



**EMANUEL'S LUTHERAN
DAY SCHOOL**

2024-2025

Parent and Guardian Handbook

Our mission:

To provide a Christian environment in which we guide your children
intellectually, spiritually, socially, and physically.

Emanuel's Lutheran Day School is a community outreach

ministry of Emanuel's Lutheran Church.

Welcome to Emanuel's Lutheran Day School where caring for your child is our priority!

Table of Contents

Objectives of Our Ministry	3
General Information	4
Hours of Operation: Monday – Friday, 7:00am – 6:00pm.	4
Brightwheel App.	4
Signing Children In and Out of Our Care	4
Morning Drop-off	4
Separation Anxiety	5
Breakfast	5
Late Pick-up - Policy	5
Curriculum	6
Registration & Enrollment – Discounts – Our Promise	7
Registration and Enrollment Requirements	7
Part-time Enrollment	7
Tuition Payment Policy and Procedures	8
Payment Due Date (s) and Options	8
Late Fees and Insufficient Fund Fees	9
Ways to Pay Tuition	9
Pro-Rated Tuition Policy	10
A Promise to Work Together	10
Tuition Discounts	10
Enrollment Discontinuance – Behavioral Concerns Policy	10
Examples of Unacceptable Behavior	11
When a Child is Having a Problem in the Classroom – Procedure	11
Removal from ELDS - Procedure	12
A Child Will Not be Removed, if:	12
Notification of Withdrawal	12
Safety Issues	12
Health Requirements – First Aid – Illnesses	13

Medication	14
Incident and Injury Reports	14
Medical Emergency Procedures	14
Lunch – Snacks	15
Birthdays	15
Supplies	15
Personal Items	16
Visiting Campus - Policy	17
Chapel Services	17
Church Activities and Performances	17
Child Custodial Issues	17
Child Abuse and Neglect	18
Communication Procedures – Brightwheel, Email, Folder	18
Licensing and Inspection Information	18
Connecting with Us	18

Objectives of Our Ministry

- To encourage the development of the whole child
- To provide the child with opportunities to experience God's love for him/her and facilitate learning in the Christian faith according to the child's level of development
- To increase the child's skills in listening, self-discipline, appropriate self-expression, and independent work and play
- To assist in large and small motor development through specific developmental activities and ample movement throughout the day.
- To offer opportunities for a child to comprehend academic concepts needed for their entrance into kindergarten
- To assist in the development of self-confidence by providing opportunities for the child to experience success through his/her own endeavors
- To assist in the development of the child's compassion, stewardship and concern for others, cooperation in work and play, and a spirit of sharing with and giving to others
- To teach the value of worthwhile work well done
- To offer families opportunities for growth in skills which promote growth and development of their child

- To develop partnerships among the families, child, school, Emanuel's Lutheran Church, and Seguin community

General Information

Hours of Operation:

Monday - Friday, 7:00 am - 6:00 pm for ages 12-months and Prek 4

Monday - Friday, 7:15 am - 5:30 pm for ages 6 weeks to 12 months

Months of Operation: ELDS is open twelve months of the year.

Brightwheel App.

Emanuel's Lutheran Day School (ELDS) employs a comprehensive childcare management system, Brightwheel (BW), available for download via any app store platform. Once enrolled, parents or guardians will receive an email invitation to join our Bright Wheel school community. This app allows parents to view statements, receive reports, messages, and pictures from teachers in your parent portal. This check in and out system is an auditable record accessed by the Texas Health and Human Services Commission (HHSC) to determine attendance and those individuals transporting the child.

Signing Children In and Out of Our Care

It is required by State Licensing that all daycare staff are always aware of the number and identity of children under their care. Therefore, it is mandatory that each morning and afternoon a staff member signs the child in and out. It is the parent's responsibility to make contact during drop off and pick up with a staff member. These records are auditable by the Texas Department of Health and Human Services and often reviewed during unannounced licensing visits.

Additionally, an ELDS staff member is required by HHSC to ask for identification if he/she is not familiar with the person bringing or picking up the child. If someone other than the parent is to bring or pick up the child, the parent must have that person's full name listed in the child's Bright Wheel account and on the State's admission form. A parent must call, email, or Bright Wheel message ELDS and inform the staff if someone other than the listed parent or guardian will be bringing or picking up a child, and then amend the child's Bright Wheel account and State admission form. That person will be asked to present a picture I.D. to the ELDS staff member releasing the child to them.

Cub's Den / Lion's Den

Throughout this document and your family's time here at ELDS, you will come across terms like Cub side and Lion's side. In 2021, ELDS adopted Lenny the Lion as our mascot. Therefore the infant and toddler side of the campus is called the Cub Den and the Pre-K side of the campus is known as the Lion's side.

Morning Drop-off:

Cub Den Drop-off – Infant and Toddler

The Cub Den staff will be ready to welcome your child(ren) starting at 7 a.m. for Toddlers (12 months and up) and 7:15 a.m. for infants (6 weeks to 12 months). Parents are asked to park in the parking lot and bring their child(ren) directly to the designated drop off classroom. Staff will aid each child as needed, in placing their items away for the day and guide them to opening activities. Parents are asked to share with staff any scheduling or daily needs that can make the education and care of their child(ren) the best it can be.

Church Building Drop-off – Pre-K 3 to Pre-K 4:

The Lion's Den side will be ready to welcome your child starting at 7 am. Parents are asked to park along Mountain St, or the Day School parking lot. Please enter through the door under the brown awning. Staff will aid each child as needed, in placing their items away for the day and guide them to opening activities. Parents are asked to share with staff any scheduling or daily needs that can make the education and care of their child(ren) the best it can be.

*Morning drop-off is no later than 8:30 a.m for the Lion and Cubside. Students who arrive after 8:30 a.m. can potentially cause a disruption and hinder the learning process/procedures that have begun at 8:30 a.m. Exceptions to this policy are for doctor's appointments. Parents must bring a doctor's note for their child to attend after 8:30 am. We encourage no drop offs after 11 am because it disrupts the lunchtime and naptime routine.

Pick Up Procedures:

Cub side pickup: Please enter through the Day School office door.

Lion's side: Please Brightwheel your child's teacher to let them know you have arrived. After 4 pm, weather permitting, they will be on the Cub side playground.

Separation Anxiety

Our staff members are trained to work with children having moments of separation anxiety. Your child will benefit from redirection from their occasional anxiety by having a staff member direct their attention in the mornings and encourage them to become involved in classroom activity as quickly as possible. A brief “goodbye” from parents along with “I love you and will see you soon”, accompanied by a hug, is the best approach to minimize anxieties a child might have about leaving Mom or Dad and staying at school. Your continued presence in the classroom often makes the transition more anxiety-ridden for the child. It is our responsibility to calm children who are anxious, and we will do so in a loving and caring manner.

Breakfast

ELDS does not serve breakfast. However, we welcome children who arrive before 7:45 am to bring breakfast to eat at school. *Note: Any parent wanting their child to eat breakfast at school must have their child in attendance by 7:45 am each morning, so that he/she may finish breakfast by 8:00 am. *Morning snacks will be served at 9 am.**

Late Pick-up - Policy

ELDS infant rooms close at 5:30 pm, all other classes close at 6:00 p.m. every day. We offer a 5-minute grace period, but starting at **6:05 p.m.**, parents will be charged a **pick-up fee of \$5 per minute**. That fee will be posted in the next Brightwheel invoice. If a parent anticipates arriving late, the parent must notify the school immediately. ELDS will offer up to 2 excused late pick ups, with advanced notice. If picking up your child late becomes a repeated occurrence, your childcare services may be terminated. ELDS will make every attempt to locate and communicate with the parent(s) or next authorized person to pick-up the child if we have passed the 6:10 p.m. mark without a phone call or BW message. If ELDS staff is unable to get ahold of parent(s), approved pick up(s) or emergency contact(s), by 6:30 p.m., local authorities will be called.

Curriculum

ELDS teachers facilitate learning through the implementation of the Pinnacle and Frog Street curriculums. Pinnacle will be exclusively used in the Toddler classrooms while Frogstreet will be utilized in our Pre-K 3 , Pre-K 4 classrooms.

Pinnacle:

Pinnacle Curriculum is a research and faith-based early childhood curriculum. Based on the works of Piaget, Gardner, and Erikson, lessons are designed to engage children in developmentally appropriate activities.

Frog Street:

Our pre-kindergarten curriculum includes a research-based scope & sequence for literacy, math, and content domains. Acknowledging the individual needs of ALL learners, the pre-k curriculum includes strategies for differentiated instruction, and adaptations for special needs and English Language Learners, and more. Cultural responsiveness strategies are also included at point-of-use, with prompts

and reminders to help teachers maintain an anti-bias mindset. A fully integrated digital assessment tool informs instruction, and professional development tips at point-of-use help to build teacher capacity.

Pre-K3 and Pre-K4 develop large and small motor skills with an introduction to letters, colors and shapes, music, art, and faith formation. The pre- kindergarten curriculum addresses the following standards:

- Social and emotional development to acquire skills to communicate appropriately with classmates and adults, develop personal hygiene skills, behavior management and focus on age appropriate large and small motor skill development
- Classroom and Literacy Skills time where the children learn the fundamentals including counting, shapes, colors, alphabet, writing, further development of motor skills and an introduction to science, civics, and additional core areas of learning
- Circle Time with daily lesson introductions
- Related activity and exploration periods to reinforce the learning concepts for the week and foster creativity
- Chapel with the Emanuel's Lutheran Church pastoral staff every Wednesday morning to reinforce Bible verses and songs, prayer, and scripture teachings

Note: The Pre-K programs begin at 8:30 a.m, while Toddlers begin 9 am. It is mandatory that your child be in regular attendance and on time, daily, to take full advantage of this important sequential curriculum leading ultimately to kindergarten preparedness.

Registration & Enrollment – Discounts

Registration and Enrollment Requirements

The following outline serves as a guide for the registration process for your child:

- Family (including child) visits the classroom, meets their prospective teacher(s) and discusses enrollment details with the Director.
- Family completes the registration packet and submits it to the ELDS Office, along with the required non refundable registration fee of \$150 to reserve the child's space.
- Family submits *50% of the required tuition before the start of your child(ren)'s first day in attendance with ELDS.*
 - *This payment is also nonrefundable and will be utilized as a deposit.*
 - *The payment will go toward the first month of tuition.*
- Fees may be submitted with the registration packet or through Brightwheel. Cash and/or check can be accepted in the Day School office. All other forms of payment can be accepted via Bright Wheel or the Day School accountant. The registration packet includes:
 - Student Information Sheet
 - Updated health records

- Updated immunization records
- Signed doctor's statement

Part-time Enrollment

As of August 01 2023, ELDS does not offer part-time programming.

Tuition Payment Policy and Procedures

ELDS operates on a non-profit basis and on a budget approved by the Emanuel's Lutheran Church Council, as it is recommended by the Day School Board of Directors but separate from the Emanuel's Lutheran Church operating budget. All ELDS tuition income covers reasonable expenses incurred by our students and our staff including staff payroll, building maintenance, supplies, utilities, and the replacement of equipment. Fundraising activities and donations from charitable organizations and the individual members of the church congregation will at times allow for the purchase of special items and facility upgrades and maintenance, but not the daily operations of the school. Please be aware that paying your child's tuition on time allows for equitable distribution of materials, routine maintenance and cleaning, and the employment of appropriate personnel for the teaching and supervision of your child.

2024-2025 Monthly Tuition Schedule

Program	Cost/Month Infant - 18mos.	Cost/ Month 18 mos. up until PK-3	Cost/ Month PK3-TK	Registration Fee	Fee/Supply
Full time - all day, M-F	\$900	\$775	\$680	\$150	

Please note that children must be fully potty-trained to enter the Pre-K program

Payment Due Date(s) and Options

You may choose from one of the three following tuition payment options to submit tuition payments each month:

1. The full tuition payment for the month may be made on the first business day of each month without penalty.

2. One-half of the full tuition payment may be made on the first business day of each month with the remaining half of the month's tuition payment due on or before the 15th of each month.

3. Weekly payments may be made on Monday of every week before your student can attend daycare or preschool.

a. Note: If you choose option 2 or 3, there is an extra \$5 charge added to your child(s) tuition for processing fees.

Tuition must be paid in full by the date due in order for a child to attend. Failure to pay on time will result in your child not being able to attend ELDS. A grace period of 2 days may be requested to delay de-enrollment. This will simply hold the child's spot with ELDS for the parent to pay tuition. The child may NOT attend those 2 days and tuition will not be prorated. On the 3rd day past due, the child will be de-enrolled and another child will be enrolled to fill the spot.

Insufficient Fund Fees

If checks are returned for insufficient funds, a \$25 fee will be assessed

Ways to Pay Tuition

Tuition and fees may be paid by check, money order, cash, or credit-debit card directly through the Brightwheel billing system. Checks must be made out to Emanuel's Lutheran Day School. Checks or cash must be given to a Director (s). ***No payments may be given to teachers, teaching assistants, or other staff.*** A written receipt will be issued for all cash payments.

Prorated Tuition Policy

If a child enrolls the second week of the month or later, the tuition rate for that month will be Prorated to reflect the reduced numbers of days the child will attend during that month. There is no Prorated tuition rate to reflect vacations, holidays, illnesses, emergency school closings, or other absences, unless decided upon by the ELDS Board of Directors. Tuition may also be Prorated if a child withdraws from ELDS. Your child's tuition must be paid through your two-week notice of withdrawal period.

A Promise to Work Together

ELDS is a ministry of Emanuel's Lutheran Church. The Director, Senior Pastor and ELDS Board of Directors are willing to talk with parents and discuss any financial issues which would prevent a child from continuing at ELDS. Please contact the Director as soon as possible with your tuition concerns so that we can work together on a plan for success. The success of your student and the effectiveness of the ELDS program is dependent on the expectation that your child will remain in the program for the entire school year.

Tuition Discounts

A tuition discount is applied to the total monthly tuition fees as follows:

- Sibling Discount: Families with siblings attending ELDS simultaneously will receive \$25 off per child enrolled
- Church Member Discount: Parents who are active members of Emanuel's Lutheran Church will receive \$50 off their youngest child's tuition

Stacking

Families will be eligible to stack both the sibling discounts and the church member discounts for the school year.

Enrollment Discontinuance – Behavioral Concerns Policy

Unfortunately, there are sometimes reasons we must ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with you and your child(ren) in order to prevent this policy from being enforced. The goal of our discipline policy is to help children eventually manage their own behavior and maintain a safe educational environment. Consistent limits will be based on rules appropriate to the child's level of understanding and will be directed toward teaching children acceptable behavior and encouraging the development of self-regulation of their choices. Please understand that children in a classroom setting often behave differently than at home, with you and or siblings. It is age-appropriate for children to explore or "push" their boundaries, but limits to those boundaries must be established. It is our responsibility, for the safety of each classrooms' staff and students, to redirect and assign consequences as described in this policy. We ask that you trust the teachers and Director to work with your child, their fellow students, and other parents on behavioral issues. For reasons of confidentiality, we cannot discuss our communications with another parent's child with you. Conversely, we will not discuss behavior issues with your child to other parents.

Examples of Unacceptable Behavior

- Continually hurting themselves, other children, or staff members

- Continual use of profane and/or unacceptable language
- Continual disregard of or disrespect toward others
- Threats, physical or verbal, to others, particularly those involving a weapon
- Continued refusal to follow classroom rules and deliberately disobeying teachers and teacher assistants.
- Disruption of the classroom environment requiring an inordinate amount of the teacher's or teacher assistant's time away from the other students to respond to the inappropriate behavior

When a Child is Having a Problem in the Classroom

- Staff will try to redirect children from negative behavior.
- Staff will reassess classroom environment, appropriate activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Children will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parents/guardians will be notified verbally.
- Parents/guardians will be notified via Bright Wheel of the behaviors.
- The Director, Lead Teacher and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior, upon request.
- Recommendation of evaluation by professional consultation by Director.
- Recommendation of evaluation by local school district child study team by Director.

At times, discipline will be directive with few, or no choices offered. This becomes necessary with issues regarding safety of the child or others in the area, emergency situations such as fire, extreme weather, intruder on the property or other disruptive situations requiring immediate, directive, or corrective action.

Removal from ELDS - Procedure

If after the remedial actions listed above have not worked to address or correct the identified behaviors, the child's parent/guardian will be advised verbally and in writing about the child's behavior warranting a temporary removal from the program. This temporary removal action is meant to be a designated period that allows the parent/guardian to work on the child's behavior at home or provide additional time for an agreement to be reached with ELDS. The parent/guardian will be informed regarding the length of the temporary removal action. The

length of time will be decided upon during the notification of removal. The parent/guardian will be informed about the expected behavioral changes required for the child to return to the school. If the child returns to ELDS after the temporary removal period and the behavior(s) remain or reoccur within the initial week back, the student will be permanently removed from ELDS.

A Child Will Not be Removed, if:

The child's parent/guardian:

- Made a complaint to the Office of Licensing regarding a school's alleged violation of the licensing requirements.
- Reported abuse or neglect occurring at ELDS
- Questioned the school regarding policies and procedures and action is being taken by the ELDS Board of Directors.
- Without giving the parent sufficient time to make other childcare arrangements.

Notification of Withdrawal

If our childcare services are no longer needed and your child will no longer be attending ELDS, a two-week written notice must be submitted to the ELDS Office. This will provide the ELDS Office and staff with sufficient time to gather your child's belongings and ease the transition.

- Parents must verify there are no outstanding fees via their Bright Wheel account.
- Any pending fees must be cleared prior to your child's last day.

Safety Issues

Playground: Our playground gates are latched but are not locked due to Seguin Fire Department and the City of Seguin Fire Marshal's fire and safety regulations. The gates will be locked when the school has closed at 6:00p.m.

Day School access: The Cubside and Lion's side doors will be open from 7:00 am to 8:30 am. The entrance, located on the Mountain Street side of the Cub Den building, always remains locked and is not open to the public. Please arrive before 8:30 am as required for morning class when doors are still unlocked so that the learning is not disrupted in the classrooms.

Opening Doors: We emphasize to all our students that they are not to open or close any outside doors, even when an adult is outside knocking or when entering or exiting the building with a parent. The opening and closing of doors are handled by ELDS staff only. If children open the door to a stranger who knocks, this could endanger the entire classroom or school. If children close the door, fingers could be caught between the door and the door jamb causing injury to

the child. Please help us reinforce these practices by discouraging your children from opening and closing the classroom doors in the mornings and afternoons.

Physical and Outdoor Activities:

We follow the outdoor schedule posted on each classroom's daily schedule. Infants through Pre-k will be assigned outdoor time of 30-45 minutes in the morning and 30-45 minutes in the afternoon, weather permitting. We limit outside time to 15 minutes when the temperature is over 90 fahrenheit, or under 15 degrees fahrenheit.

Medical Records: To protect all children's health and satisfy childcare regulations, current medical information/shot records are required before enrollment. These records must be updated annually when new immunizations are given to younger children, or as required by state licensing. -These two statements were added per required by state licensing to meet minimum standards requirements.

Health Requirements – First Aid – Illnesses

Licensed by the Texas Dept. of Health and Human Services, ELDS is committed to providing the best possible care for your child in a safe and secure setting. As part of this commitment, our well-trained teachers complete twenty-four (24) hours of required continuing education each year, including health, safety, and contagious illness education. Additionally, all teachers and staff members have completed extensive background checks, fingerprint checks, and are fully certified in Pediatric First Aid and CPR. Additional curriculum-focused training sessions are also made available to all teachers as applicable.

According to our licensing agreement with the State, a child cannot attend school under the following circumstances:

- He/she has a fever of 100 degrees or more without the aid of fever-reducing medications
- Persistent stomach ache or diarrhea
- Deep, hacking cough even when fever is not present
- Undiagnosed and untreated pink, swollen, matted or runny eyes
- Suspected case of childhood disease
- Head lice or eggs are present
- A rash that has not been diagnosed by a physician
- Vomiting
- Continuous runny nose that contains thick, greenish mucous
- He/she is too ill or lethargic to participate in regularly scheduled classroom activities comfortably
- Their illness results in a greater need for care than the teacher or assistant can provide safely without compromising care for other children

If your child(ren) becomes ill at school, the teacher will isolate the child to the best of their ability and call, text, or Bright Wheel message a parent/guardian immediately. The parent, guardian, or approved designee is expected to pick up the child from school within an hour.

A child who is ill cannot return to ELDS until he/she is no longer contagious, verified by one or more of the following:

- An “admit” or “release to return to school” from a qualified healthcare professional
- Free of fever for 24 hours without being given any fever-reducing medication (such medication will not be administered at ELDS)
- Having begun an antibiotic regimen at least 24 hours before returning to ELDS

Medication

Staff members may administer prescribed and over-the-counter medications to a child only if their parent or guardian completes and signs the classroom medication form. Medication must be in its original container with the child’s name, prescription name, date prescribed, and the name of the prescribing physician on the container.

Over the counter medications must also be in the original container and labeled as noted above. The dosage must be age appropriate if it is to be administered by ELDS staff. This policy and practice is mandated by HHS.

If your child requires medication only twice each day, please administer those dosages at home out of respect for the time constraints on the staff working with all the children in the classroom.

Incident and Injury Reports

ELDS will administer first aid in line with the Pediatric First Aid and CPR training in cases of minor injuries and will notify parents in the form of an Incident Report through Bright Wheel. The report will describe the incident which occurred, as well as the treatment provided. Such injuries may include bites, bruises, scratches, bumps, red marks, or falls that cause minor bodily injury. Our intent is always to keep children safe, however, incidents do occasionally occur. Any incident above the neck, such as a head or face injury, the parents/guardians will be notified by phone.

Medical Emergency Procedures

In the case of an emergency for which medical attention beyond our capacity is needed, 911 will be called. The parent or guardian will be contacted immediately after. If the parent is not

available, the emergency designee listed by the parent or guardian on the Admission Form will be contacted. The well-being of your child will be placed in the care of the on-site emergency personnel until you or your designee arrives at the school or the end point of transport for your child. If ELDS is unable to contact a parent or the listed emergency contact, law enforcement will be informed to refer your child for care outside the jurisdiction of ELDS. This policy is in line with HHS licensing policies and procedures. ***Note: All medical expenses incurred will be the responsibility of the family.***

Potty Training

We request that the following guidelines are followed when children are potty training or wearing underwear at school:

1. Your child **MUST** wear loose fitting clothing that is easy for the child to pull up or down.
2. NO overalls, pants that require the use of a belt, t-shirts with snaps between the legs, or pants with snaps and zippers that the child cannot get in and out of.
3. A change of clothing, underwear, and socks that are kept in your child's backpack in case of accidents. Please be sure to change out the clothes when the weather changes.
4. Bring an extra pair of shoes. These can get wet too.
5. Training pants (the thick 5 layer underwear) if available.
6. If your child is male, inform the caregiver if your son will be sitting or standing. This really should be determined right from the beginning of the potty training process. It is recommended that boys first learn to sit and pee in the potty and once they are consistent then can be taught to stand and go. This will also lessen problems with learning to put BM's in the toilet and will also avoid constipation issues.
7. Keep a small supply of Pull-Ups available at school until the child has shown naptime dryness for a week. Your child will be in a Pull-Up during naptime until he or she has shown that they can stay dry for that time.
8. We do not rinse out or wash soiled clothing so any clothing that becomes soiled during the day will need to go home that afternoon. Your child's teacher will place them in a plastic bag and will put them in your child's bag

If your child is of age to be registered in the PreK 3- PreK 4 classes, please note that they **must** be actively working on potty training before being enrolled in these classrooms.

Please keep in mind that often children will show a readiness and have success for potty training at home before the signs are seen at school. There may be a period of time where your child is potty trained at home and not at school. That is perfectly normal and has been seen quite often. If your child comes to school with underwear on and has **2 accidents** in a short period of time, a Pull -Up will be put on your child and we can try again another day when he

or she shows signs of being ready at school. Patience is very important during this time. Potty training occurs for all children sometime in their life – there is no right or wrong age.

Lunch – Snacks

All children are required to bring lunch from home each day. Each classroom has a refrigerator where lunch and snacks may be stored as necessary. Microwaves are also available in each classroom. However, we ask that food products requiring more than **45 seconds** to heat or prepare for serving not be included. Remember, we are serving up to fifteen children at a time. Labeling of food containers and lunch boxes is mandated by HHS and its verification is subject to unannounced State Licensing or County Health inspections. Please use a permanent marker to write your child's name on the outside of their lunch container, drink containers, or anything else placed in the refrigerator for their use at mealtime.

Parents will be asked to provide a healthy, non-sugary simple morning snack for their child's class. Each classroom has a calendar with a parent snack date assignment already completed. Some parents choose a snack that reinforces the letter of the week, theme of the classroom, season of the year, or even an upcoming holiday. Suggestions include fruit, cheese, fresh vegetables, and low sugar/low-fat snacks. If you are unable to provide this snack, please communicate that with the teacher before the assigned snack day arrives.

Birthdays

Parents may provide refreshments for the class on their child's birthday. Arrangements are to be made in advance with their child's teacher. We highly recommend parents provide healthy foods and avoid sugary cakes and cookies. All treats need to be store made. Please get with your child's teacher on the process of handing out birthday invitations. We are not allowed to distribute names or contact information to parents for other children enrolled at ELDS.

Supplies

The following age specific supplies are required. Please note, all clothing and nap items must be labeled with the child's first and last names, as required by HHS.

- A standardized nap mat (at least 1", preferably 2", in thickness)
 - Kinder Mats or fabric nap mats must be maintained in excellent condition with no tears or taped/glued repairs
 - Mats can often be found in retail stores at the beginning of the school year or online during the year.
- Small blanket and small pillow for Kinder Mats.
 - Linens and pillows will be taken home by the parent or guardian every Friday to wash and return on Monday.

- All students are required to have a water bottle daily. The water bottle needs to be filled before arrival and labeled with your child's name. Water bottles will be sent home daily to be washed.
- Non-potty-trained children in the Toddler classroom: a package of diapers, a package of wipes, at least two complete changes of clothing appropriate to the season every day, including socks and shoes.
- Potty-training process: a minimum of 5 pairs of underwear, 5 pairs of socks, 5 pairs of jeans, tights or shorts, and a pair of socks and shoes must be available each day.
- Children enrolled Pre-K3 and Pre-K4: At least two complete changes of clothing appropriate to the season, including socks and shoes.
- *Note: If these items cannot be supplied in a timely manner, parents or guardians will be called daily to either supply them or come and pick-up their student.*

School clothing should be sensible and durable for child's play. Sneakers are the best footwear for the playground and inside the school facilities.

Please provide a jacket with hood or knit cap for your child in cold weather. Remember, "If you don't like Texas weather, wait five minutes for it to change!" A beautiful morning could be followed by a cold and windy afternoon. Barring freezing, rainy, or overly heated conditions, your child will be expected to spend one hour outside each day as required by minimum standards.

Personal Items

If your child wants to bring an object of educational value to school, contact their teacher to plan a time when it may be shared with the class. A stuffed animal, which can be kept in the classroom cubby, is permissible for naptime. Otherwise, personal items are not allowed at school. This includes jewelry, accessories, money, multiple stuffed animals or plastic animals, toy cars and other toys. Personal items found at school will be removed by a staff member and kept in the office for a parent to retrieve. Any personal items lost, stolen, or broken are not the responsibility of ELDS. Please leave these items at home or in your car. ELDS does not accept responsibility for personal items left with your child(ren) at school.

There are a few personal items that are prohibited:

- Amber teething necklaces
- Pacifiers with the stuffed animals or cords attached
- Any item that has been recalled/banned per HHSC guidelines
- Necklaces, bracelets, or dangling earrings this policy varies based on age and cultural/religious beliefs. Please see the Director(s) if there is any question regarding this matter.

Visiting Campus - Policy

While visitors and families are always welcome on our campus, we ask all to adhere to the following policy regarding your visit.

- Visitors must enter through the entrance of the Day School office.
- Permission to enter classrooms must be provided by the Director only. We ask that visitors avoid lunch time and the naptime immediately following lunch.
- Siblings not enrolled at ELDS, as well as other family members or friends are not permitted to play on the playground equipment, with classroom supplies and materials, or participate in ELDS activities without prior approval of the Director.
- Licensing standards are very clear about the ratio of authorized supervisor to child ratios, as well as age limitations and groupings of children in licensed centers. Please assist us by adhering to this policy.

Chapel Services

Children attend a 20-minute chapel service provided by the pastoral leadership of Emanuel's Lutheran Church every Wednesday morning during the school year. A coordinated chapel curriculum, highlighting weekly or daily themes, is used to emphasize the connection between our faith life and our life as students, in the classroom and at home.

Church Activities and Performances

ELDS is an outreach ministry of Emanuel's Lutheran Church. All children and their parents are welcome at Emanuel's Lutheran Church for weekly church services, Easter and Christmas services, Bible study, quilting classes, Cub Scouts, youth group, as well as service project events, musical presentations, special events, and ongoing community programs held at the church at any time. Sunday worship is live-streamed and archived on YouTube, @emanuellsutheranchurch, and begins at 10:30a.m. There are additional events that ELDS will often participate in if availability allows. These events are noted as special events on the ELDS special events calendar and should be anticipated and planned for in advance. Participation in these events is an integral part of the faith-based experience of ELDS.

Child Custodial Issues

The Director must be notified if there are custody orders concerning your children. We do not have the right to withhold a child from any parent having custody or joint custody. To deny a parent or guardian picking up their child, there must be a current, signed court order stating that the parent or guardian does not have access to the child, in the child's file. ELDS cannot become involved in custody disputes, and therefore, documentation must be on file if there are special custody restrictions.

Child Abuse and Neglect

All ELDS staff members receive annual training on child development, signs and symptoms of abuse and neglect, prevention and reporting of abuse and neglect, and child health and safety. All ELDS staff members are mandated reporters and are therefore required by Texas law to report an outcry from a child or strong suspicions of abuse or neglect. If at any time you as a parent or guardian suspect your child to be a victim of abuse or neglect, immediately contact:

- National Abuse Hotline, toll-free 24 hours/day, 7 days/week, 1-800-252-5400, or
- Make your report through this secure website and you will receive a response within 24 hours: www.tabusehotline.org

Inclement Weather

If we are under severe or threatening weather conditions we will be closed: flooding, tornadoes, blizzards, and severe wind chills and/or temperatures. Typically, if the SEGUIN INDEPENDENT SCHOOL DISTRICT is closed, we are closed. If there is a late start due to any of the above mentioned weather conditions, we will follow if deemed necessary. Notifications of closures will be sent out via Brightwheel and also posted on our social media pages. There will be no refunds issued for bad weather days.

Communication Procedures – Brightwheel, Email, Folder

Bright Wheel is the primary method of communication to and with the ELDS Office, Director, teachers, and assistant teachers. Written correspondences between the Director, teacher, assistant teachers, and parents or guardians will be delivered via Bright Wheel first and then via email if necessary. All tuition statements, special event information, and incident reports will be available through Bright Wheel. Other important information not able to be distributed through the app will be placed in your child's folder or emailed to the email on file. Parents and guardians must update any contact information changes – name, address, phone, email, emergency contact – in Bright Wheel and inform the ELDS office so that the State form can be updated.

Parents are encouraged to contact their child(ren)'s teachers via Bright Wheel or by phone, (830) 372-0332, or email, dayschool@elcseguin.org, in an emergency. Teachers are not allowed cell phones for conversations or texts in the classroom per minimum standards' guidelines. Bright Wheel communication and notifications are allowed but may not be immediately responded to if teachers are tending to a lesson or supervising children.

Licensing and Inspection Information

- A notebook containing the Texas Minimum Standards for Child Care Centers is available in the ELDS Office.
- Copies of the most recent reports on Licensing Inspections, the Fire Marshal's fire inspections, fire protection apparatus inspections, and Health Inspections are posted on the bulletin board in the ELDS Office.
- For information on toys and baby/child accessories, clothing, and other retail items on recall: sign up for the Consumer Product Safety Commission's recall email list at www.cpsc.gov/en/Newsroom/Subscribe/ and register for updates.

Connecting with Us

"Like" us on Facebook, @emanuelsdayschool, for Day School pictures, news, and updates.

Emanuel's Day School Director's Office:

Office: (830) 372-0332

Lisa Keeney, Director, lkeney@elcseguin.org

Michelle Martin, Assistant Director, mmartin@elcseguin.org

Texas Health and Human Services:

Licensing Division: Ms. Nelly Alejandro, Child Care Regulation Inspector
nelly.alejandro@hhs.texas.gov

ELDS Board of Directors

Chairperson- Leigh Anne DuBose

Vice Chairperson- Kristian Vestal

Treasurer- Deanna Zitelman

Secretary- Melissa Barbre

Member- Meg Hernandez

Board email: eldsboard@elcseguin.org

Emanuel's Lutheran Church office:

Office: (830) 379-5046

OUR POLICIES WILL BE REVIEWED ANNUALLY AND UPDATED IF NECESSARY.

Emanuel's Lutheran Day School Parent Handbook

Statement of Acknowledgement

This is to acknowledge that I have received a copy of the Emanuel's Lutheran Day School's Parent handbook. I understand that it provides guidelines and summary information about Emanuel's Lutheran Day School's student policies, classroom procedures, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that Emanuel's Lutheran Day School reserves the right to modify, supplement, rescind, or revise any provision, procedure, or policy from time to time, with or without notice, as it deems necessary or appropriate.

Student(s) Name(s) Printed

Parent's or Guardian's Name Printed

Parent's or Guardian's Signature

Date



**EMANUEL'S LUTHERAN
DAY SCHOOL**

2024-2025

Parent and Guardian Handbook Addendum: Biting

Date of Addendum: June 6th, 2024

Biting

Biting is a normal stage of development, commonly seen in infants and toddlers — sometimes even in preschoolers. It is a natural phenomenon (not something to blame on children, families, or teachers), and almost all young children will try biting at least once. Still, when it happens, it's scary, frustrating, and very stressful for everyone involved.

Brief episodes of biting do not mean a child is having a social or emotional problem, nor does it mean the family is to blame. It simply indicates that your child is going through that particular stage in his or her development. As with many developmental stages, most biting behaviors end quickly.

In all cases of biting, our response will be to care for and help the child who was bitten, help the biter to learn a more appropriate behavior, and examine our program to maintain an environment that is consistent with children's needs. Our focus will not be on punishment but rather on effective techniques that address the specific reason for biting. We encourage you to talk to your child about this behavior, but we also caution that delayed punishment at home, hours after the incident, will not be understood by the child.

When a child bites another child, an Incident Report will be written for each child, keeping both identities confidential. Staff will communicate with each family involved. If a child bites three times in one day, or bites once, but has broken skin or drawn blood, they will be required to go home for the remainder of the day. Strategies for change — which may include the development of an Action Plan and/or referral services for the child who bit — will be developed.

If efforts to solve the biting behavior are unsuccessful, we may consider suspending the child from the program until the biting behavior subsides. Suspension is appropriate if the biting behavior has not improved significantly or resolved within a maximum of four weeks after implementing an Action Plan. This period may be shorter depending on the severity or frequency of the biting. The behavior is considered unresolved if a child is still attempting to bite or the biting resumes after a period of improvement.