
Immanuel Lutheran Child Development Center



Parent Handbook

Immanuel Lutheran Child Development Center

2055 Filer Avenue East
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Childcare Director: Bethani Studebaker, M.Ed

WELCOME

It is an honor to welcome you to Immanuel Lutheran Child Development Center (ILCDC). I am happy you have joined us. Our center is an extension of Immanuel Lutheran Church and School and is a mission outreach to the community.

You will want to read these pages carefully. They contain important information concerning our purpose, goals, objectives, and Christian philosophy, as well as your responsibilities as a parent/guardian of a child in our care.

The center is licensed by the State of Idaho and the City of Twin Falls to care for children from birth up to 12 years. Standards are consistently maintained to meet these requirements. We accept all children regardless of race, creed, sex, color, or national origin.

All areas of development are taught with a strong emphasis on Christian principles. Simple Bible truths are taught through the use of Bible stories, devotional stories, related materials, and crafts. The skills of the teacher are used to incorporate moral values into stories and situations.

So welcome and please feel free to discuss any questions or concerns at any time with me.

Bethani Studebaker, M.Ed
ILCDC Director

MISSION

The mission of Immanuel Lutheran Child Development Center is to provide a wholesome Christian experience and quality care for children during the formative years of their lives.

PURPOSE

Immanuel Lutheran Church operates a self-sustaining, not for profit Child Development Center (CDC) for children. The CDC operates under the auspices of the Board of Christian Education and has been placed under the general supervision of the Childcare Committee. The day-to-day administration is provided by the Childcare Director of the program. Our teachers and staff are caring and loving Christians who are committed to children, their parents, and to providing quality care. The purposes of our center, stated specifically, is as follows:

- To provide a Christian atmosphere for training children during the formative years of their lives.
- To make children aware of the daily presence of Christ in their lives.
- To provide quality care and a loving environment for children to grow in.
- To help children learn to “get along” with others.
- To broaden children’s spiritual, mental, physical, emotional, and social growth.

The curriculum is unique in that all teachings develop from a Christian frame of reference. This includes work with creative materials such as paints, crayons, and clay. Dramatic play and additional creative activities are included in the program. We use the outdoor facilities of Immanuel Lutheran School and CDC and gymnasium at other times. The curriculum offers experiences in the following areas:

1. Spiritual: Bible stories, short prayers, spiritual songs, and respect for God and others.
2. Aesthetic: celebrating holidays, finding enjoyment in pictures, songs, and books.
3. Communicating (ideas and feelings): show and tell time, play acting, and discussions.
4. Transporting (people and goods): observations and awareness of different means of transportation, discussion, and dramatic play.
5. Protecting and Conserving Life, Health, Property, and Resources: improving health habits, visits with community helpers, taking care of self and personal belongings, materials, and toys.
6. Organizing and Governing: recognizing the guidance and leadership of

the teachers, assistants, adults, and pastor; learning to assume responsibility as a teacher's helper.

7. Recreation: opportunities in all types of active and quiet games.
8. Education: developmentally appropriate learning of the various skills; developing vocabulary, learning skills such as cutting, pasting, painting, coloring, manipulating material into order of design, counting, learning colors, shapes, songs, poems, finger play; listening to directions, and comprehending the ideas of others, learning about human behavior and ways to improve human relations.
9. Creating new tools and techniques: development of skills (hopping, running, jumping, jumping rope, balancing), engaging in creative arts and crafts.

HOURS OF OPERATION

Immanuel Lutheran Child Development Center offers child care Monday through Friday from 6:45am to 6:00pm for children 18 months through 12 years of age. Extended care before and after school is provided for children attending school. **SCHOOL CHILDREN MUST BE REGISTERED IN ADVANCE WITH THE CDC** in order to attend. School children needing extended care services when ILS and/or public schools are not in session **MUST BE SIGNED UP or CALL 24 HOURS PRIOR** to the added service needed to check on availability.

CALENDAR

The Center will close at 4:00pm on New Year's Eve, Day before Thanksgiving, and Christmas Eve (if opened on those days). ILCDC will be open except for the following days: New Year's Day, President's Day, Good Friday, Memorial Day, various days around the Fourth of July, Labor Day, Thanksgiving Day and day after, various days around Christmas. In the event, we do not have enough children signed up for Spring Break or other special days; ILCDC reserves the right to be closed. Also, if your child is signed up for the holiday or special days in question and do not attend you will be charged for a full day of services. Monthly calendars must be turned in each month to ensure room for your child on a given day. If calendars are not received and the class is full services can and will be refused. If your child is ill or a family member comes to town and would like to keep them, but they are signed up to attend you must call in order not to be charged for a full day of services.

AGE REQUIREMENTS

Immanuel Lutheran Child Development Center is licensed to provide services to children 18 months through 12 years of age.

ADMISSION POLICIES

ILCDC admits students of any race, sex, color, and national origin to all the rights, privileges, programs, and activities generally accorded or made available to other children at the center. ILCDC does not discriminate on the basis of sex, color, race, or national origin in the administration of its educational policies, admission policies, or any other child care administered program.

In order to be eligible for enrollment, parents must acknowledge, accept and uphold the following:

1. That each child will receive training in the teachings of the Bible as taught throughout the curriculum of ILCDC.
2. That the children will comply with all rules and regulations of the child care so as to assist in the efficient, safe, and orderly operation of the center.

There is a **one month trial period** for all children enrolled. Children are special and have special needs that we do our best to meet. Sometimes it is apparent that we are not able to provide the best situation for a child. The ILCDC Childcare Committee, through the Childcare Director, reserves the right to decline admission and continuation of a member or non-member child for the following reasons:

1. If the motives for sending the child include a desire to avoid responsibilities to another school or child care or integration with children of other races.
2. If the child presents abnormal behavior the teacher is not prepared to handle.
3. If the previous record of present status of the child indicates that he/she would have difficulty obtaining growth within the program.
4. If the child has a disability which would prevent him/her from learning adequately under the child care environment present at ILCDC.

You are welcome to visit at any time. We want to discourage any non-staff adults walking around the facility, so please check in with the Director or the Admin. Assistant. Parents have free access to all areas of the child care facilities used by the children at any time.

ADMISSION PRIORITY

Children shall be further considered eligible for admission to ILCDC according to the following priorities:

1. Children who are enrolled at ILS provided the program can meet the need of the child.
 2. Children whose parent(s) are members of Immanuel Lutheran Church.
 3. Children who were enrolled during the past year.
 4. Siblings of enrolled children who have not previously attended ILCDC.
- When maximum enrollment is reached, a waiting list will be made according to the date of application. An enrollment deposit may be requested.

REGISTRATION PROCESS

Regardless of the number of hours spent at the child care the following items must be completed and the paperwork on file before a child begins:

1. Interview and tour of facility with the Childcare Director.
2. Registration form
3. Child Information Record
4. Notarized Emergency Medical Release Form
5. Handbook and policy agreement
6. Check-out permission form with photos of people authorized to pick up your child.
7. Birth certificate
8. Immunization records
9. Field trip form
10. Payment of a non-refundable registration fee and supply fee
11. Photograph permission form
12. Photo copy of parent's/guardian's drivers license
13. Calendar of needs
14. Before the first day of attendance all paperwork must be received and fees paid in order to start attending. No exceptions. Please see Director with questions.

FEE COLLECTION POLICIES AND PROCEDURES

1. A registration fee applies to each child attending the child care regardless of the number of days in attendance. This fee is not refundable and is due twice the first year of attendance then once a year thereafter.
2. A supply fee for each child that attends the center regardless of the number of days in attendance can be assessed.
3. Fees are assessed on a daily basis. Special circumstances and emergency situations must be brought to the attention of the Director in order to receive consideration.
4. Billings occur twice monthly on the 1st and 16th. If date falls on holiday or weekend billing will take place on the following business day.

5. Fees are due by the 10th day of each new month. If fees are not received a \$20.00 late fee will be assessed. Private arrangements must be made with the Administrator, if necessary.
6. If balances are not paid or private arrangements made with the Director (and Child Care Committee), we reserve the right to have your account turned over for collection.
7. Parent mailboxes should be checked daily for important information and correspondence.

Please put your payment in the lock box on the sign in table. We reserve the right to charge \$25.00 for each insufficient funds check, or prosecute the crime.

IMMANUEL LUTHERAN CHILD DEVELOPMENT CENTER PROCEDURES:

SIGNING IN AND OUT

Children **must be signed in and out** of the child care center daily by the child's parent, guardian, or person approved by the parent/guardian. If children are not signed out you will be charged for a full day of services. Only persons approved will be allowed to take your child. This approval must be in writing, a picture submitted, and given to the Director or staff member. Or you may also verbally notify the Director or staff and give them the name and brief description of the person picking up the child. The staff member will then check the identification before letting the child go. If there is any doubt, the parent will be contacted by phone to confirm. The Center closes at 6:00 pm every night at 6:05 pm we start charging \$1.00 for every minute you are late. If you encounter an emergency you will need to phone the center to let us know you will be late. Only in such a case will you not be charged the applicable late fees.

PARENT/CHILD CARE COMMUNICATION

The basis for all interpersonal relationships at Immanuel is Matthew 18:15-16, "If your brother sins against you go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every word may be confirmed by the evidence of two or three witnesses." If you have any questions, misunderstandings, or concerns discuss these with the Director or the teacher. As a rule, difficulties can be ironed out quite easily

when the approach is made in a Christian manner, providing the best professionally for the children. Communication is best if done verbally, however please feel free to use the sign in/out sheet or lock box.

We anticipate working with children and parents who are willing to walk with us in oneness of spirit and purpose. The home is and always will be the chief agency for the Christian training of the child. A Lutheran Child Care does not relieve the parents of their God-given obligation. Rather, the purpose of our facility is to assist in the vital work of Christian training. If the home and child care are both CHRIST CENTERED, your child is receiving the best consistent education he or she can receive.

Please also inform the Director if there has been a special circumstance in your home. Changes in routine can be upsetting to children even if the adults are not upset. (Such as deaths in the family or of pets, new people in the home, problems with family members, financial trials, marital disagreements, and pending upheavals can make life difficult for them). If we know, we will be better able to make a smooth day for your child.

DISCIPLINE

ILCDC does **not** use corporal punishment as a form of discipline. We strive to use a balance of God's Law and Gospel in correcting your child. Procedures are designed to be fair, consistent, and effective. Our approach is to use positive reinforcement, warning, and time-out from the group for behavior that endangers others, is disrespectful, or continually disrupts the program. The teacher will use the following procedures:

1. Redirection
2. Firm, but gentle, words are first used to inform the child of an unacceptable behavior and redirection.
3. "Time-out" is used for a repeated misbehavior. The child is removed from the group, counseled for his/her actions and their consequences. When the child exhibits repentance (being sorry), then he/she is lovingly forgiven and readmitted into group relationships. Discussions may also include (as age appropriates) other choices the child would have used to accomplish his/her true objectives instead of the offending behavior. If these methods have not been successful in correcting disruptive or unacceptable behavior, then the Director will contact the parent for a conference in conjunction with the teacher.

Children who are hard to manage or who have on-going behavior problems may be refused ILCDC services or if there is behavior by a child or an adult that is abusive to any of our staff members or any other children, we have the right to discontinue services for that family.

ILLNESS

At the time of enrollment health forms are filled out showing current immunization history, allergies, physical handicaps, and a statement of general health. These must be updated and kept current. When you are notified of needed immunizations you will have 14 days to comply or services will be discontinued until they are up to date (Idaho State Law). Please notify the Director if there are any changes. Attendance at ILCDC requires immunizations to be up-to-date. The problem of communicable diseases is prevalent in every group and child care is no exception. Parents must make other arrangements for the care of their children when they show symptoms of any deviation from normal health. During the day, teacher and staff will be alert to any symptom indicating a developing illness. If a child becomes ill at the center, the staff member will immediately notify the parent(s) or guardian(s). Please come promptly so that your child can recuperate at home. The ill child will be separated from the group until taken home. In order to protect the entire group of children as well as your own child, we have set up a list of guidelines for you to use in deciding when to keep your child at home. Children will not be permitted at ILCDC with any of the following:

1. Temperature above 100.5 degrees and no fever in the previous 24 hours.
2. Vomiting or Diarrhea.
3. Draining or undiagnosed rash.
4. Sore or discharging eyes, ears, or any profuse nasal discharge.
5. Head lice until treatment is effective (two day minimum/48 hours).
6. Conjunctivitis (24 hours after antibiotics have been administered).

Children may return sooner with a Medical Release from the child's physician. If your child has a food or other allergy please be sure that you discuss this with the Director and write it on the registration form. We want to provide the safest environment possible for your child.

MEDICATION

Please tell the physician that your child is in child care and that you would prefer giving medications at home, morning and evening. Knowing this,

many doctors will order long acting medications. Medication errors are prevented by limiting the number of people in charge of your child's medication. Please remember, child care is designed for well children. Practice the Golden Rule when it comes to deciding if your child is well enough to come. If you would not want healthy children exposed to your child, or visa versa, then give your child another day to rest and recuperate. Please fill out a medication form and give the medication and form to a staff member. Prescription medication will be accepted only if it is in the original container with the child's name on it. Medications will be dispensed per instructions on the label. Non-prescription medication including Tylenol, cough syrup, and any other lotion or creams cannot be administered without authorization from the parents. Please be sure that you have filled out a medical form for the medicine, if not the medication will not be given to your child.

If Tylenol is being given for pain we will give as prescribed, if it is to control a fever the child will be sent home. Fevers are a sign of infection and children are contagious.

AIDS Policy

In order to provide for the welfare of all children at ILCDC including the child infected with the disease or the virus associated with the disease, we shall follow this procedure:

1. Each child reported to have AIDS shall be evaluated on an individual basis.
2. The evaluation shall be conducted by a team composed of the parent or guardian, child's physician, a representative from the local health department, child's Pastor and the Childcare Administrator.
3. The team shall consider the following factors:
 - a. Clinical condition of the child.
 - b. Risk to others in the childcare to the child.
 - c. Risk to the child from others in the child care.
 - d. The school setting itself (psychological, social factors, etc.)
4. Understanding that children infected with AIDS need to be cared for and education in a Christian setting, that minimizes exposure of others to blood or body fluids, the team shall make a recommendation to the Boards.
5. The team shall conduct a review of each case it has considered prior to the beginning of each new school year and at other times deemed appropriate by the administration

EMERGENCIES

ALL CHILDREN MUST HAVE AN EMERGENCY MEDICAL RELEASE FORM ON FILE IN CASE OF AN EMERGENCY. Accidents can and do happen. We take every precaution to make sure your child is safe. That includes a comprehensive safety awareness program, training for our staff, and frequent inspections of the building, playground, and equipment, but since children will be children accidents may happen. When they do occur and we feel medical attention is needed we will call you or your emergency contact. Accidents and illnesses that occur at the center will be recorded and put in a file. We recommend that you contact your health insurance company for reimbursement of the related medical costs.

CLOTHING/DRESS CODE

ALL ITEMS SHOULD BE MARKED WITH THE CHILD'S FULL NAME.

Clothing should promote Christian values and be clean. Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. **DIFFERENT ACTIVITIES AND OCCASIONAL ACCIDENTS NECESSITATE AN EXTRA SET OF CLOTHING BE KEPT IN YOUR CHILD'S CUBBY AT ALL TIMES.** If clothing is sent home, please return a clean set of clothing the next day. Please remember that children are taken outdoors daily (weather permitting) and should be dressed accordingly (coats, hats, gloves).

The children frequently play in the gym and we ask that they wear shoes that do not leave large black streaks on the floor (this requires hand scrubbing). Help us care for our wonderful floor. Please do not send shoes that are not secured to the child's feet (i.e flip-flops). As they run, there is a greater chance of injury.

Toddlers need to have a supply of diapers kept at the center. Please provide a large container of wipes as requested. If wipes or diapers are needed more frequently a request will be in the comments column of the sign in sheet or daily report. If you are asked to bring diapers and do not do so you will be charged \$1.00 per diaper used on your child. Potty trainers will need to go one month without an accident to be moved to the potty trained rate. After they are potty trained if they have an accident you will be charged the non-potty rate for the day.

Children will not be allowed to wear shorts from October 31 - Spring Break. School children must dress according to their respective school dress codes.

REST/NAP TIME

All children are required to have an afternoon quiet rest period. Sleep is encouraged, but not enforced as long as the child is quiet and not disturbing others. Each child will be provided with his/her own cot (toddlers) to rest on or space and blanket to have quiet time. Small children can bring a "special" blanket if needed, otherwise we provide the blankets for each child.

ALL PERSONAL ITEMS SHOULD BE MARKED WITH THE CHILD'S FULL NAME.

PROGRAMS

CHURCH/SUNDAY SCHOOL ATTENDANCE

Since the religious program of ILCDC is an integral part of the congregational life, we encourage all parent and students to attend worship services and Sunday School regularly and faithfully. If your family does not have a church home, we invite you to worship with us.

CHAPEL

Weekly chapel worship services are an important part of the Christian growth at Immanuel. Classes, teachers, and pastors lead us in worshipping our Lord in chapels designed to also increase our knowledge and commitment to Him. Offerings are taken at each chapel for child selected projects, ex. Idaho Ronald McDonald House, Alaskan Missions, and LAMP (Missionary Aviators). Chapel is held on Wednesdays, alternating morning (8:50) and afternoon (12:50) services. This is a special time and we ask that you dress appropriately. Families are always welcome.

SNACKS/BIRTHDAYS

Most children enjoy celebrating special events (birthdays, new babies, holidays, etc.) with their friends. Parents/guardians may send a treat to share with the other children. Please make prior arrangements with Child-care Director or staff so they can plan on the treats. Snacks will be served to the children mid-morning or mid-afternoon.

HOT LUNCHES/COLD LUNCHES

Immanuel's Hot Lunch program was started by the PTL and serves nutri-

tious lunches daily at a nominal charge. Milk may be purchased by those who bring their lunches from home. Lunches may be purchased weekly or monthly. Please make checks payable to Immanuel Hot Lunch Program. Please put the money into an envelope with child's name and put in lock box on the sign in table. Free and Reduced Lunch Applications are available. If, after reading the requirements, you feel you may qualify, please fill out and return the application to the office. Adult meals are also available. Please call the school office by 9:00am (733-7820) to order a lunch. Children over three years old are encouraged to eat in the cafeteria and use the Hot Lunch Program. All other children will eat in the child care facility. Summer months and school closures at the facility will require cold lunches with a drink, since lunch is often eaten outside picnic style. If you forget to bring your child a lunch we will provide a sandwich, chips, and a drink for a charge of \$5.00 on those days when cold lunch is required. Notices will be posted when cold lunches are required. All cold lunches will need to be placed in a lunch box with a cold pack. We will not store any lunches or drinks in the fridge. No foods will be heated either.

CLOSURES FOR INCLEMENT WEATHER

Occasionally, the Magic Valley is subject to inclement weather conditions which may require the facility to be closed. In such cases the School Principal, not the Childcare Director, will notify local radio stations (KCIR, KEZJ, KLIX, Z-103) and television stations (KKVI, KMVT, K38AS) of the decision that has been made by 6:30 a.m. Immanuel will follow the local Twin Falls School District #411 in most cases.

TRANSPORTATION

Parent or guardian will provide transportation to and from the facility. Please park at the South side of Immanuel Lutheran Church and Child Development Center. Please be cautious of children and adults as you drive through the parking lot area. When you leave the building, please do not allow your child to run into the parking lot or to play around the parked cars. Trans IV Bus has some services, but you need to arrange your own. Their phone number is 736-2133.

DAMAGES

Parents will be required to reimburse the center for the loss of or damage to center books. Children will also be held responsible for replacement value of furniture and equipment which is deliberately or carelessly defaced, damaged, or marred.

TOYS/SHOW AND TELL ITEMS

ILCDC will not be held responsible for lost and/or broken toys. Toys will be shared and passed around so please don't send expensive and/or breakable items or family treasures. If the child needs that toy to get to the childcare, try to leave it in the car, if not the toy will be stored in their cubby during their time at the facility. Children will not be allowed to get their toys out whenever they please and they have to follow the rules or they will not be allowed to bring toys.

ATTENTION

Comic books, money, gum, candy, matches, electronic games, radios, CD players, etc. should not be brought to the center. Toys and videos that encourage fighting or unchristian behavior are not to be brought. Items not meeting these guidelines, at the discretion of the staff or Administrator, will be removed and returned to the child that evening.

LOST AND FOUND

The Lost and Found is located under the sign in table in the center of the building. Each year we accumulate a tremendous amount of coats and clothing. Please check the bin regularly as we will post when we will be taking items and donating them to worthy causes such as the Safe House.

SUMMER PROGRAM

During the summer, field trips such as but not limited to the movies, skating, and swimming are conducted to enrich the curriculum. Parents are notified via Newsletter regarding specifics. Most transportation needs are provided by our personal bus, Western States, Northside Bus Company, and Sun Valley Stages etc. Only students with signed permission slips releasing the center from liability while off campus and applicable fees paid will be allowed to attend. These fees are required and in addition to the fees paid for child care. The Board has the right decide how the fees will be paid by families whether the fees are broken down individually or if the fees will be combined into one flat rate. Regular child care services are provided for children not attending the events unless otherwise stated.

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Childcare Director: Bethani Studebaker, M.Ed

Immanuel Lutheran Church

Phone: 734-7820

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Pastor: Rev. Lawrence Vedder

Vicar: Derek Evans

Music: Cherry Willie

Immanuel Lutheran School

Phone: 734-7820

school@immanuelft.org

School Principal: Michelle Jund

Church/School Secretary: Peggie Gulliford