at 303-779-1332.

DAYS AND HOURS OF OPERATION

OFCLC meets Monday through Friday from 9:30am – 1:30pm. There is no early drop off and we do not offer extended care after 1:30pm. We do strongly encourage all the children to arrive promptly at their designated time. This is our welcoming time, and we don't want your child to miss this special time. **By arriving promptly, this avoids distracting teachers and other students.**

REGISTRATION

To attend OFCLC, every child must be pre-registered online through the brightwheel application. In order to pre-register go to www.ourfatherlutheran.net/Preschool and click on the "PRE-REGISTER ONLINE" link. To view available classes, click on "2023-2024 Sessions Offered and Prices." Once you are pre-registered, you will be eligible to enroll your child in a class.

ENROLLMENT

Although enrollment is open to all children, limited space and staff requires program size restriction. Application for enrollment will be prioritized and considered according to the following order of categories:

1. Church Members and Church Staff
2. Currently enrolled student(s) and alumni
3. New Families

As part of the enrollment process, families will be given a tour, informed about the curriculum, daily schedule, available programs for their child, and the policies and procedures of OFCLC. This will help the family to determine if OFCLC will meet their needs.

Enrollment must be confirmed through a **non-refundable registration fee of \$150.00 or \$250.00 per family** and first and last month's tuition. In case of withdrawal from the program, 30-day written notice to the Director is required. No refunds for the last month will be given after January 1, 2024, unless extenuating circumstances exist. This will be at the Board's discretion. All outstanding fees must be paid by April 15, 2023, or registration for the following school year will be cancelled.

If the class you seek to enroll in is full, you will be put on a waitlist. When there is an opening, you will be contacted and instructed to enroll online. A child will not be enrolled for a school year until payment has been received and all forms online are completed.

Registration for the 2023-2024 school year begins December 2022 and enrollment January 2023.

PARENT CONSENT FORMS

In addition to online registration and authorizations, you will be asked to complete the following forms:

Child Profile Form: a copy is given to the teacher to help them get to know your child better and be able to meet his/her needs.

General Health Appraisal Form: this must be signed by a health care professional by the first day of school. OFCLC will refuse to admit the child if we do not have a current form on file.

Immunizations: an immunization form must be provided by the first day of school. OFCLC will refuse to admit a child if we do not have a current form on file.

Health Care Plan: a child with identifiable health or developmental conditions is required to have a health care plan on file at OFCLC.

All children are required to have a current, physician signed General Health Appraisal and current Immunization on file before the school year begins. Please email these forms to Heather Henz at hhenz@oflc.net between June 1 and August 15. OFCLC will refuse to admit the child if we do not have a current General Health Appraisal and current Immunization form on file.

Families are responsible for updating their information with OFCLC to the extent there are any changes during the school year. New forms are required each school year – failing to provide any or all of the forms may result in your child being denied enrollment or being dismissed from the program.

FEES

A non-refundable registration fee of \$150 per individual student or \$250 per family will be collected at enrollment, along with first and last month's tuition. Tuition is:

- 2 days per week \$240.00/month
- 3 days per week \$360.00/month
- 4 days per week \$480.00/month
- 5 days per week \$600.00/month

Tuition will not be discounted, pro-rated or refunded for absences, snow days or other cancellations. Payments will be made through the brightwheel app via credit card or ACH. Checks and cash are not accepted.

If tuition is not received by the 5th of the month, a late fee of \$25 will be assessed. If payment is not received by the 10th of the month, your child will not be able to attend the program until payment and any applicable late fees are paid. **Payment is always due the 1st of the month attending.**

Scholarships will be considered and approved based on individual need and availability of funds. Scholarship will not exceed 25% of monthly tuition.

OFCLC active members will not be charged a registration fee.

OFCLC operates Monday through Friday from 9:30am – 1:30pm for all ages. If students are not picked up within 10 minutes of the pick-up time, \$1/minute per child will be charged to your brightwheel account. If we have not been able to contact anyone on the emergency contact list by 2:15pm, we will contact the police for further instructions. In case of an emergency, or situation where you are unable to arrive at dismissal time, please call the office at 303-779-4910.

CHILD SUPERVISION

Children attending OFCLC are always supervised by an adult. A name-to-face count will be done frequently during the class time, when exiting and entering the classroom, before and after outdoor play, and during special programs on campus. Children will be escorted to and from the bathroom by a teacher or staff member. The teacher will be informed when the child returns to the classroom. The Director and Assistant Director will make periodic counts throughout the day to ensure all the children are in the proper place. Should we not be able to locate a child, the Director and the other available adults will begin an immediate search and the parents/guardians will be notified immediately. If the child is not located after a thorough search, the police will be contacted for further instruction.

PREPARING YOUR CHILD

You are an important part of a positive school experience for your child! Please make sure your child gets enough sleep on school nights and serve him/her a nourishing breakfast to provide energy for the busy day. Talk with your child about what to expect at school and try to arrive on time.

Please check your child's backpack every day for papers, artwork, and notes.

CHECK IN AND OUT PROCEDURES

In accordance with the Colorado Department of Human Services, Child Care Division, parents are required to check their child in and out each day.

The parent is responsible for checking your child in and out through the brightwheel app.

The parent or guardian is the only person who can authorize OFCLC to release the child to another individual. The parent or guardian must provide the names of at least 2 other adults (18+ years) who have permission to pick up your child in case of an emergency. Failing to provide emergency contacts may result in your child being denied enrollment or being dismissed from the program. This authorization is given online at brightwheel at the time of pre-registration and can be updated through the brightwheel app as necessary. Those authorized to pick up will also follow sign in and out procedures. Your child will not be released to anyone who the parent has not added to their approved pick-up list on brightwheel.

Children will not be allowed on the playground before or after school.

CHILDREN WILL NOT BE ALLOWED TO LEAVE THE CLASSROOM WITH AN UNAUTHORIZED ADULT.

If a child arrives after 9:30am, a staff member will escort the child to the classroom. The parent is required to check the child in on Brightwheel.

UPSET CHILDREN

OFCLC's staff strive to provide a secure, loving environment for the children. It is not uncommon that young children are upset when their parents drop them off, especially early in the school year. In the event a child is crying or upset for a cumulative total of 30 minutes or more, the teacher and the Director will decide whether to contact a parent to discuss the situation. Age and separation anxiety will be taken into consideration, as well as the comfort level of the child. If the child continues to be upset for a long period of time each day they attend, a conference will be arranged with parents to discuss and strategize how to meet the needs of the child.

SOCIAL AND EMOTIONAL DEVELOPMENT

OFCLC strives to create and maintain a socially and emotionally respectful environment. This will be strengthened by positive communication and interactions between staff, other adults, parents/guardians, and children. Teachers are expected to continuously demonstrate positive interactions with each child. This will help children learn how to treat others in a positive way and allow them to be more socially and emotionally aware of the feelings of their peers. Children will be encouraged to form positive, loving attachments with the teachers. The teachers are predictable, calm, and sensitive to the needs of the children. Children will be allowed to learn at their own pace, based on their individual temperaments, development, and family culture. The staff will use teaching strategies supporting positive behavior and social skills throughout the day. Children will be taught about their own emotions and the feelings of others. We will encourage children to communicate their needs, wants, and feelings in positive ways.

RELATIONSHIPS

We strive to build positive relationships between the staff and children, helping children feel safe and loved. The teachers create warm and nurturing classrooms in which children grow and learn by displaying healthy relationships among themselves and with families.

COMMUNICATION

OFCLC will communicate with parents through the brightwheel app, email, telephone calls, and written notes placed in their child's backpack. We encourage parents to schedule a visit with staff members if any concerns arise. If the subject is sensitive or may require a more involved discussion, we encourage parents to schedule a conference as discussed below.

CONFERENCES

Parent-Teacher conferences may be offered in the spring. The staff is open to schedule a conference about your child anytime during the school year.

OUR CURRICULUM

Our curriculum embraces the concept that each child is special and has unique needs. Children learn at their own rate of development through discovery and exploration in a safe, secure environment. Children learn by doing, which means emphasizing the process, rather than the product. Through direct play, children experience social awareness, language development, intellectual curiosity, creativity, emotional development, and physical growth. The activities are

designed to enhance a child's self-confidence, develop critical thinking and problem-solving skills, and foster a lifelong love of learning.

Our typical daily activities include table activities, self-directed play, centers of discovery and exploration (books, blocks, math manipulatives, science, art/writing, sensory tables, and home living), outside play or active inside times, circle times, music, art time, Christian learning, and snack and lunch. A Chapel time in the sanctuary will be held every week for the children. It is a special time to gather and learn about God's word led by pastoral staff. Families are invited to attend.

GUIDANCE POLICY

OFCLC strives to guide children in a Christian manner with love and dignity. Each teacher has been trained in positive teaching practices. The staff will implement teaching strategies that support positive behavior, pro-social peer interaction, and overall social and emotional competence in our young students. Activities will be completed to promote positive behavior and social skills throughout the day, teaching children to interact and get along with others. We provide opportunities for children to learn about the emotions and feelings of others. Children will be encouraged to communicate their needs, wants, and feelings and express themselves in positive ways.

We use positive redirection when a child is involved in negative behavior. If a child continues to need direction, a teacher may use a "thinking time" within the classroom, for no longer than 5 minutes, to allow the child to consider and demonstrate alternative behavior.

OFCLC will provide individual support for children to ensure that each child has the opportunity to be understood and responded to in an effective manner. We work together with parents/guardians, teachers, and the director when persistent challenging behaviors occur.

We continuously communicate with families and encourage family involvement to ensure the child is being guided in a positive way building social and emotional competence. If needed, the director and teacher will give the parents the opportunity to consult specialists (psychologists, social workers, counselors, and physicians).

The goal of OFCLC is to provide a positive, fun, and educational environment for all participants. Staff members strive to cultivate positive child, staff, and family relationships. They have been trained to create and maintain a socially and emotionally respectful early learning and care environment. Staff implement teaching strategies supporting positive behavior, pro-social peer interaction and overall social and emotional competence in young children.

Staff provide individualized social and emotional intervention supports for children who need them, including methods for understanding the child's behavior and developing, adopting, and implementing a team based positive behavior support plan with the intent to reduce challenging behavior.

Staff believe in emphasizing the positive, reinforcing appropriate behaviors, and modeling desired behaviors. Staff will redirect a child to offset potential problems. Staff believe that

misbehavior usually stems from discouragement, fatigue, or inappropriate challenges. The program strives to remedy the situation, understand the child, and redirect the activity. Staff will never use physical punishment or “put downs” as a form of discipline.

When negative behaviors occur, which disrupts or threatens to disrupt the operation of the program, interferes in any way with the rights and privileges of others, endangers the health or safety of any person, or damages property, staff will respond accordingly using progressive disciplinary steps and techniques, prioritizing those that are constructive or educational in nature. When necessary, staff will give a verbal warning and attempt to redirect the child. If at any time, the negative behavior endangers the health and safety of others, or interferes with the rights and privileges of others, the parent may be called to come pick the child up from school.

When appropriate, a meeting may be held with the child’s parent/guardian, teacher, and Director to address the child’s needs and develop strategies or a behavior/safety plan to support the child’s attendance in the program.

A team-based positive behavior support plan for the challenging behavior will be developed with parent participation. We provide written documentation of the steps taken to understand and respond to the challenging behavior. During this time, if the child is a danger to themselves or other children, we may choose to suspend the child for an agreed upon period. Once a child returns to the program, if he/she is still a danger, then we will discuss with the parents/guardians if OFCLC is the best place to care for the child. It is only as a last resort that we would ask a parent/guardian to remove their child from our care.

Leaving school grounds is subject to immediate dismissal.

Credits will be available if a child is excluded from the program.

PHOTOGRAPHS

Teachers take pictures of the children participating in activities throughout the year. These pictures are used in projects, hung in displays in hallways, and used for an end-of-yearbook for each child. No photographs of the children will be posted on our website or social media without written parental consent.

COMPUTER AND TABLET TIME

OFCLC does not have computers in any of the classrooms. We encourage children to interact with their peers during school hours. Children are not allowed to bring computers or tablets to OFCLC.

VIDEO POLICY

OFCLC, on rare occasions, use videos to supplement our curriculum, and we will inform parents in advance if we plan on having children watch a video. Currently, we only plan to show a short video (less than 30 minutes) on pajama day at Christmas time. The teacher will inform parents in advance of the title of the video and when it will be shown.

SECURITY

All exterior entry doors to the campus remain locked while OFCLC is in session. All Preschool visitors are required to gain entry from OFCLC entry only and must sign in at the Education Office.

EMERGENCY PROCEDURES

The safety and well being of all children and staff are of primary importance. Possibilities exist where emergency preparedness and action need to be taken. It is the discretion of the Director or Assistant Director in which to initiate an emergency procedure. The following are possible actions to be taken due to a threat or emergency.

Facility Evacuation: The facility will be evacuated in instances where the conditions of OFCLC are such where the safety and welfare of the children are in jeopardy. Evacuation drills are held monthly to ensure the children understand the procedure and are more comfortable in case of an emergency. Two exit routes are available for each classroom. Children will be evacuated to safe and secure locations solely on the campus, at locations deemed appropriate based on the emergency. The teachers will conduct a name to face attendance check to ensure all children have evacuated. The director and assistant director will check all the classrooms, bathrooms, hallways, and office to make sure all the children and staff have exited to safety.

Shelter-In-Place: Situations such as dangerous weather events, tornado reports, or hazardous materials where the children and staff would be safer to remain in the building, the children and staff will be secured from that immediate threat or emergency. Teachers will be alerted of an emergency using walkie talkies, cell phones, or word of mouth. Children will not be allowed out of the building during an emergency until an “all clear” has been given by the Director or Assistant Director. We practice shelter-in-place drills at least four times throughout the school year.

Lock Down and Hide: In a situation where there is a dangerous external threat, children and staff will seek protection inside the facility. Examples of lock down and hide scenario would be an active shooter in the area, a disgruntled parent, employee, or intruder entering the building, a threatening wild animal is loose outside the building, or hostage situation. The director or assistant director will communicate to staff using the walkie talkies, cell phones, or word of mouth to notify all adults of a “lock down and hide” situation. All children and staff will leave the playgrounds, bathrooms, and hallways immediately and take shelter in classrooms or nearest designated safe area. Quiet activities such as looking at books or coloring can keep children calm and engaged during an emergency.

No doors will be unlocked, or children released from classrooms until an “all clear” signal is given by the Director.

If the event is in the building and it is not safe to enter the building from the playground, children that are outside will be moved quickly to the far south end of the church property behind the trees. Teachers will complete the procedure to check for missing children and notify the director of their location.

Off-Site Evacuation: In a situation where children and staff are no longer safe within the facility, we will evacuate to an off-site location. Examples of off-site evacuation situations are a gas leak, flooding, possibility of exposure to hazardous materials or bomb threat. The church office and first responders will be notified of the evacuation and the intended location of the evacuation site. The Director will place a sign on OFCLC entrance to inform parents of the off-site shelter location. OFCLC staff will walk the children to (maps are on the clip boards):

Koelbel Library
5955 S. Holly St.
Centennial, CO 80121
303-542-7279

or

Lenski Elementary School
6350 S. Fairfax Way
Centennial, CO 80121
303-347-4575

If there is a bomb threat or a suspicious item is discovered, OFCLC will evacuate immediately. Police and the fire department will be notified. Children will remain at least 1,000 feet from the building. If an all-clear signal cannot be given to OFCLC staff after 30 minutes, the children will be taken to one of the off-site shelters and the above procedures will be followed.

A more complete description of the emergency procedures can be found in The Emergency Preparedness Document found in the Education Office. You are welcome to read it anytime.

REUNIFICATION WITH FAMILIES FOLLOWING AN OFF-SITE EMERGENCY

When all the children are safely gathered in an off-site holding area and a name to face attendance is taken at the off-site shelter, parents/guardians will be notified to come and pick up their children. All children will be checked out by an authorized person on Brightwheel. If a parent/guardian cannot be reached, teachers will call the child's identified emergency contact. State photo identifications will be compared with the parents' authorized person list if staff members do not recognize the adult. Two staff members will remain with children until they are picked up by an authorized adult. If the child is not picked up after an hour of searching for an authorized adult, the police will be contacted for further instruction.

CHILDREN WITH SPECIAL NEEDS DURING AN EMERGENCY

At the beginning of the school year, children with special needs will have one staff member assigned to assist him/her during an emergency. If that staff member is not available, another staff member will be assigned to aid the child.

EMERGENCY NUMBERS

Emergency numbers are on a designated wall in each classroom. Teachers also have the emergency numbers in their backpacks which travel with the class when they go to music and the playground.

PARKING LOT AND PLAYGROUND SAFETY

Please drive **slowly** in the parking lot – there are lots of little ones! Please park in marked parking places only and be very cautious when backing up. We recommend that children are walked to and from OFCLC building along the edges of the parking lot to eliminate walking behind cars.

Children will not be allowed on the playground before or after school.

INCLEMENT AND EXCESSIVELY HOT OR COLD WEATHER

We will have daily outdoor play times for children of all ages. We will not play outside during the “feels like” temperature is less than 25 degrees or in the case of excessive heat. Please dress your children accordingly. We will have gross motor play indoors if unable to play outside.

WEATHER CANCELLATION

OFCLC follows the weather delays and cancellations for the Cherry Creek School District (“CCSD”). If CCSD cancels school, we will cancel school. If CCSD is on the late start schedule for weather reasons, we will start one hour later and dismiss at our regularly scheduled time. CCSD closure information can be found on CCSD website, Facebook, Twitter and major media outlets. OFCLC will notify families of weather-related delayed start or cancellation via email and/or teacher notification. If schools close during the day because of inclement weather, OFCLC will close immediately. Parents will be notified via email and/or by teacher. Please pick up your children promptly. All children will be cared for until they are picked up from the Learning Center.

ITEMS NEEDED BY THE CHILDREN

1. A non-perishable lunch with a small ice pack. (Each item needs to be marked clearly with the child’s name). We recommend a “bento style” lunch container. Food should be removed from wrapper and/or in an easy open package, as the teacher is required to wash their hands or change gloves after each time they open a package for a student. Please cut up food to avoid choking. Include healthy vegetables, fruits, proteins, and grains. Notify OFCLC on the Child Profile Form and the teacher directly of any allergy your child might have.
2. A small healthy morning snack. Please avoid sugary items. A good guideline is to have two food groups in each snack. For example, fruit and crackers or vegetables and cheese. If a child would like to share a birthday snack, please plan with the teacher.
3. A water bottle.
4. Dress comfortably for fun. Tennis shoes are safer on the playground. Please avoid sandals and flip flops.
5. On wintry days, please include heavy jackets, hats, boots, and mittens. If it “feels like” temperature is 25 degrees or higher, we will be going outside for recess.
6. A complete change of clothes. Please LABEL everything. We have a supply of clothing for your child to borrow. Please wash and return these items if your child is sent home in these borrowed items.

7. For our 2.5-year-olds, please provide enough disposable diapers for the day. If your child is toilet training, please notify the teacher and inform her about the procedures you are following at home.

8. Please leave all personal toys and money at home. Our classrooms are equipped with a variety of toys for each child to play with individually or with friends. The staff cannot be responsible for lost or broken items.

MEDICATION POLICY

Children, who are on a doctor's prescribed medication, should remain home for 24 hours after beginning the antibiotic and/or until they are well enough to come back to school. No medications, except emergency medications, will be administered at OFCLC.

EMERGENCY MEDICATIONS

Should a medication for asthma or severe allergic reactions be necessary, it will be stored in the classroom of the child and labeled with a photograph of the child, the child's name, expiration date, type of medication, and a doctor's care plan. All medication must be in its original container and marked with the child's name. All medication will be administered by trained and delegated staff. The staff member will follow the prescribed directions and will document the administration of the medication in the medication logbook, which is located in the Education Office. All medication will be stored in an area that is easily accessed by the staff, but inaccessible to children. All emergency medications will "travel" with the child when they leave the classroom.

SICK CHILD POLICY

Please keep sick children home so other children and teachers can remain healthy. If your child has **any** of the following symptoms, we ask not to attend OFCLC:

- Unidentified skin rash or sores
- Inflamed eyes
- Coughing
- Just began taking an antibiotic for a contagious illness within the last 24 hours
- A temperature over 100 within the last 24 hours
- More than one episode of vomiting within the last 24 hours
- A runny nose with cloudy mucus
- Diarrhea within the last 24 hours

If a child becomes ill during the school day, we will notify the parents/guardians to pick up the child immediately.

Please notify the school immediately if your child contracts a communicable disease. A notice of exposure will be sent to other parents.

SUNSCREEN

It is the parent's responsibility to apply sunscreen to their children 30 minutes before arriving at school. The sunscreen must last at least 4 hours and be applied throughout the entire school year.

VOLUNTEER POLICY

Volunteers are always welcome at OFCLC. Participation in a volunteer orientation program is required to ensure the volunteer understands and will follow the policies and procedures of OFCLC. Confidentiality must be strictly always adhered to. Volunteers must sign in and out on the Visitors' Log located in the Director's office. Volunteers will not be allowed to bring backpacks, purses or packages into OFCLC. Each volunteer will be under the direct supervision of a staff member. At the sole discretion of the Director, a consent for background screening form may be requested of the volunteer depending on duration and extent of the volunteer activity.

VISITORS AND OBSERVERS

Visitors are always welcome at OFCLC, but they must sign in at the Director's office and record the room or area they will be visiting. Proper identification will be required to allow a visitor into OFCLC. Visitors will not be allowed to bring backpacks, purses or packages into OFCLC. Visitors will be accompanied by a staff member at all times while in OFCLC. If a visitor moves to a new location, they must report to the director. The Director is made aware of the location of any visitors.

Parents are welcome to visit OFCLC at any time, but we encourage parents to wait one month, allowing children to acclimate to the school environment.

Observers from organizations including, but not limited to, Social Services, Child Find, and private professionals are required to adhere to the above visitors' policy. In addition, a statement of purpose of the visit must be recorded in the office. Credentials must be presented.

POTTY TRAINING

OFCLC encourages potty training and will do its best to help all children continue to do so at school. Please keep in mind that accidents do happen. Always send children in easy to manage clothes. Teachers will not be assisting children with bathroom wiping. Parents should teach this independent skill at home. OFCLC requires that children be potty trained by age three. Parents are encouraged to communicate their method of potty training to the teachers. To participate in the three-year-old classrooms, children must be completely potty-trained and independent in the bathroom. We do offer younger classrooms for children not potty trained.

PEANUT/TREE NUT FREE ROOMS

When a severe allergy exists, we will provide a peanut/tree nut free room. If your child is assigned a peanut/tree nut free room, he/she will not be able to bring any products containing peanuts or tree nuts. We recognize this is an inconvenience, however, all the children's safety is our primary concern. We ask all children to wash their hands before playing in classrooms to ensure there will be no peanut or tree nut residue on items.

CHILD ABUSE

Colorado requires school officials or employees to report any suspected child abuse or neglect of a child to the county Child Protective Services Department or local law enforcement agency (C.R.S. 19-3-304). Questions or concerns regarding suspected abuse or neglect should be brought to the immediate attention of the Director. Parents may also report suspected child abuse

to the statewide child abuse reporting line 1-844-CO4-KIDS or 1-844-204-5437 or via co4kids.org.

FIELD TRIPS

The children attending OFCLC will not participate in any activities that involve driving or leaving the premises at any time during the school day. The children will not be transported in any vehicle during the hours of operation.

STUDENT CHECK IN/OUT

Parents are responsible for signing their child(ren) in and out each day using our brightwheel app. Parents will complete a list of persons authorized to pick up their child(ren) when registering on the brightwheel app. If the authorized person is unfamiliar to the teacher, they will need to show a legal form of identification which corresponds to the parental permission. The authorized person must be at least 18 years of age. Please arrive when class begins and be prompt in picking up. In case of late pickup, a staff person will call:

- 1) One or both parent(s) at the home, cell phone, and work numbers.
- 2) The emergency number provided for an authorized person, other than the parent(s).
- 3) The child will be taken to the Education Office and remain with the Director and Assistant Director until an authorized adult arrives to sign the child out.
- 4) If a parent is habitually late a fee will be charged (see the fee schedule under FEES).

If a child is not picked up within 1 hour of dismissal and an attempt to locate all persons on the emergency card has failed, the police will be contacted for further instruction.

CHILDREN WILL NOT BE ALLOWED TO LEAVE THE CLASSROOM WITH AN UNAUTHORIZED ADULT.

If a child arrives after 9:30am, a staff member will escort the child to the classroom. The parent is required to check the child in on Brightwheel.

BUILDING CHECK AT CLOSING

The Director or Assistant Director will walk throughout the school to verify that all students have been picked up and checked out on Brightwheel.

ACCIDENTS AND INJURY

Injuries and accidents will be reported to the Director and an injury/accident form will be completed. Minor injuries will be treated with first aid and TLC by a trained staff member. Parents will be notified at the end of the day about any minor injury or accident (i.e. scrapes, scratches) that may have occurred. For severe injuries, the paramedics will be immediately called for assistance. Children will only be transported to a health care facility by parents, emergency contact persons, or paramedics. A staff person who is current in First Aid, Standard Precaution and Child CPR Training is always available.

Please notify the Director if the child was taken to the doctor or dentist following an accident at OFCLC.

IMMUNIZATIONS

The Learning Center will follow the immunization policies of the local school districts. Parents must have immunizations updated before the child may attend OFCLC. Immunization forms and the General Health Appraisal must be signed by a physician, RN or PA. Parents who have religious or personal objections to immunizations or students who have medical reasons for exemption, may sign an exemption from immunization form. Students who have exemptions will be excluded from school if an outbreak of a specified common disease occurs.

TEACHER QUALIFICATIONS

All our teachers are Lead Qualified. This includes degrees in Education, classes in Early Childhood Education, hours of experience, or a combination of these. All teachers are trained in CPR and First Aid every other year. The staff is trained in Standard Precautions every year. Teachers attend 15 hours of continuing education each school year, which include three hours of social and emotional development training. The staff has also completed safety and hazard training and emergency preparedness training.

CONCERNS

We are here to meet the needs of each individual child. Please bring any concerns, comments, or suggestions to the Director or Assistant Director. Parents may also address concerns to the Director of Christian Education for Our Father Lutheran Church. If you need to file a report concerning the licensing of this facility, you may do so to: The Office of Early Childhood, Division of Early Care and Learning Licensing, 1575 Sherman Street, First Floor, Denver, CO 80203, 303-866-5958.

Parents are expected to follow all guidelines presented in this handbook. If a parent questions any preschool policy, the parent is encouraged to appropriately discuss this concern with the Director.

FINAL NOTE

OFCLC is excited to serve you and provide your child with a wonderful preschool experience. We work with you in whatever way we can to make this possible.

OFCLC also provides many resources, services, and opportunities for you and your family. Please ask for additional information at any time.

Parents will be asked for an electronic signature on the online enrollment form, stating you have read, understood, and agree to abide by the policies and procedures of OFCLC. By signing the document electronically, you are agreeing that your electronic signature is the legal equivalent of manual/handwritten signature on the document and to its legally binding terms and conditions. You will be confirming that you are authorized to enter into this agreement on behalf of your child and that you are the parent or legal guardian.

ADDENDUM A

Our Father Children's Learning Center Statement of Faith

We believe that:

- a. The Bible is the true Word of God, without error or contradiction and, therefore, is the final authority in all matters of faith and life (2 Timothy 3:15-17).
- b. There is only one true God, who has revealed Himself in three persons (Triune), Father (Creator), Son (Redeemer), and Holy Spirit (Sanctifier) (Matthew 28:19).
- c. Since Adam's fall, all people are conceived and born sinful and are completely incapable of saving themselves by any efforts of their own. (Psalm 51:5; Romans 3:10-12, 23).
- d. God, motivated by His unconditional love for us, provided for our salvation through His Son, Jesus Christ (John 3:16).
- e. Jesus Christ is true God, eternally begotten of the Father, and at the same time true man, born of the Virgin Mary, who lived a perfect life for us, died on the cross for us, rose from the dead for us, and now reigns at the right hand of God for us (John 1:1-3, 14; 1 Timothy 2:5-6; Luke 1:26-38; Hebrews 4:15; Romans 5:6-8; 1 Corinthians 15:12-24; Ephesians 1:20-23).
- f. We are saved by grace through faith in Jesus Christ alone (Ephesians 2:8-9).
- g. Faith in Jesus Christ comes by the power of the Holy Spirit as He works through the means of grace – His Word and the Sacraments of Baptism and the Lord's Supper – through which the blessings and benefits of Jesus' saving death and resurrection, namely the forgiveness of sins, eternal life, and salvation are offered, delivered, and applied to us. (John 6:63; Romans 10:17; 1 Corinthians 11:23-26; Matthew 28:19-20).
- h. Baptism, which is water applied in the Name of the Triune God according to Jesus' mandate and promise, works rebirth and renewal, delivers and applies the forgiveness of sins, joins the baptized to Jesus' death and resurrection, and grants salvation to all who believe the promise of salvation attached to Baptism (Matthew 28:19-20; John 3:5; Titus 3:5; Ephesians 5:25-26; Romans 6:4; Colossians 2:11-12; 1 Peter 3:21).
- i. The Lord's Supper is the true body and blood of our Lord Jesus Christ given in, with, and under the bread and the wine, for Christians to eat and drink, instituted by Jesus Christ Himself, for the forgiveness of their sins (Matthew 26:26-29; 1 Corinthians 11:23-26).
- j. Good works, prayer, and holiness of life are the fruit of faith in Christ, not the cause of faith or salvation (John 15:5; Hebrews 11:16).
- k. Christians are called to live for Jesus, seeking to serve and honor Him in all facets of life. Life cannot be divided into compartments where Jesus is not present, for He is the author and Lord of all of my life. To know Him is the only way to know what true life is all about.
- l. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
- m. We believe that the term marriage has only one meaning: the uniting of one man and one

woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

- n. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).
- o. We believe that in order to preserve the function and integrity of OFLC and OFCLC as the local Body of Christ, and to provide a biblical role model to OFLC's members and the community, it is imperative that all persons employed by OFLC & OFCLC in any capacity, acknowledge OFLC's Statement of Faith and agree to uphold and abide by it in their speech and conduct during working and non-working hours. (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).
- p. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).
- q. We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Our Father Lutheran Church and Our Father Lutheran Learning Center.

The Learning Center recognizes that you might not share the same doctrinal beliefs as stated in the above Statement of Faith. This document is merely intended to share such beliefs and it denotes that you recognize the above beliefs to be held by a congregation and preschool of the Lutheran Church Missouri Synod (LCMS), in particular, Our Father Lutheran Church and Preschool.