

# **Grace Lutheran Church Early Childhood Center**

**422 Valhi Blvd – Houma, LA 70360  
(985)879-1865**

**[ecc@gracehouma.org](mailto:ecc@gracehouma.org) (School Email Address)**

**[www.gracehouma.org](http://www.gracehouma.org) (School Website)**

**Tax ID# 72-0985882**

**Sofie's Cell phone: 804-2035**

*The mission of Grace Lutheran Church's Early Childhood Center is to nurture and teach children in a safe and enjoyable environment where the love of Jesus Christ is proclaimed and modeled to the glory of God, that the Holy Spirit might grow Christ's church through the saving of souls.*

## **Parent Handbook**

**2009-2010**

**Mrs. Sofie Arceneaux, Director/PreS & Pre-K Teacher  
Mrs. Anita Armstrong, Terrific Two's Teacher  
Rev. Richard Rudnik, Pastor**

*Dear Parents,*

*Welcome to the sixth year of Grace Lutheran Early Childhood Center. Lutheran education is not new. Martin Luther was the father of public education. He envisioned and implemented instruction for the common people –not just the tutoring of the elite. Within the Lutheran Church-Missouri Synod, of which our congregation is a member, there are over 2000 early childhood centers, 900 of them associated with Lutheran elementary schools. Lutheran schools strive for excellence in all areas of education with the focus on the main thing: salvation through faith in Jesus Christ.*

*While some church-based centers may have religious components to their program, such as chapel services, prayers at snack time and Christmas and Easter observances, our program is permeated with the love of Jesus on a daily basis. While we do not neglect the studies of science, social studies, math readiness, reading readiness, dramatic play, music, health and creativity, we see ourselves as a Christian Worldview Academy, in which all of those areas are viewed through the eyes of a God who made us, redeemed us and still cares for us.*

*We know that we are not in this alone. As parents, YOU are your child's primary teachers, and it is our goal to partner with you in the education of your child. We hope that you and your family will come to think of this as a place where you will all feel welcomed and loved. If you are not currently active in a Christian congregation, we hope that you will consider Grace Lutheran Church your spiritual home and join us for worship and other activities. Our school is not a separate entity from the congregation, but another aspect of its ministry.*

*So we bid you welcome in Jesus' name and pray that we may all have a fruitful year, growing in the grace and knowledge of our Lord Jesus Christ.*

*Serving the Lord with gladness,*

*Sofie Arceneaux, Director*

## ***Just Playing***

*By Anita Wadley*

*When I'm building in the block area, please don't say I'm "Just Playing."  
For, you see, I'm learning as I play, about balance and shapes.  
Who knows, I may be an architect someday.*

*When I'm getting all dressed up, setting the table, caring for babies,  
Don't get the idea I'm "Just Playing." For, you see, I'm learning as I play.  
I may be a mother or a father someday.*

*When you see me up to my elbows in paint or standing at an easel, or molding and shaping clay,  
Please don't let me hear you say, "S/he is just playing."  
For, you see, I'm learning as I play. I'm expressing myself and being creative.  
I may be an artist or an inventor someday.*

*When you see me sitting in a chair "reading" to an imaginary audience,  
Please don't laugh and think I'm "Just Playing."  
For, you see, I'm learning as I play.  
I may be a teacher someday.*

*When you see me combing the bushes for bugs, or packing my pockets with choice things I find,  
don't pass it off as "Just Playing."  
For, you see, I'm learning as I play.  
I may be a scientist someday.*

*When you see me engrossed in a puzzle or some "plaything" at my school,  
Please don't feel the time is wasted in "Play."  
For, you see, I'm learning as I play.  
I'm learning to solve problems and concentrate.  
I may be in business someday.*

*When you see me cooking or tasting foods please don't think that because I enjoy it, it is "just play."  
I'm learning to follow directions and see differences.  
I may be a cook someday.*

*When you see me learning to skip, hop, run and move my body,  
Please don't say I'm "Just playing."  
For, you see, I'm learning as I play.  
I'm learning how my body works.  
I may be a doctor, nurse, or athlete someday.*

*When you ask me what I've done at school today, and I say "I just played,"  
please don't misunderstand me.  
For, you see, I'm learning as I play.  
I'm learning to enjoy and be successful in my work. I'm preparing for tomorrow.  
Today, I am a child and my work is play.*

## *History*

Grace Lutheran Church's Early Childhood Center had its inaugural year in 2004-2005 with a total of 10 students. In 2005-2006, we added Before and AfterCare and our Summer Fun program. In 2006-2007, we were pleased to add our Terrific Twos program. The congregation has embraced the ministry with its prayers and financial support. We will continue to strive for excellence in all we do. With the forgiving and empowering love of God behind us, we know there is nothing but the best in store for us and for you. So, as Lutherans have been saying for over 500 years, "*Soli Deo gloria!*" (To God alone glory!).

## *School Calendar & Hours of Operation*

Parent Orientation	July 21 6:30 p.m.
First Day of School – MWF classes & 5 Day	August 10
First Day of School – T/Th classes	August 11
Labor Day	September 7
Thanksgiving Vacation	November 23-27
Christmas Vacation	December 21 – January 1
Martin Luther King Holiday (MWF & 5 Day)	January 18
Mardi Gras Holiday	February 15-19*
Easter Holiday	March 29-April 2
Last Day of School – T/Th classes	May 20
Last Day of School – MWF & 5 Day classes	May 21

\*If we need to make up missed days because of hurricane or other reasons, makeup days will be February 18 & 19

**Hours of operation** are: Before Care: 7 a.m. – 9 a.m., School: 9 a.m. – 1 p.m., After Care: 1 – 5:30 p.m.

## ***Philosophy***

*"Grow in the grace and knowledge of our Lord and Savior Jesus Christ." 2 Peter 3:18*

- Early childhood education is an integral part of congregational mission and ministry.
- The young child is a gift from God and learns best about God's world through experimentation and exploration.
- Each child is a unique and special child of God, and we encourage the development of Christ-esteem and individuality.
- Children learn best through play and by developmentally appropriate activities provided as avenues for learning.
- Early childhood education provides a warm and loving Christ-centered environment where children can develop to their fullest potential physically, emotionally, socially, intellectually, and spiritually.
- Early childhood education is a ministry to young children and their families.
- Early childhood education is a joint ministry that involves the congregation, the community, the staff, the family, and the child.

### ***Purpose:***

That children hear and experience the love of Jesus on a daily basis per Mark 9:37:  
"Whoever welcomes one of these little children in My name welcomes Me..."

That children feel included to the point where their faith in God is enhanced, enlivened,  
and empowered by the biblical story

That the Gospel (Good News) is extended through a comprehensive ministry of care

That parents are recognized as children's primary teachers and are supported in their  
nurturing role in the Name of Jesus and through His saving Word

That The Great Commission (Matthew 28:18-20) is taught to all through congregational  
ministry leaders partnering with members to embrace families in their circle of care,  
speaking the saving love of Jesus so that by the power of the Holy Spirit the lives of  
children and their families are transformed

## ***Vision & Objectives***

Jesus and His forgiving and empowering love are at the center of each activity.

Children are valued for their:

- ability to do meaningful work
- wonder and curiosity
- ability to play
- perspectives

Families are valued for their:

- bonds and traditions
- ability to play
- commitment to work, home, and community
- dreams for their children

Staff are valued for their:

- vision, mission, and purpose
- delight in children
- skill, heart, and knowledge
- commitment to families
- ability to play

### ***Basic Daily Center Schedule (varies slightly by classroom)***

- 7:00 – 9:00 BeforeCare arrivals, breakfast, free play in centers, small group projects, games, activities
- 9:00 – 9:15 Arrival, greetings, quiet free play
- 9:15 – 9:30 Circle Time
- 9:30 – 10:15 Learning Centers
- 10:15 – 10:45 Toileting/Snack
- 10:45 – 11:15 Outdoor Play/Rainy Day Activity
- 11:15 – 11:45 Learning Centers, Arts & Crafts, Small group activities, etc.

- 11:45-12:00 Jesus Time
- 12:00 – 12:15 Handwashing/Music
- 12:15-12:45 Lunch
- 12:45 – 1:00 Story time, closing for half day students
- 1:00 – 3:00 Naptime
- 3:00 – 3:20 Toileting/Snack
- 3:20 – 4:00 Outside play/rainy day activity
- 4:00- 5:30 Learning centers, small group activities, good-byes

## *Staff*

**Sofie Arceneaux** graduated from Nicholls State University with a Bachelor’s degree in Family and Consumer Sciences with a concentration in Child, Family, and Social Service. She has also obtained her certification as a Child Development Associate (CDA). She taught in Pre-Kindergarten Head Start Programs for 7 years in both Terrebonne and Lafourche Parishes. She and her husband, Mike, have 2 children: Ridge is in 5th Grade at Montegut Middle and Emily is in 2<sup>nd</sup> at Bourg Elementary. In her spare time, she enjoys reading, scrape booking, and spending time with her family. This is her 6th year at Grace ECC in our Preschool/PreK classroom and second year as Director.

**Helen Bergeron** will be serving her 3<sup>rd</sup> year as an Aide in Sofie’s classroom. She worked as a secretary at the Terrebonne Vocational-Technical High School for 28 years and, after a year of retirement, decided she wanted to work with young children. She started with us in our AfterCare program. She and her husband, Gerald, live in Houma and have extended family all over the US. In her spare time, she likes to read and crochet.

**Karen Harris** comes to us with several years of childcare experience, working with children from newborn all the way to age 5. She will be here for our Before and After Care program. She is always striving to learn more about her field and her experience and growth are evident. Her family is diverse and supportive. This is her 3<sup>rd</sup> year at Grace.

**Anita Armstrong** is the Terrific Twos Teacher. She has a background in Early Childhood Development and Education with a Child Development Associate (CDA). She was a Preschool Teacher for 5 years and an Administrator and Day Care Inspector for Florida League of Christian Schools for 15 years. She was involved with training teachers and staff at Wekiva Christian Schools and FLOCS for many years and loves working with children as well as parents. She is originally from Houma and lived in Florida for the last 20 years along with her husband Rick and two daughters, Alexis and Leah.

**Linda Meyer** is beginning her first year as the Teacher's Aide in the Terrific Twos Classroom. She was born and raised in Houma, LA and attended Nicholls State University. She has many years of childcare experience with children ages newborn to age 13. She and her husband, Glenn, and daughter, Katie, live in Houma and are members of Grace Lutheran Church. Linda enjoys cooking, gardening, decorating/art, photography, reading, and writing. She is looking forward to this new opportunity at Grace.

**Rev. Richard D. Rudnik** grew up in Roselle, Illinois. He attended Trinity Lutheran School through eighth grade. Richard graduated from Columbia College in Chicago in 1989 with a B.A. in Communications and worked in international air freight for several years before entering Concordia Seminary-St. Louis in June 2003. He graduated on May 18, 2007 with a Master of Divinity Degree and was installed as Pastor of Grace Lutheran in June of 2007. He is looking forward to leading Chapel with our ECC students this year.

### ***Absences and Tardiness***

Absences, except for serious matters of health, family business, or trips, are discouraged. Consistency and routine are very important to a young child's sense of stability. If your child will be absent for more than one or two days, please notify the school.

We start our learning activities promptly at 9:15 a.m. In order to make sure your child has had time to say good-bye to you, wash his/her hands and ease into the day, it is important that you arrive no later than 9 o'clock. Arriving later is stressful for your child and disruptive to the rest of the class.

### ***AIDS Policy***

1. If a child has AIDS, ARC, or is HIV positive and seeks admission to the early childhood ministry programs, a pre-enrollment conference including the child's parents, physician, probable teacher, and the administrator will take place to determine:

AIDS-induced impairment of the child's mental function

Psychological impairment manifested in assaultive behavior and the potential exposure of others to infected blood

The immunization status of the child

The necessary limits on the child's curricular and extra-curricular school participation

2. Each enrolled child is expected to meet immunization requirements of the school for the protection of the student body and faculty.

3. As appropriate in the religion curriculum, teachers will emphasize the compassion of Christ to the sick, the promise of divine care for those who place themselves at risk in the service of others, the hope of the Resurrection in the presence of terminal disease and the celebration of the new life in Christ through faith while physical life disintegrates in dying.

4. As a further expression of concern for the health and well-being of students and faculty, the school will maintain the highest standards of cleanliness in restrooms, waste disposal and janitors' closets through adequate cleaning and packaging procedures and the use of proven disinfectants.

5. The school will maintain a supply of latex gloves in the health room and classrooms and staff will use them as required.

### ***Birthdays***

Birthdays may be celebrated by bringing a special snack (we will try to make the birthday child the "Student of the Day" (see below) on or near his/her birthday). A cookie cake is a good choice – less messy than cupcakes!

Birthday party invitations may only be passed out at school if the entire class is invited. If the entire class is not to be invited, please send invitations to individual children in the mail.

### ***Breakfast***

Those children who come to BeforeCare may bring some breakfast to eat at school. Remember a good breakfast is essential for learning, so we would suggest it be nutritious and include a dairy product or protein. String cheese sticks, a half cheese sandwich or peanut butter and jelly sandwich, fruit, a container of milk, oatmeal squares or dry cereal are all options that will help start your child's day off right. They must eat their breakfast before 8:30 a.m. *Half day students should not bring breakfast to school.*

### ***Campus Visitor Policy***

It is our goal that Grace Lutheran Early Childhood Center will be an effective and safe environment in which children can learn and play. While we welcome parents' involvement and visitation in the classroom, it is important that it be done in such a way as to cause minimal disruption in the plans for the day. With that in mind, please check with the teacher or director if you plan to visit the room to observe or would like to volunteer in some way.

### ***Child Care Drop-In Policy***

Even if your child is a half-day student, there may be times when you would like to use Before- or After-Care if we have room. You will need to sign up *and pay* in advance (unless there is an emergency), preferably the week before. Rates are as follows:

<i>Before School (7:00 – 9:00 a.m.)</i>	<i>\$5/day; \$15/5 day voucher</i>
<i>After School (1:00 – 5:30 p.m.)</i>	<i>\$15/day, \$50/5 day voucher</i>

### ***Clothing and School Bag***

Time at school is an active time with outside play, painting, and possibly sand or water play. Please dress your child in play clothes that can get dirty! You may choose to purchase 1 or more Grace Lutheran ECC T-shirts for your child to wear on school days. We will spend time outdoors except in cases of rain, so please dress your child appropriately.

Please send your child in closed-toe shoes such as sneakers, instead of sandals, crocs or flip-flops. Our playground surface is such that it can get into the sandals or flip-flops and your child will be much happier with closed-toe shoes.

If your daughter wears a dress or skirt to school, please make sure that she wears shorts under it for modesty reasons. Also, make sure that your child wears clothes that s/he can handle on his/her own when it comes to using the toilet – no belts, overalls or suspenders.

**Please send a change of clothes (including socks and underwear) in a large Ziploc bag to be kept at school in case of accidents. Clearly label the bag and the clothes.**

You may also purchase a Grace Lutheran ECC school bag for your child. If you choose not to purchase our bag, you may send another. An open-top bag is preferred to a back pack in which larger papers or art projects can get crushed. Your child should bring his/her school bag to school every day.

### ***Communication***

In the case of school to home communication, please look in your child's school bag **at the end of each school day** for newsletters, notes and information.

If you need to get a message to the teacher or director, please either call on the phone or write a note rather than giving a verbal message to your child.

In the event that a significant change occurs in your home, please consider informing the school as soon as possible. Common causes of distress for children are either parent being away from home for an extended period of time, illness or death of a friend, family member or pet, a new sibling or pregnancy, a new person living in the home, etc.

If you have a concern about something that is happening at school, please speak directly to the person involved (teacher, director, aide) first. If you are not satisfied that the problem is resolved, please speak to the director. It is best to set an appointment for discussing a problem rather than trying to catch the teacher before or after school when she is preoccupied with her responsibilities with the children and there is not a chance for privacy.

### ***Delinquent Accounts***

As a non-profit organization, we depend on tuition payments to pay our staff and take care of the expenses of day to day operations of our center. Please plan to pay your tuition by the 5<sup>th</sup> of the month. A late fee of \$10 will be assessed on payments after the 10<sup>th</sup> of each month.

If a check is sent back to the ECC NSF, you will be responsible for the bank service charge. After any second NSF check, payments will then be paid by cash or money order only.

Any child whose parents are in arrears in payments after 60 days is subject to dismissal until such time as the monies owed are paid in full, including the month when the child shall return.

We understand that emergencies sometimes occur which may make it difficult for you to pay your tuition. In such a case, please feel free to discuss your situation with the Director and alternate arrangements can perhaps be made.

We suggest that you sign up for the Simply Giving program, which will debit your tuition from your bank account each month.

### ***Discipline***

Children at our center will not receive physical punishment. Children who have conflicts or problems with others while at our center will be encouraged to verbalize their angers and concerns. The role of the adult at school is to be a helper at positive problem solving. The staff strives to model Christ's unconditional love and forgiveness to us while teaching children to accept the logical consequences for their actions.

Children whose behavior endangers others will be supervised away from other children. In some cases, where children resort to violence—especially biting another child—the parents will be called and/or the child sent home.

No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse by staff or by parents on the premises or during field trips. Derogatory remarks shall not be made in the presence of the children about family members of the children in care or about the children themselves. No child or group of children shall be allowed to discipline another child. No child shall be deprived of meals or any part of meals for disciplinary reasons.

### ***Drop-off and Pick-up***

It is very important to your child to have you bring him/her into the classroom. When you bring your child to school, please park in the parking lot in a designated space and walk your child to the classroom. If weather is very bad and you have an infant or toddler that you also need to bring as you drop off your child, call Sofie's cell phone (804-2035) and we will try to send someone out to walk your child in.

For pick-up of half day students, we will dismiss from the front doors at approximately 12:55 p.m. Please pull up along the curb. It is not necessary to walk to the door, you may stay in line and simply pull your car forward and we will help your child into your vehicle. If you choose to walk to the door, please park your car in a designated parking spot so as not to hold up the line.

We will only dismiss children to a person whose name we have on our list of acceptable adults allowed to pick up that particular child. If you need to have someone who is not on the list pick up your child, please call us or write a note. We will ask for photo ID of a person we do not know and a Code Word. This is for your child's safety.

According to Louisiana Law, we are not allowed to let a child leave our premises who is not buckled into a proper child restraint apparatus (see page 16 for restrictions). We are also required to report if any child under the age of 12 is left alone in a vehicle.

### ***Emergency Care Procedure***

The school's emergency care procedure will be followed in the event of illness or injury during the school day. The teacher/director will attempt to contact one or both parents, followed by others listed as emergency contacts. Please inform your Emergency contacts that you have listed them as emergency contacts and let them know the school's phone number. That way, if we call and they don't recognize the number, they will know to answer. If there is no response from any of the emergency contacts listed within 30 minutes, the emergency numbers of the child's doctor will be called. If none of the above can be reached, a doctor selected by the school will be contacted. In a case of extreme emergency, the staff may elect to call 911 before emergency contact numbers. All expenses are the responsibility of the parent.

### ***Emergency School Closings***

Grace Lutheran Early Childhood Center will close for emergency weather conditions when the Terrebonne Parish Schools are closed for the same. Listen to the school-closing bulletin on KCIL 107.5 FM or check HTV. In the event of an early dismissal, the school will notify parents in a timely fashion.

If we have an emergency evacuation and have to leave the Grace Lutheran Church property, children will be transported to Houma Christian School at 109 Valhi Blvd. Parents will be notified as soon as possible.

We will attempt to make up school days that are missed because of the weather. There will be no tuition reduction for weather-related school cancellations.

## *Illness of a Child*

**All students will submit an updated record of immunizations to ensure that they are immunized against diphtheria, tetanus, whooping cough, polio, red measles, chicken pox, and rubella before they begin school. If your child does not have the necessary immunizations, they will not be allowed to enter into the classrooms until the shots have been updated. This is a Louisiana State Guideline that we are mandated to enforce.**

If a child becomes ill during the day, s/he will be in supervised isolation away from the other children and a parent will be notified to pick up the child promptly.

### **Please keep your child home if s/he has:**

- Fever of 100 degrees F or above
- A skin rash that has not been identified
- Diarrhea and/or vomiting two or more times in a day
- Evidence of head lice or other parasites
- Severe coughing
- Rapid or difficult breathing
- Yellowish skin or eyes
- Conjunctivitis (pink eye)
- Sore throat or difficulty swallowing
- Pain of which the child complains and interferes with normal activity
- Evidence of infection
- A moist or open cold sore

**Children who have a fever, diarrhea or vomiting must be symptom free for 24 hours before returning to school.**

**If you take your child to the Doctor, please bring the Dr. excuse showing the child is OK to return to school. In the case of skin rashes, etc, we must have a note saying the child is not contagious.**

If a child is well enough to come to school, s/he is considered well enough to go outdoors if the weather permits, and to participate in all school activities. Do not ask us to keep your child inside or make them sit down during active play periods.

### ***Late Pick-up/Early Arrival (Half Day students)***

Before school begins, our staff is busy preparing for the day. Please do not bring your child to school earlier than 8:55 a.m. If there is a special situation, please let us know and we can make occasional adjustments.

Likewise, at the end of the day, we have schedules to keep outside of our school responsibilities. Please pick your child up between 12:50 and 1 p.m. If you have not arrived by 1:10 p.m., you will be charged a \$5 fee for every 5 minutes after 1:10 p.m. that you arrive. Once again, we understand that special situations occur. If you know that you will be late, please phone ahead (Sofie's cell phone 804-2035) and let us know. It is very disconcerting for a child to be left behind when all the other children are gone.

### ***Late Pick-up/Early Arrival (Full Day students)***

Your child can come for Early Care any time between 7 and 9 a.m. At the end of the day, all children must be picked up by 5:30 p.m. If you have not arrived by 5:35 p.m., you will be charged a \$5 fee for every 5 minutes after 5:35 p.m. that you arrive. It is very stressful for children (and staff) when you do not arrive on time. If you have a special situation and will be late, please call Sofie's cell phone (804-2035) so she can let the AfterCare Staff know that you will be arriving later.

### ***Lunches***

Each child should bring his/her lunch every day. Please make sure the lunch is nutritious: a half sandwich, fruit or vegetable and drink are usually sufficient. A tortilla rolled up with cheese or lunchmeat is a good substitute for a sandwich, as are yogurt or cheese and crackers. Candy and carbonated beverages are not acceptable. Large portions may overwhelm many children. A small amount of several items is more enticing. Only send food that your child can eat without help.

Staff are not able to microwave lunches, do not send a lunch that has to be heated. If your child prefers a hot lunch, use a thermos container to send it in.

**If the lunch has perishable items inside (including Lunchables), the Louisiana Office of Public Health requires that it be in an insulated lunch bag with at least one ice pack since lunches will stay in the children's cubbies in the classroom and not be refrigerated. Don't forget to send spoons or forks if they are needed.**

## ***Medication***

Licensing requirements will not allow any staff member to give medication to a child without a detailed, signed medication form. This includes antibiotic cream for scrapes, Tylenol, Benadryl, etc. All medications must be given to the director and be in their original container. The Director MUST have a copy of the Pharmacy Insert for all medications given to your child while in our care.

## ***Naps (Full Day Students)***

Every student who is registered for the full day program will be required to lie down quietly during naptime. We have cots for each student. Your child should bring (at the minimum) a beach towel or small blanket for a covering. S/he may also bring a small pillow and a small “lovie” if s/he normally sleeps with one. Please do not send a sleeping bag, large quilts, or anything that has a zipper. It is important that all children understand that whether or not they sleep, they must lie quietly and not disturb other children. *Any child who consistently causes disruptions during naptime will be dismissed from the full day program and will have to be picked up at 1 p.m.*

## ***Neglect and Abuse Statement***

Any suspected abuse and/or neglect of a child in our center will be reported in accordance with Louisiana Revised Statutes 14:403.

## ***Non-Discrimination Policy***

Grace Lutheran Church Early Childhood Ministry Center admits children of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, handicapping conditions, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and local programs, and athletic and other school-administered programs. It does not discriminate against breastfeeding mothers.

## ***Snack***

Here is a list of snacks. We ask that each family provide the snack at the beginning of the month as follows:

### **T/Th or MWF only – 1 Box or Bag**

- \*1 lb. 12.8 oz box of Graham Crackers
- \*1 lb. box Saltine Crackers
- \*38 oz. carton Goldfish crackers
- \*Lg. bag pretzels
- \*Lg. bag animal crackers
- \*Box of 6 packages Microwave popcorn
- \*Box of Vanilla Wafers

### **5 day – 2 Boxes or Bags**

- \*1 box Cheese Crackers

**Please let us know in writing if your child has any food allergies.**

### ***Student of the Day***

Each school day, one child will be designated as Student of the Day. The frequency of this occurring will depend on enrollment and will be communicated via the monthly calendar. On the day that your child is Student of the Day, s/he should bring a favorite box for Story Time.

### ***Sunglasses/Sunscreen***

More and more studies are coming out on the effect of sun on eye health as well as the skin. We do spend time outside everyday, so if you would like to send sunglasses or a cap for your child to wear, we will keep them here. Also, it doesn't hurt to put a little sunscreen on your child's face in the morning before school.

### ***Toileting***

Children in the 2-year old program who are not toilet trained should bring extra diapers and wipes for their child each day. Please make sure to label these items with your child's name.

Children who are in the Preschool/PreK program are required to be toilet trained when school starts. If the child is not trained, we will give a 2 week grace period of trying to remind the child to potty periodically during the day. The child should wear underwear, NOT pull-ups, and bring 2 – 3 changes of clothes. If the teachers believe the child is trained or at least making progress at the end of the 2 weeks, s/he may stay in the program. If the child is not making any progress, they will need to stay out of the program until they are fully trained. Parents can choose to not pay their tuition (in which case we may make their slot available for another student) or continue to pay the tuition to save their spot until the child is ready. In extremely young 3's, the parent may opt to put their child in the Terrific Twos program instead.

### ***Toys and Personal Belongings***

Toys and personal belongings are hard to keep track of at school and cause unnecessary problems between the children. Please assure your child that his or her toys are for home use and that at school s/he has special "work" to do.

Grace Lutheran Church Early Childhood Center  
422 Valhi Blvd. Houma, LA 70360 (985)879-1865

**2009-2010 Parent Handbook Attestation**

I am the parent or legal guardian of \_\_\_\_\_.  
(Child's name)

I agree to abide by the requirements written below and the policies set forth in the *Parent Handbook*. In return for this promise of continual fulfillment of all policies, the early childhood program agrees to provide care for the above named child that meets the standards and guidelines as set forth below and in the *Parent Handbook*.

The set fees will be in effect until a new agreement is signed by me. This fee per child will be paid in advance (unless other arrangements are agreed upon in writing). I understand that care will not be provided without this advance payment.

I understand that the yearly tuition is \_\_\_\_\_. I will pay the tuition in the following way: (please mark your choice)

\_\_\_\_\_ 10 equal payments of \_\_\_\_\_ per month, beginning in August of 2009 and going through May of 2010. Payments are due on or before the 5<sup>th</sup> of each month.

\_\_\_\_\_ Full tuition paid at enrollment

\_\_\_\_\_ Two equal payments of \_\_\_\_\_. The first payment due August 10, 2009, the second due January 5, 2010.

A \$10 late fee will be charged for accounts not paid by the 10<sup>th</sup> of each month.

I understand that there is no automatic reduction of fees when my child is on vacation or gone from the early childhood center for any reason.

I understand there is a returned check fee of \$35. Checks should be made out to Grace Lutheran Early Childhood Center. Receipts will be given for payments if requested. A statement will be sent the end of each year for tax purposes.

**If I choose to withdraw my child from Grace ECC, I understand that I will pay tuition for two weeks from the date written notice is given. If I do not give written notice, I will pay tuition for two weeks from the day I stop sending my child to school.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_