



LUTHERAN CHRISTIAN SCHOOL

**Early  
Learning  
Center  
2023-2024  
Parent Handbook**

# WELCOME!

**Zion Lutheran Christian School Early Learning Center  
2800 NW TYLER  
CORVALLIS, OR 97330  
(541) 758-1554  
elcoffice@zioncorvallis.com  
www.zioncorvallis.com/early-learning-center**

**Noelle Arnold  
Director**

Welcome to Zion! It is an honor and pleasure to be able to serve you in caring for your child. Please take time to read this handbook; you will find important information concerning our program, our commitment to you and your child, and your responsibility as a parent of a child in our care. If you have any questions or concerns, please feel free to consult with the director or lead teacher.

Zion Lutheran Christian School is a ministry of Zion Lutheran Church-Missouri Synod. It is a ministry which involves families and children of the community, members of the congregation, staff, and teachers. The center is under the direction of the Church Council which consists of members of Zion Lutheran Church.

Zion Early Learning Center is licensed by the state of Oregon to care for children between the ages of six weeks to twelve years. The infant/toddler/twos program serves children who are six- weeks to thirty-six months old. The pre-school/pre-kindergarten program serves children who are 3 or 4 (respectively) by September 1<sup>st</sup> and potty-trained. The school age program serves children who are five and enrolled in kindergarten to those who are twelve years of age. Standards are maintained to meet the state requirements as our license is renewed on an annual basis.

## **BASIC BELIEFS OF ZION LUTHERAN CHURCH-MISSOURI SYNOD:**

- God is triune: Father, Son, and Holy Spirit.
- God the Father is creator of the earth, the heavens, nature, and humankind.
- God the Son, Jesus Christ, was crucified for our sins and was resurrected to win our victory and eternal life with him.
- God the Holy Spirit sustains us by the Word and Sacrament, cares for us, provides for us, and works the miracles of sanctification (holy living) in our lives.
- The Ten Commandments were given by God for people to obey and as a guide for quality living.
- All people sin and fall short of the glory of God. Even newborns are sinful and unclean.
- A person is justified to God through faith alone in the sacrifice and forgiveness of Jesus Christ. Infants as well as adults can be saved through the Word and the Sacrament of Baptism.
- We believe the Bible is the Word of God in its entirety. It shows us our sins, leads us to Christ, and guides us in our Christian living.

## **HISTORY OF ZION LUTHERAN CHRISTIAN SCHOOL EARLY LEARNING CENTER**

Our ELC has a long history of serving parents with young children. The program opened in the early 1970's as a nursery school. Then, in order to meet the needs of working parents, began an after school program for the kindergarten and nursery school children of Zion School. As the school and community grew, so did the center. It began offering full day care during the school year. Eventually, a summer program was added in 1986 with enrollment increasing off and on over the years. Meanwhile, a need arose for the care of infants and toddlers. Based on that need and the requests of families enrolled in Zion Child Care and Zion School, an infant/toddler program was initiated in 1990. As a result, many children have grown-up and participated in Zion programs.

## **PURPOSE:**

The purpose of our ELC, is to share the love of God by caring for young children in a loving, nurturing manner while providing opportunities for their spiritual, physical, intellectual, social, emotional, and creative growth. The qualified staff promotes Christian values and provides a safe environment for the children's growth. Children of all faiths are welcome at the center.

## **PHILOSOPHY:**

Zion ELC believes that:

1. Each child is a unique person created by God. Each child has his/her own interests, capabilities and gifts. Therefore, the staff seeks to guide and encourage individual development in all areas; spiritual, physical, intellectual, social, emotional, and creativity, through developmentally appropriate activities.
2. Children learn best in a safe environment with a loving, caring atmosphere. The teachers are focused on providing this kind of environment for the children in its care. Our ELC is staffed to maintain a small child/teacher ratio so each child receives more individual attention and care.
3. Parents and guardians are the children's primary caregivers. As secondary caregivers, the teachers seek to provide a nurturing, positive, Christ-centered environment for the children's growth away from home.
4. Children need guidance and discipline as they learn to take care of themselves and interact with other children and adults. The teachers strive to provide this guidance and Christian discipline through the use of positive reinforcement, re-direction, and time-out.
5. As a Christian early learning center, the teachers seek to operate the center in accordance with God's principles by His grace. The reality of God's love for the world is shared with the children, through table prayers, stories, songs, and overall attitude. Together, the teachers seek to grow in a loving relationship with God while reflecting Christ's love in thoughts, words, and actions.

## **LICENSING:**

Zion ELC is licensed by the state of Oregon through the Child Care Division (CCD). We strictly adhere to all the state rules and regulations and strive to improve our center continually. In late fall, a CCD representative re-evaluates us and renews our license accordingly.

Zion ELC is licensed for a maximum of ninety-five children in attendance at any one time. That number includes infants, toddlers, two year olds, pre-schoolers, pre-kindergarteners, and school-age children.

## **FACILITY:**

Zion ELC has a room specifically designed for the infant program. One room has a table with set-in chairs for eating and doing projects, cubbies for personal belongings, and space and materials for movement and play. The adjacent room has cribs for nap time. We have a hand washing station and changing table in the room.

We have one toddler class located in the gym. The toddlers have a hand washing station and changing table in their room. Children in this class are transitioning to sitting in chairs, drinking out of a cup, and sleeping on cots.

We have two 2 year old classes in the gym. For both two year old classes, diapers and pull-ups are stored in the back of the girl's bathroom as they have toileting facilities and a changing table located there. They have centers in the classroom and participate in circle time each day. The class focus is bathroom training and learning about group interactions.

The three-year old pre-school (Preschool) has a room in the main school building which contains tables for eating and doing projects and space and materials for play. The children have daily time to interact in areas designed for imaginative play; dramatic play, building, and art. They participate in circle time and learn about being 'me'.

The four-year old pre-school (Pre-kindergarten) has a room in the main school building. This room has several tables where they eat, do projects, and work on pre-Kindergarten skills. In addition, there is also a large carpeted area for circle time and learning activities, a kitchen area, and a loft, where they are able to play and use for special activities.

The school-age program generally uses a room in the main school building. We have care both after school and throughout the summer.

## **DAYS AND HOURS OF OPERATION:**

Zion ELC is open daily, Monday through Friday – 7:30 a.m. to 6:00 p.m.

Our center is closed on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, July 4<sup>th</sup>, Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day and the day after, and New Year's Eve.

Sometime after the middle of August, before Zion Lutheran Elementary School begins in the fall, the Zion staff combines with the school teachers for a staff in-service day. Therefore, Zion ELC will be closed for child care on that day.

Other closures may occur if parent need for child care is minimal (i.e. during Spring break or Christmas break). Any such closures will be posted well in advance, so other arrangements can be made if necessary.

## **COMMUNICATION:**

Communication is an essential part of our relationships. There are a number of ways that we will be communicating with you. Clear communication is the key for us to have a fabulous year that is a success for you and your child.

Telephone: We can be reached by phone at 541-758-1554. The children come first, so please leave a message if we miss your call. You may call anytime! We check our messages daily.

**Email: Email has become one of the easiest ways to communicate. The center's email is [elcoffice@zioncorvallis.com](mailto:elcoffice@zioncorvallis.com). If you have concerns that need discussed in person, please set up an appointment.**

Tadpoles: Our infant through 2's classrooms utilize an application called Tadpoles to keep in contact throughout the day with parents. It tracks meals, bathroom habits/diapers, and meals/snacks. Parents and teachers are also able to send private notes and pictures of the day.

Newsletter: The center newsletter is sent out monthly. It includes calendar information, and updates on teachers and classroom needs. Either a class newsletter is sent out weekly for each class or lesson plans are posted for parents. Our goal is to communicate the plans we have with your children.

Personal Contact: Please feel free to contact the director or any of the teachers, about anything via Tadpoles, phone etc. We would be happy to set up a conference or sit down with you before school or when your busy schedule allows.

Parent Conferences: Teachers write a Praise Report around conference time for parents of infants, toddlers, and twos. In person conferences can be request anytime.

## **ADMISSION POLICY:**

Zion ELC admits children of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities, generally accorded or made available to children at the center. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, and other center-administered programs.

## **ENROLLMENT AND REGISTRATION REQUIREMENTS:**

If you are interested in enrollment in Zion ELC please come by for a tour! We require all families to tour our center before enrollment. Most classes have a waitlist that you can be added to after the tour. When you have been offered a spot for your child, you will enroll online through the steps below.

Enrollment begins with an application when you have been told your child has a spot. This can be found on the Zion ELC website under the forms & links tab. Zion ELC will accept the application and an email will be sent to parents via TADS that you have been accepted. Please be looking for this email to continue the enrollment process.

We will hold a spot for up to 30 days. If we are able to hold a spot for longer than the 30 days, you will be required to pay a nonrefundable deposit. This deposit will hold the spot for up to 90 days and will be applied as tuition for that 90 day hold.

1. Our entire enrollment process is completed online through TADS a web-based billing system for enrollment and billing. The link can be found on our website under the Forms & Links tab or at <http://mytads.com/a/ZionLutheranCorvallis>
2. Before the application is completed we will charge a one-time non-refundable deposit of \$700. This deposit will be applied to your final bill once 30 Day Notice has been received. Please contact the office if you would like to discuss payment options.
3. Enrollment continues through the TADS website to include more specific information including a contracted schedule, medical releases, and emergency contacts. **You must give specific days and times your child will be attending! See Payment Policies for more information on the contract.**
4. Immunizations can either be upload through TADS or brought into Zion ELC. We will also need a completed TADS profile filled out.
5. The final step of registration and holding your child's space is an **annual** non-refundable registration fee. Families currently enrolled receive an email through TADS in the spring to re-enroll and pay the registration fee to hold their spot for the next year. Spaces fill quickly. Even children present only during the summer must have new registration completed each year.
6. A tuition and fees page is available on our website.

## **PAYMENT POLICY:**

Zion ELC is part of a non-profit organization and does not receive any subsidies. It is imperative that families pay in a timely manner so our ELC may remain operational. We bill for the month ahead except for drop-in which is billed at the end of the month.

### **Contract**

Upon entering Zion ELC each family completes and signs a contract (on TADS enrollment) for specific days and times that children will attend. Fees are based on the total amount of time used per week. The block of time must be less than or equal to the amount of contracted hours. **Any deviation from scheduled block of time will result in an extra charge at the drop-in rate.** You will not be charged extra nor will you be given credit for picking your child up early or dropping your child off later than your scheduled, contracted time.

School age program during the school year. Children enrolled at Zion may choose to contract for after school only or for after school and all holidays including half days. Contracts for either option will be given to parents at the beginning of the school year. Anytime outside of your contract will be billed at drop-in rate. Children not enrolled at Zion School may ask to drop in as well especially over holidays.

Zion staff must have parental notification **in advance** if any extra hours will be needed due to school closures, job changes, field trips, etc. Any extra hours must be approved by the director or teacher. Extra charges are added to the bill at the end of the month.

### **Contract Changes Including Withdrawing**

A change in contracted scheduled time must be in writing and approved by the director. Approval is based on space availability for the time requested. The new contract must be received by the director 30 days before going into effect. If the change involves a reduction in time, 30 day notice is required and you will be charged to complete the month at the higher rate.

Notify the director in writing if you choose to withdraw your child from our early learning center. **We require 30 day notice.** No refund will be issued for tuition already paid and you are responsible for paying for the month whether your child attends or not. Your non-refundable deposit will be applied to your final bill. Once you have enrolled you have contracted for that spot and are financially responsible for it.

### **Payment Due Date**

Payment is due on or before the 15<sup>th</sup> of each month. Payment due is for the present month. A billing statement will be emailed to you via TADs by the 1<sup>st</sup> of the month. A \$40.00 late fee will be applied



to any payment received after the 15<sup>th</sup>. **Failure to have payment made in full by the 15<sup>th</sup> of any given month could result in the loss of your contracted spot.**

### **Limitations**

- Payment may be adjusted for a *maximum of two weeks* during the fiscal year from July to June for vacations including Christmas break and Spring break.
- Such payment adjustments can only be made in weekly increments.
- Proper notification is required in all circumstances; the director must be notified 30 days in advance.
- **No credit** will be given due to illness.
- **No credit** will be given for unused scheduled/contracted hours during a given month.
- **No credit** will be given for limited closures due to reasons beyond our control.

### **Possible Additional Charges**

CCD rules require that ZION ELC has written verification of all children present. Therefore, it is imperative that you (the parent), or other authorized adult, sign your child in and out each day. If your child is not signed in or out, a **\$15.00 fee** will be assessed for each time this occurs. This fee will be applied, regardless of your contracted hours or block of time.

A charge of \$2.00 per minute will be assessed for picking up your child after child care closes (at 6:00 p.m.), or dropping your child off before child care opens (at 7:30 a.m.). You will find an extra charge added at the next billing cycle.

### **GUIDELINES FOR ARRIVAL**

When bringing your child to Zion ELC, please inform the teacher that your child is present. Check the bulletin board daily for important notices and communications. Then use the sign-in book to sign your child in. Write down the date and the time with your initials. Children need to be signed in and out by *their parent* or other *authorized adult*. **Children are not to sign themselves in at any time, even if the parent is helping them.** The proper use of the sign-in book is important for the safety of each child. In the event of a fire or other emergency, attendance is checked through the sign-in book for that day. Failing to use the attendance book properly may result in endangering your child's life. Thank you for helping us with this important policy.

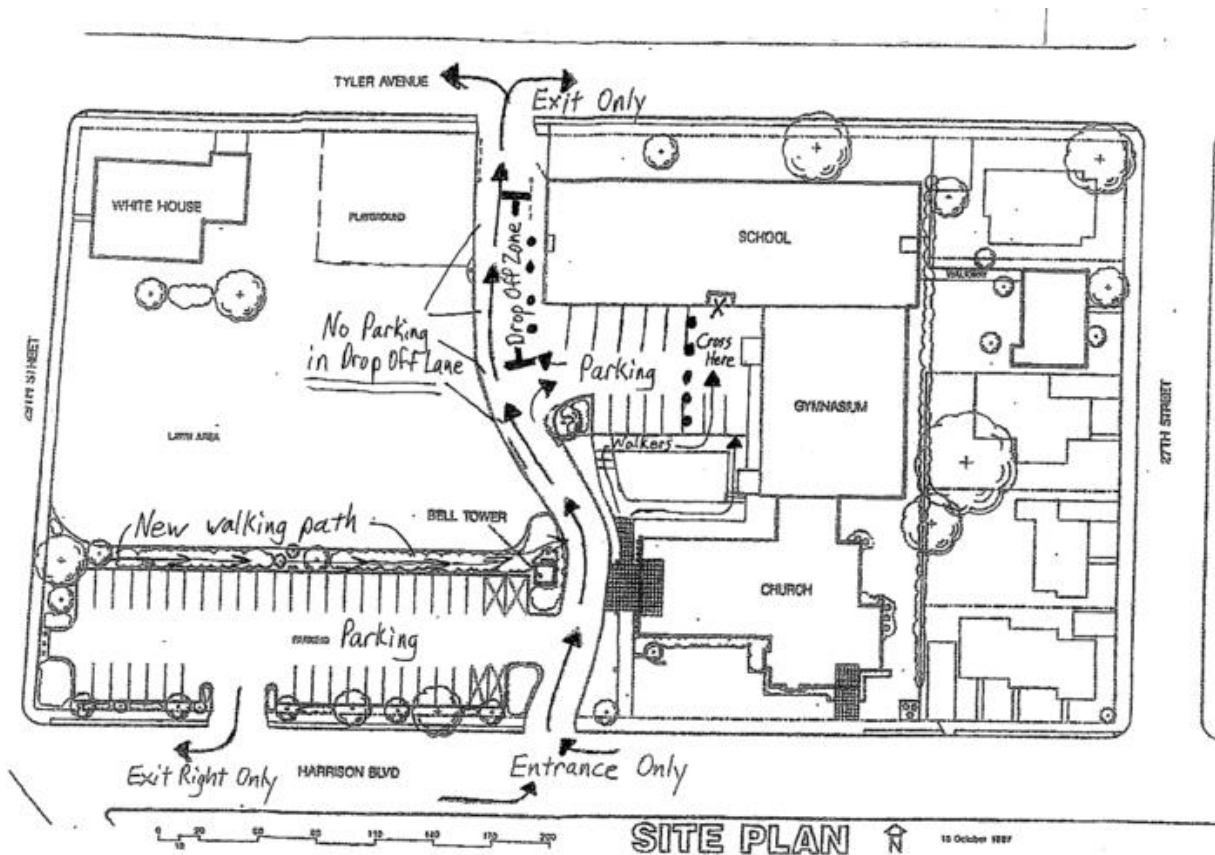
### **GUIDELINES FOR DEPARTURE**

When you come to pick up your child at the end of the day, please be sure to verbally inform the child's teacher that you are removing him/her. Be sure to sign your child out and initial next to the

time that you pick them up. Only those adults designated on your enrollment forms will be allowed to pick up your child. If we do not know the adult, he/she will be required to prove their identity with proper identification. If they are not on the approved pick up list and it has not been pre-arranged with the teacher/Director, your child will not be able to go home with them. **This policy is for your child's safety.**

### IMPORTANT DROP OFF AND PICK UP PARKING INSTRUCTIONS

- IF DROPPING OFF AFTER 9AM PLEASE MAKE SURE TO PARK IN THE UPPER CHURCH PARKING LOT AS WE WILL NEED TO LOCK THE GATES FOR SAFE RECESS TIME.
- DURING DROP OFF AND PICK UP OF K-8<sup>TH</sup> STUDENTS PARENTS DRIVE A LOOP THROUGH THE LOWER PARKING LOT. DO NOT PARK YOUR CAR IN THE LOWER LOT DURING THIS TIME.
- PLEASE SEE DIAGRAM FOR ENTRANCE AND EXIT



### GUIDELINES FOR VISITORS & VOLUNTEERS

Both Volunteer and Visitors MUST be signed in at the office before going into the school. A visitor is ANYONE who is not a parent or teacher in the ELC. Volunteers and visitors will not have unsupervised access to children at any time, including during emergencies

### **EXTREME WEATHER or EMERGENCY DAYS**

If our center is to be closed due to extreme snow, flooding, ice, or other dangerous weather situations, an announcement will be made on the radio stations of KFLY (101.5), KLOO (1340AM), KRKT (99.9), KHPE and the Flash Alert System. Listen carefully to the broadcast. In most cases Zion ELC will follow what the 509J school district does. However, Zion ELC may be open even if Zion K-8<sup>th</sup> School is closed. We will try to be open whenever possible, as we know you are depending on us. If, however, we feel that children and staffs' lives would be in danger in traveling to get here, we would undoubtedly, decide to close.

### **HEALTH POLICIES**

#### **Care of Sick Children**

Zion ELC is not equipped or staffed to serve ill children. **Be sure to have “back-up” care arranged in case of illness.** If your child becomes ill during the day, the director or lead teacher will contact you to take your child home. You or another designated adult need to be available to arrive within the hour. In the meantime, your child will be isolated in the director's office, away from the other children, where they will be cared for until you or your emergency contact arrives to take them home. If your child has seen a doctor for a communicable illness, he/she should not return to the center until 24 hours after treatment has begun. **If not treated by a doctor your child may not return for 24 hours after all symptoms have abated.**

#### **Symptoms Requiring Exclusion from Child Care**

**Please keep your child at home and seek medical attention if your child has the following symptoms:**

- \*Stiff neck and headache accompanied by a fever that is greater than 100.4 degrees F, crankiness, vomiting, or other symptoms
- \*Loss of consciousness
- \*Seizure
- \*Difficulty breathing (severe), or wheezing
- \*Rapid respiration (infant)
- \*Altered mental status

**In addition, please keep your child at home, if your child has the following symptoms:**

- \*Diarrhea (more than one abnormally loose stool per day)
- \*Vomiting (not stress related or “spitting-up”)
- \*Skin or eye lesions or rashes which are severely weeping or puss-filled, including chicken pox or pink eye.
- \*Fever greater than 100.4 degrees F
- \*Severe coughing (child gets red or blue in the face or makes high-pitched croupy or whooping sound after cough)
- \*Any of the communicable diseases which are excludable by Oregon Administrative Rules, including: Amebiasis, chicken pox, diphtheria, E coli, Giardiasis, Homophiles, Influenza, Meningitis, Epiglottis, Pneumonia, and Septicemia, Hepatitis A and type Unspecified, Measles, Meningococcal Disease, Mumps, Pediculosis (lice), Plague, Polio, Rubella (German Measles), Salmonellosis, Scabies, Shigellosis, Staphylococcal infections, Streptococcal infections, or Tuberculosis

\*\*You must inform the center if your child has been diagnosed with any of the above communicable diseases.

**Symptoms Requiring Observation and Parental Consultation**

Our staff will consult the parents/ guardians if one of the following occurs:

Unusual behavior	Cries more than usual	Excessive thirst	Serious headache
Sore throat	Medication usage	Upset stomach	Nausea
Mild skin rashes	Cranky, less active	Loss of appetite	Coughing, sneezing
Runny nose	Itching and/or rash	Foul smell or color change of the stool/urine	

**Administering of Medication**

Children who require a dose of prescription or over the counter medication while at the Early Learning Center must have a “Medication Authorization” form fully filled out and signed by the parent. The form must clearly authorize a teacher of Zion to administer such medication. These forms are available at the ELC office or School office. The **medication must be in its original container** and clearly naming that child and dosage on the label. The teacher must be able to clearly read this. This is a state requirement for the protection of your child.

## Treatment of Accidents

If your child is hurt during the day at Zion ELC, the attending teacher will administer first aid in the form of soap and water, ice, and/or a bandage. If you would not like your child to receive first aid care, it **must** be communicated with the teachers and the ELC office. The teacher will then fill out an “Accident/ Incident Report” signed by the teacher and the director. The parent will be shown the form at the end of the day when the child is picked up from the center. If the accident is severe, the director, lead teacher, or classroom teacher in charge, will contact the parent by phone; if the parent is not available, one of the emergency persons noted on the enrollment form will be called. 911 will be called if necessary. Consent for medical personal to give medical treatment will be a part of your TADS registration process.

## Potty Trained

The state licensing requires children to be three and potty trained to attend preschool. For our purposes, we define potty trained as: indicates the need to use the restroom when it arises and can manage bathroom habits on their own. We realize every child develops these habits on a different timeline and in their own way. We are here to support each child on their journey. If accidents become an issue, we will meet with the parents and work on a developmentally appropriate plan. When accidents occur, we have the child place their soiled clothes in a plastic bag, and send it home for laundering.

## **DISCIPLINE POLICY**

Zion ELC teachers guide and discipline the children through the use of role modeling, positive reinforcement, re-direction, and renewal time as outlined in *Love and Logic*. The teachers strive to be firm and consistent in their interaction with the children. Firm but gentle words are used. All children are taught appropriate behaviors through gentle correction and constant modeling by the teachers. Skills taught include using words, identifying feelings, and resolving conflicts. When disciplining a child, the teachers seek to follow the three R’s:

1. The disciplinary action is reasonable to the incident.
2. The disciplinary action taken is respectful and does not humiliate or frighten the child.
3. The disciplinary action is related to the incident.

At times a teacher may place a child in renewal time when the child has lost self-control or continues to disobey in spite of positive reinforcement and re-direction. When placed in renewal time, the child is within site of the teacher. The teacher discusses the incident with the child and makes sure the child understands what occurred and appropriate actions that that could have been taken. The child is encouraged to “make it better.” Parents will be contacted if we need help in alleviating a behavior.

## **Probation/Expulsion**

On rare occasions, a child may be placed on probation or suspended from Zion ELC. Probation is a period of time as determined by the director and lead teacher during which certain standards must be met in order for the child to remain enrolled. A child may be placed on probation for the following reasons:

1. Continued deliberate disobedience or rebellious spirit which is unchanged after much effort by the teacher.
2. A continued negative attitude and negative influence upon other children.
3. Failure of the parents to get recommended professional help for a child whose needs extend beyond the confines of the Early Learning Center.

Certain steps are taken when invoking probation:

1. The parents are informed that probation is becoming a possibility.
2. A child is placed on probation by a decision of the director and lead teacher.
3. A conference is held with the director, lead teacher, parents, and possibly the child.
4. A written letter explaining probation and offering suggestions for parental action is sent to the parents after the conference.

If the child does not meet the standards during the probationary period, he/she may be expelled from Zion ELC by the director and lead teacher. No refund of tuition will be given.

## **INFANT/TODDLER/TWOS PROGRAM**

The Infant/Toddler/Twos program of Zion Lutheran Christian Early Learning Center provides a safe, warm, and loving environment for children ages 6 weeks to 3 years old and potty trained. Up to eight infants, eight toddlers, or ten two year olds are in their rooms at one time. There are two or three teachers providing care for the children. Therefore, children receive one on one care along with some group interaction.

The children have the opportunity to experience grace each day. God's love is shared through song, story and example. We learn together how to show God's love and respect for others.

Zion ELC provides a safe environment in which infants, toddlers, and two year olds are able to develop at their own pace while being surrounded by loving and caring individuals. The curriculum for this program encompasses care giving and routines. While the teachers meet your child's basic needs, your child will have opportunities to learn through exploration and discovery. Time, space, and direction are provided for creative play, quiet play, and active play. The time schedule is flexible, smooth, and dictated by the children's needs.

The toddlers and two year olds have the opportunity to spend time in more structured activities. This special activity time helps them to better prepare for the time when they are ready to "move-up" to the pre-school program. They spend quality time with their teacher, they build with blocks, dress-up, play

with carpentry tools, race cars, play in the kitchen area, or just use their imaginations. All of these activities encourage them to satisfy their curiosity and help them build social skills.

In addition to the gym area, we have a fenced playground area where the toddlers and two year olds have a chance to move, dig, climb, and slide. They can ride small trikes in the gym. At various times, we have specialized sensory areas set up, including sand, water, and other safe items of nature. We often go for walks around the neighborhood riding in the strollers or holding hands. Since brain development is an important part of a young child's life, the teachers are constantly speaking with the children, reading books to them, singing and doing finger plays with them, and otherwise, promoting communication development and discovery learning.

Each day the teachers fill out a daily report on our TADPOLES APPLICATION for each child. You can follow this report with an app on your phone and/or get the report emailed to you at the end of each day. On this report you will see when your child's diaper was changed, when and what your child ate and drank, and when your child napped. There is also a space for "special notes". In this space you will be notified if your child is running low on diapers, food, drink or anything else. When you drop your child off, you are asked to write notes about your child at the top of the page as it helps the teachers to know about their time with you.

Nap sheets and blankets are provided by the center and washed once a week.

Biting is a natural and common issue with infants and toddlers. We approach biting as with any discipline problem. We document all incidences of biting and if a pattern develops we meet with the parents to work out an appropriate plan. Keeping everyone safe is our goal.

### **Goals of the Infants Toddlers, and Twos Program**

**\*\*become aware of their physical environment.**

Zion ELC teachers will provide and encourage opportunities for self-directed perceptual motor play by including a variety of experiences with objects of various shapes, sizes, colors, taste, texture, sound, etc....

**\*\*become aware of what their bodies can do.**

Zion ELC teachers will provide for a variety of large and fine motor activities while encouraging, praising, and supporting children's efforts at new physical activities.

**\*\*increase their competence to do representational tasks.**

Zion ELC teachers will provide materials for role-play and pretending while encouraging enactment of home experiences such as food preparation, doll care, and cleaning.

**\*\*learn social skills.**

Zion ELC teachers will provide for meaningful child-adult and child-child interactions.

**\*\*use verbal language for communication.**

Zion ELC teachers will talk to the children in adult-child interactions, focusing upon the children's interests at the time. The teachers will also respond to the children's vocalizations and verbalizations and participate in repeating rhymes and songs.

\*\*develop a positive self-concept.

Zion ELC teachers will treat children as unique creations of God by encouraging and praising new strategies and appropriate behaviors used by the children while showing them the love of Jesus through their love and care.

(These goals taken from, In His Hands: A Manual for Beginning and Operating Lutheran Early Childhood Programs, by Marilynn Beccue and Jane Wilke 1993, p.76)

### **Items needed by the Parent for Infants**

- Breast milk (in a bottle) or formula (premade)
  - **These need to be label with your child's name every day as there may be other infants with the same bottles**
- Age appropriate foods & snacks
  - These can be stored in personal buckets or brought in daily
  - All food placed in the refrigerator need to have the child's name and removed daily
- Diapers (cloth or disposable), wet wipes, rash ointment (if necessary)
- Two changes of clothes to be kept in their personal bucket
- You may also send a pacifier, blanket, sleep sack, or lovey

### **Items PROVIDED by Zion ELC for Infants**

- Sheet for crib or mat and a blanket if they do not have one from home
- Sippy cups for water, spoons, and bibs

### **Items needed by the Parent for Toddlers and Twos**

- Age appropriate, balanced lunch including milk and two healthy snacks
  - All lunches need to come in lunch box with ice pack.
  - All milk cups and food placed in the kitchen refrigerator need to have the child's name and removed daily
- Diapers (cloth or disposable), wet wipes, rash ointment (if necessary)
- Two changes of clothes to be kept in their personal bucket
- You may also send a pacifier, blanket, or lovey

### **Items PROVIDED by Zion ELC for Toddlers and Twos**

- Sheet for crib or mat and a blanket if they do not have one from home
- Sippy cups for water, spoons



## **PRESCHOOL/PREKINDERGARTEN PROGRAM**

The preschool/prekindergarten program is for children from three years and potty trained to five or six years old. Both classes have a one teacher to ten children ratio. A lead teacher and one or two aides conduct each class. "Class time" is daily from 8:15-11:15 with childcare provided before and after the more academically focused time. Preschoolers should be at school at least 2 days a week during class hours and Prekindergarten's should be at school at least 3 days a week during school hours during the school year.

The day's activities are structured according to the needs and ages of the children present. The daily schedule is posted in each classroom and can be emailed to you by request. Both the three-year olds and the four-year olds have their own set schedule and work independently throughout the morning hours and through the lunch hour. Each day includes Jesus time, circle time, gym time, quiet time, pre-readiness skill time (sometimes incorporated with circle times), and choice time. Activities include listening, creative thinking and doing, cooking, science, language arts, music, fine motor development, and gross motor development. We say a simple prayer before mealtimes and pray simple prayers during circle time. The teachers focus on each child and his/her special needs as they plan/ lead activities to encourage and support the development of your child. On Wednesdays they join the K-8<sup>th</sup> for Chapel.

### **Clothing**

As a ministry of Zion Lutheran, we abide by the same dress code.

- Shirt straps need to be at least 2 fingers wide (no spaghetti straps).
- Shorts and skirts need to be mid-thigh (fingertip test). Girls should wear shorts under their dresses and skirts so their panties will not be seen.
- Children should be dressed according to the weather. Children need outside time everyday which includes sprinkles in Oregon. Please send a coat or sweater if there is any chance of rain or cold.
- Rubber boots are always a good item to have on hand for outside time in the winter.
- Wear washable, comfortable clothing. Some of the activities which are done may be messy or spills may occur.
- An extra set of clothing including underwear should be kept in your child's cubby, in case of bathroom or other type of accident. Label clothing with your child's name, if possible.
- If your child is sent home in our clothing, please wash and return them as soon as possible.

## **Lunch Time**

Parents provide lunch for their child. Parents should send a healthy lunch, including items from all the food groups: protein, vegetable, fruit, bread/noodle, and dairy. Junk food, such as chips, candy, and cookies, may be included sparingly, or not at all. If you choose to send juice with your child, you are encouraged to include drinks which are 100% juice, rather than sweetened drinks. Milk will be offered if they do not bring their own. Any food or drinks that go into the refrigerator need to have the child's name on them and be removed at the end of the day. A microwave is available for heating food if necessary. Parents need to provide an icepack every day in their student's lunch box.

## **Snack Time**

Parents are to provides a nutritious mid-morning and afternoon snack for their children.. The snack menu is emailed on newsletter and posted on the main bulletin board. Please let us know if there is any food your child should not eat, either because of allergies or for some other reason. If you like to bring a special snack for a birthday or other occasion, please let the teacher know ahead of time. **Zion ELC is a NUT FREE center.** If your child has any food allergy please let us know so we can follow procedures to keep them safe.

## **Nap and Quiet Time**

All children under the age of five are required by CCD to have an afternoon rest period. Zion ELC provides a cot or mat with a sheet and a blanket for your child to use at this time. Sleep is encouraged, but not forced. Each child needs to lie quietly for at least an hour. If he/she has not fallen asleep, then he/she will be allowed to quietly read or do puzzles. Your child is welcome to bring a favorite blanket (crib size) or stuffed animal from home for naptime. All sheets and blankets are washed weekly.

## **Field Trips**

If field trips are taken during the school year parents will be notified in advance. When going on a field trip, a permission slip is sent out a few weeks in advance. The permission slip indicates the date, time, location, and any other details of the field trip that are necessary for the parents to know. The bottom portion of the slip must be signed and returned in order for your child to attend the trip. Upcoming field trips are also posted on the bulletin board.

When going on field trips, we usually walk, or have parent volunteers. Drivers must hold a current license and have a safe driving record on file. Each child must ride in a car seat or a booster seat which may need to be provided by the parents.

## Goals of the Preschool/Prekindergarten program

Through the activities in the early childhood curriculum, each child will:

**\*\*grow spiritually so as to—**

- develop a sense of trust.
- realize their need for God's love.
- know Jesus as their personal Savior.
- respond to God's love.
- feel secure in God's love and care.
- see themselves as God's children.

**\*\*grow emotionally so as to—**

- develop a positive self-concept.
- be free to risk failure and be comfortable with mistakes.
- develop a sense of security and trust.
- show independence and self-responsibility.
- channel emotions into appropriate and acceptable outlets.

**\*\*grow socially so as to—**

- learn to play, work and communicate with peers and adults.
- adjust to group situations.
- accept others even though they may be different from one's self.
- develop a sense of community.
- accept change in environment and routines.

**\*\*grow physically so as to—**

- develop gross and fine motor coordination.
- develop eye-hand and eye-foot coordination.
- become aware of his/her own body.

**\*\*grow intellectually so as to—**

- continue to develop language use and understanding.
- develop pre-reading skills such as visual discrimination, auditory discrimination, understanding of symbols, and a love and interest in books.
- develop an ever-increasing attention span.
- initiate his/her own activities.

**\*\*grow creatively so as to—**

- view him/herself as a unique individual created and valued by God.
- express ideas in his/her own unique way.
- be free to create artistically using a variety of media.
- develop his/her own God-given talents and abilities.

(These goals were taken from In His Hands: A Manual for Beginning and Operating Lutheran Early Childhood Programs; by Marilyn Beccue and Jane Wilke, 1993, p.70)

### **Schedule of the Preschool/ Prekindergarten Program**

Daily Schedules may vary from time to time and depending on the teacher in charge. If you would like specifics, please ask your child's teacher to supply you with their up-to-date schedule or check the bulletin board for your child's class.

## **SCHOOL AGE PROGRAM**

### **After School Care**

During the school year, the school age program is for children between the ages of five and twelve who are presently in Kindergarten or above. The ratio in the school age program is one teacher to fifteen children.

During the school year, time is given for an after school snack, Bible devotion, homework, and choice driven activities such as writing, art, building, and playing games.

Rates are charged hourly during the school year, but must be scheduled by the 25<sup>th</sup> of the previous month to receive the hourly rate. Any time used that is not scheduled with the director pays the drop-in rate.

### **Summer Program**

For the summer program, a child must have completed kindergarten in order to be in the program. During the summer, many more activities are planned which challenge and excite the children. . Zion ELC staff supports the children's continued learning through providing opportunities to do creative writing, storytelling, science projects, creative art projects, computer time, physical game playing, sports, and reading.

The summer fee schedule for school-age children is by week to allow for the various camps and vacations in which the children participate. The director must have a contract with the weeks your child will be present for the summer program that includes specific days and times to receive the weekly rate. Any time used that is not on the contract pays the drop-in rate.

## Goals of the School Age Program

Through the activities in the school-age program, the children will:

- \*\*grow spiritually so as to
  - develop a sense of caring and concern for each other
  - learn to forgive and be forgiven
  - recognize Jesus as Lord and Savior
  - experience God's love
- \*\*grow intellectually so as to
  - expand their creative thinking skills
  - experiment with, and then learn the properties of a wider variety of materials and how to use them
  - solve personal problems as well as group problems
- \*\*grow emotionally so as to
  - acknowledge and recognize their own feelings
  - act on their feelings in appropriate and safe ways
- \*\*grow socially so as to
  - gain increased confidence in talking with peers and teachers
  - help in making decisions
  - cooperate with and learn from each other
- \*\*grow physically so as to
  - gain awareness of the strength in their bodies
  - increase skills in climbing, running, catching, throwing, and other active movements.

Wonderful Moms, Dads, and Guardians

Thank you for reading over the Zion ELC handbook. Hopefully you feel comfortable and know what is expected of you and your child. If not please contact us for clarifications. As part of your enrollment online with TADS, you will contractually sign to accept our handbook and policies.

**I, \_\_\_\_\_ have read over the Zion Lutheran Christian Early Learning Center Handbook, and feel that I understand the rules and regulations and overall general information which was given to us as parents of children who are enrolled. I am aware that my payments are due no later than the 15<sup>th</sup> of each month and that I am responsible for signing my child in and out every day. If problems should arise with payments etc., I am to notify either the early learning center director or the office administrator in the school office.**

Zion ELC is here to serve you in caring for your child. We pray that we are partners with you in the nurturing of your child. Therefore, we encourage you to visit our center during operating hours, as well as exchange thoughts, concerns, and information about your child. If you have any concerns about the care of your child while at Zion ELC please contact the director so that we may address the situation.

Child Care Division (CCD) has a booklet with regulations and information concerning the operation of child care centers. You may request to look at this booklet at any time.

Parents have the right to contact CCD with any complaint or concern regarding Zion Lutheran Christian Early Learning Center. You may contact them at 1-800-556-6616. When phoning, have the name, address, and phone number of the center, as well as the reason for calling.

Every parent affiliated with or interested in Hand in Hand has the right to access the booklet of CCD rules and regulations, as well as any general information.