

# Holy Cross Lutheran



# Preschool | Day Care Center



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**Letter from the director**

Dear Parents/Guardians,

Grace and Peace to you in our risen Lord Jesus Christ! I am excited to be serving you! It is my Joy to serve here at Holy Cross!

Since I will be spending so much time with your child in the coming year, I thought that you might want to know about me. I am a Bible based Christian. I have been Lutheran my entire life. More than having that label, I believe in living out discipleship. I am a certified Lutheran teacher and have a current teacher's license. I have a master's degree in early childhood. I have been in the professional educational field since 2003.

I am so proud of our program! Holy Cross Lutheran Preschool is blessed to partner with families in supporting early learning and development of our students.

We seek to teach and model (Proverbs 22:6) the love of God and the principles of God's Word while recognizing each child is a unique and special gift of God (Psalm 127:3)

Our open-ended curriculum facilitates spiritual, physical, cognitive, social/emotional and creative experiences that are developmentally appropriate of each child.

All families are welcomed into a nurturing, safe, loving Christ centered environment.

We recognize that play with a purpose is the foundation of early learning.

Since 1990 Holy Cross Lutheran Preschool has consistently been committed to providing quality education. Our teachers are licensed, and degreed. We are a Christian, nonprofit preschool; fully accredited by the National Lutheran Schools Association of the LCMS.

I highly value good communication. No director, teacher, parent or child is perfect. It is important that we keep the lines of communication open. Here at Holy Cross, we follow the guidelines in Matthew 18. If you have an issue with a person, speak to them in private first. Please approach me if you have any concerns or questions. It is my wish that we can talk directly with each other. Feel free to write a note, or call me at school, or email me at [JMyers@holycrosslutheran.net](mailto:JMyers@holycrosslutheran.net). I will be sending out a monthly newsletter. Look for it in your child's backpack.

Serving In Jesus Name,

**Jen Myers**

### **Letter from the staff**

Dear Holy Cross School Families,

We welcome you to Holy Cross Lutheran School. This handbook gives an overview of our school, as well as some very specific items of information. It should answer many of your questions about our services, programs and policies.

At Holy Cross Lutheran School, our overall goal is to develop each child's God-given talent and potential to the fullest. Our lessons go beyond the classroom to teach children how to be responsible and how to become the best person he/she can. The mission of the school is to ensure that we, through God's grace, nurture spiritual, academic, physical, emotional, and social growth in the children by guiding them to become responsible citizens and members of the body of Christ.

As a resident of our community, you are aware that one of our strengths is our multi-cultural diversity. We are committed to helping your child grow and relate sensitively to people of all backgrounds. We do not and will not tolerate racial, ethnic, or sexual biases by children or faculty/staff.

In addition, you recognize that the family unit is in an evolving state. Our children come from homes of single parent, two parent, multiple parent, and step-parent families. Also grandparents serving as guardians and other types of family units are part of this state. Our main goal is to work cooperatively with you and your child to provide the most positive spiritual, academic, physical and social experience possible.

Your involvement in the school program is essential if we are to continue empowering our students. By taking an active part in your child's school, you show support for quality education and contribute to working together as partners in Christ.

Looking forward to your support and participation, we remain dedicated to serving Christ.

In His Service,

Holy Cross Lutheran Preschool/Day Care Staff

### Holy Cross Preschool's Philosophy

Holy Cross Lutheran Preschool is blessed to partner with families in supporting early learning and development of our students.

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### **Introduction**

Parenthood is a sacred trust with which the Lord has blessed you. The duties and responsibilities of child-rearing are yours. Holy Cross Lutheran School wishes to assist you in these obligations by providing the best possible education for your child, a Christian education.

It is our sincere desire that your child be taught a Christ-centered way of life in a Christian atmosphere by professionally certified teachers who are free to exercise their faith in actions, thus supplementing the nurturing that you as parents have faithfully begun.

### **History**

Holy Cross Lutheran School was organized in November 1958, after participating in the Wichita Lutheran School Association since its inception in 1944. Classes began on September 8, 1959 at 9<sup>th</sup> and Dellrose. In June 1995, Holy Cross Lutheran Church sold that church and school property on Dellrose and ground was broken in the fall for the construction of a new and larger educational facility on twenty beautiful acres at the eastern edge of Wichita. The school continued to hold classes in the educational facilities on Dellrose until it moved into the new facility in February of 1997. This spacious 54,000 square foot educational campus contains facilities for all educational programs including the preschool and Day Care, the primary, elementary, and the middle school grades. Holy Cross Preschool was opened in 1990 to reach out to families of young children with a Christ-centered program to enhance early childhood development. A Day Care program was added to the Preschool in the fall of 2003. The preschool program focuses on the development of the whole child. Our curriculum is organized into five domains; spiritual, physical, social-emotional, communication and literacy and cognitive. All preschool students will be tested twice a year using a developmentally appropriate, nationally recognized test by Hayes.

### **School Accreditation**

Holy Cross is accredited by National Lutheran School Accreditation and AdvancED. The process of accreditation requires the school to participate in an extensive self-study evaluation and a visit by an outside professional evaluation team. Annual reports on the evaluation of the school's programs and personnel are required for the duration of the five year accreditation term.

The school is also accredited by the State of Kansas and is subject to the terms of accreditation and standards of the state. The school meets the laws and regulations for licensing of child care centers required by the Kansas Department of Health and Environment.

## Vision of Holy Cross Lutheran School

Recognizing our *Higher* purpose, we partner with families and our congregation to:

- develop Biblically sound individuals and Christian leaders through excellence in Christian education.
- grow our school community by modeling and teaching Christ-like living and providing excellent education.
- be Christ's witnesses to the community and be known for our quality Christ-centered education and service.

### School Mission Statement

*We, through God's grace, nurtures spiritual, academic, physical, emotional and social growth in children by guiding them to become responsible citizens and members of the body of Christ.*

### School Motto

Learning with a *Higher* Purpose

### The School's Statement of Faith

**We Believe:** That the Word of God, the Bible, is changeless, inspired, and inerrant; therefore it is the basis of all our religious instruction. A portion of each day is devoted to the instruction of its basic tenets.

**We Believe** That Christ died for the sins of all people, therefore, the school emphasizes that faith in Christ is the only way one can have a right relationship with God.

**We Believe:** That people are social beings and must develop wholesome relationships with others, therefore, as the Scripture teaches, the school encourages the children to make the love with which Christ has loved them the basis of their relationship with others.

**We Believe:** That the school can depend on the Holy Spirit's guidance, therefore, the school is confident that it has His aid in doing those things that will help meet the students' needs in the very best way possible; spiritually, academically, physically, socially, and emotionally.

**We Believe:** That all glory must be given to God, therefore, the school schedules weekly chapel worship services, begins each day in the class with devotions and prayer, and encourages Sunday morning worship and Sunday school and Bible class attendance.

- We Believe:** That Christians are *in* the world, not *of* the world, therefore, the school teaches the children the uniqueness of being children of God, helps them to resist conforming to the world's standards that conflict with Christian beliefs, and develops their talents to enrich their lives and society, giving God the glory.
- We Believe:** That God is shaping the events in our world today, therefore, the school will guide the students in developing a sense of God's guidance in history and in the appreciation of the Christian aspects of our culture as expressed in literature, music, and art.
- We Believe:** That Christ commanded His church to make disciples of all nations, therefore, the school teaches the students God's Word and the importance of sharing Christ with all people.
- We Believe:** That parents have the primary responsibility for the Christian education of their children, therefore, the school serves as an extension of the family in aiding parents in the prime responsibility of instructing their children in the way of the Lord.

### **The School's Goals and Objectives**

#### The Student in Relationship to God

**Goal:** **That the students grow in the grace and knowledge of the Triune God.**

**Objectives:**

1. That the curriculum content shows the nature and activities of the Triune God.
2. That the curriculum progressively teaches the actions of God show Christ as the One prophesied in the Old Testament as the Messiah and that the life, death, and resurrection of Christ recorded in the New Testament are the means by which people are reconciled to God.
3. That the students recognize that faith in Christ is a blessing of the Holy Spirit and that faith grows by the nurturing of the Holy Spirit.

**Goal:** **That the students are taught to live a Christian life through the power of the Holy Spirit and that they have the assurance of eternal salvation through faith in Christ.**

**Objectives:**

1. That the teaching of the Bible is intentionally related to the life of the student.
2. The school provides an environment in which the students are encouraged to live a Christian life in the community of believers and in the world.
3. That the students are led to trust in the promise of God's forgiveness and the assurance of eternal life with God.
4. That the students are led to trust and appreciate God's great love and acceptance as a basis for loving and accepting others.

5. That the students are encouraged to show concern for the spiritual welfare of others by sharing their faith with others.

**Goal:** **That the students gain a knowledge of the Bible and its contents.**

**Objectives:**

1. That the curriculum contains the basic Bible narratives.
2. That the curriculum be structured in such a way that the students will have a sense of the sequences and content of the Bible narratives.
3. That the students grow in the knowledge of the Bible memorization of Scripture passages and portions of Luther's Small Catechism.

The Student in Relationship to Self, Others, and Community.

**Goal:** **That the students will develop a positive self-image.**

**Objectives:**

1. That the classroom and playground environment encourage interactive participation leading to a sense of safety, belonging, and acceptance. That opportunity for establishing and attaining personal goals is provided through a variety of extracurricular activities, i.e. musicals, drama, art fairs, student council, choirs and community service.
2. That the students have the opportunity to participate in team sports.

**Goal:** **That the students are led to develop knowledge, skills, and attitudes required for living a productive life as a socially responsible member of their church, community and world.**

**Objectives:**

1. That the students are guided toward the development of self-control.
2. That the students are encouraged to recognize all people of God's creation and show love, respect, courtesy and consideration for the rights, welfare and property of others.

The students in Relationship to Intellectual Development

**Goal:** **That the students will develop academic talents and skills to the fullest extent of their ability.**

**Objectives:**

1. That the students will successfully complete the required courses of study for their grade levels.
2. That each grade level will maintain scores in appropriate and applicable subject areas on an annual standardized achievement test which support the high academic standards prescribed by the school.
3. That the students develop creative thinking, logical thinking and problem-solving skills.

4. That the curriculum is structured to promote physical fitness and good health in support of the intellectual development.
5. That the curriculum provide a high quality academic program, centered in Christ, which will challenge students to their fullest potential.
6. That the students have access to an enrichment program to build basic skills and provide enrichment activities.

**Goal:** **That the students will develop positive attitudes toward learning.**

**Objectives:**

1. That the school will provide opportunities and programs designed to enhance the students' appreciation of learning.
2. That by completion of grade eight, one hundred percent of the graduates will continue their education in high school.

**Goal:** **That the students shall be exposed to cultural activities, fine arts and various types of music through classroom study, exhibits, direct participation and field trips.**

**Objectives:**

1. That the students will be given progressively maturing exposures to fine arts, drama and various types of music through the curriculum.
2. That the students will be encouraged through special class assignments to participate in art, cultural and music activities in community.

#### **Admission Policy**

Holy Cross Lutheran School admits students without regard to race, sex, color, ancestry and national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, ancestry or national origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

#### **Description of Services**

Holy Cross Lutheran Preschool/Day Care Center offers a quality Christ-centered program. All programs are age appropriate.

1. Day Care is offered from 7:00 a.m. to 8:00 a.m. Monday through Friday for **3, 4 and 5 year olds.**
2. A Preschool program is offered for **3 year olds** from 8:15 a.m. to 11:15 a.m. with options for T TH; MWF; or M through F enrollment. **Students must turn three by December 31 and be fully potty trained by the day they start.**

3. A Preschool program is offered for **4 and 5 year olds** from 8:15 a.m. to 11:15a.m. with options for MWF; or M through F enrollment. **Students must turn four by August 31 or pass assessment screening.**
4. Junior Kindergarten is available for students who **turn five before December 31 or pass the Hayes** for four year olds by at least 75%. JK is held Mondays through Fridays. The options are half or full day.
5. An extended day program is offered for **3, 4, and 5 year olds** until 1:00p.m., 3:30 p.m. or 6:00 p.m. This includes supervised lunch, (with the choice of the child bringing their lunch or taking part in the school's hot lunch program) nap, quiet activities, outdoor play, and free choice activities. There is an additional charge for each of these programs and for the hot lunch program.

*All programs follow the Holy Cross Lutheran School calendar. This is a nine-month program. The Preschool and Day Care will be closed on days the school is closed including school holidays, in-service days, parent/teacher conference days, and for inclement weather. No transportation is provided to or from the facility.*

#### **The Teaching Staff**

A great importance is placed by the school on acquiring the very best teachers. HCLS teachers are known for their professional expertise and for their display of Christian convictions, enthusiastic spirit, and sincere caring for children. All lead teachers have a degree in teaching. This creates an educational environment in which students are appropriately challenged, develop confidence and self-esteem, and enjoy learning.

The staff works hard to create positive learning experiences for your child. We also rely on your support—and the support of your child—to help us make the school experience productive and enjoyable.

#### **Expectations of Parents**

Along with the staff, you play a key role in teaching your child to learn social and communication skills. By working as partners with the staff, you can help your child develop positive attitudes about school and contribute to his/her success. Whenever possible:

- Worship and pray regularly with you child.
- Talk about classroom activities, take an interest in your child's work and encourage his/her efforts.
- Read regularly with your child in the language you and your family speak.

- Encourage your child to do his/her best.
- Encourage your child to respect the rights of others.
- Teach your child respect for public and personal property and the environment.
- Be a role model by demonstrating support and respect for school staff.
- Ensure your child is clean, well-rested and nourished.
- Ensure your child is dressed properly for the weather and school activities.
- Ensure regular and punctual attendance and call the school office when your child is absent.
- Come to two parent/teacher conferences a year, one in the fall and one in the spring.

### **Expectations of Students**

Our goal is to help your child develop skills, knowledge and values that will remain for life. Your child also has a responsibility to cooperate with teachers and other students to help create a positive learning environment. Help your child to understand our expectations by emphasizing the need to:

- Attend class regularly.
- Come to class on time, every day they have class.
- Follow the school's discipline code which promotes responsibility and self-discipline
- Demonstrate respect for and cooperation with other students, staff, and school property.
- Do their best.
- Share with you their daily school activities.

## **About Your 3-year old child**

### **Characteristic Behavior**

The 3 year old is full of wonder and spends a lot of time watching, observing, and imitating. Three year olds are interested in perfecting motor skills, and it is common for them to spend the entire morning going down a slide or riding a favorite tricycle. Three year olds have very little memory for past events and do not understand 'yesterday' and 'tomorrow' the way adults do.

**Physical Development**

1. Develops a taller, thinner adult-like appearance.
2. Tries to throw, catch and kick a ball
3. Can brush teeth, wash hands, and get a drink without help
4. Eating is a serious business – they eat well and talk little, spilling often.
5. Weight: 25-66 pounds. Height: 34-43 inches.

**Intellectual Development**

1. Talks so that 75-80% of speech is understood.
2. Talks in complete sentences of 3-5 words.
3. Enjoys singing and can carry a simple tune.
4. Identifies common colors such as red, blue, yellow and green.
5. Can say their age.

**Social/Emotional Development**

1. Seeks attention and approval of adults.
2. Enjoys making others laugh and being silly
3. Enjoys playing alone but near other children
4. Still does not cooperate or share well
5. Accepts suggestions and follows simple directions

**Spiritual Development**

1. Learning that Jesus is our best friend
2. Learning that God is always with us
3. Learning echo prayers

## **About Your 4-Year Old Child**

**Characteristic Behavior**

A four year old is best described with the words “energetic” and “imaginative”. Often impatient and silly they discover humor and spend a great deal of time being silly and telling you “jokes”. Four year olds feel good about the things they can do, show self-confidence and are willing to try new adventures.

**Physical Development**

1. Love for speed (running), climbing, swinging and riding.
2. Eye-hand coordination continues to develop
3. Maybe a picky eater. Growth rate slows. Requires less food.
4. Dresses self without much help. Better at “un” doing.
5. Needs 10-12 hours sleep each night
6. Height: 37-46 inches. Weight: 27-50 pounds

### **Intellectual Development**

1. Can recognize some letters if taught, may be able to print name and speaks in fairly complex sentences.
2. Has basic understanding of concepts related to number, size weight, colors shapes, position and time.
3. Asks a lot of questions including ones on birth and death

### **Social/Emotional Development**

1. Takes turns and shares (most of the time) – changes the rules of a game as it goes.
2. Persistently asks “why”?
3. Begins to understand danger
4. Lies sometimes to protect self and friends, but doesn’t truly understand the concept of lying.
5. May name call, tattle freely, feel intense anger/frustration.

### **Spiritual Development**

1. An understanding that God loves everyone
2. Learning to forgive and say I’m sorry
3. Able to say simple prayers, echoed and memorized

## **Why Do We Play At School?**

Play is a very important part of our early childhood program. Whether your child is in our Preschool or Pre-K program they will spend part of everyday in play.

### **Play for Children is:**

1. Symbolic and meaningful. It helps children to act out their problems, worries and fears.
2. Social. It helps children to regulate their emotions.
3. Using and developing imagination
4. Governed by rules and roles
5. Filled with language
6. Facilitated by adults
7. THE WAY THAT CHILDREN LEARN!
8. Often misunderstood

### **Importance of Play in Early Childhood Years:**

1. Socialization (getting along with others)
2. Discovery Learning (helps children to problem solve)
3. Helps children to develop empathy and care for others
4. Helps to develop emerging academic skills.

### **Purpose of Play in Early Childhood Years:**

1. Language development
2. Social Learning
3. Learning to be part of a group

4. Cognitive development

#### **How does play create learning?**

1. Self-directed play in a safe environment teaches decision-making.
2. Negotiating with peers teaches language skills, problem solving, recognition of other's feelings.
3. Discovery learning indulges a child's sense of wonder and independence.
4. Questions about their play help children set a plan, make decisions, and think at a higher level

#### **What is the teacher's role in play?**

1. A teacher should provide time for play
2. Create an independence-promoting environment (this means the child can walk in the door and find everything they need for play-or they can ask the teacher to find it)
3. A teacher should provide multi-purpose props.
4. Helping plan the play (ask the children when they arrive what they are going to play today)
5. Providing a safe environment
6. Helping to act out stories
7. Settle disputes
8. Replace violent play

#### **Creating self-confidence through a love of learning**

1. Through play children foster their love of trying new things
2. Fostering this love instills the desire to continue learning
3. This love-developed early-creates children who desire to learn
4. By fostering this desire, children continue to grow confident in their abilities to face new ideas and environments and people, resulting in learning!

### **Home-School Communication**

Check the information boards outside the classroom door. Each week the teacher will send home a glance at the following week. Each month the director will send home the Preschool Newsletter outlining what you can do at home to enhance learning, and other important early childhood information. The school office emails a weekly newsletter. Look for the *Holy Cross Eagle* each Tuesday of the week. Conferences with the teacher may be scheduled at anytime. Parent/Teacher conferences are required in the fall. Spring conferences are upon request.

### **Line of Authority**

The Principal of Holy Cross Lutheran School, working under the supervision of the Day School Commission, will have final authority in all preschool and Day Care classroom matters. In the absence of the Principal, the Preschool/Day Care Program Directors will have the responsibility. Should none of the above be available, the Preschool Day Care staff person with the longest tenure will be in charge. The staff person in authority will be responsible for opening and closing classrooms at the beginning and the end of the day.

### Enrollment

Before a child can begin care in Preschool or Day Care, the school must have on file the following forms:

- ✚ Enrollment Form
- ✚ Physical Form which includes an immunization record signed by a physician
- ✚ Emergency Release Form
- ✚ Pick-up Authorization Form

### Children's Records

Children's records shall be confidential. Each child's records and reports shall be made available to the child's parents on request. Teachers and the Kansas Health Department have access to these records.

### School Tuition and Fees

Tuition is vital for the support of Holy Cross Lutheran School. It is essential that tuition payments are received in a timely manner.

All families will pay a registration fee.

Tuition payments are due on the first of each month by auto draft. Tuition payments that are 40 days overdue will be assessed a late fee of 5% per month. If a tuition payment is 90 days overdue, the child (ren) will be denied attendance in school until the tuition payments are received. When the payment becomes 150 days past due, the matter may be turned over to an attorney or collection agency.

Please check with the office to obtain a receipt for childcare expenses for tax purposes. ***This only applies to children enrolled in the Day Care program.***

There is no refund or credit for days/times not used.

A late fee of one dollar (\$1.00) per minute will be charged after 6 p.m. For late pick-up before 6 p.m. a late fee of seven dollars an hour will be applied.

### Arrival and Dismissal

Parents should use the West parking lot and personally escort their preschool or day care child from the car to the classroom. The preschool children will be escorted to the West entrance for dismissal. Day Care children need to be dropped off and picked up in the classroom by an authorized adult. The "Pick-Up Authorization Form" stating the names of people approved to pick up your child needs to be kept up-to-date. The teacher will not allow anyone else to pick up your child. Changes need to be made in writing by the parent/guardian.

### Sign In and Out

Day Care children **MUST** be signed in and out daily by an authorized adult on the form located in the classroom. This follows state law.

### **Parental Access**

Each parent or guardian of a child enrolled in Holy Cross Lutheran Preschool/Day Care Center shall have access to the premises during all hours of operation, except during a time of routine fire, tornado, bomb threat, lock-down drills, or during an actual fire, tornado, bomb threat or lock-down.

### **Sign-In Procedures for Visitors and Volunteers**

We are constantly working on improving our safety procedures at Holy Cross.

1. All volunteers and visitors must sign-in at the school office during school hours. You will be asked to list your name, date, time, reason for being on campus.
2. Each visitor/volunteer will be required to wear a badge with the school logo. This badge will let the staff know that you have checked in at the school office.
3. Please plan any visits or volunteer times ahead of time with the teacher in order to assist us in providing an optimal learning environment. We enjoy having you on campus and look forward to partnering with you throughout the school year.
4. Before leaving the campus please return the badge and sign-out.

### **Absences from School**

To ensure the safety of your child, when he/she is absent from school, the parents must telephone the school office before 9a.m. and inform the school office that their child will not be in attendance. The school secretary will telephone the home of all absent students for whom no phone call has been received.

### **Emergency School Closing**

If inclement weather or other unusual circumstances force the closing of school, information will immediately be available on **KFDI (1070 AM or 101.3 FM) and B98 FM** radio stations, **KWCH Channel 12 TV**, or our school's website [www.lovemyschool.net](http://www.lovemyschool.net). Although Holy Cross usually closes if the Wichita Public School District 259 closes for weather-related reasons, there are certain circumstances where HCLS will hold classes when USD 259 does not. One of these reasons would be the closing of USD 259 because the wind chill is too cold for students to stand outside in the morning and wait for the bus. Since Holy Cross does not depend on bus service, this closing would not apply to Holy Cross. When in doubt, call the school office.

## Health and Safety

### Physical Exams

A pre-entrance health assessment conducted within six months prior to enrollment shall be required for each child. The assessment shall be conducted by a licensed physician or a nurse approved to perform health assessments. The results shall be recorded on forms supplied by KDHE. It must happen within 30 days of the child's first day of school.

### Immunizations

Immunizations shall be current in accordance with the child's age at the time of enrollment, and shall be maintained current for protection against diphtheria, pertussis, tetanus, measles, mumps, rubella, hepatitis B, chicken pox, influenza type B, pneumonia, hepatitis A, and poliomyelitis. If there is a need to update any immunization, this must be done within 90 days or the school will be left with no choice other than denying the child attendance in school until the up-dated immunization form has been received by the school. Immunization exemption letters must be turned in in the place of missing shot records.

### Prescription Medication

Prescription medication for a child must be sent to the teacher where it will be kept locked in the Preschool office or classroom (dependent on the type of medication) and administered only by trained the Preschool staff. Medication shall be in a pharmacy container labeled with the child's name, the name of the medication, dosage, dosage intervals, the name of the physician, and the date the prescription was filled. A record shall be kept in the child's file as to who gave the medication, and of the date and time it was given.

### Injuries and Sickness

Minor scrapes and bumps will be attended to by the school personnel. If a student becomes sick in school or if an injury is more than a minor one, the school office will telephone the parents and inform them of the circumstances. **For this reason, it is absolutely necessary for the preschool office to have on file an up-to-date Emergency Form for each student.** Make sure that reliable back-up telephone numbers and contact people are listed on the form, and if this information changes, inform the school office immediately.

Written permission of the parent, guardian, or legal custodian for emergency medical treatment shall be on file for each child. The name, address and telephone number of a physician to be called in case of an emergency shall be on file for each child.

### Communicable Disease Regulations

When a child is absent due to a communicable disease, other parents shall be informed of the nature of the illness. Communicable diseases shall be reported to the County Health Department by the next working day. A child shall not come to school that shows signs of illness or has had a temperature above 100 degrees within 24 hours. Children are to be fever free without the help of medication (Tylenol, etc.) for 24 hours before returning to school. Also, if a child has vomited within 24 hours he/she is not to come to school until there has been 24 hours with no vomiting. One sick child can spread sickness to others in the class.

### Communicable Disease Regulations

The Kansas Department of Health states that no person having an infectious or contagious disease shall be admitted to any public, parochial, or private school, or to any public place. A child who has any of the following diseases must be excluded from school until a written release is obtained from a physician: **whooping cough, typhoid fever, diphtheria, meningitis, tuberculosis or Covid 19.**

**The following contagious diseases also require the student to remain home from school:**

<b>Chicken pox/shingles</b>	Excluded until six days after first crop of eruptions.
<b>Hepatitis A</b>	Excluded until seven days after onset of jaundice.
<b>Impetigo</b>	Excluded until medical treatment is received by a doctor.
<b>Measles</b>	Excluded until four days after rash disappears.
<b>Mononucleosis</b>	Excluded from school throughout duration of fever.
<b>Mumps:</b>	Excluded for ten days from onset of disease or until swelling is gone, whichever is longer.
<b>Pink Eye</b>	Excluded until there is no discharge from the eye.
<b>Ringworm:</b>	Excluded until child has been treated. Specific treatment with fungicidal agents is available.
<b>Rubella (German measles)</b>	Excluded for seven days after onset of rash.
<b>Strep Throat</b>	Excluded 24 hours after the appropriate antibiotic therapy has begun or for ten days if antibiotics are not administered

**Emergency Plans/Drills**

**Safety Procedures**

Plans have been developed for the safety and care of the children in the unlikely event of a disaster. Fire and tornado drills are held in compliance with state law. A detailed crisis manual has been developed for Holy Cross Lutheran School staff. The following are standard procedures for each unlikely event:

**Fire**

- † The class will form a single file line.
- † The teacher will check the primary exit route for safety, and then the class will exit.
- † The preschool/daycare classes use the door that exits to the east, leading to the playground.
- † The class will follow the sidewalk north then east to their designated place on the blacktop in the parking lot.
- † The teacher will account for all the children in the class.
- †

**Flood**

- † In case of threat of a flood, the children will be moved to the designated area of safety.
- † The teacher will account for all the children in the class.

**Tornado**

- † The class will form a single file line at the door into the hallway.
- † The class will exit and line up against the wall to the south of the classroom.
- † The children will sit down with their backs to the wall and knees bent. If necessary, they will place their head on their knees and cover with their arms.
- † The teacher will account for all the children in the class.

**Severe Weather**

- † During periods of inclement or threatening weather information, the school and/or church staff will constantly monitor the situation using the NOAA weather radio turned to the National Weather Service, St. Louis, MO (162.55MHZ) or our local station KFDI (101.3 FM or 1070 AM).
- † When directed by the administration, the staff will activate the appropriate safety procedures.
- † The teacher will account for all the children in the class.

**Holy Cross Lutheran Preschool/Day Care Center  
Classroom Schedule**

7:00 a.m. 8:00 a.m.	Free play activities for preschool Latchkey children
8:00 a.m.-11:15 a.m.	Class room is open for preschool children: Each classroom has its own order of the following: Centers, Math, Pre-reading, Small motor, Large motor, Free Play, Snack, Jesus Time, The World Around You (Science and Social Studies)
11:15 a.m.	Preschool dismissed
11:25 a.m. 11:35 a.m.	Bathroom, wash for lunch
11:40 a.m. 12:15 p.m.	Lunch; brush teeth
12:15 p.m. 12:45 p.m.	Outside
12:45 p.m. 1:00 p.m.	Story/ JK return to afternoon classes
1:00 p.m. 2:30 p.m.	Rest for non-sleepers/Nap
2:30 p.m. 3:00 p.m.	Snack
3:00 p.m. 4:00 p.m.	Outside/
3:30 p.m.	JK dismissed, students needing daycare join the other children
4:00 p.m. 6:00 p.m.	Free play in classroom
6:00 p.m.	Center closes

### **The Worship Program**

In addition to the worship practices begun in the home by parents, the faculty assists in the worship practices of the children by providing devotional leadership opportunities in the classroom on a daily basis. A prayer is said before snacks and before meals. A prayer is said at the end of the preschool day. **All preschool students will be attending the first chapel of each month with the rest of the school, except during Advent and Lent. Students, their parents/guardians and other family members are encouraged to worship regularly at their home congregation. We have our own preschool mini-chapel on Monday's when we do not attend chapel with the whole school.**

(The Bold events will not take place when there are Covid 19 precautions underway)

### **Discipline**

We are a Love and Logic school encouraging healthy choices. The Preschool/Day Care learning environment is a relaxed and positive environment in which children and teachers interact with encouragement and positive reinforcement. Rules are explained often. When a child's actions are inappropriate and need attention the following methods used are:

- Reassurance of God's love and our love for the child
- Gentle reminders of appropriate behavior.
- Redirection.
- Time-out as a last resort.

There will be no consequences that are humiliating, frightening, or harmful to the child. If a child has a serious problem in the classroom, the parents will be contacted to work with the teacher on developing a plan to correct the problem.

### **Prohibited methods of punishment include:**

- Corporal punishment such as spanking with the hand or any implement, slapping, swatting, pulling hair, yanking the arm, or any similar activity.
- Verbal abuse, threats, or derogatory remarks about the child or the child's family.
- Binding or tying to restrict movement.
- Enclosing in a confined space such as a closet, locked room, box or similar cubicle.
- Withholding or forcing foods.
- Placing substances which sting or burn on the child's mouth or tongue or other parts of the body.

### Snacks/Lunches/ Food Allergies

All children need to eat breakfast before arriving at school. Lunch menus will be posted and sent home monthly. Milk is available for all snacks and meals. Parents pay a yearly snack fee. We accommodate to food allergies. Please inform your child's teacher if they are allergic to any foods. Teachers will communicate when birthday celebrations will take place and food guidelines with these celebrations. Day Care program provides the afternoon snack. The lunch menu meets all KDHE lunch requirements. We are not allowed to warm any food in the microwave. To ensure the health of every child, parents must inform the staff if their child has any food allergies.

### Preschool Food Guidelines

#### State REQUIRES

Snack shall include at least two of the following:

- a) Milk, milk product
- b) Fruit, vegetable or full strength fruit or vegetable juice
- c) Meat or meat alternate
- d) Bread, bread product or cereal

We provide milk and snack.

**Fruit and Vegetables:** any fresh or canned (in water or lite syrup please) fruit, raw vegetables: carrots, cauliflower, broccoli, celery, cherry tomatoes **Dip may be served with fresh fruit and vegetables.** Raisins, Craisins, or other dried fruit. **No fruit snacks unless they are 100% natural. The same with fruit roll-ups or fruit leather.**

**Milk Product:** yogurt, cheese sticks or slices

**Bread/Grain:** whole grain crackers, Cheerios, Tortilla chips, Granola bars, animal crackers, pretzels, mini-muffins, whole grain cereals

**Serving size:** ¼ cup of each food group served.

### Cold Lunches

Even if food is sent from home we must make sure that it fit under our state license. We are required to check that all cold lunches include one item from each of the following. State also requires that food is cut into bite size. PLEASE pre-cut your child's cold lunches. (especially grapes, hot dogs and other round foods.)

- a. One Protein: meat, poultry, fish, egg, cheese, cooked dried peas or beans or peanut butter
- b. Two serving of any combination of fruits and vegetables
- c. Grain: bread, bread product, or cereal
- d. Dairy: you may add cheese or yogurt

**Serving size:** If you are not sure how much to send for your child, the general guidelines for a preschool age child is a ¼ cup of each food group served.

### Water Bottles

Children need to daily bring a labeled water bottle. It needs to go home and be washed after each day's use.

### Exercise

Students shall be lead in at least 10 minutes of teacher lead physical activity daily. We will focus on development of large motor skills. Students will also have daily free play outside or in the gym depending on the weather.

### Nutrition

Each day at snack and lunch times, children will have adult lead discussion about health and nutrition. Students will learn food groups, healthy food choices and the importance of healthy eating.

### Toothbrushes

Until we have been cleared of Covid 19 restrictions, we are not allowed to have toothbrushes at preschool.

### Rest/Nap Time

Each child will be required to rest for 30 minutes each day. If the child is still awake after 30 minutes they have the option to rest longer or they may participate in quiet activities.

Centers shall provide a cot for each child. Cots shall be enclosed in washable covers and shall be placed only over carpeted areas. When cots are used they shall be long enough so that the child's head does not rest on the carpet.

Each cot shall be equipped with an individually labeled bottom sheet. Every child shall have a cover. Children shall not share bedding.

There shall be a complete change of bedding after each five uses, immediately when wet or soiled, and always upon a change in occupancy. Blankets or covers shall be laundered monthly.

Pads, when in use, shall be separated from each other by at least two feet in all directions except when bordering on the wall. When not in use, they shall be stored in a clean and sanitary manner. Every pads is sanitized after each use.

**Parents shall provide two bottom sheets and one blanket or top cover. The pads used at Holy Cross are 48"X 24". These items must fit in a two gallon Zip-lock bag.**

**Parents shall be responsible for the laundering of their child's bedding.**

### Clothing

Preschool and Day Care children do not wear school uniforms. They should come to school dressed in appropriate, comfortable play clothes. The clothing needs to be easy for your child to get on and off for bathroom independence. They must have a spare pair of clothing in case of an accident in their backpack. The children should be in comfortable shoes that secure around the foot, preferably with a strap around the back of shoe. The children should have the appropriate wear to go outside every day. That includes hats and mittens in cold weather. Please mark jackets, etc. with your child's name. **Students must not wear the following:** shirts with wording or pictures of poor taste, cowboy boots, belts that children cannot operate on their own, hats in the building, flip flops or sandals without

backs, tube tops, any tops without sleeves. **Please wear:** shorts or tights under dresses and skirts, comfortable play clothes in good condition.

### **Toys**

Please do not allow your child to bring toys to school unless requested by the teacher for Show-and-Tell or other special days. We ask that no toy guns, toy knives or toy weapons be brought at any time.

### **Animals**

Animals are not to be brought into the building without permission from the child's teacher. There will be no classroom "pets" i.e. fish, birds, hamsters, gerbils, etc. Animals can cause disturbance for classes and affect children who are allergic to them. All staff and parents will be informed of this policy.

### **Swimming Pools**

There are no swimming pools or wading pools on the premises. There are no "splash days" or other water activities.

### **Toileting and Diapering**

Sinks and toilets in the Preschool/Day Care bathrooms are child-size. Children shall be toilet-trained and able to take care of their toileting needs without assistance. We can help with buttons, zippers, and other clothing challenges. A clean change of clothing must be in the child's backpack at all times. If there is a reoccurring problem with wet or soiled clothes, the parents will be contacted for a conference to discuss the matter. There are no diaper changing facilities. If there is a child with special needs, toileting will be addressed on an individual basis. **Children are not to wear pull-ups.**

### **Infant and Toddler Care**

Holy Cross Lutheran Preschool/Day Care Center is licensed for children who turn 3 by December 31 of the school year to five years olds. No infant or toddler care is provided.

### **Day Care Supply List (to be provided by the parents)**

Backpack – to be brought daily, Change of clothes in back pack, Two bottom sheets (fits a pad 24' X 48"), One top cover (fits in a two-gallon baggy), Toothbrush-(plain, no spin brushes, etc.) child-size

### **Field Trips**

Several field trips away from the center are included in the year's activities for 4 and 5 year olds. There are no trips away from the center for 3 year olds. There are no trips away from the center for Day Care children. Prior to field trips, each child must have a signed permission form. Transportation will be by vehicles. All drivers will sign a regulation sheet. Vehicles shall be covered by accident and liability insurance. Each vehicle shall be equipped with an individual booster seat. All doors except the front door on the driver's side shall be locked while the vehicle is in motion. Appropriate discipline shall be maintained at all times. Children shall neither enter nor exit the vehicle into a lane of traffic. Children shall not be left in a vehicle unattended by an adult. When the vehicle is vacated, the driver shall make certain no child is left in the vehicle. Smoking is prohibited when transporting or supervising children. Cell phones shall be turned off and not answered when transporting or supervising children. The driver of a vehicle used for transportation of children shall be 21 years of age or older. They shall hold an operator's license of a type appropriate for the vehicle being used. Trailers pulled by another vehicle, camper shells or truck beds shall not be used for transportation of children. Each transporting vehicle shall be maintained in safe operating condition.

Emergency release forms and health assessment records shall be in the vehicle when children are transported. A first-aid kit shall be in the transporting vehicle. The driver shall transport the child(ren)

to the intended location, person, agency or institution as designated by the child's parent or legal guardian, or by the agency person in charge. Applicable staff/child ratios shall be maintained.

### **Harassment**

It is the policy of Holy Cross Lutheran School to promote a healthy, nurturing school environment in which the children entrusted to our care can be free of unwanted harassment and sexually offensive behavior by other students, employees, or third parties. The school will not tolerate harassment of any student by any other students, any school employee or any other person on the basis of a student's race, color, national origin, religion, disability or sex. Harassment is a very serious matter and is not in keeping with the schools Christian ministry or ideals. Sexual harassment of a student or by a student is strictly forbidden by school policy. For more details ask to see Policy 4232.10.

### **Bullying**

Holy Cross Lutheran School is also committed to providing a physically safe and emotionally secure learning environment for all students and staff. Bullying of any kind will not be permitted on school property, in a school vehicle, or at a school-sponsored activity or event.

All teaching and non-teaching staff, students, and parents will be informed about bullying through the *Bullying Policy and Guidelines* which will be included in the *Parent Handbook* and the *Faculty Handbook*. Staff members and students will receive training on bullying, procedures for reporting acts of bullying, consequences and appropriate remedial actions for someone who commits acts of bullying, and methods for helping students and staff prevent bullying.

For more details, ask to see Policy 4232.11 or a K – 8 Parent Handbook.

### **Weapon-Free School**

In compliance with Federal law, to ensure the safety and protection of all students and staff and Holy Cross Lutheran School, the weapon-free policy is adopted. For more details ask to see Policy 1004

### **Smoke – Free**

Holy Cross promotes healthy life styles. We enable people to work and learn in a smoke-free environment.

### **Insurance**

Holy Cross Lutheran School is insured by Brotherhood Mutual Insurance Company.

**I have read the parent handbook of Holy Cross Lutheran Preschool.**

**I agree with the policies of the center.**

**Parent Signature: \_\_\_\_\_**

**Student(s): \_\_\_\_\_**

**Date: \_\_\_\_\_**

**(Please return this within a week of your child's start date.)**