

Cross of Glory Learning Center Parent Handbook

Class “B”



Building a Foundation to Last a Lifetime

**Cross of Glory Evangelical Lutheran Church
5500 Stumberg Lane
Baton Rouge, LA 70816**

Church (225) 752-5503 Learning Center (225) 752-5504

OUR CONVICTION

Our Savior said: *“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.”* (Mark 10:14) By these words Jesus was indicating His love for children and His desire that they be brought to Him so He might bless them. The members of Cross of Glory Evangelical Lutheran Church have established a Learning Center in order to bring children to Jesus so they might learn to know His love for them and to trust in Him as their Savior.

Table of Contents

Foreword.....	Error! Bookmark not defined.
Cross of Glory Evangelical Lutheran Church Council.....	Error! Bookmark not defined.
Cross of Glory Lutheran Learning Center Staff	Error! Bookmark not defined.
Learning Center Board.....	Error! Bookmark not defined.
Our Philosophy	Error! Bookmark not defined.
Our Mission	Error! Bookmark not defined.
Our Mission Statement	Error! Bookmark not defined.
Goals of Our Learning Center	Error! Bookmark not defined.
Policy of Non-Discrimination.....	Error! Bookmark not defined.
Our Purpose	Error! Bookmark not defined.
Our Objectives	Error! Bookmark not defined.
Cross of Glory Learning Center Schedule.....	Error! Bookmark not defined.
Curriculum.....	Error! Bookmark not defined.
Discipline.....	Error! Bookmark not defined.
Child Abuse/Neglect.....	Error! Bookmark not defined.
Health and Safety Procedures.....	Error! Bookmark not defined.
First Aid.....	Error! Bookmark not defined.
Emergencies.....	Error! Bookmark not defined.
Illness and Absence from School.....	Error! Bookmark not defined.
Medication Administration.....	Error! Bookmark not defined.
School Hours.....	Error! Bookmark not defined.
Snacks	Error! Bookmark not defined.
Lunch	Error! Bookmark not defined.
Parties/Birthday Parties	Error! Bookmark not defined.
Arrivals	Error! Bookmark not defined.
Departures/Dismissal.....	Error! Bookmark not defined.
Bad Weather Days	Error! Bookmark not defined.
Baby Sitting	Error! Bookmark not defined.
Student Supplies	Error! Bookmark not defined.
Field Trips.....	Error! Bookmark not defined.
Alcohol, Illegal Substances, Firearms	Error! Bookmark not defined.
Parent Conferences	Error! Bookmark not defined.
Parent Messages.....	Error! Bookmark not defined.
Singing in Church	Error! Bookmark not defined.
Church and Sunday School Attendance.....	Error! Bookmark not defined.
Individual Data Folder	Error! Bookmark not defined.
Admittance Policy.....	Error! Bookmark not defined.
Termination Policy	Error! Bookmark not defined.
Withdrawal	Error! Bookmark not defined.
Order of Admission	Error! Bookmark not defined.
Registration Procedures	Error! Bookmark not defined.
Drop-Ins	Error! Bookmark not defined.
Financial Policy	Error! Bookmark not defined.
Tuition Payments	Error! Bookmark not defined.
Schedule of Fees	Error! Bookmark not defined.

Foreword

The staff of Cross of Glory Evangelical Lutheran Church is pleased to welcome you to Cross of Glory Lutheran Learning Center.

This handbook is a basic reference concerning policies and procedures affecting the employees and enrolled children and families of Cross of Glory Learning Center. Information contained in this handbook does not create any contractual rights for employees, volunteers, or enrolled families. Policies contained in this handbook do not increase or diminish the legally enforceable rights of the Learning Center and its employees. The misapplication or failure to follow any specific provision in this handbook should not be grounds for setting aside or modifying any enrollment decision when it has been determined by appropriate administrative authority that the decision was fairly made and in the best interest of the Learning Center and the Church. Because the Learning Center is the initiator of change and is subject to various external legal and regulatory forces requiring change, the information in this handbook will be revised as the Learning Center and the Church determines that conditions warrant.

As we cannot cover the entire program here at Cross of Glory in this booklet, we ask that any special questions, requests, or comments, be addressed to the Director of the Learning Center or the Pastor of the church.

The Cross of Glory Lutheran Learning Center is owned and operated by Cross of Glory Evangelical Lutheran Church which is a member of the Wisconsin Evangelical Lutheran Synod (WELS).

Cross of Glory Lutheran Learning Center meets or exceeds all state and local requirements.

Cross of Glory Evangelical Lutheran Church Council

Steven Hahm	Pastor
Robert Bott	President
Bruce Sander	Secretary
Jeff Smith	Treasurer
Gene Cormier	Financial Secretary
Garry Pfeifer	Property
Steve Erwin	Stewardship
Adam Greenlee	Evangelism
Brad Crooks	Education
Tom Doss	Elder
Bruce Sander	Elder

Cross of Glory Lutheran Learning Center Staff

Sarah Detro	Director and Preschool Teacher
Sylvia Beahm	Toddler Teacher
Christina Knutson	Office and Classroom Assistant

Learning Center Board

Steven Hahm	Pastor
Brad Crooks	Chairman
Garry Pfeifer	Property Coordinator
Jesse Gunkel	Liaison Coordinator
Kyle Knutson	Treasurer
Robert Bott	President of Congregation
Carol Wandersee	Recording Secretary

Note:

The Learning Center Director, teachers and staff are always available to discuss any problems. If your problem is left unresolved, please feel free to contact a board member in writing in care of the church.

Our Philosophy

We believe that each child is a special and unique gift from God and that He entrusts us with his/her care. **We will strive to impart the knowledge that it is God's will that each of us know His love and mercy.** We pray that parents and staff may join together for the teaching and guidance of the children whom the Lord has entrusted to us.

Each child needs a program based on our knowledge of child development and our understanding of each individual's need to develop his/her full potential to fulfill God's will on earth. **All children are loved and supported, so that they realize how deserving and capable they are of reaching their potential.**

We need to provide good role models for young children so that they may observe high standards of Christian behavior. We need **to always listen** to our children and be ready to respond to their needs. We need to do this in a safe, stable environment where children experience both group and individual activities that have been planned and prepared to educate them spiritually, intellectually, physically, emotionally, and socially.

Cross of Glory Evangelical Lutheran Church seeks to share this Gospel message with families throughout our community: Christ is the cornerstone of our educational program.

Our Mission

To ensure that children have the Word of God, through which God brings them to eternal salvation.

To guide each child toward becoming a viable Christian citizen whose life will be a witness to many people.

To gain the opportunity to proclaim the Gospel and serve the entire family's spiritual needs.

Our Mission Statement

Cross of Glory Lutheran Learning Center exists to serve the Baton Rouge community by teaching young children and their families about God's love and His plan of salvation by guiding them in applying their faith to life and sharing their faith with others so that they may fully develop their potential to grow as warm and loving families and by providing as much spiritual and educational nurturing as possible within a caring, creative, disciplined and enjoyable environment.

Goals of Our Learning Center

To help each child:

- develop a personal relationship with Jesus
- develop an understanding of themselves and others as important individuals
- develop independence through creative activities
- develop social skills and good behavior habits
- develop physical dexterity, strength and coordination
- develop academic readiness

To communicate to you as parents:

- our love for children
- our desire to help your child get a good start
- our curriculum
- our joy that you have enrolled your child
- our willingness to be of help to you whenever it is possible
- our love for our Savior

To encourage you as parents:

- to attend our church's Bible information classes
- to visit Cross of Glory Lutheran Learning Center whenever you desire
- to visit our church
- to bring your children to our Sunday School classes
- to read the Bible and hold family Bible devotions
- to know that God is in control and has a purpose for everything
- to know the true significance of Easter and Christmas

Policy of Non-Discrimination

Cross of Glory Learning Center does not discriminate on the basis of race, color, gender, creed, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to children at the Learning Center. A child does not have to come from a Christian family or be of the Lutheran faith to attend.

Our Purpose

The purpose of our Christian Learning Center is to equip children to appreciate and enjoy the earthly blessings of God, and to prepare them for the blessings of eternal life with their Savior. Also, we deliberately intend that through the Learning Center we involve the entire family to *"grow in the grace and knowledge of our Lord and Savior Jesus Christ."* (2 Peter 3:18) Our Learning Center was established as a beginning total education program. It is our goal to give to our Lord's little lambs their first school experience and to begin the total development of a well-

rounded, well-adjusted Christian personality. The spiritual, mental, social, emotional and physical aspects of education will be treated in a relaxed atmosphere, with emphasis on the enjoyment and pleasure of learning. Children will:

- Learn of God's love
- Learn independence in work and play
- Experience group play
- Develop muscle coordination
- Work on math and reading readiness
- Grow in Christian love and respect

Our Objectives

Spiritual Growth:

knowing God is real
understanding that God loves each one of us
knowing the Bible is God's Word and is true
becoming familiar with and understanding the Bible stories
knowing that God is the creator of all things
knowing that Jesus is God's Son
knowing Jesus as our Savior
learning how to pray
knowing that God answers prayer
knowing that God is in control and has a purpose for everything
knowing the true significance of Easter and Christmas

Mental Growth:

developing a healthy Christian self-concept of themselves
increasing their attention skills
developing organizational skills
developing an interest in the world around them
experiencing success and a love of learning
receiving guidance and security of gentle Christian discipline

Academic Growth:

developing arithmetic and reading readiness skills
being creative in art, music and thinking
being able to follow directions
using appropriate oral and written language
understanding simple stories and concepts
developing an appreciation of music and art

singing simple songs and reciting prayers
being familiar with writing and reading their name
having experiences with color, shape, numerals and the alphabet

Social Growth:

learning independence in work and play
learning to share, compromise and cooperate
taking turns
experiencing group play
growing in Christian love and respect
feeling at ease away from home
enjoying friendship of adults and peers
appreciating the differences in God's people
obeying rules and directions and seeing their necessity
recognizing how one's behavior affects others.

Emotional Growth:

learning appropriate ways to express feelings and responding to the feelings of others
understanding and coping with their own feelings
developing a positive self-esteem
developing responsibility for self and possessions
growing in self-discipline, decision making and problem solving
being able to make choices, plans and carrying out their own ideas

Physical Growth:

developing large and small muscle coordination
caring for their own personal needs
developing good nutrition habits
developing good health and grooming habits

Cross of Glory Learning Center Schedule
(Subject to Change)
Preschool - Ages 3-5

7:30 – 8:30	Arrival Time
8:30 – 9:00	Greeting Time
9:00 – 9:20	Snack Time
9:20 – 9:30	Bathroom Break
9:30 – 9:50	Outside Time
9:50 – 10:10	Bible Story Time
10:10 – 10:20	Planning Time
10:20 – 11:00	Work Time
11:00 – 11:10	Clean Up Time
11:10 – 11:20	Recall Time
11:20 – 11:40	Large Group Time
11:40 – 12:00	Small Group Time/Wash hands
12:00 – 12:30	Lunch
12:30 – 2:30	Nap Time
2:30 – 3:00	Wake Up Time/Bathroom Break/Table Toys Time
3:00 – 3:30	Snack Time
3:30 – 4:30	Outside Time
4:30 – 4:40	Bathroom Break
4:40 – 5:30	Departures

Cross of Glory Toddler Schedule
(Subject to Change)
Toddler Program - Ages 24 Months to 3 Years

7:30 – 8:30	Arrival Time
8:30 – 9:00	Snack Time
9:00 – 9:20	Diaper/Potty Time
9:20 – 9:40	Greeting Time
9:40 – 10:10	Outside Time
10:10 – 10:30	Bible Story Time
10:30 – 10:45	Diaper/Potty Time
10:45 – 11:15	Work Time
11:15 – 11:45	Lunch Time
11:45 – 12:05	Small Group Time
12:05 – 12:30	Quiet Time and Diaper/Potty Time
12:30 – 2:30	Nap Time
2:30 – 3:00	Wake Up and Diaper/Potty Time
3:00 – 3:20	Snack Time
3:20 – 4:00	Outside Time
4:00 – 5:00	Choice Time
5:00 – 5:30	Departures

Curriculum

Cross of Glory Lutheran Learning Center follows the principals from the High/Scope Preschool and Toddler Curriculum. The components from this curriculum are outlined below.

Active Learning

Active learning is having direct and immediate experiences and deriving meaning from them through reflection. Through active learning young children construct knowledge that helps them make sense of their world.

The power of active learning comes from personal initiative. Young children act on their innate desire to explore; they ask and search for answers to questions about people, materials, events, and ideas that arouse their curiosity; they solve problems that stand in the way of their goals; and they generate new strategies to try.

As they follow their intentions, children invariably engage in key experiences. Key experiences are creative ongoing interactions with people, materials and ideas that promote children's mental, emotional, social, and physical growth. A list of the preschool and toddler key experiences are also in this handbook.

Adult – Child Interaction

Active learning depends on positive adult – child interactions. Mindful of the importance of providing a psychologically safe climate for young learners, adults using the High/Scope Preschool Approach strive to be supportive as they converse and play with children.

Throughout the day, guided by an understanding of how preschool children think and reason, adults practice positive interaction strategies – sharing control with children, supporting children's play, and adopting a problem – solving approach to social conflict. For example, when a child talks about a topic of interest, an adult listens attentively and makes related comments and observations.

This interaction style enables the child to freely and confidently express thoughts and feelings, decide on the direction and content of the conversation, and experience true partnership in dialogue. Adults rely on encouragement and use a problem – solving approach to deal with everyday classroom situations rather than a child management system based on praise, punishment, and reward.

Learning Environment

Because the physical setting has a strong impact on the behavior of children and adults, the High/Scope Curriculum places a strong emphasis on planning the layout of the preschool/toddler room and selecting appropriate materials. An active learning environment provides children with ongoing opportunities to make choices and decisions. Thus, adults organize play space into specific interest areas to support children's abiding interests in such activities as: sand and water play, building, pretending and role play, drawing and painting, "reading" and "writing," counting, sorting, climbing, singing, and dancing.

The interest areas contain a wide and plentiful assortment of easily accessible materials children can choose and use to carry out their intentions and ideas for play. Natural, found, commercial, and homemade materials provide many opportunities each day for children to engage in the key experiences in creative and purposeful ways. Adults arrange storage for materials using low shelves, clear boxes, picture labels children can “read,” so all children can independently find, use and return the items they need.

Daily Routine

In addition to arranging the setting, adults also plan a consistent daily routine that supports active learning. The routine enables young children to anticipate what happens next and gives them a great deal of control over what they do during each part of their day.

The High/Scope preschool daily routine includes the plan – do – review process, which enables children to express their intentions, carry them out, and reflect on what they have done. Adults set this process in motion by asking an appropriate question, such as, “What would you like to do?” Children indicate their plans, then carry them out – for just a few minutes or for as long as an hour. Pretending and role playing, building block structures and drawing are common child-initiated activities during the “do” period, after which adults encourage children to review their experiences. The children may talk about what they have done or express themselves by drawing and “writing”

The Preschool small-group time encourages children to explore and experiment with new or familiar materials adults have selected based on their daily observations of children’s interests, the key experiences, and local events. During large group time both children and adults initiate music and movement activities, story re-enactments, group discussions, and cooperative play and projects. Through a common daily routine focused around opportunities for active learning, children and adults build a sense of community.

Assessment

In the High/Scope preschool approach, assessment includes a range of tasks adult practitioners undertake to ensure that observing children, interacting with children and planning for children receive full adult energy and attention.

Teamwork built on supportive adult relationships forms a solid base for adults doing this work together. Each day the teaching team members gather accurate information about children by observing and interacting with children and taking daily anecdotal notes based on what they see and hear. Periodically, the teacher uses the child observations they have noted to complete a key-experience-based child assessment instrument for each child – the High/Scope Child Observation Record (COR). The teacher draws data for the COR from her daily anecdotes and planning discussions. Assessment in the High/Scope approach means working in teams to support and build on children’s interests and strengths.

God's Word

This is not a part of the High/Scope Curriculum, however it is the most important part of our day. One Bible story will be read each week. First, the teacher will tell the story and use props for visual aids. Then, as the week progresses the children will become more familiar with the story and by the end of the week they will be able to tell the story themselves. Through these Bible stories the children will learn about their Savior, Jesus Christ, and their salvation through Him.

Discipline

Discipline is derived from the word disciple meaning, “to teach.” Therefore, at Cross of Glory Learning Center we do not think of discipline as punishment but rather as teaching self-control and Christian attitudes. Teachers will deal with each child in accordance with the teachings of Christ.

Our attention will be focused on the problem and not the child. No one will be allowed to strike a child. No one will be allowed to humiliate a child. Derogatory remarks will not be made about a child or family members. Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on children. No one will use the denial of food or necessary activities as a punishment or to manipulate a child. No child or group of children shall be allowed to discipline another child.

We will try to anticipate problems and redirect children’s activities. We will narrow choices if necessary. Positive words will be used to encourage positive behavior. We will encourage children to use **words** to express themselves.

If a child is exhibiting an inappropriate behavior, we will tell the child that they need to stop, explain why the behavior is unacceptable and offer reasonable alternatives. Logical and natural consequences as well as a time out (a temporary loss of privileges) may be used as a reasonable alternative. No child in time-out will be out of sight of a staff member.

If a child is unable to gain control and requires more individual attention that can be given within child-to-staff ratios, we may need to contact a parent. A child requiring one-to-one attention may have to leave the Center temporarily for safety’s sake. Repeated uncontrollable behavior can lead to discontinuation of Learning Center services.

Child Abuse/Neglect

We are required to inform you that we are mandated by the Louisiana Child Abuse And Neglect Reporting Law, L.R.S. 14:403, to report the abuse or neglect of a child when there is cause to believe that a child’s physical or mental health or welfare is endangered as a result of abuse or neglect.

Application of the Law:

The Louisiana Children’s Code provides definitions of abuse and neglect. The law also provides for a professional investigation to determine if abuse or neglect has occurred. Accompanying the investigation are protective services designed to protect, treat and prevent further maltreatment. According to the Louisiana Children’s Code Article 603(13)(C), a mandatory reporter is a director or child care giver or any other individual who provides such services to a child.

Health and Safety Procedures

First Aid

The school is able to provide only the basic kind of first aid in case of an accident. We will use soap and water, ice, and Band-Aids. Bug bites will be treated with ice or a paste made of baking soda and water. All accidents will be recorded on a report form which you will be asked to sign. The original report will be in your child's record and you will receive a copy.

If a more serious injury occurs, parents will be notified immediately and the school will take the usual necessary precautions for the comfort of the injured and the prevention of further injury. First aid kits are available in the office and throughout the Learning Center. Our staff is trained in Pediatric CPR and basic first aid techniques.

Emergencies

In case of extreme or very painful injury, the school will immediately call 911, and the injured child will be taken to the Emergency Room at the closest, most appropriate hospital. Parents will be notified and told to meet the ambulance at the hospital.

Illness and Absence from School

Please be certain that your child is in good health before bringing him/her to school. Listed below are symptoms of illness that are causes for a child to be kept at home, or if observed, sufficient reason to send a child home:

Illness/Infection Symptom	Should Child Stay Home?	When Can Child Come Back?
Chicken Pox	YES	When all the blisters/pox have scabbed over.
Cold	NO (without fever) YES (with fever)	Refer to fever
Coxsackie (hand, foot, mouth disease)	YES	When Dr. approves readmission
Diarrhea (two or more stools or over and above what is normal for the child)	YES	Diarrhea is resolved
Ear Infection	NO (with Dr. Diagnosis) YES (with fever)	Refer to fever
Fever of unknown organ (100 degrees F or higher) and some behavioral signs of illness	YES	Free of fever for 24 hours and fever reducing medications have not been given in the past 8 hours or on prescribed medication for 24 hours
Fifth Disease	NO (without fever) YES (with fever)	Refer to fever

Illness/Infection Symptom	Should Child Stay Home?	When Can Child Come Back?
Giardia	YES	When diarrhea subsides or doctor approves readmission
Hib Disease	YES	Well and proof of non-carriage or cleared by a physician
Hepatitis A	YES	One week after illness started and fever is resolved
AIDS (or HIV infection)	YES	Until child's health, neurological development, behavior and immune status is deemed appropriate (on a case by case basis) by qualified persons, including the child's physician chose by the child's parent or guardian and the Director
Impetigo	YES	When treatment has begun
Lice	YES	When 1 treatment has been given and all nits are gone... make sure everyone in your house is treated.
Meningococcal disease	YES	Well and proof of non-carriage (Neisseria meningitis)
Pink Eye	YES	24 hours after treatment has begun
Undiagnosed generalized rash	YES	Well or cleared by a child's physician as non-contagious
Ring Worm	NO (keep area covered)	
Roseola	YES (with fever)	See Fever
Rota Virus	YES	24 hours after treatment has begun and fever free
Sever Cold (with fever, sneezing, and nose drainage)	YES	Refer to fever
Thrush	YES	Cleared by a physician
Any child with a sudden onset of vomiting, irritability or excessive sleepiness	YES	Evaluated and cleared by a physician

Medication Administration

The Learning Center staff will not administer medication to children. Topical products such as diaper rash ointment, sunscreen and insect repellent are considered medications. In special circumstances when it is necessary to administer these common medications, a one-time authorization for the application of topical products must be signed, dated, and placed in the child's file granting permission to the Center to administer these medications.

School Hours
(Subject to Change)

Cross of Glory Learning Center will be open from 7:30 a.m. to 5:30 p.m. Monday through Friday.

Cross of Glory Lutheran Learning Center
2009 – 2010 School Closures

MONTH	DATE	REASON
September	7	Labor day holiday
October	14-16	In service day – Teacher Conference/Training
November	23-27	Thanksgiving Break
December	21-31	Christmas Break
January	1-2 (school resumes on the 4th)	Christmas Break
January	18	Martin Luther King Jr. Holiday
February	15-16	Mardi Gras Holiday
March	29-31	Easter Break
April	1-5	Easter Break
May	31	Memorial Day
June	30 (last day of school)	
July	Closed	Summer Break

Tuition fees reflect closing for the holidays. No further adjustments will be made!

Snacks

Please bring two snacks for your child – one morning snack and one afternoon snack. Please put the snacks in their lunch box and label them “snacks.” Milk is provided with your supply fee. If a parent would like their child to have juice for lunch, they must bring their own.

Lunch

Nutritious lunches **are to be provided by you for your child on a daily basis. Please, no candy or gum.** Lunch bags will be refrigerated. One dairy product (milk, yogurt, cheese, etc) and one fruit (this does not include fruit snacks or fruit roll-ups) are required for each child registered for full day enrollment. Only cold lunches are to be brought to the Learning Center. However, if you would like your child to have a hot lunch, please heat the food at home and bring it to school in a thermos. The school will not be heating lunches. At various times a list of ideas for nutritional lunches (and snacks) will be posted on the bulletin board. We welcome your ideas to share.

Parties/Birthday Parties

Parties are learning experiences. A few examples are a Good Word party, a “100 Days of School” party, or a Vegetable Party. Since we are a Lutheran Learning Center, we will observe Reformation Day. Parties at Christmas and Easter will be centered on the true significance of these holidays for Christians. **If parents want to celebrate birthday parties during school time, they can bring in pastries, cookies, individually packaged sealed items such as chips, nuts, crackers, cheese, etc. purchased from established health department inspected facilities such as Albertson, Sav A Center, Winn Dixie, etc.** (This is a regulation established by the Health Department concerning food served at a Learning Center facility.) For any further information, please feel free to consult with the Director/Teacher.

Arrivals

When you bring your child to school, please walk them into the classroom and sign the sign-in/sign-out attendance sheet. Children who will be absent or late must call before 8:30am. **The school program begins promptly at 8:30am, and late arrivals are an unnecessary interruption to the learning process and will not be tolerated.**

Our “school bell” rings at 8:30am, please plan on having your child here by this time. Any late arrivals are a disturbance and unnecessary!!

Departures/Dismissal

Please come into the school to pick up your child and sign the attendance sheet. **Please come into the classroom and get your child. Children will not be allowed to meet you at the gate alone.** Your child will only be released to parents with legal custody, legal guardians, or persons named **in writing** on the emergency card. Teachers must know the adult or see identification before turning the child over to that adult’s custody. **Please advise us when someone different will be picking your child up. WHEN IN DOUBT, WE WILL CHECK OUT THE NEW PERSON! Please fill out the red binder near the sign in sheets.**

Bad Weather Days

In case of severe weather conditions, storm emergencies, or the closing of the East Baton Rouge public schools because of weather conditions or other emergencies, Cross of Glory Learning Center may cancel its programs for the day. If the Center has opened for the day and it becomes necessary to close, you will be contacted to come and pick up your child, or **make arrangements to have your child picked up within an hour of being called.** Please listen to your local radio station or call the Center for any information on cancellations for the day.

Baby Sitting

The Learning Center does not encourage nor promote the use of employees or volunteers as private personal babysitters. If a family asks an employee or volunteer to baby sit personally for the family, the Cross of Glory Learning Center is not responsible or liable for the child once the child is under the care of the employee or volunteer.

Student Supplies

1. Children need a complete change of clothing (including underwear) in a zip lock bag with their **name marked on each piece of clothing**, to remain in their cubbies. Be sure to update the outfits when your child grows into a larger size and/or when the seasons change.
2. Children need to **wear tennis shoes (No sandals)** and play clothing so that they can “independently” dress themselves after using the restroom. We do our best to keep your child/children clean, but they may get messy while playing and working. Please dress them so they will not worry about messes.
3. **Label all items (blanket, pillow), lunches, and clothing with your child’s name.**
4. Favorite necklaces, rings, and pins should remain at home because they often serve as distractions to the child. These items are often removed by the child and left laying. This unfortunately can cause the loss of treasured items.
5. **NO** weapons may ever be brought to school.
6. All children will need the following:
 - a. A sleep mat (included in your supply fee). The sleep mat will need to be taken home every two weeks to be laundered.
 - b: A cold lunch
 - c. In addition to the items above, the preschool class will have a list of items they will need to bring. This will be sent out of the beginning of the school year.

Field Trips

We are not licensed to take field trips. However, there will be many opportunities during the school year for different people throughout the community to come and visit our school, i.e. police officers, firefighters, dentists, etc.

Alcohol, Illegal Substances, Firearms

Cross of Glory Lutheran Learning Center prohibits the use of alcohol and tobacco and the use or possession of illegal substances or unauthorized potentially toxic substances, fireworks, firearms, and pellet or BB guns (loaded or unloaded) in the Center or on the playground.

Parent Conferences

At the start of the school year, an opportunity will be provided for each Learning Center family to visit our school, become familiar with the classrooms and teacher, and meet other classmates. Parents are welcome to visit at any time. Formal parent/teacher conferences for preschoolers will be scheduled twice during the school year, usually in fall and spring. Parents may request additional conferences at anytime. Please make it a point to talk with your child's teacher often.

Parent Messages

Be sure to check the cubbies daily for important information. Also, please check the parent bulletin board for announcements. It is located on the hallway wall near the cubbies.

Singing in Church

The children will be encouraged to sing in church on special occasions. Throughout the school year the Learning Center will conduct 4 school programs at the church.

Church and Sunday School Attendance

Consistent with the philosophy and objectives of Christian education, church and Sunday school attendance is highly desirable and important. If you have no church home, we invite you to Cross of Glory Lutheran Church and Sunday School as a supplement to the Learning Center curriculum. Sunday School is offered for **all** school age children. Adult Bible study and Sunday School begin at 9:15am. Our Sunday church service begins at 10:30am.

Because Cross of Glory Learning Center is an outreach of Cross of Glory Lutheran Church, parents may receive mailings/information regarding church activities.

Individual Data Folder

Cross of Glory Learning Center will keep a data folder on each child. This folder will contain the following records:

1. a registration form listing phone numbers where the parents/guardians can be reached during emergencies
2. all registration forms
3. a list of any special needs or medical problems the child may have
4. accident reports
5. a physical examination report
6. any correspondence between the Director, parents, or staff
7. Permission slips from the child's doctor or parents to administer medications

While at the Center, your child's records may be viewed by the following:

1. the Louisiana State Department of Social Services
2. the local Health Department
3. other agencies with proper authorization
- 4.. a registered nurse
5. the Center Director
6. the staff (only with the Director's authorization and supervision)
7. the Board of Directors (only in the presence of the Director)

The Center will not release any information to another center, school, or agency without a written request dated and signed by the parents and given to the Director.

Admittance Policy

Cross of Glory Lutheran Learning Center accepts children between the ages of 24 months (by August 1, 2008) and 5 years. Children, age 3 years old and potty-trained before August of the new school year, will be permitted to join the preschoolers.

Cross of Glory Learning Center reserves the right to temporarily exclude enrolled children from attending due to the following:

1. parents do not observe the rules as specified in the handbook
2. the child does not abide by the policies specified in the handbook
3. the child appears ill, overtired or unable to participate in the daily program.

Termination Policy

Cross of Glory Lutheran Learning Center reserves the right to terminate enrollment of a child whose repeated uncontrollable behavior endangers another child, staff, or themselves, or if there is physical and/or verbal abuse to our staff or children by the parent or child.

We also reserve the right to terminate enrollment of a child if the parents repeatedly do not follow the policies specified in this handbook.

If a child has special physical, mental, or emotional needs which we cannot adequately meet, the parent will be asked to withdraw the child from our Center.

Withdrawal

A "Written Notice to Withdraw" must be submitted whenever a parent wishes to withdraw a child from the Learning Center. This notice must be given at least two (2) weeks before the child's last day in order to terminate the service agreement without penalty. Otherwise, the parent is responsible for paying the additional two (2) weeks. If the parent later re-enrolls the child, the parent will have to pay another registration fee.

Order of Admission

Applications for admission for the Fall term are accepted in the following order.

1. children of members of Cross of Glory Lutheran Church
2. all children from families with no church home
3. all other children with a church home

Registration Procedures

All forms must be submitted prior to or on the first day of attendance.

1. Complete application.
2. Pay yearly registration fee.
3. Complete Authorization of Emergency Medical Treatment.
4. Complete Agreement of Financial Responsibility.
5. Submit current physical exam (health record) including a TB test and immunization record (blue card).
6. Sign the Parent Handbook Signature Form.

Drop-Ins

A “drop-in” situation may be considered for those children whose siblings are enrolled in the Learning Center. The children will be admitted for \$35.00 a day at the Director’s discretion and only with the agreement of the classroom teacher. Only children whose age ranges from 3-5 will be admitted providing that the staff remains within the ratio set by the state standards. No child aged 6 or above will be allowed in the drop-in program. Parents are allowed to obtain permission three working days prior to the requested dates for drop off. The children must have, on file, all the necessary paperwork as a regular full time student needs.

Financial Policy

Cross of Glory Learning Center is supported primarily by tuition. Financial support also comes through the contributions of the members of Cross of Glory Lutheran Church who support the work of the Learning Center as part of the total mission of the church.

Children are enrolled with the understanding that they will remain for the full year or at the discretion of the Center staff. There will be no tuition refund because of dismissal, withdrawal, or absence.

A non-refundable registration fee is required upon submission of the enrollment contract and form. The registration fee will also be charged each school year. For charges, please refer to the tuition schedule.

A yearly supply fee will be charged every August. Those enrolling mid-year will pay accordingly.

Tuition costs are figured on a monthly basis. One month's tuition is due on the first of the month, which pays for the month in advance. Unless financial arrangements are made prior to tuition payment, and if the tuition payment is two weeks past due, your child will no longer be able to attend the Learning Center. The parents will be notified by written letter.

Tuition Payments

1. Tuition is to be paid on the first day of the month, unless other arrangements have been made.
2. Payments are to be made by check, money order, or certified check. **No cash will be accepted.** Checks are to be made payable to Cross of Glory Lutheran Learning Center.
3. A 10% discount will be given when tuition is paid a year in advance.
4. A late payment fee of \$35 will be assessed five school days after the due date.
5. If the payment is late more than two weeks, a parent/guardian will be informed that the child may not attend school nor can a place be reserved for them.
6. A fee of \$35 will be charged for returned checks. After receiving two (2) NSF checks, you will be required to pay by money order or cashier's check **ONLY**.
7. Each time a tuition payment is made, you will be given a receipt. Keep these receipts for income tax purposes.
8. Tuition payments change as the child moves from the Toddler to the Preschool class.

9. A semi-monthly payment plan is available.

Please discuss any financial problems or concerns with the Director before they arise.

Schedule of Fees
(Subject to Change)

Tuition **As of August 1, 2009**

Preschool Program (3-5 year olds) (7:30am-5:30pm)	\$470/month
Toddler Program (2-3 year olds) (7:30am-5:30pm) While in toddler room	\$495/month

A registration fee of \$125 is due at the time of registration and the beginning of each school year. The registration fee is non-refundable.

A supply fee of \$140 (includes supply fee, milk fee and mat fee) is due with the first tuition payment and the beginning of each school year. This fee will be prorated based on the time you enroll.

A second child will receive a discount of 5%.

All parents will pick up their children **promptly** at the end of the day. We understand that circumstances beyond your control will sometimes delay you in picking up your child. Please call as soon as you know you will be delayed in picking up your child. **Late pick up fees are as follows: \$10.00 for the first five (5) minutes, and \$5.00 for every 5-minute increment or fraction thereof after that.** Time will be determined by the preschool room clock. This late fee will be added to your tuition statement.

An excessive number of late pickups will be documented and may lead to termination of enrollment.