

Parent Handbook

2026

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Christian Based Education

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1 About Living Word Early Learning Center

1.1 Our Vision

Living Word Early Learning Center, as a ministry of Living Word Church, exists to nurture a love for learning in all children; prepare students for success in their future academic life; and build relationships with families in the community by sharing God's truth and love.

1.2 Our Mission

The mission statement of LWELC is to nurture the "whole child" in areas of academic, social, physical, emotional, creative, and spiritual development. This will be achieved through providing a variety of activities that are developmentally appropriate and recognizing the individual needs and differences of all children. Through Christian principles and teacher directed activities, children are encouraged to be independent thinkers and lifelong learners.

1.3 Our Core Values

As a Christian preschool, we believe that God has an active part of all aspects of our lives. Therefore, we lead all activities with this in mind.

- Our professional staff models the school's Christian philosophies to the children and families.
- Children and families of all faiths are accepted and loved unconditionally.
- We foster a family environment where every student/family/staff member is cared for.
- We are committed to providing an affordable program which includes financial assistance for those in need.
- The Bible is the inspired Word of God, the product of holy men of old who spoke and wrote as they were moved by the Holy Spirit. We accept the New Covenant as recorded in the New Testament as our infallible guide in matters pertaining to conduct and doctrine. (2nd Timothy 3:16, 1st Thessalonians 2:13, 2nd Peter 1:21)

1.4 The Role of the Teacher

- Co-constructors: partners, guides, nurturers
- Researchers: learns, observes, revisits
- Documenters: listens, records, displays, revisits
- Advocates for children: involved in the community, politics relating to children, speaks for children.

1.5 The Role of the Parent

Parents are an essential component of LWELC. They are an active part of their children's learning experiences and help to ensure the welfare of all the children in the school.

1.6 Small Class Sizes

The LWELC ratio for toddlers is 1 teacher to 6 toddlers. The toddler class is ages 12-months and walking to 2.5-years-old.

The LWELC ratio for preschoolers is 1 teacher to 12 preschool children ages 2.5 and 1 teacher to 12 children ages 3-6 years.

These small class sizes give us the ability to focus on your child's individual needs, accommodate your child's unique learning styles, and respect his/her learning pace. We have a second full time educator in our classrooms throughout the day for extra support which often lowers our ratio.

2 Parents and Volunteers

2.1 Parent Open Door Policy

Our open-door policy allows parents to visit their children in our facilities. We do ask parents who plan to visit their children to follow the classroom routine, to avoid disturbing classroom schedules and activities. We also ask parents to notify the director and receive approval for visit times (we ask parents to adhere to a 1-hour maximum classroom visit time, aside from special circumstances, to help ensure the daily schedule remain as consistent as possible for all children in the classroom).

2.2 Parent/Staff Relationships

Relationships between parents/guardians and our current teaching staff are to remain professional at all times. We ask parents/guardians and staff to refrain from connecting on social media such as Facebook, Instagram, or other social media outlets.

2.3 Parent Helpers

Do you have a special trade or skill? Do you play a musical instrument, speak another language, gardening, sewing, pottery, photography, or employed as a police officer or firefighter? We would love to have you visit our center. We understand that many jobs and/or life commitments make the freedom of donating time very difficult, but if you have an extra day or even hour, we would love to have you. Please contact the Director for more information on volunteering.

2.4 Our Volunteers

We encourage volunteers and appreciate the time donated from individuals that love working with children. We have a variety of projects that an individual or group can help us with. A volunteer is considered an individual who is not a parent/guardian of a current LWELC student. Volunteers who are not a parent/guardian need to fill out a Volunteer Application.

3 Education Ideals

3.1 Our Curriculum

LWELC provides a toddler and preschool curriculum that focuses on academic, social, physical, emotional, creative, and spiritual development. Each month we focus on a letter, number, shape, color, theme, and bible story.

3.2 Kansas Preschool Standards

We follow the Kansas Early Learning Standards.

Link: https://www.ksde.org/Portals/0/Early%20Childhood/KsEarlyLearningStandards.pdf

3.3 Assessments

At LWELC we use a variety of assessment procedures to get to know your child and plan an active curriculum based on the results. Assessments guide our planning and our conversations with you about your child. Children may be assessed in the classroom and outdoors by teaching staff using observations, checklists, and anecdotal notation. Lead Teachers will individually provide tests to gain a more detailed picture of their skills.

3.4 Parent Teacher Conferences (Preschool Program Only)

Each year, LWELC Teachers will hold individual conferences for each child. During these conferences, teachers will go over assessment results and any concerns/questions parents may have. We understand children learn at different paces in different ways. Our goal for these conferences is to provide both teachers and parents with a chance to meet and discuss the best avenues to help each child reach their full potential.

4 PROGRAMS/TUITION RATES AND HOURS

4.1 PROGRAM OPTIONS/RATES

LWELC offers several different options for enrollment. We offer Full Time programs for all ages, as well as Part Week Programs for Pre-K only.

Multi Child Discount:

To ease the strain of meeting tuition payments for large families, LWELC offers the following discount. The first child (or child who attends the most sessions) will pay full price, each child thereafter will receive a discount off their monthly tuition.

- If both children are enrolled Full Time: $100 off per month for each consecutive child.
- If both children are enrolled in Part Time Options:
    - M/W/F: $50 off per month for each consecutive child.
    - T/U or M/W: $25 off per month for each consecutive child.

Please contact the Director for more information.

Tuition Options—TODDLER PROGRAM (12 months & walking to 2.5 years)

Status:	Days:	Hours:	Monthly Rate:	Bi-Monthly Rate:
Full-time	Monday-Friday	7:00AM-5:30PM	$985	$492.50

Tuition Options—PRESCHOOL PROGRAM (2.5-6 years)

Status:	Days:	Hours:	Monthly Rate:	Bi-Monthly Rate:
Full-time	Monday-Friday	7:00AM-5:30PM	$850	$425
Part-week	Mon/Wed/Fri	7:00AM-5:30PM	$650	$325
Part-week	Tue/Thu	7:00AM-5:30PM	$460	$230
Part-week	Mon/Wed	7:00AM-5:30PM	$460	$230

4.2 PAYMENT OPTIONS

Cash, check, or card payments. You can pay with card in person or over the phone; there is a service fee when paying with card. In person the service fee is 2.6% and over the phone service fee is 3.5%. If you choose to pay with card in person, please contact the ELC office staff members to schedule an appointment, to ensure that they are available to take payment. Please be advised if you do not schedule an appointment, there is no guarantee that our

Enrollment Director will be available for walk-in appointments, however, it is still the parents' responsibility to pay on time.

4.3 Financial Agreements

We ask families to sign the Application for Enrollment form with the Financial Agreement (bottom of last page). Parents need to give two weeks' notice if withdrawing. All $50 Application Fees are non-refundable.

Parents Have the option to decide on paying monthly or bi-monthly. Please mark your payment option on the Application for Enrollment Form.

Requirements Upon Enrollment:

- $50.00 non-refundable application fee per family
- Deposit of first 2 weeks of care paid prior to start date. This amount will be credited towards your first month's tuition. Once the application fee and deposit are processed, your child's spot will be held until their approved start date.

Note: Deposits are not required in order to be put on our waiting list. A deposit will be requested once a spot becomes available, and the family is interested in holding it.

Please make checks payable to Living Word Early Learning Center

Completed Registration Packets will need to be turned in at least three days prior to your child's approved start date.

Billing Statements will be placed in your child's classroom at the beginning of each month.

4.4 Late Tuition Fees

Tuition payments are due on the 1st and 16th of every month (depending on the payment plan parent/guardian selected). If payment is not received by 5:30pm on the 3rd business day after the 1st and 16th of every month, it is considered late and a late fee of $15 will be applied to your account. Beginning on the 4th business day after tuition is due your child/children will not be permitted to attend LWELC until payment (tuition + late fee) is paid in full. We will contact parents regarding late payments and fees.

If no payment or communication is made within 5 business days and no arrangements have been made with LWELC, we reserve the right to terminate care from the program. LWELC will review accounts that are delinquent. Unpaid accounts may be turned over to a collection agency if not settled within 30 days of termination and are subject to small claims court.

We understand that life does get busy, however, parents are required to pay on time even if their child is absent for any reason (examples of absences, not limited to, family illness, family vacation, weather related closures, or any other emergencies). As stated above, it is the parents' responsibility to communicate with the LWELC Center Director or Enrollment Director before the 5th business day after tuition is due.

4.5 Late Pickup Fees

Parents that arrive past closing time (5:30pm) will be given the following procedures:

- 1st Offense—Written Warning
- 2nd and 3rd Offense—Parent/Guardian will be charged $2.00 per minute.
- 4th Offense and After—Parent/Guardian will be charged $5.00 per minute.

LWELC reserves the right to terminate enrollment based on excessive late pickups.

The day care clock is the time used to determine the late payment. Late fees are added to parent statements.

At 6:30 p.m., if we have not heard from you or we have not been able to reach you or your emergency contacts, we will call the appropriate authorities.

4.6 Non-Sufficient Funds

Non-sufficient funds will result in a service fee, up to $25.00. Parents are responsible for all additional fees accrued by a non-sufficient check.

4.7 Payments Still Received

We unfortunately do not have reductions or deductions in tuition for child absences, family vacations, staff training days, school vacations, emergency closings or holidays. All school closings (apart from weather/emergency related closings) will be made known to parents at least 1 month in advance.

4.8 Year-End Statements

At the end of each fiscal year (Jan.-Dec.), LWELC will begin their end of year preparation process. Parents will receive "end of year" tuition statements for their child by January 31st of the new year.

4.9 Registration

LWELC has a one-time non-refundable registration fee (application fee) of $30. Registration and two-week deposit are due in order to hold your child's spot at LWELC. The two-week deposit will be applied to your child's first week of care.

5 Enrollment Policy

5.1 Absences/Dismissals

We appreciate a courtesy phone call (or Attendance App Message) for any reason your child will be unusually late or absent. If your child is being picked up by someone other than a parent, a courtesy update is requested, preferably in the morning, so an educator can verify the individual is listed under your child's pick-up list. Parents and guardians are still responsible for tuition even when a child is dismissed early, absent for any reason, or is on a personal family vacation.

*If we have had no communication for five days, LWELC reserves the right to terminate care.

5.2 Parent Checklist

Below is a checklist parents will need to complete before your child begins at the center and items your child will need to bring for their first day:

- Please sign and date Handbook Recognition and return it to Director.
- Complete Application for Enrollment Form/Financial Agreement ➔ Non-Refundable $50 Registration Fee and 2-week deposit.
- Complete Registration Packet (due at least 3 days prior to start date) ➔ Allergy & Asthma Form if child has severe allergy, Epi-Pen Prescribed.
- Updated Immunizations for your child. Please note, licensing requires LWELC to ask all parents to bring in an updated Immunizations form when applicable.
- Custody Documents, if applicable.
- Toothbrush and toothpaste if your child is staying over 4 hours (please label and put in plastic baggie in lunch box).
    - An option will be given at time of enrollment if you choose to opt out.
- Twin Size Cot Sheet (or Twin Size Fitted Sheet) with your child's name on it.
- Small Blanket with your child's name on it.
- Parents, please review our "Yearly Calendar" so you're aware of our school holidays and school closings.
- Extra change of clothes in a small backpack (shirt, pants, underwear, socks) (2-3 extra sets for toddlers who are potty training).
- Bring cold, nutritious lunches (include a fruit, veggie, protein, grain). LWELC will provide 2% milk during lunch for all Students.

- Please label your child's lunch box and water bottle.

*Toddlers Only (at least 2 weeks supply of diapers, or pull-ups, and wipes.

5.3 Drop-off Policy

Children and parents are not allowed to enter the facility before it opens at 7:00am. Under no circumstances are children allowed in the building without an adult. For your child's safety, parents are asked to park, then walk your child into the preschool entrance and into their classroom. LWELC requires parents to check-in their children via our attendance app on a tablet located in each classroom. If a parent would like to stay longer at drop-off to observe the class time, please see **section 2.1 "Open Door Policy"**.

5.4 Parent/Guardian Door Access Codes and Entry

To ensure the safety and security of our center, LWELC uses an optional app that provides parents and guardians access to the south doors. Parents who choose not to use the app may call the ELC or send a message through Brightwheel to be let in.

Once enrolled, parents and guardians will receive an email with detailed instructions on how to access the preschool drop-off and pick-up doors. Those choosing to use the app can download the VIZpin SMART app and submit a request for access. Each request will be reviewed and verified by both the Center Director and the Head of LWC/ELC Security Team. Access will be granted once approved and will be available Monday through Friday, from 7:00 a.m. to 5:30 p.m. Access remains valid from the student's first day of enrollment through their last day.

App access and phones used for entry must not be shared with anyone who is not an approved parent or guardian listed on the ELC enrollment application. This includes children or other family members. Any changes to the approved guardians on file must be made directly with the Center Director by the enrolling parent. If the enrolling parent did not list another guardian on the original application, the ELC cannot grant that individual access without the enrolling parent's written and verbal consent.

Approved individuals who are listed for student pick-up must enter through the south doors and call to be let in. Staff members will verify identification at the door and assist in directing the individual to the correct classroom. Approved pick-ups will not receive approval or phone access to the doors.

LWELC reserves the right to remove or suspend any individual's access to the doors at any time for safety or emergency reasons. The center also reserves the right to disable or remove the security system if necessary. In all situations, LWELC's emergency procedures will remain in effect, as outlined in the Emergency Policies section of this handbook.

Any parent or guardian found to be sharing access, misusing the app, displaying unsafe behavior, or causing harm or disruption to ELC staff or students may have their access revoked

and may be subject to further action, including temporary or permanent removal from the app or termination of the student's enrollment.

If changes are made to the access procedures or door systems, parents and guardians will be notified as soon as possible via email or Brightwheel. Thank you for your cooperation in helping us maintain a safe and secure environment for all students.

5.5 Evaluation of New Tuition

LWELC reserves the right to re-evaluate tuition rates based on the competitive tuition market, new upcoming expenses for each new fiscal year, Daycare Insurance Rates, Payroll Services, or maintenance to our facility. Proper notice of any change in rates will be given to parents at least 3 months in advance if changes affect current enrollments.

5.6 Clothing Needs

Many of the activities we provide can be messy, so please be sure to send your children in comfortable play clothes. Play clothes are clothes that can get dirty! A change of clothes should be replenished daily in children's backpacks if used (socks, underwear, pants, shirt, shorts). Toddlers who are potty training may be 2-3 extra sets of clothes.

5.7 Hand Washing

We kindly ask visitors, parents, children, and staff to wash their hands when entering the building. Frequent handwashing is encouraged at LWELC as a conscious effort to minimize the spread of germs.

5.8 Holiday's

LWELC has a yearly listing of all paid holiday/vacation dates, so please refer to our yearly calendar.

- New Years Day Observance
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Break
- Spring Break
- Workshop Days (scheduled twice yearly)

5.9 Illness Backup Person

Parents will need to ensure a safe backup person in case your child unfortunately becomes ill with a fever, vomiting, diarrhea, or needs one-on-one care. LWELC ensures a healthy and safe

environment so please keep your child safe at home until symptoms have subsided. Please refer to LWELC Illness policy (attached to handbook) for further information.

5.10 Meals Parents Provide

Parents will provide a cold healthy lunch from home for your child. Providing good nutrition for your child is a partnership. We ask parents to be mindful when packing your child's lunch that we would prefer that parents only send healthy foods. We highly and strongly recommend packing fruit, vegetables, dried fruit, yogurt, cheese sticks, sandwiches, etc. If your child has ongoing beverage needs, we ask parents to bring in what your child needs with their name indicated on the beverage).

Please label your child's lunch boxes and water bottles. LWELC will provide 2% milk with all lunches.

5.11 Snacks LWELC Provide

LWELC will follow the following guidelines for meals/snacks:

Length of Time at Center Food Served

2 ½ to 4 hours: 1 snack

4 to 8 hours: 1 snack & 1 meal

8 to 10 hours: 2 snacks & 1 meal

Living Word Early Learning Center will provide both AM and PM snacks. We require parents to send their child with a sack lunch if they will be attending school between 4-8 hours per day.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM Snack	Granola Bars & ½ Banana	Apple Sauce & Animal Crackers	Fruit (of ELC's choice) & Pretzels	Yogurt & Granola	Cucumbers & Cream Cheese
PM Snack	Saltines & Celery Pieces	Rice Cakes & Carrots (Pre-K) Rice Cakes & Milk (Toddler)	Raisins & Cheese Sticks	Tortilla Chips & Salsa (Pre-K) Cheerios & Orange Juice (Toddler)	Crackers & Mixed Fruit

5.12 Mealtime Atmosphere

The atmosphere at mealtimes is made comforting and relaxing for children. We sometimes play soft music in the background. Mealtimes create a sense of community but most of all it creates

a sense of togetherness—a sense of family. At the end of mealtimes, children will help teachers with clean-up. Also, teachers will not indicate in what order your child should eat his/her food. We routinely send home un-eaten portions of sandwiches and food in your child's lunchbox. We believe this enables parents to see what their child has eaten during lunch.

5.13 Medication Administration

GUIDING PRINCIPLES and PROCEDURES:

- Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to childcare, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
- Medication will only be given when parent/guardian has filled out an "Authorization for Dispensing Medications to Children and Youth (Long or Short Term, Prescription or Non-Prescription) Form and turned it in to the Director. All information on the Permission Form must be completed before the medication can be given. Copies of this form can be requested from the Director.
- Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.

Any prescription or over-the-counter medication brought to the childcare center must be specific to the child who is to receive the medication, in its original container, have a child resistant safety cap, and be labeled with the appropriate information as follows:

- Prescription medication must have the original pharmacist label that includes the pharmacists phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its administration and/or storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in childcare.
- Over the counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.
    - Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed Permission Form from the health care provider prior to being given in the childcare center.

All medications will be stored:

- Inaccessible to children

- Under proper temperature control
- A small lock box will be used in the Director's Office to hold all medication.

All Parents must communicate they have brought in medications with a teacher or the Director at the time they bring in medication. Under no circumstances can medications be left in a backpack or cubby. We respectfully ask parents to hand medications to the Director or a teacher.

Unused or expired medication will be returned to the parent/guardian when it is no longer needed able to be used by the child. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center.

Information exchange between the parent/guardian and childcare provider about medication that a child is receiving should be shared when the child is brought to and picked-up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.

Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.

5.14 Parent Communication

At LWELC we make it a priority to communicate closely with parents. Communication is done mainly through social media, email, our attendance app, and parent letters. We also post important updates and upcoming events by entrance areas.

5.15 Pick-up Policy

Parents and guardians need to pick up at least 5 minutes prior to their child's program ending. LWELC is required by law and for the safety of our children that all students that leave our facility are to be with the parents that have custody rights to their child and individuals that have been listed on your child's "allowed" pickup list. LWELC will ask for personal identification on individuals picking up your child to confirm they are the correct individual. LWELC reserves the right to not allow a child to leave our facility with an individual that is not properly listed as a safe pick-up person for your child. Your child's safety is extremely important to us, so we ask parents to cooperate with this policy. Unenrolled children/siblings of enrolled children (under 18 years of age) who are with a parent/guardian at pick-up and drop-off, must be supervised by

said parent/guardian at all times. It is the parent/guardian's responsibility to ensure the boundaries and rules set by LWELC and teachers on duty are being respected by all accompanying minors. We reserve the right to ask any child to refrain from disrupting and destroying any LWELC property.

5.16 Quiet Time & Safe Sleep

LWELC provides sleeping mats for children who attend our Full Day (7:00am-5:30pm) program. Soft music is played in the background to help the energy of the room to become still, quiet, relaxing, and overall comforting for the children. This gives children the opportunity to slow down and unwind. Naps are not required; any child is free to read books, do puzzles, coloring, or any quiet activity after laying down for 15 minutes. The state of Kansas requires, by law, to provide quiet time for any child in a program over four hours. We ask parents to bring in one twin sized cot sheet or twin sized fitted sheet and one small blanket with your child's name on it if they will be staying at LWELC for quiet time. We send home sheets and blankets every Friday to be washed and we wash all mats on a weekly basis as well.

Here at LWELC we stive to provide a calm environment for quiet time and we are committed to help maintain safe sleep practices during our quiet time/nap time routine. In addition to following the quite time regulations required by KDHE, our staff members will continue to monitor safe sleep practices by providing quiet time safety checks, ensuring each classroom has enough light to allow for the teacher to visibly see each student, and will continue to provide weekly mat safety checks for any unsafe conditions. All mats will be placed in safe areas around the room.

5.17 Sign-In and Sign-Out Procedures

All parents are required to sign-in and sign-out children at the beginning and end of each day. LWELC uses an attendance app on a tablet for signing-in/out your child. Instructions for using the app will be given upon enrollment. Teachers and younger siblings under 18 years old are not permitted to sign-out children. Only parents/guardians and approved pick-ups will be permitted to sign children out of the center.

5.18 Teeth Brushing

Teeth brushing is an option for children that have been served a meal or are in care for at least four hours or more. The children will brush their teeth just after lunchtime. Parents will send their child with a toothbrush and toothpaste labeled in a plastic baggie in their lunch box. Parents are responsible for checking their child's toothbrush/toothpaste and deciding when to replenish. Please note that the parent has the option to opt their child out of teeth brushing. Toothbrushes and toothpaste must remain in your child's lunch box. In order to remain in compliance with licensing, please refrain from putting them in classroom cubies or backpacks.

5.19 Diapering and Toilet Training Policy

Toddler- Diaper Policy: It is the parent's responsibility to provide diapers/Pull ups and wipes for their child. Each child has his or her own clearly labeled cupboard to hold their change of clothes, diapers, etc. Diapers are checked frequently and changed every 2-3 hours or more often if required. The diaper changing mat is cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.

Toddler- (12 months – 2.5 yrs Jungle room) & Pre-k (2.5-3.5 yrs, Woodland room Only) Potty Training Policy: Potty training is a big step in a child's development. Children generally achieve this between ages 2 to 3-years-old. Some signs are:

- Your child announces when a wet or soiled diaper has occurred and/or requests to have it changed.
- Your child can express and understand one-word statements, including words such as "wet", "dry", "potty", or "go".
- Your child shows an interest in the toilet or potty seat by asking to use it or wanting to watch mommy or daddy use it.
- Your child tends to wet or soil their diapers about the same time period each day, and often remains dry for longer periods (2 hours or more) during some parts of the day.
- Your child shows facial expressions when wetting or soiling their diaper and may even hide in a corner, behind a piece of furniture, or squat when soiling a diaper. This shows awareness of bodily functions.
- Your child can undress without assistance to some degree. This shows the child has some physical coordination needed to do the work toileting.
- Your child is cooperative and shows an interest in pleasing parents and caregivers.

To allow for smoother move up transitions and to keep the flow of the new classroom to remain as calm as possible, our goal is to have the toddler students who are ready to move up potty trained or almost potty trained by the time the students move up into their new pre-k classroom. We understand that each child develops at different paces and will continue to help work with each student at their individual needs while transitioning into the first pre-k classroom (2.5 years-3.5 years). *We will **assist** in potty training with the understanding that it will only be successful if we work together*. If there's a method of working at home, we ask for you to please let us know and we will try to adopt it for your child. We use a low-key approach with lots of praise.

Students enrolled in Toddler room (Jungle) and our youngest Pre-k Room (Woodland) please note: *Once your child is ready to be moved up to the next pre-k classrooms (3 years and up, these classrooms include Nature, Panda and Ocean room.) The students will be expected to be fully potty trained.* Once in their new pre-k classrooms we will follow the policies stated in our

handbook. More information on this policy can be found under the “Toilet Learning-Preschool Program” section of the handbook.

Clothing should be easy to manage to encourage self-help skills. Buckles, belts, onesies, and suspenders, overalls when in a hurry to use the bathroom may create a problem and we ask that you do not dress your child in these types of clothing. We request that each potty-training child have at least 2-3 changes of clothing. Sending a bag daily for the extra supplies works best and then we can quickly grab the bag when changes are required. Best practices state that we should have the least amount of contact with soiled clothing, so these items will not be rinsed out or laundered and will be sent home in a plastic bag. We ask parents to please replace any soiled clothing sent home with a clean set the next day.

Toilet Learning Preschool Program: In our “Woodland” classroom 2.5yrs-3.5yrs, we assist parents with potty training. In our older classrooms “Panda, Nature and Ocean ages 3-6 years, do require children enrolled in our preschool program to be toilet-trained prior to enrolling as well as when moving up from “Woodland room” to the older Pre-k classrooms. We are happy and willing to support children in the process with infrequent accidents, so please make sure your child has an extra change of clothes just in case! Soiled clothing will not be washed at LWELC but will be tightly bagged and sent home with the child for laundering.

A toilet trained child is a child who can do the following:

- Be able to TELL the adult they must go potty BEFORE they have to go. They must be able to say the words “I have to go potty” BEFORE they have to go.
- Be able to pull down their underwear and pants and get them back up without assistance.
- Be able to wipe themselves after using the toilet.
- Be able to get off the potty by themselves.
- Be able to wash and dry hands.

We do understand that even potty-trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

Teachers will ask your child many times throughout the day and always before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment.

LWELC Staff are aware of this and will assist the children when necessary. Please dress your child in clothing that can be undone and changed easily. Please send a complete change of clothes appropriate for the season.

Parents will be notified if a child has a toileting accident. We understand that each child arrives at this milestone differently, therefore we will allow 4 weeks from the first day of school/pre-k transition day *(student moving to 3 and up pre-k classrooms)* for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time.

5.20 Toy Policy

Although we understand that children want to share their toys with their friends, we ask that toys from home not be brought into school. Staff will not accept responsibility for any personal toys that are broken, lost, or damaged in any way. It is our strongest recommendation that items remain at home. Teachers and parents can work together on deciding if the child is having separation or attachment difficulties, and in these circumstances, we can have a child use a toy to help with the new transition to school. If the child is not experiencing separation or attachment difficulties, then we do have a "No Toy" policy. We do allow children to bring a special toy for "Show-n Tell", which will be indicated by the child's teacher several times throughout the year. We make this day extra fun and extra special!

5.21 Workshop Days

KDHE requires employees to acquire ongoing training hours each year. LWELC will use these days as educational workshops for teachers. These days give us the opportunity to review CPR and First Aid, sanitize the building, or attend training sessions. Workshop Days will be marked on the yearly calendar and updated each year.

6 Admissions Policy

6.1 Abuse and Neglect Policy

LWELC is "required" by the State of Kansas Law to report any abuse or neglect suspensions. If we as teachers have a strong reason to suspect child abuse or neglect, the situation will be reported to the Department of Health and Human Services as well as Child Protective Services without giving parental notification.

6.2 Admissions Process

The admission process at LWELC is as follows:

- Visit our website/call the center to review toddler and preschool programs.
- Children must be at least 12 months and walking (TODDLER) or 2 ½ -years-old – year 6, (PRESCHOOL) at the time of enrollment.
- In our Youngest Preschool Room –"woodland" (2.5 yrs-3.5 yrs) we assist parents with potty training.
- In our Oldest Preschool Rooms ages (3-6yrs) ("Ocean, Nature, Panda")- Children MUST be toilet-trained (no pull-ups or diapers).
- Call and schedule a tour to meet and greet your child's teachers.
- Submit enrollment forms and non-refundable application fee of $50.00.
- Deposit of first- and second-week tuition required to hold your child's spot.
- Introduce your child to the preschool with scheduled visits if needed.
- Supply verification of updated immunization records, and custody documents or asthma and allergy form if needed.
- Turn in the completed Registration Packet 3 business days prior to your child's start date.

6.3 Waiting List

Join our waitlist! Our toddler and preschool spaces are limited, and families can be placed on our waiting list by filling out our "Application for Enrollment Form". A non-refundable application fee of $50.00 is required upon enrollment. If a space becomes available, we will contact your family right away by phone or email. We will give your family between three business days to accept a position for your child from the day we contact you. If a decision has not been made within three business days, then your child's space will be forfeited and the space will be offered to the next family on the waitlist.

If you choose to accept the spot, you will be required to pay a deposit of 2 weeks tuition in order to hold the spot/ start attending.

6.4 Amendments

LWELC reserves the right to amend policies under special circumstances with notice via email to parents.

6.5 Guidance Policy

Child Guidance (Discipline) Policy

During early childhood years, children are learning to be in charge of their own behavior. We believe in establishing consistent, easy to understand limits and in having teachers who respond to inappropriate behavior with sensitivity and skill. When clear, consistent, and age-appropriate limits are present, children increasingly become responsible for themselves. When out-of-bound behaviors do occur, we believe it is important for children to understand why the behavior is inappropriate and how to modify it.

We work to prevent behavior problems by arranging each classroom so that children work in small groups and have a choice of a variety of activities. The range of activities will give your child the freedom and ability to experience success and become self-directed. Teachers are also trained to re-direct behavior and model appropriate responses. Children are encouraged to verbalize their feelings in order to learn to positively work through strong emotions. Teachers act as role models and encourage children's appropriate behaviors. Under no circumstances is corporal punishment permitted. Discipline will not be associated with food, rest, or toileting.

We believe it is our responsibility to provide children with positive guidance and in our experience most children will respond well to our approach. In the event that a child does not respond, we will notify the parents and work closely with them to develop a plan to help the child gain self-control and a positive attitude toward their peers and teachers. Should the child's continued negative behavior put themselves, their peers, or their teachers at risk of physical harm or if the child damages the Center property, we reserve the right to ask the parent to withdraw the child from the Center. While we understand the developmental tendencies of children to experiment with inappropriate language to shock others, withdrawal may also be requested for those children who are verbally abusive, including the repeated use of inappropriate language which other families consider offensive.

6.6 LWELC BITING POLICY

We want to support all our children in their developmental journey which sometimes can include a short period of biting, a plan is needed when biting has become excessive. We define excessive as biting that occurs at least once every two weeks or three times or more in a day. While we understand regular short periods of biting can occur that might be developmentally appropriate for a child in this stage of life, we cannot place one individual's need over the safety of the group.

LWELC's Behavior Improvement Plans (BIP) are used to help support students as they learn to acclimate to the class environment and to replace unsafe behaviors. BIP's are also used to limit how much the other students in the room are subject to unsafe or disruptive behaviors.

Below are plans that we follow but are not limited to:

Toddler: ages 12 m- 2.5 years.

When the **first bite occurs,** we will inform both parents of the parties involved. Teachers will follow our support plan and monitor triggers and look out for more physical aggressive behaviors. **If a second bite occurs** that child's parents will be informed that if a **third bite occurs**, we will send that child home for the day. This is being done to allow all other students in the center a safe learning environment.

If **four or more bites occur,** we will schedule a BIP meeting with the parents and send the child home each time they bite.

If the child is sent home before 4:00 pm they will be sent home and can return the following day. If a child is sent home after 4:00 pm they will be sent home and will be suspended for the following day. If biting occurs three times or more in a day that is considered excessive and a BIP will be set up with the parents with a possible dismissal.

Preschool age: 2.5 years to 6 years.

When the **first bite occurs,** we will inform both parents of the parties involved. Teachers will follow our support plan and monitor triggers and look out for more physical aggressive behaviors. **If a second bite occurs** the child that bit would be removed from their play environment and the parents would be called to pick up the child and send home for that day. If the bite happens at 4:00 pm or after or if pick up happens after 4:00 pm that child will be suspended for the following day. When the child returns, **if a third bite occurs** that child will be sent home that day and suspended for the following day and a BIP meeting will be set up with the parents.

The ELC is not limited to these policies and will move forward with the safety of all staff and students in mind. It is our goal to work respectfully alongside parents to help support each student as they work through developmental milestones or difficult transitions.

6.7 Confidentiality of Children's Records

LWELC teachers are the only personnel that have access to children's files. LWELC will not release a child's record to anyone or to any organization without written permission from the parent or guardian. The only exception would be a court order by the Department of Human Services for the State of Kansas or when Licensing and Regulatory Services for the State of Kansas reviews our program to make sure our program is meeting standards, record keeping, state policies, and is in good compliance.

Confidentiality in Classroom

Staff, parents/families, and visitors are not allowed to video or take pictures of children during center hours on personal devices (exception: parents/families are allowed to take pictures of their child/children as long as no other children are present in the photo).

6.8 Bus Policy

Living Word ELC does not currently provide any onsite ELC Bus services.

Parents and guardians MUST contact the Center Director in the event they would like to request an approval for an outside source to bus their student for a special need from a USD 383 school.

We respectfully ask all parents to please keep in mind that we are not a public school, and we do not have public school resources or staffing numbers. While we do understand having special programs offered by outside sources can be important to a child's developmental goals, we cannot promise that we will be able to assist students on and off the bus. LWELC MUST always maintain licensing ratios for the safety of all our students and continue to follow licensing state rules and guidelines. We will do our best to accommodate this need. One Lead qualified staff member can take the ELC student that is scheduled to be dropped off and, on the bus, ONLY if we have the resources and staff numbers to do so that day. There is no guarantee that LWELC can accommodate another school's bus schedule or will be able to assist in bus drop off or pick up each time. To clarify, just because we can do it one day does not mean we will be able to do it every time as our schedules are always changing based on the needs of the center. We also may be able to accommodate taking the child to the bus but not able to take them off the bus, we will do our best, but we cannot promise this service all the time.

LWELC will do our best to inform a parent as early as we can if we are unable to assist a child on or off a bus through Brightwheel.

The ELC is not liable for any missed appointments or bus pickups or drop-offs.

A student that is picked up or dropped off around lunchtime needs to be back to eat with the ELC students at 12:00 pm when our lunch time starts. If they are dropped off after 12:15 pm, a parent will need to check them out and bring them outside of the room or school to have the student finish eating lunch.

Parents are responsible for communicating directly to the bus drivers/other schools in regard to their child attendance that day.

Your student will be checked out of brightwheel by the ELC staff and checked back in by ELC staff. During the time that your student is on the school bus or at another school the ELC is not responsible or liable for any lost/stolen items that might be missed placed during the bus ride or transition to the other school. LWELC can decline bus services at any time. The ELC is not liable for anything that happens on the bus while outside our care. The ELC reserves the right to discontinue this service at any time.

6.9 Custody Agreements

Any restraining orders or custody agreements must be on file. Without legal documentation, LWELC has no legal way to prevent a child's natural parents from removing their child from the preschool grounds.

6.10 Non-Discrimination Policy

LWELC welcomes children of any race, color, nationality, religion, or ethnic origin to all the rights, privileges, programs, and activities of childcare.

6.11 Storm Delays/Closings

In case of severe weather conditions, or possible closings we will alert families by posting our closing on our Attendance App, Facebook page, and through email. Typically, we follow Manhattan School District 383 for weather closures; however, LWELC reserves the right to make our own informed decision while keeping the staff, children, and parents' safety in mind. LWELC also considers what the surrounding community decides to do for weather closures.

Since bad weather can be unpredictable, it is a parent/guardian's responsibility to stay informed with what the weather is currently doing and to regularly check for LWELC schedule changes.

Please note, given the number of children in our care, LWELC is unable to call every parent/guardian when there is a closure, delay, or change in schedule.

6.12 Termination

LWELC is committed to providing a warm, inviting, nurturing, and supportive environment for children and families. We are committed to working with children and families so that each child's experience is positive and rewarding. If we have any concerns about a child's needs or concerns about the actions of the parents, we will meet with the parents to discuss our concerns and establish a plan that will benefit the child, the family, and LWELC. Although we will make every effort within our means to support our families in difficult and challenging situations, some circumstances may call for an immediate termination of the agreement, and we reserve the right to exercise this option to our discretion. If an immediate termination occurs, tuition will be prorated for that month, and unused amounts will be refunded (application fees are non-refundable). Some circumstances that could call for an immediate termination, but not limited to these reasons are listed below:

- Tuition payments are overdue, and parents are unable to mutually agree upon suitable arrangements.
- If the chemistry and relationship between a teacher, director, and family is proposing hardship, tension, or strain.
- Parents exhibit a pattern of consistently paying tuition late causing hardship to the operation of LWELC.
- If a child is having an extremely difficult time adjusting for an extensive period of time and making it a challenge for the teaching staff to attend to other children.
- If a child exhibits a pattern of severe emotional or social behaviors that are detrimental to the other children in the classroom.
- If a child exhibits a pattern of destructive behavior that results in the harming of the other children, harming of teaching staff or damage to the preschool space or contents.
- If the child's needs are beyond the means of LWELC's capabilities and our teaching professionals. (example: 1-on-1 support)
- If parents abuse the policies and procedures in the parent handbook.

- If a parent abuses the closing policy and repeatedly arrives late to pick up their child.
- If a parent exhibits disrespectful, threatening, or intimidating behavior towards staff, children, or other families.
- If a child is absent for more than five consecutive days and the parent has not contacted LWELC to communicate on whether child is returning.

6.13 Withdrawal

If parents decide to withdraw their child for any reason from the program, we require a parent to fill out a withdrawal form and submit it to the Director at least two weeks prior to the withdrawal date. If parents choose to withdraw their child prior to the two-week notice, parents are still responsible for paying tuition up to the two weeks' notice of the withdrawal date as noted on the financial agreement.

Parents are responsible for taking all their child's/children's things on their last day. If LWELC finds an item that belongs to the student, we will reach out to the parents', via email or phone call, to notify them. If there is no communication, arrangements, or failure to pick up within 30 days from the child's last day, LWELC will assume that the items are being donated to the center. The parents/ guardians are responsible for setting up appointments to collect their child's things.

7 Video and Audio Surveillance Notice

In order to promote the safety of employees, children, and visitors, as well as the security of its facilities, Living Word Early Learning Center/Living Word Church may conduct 24-hour video and audio Security/ Surveillance Cameras with 7 days recording of any portion of its premises at any time, the only exception being private areas of restrooms and diaper changing areas. Video cameras will be positioned in appropriate places within and around Living Word ELC/ Living Word Church and used to help promote the safety and security of people and property. Cameras will be located in classrooms, by exterior doors, and in hallways. Living Word ELC has installed the cameras as per state regulations.

8 Emergency Preparedness Policy

8.1 Communication Plan for Parents

When this policy applies:

At varied times and places, using all building exits, and during all types of activities (meals and nap times included) and weather conditions, throughout the year while childcare is being provided.

What this Emergency Preparedness Policy Includes:

- Communication with parents
- Evacuations
- Relocation
- Emergency closing
- Safe place (sometimes called “Lock Down”)
- Shelter-In-Place
- Continued operations
- Reunification
- Planning for vulnerable children
- Providing support after a crisis

After the Emergency

After the emergency is the time to REAP the benefits: Recover, Evaluate, and Plan.

Recovery:

Recovery means returning to normal operations. This may be a long-term process depending on the damage incurred. However, it is important to get back up and running as quickly as possible. We would need to be aware of the physical and mental health and safety of children and staff.

Evaluate:

We put a lot of time and thought into preparing for an emergency. Now that we would have survived one, we would evaluate how our plan worked, and what would work better next time.

We would meet with our original planning partners and assess how each step in the plan worked for children, parents, staff, and local emergency officials.

Plan:

Now is the time to plan for the next emergency.

We would update and revise our emergency plan if our evaluation shows the need.

We would restock the emergency supplies used.

We would involve parents in the planning process to update communications, reunification, and contact information.

We would continue to stress that family preparedness is the best way to plan for the next emergency!

8.2 Code Green/Evacuation Plan

Notification: As soon as any staff member becomes aware of any situation with the potential for significant violence (bomb threat), or any unsafe situation that would result in an evacuation, the staff member shall immediately notify the Director and Lead Teachers by the fastest means possible (phone, radio, direct contact) and isolate the incident.

Staff Members:
Signal and announce evacuation: **Code GREEN**

Emergency Kits/Emergency Information will be taken when the safety of children is not compromised.

All children are safely evacuated; in case of the need to evacuate children through windows, children will be placed out of windows first, using any items available to place on ground.

Call 911, identify yourself, identify crisis.

Take attendance to make sure all children are accounted for.

Contact evacuation sites (Neighborhood, Out-of-Neighborhood, Out-of-Town).

Neighborhood: Fire Department Station 3

- Address: 2727 Amherst Ave, Manhattan, KS 66502
- Phone: (785) 587-4504

Out-of-Neighborhood: Lee Elementary School

- Address: 701 Lee St, Manhattan, KS 66502
- Phone: (785) 587-2050

Out-of-Town: St. George Elementary School

- Address: 200 Blackjack Rd, St George, KS 66535
- Phone: (785) 494-2482

Parents will be notified of the evacuation.

Announcements will be made, when possible, on radio/tv/phone.

Transportation to evacuation locations, children will walk, or children will be driven by all staff members in a crisis. All transportation safety measures will be taken to the best of our ability, but getting children to safety is our priority.

Evacuation Response Assignments:

Classroom Binders, Emergency Medical Bags: Lead Teachers

Parent Reunification:

Reunification is the process of reuniting children with their parent, guardian, or other person listed on the emergency pick-up list. Reunification is conducted after an emergency disrupts the normal dismissal process and regular dismissal procedures cannot be followed. Parents/guardians will be directed by LWC or public officials by phone, tv, radio, website, or other social media as soon as it's SAFE.

Parents/guardians will be provided information to evacuation sites.

Contact information for Miss Rachel (785) 844-0992 (cell phone).

Parent/guardian phone numbers are stored in Classroom Binders.

Release:

Children will only be released to parents/guardians and to emergency contacts on pick-up list (proper identification will be needed).

8.3 CODE RED/LOCKDOWN/SAFE PLACE PLAN

Our mission is to provide safe childcare and preschool for our children, employees, and volunteers. Code Red outlines a procedure that is employed in the event that an intruder attempts to invoke harm to children, staff, and volunteers at Living Word Early Learning Center.

How to Respond:

The first person that is aware of the situation immediately directs nearby children/staff into their classroom or work areas that can be locked and then notifies the Director by phone, radio, cellphone, etc.

The Director or designated staff member announces, "Code Red". This will signal the activation of a LOCKDOWN. Director or designated staff member notifies police by calling 911 or direct line (785) 537-2112 for police department.

Indoor crisis:

If doors are open, bring all children inside, lock all doors, and quickly move to the innermost classroom bathroom. (Classroom 1)

LOCK all doors to classroom and bathroom, close all windows, draw all shades, close all lights.

Children, staff, and visitors should remain in safe area away from windows and doors without talking until lockdown has concluded.

Staff can use shelving, bookcase, or any other heavy furniture to put in front of locked door to add additional barrier.

Staff should take attendance to account for all students.

Keep children calm.

If any children or staff member is unaccounted for, notify the Director or other designated staff member upon completion of lockdown.

If a staff member was helping a child in the bathroom, we ask that the staff member tries to help the child and themselves and move quickly to the safe place room or to remain quietly in the bathroom with door shut until it is safe for them to exit.

If children and staff members are on the playground and hear "Code Red", we ask that staff gather children and take them to the fire station next door. Staff will stay with children until the "all clear signal" directive is given.

8.4 COMMUNICATION PLAN FOR PARENTS

Parents In Case of School Emergency:

We will make sure that parents know the children are safe, what the nature of the emergency is, any changes in our relocation plan, or schedule if communication is available to us.

Parents that have children with special needs or infants will be called first.

Although your first reaction would be to call or rush to your child, please follow the tips listed below:

- Do not call or rush to your child's childcare or preschool. Phone lines and staff are needed for emergency response efforts.
- Tune in to the local TV/radio stations for official news alerts.
- Check LWELC's website and social media sites for updates.
- Rely only on official communication from childcare/preschool or public safety officials.
- Listen for official communication regarding reunification with your child.
- All parents will receive a copy of this policy in the Parent Handbook upon their child's enrollment. Written notification will be given of any updates.
- A copy of the Emergency Evacuation Drills Log will be posted where parents and staff can see the Evacuation Drill Log.
- Staff and volunteers will receive a written copy of this policy in their Orientation Packets before beginning work.

8.5 EMERGENCY CLOSURE

There will be times when it is not safe for the children to come to the childcare program, such as severe weather (see section 6.9 for more detail), power outages that occur before we open for the day, or unsafe circumstances due to an emergency that may occur while the children are already at the childcare program. In order to reduce confusion when closing, it is important to have an emergency closing plan with which everyone is familiar. The Director will make the decision. If a non-weather emergency happens, the director will decide how to provide proper communication to the parents/guardians in the most efficient and effective manner possible for

that specific situation. The director and teaching staff will start reaching out to families as soon as possible using our emergency contact list that families provide us. If we are unable to provide communication through phone calls, we ask each parent to also check our attendance app, Facebook page, and email to receive information. We will take into consideration when it's most wise to close, such as listening to road reports, listening for severe weather updates, watching for local school closings, and monitoring for any other local emergency situations.

8.6 Emergency "Missing Child"

Teaching staff immediately conduct a thorough search of the immediate surroundings.

Call 911 or Emergency Number.

Notify parents.

The Department of Human Services/Licensing Regulations will also be notified.

8.7 Emergency Transportation Permission Agreement

Parents will have an Emergency Transportation Permission Agreement Form inside their child's enrollment packet giving LWELC permission to have staff and teachers transport your child to an emergency relocation site if children were unsafe and couldn't remain at the childcare facility. Parents will need to understand that normal safety rules will be followed as much as possible, but the highest priority is to relocate to a safe location.

8.8 Fire Drills

We hold fire drills once a month in order to prepare for emergency evacuations. Children are escorted out either the main entrance or by alternative exit needed to evacuate safely. In case of a split group, we meet in the grassy area in front of the ICE building. The teacher takes the classroom binder, epi-pen bag, first aid kit, the land-line phone or cellphone, and makes sure everyone is accounted for by taking attendance. In the event of a real fire or disaster, children will be taken to an off-site location or wherever instructed by Public Safety Personnel. Parents will be notified immediately or as soon as it is safe to do so.

8.9 Medical Emergencies/Accidents

All educators and staff at LWELC are trained in infant/child CPR and first aid. All accidents or injuries requiring more first aid such as a band-aid or ice pack will be reported on an Accident Report Form. Parents are required to read, sign, and return forms to their child's teacher. Minor scrapes will be cleaned with soap and water, bruises and bumps treated with ice. Immediate care for more serious injuries will be referred to a childcare Health Consultant or Rescue 911 will be called to transport a seriously injured child. Parents or their emergency contacts (in the event the parents cannot be reached) will be notified.

Please make sure your emergency phone numbers are up to date. You MUST have an alternative adult who can pick up your child if you cannot be reached. Parents must make arrangements to pick up a sick or injured child within a half hour. If your child is transported by rescue and 911 is called, we ask parents to fill out an Emergency Medical Form, which is in the enrollment packet.

To help prevent medical emergencies teaching staff will:

- Make sure the play area is free of hazards.
- Always supervise children closely.
- Keep toxins and hazardous materials where children cannot see or reach them.
- Have a cell phone or landline when outside or on a field trip.
- Make sure that the first aid kit is always well-equipped.
- Employees are first aid and CPR certified.
- Have emergency numbers always posted in outdoor emergency kit and inside classrooms.
- Know how to respond to allergic reactions, including food allergies and bee stings.

8.10 Tornadoes/Hurricanes

If children are on the premises in the event of severe weather, we will proceed to the foyer (outside sanctuary doors). A teacher will take the classroom binder with emergency numbers, a landline or cellphone, the first aid kit, and epi-pen bag if applicable. Attendance will be taken, and parents will be notified immediately or as soon as it is safe to do so.

9 Illness Policy

Illness is always a concern in any preschool environment. Since children are susceptible to disease, we as teachers are always looking out for the best interest of all the children at Living Word Early Learning Center (LWELC). Therefore, for the protection of all the children and staff, your child should be kept home and will be sent home if he/she displays any of the following signs or symptoms below.

9.1 Chickenpox

Chickenpox is a very highly contagious disease caused by varicella zoster virus. A vaccine against chickenpox is now available for those who are interested in the vaccine. Some signs and symptoms of chickenpox are little red bumps on the scalp that spreads to the stomach or back before spreading to the face. Patterns can vary depending on the individual. Chickenpox is usually spread from person to person when a susceptible person is exposed to respiratory tract secretions or directly to fluid from the open sores of an infected person. Pregnant women can also have more severe health problems and complications. The child is excluded until blisters

have formed scabs, child is fever-free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in the program.

9.2 Conjunctivitis (Pink-Eye)

Conjunctivitis can be caused by bacterial or viral infections or by allergic reactions to dust, pollen, and other materials. A child will be considered to have conjunctivitis when there is white or yellowish pus that accumulates in or around the eye. If the physician has determined the cause of the conjunctivitis to be infectious and requires treatment, the child is excluded until medication has been administered for 24 hours.

9.3 Coxsackie virus (Hand, Foot & Mouth Disease)

Hand, Foot, and Mouth Disease is a common childhood illness caused by coxsackievirus A16. Infection may result in painful blisters in the mouth, on the gums and tongue, on the palms and fingers of the hand, or on the soles of the feet. The fluid in these blisters contains the virus and symptoms may last for 7 to 10 days. The virus can be passed through saliva from blisters in the mouth and through the fluid from blisters on the hands and feet. Child is excluded until fever-free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in the program.

9.4 Diarrhea

Unfortunately, diarrhea can be triggered by a variety of different causes such as germs, bacteria, viruses, and parasites. Children can also have diarrhea without having an infection, for instance food allergies and antibiotics can result in diarrhea as well. As teachers at LWELC we will monitor a child's bowel movements and if they are more frequent (twice per day) and looser/watery than usual, children will be excluded until symptoms disappear (please keep your child home until no symptoms have appeared for 24 hours).

9.5 Fever/ Fever accompanied by behavioral changes or other symptoms.

Any child with an elevated temperature of greater than 101°F orally or 100.1°F (axillary, tympanic, or under arm thermometer) is excluded until fever-free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in all program activities.

9.6 Head Lice

Head Lice are tiny insects that live primarily on the head and scalp. Lice is primarily spread through direct head to head contact. Sharing personal items such as hats, brushes, combs and linens may also play a role in the spread. Although small, adult head lice may be seen with the naked eye, head lice suck blood and the rash caused by their feeding may be more noticeable than the insects themselves. Lice attach their eggs at the base of a hair shaft. These eggs, or nits, appear as tiny white or dark ovals and are especially noticeable on the back of the neck

and around the ears. Adult head lice cannot survive for more than 48 hours apart from the human host. Children with head lice will notify LWELC immediately. Child is excluded until he/she has been treated with lice-specific medicated shampoo, rinse, or lotion as directed. Child will be checked daily for up to 2 weeks for evidence of new infection.

9.7 IMPETIGO

Impetigo is a skin infection that is usually caused by one of two types of bacteria. Impetigo appears as a blistery rash. When the blisters open, they produce a thick, golden-yellow discharge that dries, crusts, and adheres to the skin. Impetigo is spread among children in close contact. Child is excluded until blisters are gone, rash is dry, and he/she has been on medication for at least 24 hours. Both oral antibiotics and antibiotic cream may be prescribed.

9.8 INFLUENZAS AND INFECTIOUS DISEASE POLICY

Purpose: To prevent the spread of infection when the flu vaccine is not available, or the present strain of the flu is not covered in the current vaccine.

Policy Statement: This facility will institute a plan to help protect the preschool children and staff from contracting the flu.

Signs or Symptoms of the flu in the building:

- This facility will isolate the children as needed if signs and symptoms arise and send children home until signs and symptoms have ceased for 48 hours.
- Staff that have signs or symptoms are required to stay home until signs and symptoms have ceased for 48 hours.
- Group activities will be suspended as needed to prevent the spread of the virus.
- A Health Consultant will be notified for further direction if needed.

Positive Case in the Building: This facility will restrict all visitations, activity visits, and volunteers from coming into the building.

Infection Control Policies and Actions:

- Handwashing is promoted when children enter the facility, after playing outside, before and after sensory play, before eating and after toileting.
- Toys and dress-up clothing are washed/sanitized weekly or when visibly soiled.
- We request parents of sick children to keep the children home and away from the child care setting until the children have been without fever for 24 hours, to prevent spreading illness to others. Similarly, we encourage sick care providers to stay home.
- We encourage children and staff to use soap and water to wash hands when hands are visibly soiled, or an alcohol-based hand rub when soap and water are not available, and hands are not visibly soiled.

- We encourage children and staff to wash their hands to the extent possible between contacts with infants and children, such as before meals or snacks, after wiping the child's nose or mouth, after touching objects such as tissues or surfaces soiled with saliva or nose drainage, after toileting, and after assisting a child with toileting.
- We keep a good supply of items we need to help control the spread of infection (for example, soap, gloves, and tissues).
- We ask parents to let us know if their child is sick. We keep accurate records of when children or staff are absent.
- We emphasize that any child or adult who is ill will not be admitted into the program that day.
- We observe children for symptoms of respiratory illness and have a plan for keeping children who become sick at the program away from other children until the family arrives.
- We require staff members to stay home if they think they might be sick. If they become sick while at the program, we require them to go home and stay home.
- Tables washed after each activity, before and after breakfast, lunch, and snack.
- Silverware, plates, cups, all sanitized.
- Water bottles are sent home every Friday to be washed.
- Each child has his/her own individual resting mat. Individual sheets and blankets washed weekly, and mats sanitized monthly.
- Classroom surfaces are cleaned and sanitized daily.

9.9 Reportable Illnesses

The Kansas Center for Disease Control maintains a list of diseases that must be reported to them when they occur. The list includes such diseases as Chickenpox (Varicella), Diphtheria, Hepatitis, Infuenza-associated pediatric death, Lyme Disease, Measles, Meningitis (bacterial), Mumps, Pertussis, Smallpox, Streptococcus pneumonia, and Tetanus. The number for reporting diseases is 877-427-7317.

9.10 Ringworm

Ringworm is a fungus infection of the scalp or skin. Symptoms include a rash that is often itchy and flaky. Ringworm on the scalp may leave a flaky patch of baldness on other areas of the skin; ringworm causes a reddish ring like rash that may itch or burn. The area could be dry and scaly or moist or crusted. Ringworm is spread by direct contact with a person or animal infected with the fungus. It can also be spread indirectly through contact with articles (such as combs or clothing) or surfaces, which have been contaminated with the fungus. A child is infectious as long as the fungus remains present in the skin lesion. The fungus is no longer present when the lesion begins to shrink. Child is excluded until treatment from pediatrician has begun and infected area begins to shrink.

9.11 RSV (Respiratory Syncytial Virus)

RSV causes infections of the upper respiratory tract (like a cold) and the lower respiratory tract (like pneumonia). It is the most frequent cause of lower respiratory infections, including pneumonia, in infants and children less than two years of age. RSV is highly contagious and is spread through direct contact with infectious secretions. Child is excluded until fever-free without acetaminophen or ibuprofen for 24 hours, is free of any breathing difficulties, and can comfortably participate in the program.

9.12 Strep Throat/Scarlet Fever

Strep Throat is easily spread and is caused by A Streptococcus bacterium. It is spread when an infected person coughs or sneezes contaminated droplets into the air and another person inhales them. A person can also get infected from touching these secretions and then touching their mouth or nose. Symptoms of strep throat may include sever sore throat, fever, headache, and swollen glands. If not treated, strep infections can lead to scarlet fever, ear infections and pneumonia. A bright red, rough textured rash that spreads all over the child's body characterizes scarlet fever. Child is excluded until he/she has received at least 24 hours of antibiotics, has been fever-free without acetaminophen or ibuprofen for 24 hours, and can comfortably participate in the program.

9.13 Thrush

Thrush is an oral infection that appears as creamy white, curd-like patches on the tongue and inside of the mouth. Outbreaks may be the result of increased antibiotic use. The infection can be passed through nasal and oral secretions. If a physician has determined that treatment is required, the child will be excluded until treatment has begun.

9.14 Vomiting

Children who experience two or more episodes of vomiting per day will not be able to attend LWELC or will be sent home until there is no sign of vomiting for 24 hours. Exception: if the child has one episode of extreme vomiting, they will be sent home.

If your child exhibits any unexplained rashes, complaints or ailments, parents will be notified, and the child sent home accordingly. Parents are asked to report any known exposure to a contagious disease for the protection of others, especially pregnant mothers.

Parents should exercise every caution to keep their child home should other unusual symptoms occur. If your child has been knowingly exposed to a contagious disease, such as chickenpox or fifth disease, please contact LWELC before bringing your child.

For the safety of all children, if your child is put on medication of any kind, please allow 24 hours for symptoms to subside and medications to take effect.

Please keep in mind that this is only a guideline. If we feel that your child cannot fully participate in the program and requires a level of care that could jeopardize the health and safety of others in the classroom, you will be notified to pick up your child. We ask that you do so within *one hour* of our request.

The Illness Policy will be provided along with the enrollment packet at the time of enrollment. ***LWELC requires an Illness Policy to be signed and returned when enrolling your child. Thank you for helping make our environment healthier and safer!***

9.15 DOCUMENTATION

In the event of an accident, injury, or emergency, LWELC will have documentation available to parents and legal guardians. As guides/providers, we are trained in CPR and basic first aid. Please notify us if your child has preexisting medical conditions so we can achieve the training and guidance needed for your child.

AGREEMENT PAGE

I have read and understood Living Word Early Learning Center's Parent Handbook and Policies. I am aware of what is expected of me as a parent and understand the importance of my cooperation and understanding. I agree to abide by the policies and procedures as stated. I understand any updates or amendments to the handbook will be provided to me via email.

Parent Signature _____ Date _____

Provider Signature _____ Date _____

A PHOTOCOPY OF THIS PAGE MUST BE PLACED IN THE STUDENT'S FILE.