

EMMANUEL LUTHERAN SCHOOL

**EARLY CHILDHOOD EDUCATION**

**(ECE)**

**PARENT HANDBOOK**



**Over 60 years of serving God's children at**  
**Emmanuel Lutheran School**  
**51 Wilburn Place,**  
**Asheville, North Carolina 28806**

Telephone 828-281-8182  
Fax 828-254-3940  
[www.emmanuelutheranschool.org](http://www.emmanuelutheranschool.org)

**EMMANUEL LUTHERAN SCHOOL  
EARLY CHILDHOOD EDUCATION HANDBOOK**

**TABLE OF CONTENTS**

	<b><u>Pg</u></b>
<b>WELCOME</b> .....	3
<b>HISTORY</b> .....	4
<b>ADMINISTRATION &amp; PHILOSOPHY</b> .....	5
<b>PURPOSE STATEMENT</b> .....	6
 <b>EARLY CHILDHOOD PROGRAM</b>	
Preschool Program .....	7
Staff .....	7
What to Bring from Home.....	8
Daily Schedule .....	8
Chapel Service, Church and Sunday School Attendance.....	8
Early Childhood Curriculum .....	9
 <b>RELATIONSHIPS</b>	
Circle of Concern .....	11
Child-Teacher Relationships .....	11
Discipline .....	11
Parent-Teacher League .....	12
School Communications .....	12
 <b>SAFETY</b>	
Safe Arrival & Departure Procedures.....	13
Child Abuse .....	13
Infant/Toddler Sleep Policy.....	13
 <b>NUTRITION, HEALTH, and EMERGENCY INFORMATION</b>	
Nutrition .....	14
Health .....	14
Medication .....	15
Hand-Washing Policy.....	15
Potty Training.....	15
Emergency Transportation .....	15
Emergency Drills .....	15
Emergency School Closings .....	15
Insurance .....	16
 <b>SERVICES</b>	
Lost and Found .....	17
Photos .....	17
 <b>ENROLLMENT AND FEES</b>	
Enrollment Policies .....	17
Fees and Tuition Policies.....	18
Withdrawal .....	18



## Emmanuel Lutheran School

51 Wilburn Place, Asheville, NC 28806  
(828) 281-8182      [www.emmanuelutheranschool.org](http://www.emmanuelutheranschool.org)

***“Preparing Children for Today, for Tomorrow, Forever”***

Greetings, Friends in Christ,

Welcome to Emmanuel Lutheran School! We are most pleased that you have chosen to enroll your child at ELS. This handbook has been prepared to acquaint you with our school and its philosophy of Christian education. Through this means we hope to acquaint you with our programs, that you may understand the aims, policies, practices, and regulations of our school.

We feel that we have an excellent program planned for your child. Each child is loved, disciplined, guided, and taught by a dedicated Christian educator. It is our goal to train each child for a successful Christian life. If your child comes prepared to learn, your child should experience a productive year in academic, social, and spiritual life.

May God add His rich blessings to all of us and lead us to the understanding that we are not alone in our efforts. We pray that parents and teachers may join in spirit and in cooperation for the full education of the little ones that the Lord has entrusted to us.

Thank you for giving us the privilege to work with you and your child.

Emmanuel Lutheran School admits students of any race, color, national and ethnic origin to all 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, national and ethnic origin in administration of its educational policies, and athletic and other school-administered programs.

In His Service,

***Chris Smith***

Chris Smith  
Director of Early Childhood Center

## **EMMANUEL LUTHERAN SCHOOL**

### **HISTORY**

The history of Emmanuel Lutheran School began with the founding of First Lutheran Church in 1903, later to be changed to Emmanuel Lutheran Church. The First Lutheran Church was constructed on the corner of Phillip Street (now Hilliard Avenue) and South French Broad Avenue.

In the fall of 1958, a kindergarten was begun as the first step in the establishment of a Christian Day School. Ground was broken in the present location for a new church in July 1959, and dedicated in May, 1960. The school grew steadily. In 1963, an educational wing was started which added four classrooms, office space and storage space for the school.

In 1978, a preschool and child care program was added, giving Emmanuel School a continuous educational program for children in preschool, kindergarten, and grades 1-3.

Emmanuel Lutheran Congregation, as part of a long-range planning process, broke ground in 1985 for a new multipurpose fellowship hall and a complete renovation of the lower level of our education facility. The goals of the Five-Year Plan and the subsequent building construction focused our efforts on providing a strong base in our preschool program, and, at the same time, further developing the strength of our kindergarten and primary grades.

In 1989 Emmanuel Lutheran School was awarded accreditation by the National Academy of Early Childhood Programs (a division of the National Association for the Education of Young Children). This recognition was the culmination of intensive self-study and the dedication to quality developmentally appropriate education. Our program was the first Academy accredited program in the Asheville-Buncombe region.

In 1993, an extensive 10-month self-study process conducted by the School Study Committee culminated in the recommendation, and subsequent approval by Emmanuel congregation, to re-establish fourth and fifth grades at Emmanuel Lutheran School.

In 1995 two new classrooms were constructed which enabled Emmanuel Lutheran School to expand its education program through grade five.

In 1999 an infant/toddler program was added to the child care program.

In 2000, Emmanuel Lutheran School initiated an expansion program by adding grade six. In 2001, grade seven was added and grade eight in 2002. The Christian Education Center became operational at the beginning of the 2004–2005 school years.

In 2010 Emmanuel Lutheran's ECE program was awarded a four-star license.

A new state of the art playground was constructed in 2011. It contains two separate areas of play. An age appropriate playground for our Infant and toddlers and a second area for our preschoolers age two through five.

In 2012 the ECE program expanded adding a second Prekindergarten classroom. In an effort to relieve the ever increasing waiting list a second infant room was opened in 2014.

In 2015 the ECE program expanded adding a second Toddler classroom in an effort to relieve the ever increasing waiting list.

## EMMANUEL LUTHERAN SCHOOL

### **ADMINISTRATION**

Emmanuel Lutheran School (ELS) is owned and operated by the members of Emmanuel Lutheran Church. Final authority for all decisions of policy and property is vested in the Voters' Assembly, the official governing body of the congregation. The affairs of the school are administered by the School Ministry Team. The team meets monthly and schedules special meetings as needed.

### **PHILOSOPHY**

ELS exists to glorify God by sharing the Good News of salvation through His Son, Jesus Christ. In order to accomplish this in an educational setting, Emmanuel provides Christ-centered education for all children, church and un-church, without distinction to race, socio-economic status, or religious creed.

We believe that God's Word is the basic source of truth and therefore the foundation upon which all wisdom is gained. It is the system of values which is integrated in the spiritual, physical, intellectual, emotional, social and cultural development of each child. Daily instruction in the Bible provides the framework for children to grow in knowledge of their Savior, to respond to God's love for them, and to witness their faith to others.

We believe that the word of God is the final authority for all matters of faith and practice. All academic disciplines, instruction, theories, programs, policies and practices must be in accordance with the Scriptures. We believe that a proper balance between Law and Gospel is essential in matters of instruction, discipline, and relationships. The Law shows our sin and our total dependence on God for our salvation. The Gospel reveals what God has done for us through Jesus Christ, His Son. Faith is a free gift received through God's Holy Spirit. Our Christian living is therefore our response of love and gratitude to God, our Heavenly Father.

We believe that the Christian school, as an extension of the home and church, is a valued setting for teaching the objective truths of God's Word and providing opportunities to experience Christian living. Emmanuel holds in high regard the privilege of partnering with parents in the training and nurturing of their children. In homes where Christ may not be the center, the Christian school serves as a model for beliefs, values, and living in the hope that the family may come to know their Lord and Savior. We believe that this Christian community equips our children to become productive members of church and society in their present and future service.

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

*"Feed My Lambs." John 21:16*

## **PURPOSE STATEMENT**

The purpose of Emmanuel Lutheran School is to provide a Christ-centered education for the children of the congregation and community, so that they through God's Word and Grace may:

1. Know God, His love and forgiveness
2. Recognize the gift of eternal salvation through Jesus Christ, God's Son
3. Identify themselves as children of God
4. Share the Good News of salvation with others
5. Develop and strengthen life-long Christ-centered values that will mold their future
6. Exercise the religious freedom they have in Christ
7. Express Christ in all aspects of life and learning
8. Appreciate God's creation and relate responsibly to it
9. Appreciate and respect the diverse backgrounds and experiences of all individuals
10. Understand and appreciate their knowledge, understandings, and life skills that will prepare them for their tomorrow
11. Enjoy a safe and secure environment where they may learn, grow, and practice their life skills
12. Discover their unique talents and gifts
13. Respond to God's Love with a life of service, of care, of encouragement to others
14. Live lives of joy, praise, and thanksgiving to God

## THE EARLY CHILDHOOD PROGRAM

*"...We shall grow together in the unity of our faith and in our knowledge of the Son of God. We shall grow into a mature people...into a maturity measured by nothing less than the full stature of Jesus Christ." Ephesians 4:13*

### **PRESCHOOL PROGRAM**

Preschoolers are usually most responsive to activities in which they are involved in a "hands-on" manner. In order to achieve this, we use a "child-centered" approach to learning. Our teachers design their classroom spaces with centers at which children can freely choose whether to participate or not, and for how long. Materials are rotated and added to frequently to maintain and extend the child's interest.

The preschool follows the creative curriculum, this includes activities centering on communication using print and language, science, math, social studies/the world around us, music, art, and fine and gross motor development. Dramatic play opportunities reinforce learning of practical life experiences. Our curriculum is developed to meet the learning needs of each child individually. Children are encouraged to practice their faith, which is reinforced by a Christian curriculum from Concordia Publishing House.

The preschool currently holds a 4-star license from the State of North Carolina's Department of Health and Human Services. The license is posted outside the early childhood office. We are licensed for food service operation with documentation displayed in the cafeteria. Our compliance with all licensing requirements is monitored regularly. Licenses are renewed in a timely manner.

Our goal is to maintain a child-to-adult ratio that meets the highest voluntary enhanced requirements by the Division of Child Development and Early Education:

	Maximum Group Size	
Infants (6 weeks - 1 year)	4:1	8:2
Toddlers (1 – 2 years)	5:1	10:2
2-year-olds	8:1	16:2
3-year-olds	9:1	18:2
4-year-olds	12:1	24:2

North Carolina Smart Start, Southwestern Child Care Commission, and The Division of Child Development and Early Education are resources used by the staff of Emmanuel. These groups focus on:

- ♦ the healthy development of children
- ♦ providing ultimate support to the family
- ♦ advocating for safe environments for young children

Our campus is a no smoking campus. This applies to cigarettes, vaping etc.

### **STAFF**

#### **Classroom**

We select our staff carefully in order to provide the best possible care and education, including the physical, spiritual, and academic needs of the children. Lead teachers must exhibit a strong Christian faith, have appropriate college degrees and ample experience as teachers of young children. Teacher assistants have special training, as well, and must demonstrate competence with young children. They have high school diplomas, state credentials (or are working toward a degree in early childhood education)

We employ people who are warm and nurturing, who understand child development, who can apply their knowledge in the classroom, and who respect each child as an individual. We seek employees who value working as a team with parents, colleagues, and volunteers and who participate in weekly worship.

***Kitchen***

The school cook provides nutritious, hot lunches as well as morning and afternoon snacks, which is in accordance with USDA requirements. Whole milk is provided for children under 2; 1% milk and 100% juice is provided for all children over 2 years old.

**WHAT TO BRING FROM HOME?**

Your child’s teacher will provide a supply list. This list is posted on the school website.

**TYPICAL DAILY SCHEDULE**

We are open for operation between the hours of 7:30 am and 5:30 pm, Monday through Friday.

Although each classroom’s daily schedule varies, activities alternate between quiet and active, free play, and total group experiences. Weekly lesson plans are posted in all classrooms. Infant schedules are at the baby’s preference.

An example of a daily schedule for the preschooler is:

7:30–9:00	Free play with friends
9:00–9:30	“Circle Time” and “Jesus Time”
9:20–9:30	Morning snack
9:30–11:00	Music, library, art, cooking, physical education, etc.
11:15–11:45	Lunch in the classroom.
11:45–12:30	Outdoor play
12:30–1:00	Clean up; prepare for naptime
1:00–3:00	Naptime
3:00–3:30	Afternoon snack
3:30–4:00	Story Time
4:00–5:30	Outdoor play/free play in the classroom

Every week the children aged 2-5 years old, participate in physical education and music classes.

**CHAPEL SERVICE AND CHURCH/SUNDAY SCHOOL ATTENDANCE**

Every Wednesday morning beginning at 10:00, the children have an opportunity to assemble in the House of God for a special Children's Service.

The children's sermons, the selected hymns and liturgy are especially designed to meet the needs and desires of the children. These services are led by the pastor, principal or ECE teachers.

Religion in school during the week is no substitute for Sunday worship. It is expected that children will attend services regularly with their parents.



The Early Childhood Program uses the ***Creative Curriculum***, which encourages developmentally appropriate practice with the opportunity to learn and develop newly acquired skills.

### **PRESCHOOL GOALS AND OBJECTIVES**

Through Bible time, prayer, finger plays, Chapel and Christian curriculum.

	Infants	Toddlers	PS2	PS3	PS 3/4	PK
Religion	Understand Jesus loves them. Worship through singing.	Understand Jesus loves them. Worship through singing. Pray simple prayer.	Understand Jesus loves them. Worship through singing. Pray simple prayer. Understands God created all living things. Share God's love with others.	Understand Jesus loves them. Worship through singing. Pray simple prayer. Understands God created all living things. Understands they are a special child of God. Recognize a picture of Jesus. Share God's love with others.	Understand Jesus loves them. Worship through singing. Pray simple prayer. Understands God created all living things. Know that Jesus died on a cross and rose again for him/her.	Understand Jesus loves them. Worship through singing. Pray simple prayers. Understands God created all living things. Know that Jesus died on a cross and rose again for him/her.
Cognitive	Discover and explore the world around them.	Begin to learn finger plays and songs	Learn autonomy. Master simple puzzle.	Learn problem solving and thinking symbolically.	Learn problem solving and thinking logically.	Learn problem solving and thinking logically.
Fine Motor	Hand/eye coordination. Reach for objects	Learn self-help skills such as washing hands and using utensils.	Turn pages of book. Tear paper. Roll playdough and string beads.	Make a tower of at least five blocks tall. String up to five beads, begin using lacing cards.	Begin to button, snap and zip clothing. Work puzzles of up to ten pieces. Begin to hold markers, crayons correctly.	Begin to button, snap and zip clothing. Work puzzles of up to ten pieces. Begin to hold markers, crayons correctly.
Gross Motor	Head and neck control, rolling over, crawling, sitting up and walking	Kick and throw a ball. Jump in place and ride a toy without pedals.	Throw small object two feet. Catch and roll a ball. Walk upstairs alone, hop on one foot, and clap with music.	Develop basic motor and coordination. Develop ability to jump, hop on one foot, walk forward and backwards.	Learn different moves through games like Simon says. Learn to throw and catch a large ball.	Learn different moves through games like Simon says. Learn to throw and catch a large ball.
Socio-emotional	Bond to caregiver; interact with adults	Begin to recognize peers and form relationships.	Begin to understand sharing and taking turns.	Begin to learn to respect others and show empathy.	Take responsibility for self. Learn how to follow rules and routines.	Take responsibility for self. Learn how to follow rules and routines.

Creativity			Imitates adults. Shows symbolic play.			
	Infants	Toddlers	PS2	PS3	PS 3/4	PK
Language	Coo and form sounds.	Begin to master language. Learn body parts. Match animals with their sounds.	Speak six to ten word sentences. Follow simple directions.	Speak in at least six to ten word sentences. Sing songs and recite finger plays. Recognize their name in print.	Follow multi-step directions. Begin to write and identify name and some letters. Tell a simple story in correct sequence. Describe action in picture.	Follow multi-step directions. Begin to write and identify name and some letters. Tell a simple story in correct sequence. Describe action in picture.
Math			Group objects by size. Learn simple shapes.	Identify shapes, understand over/under, in/out.	Rote count to twenty, sort by color, shape and size. Compare size difference, recognize simple shapes and patterns.	Rote count to twenty. Sort by color, shape and size. Compare size difference. Recognize simple shapes and patterns.
Science			Begin to understand opposites wet, dry etc. Curious about the world around them.	Identify different parts of the body. Have some knowledge of insects and how plants grow.	Understand the concept of the seasons. Know what foods are healthy and which are not. Learn how some foods grow and what animals do at different times of the year.	Understand the concept of the seasons. Know which foods are healthy and which are not. Learn how some foods grow and what animals do at different times of the year.
Art		Use basic art materials such as paint, crayons and markers.	Draw a circle and a horizontal line. Use scissors with one hand to cut paper.	Identify at least six colors. Manipulate playdough into forms that have meaning to him/her.	Enjoy creative expression in art. Begin to draw shapes that resemble people. Become familiar with wide variety of art media.	Enjoy creative expression in art. Begin to draw shapes that resemble people. Become familiar with wide variety of art media.
Music		Listen to variety of music. Participate in group singing.	Respond to rhythm and movement. Echo teacher in short patterns (clapping, stomping).	Respond to rhythm in movement. Listen to a variety of children's music (jazz, blues, classical, etc.)	Participate in group singings and musical games. Develop creative body movement through singing and playing musical instruments.	Participate in group singings and musical games. Develop creative body movement through singing and playing musical instruments.

## RELATIONSHIPS

### **CIRCLE OF CONCERN**

Within the Emmanuel Lutheran School system, there are a number of people that are all working together in the best interest of each student (educationally, spiritually, and physically). Communication is a very essential part of reaching our goals.

Teachers are available during the day to discuss pertinent issues. This allows parents to address any questions or concerns that may arise. To facilitate this, each classroom has a telephone extension that can be readily reached.

There may also arise a circumstance in which the parent/guardian feels the need to express concern about a particular situation. It is most helpful to first address the concern to the immediate person involved (teacher, substitute, assistant, etc.), as he or she is the one who can clarify information to make the necessary adjustments. It is extremely important that the immediate person be approached rather than discussion with uninvolved individuals. The circle of concern has two parts. The first is when parents have a concern about their child in the classroom. This concern should go by the following path:

**PARENT >TEACHER >ECE DIRECTOR>SCHOOL MINISTRY**  
**TEACHER > PARENT>ECE DIRECTOR > SCHOOL MINISTRY**

All concerns should follow these paths. The School Ministry Team may be addressed by sending a letter to the Team Chairperson in care of the school office. Remembering that the child's best interest is foremost in the minds of all persons, every effort will be made to reach an agreeable solution.

### **CHILD-TEACHER RELATIONSHIPS**

The ideal for child-teacher relationship is what is set forth by God in the creation of Christian community and family. The bases for this deep relationship are forgiveness and understanding, love and acceptance, respect and affirmation, discipline and self-control.

1. **Forgiveness and Understanding** - Both children and teachers must realize that all persons are sinful and fall far short of expectations. We understand and forgive in the family of Emmanuel Lutheran School because of God's forgiveness of us.
2. **Love and Acceptance** - Children and teachers love and accept each other just as God, for Christ's sake, loves and respects each of us as a one-of-a-kind creation.
3. **Respect and Affirmation** - Both children and teachers consider each other gifts of God. Children respect and obey teachers as God directs in the Fourth Commandment. Teachers also respect and affirm the worth of each child. Teachers are to enable the child to discover his/her own abilities and talents, to affirm these, and provide encouragement and direction.

### **DISCIPLINE**

Children at our school will not receive physical punishment. Children who have conflicts or problems with others while at our program will be encouraged to verbalize their feelings. The role of the adult at school is to be a helper to positive problem solving. Our staff members guide rather than punish. Children whose behavior endangers others will be supervised away from other children. The child then will process the problem with a staff member and any other concerned parties. Staff will use "time out" if needed. If a child is emotionally out of control, the staff may take the child to a quiet area to regain his composure. Verbal processing is our preferred technique. Parents will be notified if the behavior persists.

Emmanuel Lutheran School maintains a discipline code, which in its simplest and most concise form promotes respect towards and responsibility for oneself, each other and property. This applies to students, teachers, and parents alike.

“Responsibility” is best achieved for the child by absolute “follow-through” methods on the part of teachers and parents working together as a team.

If your child should cause bodily harm or injury to another child or staff member, a brief time out for the child will occur. If an incident should occur again, you will be called for a conference to discuss the matter and to work towards a resolution. If repetitive instances should occur, your child could be dismissed from the program.

### **PARENT-TEACHER LEAGUE**

Emmanuel’s Parent-Teacher League (PTL) serves as an important resource in our students’ education. The PTL promotes communication and understanding between home and school while participating in service projects benefiting the educational program.

Parents of Emmanuel’s students are automatically members of the PTL and are encouraged to participate fully in meetings, service projects, educational activities and more. Parents, interacting with teachers and administrators, have proven to be a winning formula for the benefit of the school and its students.

Our PTL provides these vital services to the school:

- ◆ communication between teachers and parents
- ◆ networking among parents
- ◆ support of educational programs
- ◆ support of social programs

With committed parental support through PTL, the educational experience for the children of Emmanuel Lutheran can be all that it should be.

### **SCHOOL COMMUNICATIONS**

Parents are advised regularly of special events, individual class projects, student progress, special projects, and general news through classroom letters, weekly emails and teacher communication. It is the responsibility of the parents to review this information to stay abreast of happenings at the school. Changes to the school calendar, updates to policies and procedures, and the like will be officially communicated via email.

When applicable, parents are asked to reply promptly to questions and needed information on the part of the school or the classroom teacher. This effort is greatly appreciated.

Emmanuel Lutheran Preschool encourages the parents to be involved in their children’s education and school. Open House is held prior to the first day. Families are encouraged to visit the center before their child’s first day of school.

## **SAFETY**

### **SAFE ARRIVAL AND DEPARTURE PROCEDURES**

We ask that parents closely supervise their children in the driveway, lobbies, and elsewhere in the center and playground.

We ask that the family stay together arriving and departing from our school. **Children must be signed in and out each day.**

- ◆ Upon arrival, all children must be accompanied to their classroom by an adult.
- ◆ Staff must be notified of child's arrival.
- ◆ Upon child's departure, an adult must sign out the child and notify staff that the child is leaving.
- ◆ Children will only be released to persons listed on the child's application as authorized by the parent/guardian.
- ◆ Staff will request to view a driver's license to verify the identity of persons other than known parent/guardian.
- ◆ Authorization from parent/guardian is required in writing when anyone other than the designated person(s) as listed on the child's application arrives to pick up the child.
- ◆ Sign children in and out according to the program's policies. Daily arrival and departure times must be recorded.
- ◆ Children must never be left unattended.

### **CHILD ABUSE**

All observations or suspicions of child abuse or neglect will immediately be reported to the Child Protective Services agency, no matter where the abuse might have occurred. The staff member noting the suspicions will notify the director, who will call Child Protective Services to report suspected abuse or neglect. The director will follow the direction of the Child Protective Services agency regarding completion of written reports. If the parent or legal guardian of the child is suspected of abuse, the same staff member will follow the guidance of the child protective agency regarding notification of the parent or legal guardian.

### **INFANT/TODDLER SLEEP POLICY**

Sudden Infant Death Syndrome (SIDS) is the unexpected death of a seemingly healthy baby for whom no cause of death can be determined upon autopsy. Proactive steps can be taken to lower the risks of SIDS. Emmanuel Lutheran School will practice the following safe sleep policy:

- ◆ All staff working in the Infant/Toddler room will receive training on our infant Safe Sleep Policy.
- ◆ Infants will always be placed on their backs to sleep, unless there is a signed sleep position waiver from a physician on file. A notice will be placed on the crib.
- ◆ The American Academy of Pediatrics recommends that babies are placed on their back to sleep, but when babies can easily turn over from the back to stomach, they may be allowed to adopt whatever position they prefer to sleep.
- ◆ Infants are checked every 20 minutes while sleeping and recorded on the sleep chart. We will be especially alert to monitoring a sleeping infant during the first weeks the infant is in childcare.
- ◆ A safety-approved crib with a firm mattress and tight fitting sheet will be used.
- ◆ Infants' cribs will not be covered with blankets or bedding.
- ◆ No loose bedding, pillows, bumper pads, etc. will be used in cribs.
- ◆ No toys or stuffed animals are allowed in the cribs.
- ◆ Only one infant will be in a crib at a time, unless we are evacuating infants during an emergency.
- ◆ Steps will be taken to keep babies from getting too warm or overheating by regulating the room temperature, avoiding excess bedding and not over-dressing or over-wrapping the infant.
- ◆ Room temperature will be kept between 68-72 degrees F.
- ◆ Smoking is not permitted on the school premises.

## NUTRITION, HEALTH & EMERGENCY INFORMATION

### NUTRITION

Lunch and two snacks, in accordance with USDA guidelines, are provided daily. Adults eat with the children. Mealtimes are relaxed and similar to family-style dining, rich in conversation and fellowship. Parents may join us for an occasional lunch at the current school lunch cost, if the school cook is informed by 9:30 am.

Parents are welcome to provide lunch for their child if they prefer. It must meet all the USDA requirements. Please speak with the Director for further details. We request that no nuts or peanut products are included in a child's lunch. This is to protect other children in the program who have allergies to these foods.

If a child has food allergy or special nutritional needs, please include this information in the child's application and notify the teachers. We will post this information in the kitchen and every classroom as a visual reminder to the staff.

Parents of infants and toddlers under 15 months of age are required to complete a feeding schedule which will be posted in the classroom.

**Please do not send soft drinks, candy, peanuts or nut products.** Only store bought items are allowed for parties or special snacks. This is a licensing rule set forth by the N. C. Division of Child Development and Early Education.

### HEALTH

Parents and staff share a responsibility for maintaining health and preventing the spread of contagious disease. Children attending Emmanuel Lutheran School must be free of known infectious disease.

Our school is operated for well children and staff only. Children should be fully able to participate in all activities, including outdoor play. The N.C. Division of Child Development and Early Education requires the children to go outside every day. This includes cold weather, light rain and snow. Parents should provide appropriate changes of clothing so children do not become either chilled or overheated. Sun screens or diaper-area lotions may be applied by staff, with the written permission of the parent on a school-supplied form.

Children with symptoms of communicable disease remain with a staff member until the parent or designated representative arrives for the child. When a parent has been notified of a child's illness, the parent is expected to pick up the child as soon as possible.

Children may not attend if the child exhibits any of the following symptoms:

◆ Temperature of 101° or greater	◆ Symptoms and signs of possible severe illness, such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing or other unusual signs — until medical evaluation allows inclusion
◆ Uncontrolled diarrhea, characterized by an increased number of bowel movements compared to the child's normal pattern and with increased stool water	
◆ Vomiting	◆ Rash with fever or behavior changes
◆ Mouth sores with drooling	◆ Scabies, head lice, nits or other infestation
◆ Conjunctivitis	◆ Impetigo
◆ Tuberculosis	◆ Pertussis
◆ Chicken pox	◆ Mumps
◆ Strep throat	◆ Hepatitis A
◆ Measles	◆ Rubella

**Children must be symptom free for 24 hours or a physician's note must accompany the child stating that they are no longer contagious.**

### **MEDICATION**

Medication will **be administered by the Director**, and only if:

- ◆ Medication must be in original container labeled by pharmacist.
- ◆ Child's first and last name must be on container.
- ◆ Name of provider who wrote the prescription must be on container.
- ◆ Specific instructions on dosage and administration must be on container.
- ◆ A dosage measuring device must be provided.
- ◆ The medication is age-appropriate for the child, with completed written permission slip by the parent or guardian.

"As needed" medications may be given if the physician states the recurring problem, emergency situation, or chronic condition. The instructions should include the information with specific instructions on the conditions for use, and any precautions to follow. Examples: A child who wheezes with vigorous exercise may take one dose of asthma medicine before vigorous active play.

### **HAND WASHING POLICY**

Hand washing is the single most important line of defense in preventing the transmission of disease-causing organisms. Teachers and staff oversee the hand washing of children before they enter the classroom.

### **POTTY TRAINING**

For children who have not yet learned to use the toilet, Emmanuel Lutheran School will defer toilet learning/training until the child's family is ready to support this learning and the child demonstrates:

- An understanding of the concept of cause and effect:
- An ability to communicate, including sign language;
- **The physical ability to remain dry for up to two (2) hours;**
- An ability to sit on the toilet, to feel/understand the sense of elimination;
- A demonstrated interest in autonomous behavior.

### **EMERGENCY TRANSPORTATION**

The center obtains written emergency transportation authorization from each parent or guardian before the child begins attending the program.

If a child is injured and needs treatment immediately, the center will call 911. The Early Childhood Director or the Asst. Director will accompany the child to the hospital. The parents will be called to meet the child and staff person at the hospital. The staff person will remain at the hospital until the parent arrives or longer if possible.

### **EMERGENCY DRILLS**

Regularly scheduled fire drills, lock-down drills, and tornado drills are a part of our safety program at Emmanuel. These drills are conducted according to guidelines set forth by the State of North Carolina.

### **EMERGENCY SCHOOL CLOSINGS**

Emmanuel Lutheran School does not necessarily follow the lead of Asheville City Schools on school delays or closings for inclement weather. Parents will receive an automated message from the school administration alerting them to schedule changes due to weather or other emergency events. Parents are also advised to watch WLOS TV-13 for a duplicate announcement. If you do not hear or see a listing for Emmanuel, then we are operating on a normal schedule. You may also visit the school website to check for an inclement weather announcement.

When we have a delayed opening our staff is scheduled to be here at 9:30 and doors open for the preschool at 9:45. This enables our staff to safely get to school and have classrooms ready for children at 9:45.

### **INSURANCE**

Our school provides blanket accident insurance coverage for every child. This program gives insurance protection to each child while at school and while participating in any school-sponsored activity.

### **SERVICES**

### **LOST AND FOUND**

Lost and found items will be located at the entrance outside the lunchroom and outside the school office. However, parents are encouraged to check with the office or Welcome Desk if belongings become lost.

Parents are asked to label their children's belongings with ink or with tabs. Unclaimed items will be given to the needy.

### **CHILD PHOTOS**

Professional portraits of the students are taken during the course of the year. The year's packet includes color photographs of the children and a class picture. These are available at a charge.

Periodically, we will update our promotional materials, social media and our web site with more information about events here at Emmanuel and in so doing would like to include photographs of our students. The forms of photographs to be used are group pictures of such organizations as team sports and random photographs of events such as National Lutheran Schools Week, Christmas plays, Oktoberfest, Serve-A-Thon, etc. When utilizing a photograph of your child, we will **NOT** list your child's name. However, we will ask for your written permission to have your child's photograph on our web page, social media and /or promotional materials.



## ENROLLMENT AND FEES

### **ENROLLMENT POLICIES**

1. Emmanuel School invites and welcomes students of any race, color, ethnic origin, or religion to all the rights, privileges, programs, and activities accorded students in the school. There is no discrimination in admissions or education policies.
2. The parents are to be significantly motivated by the spiritual dimension of the school and understand that enrollment implies the educational development of the whole child — body, mind, and spirit.
3. A medical examination must be completed before the child is enrolled. We **must** have your child's immunization record on file **prior to the first day of attendance. The Early Childhood Director must receive immunization updates every six months throughout the school year.**
4. Enrollment priorities:
  - a. Any applicant whose parent(s) or guardian(s) is a communicant member of Emmanuel Congregation holds a first priority in enrollment.
  - b. Sibling(s) of any student presently enrolled.
  - c. All other enrollments are on a first-come first-served basis.

### **FEES & TUITION POLICIES**

- A **non-refundable** Application Fee for newly enrolled children is due at the time of online registration.
- The Enrollment Fee for newly enrolled students is assessed at the time of acceptance and is **non-refundable**. The Enrollment Fee is due within 14 days of acceptance of a student to guarantee the student's placement.
- The Enrollment Fee for returning students is required at the time of registration and is **non-refundable**.

#### **Tuition:**

- Tuition fees are calculated on a **12 month-equal-installment schedule**. These installments are due whether the student is in attendance all week, part of the week, or not at all. **No tuition adjustments will be made for weather closures.**
- One of the following payment options must be chosen:
  - One annual installment due by the first day of school. A discount of \$100.00 will be applied.
  - Two equal semester installments. The first installment is due by the first day of school. The second installment is due by January 15. A discount of \$25 will be applied to each installment.
  - In 12 equal monthly installments processed through FACTS Tuition Management (August-July.)
- If fees and/or first tuition installment are not paid in full by the opening of school, the student will be denied attendance until such fees and first tuition installment are paid.
- If a check or credit card electronic funds transfer is returned for insufficient funds, a \$35.00 charge will be assessed. The check or electronic funds transfer will be reprocessed within 5 business days. The second time a check or electronic funds transfer return occurs, in addition to the \$35.00 charge, Emmanuel Lutheran School, without notice or demand, reserves the right to declare the entire remaining unpaid balance due immediately and payable by cashier's check.
- If payment is not received within 10 days from the payment due date, a late charge of \$35.00 will be assessed.
- If full payment of the amount due under any of the school approved payment options is not made within 30 days of the payment deadline, then in addition to the late fee, the student will not be permitted to attend class, and Emmanuel Lutheran School, without notice or demand, reserves the right to declare the entire principal sum of academic year tuition then unpaid, immediately due and payable by guaranteed check, and necessary in order for the student to be reinstated.

#### **Late Pick Up:**

- Full day students who are not picked up by 3:30pm will be assessed a late fee of \$10/hour or any part of an hour.
- A late pick-up charge of \$1.00 per minute will be assessed per occurrence for children picked up after 5:30 p.m.

**Variable Services and Fees:**

- Parents will be required to pay for any school property damage or loss caused by their children. This shall include, but not be limited to, damage or loss to grounds, buildings, fixtures, equipment, books, and supplies.
- Returned transaction fees, late payment fees, late pick-up fees, and other fees for variable services, such as the After Care Program, will be billed to your account separately from tuition and are governed by these same payment policies.

**Withdrawal:**

- Emmanuel Lutheran School requires a **2 week advance written notice** if a child is to be withdrawn. Tuition and fees will be assessed through the last day of attendance of the child.
- If a child is withdrawn from school without the submission of a 2-week advance written notice, tuition will be assessed two weeks following the last day of attendance of the child.
- All account balances must be paid in full by the last day of attendance.

Any requests for exemptions to the above policies must be submitted in writing to the ELS School Administration for consideration.