



# Parent Handbook

**Immanuel Lutheran Church**

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# Contents

- Mission
- Hours of Operation
- Age requirement
- Car Seats
- Parking
- Mandated Reporter
- Photography
- Payment Policies
- Birth Certificate
- Attendance and Absences
- Emergency Procedures
- Emergency Closings
- Arrival/Departure/Late pickup
- Personal Belongings
- Handwashing
- Diapering/Toilet Learning
- Communication/Daily Report
- Classroom Visitors
- Discipline
- Medication
- Illness
- Allergies
- Parent Grievances and Suggestions
- Accident Report Form
- Withdrawal of Services
- Parent Handbook Agreement

## **Mission**

The Immanuel Twos program exists, in partnership with parents and Immanuel Lutheran Church, to provide a loving, nurturing, Christ-centered environment of discovery and learning for two-year olds. Children will be treated as precious creations of God, each with unique talents, interests, and needs. The staff, rooted in a personal relationship with Jesus, seeks to lay the foundation that will encourage each child to become a disciple of Christ as well as a lifelong learner.

## **Hours of Operation**

Our hours of operation are Monday – Friday from 7:00 am to 5:00 pm. We are closed for the following holidays:

- Labor Day
- Columbus Day
- Thanksgiving and the following Friday
- We close for two weeks for Christmas vacation
- Martin Luther King, Jr. Day
- President's Day
- We close for one week for Spring Break
- Good Friday and Easter Monday

## **Age Requirement**

Children must be 2 years of age by December 31<sup>st</sup> of the enrolling year.

## **Car Seats**

Children under the age of 4 must be properly secured in a child restraint system in the rear seat. Our staff is required to report situations that put children in danger.

## **Parking**

Please park around the perimeter of the north parking area and escort your child directly into the Twos room using the outside classroom door.

## **Mandated Reporter**

All staff members are required by law to report any sign of possible abuse and neglect of a child to the Department of Children and Family Services (DCFS).

## **Photography**

Immanuel Twos may photograph children for internal purposes such as classroom displays, portfolios, etc. Photography for marketing or other external uses would be allowed only with parent's written consent.

## **Payment Policies**

Forms of payment currently accepted are cash and check. Please make check payable to Immanuel Lutheran Church. Payments are due on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month for the upcoming two weeks. A late fee of \$25 will be applied if payments are not received by the last school day of the payment week. Monthly statements will be provided as well as a receipt for fees paid throughout the year at the end of each calendar year for tax purposes.

## **Birth Certificate/Immunization Records**

Parents are asked to provide a certified copy of the child's birth certificate and immunization records.

## **Attendance and Absences**

Out of courtesy for the program, please contact the teacher or the Immanuel Lutheran Church office if your child will be absent. Full fees are due regardless of a child's illness. If you choose to enroll part-time (3 or 4 days per week), we will ask you what days your child will attend, and we ask you to stay with the same schedule consistently. If you do need to change your days, we require a two week notice. If something does come up and you would like an extra day during the week, you can add a day at the cost of \$30 per day for a full day (7:00 am – 5:00 pm), or \$20 per day for a half day (8:30 am – 11:30 am).

## **Emergency Procedures**

Emergency procedures for fire and tornado are posted in the classroom and practice drills are conducted on a regular basis. If evacuation is necessary, we will evacuate to Danville Care across the street from us on Bowman Avenue. We will transport emergency contact information along with us, and you will be contacted to pick up your child at the alternate location.

## **Emergency Closings**

We will follow any emergency closings that apply to Danville Lutheran School. You can watch our local media for Danville Lutheran School closings and we will contact you by phone. We do not necessarily close with District 118, so please watch specifically for Danville Lutheran School.

## **Arrival/Departure/Late pickup**

Parents are required to accompany children into the building and to sign them in and then sign them out at pickup time. A child will be released only to the parents/guardian or to a person designated in writing. If the teacher is not familiar with the person picking up the child, we will refer to your authorized pickup list and check a state issued identification card. Children remaining after the 5:00 pm closing time may be charged a late fee of \$5.00 for each 10 minutes past. Please strive to communicate with us if you know you will be late. We ask that you call the church office to let us know by 4:30 pm, if possible.

## **Personal Belongings**

A goal of early childhood programs is to develop group sharing skills. Toys and items from home create confusion over ownership and therefore, we request that toys and other items be left at home. An exception may be a stuffed animal or the like which a child will nap with.

## **Handwashing**

To help control the spread of illness, children will be required to wash hands frequently and/or use antibacterial hand wash.

## **Diapering/Toilet Learning**

Children not completely toilet trained must arrive in disposable diapers and have a supply of diapers and wipes to be left in the room. We will notify you on our Daily Report when you are low on supplies.

## **Communication/Daily Report**

Staff members will keep daily records concerning your child's activities and behavior during the day and special needs will be noted. Please share information, concerning events, or happenings that may affect your child's behavior during the day.

## **Classroom Visitors**

Persons desiring to visit a classroom while it is in session must contact the teacher a day prior to the day of the visit.

## **Discipline**

We work with children on the specific skills necessary to solve their own disagreements. Teachers can recognize the possibility of potential behavior problems before they occur and therefore can redirect the child's behavior before it becomes unacceptable. Occasionally a child who is being disruptive or losing control may be redirected to an alternative area, be assisted in gaining control, be reminded of the appropriate behavior, rejoin the group.

## **Medication**

Prescription medication must be ordered by a physician for the child to receive the medication in the classroom. Prescriptions must be in the original container with your child's name on the label, as well as dosage, dates, and times to be given.

## **Illness**

Please do not bring your child if there is presence of fever (100°F or higher), vomiting, or diarrhea. Children must be fever free without a fever suppressant for 24 hours before returning to the classroom. In the event a child becomes ill during the course of the day, to the point where they are not capable of participating in regular activities, the parents/guardians will be contacted immediately and be required to come pick the child up. If the parents/guardians can't be reached the alternate emergency contact person will be called to come pick up the child.

\*\* Parents are required to inform staff of any serious illness or communicable /contagious disease (with their child or within their family) within 24 hours to allow other families within the child care center to be alerted.

## **Allergies**

All allergies (and dietary concerns) will be clearly posted in each room, on the refrigerator and written on the child's emergency info/consent cards.

## **Parent/Guardian Grievances and Suggestions**

At Immanuel Twos, we are committed to being very open and honest, and if any parent should have any grievances, or any suggestions, please don't hesitate to contact us.

## **Accident Report Form**

If your child is involved in a mishap that requires any type of attention or first aid, and the office does not feel that you need to be called, you will be notified with an accident report. You will be advised of what happened, where it happened, and what action was taken. A copy of the incident will be sign by the teacher, the parent and the director.

Should an accident require emergency medical treatment, an ambulance will be called, and the child will be taken to the hospital emergency room. The parents will be contacted immediately to meet the staff member and the child at the emergency room. If neither parent can be reached, we will call the emergency contact person designated on the child's information sheet. When you sign your child's information sheet you are authorizing us to implement the plan described above, except if other arrangements have been made.

## **Withdrawal of Services**

A minimum two week notice is required for termination of childcare services. Even if your child does not attend during that two week period, payment is still required. In the event of any concerns (raised by staff, parents/guardians or even children) a meeting can be scheduled to address the issues. The concerns will be clearly stated (ex. late payment, failure to adhere to policies, behavioral problems etc.) and discussed and solutions will be sought in a non-judgmental manner. A plan will be designed to resolve the issue. A second meeting will be scheduled to review the situation within a reasonable time frame. In the event the issue cannot be resolved to everyone's satisfaction, a 2 week written notice of termination of services will be given.

# Parent Handbook Agreement

Child's Name: \_\_\_\_\_

I/We (the undersigned) have read the Parent Handbook for Immanuel Two's and understand all the information, policies and procedures outlined in the handbook. We (the undersigned) have also received a copy of these policies and procedures for our own records and reference.

By signing this agreement we consent to all the handbook policies and procedures and agree to them, including payment policies and late fee procedures. By signing this agreement we acknowledge that the information supplied in the registration form regarding our child(ren) and the information supplied below is true and accurate to the best of our knowledge.

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Immanuel Two's Representative Name (Please Print): \_\_\_\_\_

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_