

# Living Word Early Childhood Center Kids Day Out & Preschool

## Hours of Operation

Preschool	9:15am-12:15pm
Kid's Day Out	9:15am-1:15pm
Lunch Bunch	12:15pm-1:15pm
Discovery Time	1:15pm-2:45pm

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## **MISSION STATEMENT**

At Living Word Early Childhood Center we provide a safe, Christian, developmentally appropriate environment that nurtures children's curiosity to grow spiritually, socially, emotionally, physically, and cognitively through a play based curriculum.

## **HISTORY, PHILOSOPHY & CURRICULUM**

Living Word Early Childhood Center was formed in 1994 with a Kids Day Out and Preschool Program. As an outreach ministry, Living Word Early Childhood Center (ECC) is dedicated to providing social and educational opportunities for children, ages fifteen (15) months to six years of age, in a safe, nurturing, Christian environment. We believe that each child is a child of God and encourage exploration and learning through play and planned activities. We promote the development of self-esteem and peer cooperation. We strive to maintain the standards emphasized by the National Association for the Education of Young Children (NAEYC) and the Missouri Department of Education and Secondary Education (DESE). Living Word Early Childhood Center provides children with developmentally appropriate activities to enhance cognitive, social, emotional, physical and spiritual growth. Planned activities include experiences in language arts, math, science, cognitive thinking, deductive reasoning, music and physical development. Recognizing that each child is a unique individual with particular patterns of growth, children will be assessed developmentally as they enter and progress through our program.

## **LIVING WORD LEADERSHIP BOARD**

It is the purpose of the Living Word Leadership Board to make sure that our ECC continues in its mission to provide social and educational opportunities for the children at our facility. It is the responsibility of the Leadership Board of Living Word United Methodist Church to set policies regarding the organization, budget, personnel, and services offered by the Early Childhood Center. It is also the Board's responsibility to ensure that all decisions made support the philosophy of the Early Childhood Center and Living Word United Methodist Church.

## **LIVING WORD ECC PARENT ORGANIZATION**

The purpose of the ECC Parent Organization is to promote the activities and mission of the ECC through the planning and execution of special events, staff appreciations, fundraisers, and volunteer recruitment.

### **ECC STAFF**

Our strength lies in our qualified and experienced staff – their professional competence, personal dedication and their Christian commitment. All staff members are required to attend workshops and conferences every year to increase their knowledge in the field and are certified in Child CPR and first aid.

### **REGISTRATION**

Registration will begin in January. It is our goal that children currently enrolled in the Early Childhood program have the availability to advance to the next program level. Therefore, registration will be accepted in the following order:

1. Living Word/ECC Staff and the Early Childhood Center Parent Organization.
2. Families presently enrolled in the Early Childhood Center.
3. Living Word Members.
4. Families previously enrolled in the program.
5. Community.

\*A NON-REFUNDABLE enrollment fee is due at registration.

\*All offered classes are dependent upon a sufficient enrollment to make the class successful. In the event a class must be cancelled, notification will be given no later than April 29 following the January/February registration.

### **PROGRAM INFORMATION AND ELIGIBILITY**

#### Kids Day Out:

- Toddlers: ages 15 – 22 months (September 1<sup>st</sup>) and walking.
- Twos: ages 23 - 30 months (September 1<sup>st</sup>).

Classes offered are based on enrollment demand.

#### Preschool:

- Children must be at least 3 years of age by January 31<sup>st</sup> of the program year and not yet enrolled in Kindergarten.
- Children can be enrolled two days, three days, four days per week.

- Children are enrolled in classes determined by age:
  1. Junior 3s children must turn 3 years old between August 1<sup>st</sup> and January 31<sup>st</sup> of the program year enrolled.
  2. Senior 3s children must turn 3 years of age before August 1<sup>st</sup> of the program year and potty trained.
  3. Pre-kindergarten children must be 4 years of age before August 1<sup>st</sup> of the program year and potty trained.

## SPECIAL NEEDS

At Living Word Early Childhood Center we welcome children of all abilities and their families. We recognize the Early Childhood Center may not have the resources to meet the needs of all children. Because our primary interest is the welfare and success of ALL children, we are limited in the number of children that we can successfully serve. We are willing to meet with individual families and the appropriate members of a multidisciplinary team to determine if we are able to provide the most appropriate environment for each child to be successful. It will ultimately be at the discretion of the Director to determine whether the Early Childhood Center can meet a child's needs.

## FEES/TUITION SCHEDULE

The ECC is a not-for-profit ministry to the community. Fees/Tuition are charged in order to cover the costs of the program. Any additional monies, after expenses are paid, are reinvested in the ECC.

A supply fee and non-refundable registration fee is required of all children. The supply fee will be prorated for late enrollees. This is for anyone registering after December 1<sup>st</sup>.

**May Prepay:** May prepay is due May 1<sup>st</sup> for the following school year. Your May prepay amount is the tuition for the next year. This allows us to purchase supplies and pay staff at the beginning of each school year. Once your child is in Pre-K you will not need to pay a May Prepay.

**Tuition:** Tuition is due the first of each month. Parents will have access to an online portal where they can view statements. A ten (10) day grace period will be granted after which a \$15.00 late fee will be assessed. If other arrangements need to be made, please contact the Director. Any student with tuition payments more than 90 days past due will not be permitted to participate in any Living Word ECC activities, including attending his or her class, unless other arrangements are made at the discretion of the Director with the approval of the Living Word Leadership Board. The 1<sup>st</sup> payment is due May 1<sup>st</sup> with additional monthly payments due September through April which will include lunch bunch fee. Tuition is averaged over the entire program year. Tuition will be consistent regardless of absences, vacations, holidays or unforeseen closures. Tuition may be paid in full each semester.

Living Word staff members' children will receive a 20% discount on tuition, supply fee and registration.

Days missed for inclement weather, vacation or illness will not be made up.

**Payment Options:** There are two ways to pay your monthly tuition:

1. Automatic Bank Draft= No fees/No Hassle
2. Online payment= convenience fee  
You will log on each month and pay online

**Full Semester Payments:** Tuition may be paid by the semester. Lunch bunch will continue to be billed monthly. Semester payments made in full will be discounted 3%. Online payments will incur a fee.

**Insufficient Funds Policy:** Any debit dishonored by the bank for insufficient funds or due to a closed account will incur a fee of \$20.00.

## **WITHDRAWAL**

A 30-day notice is required for withdrawal. Tuition for the month of withdrawal is required to be paid in full.

The May pre-payment will be refunded for withdrawal when one of the following conditions is met:

- A 30-day written notice of withdrawal is received and another child fills the vacancy.
- Withdrawal is due to an illness or relocating out of the Metro area.
- Withdrawal is due to the child's educational needs being met by Rockwood or Parkway school districts' special education departments. Written proof of testing is required.

## **LUNCH BUNCH**

Lunch Bunch is an optional extended day program offered Monday through Friday from 12:15 – 1:15 for \$10.00 per session. Children bring a lunch and drink from home, and enjoy an afternoon with school friends.

**A signed Lunch Bunch Agreement is required to begin consistent placement.**

If you choose to cancel or make a change in your yearly commitment from lunch bunch there will be a one-time withdrawal fee of \$10.00 for each day he/she no longer attends. (For example: If your child is signed up to stay for Lunch Bunch on Monday and Wednesday and you decide to cancel the Wednesday commitment you will pay a onetime fee of \$10.00 to make that change.)

**Using Lunch Bunch on an occasional basis:**

Parents who do not have a permanent reservation in the Lunch Bunch Program, but who would like to use it occasionally, **must call the ECC office by 8:15 a.m. for a reservation.** Requests will be honored on a space available basis. The charge for Lunch Bunch will be on your monthly statement. All "occasional basis" lunch bunches will appear on the next month's statement.

### Lunch Bunch Credits

If you have contracted for Lunch Bunch from September-May, you can receive one credit per contracted lunch bunch day. Credit will only be given if notification is received before 8:30 a.m. the morning of the child's absence. Credits are given through the month of April and will be on the May tuition statement. (For example: If your child is contracted to attend two lunch bunch days per week you can receive credit equal to two days of lunch bunch.)

## **ARRIVAL AND DISMISSAL**

The carpool line will be available for drop off only this year. You will also have the option to walk your child in for morning drop off. Carpool drop off will take place outside on the lower level. Parking is available in the upper church parking lot and families will enter through the main church doors for inside drop off.

### Arrival (9:15am)

**Carpool Drop Off:** Parents will follow the driveway down and around the circle past the playground and line up along the front of the preschool. The first 4 cars will stop at the tall orange delineators (cones). At 9:15 an adult will step out of the vehicle and take the preschool child(ren) out of the car and wait with them at the delineator for a teacher to come get them. Please wait for the car in front of you to begin to leave before moving your vehicle.

**Inside Drop Off:** Please park in the upper church parking lot and proceed to the main church doors. Please wait outside the doors until 9:15. At 9:15 you will be greeted through the intercom system and the door all the way on the right will automatically open. Please enter and come down the stairs to the preschool where you can walk your child to their classroom. There is an elevator just past staircase if needed. If you arrive after the door has closed, please ring the bell on the right. You will be buzzed in and you can come in and down the stairs or elevator to walk your child to their classroom. There is a camera, but depending on who is in charge of the security system each day you may need to say you are here for preschool before being buzzed in.

### Dismissal

All children will be picked up inside the preschool at their classroom door. Please park in the lower level parking lot and come to the preschool doors. If you arrive early please wait until the doors are opened. They will automatically be opened at the various dismissal times. If you have arrived late and the doors have closed, please ring the bell to be buzzed in.

After receiving two warnings, parents arriving for dismissal later than five minutes after the program session is over will be charged \$1.00 per minute for each minute tardy. Abuse of this policy will be reviewed by the Director and Leadership Board, and may result in expulsion from the program.

## **SECURITY**

Living Word United Methodist Church is a locked facility. The building is equipped with a security system similar to that of the Rockwood School District. It is a front line tool which securely monitors the main entry points to the building using a video intercom system. Anyone wishing to gain access to the building is required to press a button at the entrance where a receptionist will be able to speak with them to verify their identity before unlocking the door.

## **SCHOOL CLOSINGS**

### Weather

ECC follows the Rockwood School District school closure policy for inclement weather. The Director may decide to close the center in situations where safety of the children is concerned. All ECC classes will participate in outside activities as long as the weather permits. If it is raining or the temperature is below 10 degrees the children will stay inside.

### Calendar

The ECC follows Rockwood School District as far as calendar holidays and may include additional days off for early childhood continuing education for our staff and Christmas break. The ECC academic calendar includes 4 built in snow days. Should more than 4 snow days occur, the ECC will make up 1 day for every 2 additional snow days. Additional days will be made up for the 1 week past the last day on the original calendar. Make up days will be a preschool day (9:15am-12:15pm) and KDO day (9:15am-1:15pm). Credits for missed Lunch Bunch days due to inclement weather will be credited as they occur, however, no Lunch Bunch days will be added to the school year.

### Illness

If 25% of our daily enrollment is out with an illness, the director may choose to close the preschool.

## **MEDICAL & HEALTH POLICIES**

### Physical Exams & Immunizations

All children new to the program must have a physical examination by a licensed physician that is signed and dated within 30 days of the first day of school. All children must meet Missouri's immunization requirements prior to entering school. You may at any time request notice of whether there are children currently enrolled or attending the preschool for which an immunization exemption has been filed.

Emergency information and whom to call in case of emergency is also required. Please inform us of any changes to medical or emergency information as well as updates to immunization records.

### Illness & Absenteeism

Colds, viruses, flu and strep throat are easily spread. We hope you will take precautions to protect your child and other children from excess exposure.

Please call if your child is sick and unable to come to school. Children who have vomited the night before or in the morning should stay home that day.

If your child becomes sick at school you will be notified immediately. If the teacher and director feel that your child is not well enough to remain at school, you will be called to come pick him/her up. The Missouri Department of Health requires us to contact you and have you pick your child up for the following symptoms:

- More than one (1) abnormally loose stool.
- Red or blue in the face or makes a high-pitched croupy or whooping sound after coughing.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Tears, redness or eyelid lining or irritation, followed by swelling or discharge of pus.
- Unusual spots or rashes.
- Sore throat or swallowing difficulty.
- An infected skin patch-crusty, bright yellow, dry or gummy, areas of the skin.
- Unusually dark, tea-colored urine.
- Gray or white stool.
- Fever over one hundred one degrees Fahrenheit (101F) by mouth or one hundred degrees Fahrenheit (100F) under the arm.
- Headache and stiff neck.
- Vomiting more than once.
- Severe itching of the body or scalp or scratching of the scalp, which may be symptoms of lice or scabies. (Please note the "No-Nit" Policy)

If you have a sick child and a healthy sibling attends school, please do not walk in with your sick child to pick up. Let us know and we will be happy to walk your student out to your car in the parking lot.

### Fever

Students who have been absent from school because of an elevated temperature should be kept home until their temperature has been 99.6 or less for twenty-four (24) hours without fever reducing medication (acetaminophen, ibuprofen) before returning to school.

### Communicable Diseases

Please notify the ECC office immediately if your child contracts a communicable disease or illness. This would include strep throat, chicken pox, head lice, ringworm, conjunctivitis, etc. We will notify parents of any communicable illness to which your child has been exposed. The state requires reporting of all communicable diseases to the Department of Health and Senior Services.

### No Nit Policy

ECC has a No Nit Policy. If a child is found to have head lice and/or nits, parents will be contacted to come pick up him/her from school. Prior to reentry of school, the child will be checked by administration to ensure that he/she is nit and/or head lice free.

### Medications

Administration of over the counter medicine to children by teachers is not allowed at Living Word Early Childhood Center. If your child is in need of over the counter medicine, please administer the medicine to your child prior to the beginning of the school day.

NO medication may be kept in child's backpack. If your child requires an inhaler or Epi-pen for allergies/asthma, these must be kept in director's office during the school year. Medication shall have child's name & instructions for use.

***NOTE: Please note Living Word Early Childhood Center's goal is to ensure the safety of all children. We do have children enrolled with severe peanut/tree nut allergies. Because we want to ensure that all children are safe, we require that no peanut/tree nut, peanut/ tree nut products, and/or foods that have been processed with peanuts or tree nuts be sent to Living Word Early Childhood Center.***

## **POTTY TRAINING**

### Kids Day Out & Jr. 3s

Throughout the year many children in our Kid's Day Out and Jr. 3's classes will be mastering the use of the bathroom. We, the staff at Living Word Early Childhood Center, completely support the parent's efforts in this process and we have many resources available to you.

While a group setting can provide the best kind of peer encouragement, it can also come with additional challenges in this process. There are many steps in potty training that come before successfully using the toilet. Once a child can efficiently and independently dress and undress the teachers and parents may agree to try pull-ups. In order to lessen the stress on the child, the staff and the whole classroom dynamics, we encourage pull-ups ONLY if this process has been initiated at home and the parents and teachers have been in conversation about it. If the child is not yet going on the potty, pull-ups create some difficulty when changing the child. If your child insists on wearing underpants and he/she is not yet ready, please consider placing the underpants under the pull-up, for easier clean up. Once the teacher feels your child has mastered the skill in a group setting you will be notified and the child can begin wearing training pants. If, however, there is a severe regression in this skill, parents and teachers will need to discuss a plan of action that will be suitable for the classroom setting.

### Sr. 3s & Pre-K

Children enrolled in Sr. 3s and Pre-Kindergarten classes should be potty trained before attending preschool. We do not have the facilities or supplies required to change children in these classrooms. We feel that children of these ages deserve privacy. We realize that



“accidents” will happen. “Accidents” by definition are unusual incidents and should only happen infrequently.

Potty trained preschool children:

- No longer wear diapers (disposable or cloth) or pull-ups
- Can tell the teacher when they need to go to the bathroom, and can attend to his/her own hygiene. A teacher will assist when needed. This is an issue that protects all concerned.

If your child is not completely potty trained as described above when preschool starts, contact the Director to discuss your child’s progress and your options. We realize all children develop at various rates and will work with you to design a plan that best meets the needs of your child and our program.

## **EMERGENCY PROCEDURES**

### Accidents/Emergencies

All Living Word Early Childhood Center staff is required to have been certified in Infant/Child CPR. We update our certification every two years.

For minor accidents, first aid treatment will be administered. This treatment will consist of cleansing wounds with soap and water; band-aids; and application of cold packs. An incident report will be completed. Parents will be notified by phone or in writing, depending upon the nature of the child’s condition.

In accidents of a more serious nature, first aid will be administered, parents immediately contacted, and an incident report completed. Staff will make recommendations regarding the possibility for further medical attention (parents may be called to the preschool to make a personal assessment of the situation.)

In a medical emergency which is life threatening, a 911 call will be dispatched, CPR/First Aid will be administered, and immediate efforts to contact parents will be made. If parents do not arrive to accompany emergency personnel to a medical facility, a staff member will go along if necessary.

### Weather/Disaster Emergencies

The emergency procedures for tornado/severe weather conditions and the fire evacuation route are posted in each classroom, the ECC office, and in the kitchen. In the event of an actual emergency, you will be contacted by telephone and given further instructions on necessary actions. Please make sure that the ECC office has a current telephone number on file for you and your family at ALL times.

Drills are done regularly with the children and they are instructed what will take place in case of a weather emergency.

## **GENERAL POLICIES**

### Clothing

All children should be dressed in washable play clothes appropriate for the weather, art activities, and physical play. Sturdy shoes, preferably tennis shoes, must be worn at all times. WARM clothing (including hat and mittens) is recommended for outdoor play in cold weather.

Please permanently mark all clothing with both first and last name. This includes hats, gloves, jackets, security blankets, etc.

Kid's Day Out Children: will need to bring a change of clothing and extra diapers or training pants each day – please LABEL.

Preschool Children: the ECC has a supply of generic clothing for times of spills and emergencies. We ask that these clothes be washed and returned as soon as possible.

### Personal Items

Living Word ECC does not assume responsibility for loss or damage of personal items. Therefore, we ask that you do not allow your child to wear or bring items of value to the center. The preschool supplies an adequate amount of appropriate toys for each classroom. We strongly discourage children from bringing personal items/toys from home, as they can be easily lost, broken, or create dissension among playmates.

### Communication

For most of us today, communication via email is a main way of staying connected. You can find additional information regarding upcoming events, etc. on Living Word ECC's web address, which is <https://livingwordumc.org/ecc/> We will also communicate information to you via ECC Parent Orientation, Parent-Child Open House, monthly newsletters, Kids Day Out daily notes, preschool teacher notes and newsletters, telephone calls and Parent/Teacher conferences. We encourage parents to keep us advised of special circumstances so we may give support and understanding during these times.

Parents should feel free to contact a teacher or the Director any time a question or concern arises. The ECC number is 636-821-2861

### Solicitations

Birthday invitations are NOT to be distributed at school unless the entire class has been invited. Please send follow up thank you notes via U.S. postal service.

### Snacks

A peanut/tree nut free mid-morning snack is provided each day by the school.

### Food for children in Toddlers Kids Day Out Class

Parents are required to provide prepared bottles (milk, formula), and baby foods/cereals for their toddlers who do not yet consume table foods. Bottles and/or sippy cups, must be plastic, not glass. Bottles, lids, plastic food containers, and jars of food must be clearly labeled with child's name.

Popcorn, whole grapes and hot dog slices are considered choking hazards and therefore we are asking that they not be sent in your child's lunch. Grapes may be cut in half and hot dogs

quartered if you would like to send them in your child's lunch. Due to the challenging aspects of helping multiple children, we strongly discourage Gogurts. If you would like your child to drink a juice pouch/box please transfer the drink to a sippy cup prior to the school day.

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#### FIELD TRIPS

Field trips may be taken by preschool age children in compliance with the Missouri law requiring individual safety car seats for children under the age of 8. Each parent is responsible for ensuring that his/her child's car seat is securely fastened in the "driver's" vehicle. Parents will need to act as drivers and riders on these trips. Permission slips must be signed by a parent and returned prior to the field trip. If your child is scheduled for Lunch Bunch on a field trip day, you have the option of bringing your child back to school for Lunch Bunch or receiving a credit for that day.

#### CONFERENCES

Conferences will be scheduled two times during the school year for preschool classes. Conferences will not be held for KDO, but daily notes will communicate timely information to parents. Teachers and the Director are available to answer questions you may have.

#### S.H.A.R.E.

Living Word Early Childhood Center has instituted the SHARE Program, a tuition assistance fund for families in need. Please consider adding a tax-deductible contribution to your monthly tuition payment. Please talk with the Director for further information regarding donations or applications to this program.

#### GRIEVANCE PROCEDURE

We anticipate that your involvement with the preschool will be a positive experience for you and your child. However, there may be an occasion when you have a concern about the center's services. If this occurs, contact your child's teacher and / or the Director, and a conference will be scheduled at your convenience for negotiation and conflict resolution.

### **LIVING WORD BUILDING POLICIES**

#### Non-Smoking Policy

Living Word is a non-smoking campus.

#### Substance Abuse

Living Word United Methodist Church and Living Word Early Childhood Center maintains a drug and alcohol free environment. Living Word mandates that controlled substances and/or alcohol use is not permitted on the premises.

## **LIVING WORD EARLY CHILDHOOD CENTER BEHAVIOR MANAGEMENT POLICY**

As parents, you want God's best for your children. We share that desire at Living Word Early Childhood Center. It is our goal to teach children self-discipline and how to act in socially acceptable, respectful ways.

Living Word ECC has four school-wide behavior expectations.

We take care of ourselves.

We take care of each other.

We take care of our school.

We take care of our world.

Behavior management strategies are used that focus on preventing misbehavior and teaching children their actions have consequences.

Behavior Management Strategies Used by Living Word ECC Staff

Modeling appropriate behavior

Planning an environment that is engaging, encouraging and caring

Providing clear and simple limits

Redirecting with consideration of age-appropriate behavior

Providing natural and logical consequences for children's actions

Removing children from the situation

Consequences of Misbehavior

Warning from ECC Staff

Guided techniques (redirection, expression of feelings, time-out)

Send to office with a call to parent

Director/Parent/Teacher team meeting to create plan of action

Dismissal from program at the discretion of the ECC Director

Playground Consequences

Warning (This can be inside the classroom for older children or may be a verbal warning when behavior occurs outside)

Redirection in conjunction with warning

1<sup>st</sup> time-out

2<sup>nd</sup> time-out- longer possibly, consider the behavior

Time in the office until recess is over

### **Biting**

Please be aware that biting is a common behavior in young children. Understanding why it happens will help, but will not prevent its occurrence. Young children use their mouths to receive information about the world around them and take pleasure in mouthing objects. Therefore, children bite for many reasons: relief from the pain and discomfort of teething;

frustration compounded by undeveloped language skills; immature social skills, lack of impulse control and reasoning abilities for handling conflict; and personal space issues (children need space). The majority of biting occurs in the toddler age group. When a child bites we:

Avoid a dramatic negative reaction.

Let child know that biting is unacceptable by voice and facial expression, and calmly communicate and suggest alternatives.

Focus attention on the victim by comforting and sympathizing with the child. Allow the biter to console the victim.

Encourage the victim to express feelings about being bitten.

The appropriate first aid treatment is administered and parents of biter and victim are notified of the incident by phone or on the written daily report. For reasons of confidentiality, staff cannot divulge the names of the children involved.