

Messiah Lutheran Child Care Center

1605 Vernon Avenue

Park Ridge, Illinois 60068

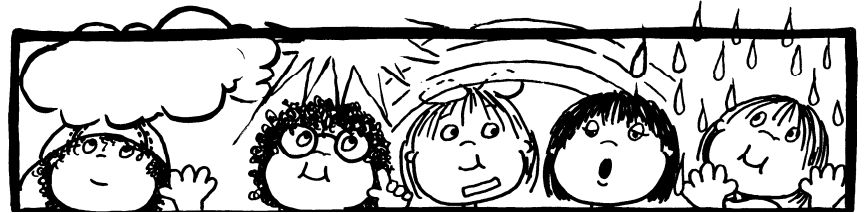
847.825.3767

Fax 847.823.6996

Email: messiahchildcare@sbcglobal.net

Website: www.messiahchildcare.com

School Hours: Monday - Friday 6:30am-5:30pm



Welcome to Messiah Lutheran Child Care Center and thank you for choosing Messiah as your child's school. Since parents are the primary educators of their children, it is critical that there be a strong partnership between the early childhood program and the child's household. We appreciate the trust you have placed in our staff to provide your child with a positive learning experience and we take that responsibility seriously.

We believe that a high quality Christian early childhood program provides a safe and nurturing environment that promotes the physical, social, emotional, cognitive and spiritual development of young children and their families.

Our goal at Messiah is to provide a nurturing environment where the individual physical, emotional, cognitive, social and spiritual growth of each child is encouraged and celebrated.

This is accomplished by developing safe, enriching Christian learning environments that promote:

- a growing relationship with Jesus Christ by modeling, teaching and practicing age-appropriate components of spiritual development

- loving, nurturing interactions between Christian educators, children and their families

-inclusive, anti-bias curriculum and policies that reflect the diversity of children and families in our community and the world around us

-a commitment to exceeding the standards, goals and practices of Early Childhood Center Certification of the Evangelical Lutheran Education Association (ELEA) and the DCFS Licensing Regulations of the State of Illinois

-continuing staff growth and development in faith, in understanding of how children learn, grow and develop, and in ways to support parents to the fullest

At Messiah Lutheran Child Care Center, we have a play-based, educational curriculum which provides a structured day's schedule, within which the children are offered open-ended activities encouraging them to explore, create and socialize with their peers and teachers.

During their week, the children will participate in daily prayer, story, lesson and art times as well as weekly chapel, Spanish lessons, music and classroom visits from the pastor. The children will be introduced to age appropriate cognitive and motor skills throughout their learning experience.

Communication between the Center and the parents can happen in several ways. Each child has a labeled file in the hallway outside their classroom. Information sent home will be placed in these files (ie. Monthly newsletters, tuition bills, upcoming activities). Outside each classroom you will find a dry-erase white board that the teachers write on concerning their daily activities. Scheduled parent-teacher conferences will be available in the fall and spring for goal setting and evaluation. Sign-up sheets will be placed on the classroom doors a few weeks prior

- No child shall be subjected, under any circumstances, to corporal punishment inflicted in any manner upon the body or to verbal abuse, or be deprived of regular scheduled meals or any part of meals as punishment, or punished for toilet accidents.
- Please see separate discipline policy sheet for additional information.

Non-discrimination policy

We do not discriminate on the basis of race, color, and national or ethnic origin.

Release of Personal Information

The Center will not release any personal information on the child or the family without written consent from the family.

Birthday Book Club

On your child's birthday, he/she may wish to donate a book to Messiah Child Care Center's Library. Each book will be book-plated with the child's name, age and birth date and read to the child's class on the donated day. The child will also receive a "Birthday Book Club" certificate.

Discipline Policy

- Discipline shall be the responsibility of adults who have an ongoing relationship with a child.
- Discipline shall be developmentally related to the child's age and shall not be out of proportion to the particular inappropriate behavior. The child shall be made aware of the relationship between the act and the consequences. Discipline will include talking with a teacher about the behavior and either re-entry into the activity or direction to a more suitable activity.
- Discipline shall encourage self-discipline, including when appropriate, allowing school age children to solve their own interpersonal conflicts.
- If removal from the group is needed as a means of helping a child gain control, the time out shall be for periods not to exceed 10 minutes per occurrence.
- If there is an assessment of a child's pattern of unacceptable behavior, the staff and parents shall be aware of it, in order to co-operate in carrying out the specific plan developed for him or her.



to the conference dates. In addition, your child's teacher is always available, in person or by phone, for questions and comments. We ask only that you be considerate of the teacher's time. If needed, parents are welcome to set up conferences throughout the year. Much information can also be found on the Center's website. ([Www.messiahchildcare.com](http://www.messiahchildcare.com))

Registration

Registrations are accepted throughout the year as openings allow.

Organized registration for the upcoming summer and school year will take place during February with priority admission offered to current students or church families. At the time of registration, an application fee (\$40) and advance tuition (\$50) are due. Neither fee is refundable once they have been received by the school, however, the advanced tuition fee will be applied to the first 2 weeks of school attendance .

Former Messiah and outside families may submit registration forms, application fee (\$40) and advance tuition (\$50) in advance of the organized registration time. These forms, which are available in January, will be held until February's priority admission is complete and will be addressed in the order in which they were received.

Forms

Several forms for each child are to be kept on file and current in the office. These forms will be given upon acceptance into the school and

must be completed before your child's first day of attendance. A new medical must be brought in every 2 years or at the start of Kindergarten.

Classroom Placement

Whereas, we would ideally like to be able to accommodate every family's registration wishes, it is simply not always possible to guarantee classroom choices, staff, days, times and classmates. We will do our best to match children with any requests, but placement will depend on the timing of registration, the filling of certain classrooms and /or staffing changes.

Arrival

You are expected to bring your child into the building; help your child remove and hang up outdoor clothing; record time of drop off on the sign-in sheet; wash his/her hands and bring your child into the classroom. Please be sure that a teacher recognizes that your child has arrived.

If your child is having any special problems (sleepless nights, not eating well or on medication, etc.) please notify the teacher so that we may be sensitive to any problems.

Please notify us as early as possible of any absence. Planned changes in pick-up (either in time or person) should be given in written form to your child's teacher.

Departure

When picking up your child, please make sure the teacher knows that you are leaving. Take home notes, toys and projects from your child's hallway file and record time on the sign-out sheet in the entrance hallway. Because the teachers have to tend to the children staying for lunch, if you arrive late for a noon pick-up, your child may be in the office waiting for you. If you are going to be late for any reason, a phone call is appreciated. If puts both your child and the staff's mind at ease.

Holidays

The Child

Care Center will be closed for the following holidays: New



Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (both Thursday and Friday), and the week which includes December 25, (no tuition will be charged for Christmas week).

There is no tuition adjustment for other school holidays.

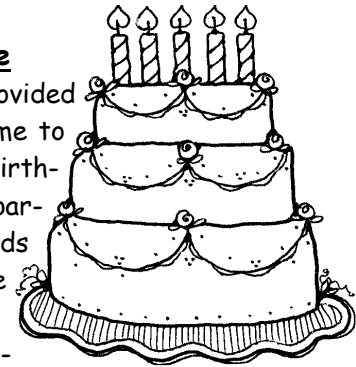
The school will be closed for cleaning on the Friday preceding the first day of the summer program and for one week between our summer and fall programs.

Emergency Closings

In the unlikely, but possible, event of an unscheduled emergency closing due to severe snow, ice, flooding or; no water, heat or electricity, parents will be called as soon as possible. There will be no tuition adjustments for emergency closings.

Snacks and Birthday Treats from home

Morning and afternoon snacks will be provided daily by Messiah CCC . Children are welcome to bring snacks for their class to celebrate a birthday, child of the week, holidays or for no particular reason at all. Our licensing standards require all outside snacks to be store bought.



Check ahead of time with your child's classroom teacher so that we are not already receiving snacks from another child on that day. Please remember that we can not serve home baked treats, that all treats purchased need to be peanut free and we do not serve candy as a snack.

Please do not leave food in your child's backpack or on your child's hallway hook.

Labels

Please label everything. Make sure that items of clothing such as coats, sweaters, boots, hats, mittens and scarves are labeled.

Toys, books, or show-and tell items should be indelibly marked with your child's name. We encourage you to send "larger" toys, as small items are easily lost. **Please limit toys to one item at a time.**

Parents of our younger students please note: Many bathroom accidents can be avoided if children are dressed in clothing that they can easily manage in a hurry i.e., elastic waistband pants rather than overalls, belts, zippers, etc.

Personal Items

We need to be prepared for an occasional "accident" (outdoor play as well as toilet). Please bring a complete change of clothing (including socks) to be left at school in a bag on your child's hook in the school hallway. When these items are sent home a replacement should be sent as quickly as possible. If your child wears clothing home that belongs to the Child Care Center, please launder and return it as soon as possible. Please check periodically to make sure the change of clothing is 'season' appropriate and the correct size.



Show and Tell

Please check your child's monthly curriculum calendars for Show and Tell Days. Children are encouraged to bring one item that they can show to the class and talk about. The item should be unbreakable. However, in special cases the teacher can keep an item out of reach until the appropriate time. Please label the item.

Children will be released only to a parent or legal guardian unless otherwise stipulated on the Enrollment Application in our files or by written request from a parent or guardian for a particular day. A phone call the day of, will allow a one-time exception for that day. Any person authorized by a parent or guardian to pick up a child will be required to show a driver's license to the teacher for identification.

Building Security

All families have been given a door code which allows you to let yourself in at certain hours of our school day. This code is not a 24/7 code and will not work outside of your child's contracted hours. No codes work before 8:50am or after 5:00pm. If you arrive at a time that your code is not operational, just buzz, and a staff member will let you in after identifying who you are.

Important information about our security system:

- Do not allow your child to use the code/door handle (they are relatively fragile and costly).
- Do not give out the code-we will be glad to buzz in people who are here for pick up-it allows us to ID visitors and know who is in our school.
- When asked by a staff member, identify yourself by name-either yours or your child's-rather than 'I'm here to pick up'. If we cannot hear, understand or recognize your voice, we may need you to repeat your name or we will need to visually recognize who we buzz in.
- When entering or exiting the building, do not allow anyone (even delivery or 'uniformed' people) in the door. If you have any questions whether or not that person belongs in our school, feel free to either use a different door, ask the person if they have a code or buzz the staff to come to the door to identify the person.

- Feel free to talk with people in our hallways, particularly if they seem lost or unrelated to the school. Alert a staff member if there is someone who needs assistance.
- Remember, a security system is only as good as we allow it to be. We need everyone's cooperation to keep our systems operational and our school secure.

Illness

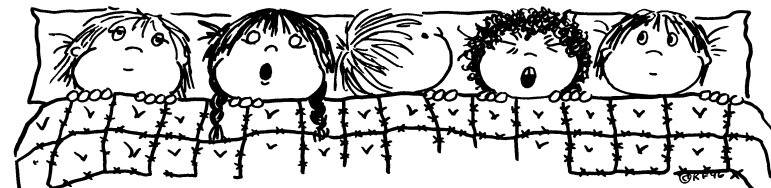
Messiah Lutheran Child Care Center reserves the right to refuse admittance to a child, or to ask that a child be returned home if in the opinion of the teacher, the child is physically ill or may have a contagious disease.

Please do not send your child to school if your child shows any symptoms of illness, such as; unusual irritability, fatigue, red or sore throat, inflamed eyes, diarrhea, vomiting etc. In general, if you do not feel that your child can participate in all of the day's activities, including going outdoors, it is best for him/her, for fellow students and staff, that he/she stays home until restored to health. **If your child has had a fever, keep him/her home for 24 hours after the temperature returns to normal without medication.** If your child has had a contagious disease, a note from your doctor will be required for re-admittance to school.

Medication

Any medication administered at school must be labeled with the child's name. Prescription medication must be labeled with your physician's name and phone number, your child's name, the pharmacy name and phone number, a current date and the medication's name and dosage. You must sign a permission form when you bring in medication for teachers to administer. Dosage, time of administration and side effects will need to be noted. Any medication given at home either on a short term or ongoing basis should be reported to the school in written form.

Messiah staff will not administer any fever reducing medication.



Rest Time

Each full day child is required to rest in the afternoon. Nap-time for preschoolers is between 12:45 and 2:15 p.m. Kindergarten rest period is from 1:30-2:15 following kindergarten enrichment from 12:30-1:30. Cots and sheets are provided, but we ask that a washable crib sized blanket be sent from home. **Please label your child's blanket.** Blankets should be taken home and laundered regularly. A child may bring a small stuffed toy and/or small pillow for naptime.

Outdoor Play

We try to go outside every day. Please dress your child appropriately for the weather conditions. Warm outdoor pants, scarves and mittens are needed in cold weather. Boots are a must for snowy and muddy days. When children wear boots please remember to bring an extra pair of shoes. Please bring outdoor clothes every day, as sometimes weather conditions improve as the day goes on.



During the summer, afternoon children may bring a swimsuit and towel for sprinkler play.

Tricycles, Big Wheels, roller skates and scooters may be brought to school (weather permitting), but need to be taken home each evening.

Helmets are required to ride any outdoor large toys and pads are additionally required for roller skates and rollerblades.

Contract Changes

All contract changes will take effect on Mondays only.

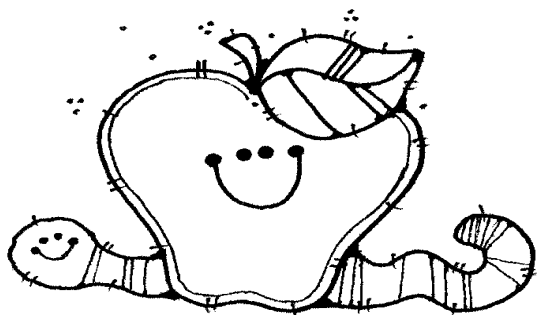
New contracts must be received by 5:30 p.m. of the Wednesday preceding the Monday it is effective. Any request received on Thursday or Friday will be put into effect on the second Monday. Due to bookkeeping cost, a \$15.00 charge will be assessed for any contract change that is made within 30 days of a previous contract change.

Refunds

Tuition is not subject to adjustment because of illness, vacation, holidays, absences, or emergency school closings. Summer program children (June, July, August) will receive a one-week vacation of 50% discounted tuition **with 2 weeks written notice.**

The Child Care Center requires two week written notice prior to withdrawing a child from the school. The security deposit will be applied to the final two weeks of school.

If the Child Care Center finds it necessary to request the withdrawal of a child, a pro-rata refund of tuition will be made. If a child is withdrawn from the school at any time, a \$40.00 registration fee will again apply to re-register.



Allergies

Messiah is a peanut free school. Please do not send any foods or snacks that contain peanuts, peanut butter or peanut oil. Check the packaging ingredients to ensure there have been no peanuts or peanut oil used in the processing. All classroom snacks must be store bought and brought to school in it's original packaging.

If your child has a chronic illness or allergy you are required to fill out a specific allergy related/chronic illness form with detailed information for our staff.

Children with food allergies may be required to provide their own meals and/or snacks. Please discuss this with your child's teacher. Epi pens are required for children with peanut allergies.

Tuition Payments

Registration Fees and Deposits: When registering, a non-refundable \$40 fee is required along with the registration forms. Also required is a non-refundable \$50 deposit that will be applied to the child's first 2 weeks of school attendance. The \$50 deposit is not required to be placed on the waiting list, but will be required upon notification of acceptance.

Tuition Payment/Late Payment Charges: Make tuition payments to the Child Care Center office either in person or by mail (1605 Vernon Avenue, Park Ridge, IL 60068).

Tuition payment schedules can be arranged with the bookkeeper on a 2 week, 4 week or semester basis.

Although cash is accepted we prefer payment be made by check. Cash payments will only be accepted before the office staff has left for the day.

Tuition is due and payable on or before the first Monday of each tuition (either 2 or 4 week) period. Tuition received after 10 a.m. on Thursday will be subject to a \$10 (per child - per week) late charge.

A charge of \$25 will be made for any check returned by the bank.

Security Deposit: Payment of 2 (or 4) weeks tuition (less the \$50 advanced tuition deposit) is mandatory on or before your child's first day of attendance. Two weeks tuition will be due along with your first tuition payment which will be held as a deposit to be applied to your child's last two weeks at Messiah (**with written two weeks notice of withdrawal**). If your child's tuition contract changes, the security deposit will also need to be adjusted to stay equal to two weeks tuition.

Non-Payment: The security deposit will be applied if tuition payments fall behind. A child will be dropped from the program when the payments due and late charges owed exceed the 2 week security deposit. A notice will be given informing the parent if this withdrawal is pending. Any child dropped shall have to go through the regular enrollment procedures, repay the enrollment fee, and be re-enrolled subject to available space.

Discounts: There are tuition discounts for members of Messiah Lutheran Church families and families with more than one child enrolled at Messiah.

Extra Time Rules

If extra time is occasionally needed, arrangements can be made for extended hours or extra days.

- The school requests 48 hours before an extra time is needed. Payment for extra time **must** be made at the time of request. Fees increase if notice and payment are received with less than 48 hours notice.
- If no advance notice is given, space may not be available.
- Payments must be made separately from tuition payments. Once time has been approved and reserved for your child, payment must be made whether or not time is used.
- **Payments are not refundable** for illness or personal change of plans. Scheduled time, if unused, is not transferable to another day.

Hours and Late Charges

It is important to adhere to the time contracted in your Tuition Agreement. Children need to be dropped off and picked up within the contracted hours every day. Arrangements can be made with the director to schedule extended time on an individual basis or with a new contract.

When children arrive before or stay after their contracted hours, late charges will be applied.

