

A word from our Pastor...

You have chosen Immanuel Lutheran Academy to serve a crucial role in your task as parents and guardians. The care, safekeeping and early lessons received by a child are important in molding what sort of life they live. I hope you have chosen our Academy because of its' outstanding facilities, dynamic administration, competent staff and its' close association with Immanuel Lutheran Church. More than that, I hope you have chosen us because of our commitment to living out our Christian faith in every interaction we have with your child.

We are not perfect, but we serve a perfect Savior who constantly directs and drives us to give the children in our program the very best that we can muster. We love Him, and He directs us to love and care for you and your child. May I share with you a prayer for both home and day care provider, for director and pastor, for cook and custodian, for all who come in contact with the precious gift of God that your child is;

“Almighty God, heavenly Father, you have blessed us with the joy and duty of caring for children. As we bring them up, give us calm strength and patient wisdom that we may teach them to know and love what is just and true and good, following the example of our Lord and Savior, Jesus Christ.- AMEN”

God bless you.

*“Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.” **Matthew 19:14***

We here at Immanuel Lutheran Academy count it a privilege and a blessing to be able to care for your child. The words of Jesus from Matthew, Mark, and Luke all remind us of Christ's special love for the smallest of his flock. One of our goals here is to not just provide your family with exceptional care and service but to also extend to your child and your entire family, the welcoming hand of our Savior Jesus Christ who warmly welcomes all his children, from the youngest to the oldest, to come to him to know him.

Christ has given us the special blessing of his love and kindness and we seek to ensure that no child leave our Academy unaware of God's unending, never-ceasing concern and devotion for them.

It is our privilege to be in prayer with and for your child, you, and your family as we together, grow in Christ.

In HIM,
Pastor Roger Sedlmayr

A word from our Administrators...

It is a great pleasure to welcome you and your family to Immanuel Lutheran Academy. We are excited to partner with you in your child's learning and development. We understand the level of trust parents place in us, and are committed to providing a safe, nurturing, educational program that guides and supports the growth of the whole child: mind, body, and soul, and to extend the Gospel to children and their families. As children of God, we are all called to enrich and enliven each other's faith, including the faith of children. It is our responsibility and duty to tell and retell the biblical story to the children in our program. It is also our responsibility to walk and live the faith, providing the children with an example of the life God desires us to live.

We are committed to providing your child a safe and secure environment that fosters social, emotional, cognitive, academic, physical, and spiritual growth. Our classrooms are designed to support these goals, and our programs are guided by curriculum to help provide structured and researched academic enrichment opportunities to your children.

We believe that parents/guardians are children's primary teachers and we will help, guide, and support them. We will minister to their needs in Jesus' name and share His saving Word.

The center is licensed by the State of Idaho and the City of Twin Falls to care for children from birth up to 12 years. Standards are consistently maintained to meet these requirements.

***“Train up a child in the way he should go and when he is older,
he will not depart from it.” Proverbs 22:6***

Our Mission

***“To provide a wholesome Christian experience and quality care
for children during the formative years of their lives.”***

“Faith comes from hearing, and hearing through the word of Christ” (Rom. 10:17)

Our Purpose

Immanuel Lutheran Church operates a self-sustaining, not-for-profit organization. The day-to-day administration is provided by the principal of the school and director of the child development center that together comprise Immanuel Lutheran Academy. The principal oversees the operation of the school's academic programs from PreK through 5th grade, and the director oversees the operation of the childcare center and extended care program. All staff is committed to educating children, supporting parents, and providing quality care.

Immanuel Lutheran Academy's goal is to provide a comprehensive educational program, extend the Gospel to young children, and promote the growth of the whole child in a loving Christian environment. To reach these goals we have the following objectives:

- Provide a Christian atmosphere for educating children during the formative years of

their lives.

- Reassure children of the presence of Christ in their daily lives.
- Provide quality care in a loving environment for children to grow.
- Model Christian love.
- Use sound curriculum and engaging activities to teach the faith and emphasize Christ love, grace, and mercy.
- Nurture spiritual growth
- Strive for academic excellence
- Encourage personal responsibility and civic duty

We Believe...

- Each child is a unique, special child of God.
- Children learn best about God's world through play, experimentation, exploration, discovery, and by example.
- We should encourage the development of a child's knowledge of God's unconditional love, grace, and forgiveness, Christian values, individuality, positive self-concept and self-worth.
- Our role is to provide a developmentally appropriate program that is Christ-centered, safe and nurturing, where children can develop to their fullest potential...cognitively, creatively, expressively, physically, emotionally, socially, and spiritually.
- Our program is a ministry to young children and their families.
- Our program is a ministry of Immanuel Lutheran Church that involves the congregation, the community, the staff, the family, and the child.

***“Whoever welcomes one of these little children in My name
welcomes Me...” Mark 9:37***

Working Together – Home and Academy Relationship

The purpose of our Academy is to assist in the vital work of Christian training. If the home and academy are both **CHRIST-CENTERED**, your child is receiving the best consistent education he or she can receive.

It is important that the parents communicate to the teacher any significant changes in the child's life or the life of the family that might affect the child's behavior at school. It will help teachers understand the reasons behind a change in behavior and help the child cope with the changes. These might include illness or death of a family member or pet, separation or divorce of the parents, other changes in family structure, an impending move, etc. Please be assured that whatever information you share will be confidential.

If you have any questions, misunderstandings or concerns, discuss these with the Academy Principal or Director, or your child's teacher. As a rule, difficulties can be ironed out quite easily when the approach is made in Christian manner, providing the best professionally for the children. We anticipate working with children and parents who are willing to walk with us in oneness of

spirit and purpose. The home is and always will be the chief agency for the Christian training of the child. Immanuel Lutheran Academy seeks to partner with the parents to provide a consistent Christ centered education.

Staff

Our staff is committed to nurturing your child: mind, body, and soul. We take our vocation seriously and recognize the degree of trust parents place in us when enrolling their child(ren) in our school.

We believe in and encourage ongoing communication between home and school. Each of our staff members meet or exceed the qualifications established by the State of Idaho. All of our early childhood and extended care staff is required to be CPR/First Aid Certified and attend ongoing training in order to ensure a clean, safe environment is maintained for all children.

Discipline

“Discipline your son, and he will give you peace; he will bring delight to your soul” Proverbs 29:17

Classrooms will be safe places where everyday conflict is used as a “teachable moment” to: share Jesus’ love and forgiveness, live in God’s grace and mercy, build children’s self-esteem and self-reliance, problem-solve, show trust in peers, show empathy and compassion for others, learn respect and responsibility, encourage self-control, and build positive relationships. Teachers and assistants participate as facilitators, modeling forgiveness and allowing children to practice their conflict resolution skills as they develop and grow.

Discipline is approached with a positive attitude and an understanding of love and respect for God, self, others, the school, and others’ property. Our goal is to teach the children Christ-like living through positive reinforcement, modeling, and redirecting. We encourage cooperation and negotiation to solve problems. Classroom and general school rules are used to set clear limits and promote an effective working and learning environment. Teachers will review rules, policies, and procedures as needed. Parents/guardians should also review the rules with their child.

Our goal is for children to learn appropriate responses/actions/solutions for solving problems in a variety of situations. We identify and implement strategies that encourage positive behavior. Children may experience the loss of activity time or may be removed from the classroom for inappropriate behavior or aggression towards others. We strive to use a balance of God’s Law and Gospel in correcting your child. Procedures are designed to be fair, consistent, and effective. Our approach is to use positive reinforcement, warning, and time-out from the group for behavior that endangers others, is disrespectful, or continually disrupts the program. Every student has the right to learn and be safe, and no one has the right to interrupt learning or make others feel unsafe.

If behavior problems occur consistently and/or are serious or unsafe in nature, parents/guardians will be notified verbally and in writing. Teachers will record all significant incidents relating to

behavior. Documentation of such incidents will be kept with the child's records. Parents/guardians may be required to meet with their child's teacher and/or the director to establish an action plan for both home and school to help the child work through a challenging behavior. All efforts will be made to redirect and assist students in making good choices. If the behavior continues and is not rectified, Immanuel Lutheran Academy reserves the right to dismiss or suspend a child for unsatisfactory behavior in order to ensure the health, safety, and well-being of all children.

If a child's behavior is harmful to himself/herself or others, the child will immediately be removed from the group and the parents/guardians will be called to pick up their child. Refusal to pick up a child will result in immediate dismissal. A child may be suspended or dismissed immediately to protect the child, other children, and staff. **NO** corporal punishment or violation of personal rights will be allowed.

The goals of our program are:

1. To provide a safe and orderly environment for learning
2. To help students cooperate with others
3. To help students learn self-management
4. To help students learn to respect the rights and property of others

To accomplish these goals, the Immanuel Lutheran staff has developed a list of **ABSOLUTES**, which will not be allowed at school under any circumstance; these are:

1. No violence, (physical or verbal), including fighting, hitting, pushing, shoving, throwing, kicking, tripping, name-calling or any act that could lead to either physical or emotional injury of another student or staff member.
2. No weapons or items that may be used as weapons.
3. Willful destruction of property
4. Refusal to obey, stealing, and cheating
5. Disrespectful to school personnel (talking back – defiance).
6. Possession of tobacco, drugs, or alcohol
7. Touching other students inappropriately
8. Violation of school rules regarding the Internet and technology use

Parents will be notified when their child is involved in an incident involving the above **ABSOLUTES**. Depending on the seriousness of the incident, as determined by the principal and teachers, parents may be asked to come to school to talk with their child or to take the child home for the rest of the day.

- **First Incident** – Parents will be notified by telephone or a note will be sent home to be signed and returned to school.
- **Second Incident** – Meeting between parents, administrator and student will be required.
- **Subsequent incidents** will be discussed between parents and administrator to determine future action, which may include out of school suspension, in-school suspension, restriction of recess, initiation of a behavior contract, etc.

General School Rules

“...he who loves him is careful to discipline him” Proverbs 13:24.

Immanuel Lutheran Academy is dedicated to the education and development of your child in a manner that exemplifies Christian values. Upon enrollment, parents, guardians, family, and children agree to uphold, adhere to, and enforce the standards and conduct set forth by the school both on and off campus. These include respect of God, self, others, and others' property.

Rules of Conduct

Children are expected to:

- Be kind, honest, obedient, forgiving, and respectful.
- Do their best with God's help.
- Respect other's property.
- Participate in chapel and pray in a reverent manner.
- Enter the school, hallways, and classrooms in a quiet fashion.
- Pick up after themselves and put things in their proper place.
- Participate in school led events.
- Address staff members, aides, volunteers, and guests, with the proper title of respect (Mr., Miss, Mrs., and Ms.).
- Dress in appropriate clothing for the day's activities.
- Abide by all indoor and outdoor safety guidelines that are posted and communicated to children on a consistent basis.
- Follow school rules both at school and on field trips.

Parents/guardians are expected to:

- Have all required forms completed and submitted before their child begins the program.
- Bring their child regularly, promptly, and prepared each day.
- Feed their child a nutritious breakfast.
- Provide a healthy lunch for their child.
- Sign their child in and out of school daily as appropriate (i.e., for appointments, child care, extended care, etc.)
- Review and enforce school policies and rules.
- Pay tuition and fees on time.
- Support the teachers and staff.

- Advise teachers of any special needs or changes in their child’s life including but not limited to: behavioral concerns, medical issues, sleep issues, dietary concerns, death of a pet, change in family dynamics, traumatic event, illness, change in routine, etc.
- Inform the Academy of planned absences or illnesses by phoning, emailing, texting, or sending a message via Remind or Procure.
- Be involved in their child’s school.
- Dress their child in appropriate clothing.
- Keep their child’s records/file updated and alert administrative staff immediately of changes to contact information or authorized pick-up list.
- Keep their child clean and groomed.
- Provide supplies necessary for your child’s basic needs as requested.
- Provide extra clothes (labeled with child’s name, changing with the season).
- Be a positive role model for their child, adhering to the beliefs and teachings of God’s Word.
- Show interest in what their child does and speak positively about their experiences and accomplishments.
- Practice skills that their children are learning in school.

“...God disciplines us for our good, that we may share in His holiness.” Hebrews 12:10
Suspension Policy

Students may be suspended for three days or more for the following:

1. Possession of drugs, alcohol, tobacco, weapons, or toys resembling them
2. Inappropriately touching other students
3. Serious and intentional vandalism
4. Physically and/or verbally attacking teachers, staff, or other students
5. Cursing or directing obscenities at teachers, staff, or other students
6. Leaving the school grounds without permission
7. Theft of articles belonging to the school, teachers, staff, or other students
8. Excessive classroom disruption and/or violation of fellow students’ rights

Suspensions are reported to the Board of Education for review and any further action deemed necessary. **ALL** missed school work must be completed and ***only*** partial credit will be given. Following any suspension, the student will automatically be placed on Disciplinary Probation. Parents will be notified of the suspension.

Field Trips

During the year, field trips are conducted to enrich the curriculum. Parents will be notified regarding the specifics. Volunteer drivers may be requested to provide transportation. **Volunteer drivers must fill out a driver’s agreement and submit a copy of their driver’s license and current automobile insurance.** Forms are available in the school office. Only students with a

signed permission slip releasing the school from responsibility while off-campus, will be allowed to attend. All school rules must be followed on field trips.

If your child is not participating in the field trip, Immanuel Lutheran Academy will not provide alternative supervision or instruction. Parents are responsible for making arrangements for their child during that time.

Church and Sunday School

Immanuel Lutheran Church worship service times are:

- 8:15 AM – Contemporary Service
- 9:40 AM – Adult Education/Sunday School
- 10:45 AM – Traditional Service



So that children may... "Grow in the grace and knowledge of our Lord and Savior Jesus Christ." 2 Peter 3:18

Admission

Immanuel Lutheran Academy admits students of any race, sex, color, and national origin to all the rights, privileges, programs, and activities generally accorded or made available to other children at the center. Immanuel Lutheran Academy does not discriminate on the basis of sex, color, race, or national origin in the administration of its educational policies, admission policies, scholarship programs, or any other childcare or school-administered programs.

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

1. Each child will receive training in the teachings of the Bible as taught throughout the curriculum of Immanuel Lutheran Academy.
2. The children will comply with all rules and regulations of Immanuel Lutheran Academy so as to assist in the efficient, safe, and orderly operation of the school and child care center.
3. The children will participate in school-related activities throughout the year.
4. Students transferring from another school may require testing for placement.
5. The academic capability of the child must be in line with grade placement or developmentally appropriate for the child.
6. The child must meet the following minimum age requirements for each program:

Infant care	6+ weeks old
Toddler	12+ months and walking, no bottle
Preschool Prep	24+ months
Preschool	3 years old by September 1 & toilet trained, no pull-ups
Pre-K	4 years old by September 1 & toilet trained, no pull-ups
Kindergarten	5 years old by September 1
First Grade	6 years old by September 1

New students will be placed on a 30 day adjustment/trial period. Throughout this period, the child will be assessed to determine if the program is meeting the child's needs and if the child meets the school's enrollment criteria. To remain in the program, a child must be able to benefit from the program and not infringe upon the rights, growth, or beliefs of other children or staff.

If the student continues to have difficulties adjusting, the teacher, principal or director, and parent/guardian will meet to determine if our program is the best fit for the child. Parents or guardians may be asked to remove their child from Immanuel Lutheran Academy.

The Immanuel Lutheran Board of Education, through the principal and director reserves the right to decline admission or continuation of a member or non-member child for the following reasons:

1. If the child presents behaviors that are unsafe or inhibit learning for self and others.
2. If the present circumstances or record of the child indicates that he/she would have great difficulty obtaining growth within the school program.
3. If, after due process, it is determined that the child provides a significant hindrance to the safety and/or academic and spiritual nature of the school.
4. If parents and/or children demonstrate an ongoing unwillingness to support the administration and faculty in helping to correct the behavior.
5. If the motives for sending the child include a desire to avoid responsibilities to another school or child care facility.
6. If the child requires one-on-one attention, has extended separation anxiety, is unable to follow directions, or demonstrates excessive disruptive behavior towards peers or teachers.

Priority Eligibility

Children eligible for admission to Immanuel Lutheran Academy according to the following priorities:

1. Students whose parent(s) are members of Immanuel Lutheran Church
2. Students and siblings who are currently enrolled at Immanuel Lutheran Academy
3. Students whose parents are members of sister congregations
4. Students whose parents are not members of any church, or members of other denominations
5. When maximum enrollment is reached, a waiting list will be made according to the date of application. An enrollment deposit may be requested.
6. Families who disenroll lose priority eligibility.

Enrollment Procedures

Before a child begins, families are required to:

1. Schedule an interview and tour of facility with the Principal or Director.
2. Submit all required enrollment forms to the office for review. These include:
 - Registration form
 - Immunization Record (for any child born outside of Idaho) OR Immunization Exemption Form

- Certified Birth Certificate (required for kindergarten and up)
3. Pay the \$100.00 non-refundable registration fee and supply fee for each child enrolled. *
 4. Provide allergy information
 5. Complete a Medical Authorization Form for all essential medications (if required)

*Please note that registration fees do not qualify for discounts.

Fee Collection Policies and Procedures

An annual registration fee applies to each child enrolled in the Academy and is due every year at the time of registration to secure a spot in our program. Summer activity fees also apply and will be charged to your account. A specific number spaces are reserved in each classroom. Once classes are filled, children are placed on a wait-list. Last minute schedule changes may not be accommodated based on the number of children enrolled or waitlisted prior to the start of the school year. Every effort will be made to accommodate last minute changes if space is available.

Fees are assessed on a monthly basis. All accounts will have a standing fee per month for tuition, and either FULL-TIME or PART-TIME for extended care per your request at time of enrollment, regardless of child's attendance. The only exceptions will be:

- a. Parent request of a permanent change of child's care need, full or part time in writing in advance of the requested schedule change.
- b. Special circumstances and emergency situations must be brought to the attention of the Principal or Director in order to receive consideration.

Tuition has been established with consideration of vacations, sick days, and school closures, therefore, no credits and/or refunds will be given for illness, scheduled holidays, family vacations, or termination. For any applicable tuition discount, please see the Principal or Director. Written notice of any basic rate change will be given at least 30 calendar days prior to change. Rate changes shall be approved by the Board of Education.

Billing occurs on the first of each month. If the first falls on a holiday, billing will take place on the previous or following business day. Automatic deductions will also be processed on the first of each month unless other arrangements have been made and approved in writing.

If the **total annual tuition** amount for preschool through fifth grade is paid in full before the beginning of the school year, a 3% discount will be applied; checks or cash will only be accepted.

Tuition fees are due on the first of each month and are considered delinquent if payment is not received by the 10th

Credit card fees will be charged to your account when used to pay for tuition or extended care costs. This fee is determined by the card you use. Accounts enrolled in automatic withdrawal from your checking account will not be charged a fee.

Prompt payment of tuition and fees is required of all families and is an essential part of having your child enrolled in a private school. Immanuel Lutheran, for all its high standards, rankings and

performance is nonetheless a small, non-profit institution and relies on prompt, full payment of all tuition and fees in order to operate.

Statements are mailed, or emailed at the beginning of each month. Payments are due the 10th of each month unless other payment arrangements have been made. **Accounts that are 30 days past due will be subject to the following steps.**

1. Parent will be notified through an email that their account is past due and asked to make payment arrangements by the 15th of the current month.
2. If arrangements are kept and the account is kept current no further action is required.
3. If arrangements are not kept then the parent will receive a call from the principal or director notifying them that they have two weeks to make a payment.
4. If a payment has not been received during the current month then the parent will receive a letter from the board informing them their child is no longer able to attend Immanuel Lutheran.

Accounts that are continually behind will be subject to a \$50 late fee until the account is brought current and kept current.

If you would like to receive your statement by email, please fill out the form on our website or send your email address to finance@immanueltf.org. You must approve finance@immanueltf.org to avoid going to spam-junk. If you need to make special arrangements, please contact the office at 733-7820.

When dropping off payments, please put your payment in the lock box if someone is not available.

Tuition Assistance

Grades K – 5

Immanuel Lutheran Church has established a Tuition Assistance Fund for families who qualify. Applications are available in the school office and should be turned in as early as possible (**preferably by July 1**).

The Board of Education, in conjunction with the principal, will determine family eligibility. All applications are confidential.

- **Assistance is for tuition only (Full Day K-5th)**
- **Registration fees must be paid in full**
- **You must re-apply each school year**

If your account is past due your tuition assistance will be forfeited.

The **Board of Elders of Immanuel Lutheran Church** established the “**ACTIVE MEMBER RATE**”. Their desire is that all member parents nurture themselves and their children through frequent Sunday worship services and Bible studies. Therefore, they established a financial support

fund for congregational member students (grades Full-Day K-5) and the criterion for receiving the scholarship.

In order to receive this rate, you must be a member in good standing and active in Immanuel Lutheran Church, Twin Falls, Idaho. The church gives directly to the school each month in honor and support of the family's commitment to Christian education.

Arrival

Our hours of operation for all child care and enrichment programs are from 7:00 AM to 6:00 PM. All children must be picked up by 6:00 PM in order to avoid a late fee of \$1.00 per minute.

Students enrolled in Preschool through 5th grade classes who not enrolled in extended care are allowed on campus at 8:05 AM. If it is necessary for you to bring your child before 8:05 AM, please enroll in our extended care program.

Children attending afternoon classes may arrive no earlier than 12:20 PM. The classroom doors will not be open until 12:20 PM.

Immanuel Lutheran Academy does **NOT** provide bus service. Parents must arrange for transportation to and from school.

Tardy Bell

It is important that all students enrolled in PreK through 5th grade be in class **before** the tardy bell rings. Students will be considered tardy if they arrive after their class starting time.

Three occurrences of unexcused tardiness constitute an unexcused absence.

Late students disrupt both the teacher and the learning process for the entire class. Teachers will be in their classrooms at 8:10 AM. Students, who are tardy, will be marked accordingly in the attendance records.

Dismissal

Moving cars and children are a dangerous combination. For the safety of all children, the following is required: **ABSOLUTELY NO PARKING IN THE DESIGNATED WALKWAY (between the church and school).** Please use the parking spaces provided; come in and pick up your child, and exit the parking lot slowly.

Children in ½ day **AM** Preschool through Kinderten classes **MUST BE** picked up by 11:45 AM

Children in ½ day **PM** PreK classes **MUST BE** picked up by 3:15 PM

Children in grades K – 5th **MUST BE** picked up by 3:15 PM

Upon dismissal, teachers will escort their students to the front entrance or, weather permitting, outside.

All childcare and extended care will be picked up in their rooms.

Children not picked up by the above listed times will be waiting in the school office. You will need to come in and sign them out.

PLEASE, PARK IN THE PARKING SPACES AND DO NOT STOP IN THE DRIVING AREA!

Sign In and Sign Out Procedures

Children must be signed in and out of care each day. A parent/guardian must escort children enrolled in the child development center to their class or designated supervised area, and inform the staff (verbally and visually) that the child is present before leaving.

For your child's safety, the person picking up your child must be listed under the "authorization to take your child from the facility" portion of the enrollment form, and be at least eighteen years old. They must show photo identification before they can sign the child out. Please notify us if **any** change in drop off or pick routine will occur. The parent/guardian must provide written permission in advance to add a name to the list of authorized adults. No child will leave the facility without proper photo identification and authorization. **No Exceptions!**

For children enrolled in the school, you need to pick up your child before the end of the school day, you must come into the main office and sign them out.

Children enrolled in the child development center or extended care will be signed out from their classrooms.

Attendance

Prompt, regular attendance is critical to your child's complete educational experience. Please see that your child comes to school well-fed, rested, prepared and appropriately clothed. If your child will not be at school, please send a message through Remind, email school@immanueltf.org, or cdc@immanueltf.org, or call the school office before 8:45 AM. It is the child's responsibility to ask for and complete any make-up work. **Homework will not be available until 3:15 PM. You must notify the teacher in order for him/her to prepare the materials.**

Students in Grades First through Fifth who have more than NINE unexcused absences per quarter, the following steps will be implemented:

1. Removal from extracurricular activities PAWS – Tiger Beats or able to participate in field trips or extra-curricular activities.
2. A fee will be charged to your account of \$25 per day per student for every day late after the NINE Days.
3. Meet with the members of the Board of Education, Principal, and Teacher to determine if enrollment will continue.

After NINE unexcused absences the student and parent will be notified and informed that step 1 has taken place. If absences continues and student reaches 11 absences then step 2 will be implemented. Finally, if student has 13 absences, then step 3 will be implemented.

Planned absence: If you know when your child will be absent, please obtain the assignments from the teacher prior to leaving.

**** Homework is due the day the student returns to school.**

PERFECT ATTENDANCE IS AWARDED FOR NO ABSENCES **AND** NO TARDINESS.

Curriculum

Preschool through Kindergarten

The early childhood education center at Immanuel Lutheran Academy is dedicated to providing children with a variety of activities and experiences selected to inspire confidence, problem solving, and excitement for learning and coming to school.

The teachers prepare lessons and experiences that are developmentally appropriate for their classes. The children have time for exploration with a variety of curriculum and materials; visual and performing arts, P.E., technology, creative play, as well as teacher-directed and child-initiated learning. The children learn Bible stories and songs and participate in several opportunities to share with others. Most importantly, each child is valued as an individual and nurtured by loving Christian teachers so that he/she knows that he/she is a very special child of God.

Curriculum for Elementary Students

Immanuel Lutheran Academy implements certain practices from common core standards. Textbooks chosen from the Idaho State approved list are taught with a Christian perspective; an integrated course of Bible history and teachings of the basic Christian faith, are also taught. Memory work is required of every student. Below are the various areas of instruction:

RELIGION: Bible study, doctrine, church history, missions, worship, and memory work.

LANGUAGE: English, reading, spelling, writing, and listening

MATH: Basic skills and manipulative approaches to math, algebra, and geometry

SOCIAL STUDIES: Geography, history, civics, current events, and Idaho history

SCIENCE: Concepts in biological and physical sciences, conservation, health and safety

FINE ARTS: Singing, music appreciation, music theory, art, and creative dramatics

PHYSICAL EDUCATION: Bodily strength and skills, rhythm, and recreation

Homework

The academically challenging program at Immanuel Lutheran School has always required that some study be done at home. This is not only necessary for accomplishing our immediate goals; it is also a helpful habit for future education.

The amount of homework depends on the grade level and upon the ability and study habits of the student. Developing good study habits is critical to becoming an independent, life-long learner. Parents can help their children by providing a quiet place and regular time for study and checking to see if their homework is completed. Providing too much help is to be avoided.

Homework is assigned for enrichment or practice and is not for instruction on new concepts. Please let the teacher know if your child does not understand the concepts.

Homework is typically due the next school day. Agenda books for students in grades 3 – 5 **are checked daily** by the teacher and should be checked by the parent as well.

Grading Scale

100 – 92%	A
91 – 83%	B
82 – 74%	C
73 – 65%	D

Report Cards

Report cards are issued at the end of each quarter to children in Kindergarten through Fifth Grade. Parents are urged to consult the teacher (after reviewing the report card) if they need any further explanation. Brief mid-quarter reports may also be sent home. Conferences are held with the parents of pupils in Kindergarten through Fifth Grade at the close of the second and third quarter. Opportunities are always available for teachers and parents to discuss classroom procedures, and student's progress and growth. Please schedule an appointment with the teacher. Pre-Kindergarten students will receive a progress report for all four quarters and a conference will be conducted during the second quarter.

Testing

Our students are involved in the Idaho Statewide Testing program, which includes the following:

 Istations for Math and Reading

Should parents have any questions, they are encouraged to contact the teacher.

Criteria for Remaining in the Same Grade

1. Failure of major subject areas is evidence indicating that passing is not possible.
2. Parents will be kept informed and consulted.
3. Teachers document with a file during the first quarter and keep parents informed.

4. The principal will be updated during the school year every time follow-up conferences are scheduled with the parents.
5. If there has been no improvement by the end of the third quarter in grades and/or attitude, parents will be notified and their child shall be recommended for retention.

What Parents Can do For Success

1. Instill in your child respect and admiration for his/her teacher.
2. Do not speak negatively about your child's teacher in front of your child or other adults.
3. When homework is assigned for your child, do not do it for him/her; otherwise, you are setting your child up for a failure.
4. If problems seem to be arising at school, be sure to receive both sides of the story.
5. Communication is important and you can communicate with your teacher or staff through Remind or Procure, email, phone, or face to face.
6. Serious conversations need to take place face to face. Technology-based rants and conversations should be avoided. We want to treat each other with grace and mercy.

What Students Can Do for Success

1. Be sure that all notes, report cards, and messages to and from your teacher are not lost or forgotten.
2. Being in your seat ready for class at 8:15 AM will avoid any tardy reports.
3. If you have a party or a special gift for only a few in your class, please do not give the invitation or gift at school.
4. Books, assignments, book orders and other items, including slips that need to be returned to the office by a specific date, is your responsibility.
5. Students shall abide by the Golden Rule of "doing to others what you would like them to do to you".
6. School assignments and homework need to be done in order for you to learn.
7. If you feel that you've been treated unfairly, ask your teacher for a private meeting.

Medications

All medication to be given at school (including epi pens, cough drops, pain relievers, sunscreen, rash cream, ointments, and any other over-the-counter or prescription medication) must be in the original container, clearly labeled with the child's name and dosage. A Medication Authorization Form signed by the parent/guardian must be completed for all medications to be administered. When such permission is on file in the office, a staff member will be able to administer the medication as instructed. All medications will be stored and administered in the office. Prescription medication must have the child's name, dosage, and expiration date clearly identified. No expired medication will be accepted or administered. All medications must be taken to the office by the parent/guardian. Children may not transport any medication or product labeled "keep out of reach of children" in lunch bags, pockets, backpacks, etc. Please help us keep our children safe.



Health and Sickness Policy

The State Department of Health and Welfare requires that your child have up to date immunizations or authorized exemption prior to enrolling. Immunization records must be current at all times.

We provide an environment that encourages cleanliness and good health practices among children. Before a child can be left at the center, a staff member will perform a quick health inspection. If a child has a fever of 100.2 or above, is ill or showing symptoms of illness (rash, coughing, extreme runny nose, listlessness, irritability, vomiting, fever, sore throat, head or stomachache, or complaining of sickness) they will not be admitted. A child who becomes ill or shows signs of illness after arriving at school will be removed from the classroom and a parent/guardian will be notified. Once notified, parents/guardians are required to pick up their ill child within one hour. These precautions will help protect other children, parents, and staff. First Responders will be notified if parents are not responsive and do not pick up their sick child within an hour of being notified.

Please keep us informed of any significant changes in your child's routine (such as illness, injury, sleep patterns, traumatic event, nutrition concerns, change in family dynamics, etc.) so that we can be more sensitive to his/her needs.

If your child has a food allergy or special physical need, please be sure to discuss this with your child's teacher and **write it on the registration form**. We want to provide a safe environment for your child.

In case of an emergency, we will follow procedures as listed by the parents/guardians on the Emergency Care Card. In case of extreme emergency, and if neither parent/guardian can be reached, we will give medical attention to your child, unless we are specifically instructed (in writing) to do otherwise.

1. If a child is suffering from a fever, cold, or infection (which will require them to stay inside for recess or P.E.); **they need to stay home**. Children, at school, will be considered able to participate in **all** school activities, indoor and outdoor.
2. Students who have a fever must stay home for 24 hours **without the help of a fever reducing medication**.
3. If a student develops a fever, becomes nauseous, or is seriously injured; parents will be notified. If unable to reach the parents, designated emergency contacts will be called; the child **must be** picked up immediately so they can rest at home.

4. A doctor's excuse stating restriction, cause, and duration is required if a student is unable to participate in a given activity, such as physical education.
5. Make-up work will be required for each day a child is absent. An allowance of two days per sick day is provided before the work is due.
6. Students must be picked up within 60 minutes of a pick-up request

Chapel

Weekly chapel worship services are an important part of the Christian growth at Immanuel. Pastor leads us in worshipping our Lord each week and are designed to increase our knowledge and commitment to Him. Offerings are taken at each chapel for child-selected projects, such as Idaho Ronald McDonald House, Alaskan Missions, and LAMP (Missionary Aviators). Chapel services are held weekly on Wednesdays, Preschool through First grade attend 10:35 AM. This is a special time and we ask that everyone dress appropriately for entering God's house. Parents are always welcome to attend.

We would love to worship with you. If you have a prayer request please email or Remind or Procure so that we can pray for you.

Library

Immanuel has a centralized and well-stocked library located within the school and classes are assigned weekly library times. Books are available to children from 1st through 5th grades and may be checked out for a period of two weeks. Kindergarten students can check out books starting on January 1st. Parents are asked to remind their children to return books on time. **Students will be required to pay for damaged or lost books.**

The library sponsors a Book Fair during the school year and proceeds are used to purchase new books or to replace worn books.

Electronics

Children are to leave all electronic devices at home. Immanuel Lutheran CDC prides itself on providing quality learning experiences for our students. There is no need for electronic devices in this setting. The presence of these devices is a distraction, and could result in loss or damage. We respectfully require electronics to remain in the possession of the parent/guardian. Any student who brings an electronic device ("smart watch", tablet, phone, etc.) to Immanuel Lutheran CDC will have said device stored in the office until the child is picked up at the end of the day.

Hot Lunch Program

Nutritious lunches are served daily for a nominal charge. Milk may be purchased separately (.50¢) by those who bring a cold lunch. **Student meals are \$3.00 this year and adult meals \$4.00.** Each student lunch is provided with one milk; additional milk is .50¢ each.

If your child will arrive late to school, please call the office by 9:00 AM if a hot lunch is needed. All school children are required to eat in the cafeteria, students at the CDC will eat in classrooms.

No one is allowed to leave campus for lunch **without signing out in the school office.** Arrangements can be made with the office for pre-kindergarten or kindergarten students to eat school lunch, a parent will need to be in attendance while they eat.

Free and Reduced Lunch Applications are available in the office and online. If, after reading the requirements, you feel you may qualify, please fill out and return the application to the office.



Parent/Guardian Participation & Volunteers

Research shows that when parents/guardians and schools work together, children are more successful. Your involvement is extremely important and can help make a positive difference in your child's education and growth. You are welcome to visit at any time and as often as you wish. Parents are strongly encouraged to volunteer in class and help at home with class projects. All visitors must check in and out at the reception area.

In addition, conferences, e-mail correspondence, Remind/Procure notifications and notes will keep you advised of your child's progress. Feel free to discuss any questions you might have with your child's teacher, but please do not talk about your child in front of your child, as though he or she is not there. Remember to keep comments positive. Let your child know school is important. Ask what they did and what they learned. Read to and with your child 10 to 15 minutes each day. One of the most important things you can do is to help your child see how special he/she is.

We encourage parent involvement. We can use your expertise on many topics throughout the year. If you have a special gift, interest, or occupation that you are willing to share with the children, please let us know. What a way to support your child's learning and self-esteem! After all...you are your child's superhero.

Volunteers are never allowed to be alone with children without a staff member present. All parent volunteers must meet legal requirements set forth by the State of Idaho.

PARENTS: We urge you to join and participate in the activities of Immanuel's PAWS program. The function of this organization is to support and promote Immanuel Lutheran. It serves also to promote effective communication between parents and teachers in regards to the task of Christian education.

Confidentiality

There are times when a parent, volunteer, or visitor may see or hear something in a classroom or on school grounds regarding a child that must be kept confidential. Therefore, we ask that parents, volunteers, and visitors be aware that individual child's information should not be discussed with anyone other than the appropriate school officials/staff. We thank everyone for respecting the privacy of our young children and their families.

Dress Code

We know that parents are concerned that their children come to school dressed properly and with good personal hygiene. Clothing that is immodest or disrespectful to Christian principles **will not be allowed**.

Please be aware that today's fashions are often not acceptable school clothing. Any clothing and/or accessories, which cause a distraction, **will not be allowed**. Bare midriffs see-through clothing, spaghetti straps and muscle shirts (with large armholes), skulls or skeleton shirts **are not allowed**. Shorts and skirts may be worn if they are no shorter than mid-thigh. **No headwear; such as hats, visors, bandanas, or sunglasses may be worn in the building during school.** Shoes are to be worn at all times. Fully enclosed tennis shoes (**no slip-on**) are required on P.E. days and outdoor play. Students who do not follow the dress code will be asked to call their parents for proper clothing. If a student is not able to reach their parent then clothing will be provided for them.

Closures for Bad Weather

Immanuel will follow the local Twin Falls School District #411. In such cases, the principal will notify local radio stations (KCIR, KEZJ, KLIX, KTFI, Z-103) and television stations (KKVI, KMVT, K38AS) and the REMIND APP and Procure, of the decisions that have been made as soon as it has been determined, hopefully by 6:30 AM. If it is necessary to close during the day, you will be contacted via Remind or Procure.

Donations

Immanuel is a non-profit school and all donations, above tuition costs, are tax-deductible.

Telephone

The school telephone number is 208-733-7820. The child care center phone number is 208-734-3420. Children may be called to the phone **only in an emergency**. The office **WILL NOT** forward any unnecessary messages to children. Children are not permitted to use the telephone in the office except in the case of an emergency.

Guests

Due to fire safety codes, insurance and liabilities, prior permission must be obtained from the teacher for any classroom guest under the age of 18. All guests and visitors need to check-in at the office.

Closed Campus Policy

For safety and insurance reasons, no student is allowed to leave the campus during the school day **without written permission and/or under the direct supervision of a teacher and/or parents**. **Students must be checked out through the school office.**

Bicycles

Bicycles can be dangerous! Parents should instruct their children regarding the “rules of the road.” All bicycles are to be parked in the bike rack and it is advisable to lock them. Bicycles are not to be ridden during the school day. All bicycles must be walked – **not ridden** (on the sidewalk) when entering and leaving the school property. Pupils who disregard bicycle safety will forfeit their bicycle privileges.

On special “Bike Days” at Immanuel, all students are required to wear a helmet.

Lost and Found

Each year there is a large accumulation of lost and found items. **You can help us reduce this amount by labeling your child’s items and regularly checking for lost items.** The lost and found storage bin is located in the office. Unclaimed items will be donated to local charities at the end of each semester or when overflowing. Please label all items including backpack, water bottles, and lunchboxes.

Nuisances

Anything that detracts from the learning such as cell phones, toys, comic books, gum, candy, matches, radios, electronic equipment, should not be brought to school. Such items will be confiscated and returned to a parent in the office. Money should be brought to school only for specific purposes.

School Parties

- School parties will only be allowed after visiting with your child’s teacher.
- Birthday Parties must be cleared with the teacher, in advance, so as not to interrupt learning in the class.
- Invitations for parties, are not given out during the school day to prevent hurt feelings. Parties should be limited to special times and events.

Service Charges

There will be a \$35.00 service charge, plus all other fees incurred, for each check that is not honored for any reason. Payment for that month is then due on the following school day. Money order or cashier’s check may be required for future payments thereafter.

There is a \$5.00 service charge for lunch if you forget to bring or pre-order your child's lunch.

Late Pick-up Fee

Late pick-up fees: You will be charged \$1.00 per minute for each minute past posted operating hours. The late fee may be paid in cash or will be added to your account.

Please understand that these fees are meant to serve as a deterrent to late pick-ups. If you know you are going to be late, make arrangements for someone on your pick-up list to come and sign your child out. Authorities will be called within 20 minutes after closing if parents/guardians are not responsive.

Drop In & Supplemental/Extended Care

Drop in and supplemental care is subject to availability and additional tuition fees will apply. Drop-in care may be available in an emergency situation but must be arranged in advance before a child is dropped off or left in our care. Parents may inquire about current rates at the time service is requested. Daily attendance is monitored stringently because we must observe licensing and fire regulations for the number of children occupying the building at any time as well as the required child-adult ratio.

Withdrawal

Parents/Guardians wishing to withdraw their child must provide thirty days written notice. If a child is withdrawn without notice, you will be billed for those days.

Water Play & Sunscreen

Children are encouraged to play outside daily. We strongly recommend parents/guardians apply sunscreen in the morning before school, especially during the summer months. Parents/guardians must submit the Medication Authorization Form, along with sunscreen in original container identified with child's name for sunscreen to be applied in the months of June, July, and August at school. We highly recommend wearing clothing that may get wet and protects bare skin in order to avoid overexposure to the sun. Rash guards are ideal to help protect fragile skin without using chemical sunscreens.

Quiet Time

State licensing requires that all children have their own bedding for naptime. Parents are expected to bring and take bedding home weekly (or more frequently if needed) for laundering. In order to comply with the law, our school has the following policy:

1. If the child comes to school without their own sheet and blanket, a freshly laundered sheet and blanket will be provided.

2. During rest periods, children will remain quiet so that others may rest.

Safety

The school's emergency plan clearly identifies the specific actions for handling emergency situations. Children and staff practice emergency procedures such as fire drills and classroom evacuation during the school year and are familiar with how to respond to emergency situations. All CDC and Extended Care staff is required to be CPR/first aid certified.

Fire Drills

Our school has regular monthly fire drills. Each classroom has an escape route posted by the exit. Staff will lead the children to their designated area in a calm, quiet fashion and take role using the sign-in sheet to ensure the safety of all children. Our children's safety is our main priority.

Evacuation

In the event that evacuation of the school is necessary, children and staff will go to a predetermined location where their parent(s) or other designated adult can pick them up. Parents/guardians will be informed of the location over the phone and a sign will be posted near the center. It is important that parents/guardians pick up their children as soon as possible (within 1 hour). If you are not able to get to the relocation site in the allotted time, you must make arrangements with another authorized adult to check out your child.

Evacuation will occur as follows: Staff will line up the children and gather in the designated area. Role will be taken to insure all children are accounted for. Staff members will escort the children to an approved relocation site if needed. Staff will take emergency forms, phone numbers and supplies to make the emergency situation smooth and less traumatic. Once at the relocation site, role will be retaken to insure the presence and safety of all children. Parents will be notified if students cannot return to their classrooms.

Natural Disaster or Lock-Down Drills

If an emergency dictates that staff and children would be safest by remaining in their classrooms with school doors locked during business hours, students, staff, and visitors will be notified. Children on the playground will be directed by staff to enter the nearest classroom or safe location. Staff will remain with the children, keep them calm, provide for their basic needs, administer first aid if required, and work with emergency response personnel to return to an "all clear" status. Emergency drills will be practiced with staff and students on an annual basis. Emergency supply bins will be housed in the facility.

Inspections

Immanuel Lutheran Academy is licensed by the Idaho Department of Health and Welfare and subject to unannounced state inspections of the facility. The Department has the authority to

interview clients, including children or staff, and to inspect and audit the client or facility records without prior consent. The Department or licensing agency has the authority to inspect conditions that could indicate abuse, neglect or inappropriate placement.

In compliance with State regulations all required forms must be on file for review. Once your child is in our program these forms must be kept up-to-date, including immunizations. Please inform the school AT ONCE of any changes in the information. Failure to keep your child(ren)'s file up-to-date can cause your child(ren) to be removed from the program until their file is current.

Vacations

You may take your child(ren) on vacation during the school year, but you will still be charged the same tuition. No refund or discount will be given for time missed while your child(ren) is on vacation during the school year. Children who do not attend will be charged a weekly holding fee in the months of June, July, and August.

Hours of Operation

Immanuel Lutheran Academy offers childcare Monday through Friday from 7:00 am to 6:00 pm for children from six weeks through 5th grade.

School Closures/Calendar

The center will be open year-round with the exception of the days listed below. Additional closures may be posted at the entrance in advance. The school calendar will be emailed out to families who provide a valid email address, available on our website, and posted in the school lobby. The calendar provides all important dates regarding school closures, activities, and events.

New Year's Day
President's Day
Good Friday
Memorial Day
Fourth of July*
Labor Day
Veterans Day
Wednesday, Thursday, & Friday of Thanksgiving Week
Christmas Eve*
Christmas Day*
New Year's Eve*
New Year's Day*
Staff Training/School Maintenance Days TBA

If the holiday falls on a weekend, the Friday before and/or the Monday after may be taken off. This allows you and our staff time to spend with family, build family traditions, and be refreshed.

If schedule changes occur or if it is determined that the school needs close in order to perform necessary maintenance, families will be given as much notice as possible.

Clothing & Dress Code

Please dress for success! Children should come to school in clothing that is appropriate for all school activities and outside playtime. Please consider weather and dress children accordingly so that they are protected and comfortable. We recommend that shorts are worn under dresses and skirts. Underwear and the child's midsection should not be visible. Tank top shirts should be two fingers wide at the shoulders. No backless shirts or dresses. No spaghetti string tops. Please be sure clothes can be easily handled by the child for toileting and avoid one-piece outfits and difficult buttons, buckles, and zippers. Mark sweaters, jackets, and spare clothing with your child's name in permanent marker to avoid mix-up or loss. For safety and health reasons, no open toed, open heeled shoes, or bare feet are allowed. Please bring a complete change of clothing for your child (including underwear, socks, and shoes) to be kept at school and change out spare clothing with the seasons. Check cubbies for soiled clothes daily at pick-up time.

Jewelry and accessories not required for health and safety reasons are discouraged as they can get lost, broken, cause harm to the child when playing, or may distract them from learning.

Breakfast

Parents/guardians may bring breakfast for their child if arriving before 8:15 a.m.

Snacks

Exposure to new foods and good table manners is part of the learning experience. **Please advise the staff of any food allergies** your child might have or develop. We offer one mid-morning snack between 9 and 9:15 a.m. and a mid-afternoon at 3 p.m. for children age one through 5th grade enrolled in the child care center and extended care. Good hygiene will be observed and prayers said before eating.

Lunch

Parents/guardians are to provide a healthy lunch for their child each day. Good hygiene will be observed and prayers said before eating.

Pleasant conversation will be part of lunch. Please do not send candy, cake type items, or soda. We do not have the facilities and staffing to refrigerate or heat lunches, so please plan accordingly. We recommend a thermos to keep food warm, and an ice pack to keep perishables cool. Hot lunch is available for \$3.00. A \$5.00 service charge will be charged when a parent/guardian forgets to bring their child's lunch or pre-order a hot lunch in advance.

Water Bottles

In an effort to be more earth friendly and remain hydrated, we ask that children bring a leak-proof age-appropriate water bottle or sip cup marked with their name to school each day. We will have water available to refill your child's water bottle as needed.

Birthdays

We invite your child to celebrate his/her birthday at school. Please coordinate special arrangements with your child's teacher and plan on providing refreshments that are nut-free and can be easily managed by the staff and children. Please check with your child's teacher regarding food allergies in his/her class ahead of time. All items must have ingredients listed so we can keep children safe. Healthy treats are strongly encouraged. If bringing in sweets, please consider mini-sized portions.

Due to privacy issues, the school cannot provide addresses and phone numbers for personal party invitations.

Personal Property & Sharing

Please do not bring personal property, including toys, balls, games, electronic devices, jewelry, playing cards, etc. from home. The school cannot assume responsibility for lost or stolen personal items. Also these things can distract the children from their learning or potentially be a choking hazard for others. Children may bring items to share on their assigned sharing day, but must keep these items stored in their cubby until the appointed time.

Resource Library

Immanuel Lutheran is dedicated to working with parents/guardians to help their child reach their potential growth in all areas. We are happy to help find information, books, and videos on child education, growth, development, discipline, special needs, and other topics of interest. Every effort will be made to help you find the resources you need.

Immanuel Lutheran Child Development Center Policies And Procedures:

Breast Feeding Policy:

In order to promote breastfeeding as a foundation for the health and well-being of the children and families we serve, ILCDC values the importance of breastfeeding and sets standards above and beyond licensing requirements for breastfeeding.

These include:

1. Provide an atmosphere that welcomes breastfeeding families.

- Signs, posters, or other materials are displayed to let families know breastfeeding is welcome and supported.

- Staff encourages breastfeeding parents to visit and mothers to breastfeed their infants. • Educational materials available in the center allow children to learn about breastfeeding as a natural way to nurture.

2. Help mothers continue to breastfeed when they return to work or school.

- Provide materials and resources to breastfeeding families and employees.
- Make available a comfortable and sanitary space with access to electricity, a refrigerator, and a sink for cleaning to families and employees.
- Designated breastfeeding space is not a bathroom.
- Employees are given breaks that are flexible and reasonable in length to breastfeed or express breast milk for their children.

3. Train all staff in essential breastfeeding knowledge and practices, including:

- Benefits of breastfeeding for both mother and infant.
- Safe handling and storage of human milk.
- Best practices in infant feeding, including serving infants their mother's milk to at least 12 months of age, recognizing and responding to infants' feeding cues, the size of a baby's stomach, feeding on demand and paced bottle feeding.
- Respect for the breastfeeding family's requests on timing and amount of feedings to facilitate direct breastfeeding whenever desired.
- Updating the infant's feeding plan as feeding needs change.
- How to support breastfeeding families.
- Avoiding personal biases in supporting breastfeeding.
- Breastfeeding laws.

Safe Sleep Policy:

ILCDC follows the National Health and Safety Performance Standards for Safe Sleep Practice to reduce the risk of Sudden Infant Death Syndrome (IDS), suffocation, and other infant sleep related deaths.

Infants

- Place infants up to 12 months of age fully flat on their backs to sleep (to place a child in any other position, a primary care provider must provide a signed waiver indication that the child requires an alternative sleep position).
- Each sleeping infant will be put to sleep on a firm mattress covered with a tight fitting sheet in a safety-approved bed. Sheets will be washed daily.
- Infants that fall asleep outside of their assigned bed will be moved immediately to their bed, placed on their back.
- Sleep only 1 infant per bed.
- Keep bumper pads, pillows, quilts, comforters, sleep positioners, blankets, flat sheets, bibs, toys, mobiles, and other material out of and off the side of bed.
- Infants wear clothing to keep them warm without the possible hazard of head covering, strangulation, entrapment (no cords, strings, ribbons on clothing or pacifiers, jewelry, screw on earrings advised). Temperature in the room will be kept comfortable for lightly clothed adult.
- Caregiver will be present and directly observe infants, toddlers, and preschoolers by sight

and sound during sleep.

- Infants are always held for bottle feedings. Bottles are never placed in a bed with an infant. Bottles and sippy cups are never used when lying down to sleep.

Toddlers

- Individual crib, cot, mat, quilt, or pad is provided for each child sleeping in the facility.
- Bedding that touches a child's skin will be cleaned weekly or before use of another child.
- Each child will be placed 3 feet apart while sleeping. If the room cannot accommodate the 3 feet apart spacing, they will be alternated head to foot.
- Bottles and sippy cups are never used when lying down to sleep.

Confidentiality

Confidentiality is required in child care programs to protect the rights of children and families. Staff may not share written information, pictures, or any other identifying information about a child or family without the written permission of the family. When information is shared it is based on a need-to-know and is done with the written permission of the family to support decision-making and planning.

Emergencies

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

Reporting Child Abuse

Childcare workers are in a unique position to recognize victimized children. For the safety and well-being of all children, Immanuel Lutheran Child Development Center is a Mandatory Reporter for Child Abuse, Abandonment, or Neglect.

Abuse may be physical, emotional or sexual. Neglect is the failure, refusal, or inability, for reasons other than poverty, to provide necessary care, food, clothing, shelter or medical care. Staff and volunteers who report in good faith are immune from civil or criminal liability. Staff or volunteers who intentionally fail to report suspicion are subject to fines or imprisonment under the law.

Annually, all staff members review the guidelines for recognizing child abuse. Staff members are trained to recognize child abuse and report immediately to Child Protective Services.

- Employees understand their legal obligation to report suspicions of child abuse.
- If an employee suspects abuse or neglect, they will notify the director immediately.
- The incident will be documented immediately and with the director's support, it will be reported. Staff's concern will not be discussed with anyone but the director. If director is not available, report immediately to Health and Welfare and notify director as soon as possible.
- Child abuse (sexual, physical and or emotional) procedures will be reviewed by all staff annually.

Immanuel Lutheran Academy
Child Sexual Abuse Safety Plan

S	STOP SECRECY	<p>Child sexual abuse is a subject no one wants to talk about. It is time to break the secrecy pattern and start talking.</p> <p><u>TEACH:</u></p> <ul style="list-style-type: none"> ▪ Stranger Danger ▪ Good touch, bad touch ▪ Always use correct body part terminology ▪ Respect of our own body ▪ Respect others; never touch someone else on their private parts. ▪ Assure children they can talk to an adult when something doesn't feel right. Children should at all time feel comfortable to tell their teacher or parent if anyone has approached or done something inappropriate to them.
A	ATTENTION AND AWARENESS	<p>BE AWARE of what is going on – where the children are and who is with them. Watch for signs of child sexual abuse at all times. Do not ignore any unease you feel.</p> <p>Minimize opportunities:</p> <ul style="list-style-type: none"> ▪ Do all activities in group or buddy system, one adult/two children or one child/two adults. ▪ Staff must accompany children at all times while transferring from rooms or buildings. ▪ Outdoor playtime supervision required at all times. ▪ Report to Administrator anyone unusual on the premises ▪ Never allow a child to leave the premises with anyone other than persons granted permission by parent/guardian.
F	FACILITATE	<ul style="list-style-type: none"> ▪ ILCDC is a locked facility. Only parents are provided keys to enter freely. Visitors to be greeted at the door. ▪ ILCCD has an open door policy. Parents are welcome to visit the facility and their child unannounced at any time. ▪ All rooms have door windows to observe classrooms at all times. ▪ Restrooms have no doors/lower stall openings for supervision. <p>If a child discloses to a staff member a sexual abuse incident, <u>staff member should:</u></p> <ul style="list-style-type: none"> ▪ Listen intently ▪ Ask open-ended questions. ▪ Assure the child they have done the right thing ▪ Be supportive and reassuring. ▪ Ask the child permission to tell another person ▪ Immediately report to the Administrator <p>Suspicion of sexual abuse is to be report immediately to the Administrator:</p> <ul style="list-style-type: none"> ▪ The Administrator will call Child Protective Services 734-4000, 1-855-552-5437 or 2.1.1. ▪ If Administrator is not available, all staff members are obligated to report to the above services immediately.

		<ul style="list-style-type: none"> ▪ All reports are to be documented immediately
E	EDUCATE	<ul style="list-style-type: none"> ▪ EDUCATE staff through the <i><u>REPORTING CHILD ABUSE; Care Enough To Call</u></i> video and training. Training for staff member to be immediate upon hire before contact with children. Review training yearly for the all staff. ▪ EDUCATE parents. Supply information and tools to encourage parent to talk with their children and report any suspicions. ▪ Make available <i><u>“Behaviors Related to Sex and Sexuality”</u></i> information.

Handbook Acknowledgement & Agreement

Parents will be asked to sign the following acknowledgement:

Realizing that educating and helping a child reach their potential is a shared responsibility between home and school, I/we take the responsibility of working together with Immanuel Lutheran Academy' staff to help my child(ren) grow in all areas of development; spiritual, physical, social, emotional, and cognitive. I/we will take an active role inside and outside the classroom as a role model and in whatever capacity I can. My child(ren) and I have read and discussed the material in this handbook, including rules of conduct, dress code and clothing, personal property, attendance, discipline, and everything on the previous pages of the Parent Handbook.

I/we realize that all forms, tuition, and registration fee must be turned in and complete before our child(ren) may begin school. I/we understand that our child(ren) must be fully potty trained to participate in the preschool program and PreK programs. I/we also understand that our child(ren)'s file must be kept current for the health and safety of all and to meet State Licensing requirements. Failure to do so will cause our child(ren) to be removed from the program until all forms are up-to date. I/we understand that tuition must be paid on time and lack of tuition payment, and/or continuous late payment, and/or frequently bounced checks will result in our child(ren) being dropped from the program. I/we also realize that a late pick-up fee of \$1.00 per minute will be charged for children picked up after their hours of enrollment agreement. I/we realize that lunch fees will be charged when the school has to provide lunch for our child(ren).

I/we understand that aggressive, dangerous, and unacceptable behavior will cause our child(ren) to be dropped from the program. I/we understand that our child will have to be picked up if they are aggressive towards staff, other children, or refusing to listen and follow procedures causing distress and disruption in the classroom or school. I/we understand that Immanuel Lutheran Academy has the right to remove our child(ren) from the program if they cannot meet his/her needs. I/we have also read the statement on confidentiality and agree to keep all information and incidents regarding a child's right to privacy observed or heard confidential. I/we will obtain proper clearance if volunteering. My child(ren) and I will follow the guidelines and rules set forth in the handbook.

I/We have read and understand the policies and procedures of the parent handbook.

Parent Signature

Date

Parent Signature

Date

