

Our Father Children's



Learning Center

2019~2020

Parent Handbook

6335 South Holly Street

Centennial, CO 80121

303-779-4910

PURPOSE AND PHILOSOPHY

Our Father Children's Learning Center ("The Learning Center") cares for and educates preschool children from Our Father Lutheran Church ("OFLC") and the surrounding community according to the belief and practice of OFLC by fostering relationships with Christ, other children, teachers and instilling a joy for learning in preschool children. Our dedicated teachers nurture the whole child to grow spiritually, cognitively, socially, physically, emotionally, and creatively through a developmentally age appropriate curriculum in a safe and loving environment.

BELIEF AND PRACTICE

The Learning Center believes, teaches and confesses the unchanging truth of Holy Scripture as described in the Lutheran Confession and the belief and practice of OFLC and the Lutheran Church Missouri Synod. Families of children attending The Learning Center are not required to hold these beliefs and practices. However, parents, family members, students or other school participants who disagree with or do not share these beliefs and practices agree to communicate their 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. A copy of OFLC's statement of belief is available upon request, or you may visit the website of the Lutheran Church Missouri Synod at www.LCMS.org beliefs.

ELIGIBILITY

The program is available for children 2½ to 5 years of age. Children must be 2½ years old by September 30th of the year of enrollment. Children attending kindergarten are not eligible.

As part of its mission, belief and practice, and consistent with the Americans with Disabilities Act as it applies, the Learning Center 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. Learning Center 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 the Learning Center still encourages parents to continue outside support.

The Learning Center is a religious ministry of OFLC 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, the Learning Center does not discriminate on the basis of race, gender, disability or national origin.

LOCATION

Our Father Children's Learning Center operates in the lower level of Our Father Lutheran Church, 6335 South Holly Street, Centennial, CO 80121. The director is Carly Zody and the 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

The Learning Center meets Monday through Friday from 9:30 a.m. – 1:30 p.m. for all ages. There is no early drop off and we do not offer extended care after 1:30pm.

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. Currently enrolled students
2. Siblings of currently enrolled students
3. Members of OFLC
4. Alumni
5. Others in the Community

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 the Learning Center. This will help the family to determine if the Learning Center will meet their needs.

Enrollment must be confirmed by May 3, 2019 through a non-refundable registration fee of \$50.00 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, 2020 unless extenuating circumstances exist. This will be at the Board's discretion. All outstanding fees must be paid by April 15, 2020 or registration for the following school year will be cancelled.

If your child is placed on a wait list and a space becomes available, you will be contacted and asked to complete a registration packet. A child will not be enrolled for a school year until payment has been received and all forms completed and submitted to the Learning Center.

Registration for the next school year begins in January.

PARENT CONSENT FORMS

At the time of registration, the parent will be required to complete the following forms:

- *Child Profile Form - a copy is given to the teachers to help them know about your child in order to meet his/her individual needs
- *Enrollment Form - this form will have emergency numbers and people authorized to pick up your child from school
- *Medical Emergency Form – this form contains all your doctor, dentist, insurance information, and authorization for emergency medical care
- *Hospital Choice Form
- *Health Care Form – this **MUST BE SIGNED BY A HEALTH CARE PROFESSIONAL BY THE FIRST DAY OF SCHOOL**. The Learning Center can refuse to admit a child if we do not have this form on file.
- *Immunizations – an immunization form must be provided by the first day of school (a print out from the online immunization system is acceptable). See more about immunizations under the heading Immunizations.
- *Parent Agreement –stating you have read, understand, and agree to our policies.

***A Health Care Plan for a child with identified health or developmental condition is required by the Learning Center.**

Families must update their information with the Learning Center 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 \$50 per family will be collected when a space becomes available for your child. Tuition is \$170/month for two days a week, \$235/month for three days a week, and \$310/month for four days a week. There will be a \$20 activity fee per child each fall. Monthly tuition is due in advance the first week of each month. Tuition will not be discounted for absences, snow days or other cancellations. Checks should be made payable to “Our Father Children’s Learning Center” or “OFCLC”. If tuition is continuously past due, a late fee of \$20/month may be added. If a tuition check is returned due to insufficient funds, a \$20 fee will be collected.

Scholarship applications are available from the Director. Scholarships will be considered and approved by the Preschool Board based on individual need and availability of funds.

The hours of the Learning Center are 9:30 a.m. - 1:30 p.m. Please do not leave children earlier than 9:25 a.m. Pick-up time is 1:30 p.m. If parents are habitually late, a fee of \$1/minute/child will be collected at the time of the late pick-up. Please remember that our teachers have families to care for and responsibilities at the close of the day!

CHILD SUPERVISION

Children attending the Learning Center are supervised by an adult at all times. Teachers will use the sign-in/sign-out sheets to keep attendance and note which children are absent. A name-to-face count will be done frequently during the class time, especially when exiting and entering the classroom, before and after outdoor play, and during special programs. 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 notified.

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. When you drop off your child with an attitude of acceptance, enthusiasm, and encouragement, your child will develop self-confidence, a positive attitude, and a love of learning.

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

UPSET CHILDREN

The Learning Center'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 continually for over one hour, 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 set up with parents to discuss and strategize how to meet the needs of the child.

SOCIAL AND EMOTIONAL DEVELOPMENT

The Learning Center 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

We encourage open communication at all times. The Learning Center will communicate with parents using telephone calls, texts, e-mails, newsletters, and written notes placed in their child's cubby. We encourage parents to 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 always 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, free choice 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

The Learning Center staff 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.

The Learning Center staff 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).

SUSPENSION AND EXPULSION

Our goal is to prevent suspension or expulsion from the Learning Center by accommodating the differing needs of the children. The staff is trained and works hard to identify social, emotional, and developmental needs of each child. However, there are times when children may need additional care the Learning Center is unable to provide. If we feel a child's behavior endangers their safety or the safety of other children, we will notify the parents/guardians and have a conference. 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 of time. Once a child returns to the program, if he/she is still a danger, then we will discuss with the parents/guardians if the Learning Center 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. At this time, we will identify and plan a transition to enroll the child in a more suitable setting.

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-year book 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

The Learning Center does not have computers or tablets 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 the Learning Center.

VIDEO POLICY

The Learning Center, 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

The upstairs church doors are locked from every day when the preschool is in session. Visitors to the church are required to ring the bell to gain entry. The preschool doors will be locked around 9:45am after most families have arrived. During the day, visitors are required to ring the bell to gain access to the preschool. The doors will be unlocked for parents around 1:25pm. The director and/or the assistant director will monitor all adults entering the building during the drop off time and pick up time.

EMERGENCY PROCEDURES

The safety and well being of all children and staff are 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. Below 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 the preschool 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 faculty 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 or 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. In the event that an off-site evacuation is necessary, the children and staff will exit the building through the north side exit. The church office and first responders will be notified of the evacuation. The director will place a sign on the preschool entrance to inform parents of the off-site shelter location. The church office will be notified where the preschool children are going. The preschool staff will begin to 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, the preschool will evacuate immediately. Police and the fire department will be notified. Children will remain at least 1000 feet from the building. If an all clear signal cannot be given to the preschool 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 office. You are welcome to borrow it and 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 signed out by an authorized adult. 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, Social Services and the police will be notified and the child will be turned over to their care.

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 on their clip boards 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 the preschool building along the edges of the parking lot to eliminate walking behind cars.

We love having families stay and play on the playground after school. Please note the guidelines posted in the classroom windows. Parents must supervise their children at all times and follow these guidelines.

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 inclement and excessively hot or cold weather. We will have gross motor play in the Big Room and gymnasium if unable to play outside.

WEATHER CANCELLATION

The Learning Center follows the weather cancellations for the Cherry Creek School District. If CCSD cancels school, we will cancel school. If CCSD is on the late start schedule for weather reasons, we will start at 10:00am instead of 9:30am and dismiss at 1:30pm, our regular time. CCSD closure information can be found on CCSD website, Facebook, Twitter and major media outlets. If schools close during the day because of inclement weather, the Learning Center will

close immediately. 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 drink (non-sugary) and small ice pack. (Each item needs to be marked clearly with the child's name.) PLEASE CUT UP ANY FOOD THAT MAY CAUSE CHOKING! Please include healthy vegetables, fruits, proteins, and grains. Notify the Learning Center on the Child Profile Form and the teacher directly of any allergy your child might have. If the lunch brought from home does not meet the required nutritional needs of the child, we will offer supplemental food in the areas lacking adequate nutrition.

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 make arrangements 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, snow pants, boots and mittens. WE WILL TRY TO GO OUTSIDE IF POSSIBLE!

6. A complete change of clothes. Please LABEL everything.

7. 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. Sunscreen for your child (please see the sunscreen policy)

9. 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 the Learning Center.

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 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 log book, which is located in the 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 them not to attend the Learning Center:

- 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 100.5 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

Parents must apply sunscreen to their children before the school day begins. The sunscreen must last at least 2 hours and be applied throughout the entire school year. Parents must initial the sign-in/sign-out sheet each morning to acknowledge that sunscreen has been applied to their child. Parents may bring sunscreen from home in its original container with the child’s name written on it. The staff will apply sunscreen after 2 hours, 30 minutes before children return to the playground. Parents may sign a Sunscreen Waiver.

VOLUNTEER POLICY

Volunteers are always welcome at the Learning Center. Participation in a volunteer orientation program is required to ensure the volunteer understands and will follow the policies and procedures of the Learning Center. Confidentiality must be strictly adhered to at all times. 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 the Learning Center. 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 the duration and extent of the volunteer activity.

VISITORS AND OBSERVERS

Visitors are always welcome at the Learning Center, 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 the Learning Center. Visitors will not be allowed to bring backpacks, purses or packages into the Learning Center. Visitors will be accompanied by a staff member at all times while in the Learning Center. If a visitor moves to a new location, they must report to the director. The director should always be aware of the location of any visitors.

Parents are welcome to visit the Learning Center 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

The Learning Center 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. The Learning Center recommends 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 with regard to 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 TRIP POLICY

From time to time, and with parental permission as provided in the Parental Handbook Agreement, Learning Center classes may take walking field trips that leave the school playground but do not leave OFLC premises. The children attending the Learning Center will not participate in any field trips that involve driving or leave the premises at any time during the school day. The children will not be transported in any vehicle during the hours of operation.

SIGN IN/SIGN OUT SHEETS

Sign in/out sheets are in each classroom and must be completed upon dropping off and picking up each child. Please be sure to sign your child in and out with a complete signature. If your signature is not legible, please print your name also. Parents will complete a list of persons authorized to pick up their child(ren). This will be kept in the office. Parents will record the person coming to pick up the child on the sign-in/sign-out sheet each morning. If the authorized person is unfamiliar to the teacher, they will need to show a legal form of identification which

corresponds to the parental written permission. To pick up a child, the person must be 18 years of age. If needed, a parent may call and give verbal authorization for a different person to pick up the child, if that individual is identified in the enrollment form or other writing on file with the Learning Center as an adult authorized to pick that child up from school. An ID will be checked. Please try to 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 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 by 2:30 p.m. and an attempt to locate all persons on the emergency card has failed, the director will notify the Department of Human Services or the police and the child will be turned over to their care.

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

If a child arrives after 9:30am and his/her class is out of the room, the parent must escort the child to join the class and sign in the child with the teacher.

CLOSING TIME BUILDING CHECK

Every classroom is checked at the end of the day to ensure all children have been picked up and have left the building with their parents, guardians, or pick up person. The sign-in/sign-out sheets will be turned into the director and kept as a record of authorized pick up adults and times of pick up for each child.

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 available at all times.

Please notify the director if the child was taken to the doctor or dentist following an accident at the Learning Center.

IMMUNIZATIONS

The Learning Center will follow the immunization policies of the local school districts. Parents must have immunizations updated before the child may attend the preschool. Please check the

immunization forms and your doctor's recommendations. 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. Immunizations are available at your physician's office or Tri-County Health (303-451-0123).

TEACHER QUALIFICATIONS

All of 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. Parents may also address concerns to the Director of Christian Education for Our Father 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

Our Father Children's Learning Center 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!

Our Father Lutheran Church also provides many resources, services, and opportunities for you! Please ask for additional information any time.

All parents will be asked to sign a form stating you have read, understand, and agree to the policies and procedures of the Learning Center. Failure to sign this form may result in dismissal from the program.

Our Father Children's Learning Center

6335 South Holly Street, Centennial CO 80121

Carly Zody, Program Director 303.779.4910

2019-2020 School Calendar

Important Dates:

September 2 **No School: Labor Day**

September 3 **First Day of School**

October 4 **No School: Preschool Convention**

October 14-18 **No School: Fall Break**

November 27-29 **No School: Thanksgiving**

December 23-Jan 6 **No School: Christmas Break**

January 20 **No School: Martin Luther King Day**

February 6 **No School: Staff In-service Training**

February 17 **No School: President's Day**

March 16-20 **No School: Spring Break**

April 10 **No School: Good Friday**

May 14 **Last Day of School**

Our Father Children's Learning Center follows **Cherry Creek School District snow day closure and delayed start schedule**. OFCLC late start time is 10:00 am.

Cherry Creek School District closure/late start information can be found on the district website, Facebook, Twitter and major media stations.

July 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		