



CALVARY LUTHERAN EARLY EDUCATION PARENT HANDBOOK

2018-2019

*“How great is the love the Father has lavished on us, that we
should be called children of God.
And that is what we are.” 1 John 3:1*

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WELCOME

We welcome you to Calvary Lutheran School Early Education Center. Our Early Education program is designed to support parents by providing a quality, caring, Christ-centered environment for your child. We desire to reach out to meet the needs of your child and also the needs of your family. Calvary's Early Education program has earned accreditation from the National Lutheran Schools Association. We look forward to being of service to you now and in the future.

MISSION OF CALVARY LUTHERAN CHURCH

Kansas City, Missouri

We are here to share the love of Christ, and to share the message of salvation through Him.

VISION OF CALVARY LUTHERAN CHURCH AND SCHOOL

We are seeking, by the Grace of God, to grow in love as committed disciples of the Lord Jesus Christ calling, nurturing and empowering Christians for service.

We view ourselves as a group of dedicated and caring individuals, effectively sharing the love of Christ with one another and with all others that we have contact with. We want others to view us in that same way. In this regard, we are committed to the following:

To faithfully follow the Word of God, The Sacred Scriptures, in its truth and purity as set forth in all the symbolical books of the Lutheran church;

To exemplify the Christian faith and life, to function in an atmosphere of love and order characteristic of the Body of Christ at work, and to lead others toward Christian maturity;

To show a due concern for all phases of ministry.

MISSION STATEMENT OF CALVARY LUTHERAN EARLY EDUCATION CENTERS

Calvary Lutheran School and Early Education Centers support parents in fulfilling their God-given responsibilities by creating a Christ-centered environment where students are challenged, encouraged and enabled to be

life-long learners and grow spiritually, physically, cognitively, emotionally and socially. Christ is shared through love in our daily interactions with all people.

PHILOSOPHY OF CALVARY LUTHERAN EARLY EDUCATION CENTERS

At Calvary Lutheran Early Education Centers, we are committed to Jesus' teaching: *"Love one another. As I have loved you, so you must love one another."* John 13:34 Therefore, we endeavor to create a safe, caring environment where we can share God's love and provide developmentally appropriate activities so that children may grow spiritually, physically, emotionally, cognitively and socially.

Seeking to serve with our hands and love with our hearts!

MISSION OF CALVARY LUTHERAN SCHOOL

Kansas City, Missouri

Calvary Lutheran School supports parents in fulfilling their God-given responsibilities by creating a Christ-centered environment where students are challenged, encouraged, and enabled to be life-long learners and grow spiritually, physically, academically, culturally, emotionally and socially.

PRIVACY STATEMENT

The school maintains permanent records of each child in the school. These records include test scores, copies of report cards, and other pertinent data. These records are confidential, and we do not disclose any non-public personal information about our families or former families to anyone, except as instructed to do so by such families or as required by law. We restrict access to non-public personal information to those professionals necessary to give you the services provided. We maintain physical, electronic and procedural safeguards to guard your non-public information.

PROGRAM OBJECTIVE

It is the goal of the Early Education Center of Calvary Lutheran that:

Each child can find a Christian atmosphere of love and understanding. A place where he or she can gain knowledge, make

friends, express creativity and develop self-esteem through his or her success.

Each child will enjoy his or her time at the Center, as exemplified by easy separation from the parents in the morning and active participation in most of the activities offered throughout the day.

Each child will be respected for his or her uniqueness as a special child of God.

All children will have the right to pursue their limits and to benefit from each other's strengths and weaknesses, regardless of their social, economic or ethnic background or special needs.

Each parent will become involved in his or her child's care through written daily reports and oral communication with the child's teachers.

The Director will provide to parents information pertaining to community services, child health and welfare.

In an atmosphere of warmth and trust, the teachers will provide developmentally appropriate and stimulating play experiences throughout the day.

MEMBERSHIP

Calvary's Early Education Center has membership in the Greater Kansas City Association for the Education of Young Children (GKC-AEYC), the Christian Preschool Association and Child Ministry of the Lutheran Church-Missouri Synod. We have earned accreditation in the National Lutheran Schools Association.

CURRICULUM

At Calvary's Education Center we have implemented the Creative Curriculum into our full program Infant–PreK. Creative Curriculum for Infants through Toddlers provides a comprehensive framework for planning and carrying out a developmentally appropriate program. It is based on accepted theories of child development and the latest brain research that underscores the importance of the early years. Our Preschool curriculum is also comprehensive and based on child development research, showing teachers how to create an effective

learning environment. It allows teachers to be creative and flexible in building a program based on children's interests and strengths as well as teacher-initiated interests.

We believe at Calvary that all children are God's gift to us. We support the families in their nurturing of God's child by using age appropriate materials to proclaim God's love. Many creative approaches, including age-appropriate worship experiences, are used to tap their enthusiasm. In the Infant through PreK classrooms a set curriculum is used to enrich their daily lives with the love of Jesus. (Concordia Publishing House curriculum: for Preschool – "One in Christ"; for 2s – "Little Lamb"; for Infants and Toddlers – "The Blessing Place.") Calvary Lutheran Church always welcomes all of our families to come and worship.

STAFFING

Our program is staffed with qualified personnel. Before a teacher candidate is accepted he or she goes through an interview process, which begins by meeting with Calvary Lutheran's Early Education Director. Background checks are conducted upon employment and every two years thereafter. After hiring, the teacher is required to participate in Early Childhood in-service hours each year. Also, in order to provide the best possible care for your child, staff receive CPR/First Aid training.

OPEN DOOR POLICY

Please feel free to stop by and visit anytime to observe your child and our staff involved in many different activities. When visiting us please let the office know before going to your child's room. Parents may eat lunch with their child, but please notify the teacher **in the morning** so you will be added to the lunch count and enough food can be prepared.

Do not hesitate to talk to the Director or your child's teacher about any concerns or suggestions that you might have. Working with children is a constant learning experience and your suggestions or observations will be appreciated!

HOURS

Our programs are open from 7:00AM to 6:00PM, Monday through Friday. Every child must be signed in and out by the parent or person dropping off or picking up. Only people authorized on the emergency form will be allowed to pick up your child. If someone other than the parent or guardian is picking up the child, the staff must be notified in advance, in writing, and this person must show identification.

PARENT/STAFF COMMUNICATION

Open communication is one key to a successful Parent/Staff relationship at Calvary Early Education Center. We encourage parents to communicate daily, directly with all Early Education staff. Please direct any concerns or questions to the Lead Teacher. Thank you.

In the Infant, Toddler and Two's Programs, a daily report of your child's day will be sent home. The PS3, PS4, PS3/4 and PreK teachers will post their daily activities.

In each room we will post a daily schedule as well as weekly plans.

Regular newsletters will be distributed outlining the events and activities at Calvary Lutheran School and the Early Education programs. Information about school activities, parenting skills, upcoming events, etc., will be included.

DROP OFF / PICK UP POLICY

Children are to be in the care of a staff member before the parent leaves. The child must be signed in by the parent upon arrival and signed out by the parent at departure. Staff must also be aware when a child is picked up.

"GOING GREEN"

In an effort to protect the environment, we request that, rather than using plastic bags, parents supply 1 or 2 cloth-type bags (e.g., HyVee, PriceChopper, WalMart) for soiled sheets, clothes, etc. Please put your child's name on the bag(s).

NONDISCRIMINATION POLICY

Calvary Lutheran School admits students of any race, color, national and ethnic origin to all the rights generally accorded or made available at the school. It does not discriminate on the basis of race, sex, color or national and ethnic origin in the administration of its educational policies, admission policies, athletic policies, scholarship and loan programs, and other school administered programs.

CLASSROOM TRANSITION

Parents will always be notified before their child will begin transitioning to another room. Transitions in our Infant, Toddler and Two's programs begin when a child is developmentally ready to advance. Traditionally this will happen when they are 12 months old (to a Toddler room) and 24 months old (to a Two's room). We transition for at least 1 week and daily increase the length of the stay in the child's new room. If the child is not ready, he or she will not be forced to transition. In some cases a child will transition in less time if he or she adjusts well.

August 1 is the birth cutoff date for children entering our PS4 and PreK programs. A child's fifth birthday must be on or before July 31 under the current State guidelines before qualifying for entry into Kindergarten.

NUTRITION AND FOOD SERVICE

The program will provide morning and afternoon snacks and lunch for children who are ready for table food.

Nutritious snacks (including fresh fruit, vegetables, whole-grain and low-sugar snacks) will be provided. Parents may send a nutritious snack by making arrangements with the teacher.

Menus will be provided monthly, and reflect fresh, frozen and unprocessed meal items served by certified food handlers.

Children will be required to wash their hands before meals and snacks. Children are encouraged to eat, but are never forced.

Families must make special arrangements for children with food allergies.

SAFETY PROCEDURES

Fire and tornado drills are practiced no fewer than six times a year to prepare children and staff in case of an emergency. A fire/tornado evacuation plan is posted in each room.

Lockdown drills are practiced quarterly.

The basement auditorium is designated as the Tornado Shelter for Oak.

BIRTHDAY CELEBRATIONS

Birthdays are special to children. We enjoy celebrating them with a birthday song or special treats provided by their parent. If you would like to bring a simple treat for your child's birthday, please let the teacher know in advance.

INJURIES AND ILLNESS POLICY

To protect the health and well-being of the children and staff, it is very helpful for parents to point out any bumps or bruises to the staff member when the child arrives. If the child has not been feeling well or has been exposed to a communicable disease, please share this information with the teacher. A call to the Director is helpful when a contagious illness is present in order to notify other families in writing of the illness.

In the event that an accident occurs, the staff will administer basic first aid and comfort the child. Parents will then be notified. If the injury is serious, they will be notified immediately. If it is a life threatening injury, 911 will be called first. The accident is then recorded on an injury form and a copy provided for the parents.

EMERGENCIES

In the event of an emergency your child will be transported by ambulance to the nearest emergency room unless you have specified your hospital preference on the Student/Family Information (Emergency Contact) form located on your Praxi parent portal. Every effort will be made to notify you or others listed on your emergency form. **Please keep the information on this form current.**

DISCIPLINE POLICY

At Calvary we feel that children should be directed in a manner that reinforces positive behavior and encourages appropriate behavior. We will help children to understand why certain behaviors are not acceptable and guide them to make appropriate choices of acceptable behaviors. We will teach children that their behavior affects other people and things, and that there are positive and negative consequences to their behavior. Children will not be subjected to experiences or verbal language which will make them frightened, embarrassed or humiliated. Physical punishment is never used.

In each classroom, there are rules and limits set in accordance with the behavior that is anticipated and expected with such age group. The staff will help each child learn the rules of getting along in a group while understanding individual needs and differences. Limits set in each classroom are likely to differ from those in a child's home because there is a group of children being cared for at the same time. The staff will use the following behavior guidance techniques in the order given.

We use the Conscious Discipline philosophy which supports the following practices:

MODELING

Teacher-modeled, appropriate behavior and communication, as well as positive peer models, provide and encourage children to learn responsibility for their behavior.

POSITIVE REDIRECTION

Positive redirection is redirecting unacceptable behavior to an acceptable alternative. This may be enhanced by verbal praise. We will praise children for their appropriate behavior and successes by using descriptive praise: "I see that all of the books are on the shelf. It is nice to have such a clean room."

GUIDANCE

Guidance is an approved teacher use to build an encouraging classroom. Guidance actively teaches children to express and meet acceptable needs. Children will be guided into understanding their display of aggression and how to handle it differently. Example: "Did you see how your arm and hand pushed your friend?" Teacher would show that movement with her arm and hand.

CHOICES

Offering children choices concerning behavior encourages independence and improves problem-solving skills. Giving a choice to a child who is having difficulty handling a situation enables the child to be a part of the decision-making process and often results in an acceptable choice. For example, if a child is running around the room during circle time, the teacher will say to the child, "You have a choice, you may either join the group or sit at the table, but you may not run around the room during circle time."

LOGICAL CONSEQUENCES

When a child acts inappropriately, the child will experience the logical consequences of his or her behavior that are directly related to that behavior. This enables the child to learn that what a person does affects other people and things. For example, if a child throws a toy across the room, the teacher's immediate response would be to tell the child that throwing the toy across the room is not appropriate behavior and the toy will be taken away for a short period of time. If the child continues to throw the toy after he or she is allowed to play with it again, the toy will be taken away for the rest of the play period or the rest of the day.

By experiencing the logical consequences of his or her behavior, the child will learn self-control, independence and responsibility.

Parent-Teacher Conferences for PS3, PS3/4, PS4 and PreK are conducted each fall and spring. For younger children, conferences are available on request.

PROPER CLOTHING ATTIRE

The children will have a busy day at our Center and we request that they be dressed in clothes that are comfortable and will allow them to participate in the activities planned for the day. Every day, weather permitting, the children will go outside. All coats, hats and gloves must be labeled with your child's name.

SUPPLY LISTS

INFANT ROOMS

- 3 Complete changes of clothing
- Hat/Light jacket/Sweater
- 1 Package of diapers
- 1 Box of Kleenex

When diapers run out and need to be re-supplied, we ask that you also bring wipes and Kleenex

- 1 Container of wipes
- 1 Tube diaper cream
- 6 Bibs (4 terry and 2 plastic with snap or Velcro closure)
- 2 Small blankets
- 2 Porta-crib sheets
- A Photo of your baby with family members *and*
- A Photo of your baby to put over Baby's crib
- Bucket hat (fully brimmed) with chin ties
- Ziploc bags (sandwich size)
- Cloth-type bag(s) for soiled sheets, clothes, etc.

ALL ITEMS MUST BE LABELED WITH CHILD'S NAME.

TODDLER ROOMS

- 2 Complete changes of clothing, including socks
- Hat/Light jacket/Sweater
- 2 Sippie Cups
- 1 Package of diapers
- 1 Tube diaper cream
- 2 Boxes Kleenex
- 2 Containers of wipes
- 1 Bib (large, plastic with front pocket and snap or Velcro closure)
- 1 Small blanket
- 1 Crib size sheet for naptime mat/cot
- 1 Old, big shirt (to protect clothes during art)
- A Photo of your child with family members
- Large washable Crayola crayons or markers
- Sunscreen
- Ziploc bags (quart size and gallon size)
- Cloth-type bag(s) for soiled sheets, clothes, etc.

When diapers run out and need to be re-supplied, we ask that you also bring wipes and Kleenex

ALL ITEMS MUST BE LABELED WITH CHILD'S NAME.

TWO'S ROOMS

- 2 Complete changes of clothing
- 3 Boxes of Kleenex
- Diapers
- 1 Container of wipes
- Diaper cream
- 1 Blanket (crib size preferred)
- 1 Crib size fitted sheet for naptime mat or cot covering
- 2 Sippie cups
- 1 Box of washable Jumbo Crayola crayons
- 1 Set of washable Crayola markers

When diapers run out and need to be re-supplied, we ask that you also bring wipes and Kleenex

- 1 Set of watercolor paints (Crayola preferred)
- A Photo of you and your family (names written on back)
- 1 Bottle of sunscreen
- 1 Box of Ziploc bags (gallon size)
- 1 Box of Ziploc bags (sandwich size)
- Cloth-type bag(s) for soiled sheets, clothes, etc.

ALL ITEMS MUST BE LABELED WITH CHILD'S NAME.

PRESCHOOL 3 AND PRESCHOOL 3/4 CLASSES

- Complete change of clothing (include socks and shoes)
- Diapers, wipes, pull-ups, as needed, for potty training (PS3 only)
- 3 Boxes of Kleenex
- Small blanket and 1 twin size sheet
- 1 Small pillow (optional)
- 3 Boxes of wipes for cleaning hands
- 1 Box of adhesive bandages, such as Band-Aid
- 2 Bottles of glue (Elmer's School Glue)
- 1 Box of washable Jumbo Crayola crayons
- 2 Boxes of washable markers (Crayola preferred)
- 1 Set of watercolor paints (Crayola preferred)
- A Photo of you and your family (names written on back)
- 1 Box of Galloon Ziploc bags (Oak Campus)
- 1 Box of Sandwich Ziploc bags (Oak Campus)
- Cloth-type bag(s) for soiled sheets, clothes, etc.
- Water Bottle (Wornall Campus)
- 1 Three-ring, two-inch binder & 50 Sheet Protectors (Wornall Campus)

ALL ITEMS MUST BE LABELED WITH CHILD'S NAME.

PRESCHOOL 4/ PRE-K CLASS

- Complete change of clothing in gallon size Ziploc bag with child's name
- 3 Boxes of Kleenex
- 1 Box of adhesive bandages, such as Band-Aid
- Small blanket and crib size fitted sheet for naptime mats or cots
- 3 Boxes of baby wipes
- 2 Bottles of glue (Elmer's School Glue)
- 2 Boxes of washable markers (Crayola preferred)
- 1 Set of watercolor paints (Crayola preferred) (Wornall Campus)
- A Photo of you and your family (names on back)
- 1 Box of Ziploc bags (gallon size)
- 1 Box of Ziploc bags (sandwich size)
- 2 8G Flash drives for pictures (Oak Campus)
- 1 Child *spring action* scissors (Fiskar) (Wornall Campus)

- 1 Three-ring, two-inch binder (Wornall Campus)
- 1 Three-ring, three-inch binder (plain colored) (Oak Campus)
- 1 Package of sheet protectors for portfolio (Oak Campus)
- 1 Backpack (Wornall Campus)
- An envelope with \$4 in it to cover the cost of a water bottle (Oak Campus)
- OPTIONAL* – Small pillow

ALL ITEMS MUST BE LABELED WITH CHILD'S NAME.

PRE-K CLASS

- Complete change of clothing in gallon size Ziploc bag with child's name
- 1 Crib size fitted sheet for naptime mat/cot
- 1 Small blanket for naptime
- 3 Boxes of Kleenex
- 1 Box of adhesive bandages, such as Band-Aid
- 1 Box of washable Jumbo Crayola crayons (8 count)
- 3 Packages of washable markers (Crayola Classic & Unique colors preferred)
- 1 Set of watercolor paints (Crayola preferred)
- 1 Pack of glue sticks – any size
- 3-ring Binder (Wornall)
- 1 School Box for Crayons, pencils, etc. (Wornall)
- 1 Package of napkins, or paper towels (Oak Campus)
- Baby Wipes (for fingers and cleaning) – (Wornall pkgs; Oak refill pack only)
- Box of Ziploc bags (Oak gallon size) (Wornall gallon and sandwich size boxes)
- 3 Three-ring, two-inch binders (plain colored) and 50 sheet protectors (Oak Campus)
- An envelope with \$20 in it to cover the cost of a new water bottle, a 16GB flash drive and sheet protectors (Oak Campus)
- A Photo of you and your family (names written on back)
- OPTIONAL* – Small pillow

ALL ITEMS MUST BE LABELED WITH CHILD'S NAME.

MEDICAL REQUIREMENTS

The Missouri Department of Health requires that each child attending the Center have a physical examination and current immunizations. It is the responsibility of the parent to meet this obligation by the child's first day of attendance. Parents will be expected to notify the *EEC office* of immunization updates and other changes in their child's health.

WHEN TO KEEP A CHILD AT HOME, WHEN A CHILD WILL BE SENT HOME

It is very important that children who are ill stay home until all symptoms of their illness are gone. It is just as important that a child who becomes ill at the Center be picked up from the Center as soon as possible. Any communicable diseases must be reported to the Director so notification to other families can be made timely.

If an ill child is here longer than one hour, we will call your "Emergency Contact" person to come and pick up the child. The following policies concerning symptoms and/or illnesses must be followed to minimize communicable illnesses. These policies are based on recommendations from the Missouri Department of Health.

Fever: Temperature of over 101° F by mouth or 100° F under the arm. If the child has or has had (within 24 hours) a temperature of 100° F, the child must stay home until the fever is completely gone.

Vomiting: If a child vomits twice within a 24-hour period, the child needs to stay home 24 hours after symptoms disappear.

Diarrhea and loose stools (abnormal bowel movements for the specific child): If there are occurrences within a 24 hour period, the child needs to stay home 24 hours after the symptoms disappear.

Extreme nasal or bronchial congestion: Green mucus discharging from nose or throat is a sign of infection. Remain home until discharge stops.

Eyes (red, glazed, discharging): Remain home until discharge stops or on authorized medication for 24 hours with physician's written permission to return to the Center.

Ringworm, lice or impetigo: A child should return only when adequate treatment has controlled the spread.

If your child has experienced any of the following symptoms in the last 24 hours, it is your responsibility to keep the child home. The child may not return to the Center until symptoms are gone for 24 hours or you have a written release by a non-related physician.

Severe Coughing: If the child gets red or blue in the face or makes high pitched croup or whooping sounds after coughing.

Contagious diseases: If a child has chicken pox, mumps, diphtheria, scarlet fever, strep throat, rotavirus, hand-foot-and-mouth, roseola, fifth disease, report it immediately to the Center.

Breathing that is rapid or difficult (especially important in infants under six months old).

Yellowish skin or eyes.

Conjunctivitis “Pinkeye” (tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus).

Undiagnosed rashes or spots that are unusual.

Sore throat or trouble swallowing.

Thrush in infants – must be treated by a doctor before the child returns.

Infected skin patches, crusty, bright yellow, dry or gummy areas of the skin.

Urine that is unusually dark, tea colored.

Stools that are gray or white.

Headaches and stiff necks.

Difficulty breathing.

Severe itching.

HEALTH ALERT

A Health Alert will be sent home as soon as a communicable illness is confirmed. These notices will list the date of exposure and possible symptoms to look for if your child has been exposed to the illness. Please notify the office if your child has been diagnosed with a childhood disease.

MEDICINE

Each child’s non-prescription and prescription medicine will be kept in a secure storage area. Medication can be administered at the Center only if steps 1, 2 and 3 have been followed.

1. A Medication Request and Permission form must be on file, signed by both parent/guardian and physician, giving in full the information requested on this form.
2. Medicine must be in the original container with the manufacturer’s directions on the label.
3. The container must have the child’s full name written on it along with dosage and time to be administered.

ENROLLMENT

Enrollment will be done on a first come, first served basis. If, after touring our facility and talking with our Director, you decide to enroll your child at the Center, an online application must be completed and the \$100 **NONREFUNDABLE** application fee must be submitted to Calvary’s School Office. We keep an active and current waiting list. The application fee will reserve a place for your child as space is available. Parents will then need to complete all necessary forms to be considered fully registered.

Thereafter, the annual *registration* fee is \$50.00.

If the child is going to stop attending Calvary Early Education Center, a written, 2-week advance notice must be made. All payments for the 2 weeks must be made.

FEE SCHEDULE – REGISTRATION FEE: \$50 annually (billed August 1st)

Class	Months	Tuition
Infant	12 months only	\$255/week
Toddler	12 months only	\$255/week
Two Year Olds	12 months only	\$225/week
Pre-School 3	12 months only	\$195/week
Pre-School 4	12 months only	\$195/week
Pre-Kindergarten	12 months only	\$180/week
Part-Time Preschool 3 and 4 Years Old (7AM – 6PM) (Includes Hot Lunch)		2 Day - \$88/week 3 Day - \$132/week 4 Day - \$176/week
Part-Time Preschool Pre-K (7AM – 6PM) (Includes Hot Lunch)		2 Day - \$82/week 3 Day - \$123/week 4 Day - \$164/week

OTHER FEES POSSIBLE IN EEC

Activity Fee: The annual activity fee is \$30 for 2-year-olds through Pre-K and covers all in-house field trips to include science, story tellers, puppets, juggling and music-related events. When Toddlers move to Twos, the activity fee will be charged to the tuition account.

Calvary's multi-student (sibling) tuition discount is inclusive of students across both the EEC and K-8 programs. The first (youngest) student will pay full tuition. The second youngest will receive a 5% tuition discount, the third a 15% tuition discount, and the fourth an 80% tuition discount. This is based on full-time students within or across the entire day school program. These new discounts take effect July 1, 2018.

CALVARY LUTHERAN SCHOOL EEC BILLING POLICY

Calvary Lutheran School prepares electronic billing statements on the first and third Wednesdays of every month. EEC charges are billed each Friday for the following week. Other charges are billed during both cycles as they are incurred.

Payment for EEC charges is due by 6PM Friday for the following week's daycare.

Statements are provided online at Calvary's PraxiPower site

EEC families may pay their weekly fees with cash or check at any school office, through automatic draft or through our online payment option via PraxiPower. Families desiring to pay an entire year's tuition in advance are given a 3% discount. Alternate payment arrangements will be considered on an individual basis and must be submitted in writing to Sandra Cadwell, Operations Manager. Upon receipt and review, the family will be notified in writing of acceptance/denial of the alternate payment arrangement.

RETURNED PAYMENTS

The fee for returned payments is \$30.00 per occurrence. A family will be notified of a returned transaction as soon as possible. Once notified, the returned transaction amount, plus all returned item fees, and the current week's charges must be paid in full by 6PM on Friday of that week in order for the child to return to the facility for the following week. If a family incurs three (3) insufficient funds notices, *all future weekly payments must be made by automatic bank draft.* Written notification will be provided and parent signature acknowledging acceptance will be secured.

PAST DUE BALANCES

EEC balances remaining unpaid after 6:00 pm on Friday will incur a \$20 late fee, assessed weekly. We pray that no past due balances will occur. **Families who have elected the annual tuition payment plan will incur a 2% late fee along with the loss of the 3% discount for balances remaining unpaid after the due date.** Collection and bad debts drive up tuition costs for everyone. Our

mission is focused on your children and their spiritual development and education. We want our time and funds focused on their needs. Please help us accomplish this!

COLLECTION SUMMARY

1. Billing statements are provided via Calvary's PraxiPower website on the first and third Wednesdays of each month.
2. Payment for each week's EEC charges is due by 6PM Friday for the following week's charges.
3. In the unlikely event that a family has an outstanding balance as of 9AM on Monday, their child(ren) will not be eligible to return to the Center until all charges (including any late fees or NSF fees) are paid in full.
4. Please contact the Operations Manager if unexpected financial hardship occurs during the year. Alternative plans may be arranged in accordance with school policy.

LATE PICK-UP FEE

When you are late picking up your child, you will be billed a late fee of \$2.00 for each minute past 6PM.

UNPAID LATE FEES

Per the School Board, unpaid late fees cannot be waived. Also, where outstanding tuition or other fees exist, records (including immunizations) will not be given to another school.

CALVARY LUTHERAN SCHOOL EMERGENCY SCHOOL CLOSINGS

When poor weather or other situations cause the administration to close the elementary school and/or the Early Education Center, decisions will be made and information distributed to staff, media outlets and families. In case of poor weather, you can anticipate information being distributed prior to 6:30AM. For other emergencies, information will be distributed as quickly as possible. Information sources are:

1. School Closing Notifications – When families need the most urgent information (school closings due to poor weather and for other mass communication needs), Calvary will send out a mass text to all primary phone numbers that include a phone carrier. An email notification will also be sent to all primary contacts as specified in Praxi. For this system to be useful to you, please be sure to update your Praxi information as needed.

2. Visit our website at calvaryschoolkc.com.
3. Calvary Lutheran K-8 and Early Education information will be announced on local television stations. Please watch our school newsletters for information about which stations will announce our closing. Announcements of school closing may apply to Calvary's K-8 elementary program only, or to Calvary's EEC program. Again, please note the details that will be given in school newsletters this fall.

Our goal in implementing these procedures is to encourage safety for our parents and workers as well as to continue to provide quality service to our families' children.

Please be advised that tuition is not refunded for emergency school closings.

Any time that we close the Early Education Centers, it is done with the utmost attention to the needs of the families and the safety of our staff. (It takes a lot of snow for us to close. For example, on January 4, 2012 when we received 12 inches of snow between 1PM and 6PM, we were open so families could go to work and were closed the day after as the roads were not cleared.)

ABSENCES, VACATION, HOLIDAYS

In an effort to ensure the safety of all children, we ask that parents give the child's classroom a courtesy call when a child is ill or not coming in. This creates an extra safety net for children. Staff members may call the family at 10AM if they have not heard from the family.

Parents, please notify the staff **before 9:00AM** if your child will be absent as our lunch counts must be given to the kitchen by that time.

Our Center will be closed on the following holidays:

August 9-10, 2018 – Professional Days
September 3, 2018 – Labor Day
Nov. 22-24, 2018–Thanksgiving and the Friday After
December 25, 2018 – Christmas Holiday
January 1, 2019 – New Year's Holiday
January 21, 2019 – Martin Luther King Jr. Day
April 19, 2019 – Good Friday
May 27, 2019 – Memorial Day
July 4, 2019 – Independence Day
August 1, 2019 – Professional Day

August 9, 2019 – Staff Work Day

September 2, 2019 – Labor Day

There is no prorated tuition due to the Center closing for the holidays listed above or for days your child is not in attendance.

NOTICE TO PARENTS REGARDING IMMUNIZATIONS

In accordance with Section 210.003.7, RSMo, the parent or guardian of a child enrolled in or attending Calvary Lutheran Early Education Center may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact Laura May, Director, and the information will be provided to you. Please note, the names of individual children are confidential and will not be released. Our response will be limited to whether children with an immunization exemption on file are enrolled at our facility.

Missouri’s Child Care Immunization Requirements

3. * * * * *

Young children are more susceptible to serious complications associated with certain diseases and have different immunization requirements than older children.

The following table indicates immunizations required for children enrolled in or attending childcare and preschool facilities in Missouri. It is NOT a recommended schedule. It should only be used to determine whether a child is in compliance with the Missouri childcare regulations.

By the time the child is	Immunization(s)
At birth , they should have –	1 Hepatitis B
3 months , they should have –	1 DTaP/DT, 1 Pneumococcal (PCV), 1 Polio, 1 or 2 Hepatitis B, 1 Hib, Optional RV, Influenza, Hep A
5 months , they should have –	2 DtaP/DT, 2 PCV, 2 Polio, 2 Hepatitis B, 1 or more Hib, Optional RV, Influenza, Hep A

7 months , they should have –	3 DtaP/DT, 3 PCV, 2 Polio, 2 or 3+ Hepatitis B, 2 or more Hib, Optional RV, Influenza, Hep A
19 months , they should have –	4+ DtaP/DT, 4 PCV, 3+ Polio, 3+ Hepatitis B, 3+ Hib after 12 months of age, 1 MMR, 1 Varicella

Notes

1. The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period, so childcare and preschool attendees may receive immunizations up to 4 days before they are due.
2. Although not required for attending childcare or preschool facilities, the ACIP recommends that all children be appropriately immunized with rotavirus (RV), influenza and hepatitis A vaccine.
3. If your child is put on an alternative or delayed immunization schedule, you must provide us an “In Progress” card (available from the Health Department) which has also been signed by your doctor.

EMERGENCY NUMBERS

Child Abuse Hotline	800-392-3738
Children's Mercy Hospital	816-234-3430
Research Medical Center	816-276-4155

Poison Control Centers	
Missouri	1-800-366-8888
Kansas	1-800-332-6633

FOR YOUR INFORMATION

School Office (Oak Campus)	816-444-5517 x108
School Office (Wornall Campus)	816-595-4020
Church Office	816-444-6908 x101

Laura May, Director Early Education Center	816-444-5517 x117
Wendi Fleming, Assistant Director	816-595-4020 x12082

Oak Campus:

Sharon Burger, Infant A	816-444-5517 x106
Chris Kuehnast, Infant B, Coordinator	816-444-5517 x112
Michelle Daub, Infant C	816-444-5517 x114
Judy Luellen, Infant D	816-444-5517 x113
Sara Bennett, Toddler A	816-444-5517 x107
Cynthia Hoyle, Toddler B	816-444-5517 x110
Nancy Hoelscher, Toddler C	816-444-5517 x116
Peggy Stewart, Toddler D	816-444-5517 x113
Joyce Burge, 2-yr-old A	816-444-5517 x105
April Axtell, 2-yr-old B	816-444-5517 x121
Jill Groce, PS3/4	816-444-5517 x123
Denaisha Brown, PS3	816-444-5517 x122
Hong Pham, PS4	816-444-5517 x124
Laurie Persich, Pre-K	816-444-5517 x120

Wornall Campus:

Shanay Smith, Infant 1	816-595-4020 x14919
Sharell Turner, Infant 2	816-595-4020 x14915
Lakeisha Hogan, Infant/Toddler	816-595-4020 x14952
Debbie Roiko, Toddler 1	816-595-4020 x14952
Lisa Ogden, Toddler 2	816-595-4020 x14926
Trelissa Smith, 2-yr-olds	816-595-4020 x14926
Raven Lee, 3-yr-olds	816-595-4020 x14958
Jessica Castel, PS4	816-595-4020 x14923
Anne Knopps, Pre-K	816-595-4020 x14980

ASBESTOS MANAGEMENT

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems.

Calvary Lutheran School and Calvary (LEAF Properties) developed a plan designed to minimize the disturbance of asbestos-containing building materials and survey the condition of these materials every six months to assure that they remain safe. Calvary Lutheran School has complied with all federal and state regulations controlling asbestos and will take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. A copy of the asbestos management plan may be viewed by contacting our designated asbestos program coordinator.



Seeking to serve with our hands
and love with our hearts.