

# Loving Arms Child Care Center



Shepherding Hearts – Teaching Minds

## PARENT HANDBOOK

**2023**

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# *INTRODUCTION*

## Welcome

We would like to invite you and your child on an incredible journey of learning and growing, not only physically, but also socially, emotionally, intellectually, and spiritually. We plan to work together with you as your child develops in many ways.

This Parent Handbook was designed to let you know about the policies and procedures that Loving Arms has in effect. If you have any questions or concerns regarding this handbook, please feel free to call or stop by the office.

You will be notified of any changes in this handbook by newsletter, e-mail, posted on the web site, or notes sent home with your child.

## Messiah Lutheran Church

Messiah Evangelical Lutheran Church has been in existence since 1966, and has a membership of over 190 members. Our church is affiliated with Wisconsin Evangelical Lutheran Synod.

Sunday worship times are at 8:15 A.M. and 10:45 A.M. with Bible Study and Sunday School at 9:30 A.M. Sunday School is available for children age 3 through eighth grade. A separate bible study class is offered for our teens. Adult bible study is taught by the Pastor. Bible studies are also conducted throughout the week at various times on selected topics. A noncommittal Bible Information Class is available for all adults who wish to reacquaint themselves with the basic teachings of the Bible.

Please speak with our Pastor for more information.

## **WELS**

Wisconsin Evangelical Lutheran Synod (WELS) is a church body consisting of 1,276 congregations in North America and is in affiliation with synods throughout the world. WELS oversees 345 Lutheran Elementary Schools and over 400 Early Childhood ministries throughout North America. Please speak with our Pastor concerning specific ministries of WELS and locations of others WELS congregations.

## **STATEMENT OF CONFESSION**

Loving Arms operates as a mission of Messiah Evangelical Lutheran Church; therefore, all biblical teaching will adhere to the teachings of Messiah.

We believe that there is one, triune God-- Father, Son, and Holy Spirit. We believe that we are saved from sin only by the life, death and resurrection of the Son, Jesus, and that the Holy Spirit works faith in our hearts so that we may enter the kingdom of heaven.

While we welcome children and families from any religious background, we reserve the right to teach in accordance with the teachings of Messiah Evangelical Lutheran Church.

For more details on the doctrine of Messiah, please pick up the booklet in the entryway entitled, *This We Believe*, or feel free to speak with the Director or the Pastor.

## **Program**

Loving Arms Child Care Center offers child care and provides valuable learning experiences for children 6 weeks of age through Pre-Kindergarten in a Christian environment. We also offer a Summer Program and an In-Service Program for school age children. Loving Arms is open 12 months a year to serve families in our community.

Loving Arms Child Care Center is licensed by the Kansas Department of Health and Environment.

## **Facility**

Loving Arms was designed specifically to be a child care center

and opened its doors on January 7, 2002. The original building had 3 classrooms, a full kitchen, men's and women's bathrooms, laundry room, staff resource room, and administrative offices. Loving Arms completed a building addition in 2009 adding two finished classrooms, men's and women's locker rooms, and a gymnasium. Two playgrounds are adjacent to the building with the intention of providing developmentally appropriate equipment for infants, toddlers and preschoolers.

### Purpose & Philosophy

The purpose of Loving Arms is to share the precious love and forgiveness of Jesus with the children who attend the center and also with their families. Each child, parent/guardian, and staff member will be treated with the same love and respect that God has shown to each of us.

## OUR MISSION STATEMENT

As a ministry of Messiah Evangelical Lutheran Church, Loving Arms Child Care Center exists to work with parents to provide quality care and Christian education for their children and to assist parents in developing a Christian home.

### Goals

- To provide a safe and caring environment which expresses the love of Jesus to children and their parents
- To provide spiritual training for children by teaching biblical truths
- To provide developmentally appropriate early childhood education for children
- To strengthen families by offering spiritual and Christian family life education to parents
- To encourage families to use their talents to serve God and share the message of Jesus with others
- To model for children a positive self-concept and attitude toward learning
- To model social skills for children

### Objectives

Loving Arms provides a program that focuses on developing the strengths of the whole child. Activities are chosen that

encourage children to improve the abilities God has given them individually and as a whole.

### **Physical**

- To develop gross and fine motor skills
- To improve good health and grooming habits
- To care for one's own personal needs
- To develop good nutrition habits

### **Intellectual**

- To be able to follow directions
- To increase attention skills
- To develop a positive approach toward learning
- To develop a curiosity about the world God has made
- To develop effective language skills
- To develop the ability to think critically

### **Social/Emotional**

- To be able to demonstrate appropriate ways to express feelings and respond to others
- To develop self-control and self discipline
- To develop personal initiative
- To develop independence
- To develop positive social skills
- To develop appropriate table manners
- To develop an understanding and respect for cultural diversity
- To develop respect for one's own rights as well as the rights of others

### **Language**

- To express themselves both verbally and nonverbally
- To learn language as modeled
- To answer simple questions

### **Spiritual**

- To know what Jesus has done for us
- To live a God-pleasing life because of what Jesus has done for us
- To share the Good News of what Jesus has done for us with others

# ENROLLMENT PROCESS

## Eligibility Requirements

Loving Arms Child Care Center accepts children 6 weeks through 10 years of age of any race, color, religious background, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the center. It does not discriminate based on race, color, religion, national origin, ancestry, physical handicap, or gender in administration of its educational policies, admission policy, and other center-administered programs.

## Enrollment

When an opening is available, the Director will contact the parent by phone and/or e-mail to offer enrollment. The family has two business days to respond. If the family does not respond or does not want to enroll, the next family on the waiting list will be contacted about the opening. If the family accepts enrollment, they have two business days to submit the deposit to secure their spot.

Center administration will give the parent an enrollment packet prior to the child's first day which will include center information as well as an enrollment packet. We prefer for the family to complete all forms prior to enrollment. All forms must be turned in by the first day of enrollment. Most of these forms are required to meet state licensing requirements.

The following are the mandatory forms that must be completed before the child enters Loving Arms Child Care Center:

- *Authorization for Emergency Medical Care*
- *KDHE Medical Record*
- *Child Health Assessment*
- *History of Immunizations*
- *Registration Form*
- *Parent Consent Form*
- *CACFP Income and Eligibility form*

We also encourage parents to complete the following forms:

- *Authorization Agreement For Auto Payments*
- *Welcome to Loving Arms*

We encourage the family to schedule a few visits to the child's classroom before the official enrollment date; this eases the



transition for everyone.

### **Enrollment Priority**

Full-time children will have priority over part-time children. Siblings of enrolled children will be given first priority. Enrollment will be on a first-come, first-serve basis.

### **Child Orientation**

We understand that beginning a new school away from parents can be very frightening, overwhelming, and confusing. Therefore, the staff at Loving Arms Child Care Center will do everything possible to help ease the transition.

Parents/Guardians are strongly encouraged to spend at least 1 hour with the child in the child's new classroom. This allows the child to see that the teacher is someone whom the parent trusts. It also allows the parent to experience the child's day.

Since emotions sometimes show themselves strongly around naptime, the teacher will try to be near the child as he falls asleep and be there when the child wakes up. If there is a staff change over nap time the teacher will introduce the child to the person who will be there when he wakes up.

Separation anxiety is not only difficult for the child but can be for the parents also. Drop-offs and pick-ups can be especially hard. Please call anytime and we will be glad to let you know how your child is doing.

### **Fees**

Registration and tuition rates will be reviewed and adjusted annually by the Director and the School Board governing Loving Arms Child Care Center.

Tuition rates will remain the same including weeks that contain holidays. Tuition will not be reduced for days or hours your child does not attend.

**Please call the center for the most up to date pricing.**

**Registration Fee**

\$200 (non-refundable)

**Deposit** equal to one week of tuition that will be applied to the first week of tuition

**Late pick-up fee** \$2.00/minute after 6pm

### Payment Procedure

Payment is due on or before the Friday preceding the week of attendance.

Payments that are set up as auto-deduction will be withdrawn the Friday preceding the week of attendance.

Failure to pay tuition on time will result in a 10% late fee. The late fee is due at the same time as the payment. Failure to pay tuition by the Tuesday following the missed payment can result in termination of your child's enrollment from the program unless special arrangements have been made with the Director. Outstanding debts will be sent for collection.

Auto-deduction is the preferred method of payment. Most major credit cards are accepted. Make checks or money orders payable to Loving Arms Child Care Center.

All fees incurred by Loving Arms due to insufficient funds and/or returned checks will be charged back to your account. There is a \$35 returned check fee. After 2 returned checks, a personal check will no longer be accepted. See the office for alternate payment options.

# ***POLICIES***

## **Code of Conduct**

Whenever and wherever people work together, certain standards of reasonable conduct help maintain a cooperative, orderly and efficient environment. The success of the Center relies on the professionalism of all employees and families. We expect you to conduct yourself in an appropriate manner by respecting all children, families and staff, and through open communication.

## **Staff Expectations**

Loving Arms staff are expected to:

- Assist children in self-control and self-discipline
- Communicate daily with parents/guardians
- Keep information regarding children and families confidential
- Wear appropriate clothing
- Represent the Center in a professional manner
- Be creative in implementing the Center's overall program curriculum
- Willingly help out in other classrooms if required due to ratios, staffing needs, etc.
- Show pride in the Center by keeping it clean and organized
- Report to work at scheduled time, limiting absenteeism

## **Expectations of Parents/Guardians**

Parents/Guardians are expected to:

- Maintain an adequate supply of diapers, wipes, training pants, underwear, extra clothes, and bottles
- Sign your child in and out daily on one of the touchscreen timeclocks located close to the classrooms
- Pay your tuition bill and other fees on time
- Give at least a two week notice for withdrawal
- Call the Center at your earliest convenience when your child will not be attending, will be arriving late, will be picked up early, etc.
- Communicate with the teacher concerning what is happening in your child's life
- Maintain cooperation with school & within families
- If a child is absent for 5 days without communication from the parents/guardians, he/she may be subject to dismissal

- from Loving Arms
- Failure to provide Loving Arms with adequate contact information could result in dismissal of your child/children

### **Insurance**

The children and staff at Loving Arms Child Care Center are covered with appropriate accident and liability insurance from Church Mutual Insurance Company.

### **Program Organization**

The Loving Arms Child Care Center Director is responsible for planning and implementing the program. The Director is the supervising authority of all child care employees. Loving Arms program is a ministry of Messiah Evangelical Lutheran Church. Therefore, the Director and staff are supervised by the School Board and the voters of Messiah.

### **Procedures and Policy Changes**

Procedures and policies will be upheld as stated in the parent handbook. New policies and procedures will be communicated by email, posted on the web site, and other forms of communication.

### **Open Door Policy**

The Center has an open door policy. Parents are welcome to visit their child and the classroom at any time. Parents are provided with multiple opportunities to volunteer within the program, including, but not limited to: eating lunch with their child, reading a book or leading an activity in the classroom, chaperoning fieldtrips, and sharing information with the classroom which may be of interest or fit with the weekly lesson plan.

### **Time and Days of Operation**

Loving Arms Hours: Monday-Friday: 7:00 A.M.-6:00 P.M.

Loving Arms closes for up to 14 days each year in observance for the major holidays and staff in-service training. Please reference a current year holiday closing list that is posted on the website and published in newsletters and any other form of communication.

## Class Size and Ratio

Loving Arms will remain at or under the KDHE requirement for class size and ratio in order to provide quality care for your children. For your reference, our license is posted with specific guidelines as to how each room may be used. Generally we will use the following guide. If a classroom changes in class age, ratio or class maximum parents will be notified. We will use the following ratios:

|                         |  |
|-------------------------|--|
| Yellow Room (infants)   | 1 teacher per 3 infants<br>(maximum of 9)        |
| Green Room (ones)       | 1 teacher per 5 toddlers<br>(maximum of 10)      |
| Blue Room (twos)        | 1 teacher per 7 toddlers<br>(maximum of 14)      |
| Purple (two and a half) | 1 teacher per 10 preschoolers<br>(maximum of 20) |
| Teal (fours)            | 1 teacher per 12 preschoolers<br>(maximum of 24) |
| Gym (school age)        | 1 staff/16 children<br>(maximum of 24)           |

## Arrival and Departure

### **Arrival**

In order to maintain the best care for each child, it is important that we know when each child will be at the center. We will keep records of the standard days and hours each child will be at the center so that we can modify our staff accordingly. Please let us know if there will be a change in the regular schedule your child keeps at Loving Arms. Upon arrival, please walk your child to his/her room and check them in with a teacher. Don't forget to sign them in on the timeclock in the hall. Thank you for your cooperation.

### **Early Drop-off**

Children may not be dropped off earlier than 7:00am. Please inform the staff in advance if you need to bring your child earlier than their normal scheduled time. Staff schedules are arranged according to child schedules. Early arrivals of children could put

us at risk for being over child/teacher ratio.

### **Departure**

The staff at Loving Arms enjoys discussing daily events regarding your child. If you need more time to speak with a teacher, a meeting can be arranged for another time. When picking up your child, please sign out on the timeclock in the hall.

Each child will have a list of people who are allowed to pick him/her up at the end of day. Photo ID is needed before a child will be released to someone unknown. Please leave a note for your child's teacher if there are irregular arrangements for the day. Please understand that this is a safety precaution for the children at Loving Arms.

### **Late Pick-Ups**

If the child has not been picked up by 6:00pm, the staff member will make an effort to contact the parents/guardians. If they cannot be reached, the alternate pickup or emergency contacts on the enrollment form will be called. Parents/Guardians will accrue charges for the extra time.

### **Security**

Loving Arms has a security system installed on our main doors. Upon enrollment, each family will be assigned a unique four digit security code. Please do not give your code to any one else to access the building. If someone different will occasionally pick up your child, we are happy to buzz them in.

### **Possible Non Scheduled School Closure**

#### **Weather Related**

Loving Arms will close in the event that there is a major weather conflict that will create a greater risk to our staff and families. More information on weather related closures can be found on page 33. In the event of a closure, a message will be sent through Facebook, email and our communication app.

### **Health Threat**

In the event of a wide spread illness, Loving Arms may be directed, by our local health department, to close for a period of time. Our best effort will be made in order to provide as much time and information possible. In this event, communication will be made through email, phone call and/or our communication app.

### **Uncontrolled Environmental Threat**

If there is a reason to close the center due to an environmental threat, we may also be forced to evacuate. Please refer to our evacuation procedure on page 34.

## *PROGRAM*

### **Learning Activities**

Loving Arms strives to provide a well-rounded education and environment for God's little people. We plan our daily schedule so there is a balance between active and quiet, large motor and fine motor, imaginative and concrete, and social and personal activities. We also understand that every child has his/her own personal developmental schedule. We try our best to accommodate all activities, so each child will have a successful challenge. The curriculum in each classroom will include circle time, outdoor play, experiences relating to language, reading, dramatic play, science, music, math, manipulative, blocks, and more. Learning experiences are "hidden" in play opportunities available throughout the day. Play is a child's work. Through play, language skills are tested and perfected, social skills are challenged, problem-solving strategies are practiced, and physical skills are developed. Play allows children to experience the world and determine their place in it.

### **Bible Time**

Loving Arms wants each child to have an understanding of the love that Jesus has for him/her. Every day, the children will have an opportunity to grow in their faith by hearing God's Word through prayer, stories, finger plays, or reenactments.

Bible Time is based on the *Christ Light* curriculum which is published by the Wisconsin Synod. Bible time will also include Bible songs, activities, and simple memory treasures from the Bible. Information regarding the lesson taught, memory

treasures, and parent activities can be found on a printed sheet on the Bible Time table located in the hall across from the offices. You are welcome to take one home.

Chapel is every Wednesday. In place of Bible Time, the children will be able to attend chapel in the sanctuary of Messiah Lutheran Church. Pastor will conduct chapel worship using object lessons in the devotions, singing Bible songs, and prayer.

Here is a list of basic truths that your child will learn in order to understand God's story of salvation:

- God made the world and everything in it, including the first people, Adam and Eve.
- God made Adam and Eve perfect and holy, like Him. They did not do bad things.
- God gave Adam and Eve a beautiful garden home where they could live with Him.
- God gave them this rule: "Do not eat from the tree in the middle of the garden." God gave them the rule so that they could show God they loved Him by obeying it.
- The devil is a bad angel who hates God. The devil wants to spoil everything good. The devil knew that if Adam and Eve ate from the tree in the middle of the garden, they would sin and die. The devil wanted Adam and Eve to live with him, not God.
- The devil came to the garden to trick Adam and Eve. The devil told Eve that if she ate from the tree in the middle of the garden, she would be wise like God.
- Eve listened to the devil and ate some of the fruit. She gave some to Adam, and he ate it too.
- This was the first time people did something God told them not to do. When people do something bad, we call it sin. This was a very sad day. Adam and Eve had sinned. The result of sin is death and living with the devil.
- God doesn't want anyone to go away from Him to live with the devil. God made a plan to save Adam and Eve and us too. God promised to send His Son, Jesus, to take our place. Jesus came to earth as a little baby. Jesus lived on earth for us and never sinned. This means that Jesus never did one bad thing—not even one time. Then Jesus took the punishment for the sins of all people when He died on the cross.
- Then something wonderful happened. Jesus did not stay dead. Jesus became alive again!
- God teaches us about Jesus in His word, the Bible. Through His Word, the Holy Spirit leads us to believe in Jesus. People who believe that Jesus died to save them from sin and the



devil will always live with Jesus—here on earth and then forever in Heaven when they die.

## **Animals**

Animals can be a great learning experience for young children. Therefore, pets may be used occasionally to supplement the regular educational program. All cats and dogs will have copies of immunization records on file before appearing at Loving Arms. All animals will be supervised by appropriate animal care personnel.

Children will not be allowed to pet or hold stray animals in the neighborhood.

Any classroom pet areas will be maintained in a sanitary manner. No pets will be present in the kitchen or at food service times.

Please inform the staff at Loving Arms of any pet allergies your child may have.

## **Water Fun**

Kansas summers can be quite suitable for water fun outdoors. We will, on occasion, plan fun days outside in the water. You will be notified in advance of these days. Your child should wear easy on/off clothes, preferably lightweight and fast drying. Please bring a beach towel. A signed sunscreen permission form should be on file for each child.

## **Screen Time**

In the first few years of life, children learn so much by interacting with other people. We stress hands on experiences and learning through play to gain knowledge about themselves and the world around them. However, on special occasions, such as parties or many days inside due to weather, the children may watch a video to change the routine. Television and movies will not, in and of themselves, be methods of child care or behavior management.

## **Outdoor Play**

The infant/toddler and preschool playgrounds are designed to provide children the opportunity to grow and learn in all areas of development. We provide a safe environment to get fresh air to explore the wonders of God's creation.

Please be sure to send appropriate outerwear daily.

### **Field Trips and Special Occasions**

Occasionally, the child care center as a whole or as individual classrooms will take field trips, have special visitors, or hold special activities at the center that reflect the theme for the week or time of year. Parents will be informed in advance of these special occasions by one or more of following: monthly calendar, newsletter, email, posters, and/or field trip notes that include the details of the trip such as the destination and the time children will leave and return to the center.

We assume that all children will be participating in these activities. Unfortunately, Loving Arms does not have the capacity to hold teachers back to care for one or two children. If you feel that your child should not participate in these special activities for one reason or another, please make other arrangements for child care on that day.

Parents, grandparents, and other special relatives are welcome to join the field trips. (An adult, other than Loving Arms staff, must accompany additional children not enrolled in Loving Arms.) Each child must have a signed permission slip on file in the office before being permitted on the field trip.

Please provide your child's car/booster seat for the day of the field trip and attach your child's name to it.

Kansas law requires all children under 8 years of age to be secured in a car seat or booster seat.

For more information, please visit [www.kansasboosterseat.org](http://www.kansasboosterseat.org).

All parent and staff drivers will have current proof of insurance on file in the office of Loving Arms before being permitted to transport children.

### **Special Days**

Parties are learning experiences and we will celebrate many wonderful things by which God has blessed us. Since we are a Christian Child Care Center, we will observe the true significance of Christmas and Easter for Christians.

### **Birthday Celebrations**

- The 2nd Friday of every month is set aside as a time to celebrate.
- If you would like to send in a special snack with your child, please be sure to label it with your child's name.
- Please remember that we are a nut-free environment and will not serve anything containing nuts or peanut butter.

### **Toys from Home**

Loving Arms is fully equipped with age-appropriate toys, and we strive to create a sense of community in each room by sharing and caring for those toys. Toys from home can be a distraction during the day, so we ask for your help in keeping personal toys at home. We cannot be responsible for any item from home that is lost or broken. We kindly ask that no toys be brought to Loving Arms unless specifically designated for Show and Share. Playing war or war toys are not permitted at Loving Arms. Sleeping buddies or pillows from home are allowed but will be kept in the cubbies until naptime and returned to the cubbies after naptime.

### **Special Circumstances**

Loving Arms Child Care Center understands that children can have special circumstances. Please feel free to discuss any concerns with your child's teacher or the Director.

### **Special Needs**

Loving Arms rejoices in the fact that God has made each of us special in our own ways. Therefore, we will make reasonable accommodations to include children who have disabilities in our classrooms. If it is determined that we cannot adequately meet the needs of each child, we will work with parents/guardians in finding an alternative program that will meet the individual needs of the child.

### **Volunteer Program**

Volunteers at Loving Arms help in the classrooms, in the office, or from home. Each volunteer has gone through an application process and completed a background check to assure the children's safety.

If you know of anyone who would be interested in joining the

Loving Arms Volunteer program, please speak to the Director.

## **Termination of Enrollment**

### **By Parent/Guardian**

In order for your deposit to be applied to your final bill, the following is required:

- A 2 week written notice must be given to the Director
- Your account must be current with no outstanding fees
- You must be past the 60 day enrollment period

If the child is withdrawn without satisfying the above requirements, all outstanding fees must still be paid, and the family forfeits the deposit.

### **By the Center**

The Director may terminate the enrollment of any child under the following circumstances:

- Both the Center staff and the parents concur that the current enrollment of the child at the Center is not meeting the needs of the child; the required notice may be waived. Any credit balance will be refunded within 2 weeks.
- The parents are in violation of established policies and practices of the Center including code of conduct, non-payment of fees, failure to submit required information such as enrollment forms, or not observing the rules and practices of the Center.

The staff will make every effort to meet exceptional needs of children through the staff/child ratio and continued staff training. The Director, teachers and family may meet prior to enrollment to discuss the child's needs and determine how Loving Arms can meet these needs. If necessary, an action plan will be set in place.

If a child's behavior or attention needs are such that he/she is having difficulty with the program or causes an unreasonable burden on the program, a conference will be scheduled. A child's continued attendance will be decided in consultation with the child's family and based on the best interests of the child and the Center.

The Center reserves the right to admit/withdraw any child after consultation with the staff, family or outside professionals if necessary.

## **Health and Nutrition Policy**

Loving Arms follows the guidelines of the Child and Adult Care Food Program (CACFP). The CACFP is operated in accordance with the USDA policy which does not permit discrimination because of race, color, national origin, sex, political persuasion, age, or disability. If you believe that your child has been treated unfairly in receiving food services for any of these reasons, you may write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

### **Food Allergies**

A true food allergy is when an individual's immune system overreacts to an ordinarily harmless food. Food allergies accompanied by a physician's note are managed on an individual basis. Because of prevalent nut allergies and the risks they pose to young children, Loving Arms promotes a "nut-controlled" environment.

### **Meals and Snacks**

Children will wash their hands and faces before and after eating meals and snacks.

Breakfast, lunch, and an afternoon snack are served every day. The cost of meals is included in tuition. Meals are well balanced and are in accordance with the guidelines set up by the Child and Adult Care Food Program. Loving Arms prepares sufficient food to allow for second helpings of fruits, vegetables and milk.

### **Serving Times**

|                 |                 |
|-----------------|-----------------|
| Breakfast       | 8:00am-8:30am   |
| Lunch           | 11:00am-11:45am |
| Afternoon Snack | 2:30pm-3:30pm   |

### **Dental Hygiene**

The children are strongly encouraged to brush their teeth after every meal. Each child will have his/her own toothbrush. It will be stored in a sanitary manner. Loving Arms will provide toothbrushes as needed for each child at no extra charge.

### **Naptime**

Each child in attendance for more than 4 hours will have naptime every afternoon. If a child is unable to sleep, he/she may play

quietly on his/her cot so as not to disturb the other children. Each child will be given his/her own cot to use. Sheets and blankets are provided and will be laundered regularly. Sleeping buddies (stuffed animal or blanket) from home are encouraged if the child needs "a friend" to help get to sleep. Sleeping buddies will stay sleeping in the child's backpack or cubby before and after naptime. Please take these items home over the weekend to launder.

### **Diapers and Potty Training**

Parents/Guardians of children who use diapers or pull-ups are responsible for maintaining an adequate supply at Loving Arms. The classroom teacher will let you know if more diapers or pull-ups are needed.

All bathrooms adjoining the classrooms are equipped with age appropriate toilets.

The parents, staff members, and children will all work together in the process of potty training. Potty training is very difficult for children if the methods are different at school and at home. Daily notes will be written in order to preserve consistency. Generally, children less than 2 years old are not physically ready for potty training. While this may vary from child to child, we ask that you speak with your child's teacher to determine a good time to begin potty training. Starting too early may result in frustrations for both the child and the adults.

Children who are potty training will be reminded frequently to use the bathroom. Children who are able to use the bathroom without assistance may use it whenever needed.

In order to preserve sanitation, the staff at Loving Arms is not to clean soiled clothing or cloth diapers. Soiled items will be placed in a tied plastic bag in the child's cubby. Please check for items daily.

### **Clothing**

Kansas has a wide range of weather; therefore, we ask that you dress your child appropriately for the daily weather. We will be going outside as often as the weather allows.

Dress for play! Keep in mind that while your child is at Loving Arms, we will be doing creative, messy learning activities. Please do not send your child to school in dressy clothes which might

limit his/her ability to learn and play. Dress your child in comfortable play clothing and shoes that allow for easy movement.

Your child will also need at least two complete sets of extra clothing (shirt, pants/shorts, underwear, socks, and shoes) to use when accidents occur. Please update these as your child grows and as the weather changes.

## INFANTS

### Safe Sleeping Position

In accordance with the recommendations of the American Academy of Pediatrics, we place infants on their backs to sleep in cribs with no blankets, pillows, or wedges of any kind. Infants nap in assigned cribs according to their individual schedule. KDHE does not allow for babies to sleep in any position other than their backs, until they are able to roll themselves into alternate positions on their own. Even then babies are still first put on their backs to sleep. For the safety and security of infants, blankets may not be used in cribs at any time. Sleep sacks or other fitted items of this nature are recommended as an alternative.

### Breastfeeding Policy

#### **Belief Statement**

Because breastfeeding provides the healthiest start for babies, providing ideal nutrition and a multitude of health benefits for both the infant and the mother, it is important for child care providers to support and encourage breastfeeding.

#### **Loving Arms Child Care Center Breastfeeding policy is as follows**

- We provide an atmosphere that welcomes breastfeeding families.
- We support mothers who continue to breastfeed their infants/children as they return and continue to the workforce or school.
- We provide breastfeeding mothers a private space other than a bathroom to breastfeed their babies or express milk. We welcome mothers to breastfeed in the classroom as well.
- We will maintain a breastfeeding supportive environment through posting and providing culturally appropriate breastfeeding support material (pictures, posters, books,

etc.) not including those produced or supplied by formula companies.

- We “check-in” with mothers for feedback and ways to continue providing support.
- Staff communicates the infant’s individualized schedule (i.e., feeding, napping, etc.) so a mother can adjust her schedule for pumping and/or visiting to feed her infant.

### **Initial Contact**

- We discuss breastfeeding support with all potential families and share our policies and breastfeeding resources with them.
- We work with the families prior to their first day in child care to transition the infant to bottle or cup feedings if the mother is not able to come and nurse during the day.

### **Feeding and Handling Milk**

- Staff follows storage and handling of breast milk as defined by the Kansas Department of Health and Environmental regulations.
- We discuss with all families how expressed milk is handled at our center.
- Freezer space is available for milk storage.
- Staff informs families through written procedures on the proper way to label and handle breast milk.
- Staff informs families about the quantity of milk remaining in containers to avoid waste. Staff fills the bottle with small amounts to reduce having to discard unfinished milk. Staff will have additional breast milk available to add to a bottle as needed.
- We develop an individualized feeding plan with each family including feeding responsively as we observe hunger cues and coordinating the last feeding of the day to meet the mother’s feeding needs (either to feed or await mother’s feeding).
- Infants are fed by the same caregiver as often as possible. All caregivers hold infants when feeding them using a paced bottle feeding method whenever possible. When an infant is able to hold their own bottle, they should be given the opportunity to self-feed.

### **Staff Training**

- Staff received storage and handling training every 3 years on how to support breastfeeding.
- Staff is monitored for compliance with breastfeeding policy and standards.



- Families have the right to request information about the content of breastfeeding training for the staff.
- This policy is reviewed annually and updates new evidenced based research and practices.

## **Bottles, Breast Milk and Formula**

### **Bottles**

Parents and teachers are ultimately accountable to make sure that all bottles and formula are labeled correctly. Teachers will double check that the bottles brought in each morning are labeled with your child's name.

Please hand your labeled bottles to the infant teacher or the Director-NO EXCEPTIONS! Teachers need to check the bottles for the labels. Also, this ensures the bottles were not forgotten at home.

Bottles will be heated in a container of hot water. Microwaves create hot spots in food and drinks and could burn a child, therefore, microwaves are not used.

Used bottles must go home each day and clean bottles brought in each day.

One empty bottle shall be provided and must remain at the center in case bottles are forgotten. This will allow time for the parent to return home to get clean bottles for the day.

### **Breast Milk**

All bottles must be labeled with your child's name. Parents need to be responsible for putting the labels on bottles containing breast milk each day (or labeling all bottles with their child's name using a permanent marker). Teachers are ultimately accountable to make sure that breast milk is labeled correctly.

All breast milk bottles will be placed in a refrigerator until time to serve. This ensures the safety of the breast milk for your child. Extra packages of frozen breast milk can be provided, and will be thawed as needed for your child. Please label any packages of frozen breast milk with your child's name.

All teachers will check the bottle labels each and every time before feeding any child. Bottles can get moved around, so teachers will double check before feeding a child.

Discard leftover breast milk immediately after feeding. Bacteria from the infant's mouth could contaminate the milk and make the infant sick. For the health of the child, do not re-use the leftovers.

All used bottles must go home at the end of the day. Fresh bottles need to be brought in each day. Please do not leave any bottles at the school at the end of the day. All leftover bottles not taken home will be discarded.

### **Formula**

If your child is using formula, we will mix your child's bottles at the center. Please do not bring in any pre-mixed bottles. Loving Arms Child Care Center provides Parent's Choice Iron Fortified Formula at no charge. Parents can choose to provide a different brand of formula for their child if preferred.

Teachers will discard leftover formula immediately after feeding because bacteria from the baby's mouth could contaminate the formula. After a bottle has touched a child's mouth, bacteria can grow and multiply; therefore, for the health of the child, we do not re-use the leftovers.

All used bottles must go home at the end of the day. Clean bottles need to be brought in each day. Please do not leave any bottles at the school at the end of the day. All leftover bottles not taken home will be discarded.

## ***DISCIPLINE***

### **Philosophy of Guidance**

Child guidance is implemented in a way that promotes the development of self esteem and problem solving skills. Each classroom develops a daily schedule, classroom routines and consistent expectations in order to create an environment where the child feels safe and secure.

Aggressive behavior is responded to through positive redirection and education. Children are taught the skills to handle frustration and anger in ways which do not hurt their friends or disrupt the classroom. Infants and toddlers are taught Baby Signs to limit the frustration experienced by young children when they are unable to communicate effectively. In the case of persistent challenging behavior, teachers will problem solve with the child's parents and the center's Director. This will be done in an

approach that displays Christian love and respect.

Community resources may be accessed to assist with challenging behaviors or developmental concerns upon the initiation and consent of the child's family.

## **Positive Discipline**

Discipline is derived from the word disciple meaning "to teach." Therefore, at Loving Arms Child Care Center, we do not think of discipline as punishment but rather as a means of teaching. One objective of Loving Arms is to assist children in improving self-regulation and self-control. The following are some ways in which Loving Arms staff will help children gain better self-control:

### **Prevention**

- a well-planned schedule with little wait time
- changing activities when children become restless

### **Redirection**

- focus the child's attention on something besides what is frustrating him/her

### **Be positive**

- making positive requests, "Please walk." Vs. "Don't run."
- pointing out the achievements of each child
- using polite manners with the children, "Please/Thank you"

### **Be consistent**

- teachers work together to set room rules and enforce them
- teachers and families work together to create positive discipline plans

### **Dignity**

- misbehaviors will be handled privately
- a child's misbehavior will not be announced to the class
- teachers will treat each child as a unique gift from God and will avoid stereotyping each child

## ***COMMUNICATION***

### **Child's File**

Each child will have a file kept in the Loving Arms office. This file

will include the child's name, date of birth, gender, application, start date, hours and days, health assessment, immunization record, doctor information, hospital information, parent/guardian information, emergency contact and escort, emergency medical record, field trip permission, accident reports, incident reports, medication record, and other records as needed. The information in this file is available to the parents of the child at any time.

### **Newsletters and Notes**

Loving Arms will send home a monthly calendar of events which will also be posted on the Loving Arms web site. You will also receive occasional notes regarding specific classroom or center events. Emails will be sent out by the Director in order to inform families of upcoming activities, events and policy changes. Please take time to stay informed!

### **Posted Information**

The following are posted in each classroom and/or on the News Board:

- Emergency Exit Plans
- Emergency Procedures
- Diapering Policy
- Sanitary Procedures
- Discipline Agreement
- Monthly Menu
- Daily Schedule
- Upcoming Events
- Weekly Lesson Plan

### **Parent Conflict Resolution**

The Center values the participation of parents/guardians in the program. We are committed to the goal of providing a child care program of a consistently high quality for all enrolled children. The Center recognizes that there will be occasions when problems arise or disagreements occur between parents/guardians concerning policies or delivery of services. In that event, the parent is encouraged to discuss the matter first with the appropriate staff member. If further action or discussions are required, please contact the Director who will endeavor to make a prompt response and take specific action where necessary.

The Center recognizes that strong communication links between the parents/guardians and the Center's staff foster a healthy

environment for childcare and an organization which is mindful of parents'/guardians' objectives for children. Parents/guardians are encouraged to communicate their suggestions, questions and concerns.

We encourage parents/guardians to spend time with their child in his/her classroom. We also plan parent talents into the curriculum and would be delighted if you could share what you know (guitar playing, coming in uniform, or reading to the children, etc.).

We also encourage scheduling a lunch date with your child at Loving Arms. Your child gets to show you what he/she does during the day, and you get great food and enjoyable company while Loving Arms picks up the tab!

## ***MEDICAL INFORMATION***

### **Illnesses and Absences**

Loving Arms Child Care Center is committed to providing a safe and healthy environment for children and staff. If a child becomes ill while at the center, we will make sure that he/she is comfortable and away from the rest of the children. We do not have the facilities to care for sick children, so it is important that he/she be picked up as soon as possible. Every effort will be made to contact the parents/guardians; however, after 30 minutes of unsuccessful attempts, we will contact the emergency contacts listed on the registration form.

Per KDHE recommendations, your child will be sent home if any of the following symptoms are observed:

- A fever over 100 degrees
- A skin rash not identified by a practicing physician
- Infected area of skin (impetigo, ringworm)
- Diarrhea
- Vomiting illness - until vomiting resolves for a 24 hour period
- Evidence of head lice
- Undiagnosed discharge or drainage from eyes, nose, ears, or open sores
- Pain that interferes with normal activities; unusual lethargy
- Unusual coughing

If you are unsure whether or not your child may attend, please contact Loving Arms before bringing him/her to the center. If your child will not attend school, please call to let us know. If

you child is sent home they will not be allowed to attend the following day. A doctor's note will only be accepted if it is regarding a rash diagnoses. Diarrhea, vomiting and fever will all require an additional day out from school. Children are welcome to attend after the additional day when they no longer have symptoms.

In the event your child has been exposed to a communicable disease, you will be notified by a note posted on each of the entrance doors.

A child may not be readmitted to school until a release is obtained from the their physician for the following diseases:

- Whooping Cough
- Diphtheria
- Meningitis
- Typhoid Fever
- Tuberculosis
- Any unusual disease

For the following, no Health Department release is necessary, but the child shall be excluded as indicated. A child excluded from school will need a doctor's written certificate stating that the child may attend school. The Director may override any doctor's note if she feels it is necessary for the child's protection or for the protection of other children.

**Strep throat**

- exclude until 24 hours after appropriate antibiotic therapy has begun or for 10 days if no antibiotic is used

**Ringworm**

- exclude until child has been under active treatment by a physician, but should not participate in skin to skin activities

**Chickenpox**

- exclude until 6 days after the first crop of eruptions

**Shingles**

- exclude until 6 days after the first crop of eruptions

**Hepatitis A**

- exclude until 7 days after onset of jaundice

**Impetigo**

- exclude until under medical treatment by a physician

**Measles**

- exclude until 4 days after rash appears

**Mumps**

- exclude for 10 days from onset of illness

**Lice**

- exclude until treated with an antiparasitic drug and until all nits have been removed. The Director or lead teacher will determine if child is nit free.

### **Pinkeye**

- exclude until 24 hours after starting antibiotic treatment

### **Rubella**

- exclude for 7 days after onset of rash

### **Scabies**

- exclude until adequately treated with scabicide

Sick children may return to Loving Arms when:

- A physician has examined the child and has a written statement that the child is no longer ill
- There is no remaining evidence of illness
- Child must be symptom-free for a minimum of 24 hours without any symptom-controlling medication and has been eating regular foods

If you feel that your child is too ill to participate in the daily activities of the classroom, including outside play, field trips, or special activities, please make other child care arrangements until your child is able to participate fully in the center activities.

### **COVID**

If you or anyone in your household is being quarantined for COVID or possible exposure, your child will not be allowed to attend until the quarantine time is reached. This time can vary based on the situation. Please discuss your situation with the Director if it should come up. The CDC recognizes the following as possible symptoms of COVID:

- Fever
- Fatigue
- Headache
- Myalgia
- Cough
- Nasal congestion or rhinorrhea
- New loss of taste or smell
- Sore throat
- Shortness of breath or difficulty breathing
- Abdominal pain
- Diarrhea
- Nausea or vomiting
- Poor appetite or poor feeding

If your child is exhibiting any of the above symptoms we ask that you report them to the center. In the event that your child tests positive we are required to report it to our local health department.

### Allergies/Asthma

Allergic reactions and asthma attacks can be triggered by many things. Please make the director/staff aware of anything that could cause a reaction in your child, and provide the center with the necessary doctor's notes, medications and equipment. Thanks for your cooperation.

Loving Arms does not administer any over the counter medication. If your child requires any over the counter medication, please make sure you administer it at home or bring it to the center to administer it yourself. These changes are due to stricter KDHE regulations. An exception will be made for life threatening medications, including Epi-pens, allergy medicine used in combination with Epi-pens, and inhalers.

Loving Arms will still administer prescription medications when needed for your child. If a prescription medication is needed, the school must have the required signed "Authorization for Dispensing Medication" form on file.

All prescription medication must come in the original container with instructions on the label, doctor's name, special care needed (such as refrigeration), and dosage. The medicines will be kept and administered by the child's lead teacher or the Director. Accurate records of the date, time, teacher giving medication, dosage of medication given, and any unusual behavior after medication was administered will be kept by the school.

For safety reasons, all medications will be kept in a locked box to prevent access to children. Medications must never be left in the child's bag or backpack.

## **EMERGENCIES**

### Medical

If a child becomes seriously injured or ill at the Center, a staff member will provide necessary first aid and comfort to the child. The parent will be notified immediately.

If the situation requires immediate medical attention, another



staff member or adult will make necessary phone calls (in the following order):

- To 911
- To child's parents/guardians
- To emergency contact person (if parents cannot be reached)

A staff member will fill out an illness or accident report and a copy will be provided to and signed by the parent/guardian.

### **Weather/Other**

All emergency procedures are posted in each classroom along with the escape routes. Fire and tornado drills are practiced monthly. Severe weather is taken seriously and will be monitored closely. In the event of:

#### **Tornado Warning**

The staff and children will move to their assigned locations and sit on the floor against the wall until notice to return to the classroom.

- Green Room -- Teacher Resource Room
- Blue Room -- Women's Restroom
- Purple Room -- Men's Restroom
- Teal Room -- Men's Restroom
- Yellow Room -- Women's Restroom

#### **Severe Weather**

In case of severe weather conditions, Loving Arms Child Care Center will close at the discretion of the school administration. Every attempt will be made to remain open for the benefit of working parents. However, if staff are unable to come to work and ratios cannot be met, LACCC will be required to close. Please check major TV stations and our website for closing updates.

#### **Fire**

The staff and children will exit the building according to the posted escape route and assemble at their assigned locations on the church grounds.

#### **Other**

We will deal with each emergency individually and contact parents as soon as possible.

## Evacuation Procedures

Some emergencies may result in the center having to make alternate plans in order to stay safe. The following is our evacuation procedure.

- Children will be led by staff members out of the Center via the posted evacuation routes.
- Staff will check the class attendance lists to ensure that all children are accounted for.
- Staff and children will remain a safe distance away until the "all clear" is given.
- When required, we will seek safe shelter by either:  
Plan A—Remaining on premises as long as it is safe.  
Plan B—Walking to West Ridge Church located at: 7315 W. 13th (13th & Morgantown)

## *REGULATIONS AND LIMITATIONS*

### No Smoking

Loving Arms Child Care Center is a smoke-free environment. At no time will parents, staff, or others smoke in the building, on the grounds (parking lots, entrance area, playground) or on fieldtrips.

### Child Abuse/Neglect

All child care providers are required to report all incidents of suspected or actual abuse or neglect of children. We are obligated by law to report such instances to the proper authorities.

### Staff Health Requirements

All staff members have a Certificate of Health Assessment form on file and have had a clear TB test.

### General Staff Qualifications

Teachers at Loving Arms meet or exceed KDHE licensing standards. Staff members are trained in first aid, signs and symptoms of illness, CPR, head trauma, safe sleep practices and child development. All staff are required to complete a minimum of 16 in-service hours each calendar year in the field of early childhood education. They must have over 12 hours of



observations at other centers and at least six months of experience with young children before becoming lead qualified. Staff must also complete a KBI background check and must have a current physical and clear TB test on file.

All caregivers are expected to be active Christians who mentor and model Christian morals, values, and ethics in their interactions with children as well as in their daily lives.

### **For More Information**

Please feel free to call Loving Arms Child Care Center at (316) 722-1912 or Messiah Lutheran Church at (316) 722-1771 with any questions regarding the center or church. We will be happy to assist you.