



SUMMER PARENT HANDBOOK 2019

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OUR PROGRAM

OUR MISSION

We are a Christ-centered early childhood program where teachers and parents teach and strengthen each child's emotional, social, physical, intellectual and spiritual skills while we are all playing and learning together.

PHILOSOPHY

The philosophy of St. Luke's Day School is to focus on enriching, appropriate activities so that each child may attain emotional, social, physical, intellectual, and spiritual strengths through playing and learning together. This will:

- Enhance their sense of identity
- Encourage them to be active learners and problem solvers
- Enable them to develop emotionally satisfying relationships with other children and adults
- Provide them with knowledge and experiences to develop a healthy body
- Encourage them to develop a sense of responsibility for their own ever-expanding community.

St. Luke's Day School is committed to the development and enhancement of the whole child. In support of this we view the family as the main source of security and identity for the young child. It is our ultimate goal, therefore, to achieve a fellowship of Christian love and understanding between parent, child, and school.

ENVIRONMENT AND CURRICULUM

The administrators, teachers, and parents of St. Luke's Day School share a common commitment to provide a secure and nurturing early childhood education program that fosters each child's independence, curiosity, and development of age appropriate skills.

The following elements are part of our program:

- Busy, noisy, happy, creative classrooms where play is valued as a primary vehicle for learning and advancement in all areas of development
- Comfortable children relaxed and involved in a variety of activities
- Encouragement of the spiritual development of love for God and love for one another
- Daily schedules that provide a balance of individual/group activities, active/quiet play, large/small muscle exercises, and indoor/outdoor learning experiences
- Self-initiated and staff-initiated "hands on" learning experiences to allow children to learn by doing
- Age-appropriate classroom learning centers include art, science/discovery, blocks, dramatic play, table games, book corner, and sensory table. These activities give children opportunities to enhance skills, make choices, solve problems, and experience autonomy while interacting with teachers and peers
- "Circle Times" or "Together Times" planned each day for participation in group activities such as listening to stories, singing songs, or sharing ideas while building vocabulary, hearing correct language, and developing concepts
- Weekly visits to the Discovery Room for 3s and older to explore camp theme activities presented in addition to classroom activities; a "traveling" summer theme specialist visits younger classes
- Care given to maintain good health, sound nutrition, and cleanliness practices

The positions of the United Methodist Church, the National Association for the Education of Young Children, and the Southern Association of Colleges and Schools/AdvancED concerning developmentally appropriate practice are followed daily.

STAFF

Lead teachers have a degree, generally in Early Childhood or a related field, and/or current or in progress Child Development Associate Certification, plus experience in early childhood education.

Other teaching staff may have the same as above or have a plan of continuing education, plus practical experience working with young children.

All regular staff are certified in Basic First Aid and CPR.

TUITION, FEES, AND RECEIPTS

The registration fee and summer tuition deposit are not refundable. The summer tuition balance is not refundable once paid.

Parents needing receipts for summer tuition payments should submit a written or email request to Sarah Scott at sscott@stlukesmethodist.org. Receipts will be emailed later in the summer.

ENROLLMENT FORMS

All forms necessary for enrollment must be complete and received in the office prior to the child being admitted to camp. **There are no exceptions.** Forms include:

- Medical Information / Parent Authorization for Emergency Treatment
- Emergency Information Cards
- Authorization to Pick Up
- Payment of Fees Agreement and Parent Permission Form
- Introduce Us to Your Child
- Discipline and Guidance Policy
- Emergency Notification

PROBLEM RESOLUTION

If you have any concerns about your child or our program, please feel free to contact Debbie Weymouth, Director of Day School, or Pam Jones, Assistant Director, at 713-402-5030.

DAY TO DAY

FIRST DAY OF CAMP

Day School staff will be located at the Activity Center foyer and in the hallways to help you find your way to your child's classroom.

ADDRESSING YOUR CHILD'S TEACHER

Please remember that all teachers at St. Luke's Day School should be addressed using their last name. Even though some names may be difficult to pronounce, we ask that you help us uphold this respectful tradition.

WHAT TO WEAR

Camp is meant to be fun! Send your children in:

- Washable play clothes
- Rubber soled shoes with closed toes (no cowboy boots, Crocs or sandals; they are unsafe on the playground).
- Old clothes for messy play days, a full change of clothes, and a plastic bag for wet/messy clothing. (Please consult monthly calendar for scheduled messy play days.)

WHAT TO BRING TO CAMP

Summer Ones

Each child should bring a nutritious snack for mid-morning and a lunch with a drink for the noon meal. All foods should be ready to eat - fruit peeled and cut up, etc. Milk or formula should be sent in a thermos. Teachers will transfer to the bottle as needed. Send only plastic bottles. Glass containers, except for baby food jars, are not allowed.

Send an extra set of clothes and a minimum of 4 diapers in your child's diaper bag. Full-time infants and toddlers need a minimum of 6-8 diapers. **Write your child's name on everything he/she brings, including diapers.**

Summer Twos through Five Year Olds

Each child should bring a nutritious snack for mid-morning (in a **labeled** zip-lock bag) and a lunch of a carbohydrate, fruit and/or vegetable, protein, juice, milk, or water. All foods should be ready to eat. No candy, soft drinks or glass containers, please.

Please send an extra set of clothes in a large zip lock bag, a blanket for rest time, and a minimum of 4 diapers for children who are not toilet-trained. Little ones learning to use the toilet need extra underwear, shoes, and socks in addition to the extra set of clothes. (If applicable, see page 9 for more information regarding toilet training.)

We ask that all toys be left at home. Exceptions include toys that are needed to help ease a child's transition from home to school, or for nap time. **Label everything: St. Luke's is not responsible for any unlabeled items.**

Rest Mats

All children are encouraged to rest or relax for a short time after lunch. Mats are provided for children in Summer Ones and Summer Twos. A limited number of approved, fire-retardant rest mats (new or used) are available for purchase at the Day School Office. According to licensing regulations, torn mats must be replaced. **Roll up, cloth mats and sleeping bags are not allowed due to storage and disinfecting issues.**

What Not to Bring

- Pretend guns, war toys, or other toys
- Money, coins, good jewelry, or makeup
- Candy and gum
- Party invitations

Prohibited items will be secured by the teacher and returned to the parent at the end of the day.

ARRIVAL

Proper Entrance to the Building

The main entrance to the school is at the Activity Center porte-cochere. Parents should always park in the main parking lot south of the building.

The children's wing is secured with a controlled access system. Entrances to the school will be open at 9:00am drop-off and 2:30pm pick-up, but are locked at all other times. Parents should pick up Secure Access key tags on their child's first day of camp (distributed at the reception desk in Activity Center lobby). These tags will not unlock doors, rather, parents and caregivers will show the card to the security guard and/or receptionist to gain access to the secure area.

All exterior doors along the Edloe and Westheimer sides of the building will remain locked during school hours—7:15 a.m. to 6 p.m. An intercom button by each interior entrance may be used in the case a door is unattended.

Early Luke's Place Participants

Arrival begins at 7:15 a.m. You will take your child directly to their Luke's Place classroom and sign in at the door. Any special instructions for the day should be written down in advance and given to the teacher with a brief explanation as needed.

Summer Camp Participants

Bring your child to his/her classroom between 9:00 and 9:10 a.m. Be sure to sign in daily. **No child will be accepted before 9:00 a.m. as teachers are preparing for the day.** If you arrive early, you will be asked to stay with your child outside the room until the teacher is ready. Any special instructions for the day should be written down in advance and given to the teacher with a brief explanation as needed.

Teachers report that children who arrive late often have difficulty assimilating into the group. Older children may miss greeting rituals and instructions for the day. You can help us ensure the best possible beginning for your child's day by arriving on time.

Children must be escorted by an adult to the classrooms and left with the teachers.

Other Important Arrival Information

Support your child's emerging independence during the arrival routine by having him carry his own lunch kit and school bag, and put away personal things in his cubby. Similar practices should be observed at pick-up time as well.

DISMISSAL

At dismissal all children are picked up in their classrooms. Before leaving, make sure the teacher is aware that you are taking your child out of the room and sign your child out daily.

A child may only be released to a parent or other authorized individuals listed in our records. If a person who is on the pick-up list, but unknown to staff comes to pick up a child, we will ask for photo identification. If you need to make a change to your Authorization to Pick Up form, please come to the Day School office.

When arrangements are made for your child to go home with a friend, a written note to the child's teacher is required.

Parents are expected to pick up their children on time. Pick up times are as follows:

- Camp classes: 2:20-2:30 p.m.
- Luke's Place classes: by 6:00 p.m.

If you know that you are going to be detained, please notify the Day School immediately so that we can reassure your child. There is an overtime charge per child of \$1.00 per minute. Your child will be waiting for you in the Day School office. Children who have been picked up late two or more times may be asked to leave the program.

DISCIPLINE/GUIDANCE

Behavioral guidance is handled in a very positive way. We are committed to helping children learn to express and manage their feelings, cooperate with other children, and negotiate their own conflicts.

Teachers need to be informed of any special circumstances that may contribute to a child's behavior, such as a move, a new sibling, etc.

When interventions are necessary, they will be clearly defined and consistently maintained. Techniques are:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding
- Directed toward teaching the child acceptable behavior and self-control

We rely on positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. Some of our techniques include:

- Using encouragement and appropriate praise of good behavior instead of focusing on unacceptable behavior
- Communicating behavioral expectations in clear, positive statements
- Redirecting behavior by diverting attention to constructive pursuits
- Compromising or arbitrating differences and encouraging children to seek alternatives
- Using brief supervised separation from the group when appropriate for the child's age and stage of development after which a reassuring adult helps the child re-enter the classroom activity

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline are prohibited:

- Corporal punishment or threats of corporal punishment including hitting a child with a hand or instrument
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting a child
- Putting anything in a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

Serious behavior problems are referred to the Director.

WATER ACTIVITIES

The children may participate in messy play and some water play during the warm weather months. Guidelines from the Texas Department of Family and Protective Services are used to determine the number of children one teacher may supervise during any kind of water play. The number is based on the age of the youngest child in the group. Sprinkler play does not require additional teachers. Children are not left alone with sprinkler equipment.

ANIMALS

From time to time a class will adopt an animal as a classroom pet or have a child-friendly animal come for a visit. Parents will be notified in writing in either case and care will be given to ensure that the animals do not create unsafe or unsanitary conditions. Teachers and children will practice good hygiene and hand washing after handling or coming in contact with an animal and/or items used by an animal, such as water bowls, food bowls, and cages. Teaching staff supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Children will not handle animals that show any sign of illness.

SECURITY, HEALTH & SAFETY

A PLAN FOR EVERY CHILD FOR EVERY DAY

Children are under adult supervision at all times. There is specific accountability for each child by one or more staff members. Systems are in place for accounting for children's whereabouts at regular intervals, especially during transition.

Staff are alert to the health of each child. Individual medical problems and accidents are recorded and reported to staff and families.

In conjunction with the Safe Sanctuary program of the United Methodist Church, all volunteers at St. Luke's Day School must be registered. Contact the Day School office for details if you wish to volunteer in a classroom.

SUN AND MOSQUITO PROTECTION

Protection from overexposure to the sun is an important consideration for the children, especially during the summer months. The children's daily schedule does include limited outdoor play time and our playgrounds have shaded areas. We also suggest that you apply sunscreen for your children before school. Please do not send sunscreen to be self-administered or for the teachers to apply to your child. Our teachers will encourage the children to wear hats if you choose to send them.

The Day School has installed a mosquito extermination system to cover our outdoor play areas. This system is water and plant based, is installed to not harm friendly insects, and is safe for children. It is administered at dawn and dusk when the children are not on the playgrounds. If you wish to take added precautions we ask that you please apply the repellent spray or lotion at home. Our teachers will not be applying mosquito repellent lotions or sprays for the children at school.

LUNCHES AND SNACKS AT SCHOOL

Snacks and lunches are brought from home daily. We want to work with you to make sure that all food served at our school meets the USDA's food guidelines. The latest information can be found at the United States Department of Agriculture Center for Nutrition Policy and Promotion at <http://www.cnpp.usda.gov/default.htm>.

To insure the safety of food brought from home, all foods and beverages should be labeled with your **child's name and date**. Almost all lunches can be kept cold with an ice pack, kept hot in a thermos, or served room temperature! We are unable to heat any lunches.

Parents are requested to bring food cut into small, bite sized pieces which are the appropriate size for the child's ability to chew and swallow. If the food is not the correct size, then the staff will cut foods into pieces no larger than $\frac{1}{4}$ inch square for infants and $\frac{1}{2}$ inch square for toddler/twos, according to each child's chewing and swallowing capability.

Extra snacks are kept on hand if needed.

For all infants and for children with disabilities who have special feeding needs, teachers keep a daily record of the type and quantity of food the child consumes and provide families with that information.

We support infant breast feeding and will coordinate the feedings and servings of expressed milk with the infant's mother as requested. St. Luke's has a comfortable Nursing Nook that may be used if desired.

The school serves afternoon snacks to children enrolled in our Luke's Place program and a snack calendar is posted in those classrooms. We are restricted to pre-packaged snacks and approved single servings of fruits and vegetables.

Choking Hazards

If not properly prepared, some snacks and foods are choking hazards for children under the age of four. Others should never be served to children under four for safety reasons. **Please make sure the snacks and lunches you send to school meet the following guidelines:**

	Infants/Toddlers	Two Year Olds	Three year olds	Four year olds
<u>Choking hazards</u> Dried fruit (raisins, apricots, etc.), nuts of any type, sticky foods (gummy fruits, Fruit by the Foot, etc.), popcorn, raw peas, hard pretzels, hard candy, marshmallows	DO NOT SEND	DO NOT SEND	DO NOT SEND	
Hard/crunchy fruits & vegetables (such as apples, carrots, celery, etc.)	Cut in $\frac{1}{4}$ " dice	Cut in $\frac{1}{2}$ " dice	Cut into small bites	
Round foods (such as grapes, cherry tomatoes, hot dogs, etc.)	Cut lengthwise then cut in $\frac{1}{4}$ " dice	Cut lengthwise then cut in $\frac{1}{2}$ " dice	Cut lengthwise then cut into small bites	
Gooey foods (such as nut butter, cream cheese, etc.)	Spread very thinly; no spoonfuls	Spread very thinly; no spoonfuls	Spread thinly; no spoonfuls	Spread thinly; no spoonfuls

TOILET TRAINING

Children do **not** need to be toilet trained to attend camp at St. Luke's Day School. If you think this important milestone will occur during the summer, please come to the Day School office and request a *Potty Training Handbook*. This handbook is helpful tool for parents and teachers to work together in the best interest of the child.

Please note: if your child is only attending for a short time, or their sessions are not consecutive, we recommend that you wait until your child is on a more consistent schedule before beginning toilet training.

ILLNESS POLICY

An ill child needs to be at home. The following symptoms are to be used to determine when a child should not be brought to school:

- The child cannot participate comfortably in routine activities;
- The child needs more care than the teachers can provide while caring for the other children;
- The child has one of the following:
 - An ear (tympanic) temperature of 100.4 or greater

- Uncontrolled diarrhea
- Two or more vomiting episodes
- Excessive coughing
- Rash with fever
- Mouth sores with drooling
- Behavior changes or other signs that the child may be severely ill.

If a child becomes ill during the day, we will care for that child until the parent or authorized adult can arrive. **All parents must have emergency plans established to care for ill children. Children must be fever/symptom free without medication for 24 hours or one program day, whichever is longer, before returning to school.**

Notices will be emailed from the Day School office concerning children who have been exposed to communicable diseases. Please notify the school at once if your child has a communicable disease or has been exposed to one (communicable disease list is available in the office).

Allergies

Parents of children with severe allergies should request an Allergy Action Plan form from the Day School office. Copies of the completed form will be kept in the classroom and the office. We ask that families of children with food allergies give us consent for posting information about each child's allergy so that it is a visible reminder to all who interact with these children during the program day. An allergy alert sign will be posted at the classroom door. All common areas such as the playgrounds and Children's Chapel are allergy alert areas and we do our best to eliminate the serving of identified foods in these areas.

Due to the severity of some food allergies, such as peanuts and tree nuts, we will prohibit all classmates from bringing food items that are life threatening to an individual child. In such cases we appreciate your understanding and cooperation.

MEDICATIONS

According to state licensing regulations, all medication administered by St. Luke's Day School staff must meet the following guidelines:

- If prescription medication, it must be in the original container labeled with the child's full name, name of clinician, expiration date, and manufacturer's instructions.
- The medication can only be given according to the labeled directions. If you are sending an over-the-counter medication, it must have your child's age/age range printed on the bottle.
- If the over-the-counter medication does not have administering directions for your child's age, you must bring in a doctor's note or have one faxed to the school with the specific administering directions relative to your child's age.

All medications **must** be brought to the Day School main office and parents will fill out a medication dosage form that gives written permission for Day School staff to administer the medication. Two staff members will administer the medication according to directions at the designated time. Please bring a dispensing spoon, cup, or dropper along with the medication. Be sure the dispenser is marked properly for the prescribed dosage (for example, if dosage is 1.875 ml, we cannot use a dispenser that is marked 1.25 ml and 2.5 ml).

Do not send any medication in your child's school bag or lunch kit. To do so would compromise the safety of the other children in the class.

Medication with expired dates will be discarded.

MEDICAL/DENTAL EMERGENCIES

In the case of illness or injury during school hours, the following procedures will be followed:

1. Office staff will attempt to contact one or both parents.
2. If parents cannot be reached, designated persons in the child's file will be contacted.
3. When a child needs medical/dental attention and a parent cannot be reached, a staff member will attempt to contact the child's doctor and upon recommendation will take the child to the doctor's office or the recommended emergency room. All expenses incurred are the responsibility of the parents.
4. In emergency circumstances, the staff will call 911.
5. Parents will be notified immediately if it is suspected that a child has sustained a concussion. School personnel will follow 911 emergency personnel recommendations for transport to emergency room in the event of this or other serious injury when a parent or guardian is not present or cannot be reached.

PARKING LOT SAFETY

For the safety of all of our children, we ask that everyone observe the following safety rules during morning arrival and afternoon pick up times:

- The speed limit in the parking lot is 5 m.p.h. at all times.
- Do not use cell phones (including blue tooth) for talking or texting while driving or walking in the parking lot. Please adhere to this important rule so that your complete attention will be focused on the safety of your child and others in our parking lot while you are driving.
- Do not park in the porte-cochères or along any curbs in the parking lot.
- Please park in the main parking lot. Parking on the Edloe side of the building and picking children up from the playground is a safety hazard and is not allowed.

SECURITY

In addition to the previously mentioned controlled access system, St. Luke's United Methodist Church employs contract security personnel who routinely patrol the campus building and grounds. In the parking lot, the security officer is primarily concerned with the safety of parents and children. The campus is also monitored via security cameras.

Please do not leave valuables in your car at any time. St. Luke's, along with other churches and schools in the area, is subject to car break-ins from time to time.

CLOSING DUE TO WEATHER

It is possible that we may have to close due to bad weather conditions or if conditions in the church area become treacherous for children and their families. Should we decide to close, parents will be notified via text message from One Call Now, our emergency notification system. Parents were able to sign up with the "Emergency Notification System" form. Closures will also be posted on our website, www.stlukesdayschool.org and announced on our recorded phone message.

EMERGENCY DRILLS

In accordance with State Licensing regulations, the school practices emergency preparedness drills: Fire Drills (monthly) and Severe Weather Drills (quarterly). Additionally, administrators review intruder and lockdown procedures with teachers QUARTERLY and as needed.

EMERGENCY EVACUATION PLAN

Certain emergency circumstances might lead the School to release students quickly and safely to their homes. Parents will be notified of an emergency dismissal through the following communication network: an emergency notification text, a recorded message on the School's main telephone line, as well as, notification on the School website if time permits the website update. In the event of an emergency dismissal the School will release a student directly to the parent(s) or to others authorized by the parent(s) as per the child's current release form.

Should extreme circumstances require the evacuation of our campus, St. Luke's Day School maintains a reciprocal agreement with St. John's School (2401 Claremont Lane, 713-850-0222) and River Oaks Baptist School (2300 Willowick, 713-623-6938). In some scenarios, children could be evacuated across Edloe Street from our main campus to other property that is owned by SLUMC. Parents will be notified regarding the pickup location for children.

Emergency contact information for each child is issued to the classroom teachers at the beginning of each school year. Parents must advise the office of any changes so we may contact you in case of emergency.

During emergency evacuation, teachers are responsible for their assigned group of children. We will transport children via church vans, private automobile, or on foot, with assistance from all school and church staff. Children under 24 months, those with limited mobility, or otherwise needing assistance will be transported via evacuation crib, buggy, or may be carried by an adult.

SHELTER IN PLACE in case of community disaster

We have a **Shelter In Place** plan in the event of a biological or chemical emergency in our city. **We will lock down the building for the safety of the children.**

In the event of an actual chemical/biological emergency, the children will be moved to a designated area of our building. Once we have accounted for each child and staff member, this area will be secured and not opened until we receive an all-clear from the proper authorities.

Should an emergency occur, we urge all parents to follow instructions given by the local authorities. If you arrive at St. Luke's after the children are secured in the building, there will be instructions posted giving you directions to a safe place in our building where you may wait for your child to be released.

While we hope never to use this plan, we understand that it is our highest priority to care for the children you have entrusted to us.

LOCKOUT/LOCKDOWN

In the event that local authorities alert us of a dangerous situation in our area, teachers are instructed to ensure that their doors are locked, blinds are closed, and students stay inside the classroom until given the all clear. Classes on a walk or out of their rooms (i.e. in Motor, on playground, etc.) are instructed to immediately return to their rooms. Each class stays in their room and the building will remain locked until the school is given the all clear by the local authorities. Teachers are also instructed and practice procedures in case of an unwelcome intruder. Parents are to be notified as soon as able depending on the immediate circumstances.

ADDITIONAL PARENT INFORMATION

ORIENTATION

It is highly recommended that parents new to St. Luke's Day School attend the Summer New Parent Orientation held at the beginning of the summer. This session will provide further information about St. Luke's procedures and answer parent's questions about their children's program. Please contact the Day School office if you have additional questions.

COMMUNICATION

School-wide communications are sent to all parents of enrolled children via "E-Spirit" email blasts and emergency information via "SLDS Alert" texts using One Call Now. A monthly calendar will be sent home to keep you informed. Important notices are often posted inside each classroom. Please read them as they are usually of a timely nature.

Summer Ones and Summer Twos receive written daily reports informing parents of nap times, food intake, diaper changes, and daily activities. Lesson plans and daily schedules are posted in all classrooms for your information.

Parents MUST advise the office of any change of residence, email address or phone numbers, including work and cellular phones. It is critical that we be able to reach you in case of an emergency.

Your suggestions and comments are important to us. Please feel free to share them with us.

CHILD CARE LICENSING INFORMATION

A copy of the minimum standards and the school's most recent licensing inspection report are available for review in the office. For more information about child-care regulations and other services for children, see the Texas Department of Family and Protective Services website: www.tdprs.state.tx.us or call the state office at 512-438-4800.

St. Luke's Day School is a gang-free zone. In compliance with Chapter 42 of the Texas Human Resource Code, more information on designated gang-free zones is available in the office.

Thank you for choosing Summer at St. Luke's Day School.

May your children's days here be joyful and enriching!