

Parent Handbook

Holy Cross



Preschool, Extended-Care, & School-Age Programs

HOLY CROSS

LUTHERAN CHURCH & PRESCHOOL

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MISSION STATEMENT

HOLY CROSS LUTHERAN PRESCHOOL AND EXTENDED-CARE is committed to providing the children of Holy Cross and the community with an educational, Christian based preschool program.

PHILOSOPHY STATEMENT

HOLY CROSS LUTHERAN PRESCHOOL AND EXTENDED-CARE believes each child is a precious gift from God molded into the unique individual he/she is. We offer children an equal opportunity to develop life-long skills through the Word of God, developmentally appropriate activities and the classroom environment. Children are actively involved in their learning process through structured play, interaction with others, various teaching approaches, and the opportunity to make individual choices. Together with families, we provide a strong foundation for your preschooler's future through faith and education.

HOLY CROSS LUTHERAN PRESCHOOL AND EXTENDED-CARE CURRICULUM

HOLY CROSS LUTHERAN PRESCHOOL AND EXTENDED-CARE is committed to providing children with an educational, Christian-based program. The staff is dedicated to teaching children school-readiness and life skills through the daily schedule and activities they offer. The curriculum is based on educational and developmental theories and current research supporting the development of young children. Holy Cross bases their program on the belief that children learn through play, interaction with others, modeled teaching approaches, and the opportunity to make individual choices. Allowing children the opportunity to investigate, experiment, and explore concepts while interacting with others and participating in teacher-directed activities provides them with a sense of individuality, spirituality, and friendship, while building on the development of the whole child. Children are provided a balanced amount of time to engage in structured and unstructured activities. Throughout the daily schedule they are able to participate in child and teacher-directed activities with daily lesson plans and the setup of the classroom environment. The Word of God is integrated in all content areas (math, science, social studies, early writing, early literacy, and language), and developmental domains (adaptive, social, emotional, physical, and cognitive) to provide all children an equal opportunity for growth.

HOLY CROSS LUTHERAN PRESCHOOL ADVISORY BOARD

The purpose of the preschool advisory board is to support the preschool director in the operation of HOLY CROSS LUTHERAN PRESCHOOL AND EXTENDED-CARE so it achieves the distinctive purpose as stated in the preschool mission statement and the mission statement of Holy Cross Lutheran Church. The Preschool Advisory Board is accountable to the congregation through the Holy Cross Church Council. The Preschool Advisory Board shall consist of the Preschool Director and seven or more active members of Holy Cross Lutheran Church. The board shall be elected by the members of Holy Cross at the annual meeting. The Senior Pastor and elected Church Council President shall serve as liaisons to the Holy Cross Church Council.

OUR ADMISSION POLICY

HOLY CROSS LUTHERAN PRESCHOOL AND EXTENDED-CARE enrolls children ages 4 weeks through 3rd grade. All children who are 3 years old and older enrolled in the preschool program must be potty-trained prior to admission. NO child will be denied admission because of race, sex, national origin, or religious affiliation. Children with special needs are welcome at HOLY CROSS LUTHERAN PRESCHOOL AND EXTENDED-CARE. Contact the director for additional information.

Priority for enrollment for the next school year will be in the following order:

1) current students and families when re-enrolling by the date assigned the beginning of January and 2) the public.

All enrollments are based on a first-come-first-serve basis. Parents/Guardians must pay an enrollment fee to hold the enrollment placement.

WAITING LIST

The director will maintain a waiting list for both current and the next year's enrollments following the registration date.

Parents/Guardians of children placed on a current waiting list will be notified when space becomes available. They will remain on the waiting list for the current school year. The waiting list is discarded at the end of each school year. Children who do not get a spot in the program and have been on the waiting list must enroll at the January enrollment date. All enrollment is first come, first serve at that time. Once programs are full a new waiting list will be started.

SCHOOL HOURS

The business door for Holy Cross Preschool and Extended-Care will grant key fob access for parents at 7:00 a.m. Classroom doors will remain locked until scheduled opening time to allow staff time needed for classroom setup for the day. Classroom doors for preschool

will open at 8:55 a.m. (7:55 for T/Th 4/5 year old class) for morning classes and 12:55 p.m. for the afternoon classes. **Parent must wait for staff to open classroom doors before entering.** We require all children be brought into the facility and the parent or guardian must check their child in and out of preschool and/or extended-care with their child's teacher. Parents or guardians must bring their child to their assigned classroom and remain with their child until the doors have been opened for class.

EXTENDED-CARE HOURS ARE:

DAYS	TIME
M/T/W/TH/F	7:00am – 5:30pm

REGULAR PRESCHOOL HOURS ARE:

AGE	DAYS	TIME
3 - 4 Year Old Program	M/W	9:00am – 11:30am
3 - 4 Year Old Program	T/TH	9:00am – 11:30am
4 – 5 Year Old Program	M/W/F	9:00am – 11:30am
Pre-K (4 Year Old) Program	M/T/W/TH	1:00pm – 3:30pm
Pre-K (5 Year Old) Program	M/T/W/TH	1:00pm – 3:30pm

SCHOOL CALENDAR

The calendar closely follows the Sioux Falls Public School calendar. The calendar can be found online at www.holycrosslutheranchurch.org – under the preschool link. Copies are posted on the parent board and in classrooms.

TUITION AND FEES

A \$50 enrollment fee is due upon enrollment for preschool and school age classes. An additional \$50 enrollment fee is due upon enrollment for the extended-care program. Cancellations made before July 1st will receive a \$25 refund for their enrollment fee for Preschool Only. All cancellations made after July 1st are non-refundable. The enrollment fee is used to cover curriculum and material expenses for the each program.

Preschool, Extended-Care, and School-Age fees will be automatically withdrawn from your bank account using the *Simply Giving* program (fees will apply for credit card payments). Payments for **Preschool ONLY** children will be setup on a monthly withdraw from your accounts on the 1st of the month. Payments for children using **extended-care/school-age** will be setup on a weekly withdraw from your accounts on Mondays, unless other arrangements are made. All extended-care payments are required beginning the week preschool starts through the last week of the school year. School-age payments are required starting the first day of school for the Sioux Falls School District. Talk to the

director to make other arrangements. Payments will be made for the current month/week's care. Any changes that need to be made must be made must be given to the director no later than Thursday, Noon. No care will be provided without payment. Your bank withdraw record is your receipt. A receipt for payment will only be emailed/printed if requested.

Your first payment will be made using your simply giving automatic payment setup.

There will be a \$30 charge for all insufficient funds are reported. Any account falling 2 weeks behind on tuition will be reviewed by the director and preschool advisory board for a plan of action that must followed. Delinquent accounts face further actions and your child may be dis-enrolled from the program.

Arrangements for other tuition payment schedules must be discussed with the director prior to starting.

NO vacation/sick days are available for tuition at Holy Cross Lutheran Preschool, Extended-Care, and School-Age. Full payment is required beginning the first full week of preschool through the last day of preschool (through the end of the week if the last day falls in the beginning or middle of the week). Dates are according to the calendar set by the HCLP.

Tuition Fees:

PRESCHOOL AND EXTENDED-CARE			
AGE	DAYS	TIME	FEE
Infant/Younger Toddler Program (24 month and under)	M/T/W/TH/F	7:00am – 5:30pm	\$231/wk
Older Toddler Program (2 years old until eligible for preschool program)	M/T/W/TH/F	7:00am – 5:30pm	\$219/wk
Preschool Program	M/T/W/TH/F	7:00am – 5:30pm	\$212/wk
2 Days a Week	M/W or T/TH	7:00am – 5:30pm	\$101/wk
3 Days a Week	M/W/F	7:00am – 5:30pm	\$145/wk
After School-Age	M/T/W/TH/F	2:45pm – 5:30pm	\$82/wk
Summer School-Age – Full-Time	T/W/TH	7:00am – 5:30pm	\$193/wk
Summer School-Age – Part-Time	M/T/W/TH/F	7:00am – 5:30pm	\$131/wk
PRESCHOOL CLASSES ONLY			
AGE	DAYS	TIME	FEE
3 - 4 Year Old Program	M/W	9:00am – 11:30am	\$130/mo
3 - 4 Year Old Program	T/TH	9:00am – 11:30am	\$130/mo
4 – 5 Year Old Program	M/W/F	9:00am – 11:30am	\$172/mo
Pre-K (4 Year Old) Program	M/T/W/TH	1:00pm – 3:30pm	\$221/mo
Pre-K (5 Year Old) Program	M/T/W/TH	1:00pm – 3:30pm	\$221/mo

Tuition and fees are subject to change at any time with a minimum of a 30 day notice.

ADULT-CHILD RATIO

Holy Cross Lutheran Preschool will maintain the following adult-child ratios:

Infant/Toddlers (6 weeks – 3 year olds)	1:5
Preschoolers (3 – 4 year olds)	1:10
Preschoolers (5 year olds)	1:15
School Age (K – 2 nd grade)	1:15

Children will be separated in groups according to their age at enrollment time. Children will remain in that classroom until May/August when transitions of classrooms take place. The age of your child on Sept 1st will determine what age group they are placed in. Parents will be notified prior to transitions taking place.

When combining groups, adult/child ratios of the youngest children will be maintained.

DAILY INFORMATION

To maintain a flow of communication between parents and HCLP staff daily information forms will be recorded each day for children in the infant and toddler classrooms. Information such as meal/bottles, diapers/potty, and naptime will be recorded. Parents may also be asked to provide information to ensure we work to keep on the child's schedule.

Daily schedules are posted inside each classroom and lesson plans may be found on the Parent Information Board across from the Director's office.

ATTENDANCE

When your child is going to be absent, please notify the school (by phone, text, or email) and let the director and teachers know. In the event that a child is absent from Preschool, tuition will be paid in full in order to reserve the child's spot. If the child is absent due to an extended illness, tuition may be prorated at the discretion of the HOLY CROSS LUTHERAN PRESCHOOL BOARD.

After School Age: When your child is going to be absent, you **MUST** notify staff prior to 2:45pm that your child will not in attendance for the day. If we have not received notice and a child is missing when arriving at school to pick them up, parents will be contacted. HCLP staff will NOT leave the elementary school until all children are accounted for.

MATERNITY/EXTENDED LEAVE

Regular payment is required to hold your child's place in the event of their absence from preschool/extended-care due to a parents maternity leave, extended leave from his/her job, etc.

SUMMER EXTENDED-CARE

Extended-Care is optional, for enrolled families who wish to use it, the first full week following the last day of school and is not required to start back up until the first week of the start of the following school year. Monthly deposits made for June/July/August will hold placements for fall. An additional drop-in rate of per day for each child will be required when families wish to utilize drop-in care during the summer months if spots are available. Families must indicate if summer care is not needed by April 1st or summer tuition will be required to continue to hold placement.

SCHOOL CLOSINGS

If Sioux Falls Public Schools close due to inclement weather, Holy Cross Preschool, Extended-Care, and School-Age programs will be closed as well for the safety of the children, families, and staff. Class times are not able to be made up and full payment will be required. If Sioux Falls Public Schools announce a delayed start time due to inclement weather the following will apply:

HOLY CROSS LUTHERAN PRESCHOOL AND EXTENDED-CARE will make the following schedule adjustments:

- 1-hour late start = regular AM start time.
- 2-hour late start = NO **AM** Preschool and **PM** Preschool will have a regular start time.
- Extended-Care WILL open at regular scheduled time.

Please check the Holy Cross Preschool Facebook page, REMIND messages, or listen to the local radio or television stations for information on school closings for Sioux Falls School District.

DROP OFF/PICK-UP PROCEDURED

All children must be brought all the way into the classroom by their parent/guardian. We require the child's parent or guardian to check their child in and out of preschool, extended-care, and school-age programs, with the child's teacher. Children must be picked up on time. A late fee of **\$10.00 for each 10-minutes** you are late to pick up your child will be assessed. Continued late pickup may lead to disenrollment.

AUTHORIZATION TO PICK UP YOUR CHILD

No child will be released to a person not authorized by the parent / guardian to pick up his/her child. Parents will be asked to sign a written authorization on the *Emergency and Consent Form* for each person responsible for picking up their child. A child will not be released to anyone not listed on the *Emergency and Consent Form* (or on file in writing) without prior verbal or written notice. This is for the safety and protection of your child.

- While authorization for pickup has been given, we still ask parents/guardians to notify staff ahead of time if pickup will be different than those who pickup on a normal scheduled basis.
- In addition to name and phone number, parents maybe asked for a description of the person and the person picking up may be asked to show photo identification.
- Those under 18 authorized by the parent/guardian to pick up, must have a valid driver's license, allowing them to transport the child according to South Dakota Law.

UNAUTHORIZED PERSONS/PICK-UP

The parent/guardian is required to notify the HCLP on the *Emergency and Consent Form* or in writing of any Restrictions or individual NOT authorized to pick up a child.

If at any time, a change is made with an individual on the *restricted or do NOT pick up list* a minimum of 48-hour advance notice must be given in **writing**, to allow them to pick up.

If necessary, law enforcement will be called for assistance for unauthorized pickup.

ALL authorization shall remain in force until edited or rescinded in writing by the primary parent/guardian of the child.

CUSTODY AND RELATED COURT ORDERS

HCLP staff cannot become involved in the marital or custody issues of the families that we serve. If a custody or court order exists, a copy of the court order needs to be placed in the child's file and will be followed according to what is written. The guardian is responsible for providing up to date and accurate information concerning the legal guardianship of the child. Without a custody or court order on file, the caregiver cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the pickup list, the policy of unauthorized persons will be implemented. The guardian will provide all consents.

DISENROLLMENT PROCEDURES

At any time during the school year, should the director determine that a child is unable to adjust to the preschool program, the parent will be contacted. Parents may be asked to withdraw their child if one or more of the following situations arise:

- Director determines a child cannot adjust to the preschool program;
- An identified behavior continues after implemented plans and is a threat to the safety of the other children in care or staff;
- The parent has misunderstood the preschool philosophy, policies, or is unhappy with the program;

- Tuition is delinquent; or
- A parent is consistently late in picking up or dropping off their child.

If a parent chooses to withdraw their child from the program a written notification must be given to the preschool/extended-care 30 days prior to the withdrawal from the program. If written notice is not given, full tuition will be charged.

YOUR CHILD'S FIRST DAY

It is sometimes just as difficult for a parent to face separation from their child on the first day of school as it may be for the child to separate from the parent. Whatever the personality of the child and however eager he or she may appear for this new adventure, there will be a moment when he or she realizes the parent will not be present. The apprehension that accompanies this realization is a normal reaction. You will want to accompany your child to his or her first day of school to spend a few minutes looking around the classroom together. Gradually focus your attention on another child or another adult in the room. When your child senses that he or she is not being closely watched, the child will usually start to relax. It is important that you say “goodbye” to your child and then leave immediately (never sneak away). If you show doubts about leaving, it only reinforces the child's doubts about being left. The teacher will handle any crying in a gentle and reassuring manner. Feel free to call and check on how things are going at school with your child. Sometimes this adjustment comes quickly; sometimes it may take days or even weeks. It is a normal part of a child's wholesome growth in learning to accept change and being away from home.

CLOTHING

Please have your child wear comfortable clothes that are appropriate for active play and hands-on learning. Help encourage your child's independence with simple clothing. Belts and knots can be frustrating for small hands.

All children (infant – preschool) must have one complete change of clothing (socks, underwear, shirt and pants) **kept in their bag** and brought to school each day. Please place them in a large Ziploc bag labeled with your child's name and class.

Snow pants, coat, hat, mittens and boots are required for outdoor winter play. Please label them with your child's name.

OUTDOOR PLAY

Children and staff will go outside daily with consideration to weather factors (wind, rain, and snow). Our policy is to play outside unless it is raining, or the feels like temperature is below zero. Please dress your child appropriately. In order to maintain the adult/child ratio, no child will remain inside during outdoor play. A child too ill to go outside is too ill to be at preschool and extended-care.

TOYS

Holy Cross Lutheran Preschool and Extended-Care provides age-appropriate toys, materials, and equipment supporting the program's curriculum and child development. We ask that children **do not bring toys from home** to play with (unless it is for a special classroom activity or Show & Tell). Children are not allowed to bring violent, or aggressive toys such as guns, swords, etc. for such activities.

CHILDREN'S ELETRONIC DEVICES (CELL PHONES/SMART WATCHES)

Child cell phones (tablets, iPads, etc) are prohibited at Holy Cross. In the event a cell phone is needed for a prearranged event with your child, that must be communicated with the Director or Assistant Director and stored in a designated location until the child is picked up at the end of the day. If a child is found with their device at Holy Cross, it will be taken to the office until the child is picked up at the end of the day. Additional offense could result in further action.

Smart watches (including but not limited to Apple Watches, Gizmos, etc.) may be worn but MUST remain in school mode during hours they are in attendance. Students may use watches to tell time and as a wellness tracker but are not allowed to use them for games, communication, or any other use while in attendance at Holy Cross. If a child is using their watch in a way not authorized, they will receive a warning the first time. The 2nd time the watch will be taken to the office and will not be given back until the child is picked up at the end of the day. If there are further offenses with their smart watch, it could result in the child not being allowed to wear their watch or further action.

ALL communication must be directly through the parent and classroom teachers, program Director or Assistant Director. No communication should be between the parent and child using electronic devices while the child is in attendance at Holy Cross during hours of operation. Parents directly communicating with their child using their electronic device while the child is in attendance at Holy Cross during hours of operation will be reminded of the policy for the 1st offense. Further offenses could result in further action.

VOLUNTEER

A volunteer must comply with licensing and regulations set by the state of South Dakota's Department of Child Care Services. They will be screened through the central registry in South Dakota and complete further background checks when required. Volunteers will be in a supervised capacity. Volunteers could include practicum students or other prearranged students completing class requirements for early childhood or related education class.

SPECIAL EVENTS

As part of the preschool and school age programs, special events or field trips may be scheduled. Parents/guardians consent is given on the *Emergency and Consent* Form filled out at the start of a child's enrollment. A notice will be posted/sent out in advance and additional permission or payments could be required.

From time to time, we will welcome special guests to the preschool. These guests include, but are not limited to police officers, fire fighters, pilot, etc. If you have an idea for a special guest, please inform the director. Holy Cross Lutheran Preschool and Extended-Care welcomes parents and grandparents who wish to share their time and talents.

TRANSPORTATION

When traveling for field trips or special events for preschool age children, Holy Cross will use a combination of their 12 passenger van (maximum of 10 students & 1 teacher) and 15 passenger van (maximum of 13 students & 1 teacher) to transport children. For children to attend field trips, parent permission must be given. As much advanced notice will be given as possible for upcoming special events. The program will use child passenger restraint systems, for children in care, following current SDCL and each vehicle will only carry the number of children allowed by vehicle passenger capacity (determined by number of safety belts installed in the vehicle). Children may need to provide their own car seats for transportation purposes.

After School Age: Student enrolled in the after school age program will be transported from Discovery Elementary to Holy Cross. When the weather is favorable teachers will walk to Discovery and meet them and then walk back to Holy Cross with them. When utilizing the van for transporting 3 teachers will go to Discovery Elementary at 2:45pm to meet the students. Each van will be filled to capacity allowing children to be transported back to HCLP to a teacher waiting there for them, while a teacher waits at Discovery Elementary with the next group of students to be transported. The drivers will come back to pick up the next group and teacher.

BIRTHDAYS

We celebrate birthdays in the classroom by recognizing the birthday child and making it their special day. Children with summer birthdays will have the opportunity to celebrate ½ birthday's during the school year. A list will be created and sent home at the beginning of the year to indicate the day your child will celebrate at school. If you are planning a party outside of school, invitations may **NOT** be handed out at school so that no child feels left out. **NO homemade treats allowed due to allergies.**

CLASS DIRECTORY

The Holy Cross Lutheran Preschool and Extended-Care classrooms may create a class list including these items: child's name, parent's or guardian's names, address, and phone numbers listed. This list would be distributed to parents/guardians of the students in their child's class. Permission must be given on the *Emergency and Consent Form* for your information to be shared. No information will be shared without your permission.

DISCIPLINE

Holy Cross Lutheran Preschool and Extended-Care strives to maintain an environment that is supportive and respectful to the needs of all children enrolled. In order to provide quality care and education, effective discipline is essential. Limits must be established and are necessary for the protection of the children, families, property, and staff. Discipline must be enforced with consistency and firmness and be carried out with kindness and understanding towards the child and situation. The goal of discipline is to support the children's development of social skills, self-discipline, self-esteem, responsibility, and respect for self and others. Children are encouraged to demonstrate appropriate behavior and will receive positive reinforcement and verbal rewards. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children to act in such a way as to receive this praise. When a child exhibits negative behavior the appropriate method of discipline will be used. Methods of discipline that may be used are:

- Intervention
- Redirection
- Discussion
- Planned Ignoring
- Loss of Privilege
- Time-Out" or "Think About It" – A break to cool off, stop and think (*develop self control*).

Harsh discipline is prohibited. Discipline shall be handled with kindness and understanding. No child shall be subjected to cruel, harsh, humiliating, petty, or severe treatment; or corporal or derogatory remarks about his/herself or family. No child shall be deprived of needs or any part of snacks as a punishment. Discipline measures shall be designed and administered in such a way as to help the individual child develop his/her own actions.

It is most important to provide an environment that is safe for children. When a specific behavior occurs that needs further attention, staff will communicate with the child's parents/guardians to set up a plan that is constant between home and daycare. If the child's behavior becomes threatening to other children or staff or prevents staff from providing appropriate care and education to others, the involved child will be asked to leave.

The names of children involved in behavior or injury to another child will not be disclosed for the safety of and privacy of each family.

NUTRITION

Holy Cross Lutheran Preschool and Extended-Care offer a nutritious mid-morning snack, lunch, and mid-afternoon snack in accordance with the guidelines set by the State of South Dakota Child Care Food Program. The guidelines set and meals served ensure that a balanced meal is served, offering food from each food group for the children. A rotating monthly menu will be set and available to view online and in the check-in area.

Snacks will be provided by Holy Cross. Lunches will be catered in by LifeScape, a catering service with a kitchen licensed by the South Dakota Health Department.

Children still requiring a bottle or baby food must provide their own food and milk/formula/breast milk. These items must be clearly marked with your child's name.

Snack/M meal Schedule

(Times may vary slightly according to daily activities or age group.)



9:00-9:30am – Morning Snack



11:00am – 12:00pm – Lunch



3:00pm – 3:30pm – Afternoon Snack

Infants:

Formula/breast milk, bottles, baby food, pack-and-play and sheet will be provided by the parents. Parents must be sure to provide enough formula/breast milk and/or food for the hours the child will be in care at HCLP for the day.

It is the parent's responsibility to be sure formula/breast milk and food brought from home be placed in the refrigerator, freezer, and/or counter space designated. Parents are also responsible for making sure all dirty bottles are brought home at the end of the day to be washed.

Bottles will be discarded after 60 minutes out at room temperature. Formula/Breast milk left at the end of the feeding or designated time will be discarded unless otherwise directed by the parents. Bottles will be heated using warm water.

All bottles, caps, pacifiers, blankets, pack-and-plays, or other personal belongings must be clearly marked with the child's name/initials. All breast milk bags must be clearly labeled with child's name, amount, time, and date.

Infants will be fed according to their own schedule and will be held during their feeding. No infant will be put in bed with a bottle.

Parents/guardian will determine the time at which they are ready to introduce table foods for each child. Table foods must first be introduced at home first to determine if the child is ready to begin at HCLP.

ALLERGIES - FOOD AND ALLERGIC REACTIONS

* Children requiring a special diet may need to provide their own meals. Please talk with the director if your child requires a special diet for medical reasons. *

Holy Cross Lutheran Preschool and Extended-Care requires all staff to be trained in the area of food and allergic reactions. HCLP requires parents to complete a health and emergency form and are responsible for listing ALL allergies of the enrolled child at the time of completion. If at any time the list of allergies should change, parents must notify director and staff immediately and update file information. When a parent lists an allergy, they are required to complete a document that lists the allergy, what the allergy is related to (food, pets, medication, etc); what the signs and symptoms of distress are should the child have an allergic reaction; and what the process is for assisting the child should they be in distress due to a reaction. Each staff person who is associated with this child (teacher, kitchen staff, etc) is provided an overview of the situation, an overview of the allergy document and the instructions for preventing a reaction; and instructions for handling a reaction.

NAP/REST TIME

Following lunch, all children at Holy Cross Lutheran Extended-Care will be required to lie down for nap/rest time (some toddlers may have their own schedule). Even if children do not sleep, we feel it is important for them to have a rest time. Cots and mats will be provided for nap/rest time and will be disinfected daily before the use by another child. Children will need to bring a blanket and other special items (stuffed animal, pillow, etc) they may like to have during nap/rest time. These items may go home daily or stay for the week and be brought home on Fridays to be washed. *(Children in the Pre-K afternoon classes Monday – Thursday will not have a nap/rest time but on Friday's will be required to have a quite time while others are resting.)*

Infants:

Infants are required to provide their own pack-n-play and sheet for naptimes. It is a South Dakota State Daycare Center Licensing rule that all infants (under 1 year of age) be laid on their backs to sleep. Infants who have developmentally reached the stage in which they are able to roll from back to stomach will be placed on their backs to sleep initially and if the infant rolls to another position they will be left to sleep in the position they move.

TOILET TRAINING

Children ages 3 to 5 years old, attending preschool and extended-care programs are required to be toilet trained.

Children under 3 years old in diapers and/or in the toilet training stages will follow the policy outline. Only disposable diapers will be used at Holy Cross Lutheran Extended-Care and are provided by the parents along with wipes, cream, and other products needed for diapering. (A physician's note is needed to use non-disposable diapers.) Toilet training will begin with parent instruction and when child begins showing interest or has the skills needed to communicate and understand. Children must demonstrate communication and self-help skills in the potty-training process. If staff feels a child is not ready, parents may be asked to wait a short period and then start again when the child shows they are developmentally ready. Toilet training must be a joint effort between Holy Cross Extended-Care Staff and parents in order for the child to be successful and have a positive experience. Due to sanitary and health purposes children will need to continue to wear diapers or pull-ups until they have demonstrated they can stay dry consistently between bathroom times. When your child is ready to start the potty-training process, communicate with toddler room lead teacher for specific information.

IMMUNIZATIONS
























Only children whose immunizations are current upon admission and maintained throughout enrollment, are eligible for care. Immunizations must meet the current recommendations of the South Dakota State Health Department. A completed South Dakota Certificate of Immunization will be kept on file for all children. Direct any questions to the preschool director.











ILLNESS

Holy Cross Lutheran Preschool and Extended-Care cares for the well-being of children. When your child is ill, please be considerate of other children, parents, and staff and keep them home from preschool. Not only will it enable your child to regain his/her health more quickly, it will also protect the other children at Holy Cross. For the well-being of your child and his/her classmates, please refrain from bringing your child to preschool if he or she has any of the following listed illnesses or communicable disease.

LIST OF COMMONN ILLNESS OR COMMUNICABLE DESEASES

Children should be excluded from the child care setting for any of the following illnesses: *(Information is taken directly from the South Dakota Department of Health - [Diseases | South Dakota Department of Health \(sd.gov\)](#) and [temporary-exclusion-child-care.pdf \(sd.gov\)](#))*

-  Illness that **prevents the child from participating** comfortably in program activities.
-  Is not well enough to play outside.
-  Illness that results in **a greater need for care than the staff can provide** without compromising the health and safety of the other children.
-  **Fever, lethargy, irritability, persistent crying, difficult breathing and/or other manifestations of possible severe illness.**
-  Has a fever or has had one during the previous 24 hours; (*>99F under the arm; >100F orally; or 101 rectally*)- **Children MUST always be FEVER Free WITHOUT fever reducing medication for 24 hours before returning!**
-  **Persistent abdominal pain** (continuous for more than two hours) or intermittent abdominal pain associated with fever, dehydration, or other systemic signs or symptoms.
-  Has a cold, thick, green nasal discharge, and/or a constant cough.
-  **Diarrhea:** exclude if have had two or more stools in the previous 24 hours, if stool is not contained in diaper, stool contains blood or mucus, if fecal accidents occur in a child normally continent.
-  **Vomiting:** exclude if vomiting occurs two or more times in 24 hours, unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.
-  **Chicken Pox** (varicella): exclude until all lesions have dried and crusted over
-  **COVID-19:** Requirements for COVID-19 are subject to change based on current CDC and SD Department of Health guidance, see website doh.sd.gov
-  participate in usual activities.
-  **E. coli shiga toxin-producing (STEC):** excluded until diarrhea resolves and two stool cultures are negative.
-  **Hand, Foot and Mouth:** exclude until all sores have blistered and scabbed over
-  **Haemophilus influenzae type B, invasive (Hib):** excluded until after the child has been cleared by a physician.
-  **Head Lice** (pediculosis): Children may return upon director approval and must be both nit and bug free.
-  **Hepatitis A Virus Infections:** until one week after onset of illness
-  **Impetigo** (streptococcal infection of the skin): until 12 hours after treatment has been initiated and draining has stopped.
-  **Influenza and Influenza-like illnesses:** exclude until fever has been absent for 24 hours in an unmedicated state. Additional exclusions may be necessary for documented novel strain or pandemic influenza based on SD Department of Health and CDC guidelines.
-  **Measles:** until 4days after the onset of rash.
-  **Meningococcal disease (Neisseria meningitis):** exclude until after 24 hours of antibiotic treatment.
-  **Methicillin-resistant Staphylococcus aureus (MRSA):** generally, no exclusion; considerations may exist if confirmed MRSA is present from a wound in which drainage is occurring and cannot be covered and contained.
-  **Mouth Sores:** exclude if associated with drooling, unless a physician has determined it is not a communicable disease.

-  **Mumps:** until at least 5 days after onset of the parotid gland swelling.
-  **Pinkeye or Conjunctivitis** (pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eyes): until examined by a physician and approved for re-admission, with treatment.
-  **Rash** (with a fever or behavior change): exclude until a physician has determined it is not a communicable disease.
-  **Rubella:** exclude until 7 days after onset of rash
-  **Scabies:** until after treatment has been completed.
-  **Strep Throat** (streptococcal pharyngitis): until 24 hours after treatment has been initiated **AND** Fever Free **WITHOUT** fever reducing medication for 24 hours.
-  **Tuberculosis:** exclude until a physician, concurring with the SD Department of Health, states the child is not infectious.
-  **Whooping Cough** (pertussis): exclude until completion of 5 days of the appropriate antibiotic treatment has been completed. If appropriate antibiotic treatment is not received, exclude until 21 days after onset of cough.
-  **Shigella:** excluded until 24 hours after diarrhea
-  **Additional illness may occur that require exclusion. Please check with the preschool director if you have questions.**

If your child becomes ill while at Holy Cross Lutheran Preschool and/or Extended-Care, you will be notified and expected to pick him/her up as soon as possible. If your child is sent home sick, he/she is expected to stay home the following day unless there is an absence of a fever and an absence of the symptoms listed above. Please notify Holy Cross if your child has a communicable disease. When a child has a contagious disease, he/she must remain at home until a doctor has given consent to return to school. Contagious diseases are required to be reported to the South Dakota Department of Health.

MEDICATIONS

Medication of any type will only be administered with written parental consent. All medications must be brought in the original container. Prescription medication will be administered only to the child named on the label and label dosage will be followed exactly. Nonprescription medications must have the child's name and date written on the original container. A written and signed physician's note is needed to administer a larger dosage than standard or noted on the prescription label. Medications will be kept in a locked storage and will only be administered with parent consent.

ACCIDENTS AND EMERGENCIES

1. In case of any serious accident or injury, 911 will be called immediately. The parent will then be notified. If the parent cannot be reached, we will use the emergency numbers listed on the child's registration form. Be sure that those you list as emergency contacts understand their responsibility. Be certain to update all phone numbers on your emergency card as soon as changes occur.

2. In case of less serious accidents or injuries, the parent or emergency contact will be notified and their instructions followed.
3. For minor accidents or injuries, the staff will administer first aid until professional medical personnel are available, and the parent will be notified.
4. An accident form will be filled out when needed. It will be signed by staff and parents. A copy will be filed and sent home.

Our staff members keep current First Aid / CPR Certification. Certification is met upon class completion, covering most situations in which emergency first aid/CPR is required.

MISSING CHILD

If a child is missing and not located after a fifteen-minute search, the director or staff member in charge will notify both parent(s) / guardian(s) and police.

SHAKEN BABY SYNDROME AND ABUSIVE HEAD TRAMA Shaken baby syndrome is caused by the brain moving back and forth inside the skull and being bumped, bruised and/or twisted. Holy Cross Lutheran Preschool and Extended-Care requires ALL teachers, childcare providers, staff, and substitutes who provide care and supervision to children under age 5, to be trained in recognizing what shaken baby syndrome is, how it is caused, what the symptoms of the syndrome are, and how to prevent shaken baby.

SUSPECTED CHILD ABUSE

1. Staff members will be familiar with the signs of abuse / neglect as described by the Human Services Department of the State of South Dakota.
2. As required by South Dakota law, staff members will report to the proper authorities any known or suspected case of child abuse or neglect.
3. Suspected in-house Child Abuse and Neglect incidents cannot re-occur while awaiting investigating and evaluating continued employability of any staff member involved in a Child Abuse and Neglect allegation or incident.

FIRE/TORNADO EVACUATIONS

Holy Cross Lutheran Preschool and Extended-Care will have 4 fire drills throughout the year and 1 tornado drill at the beginning of each summer. During a fire drill, children are evacuated out of the nearest exit to the parking lot and designated meeting spot. During a tornado drill, children are evacuated to the interior of the nearest restroom. Preschool staff are responsible to account for all children in attendance during all drills. In the event of an actual tornado warning no child will be allowed to leave until the warning has been lifted for the Holy Cross area.

EMERGENCY PREPAREDNESS AND RESPONSE PLAN

In addition to Fire/Tornado evacuation/plans, Holy Cross Lutheran Preschool and Extended-Care has a Crisis Management Plan in place that ALL teachers and staff are trained yearly on should in the event of an emergency any other evaluation, shelter in place, or lock down procedures be needed. In the event of an emergency, each situation will be evaluated, and the safety of the children and staff will be the first priority. During an emergency event we ask all parents **NOT** to contact HCLP. Staff will need to follow emergency procedures, and we want nothing to slow up the process. An email or text message will be sent out to all parents once preschool and church staff has a feasible plan in place and are able to communicate that to parents. Should an emergency situation effect the continuation of care the Preschool and Church administration will meet and then determine a feasible plan based on information they have of how operation will continue. Once that plan has been determined, notice will be given to all HCLP families.

DISPOSAL OF BIO-CONTAMINANTS

Holy Cross Lutheran Preschool and Extended-Care requires all staff to be trained in the area of Universal/Standard Precautions. Universal/Standard Precautions are guidelines issued to prevent disease transmission for people in all walks of life, including childcare providers. The Universal/Standard Precautions require persons to have a barrier between any infectious substance and the workers skin, eyes, nose, and mouth. Holy Cross Lutheran Preschool and Extended-Care requires ALL teachers, child care providers, staff, and substitutes who provide care and supervision to children of any age to follow the universal/standard precautions recommended by the Center for Disease Control and Prevention (CDC) in handling any fluid that might contain blood or bodily fluids. Universal/Standard Precautions require treating all blood and bodily fluids that may contain blood or blood products as potential infectious.

CONFERENCES

Parent-teacher conferences are a vital time in the program year at Holy Cross Lutheran Preschool, in which parent(s)/guardian(s) are able to discuss with teachers any information regarding their child's development. The goal of each conference is to encourage effective parent-teacher communication to better meet the needs of the individual child.

Parent-teacher conferences for each child will be held 2 times/year and all parents (*with children enrolled in a preschool class – ages 3 -5 years old*) are strongly encouraged to attend. They will be held during the months of November and March with both daytime and evening hours. A sign-up sheet with dates and times will be posted for parents/guardians to choose from prior to conferences.

* Please note: At any time during the year if parents/guardians or teachers feels an additional conference time may be needed, the teacher or director will gladly schedule a time.

FUNDRAISING

Up to 4 fundraising activities could take place throughout the school year. Parental participation is expected in these fundraising events. Proceeds, after fundraising expenses are paid, will go toward the general operating expenses of Holy Cross Lutheran Preschool and Extended-Care and other designated projects/funds determined at the time. *(No advertising or fundraising for personal financial gain is allowed at Holy Cross. i.e.: beauty products, food products, real estate, and daycare.)* All fundraisers will be approved by the Preschool Advisory Board prior to being implemented.

PICTURES

Throughout the year we will be taking many pictures of the children at work and play to “capture the moment” during the daily routine. The pictures will be used in a variety of ways during the school year to allow parents and members of Holy Cross to view activities children are taking part in as students of Holy Cross Lutheran Preschool and Extended-Care. This may include but not limited to: church & preschool publications, pictures posted on the bulletin board, lockers, artwork, slide show presentation at programs, Holy Cross Lutheran Church and Preschool website, and Holy Cross Lutheran Church and/or Preschool Facebook page.

COMMUNICATION

Holy Cross Lutheran Preschool and Extended-Care welcome parents to visit at anytime during daycare hours. It is necessary to maintain good communication between parents and preschool/child care staff to make your child’s experience positive. Please feel free to discuss any concerns regarding your child or the program with your child’s teacher or director at anytime. Staff will provide daily communication regarding your child’s day and discuss any concerns or questions they may have. Confidentiality will be kept at all times and all policies written in this contract will be adhered to.

Occasional newsletters are sent out and a parent information board is located in the check-in area. Facebook, Shutterfly, and Holy Cross Website are also used to communicate with parents. If you have an agenda item to be discussed at a Preschool Advisory Board meeting, please contact the preschool director ahead of time.

Please read your handbook when you register. It contains valuable program information. The director is available to discuss questions and suggestions if they arise.

CONCERNS

If at any time there is a problem or concern regarding your child or the procedures of the childcare program, please feel free to contact the preschool and/or extended-care staff or the director. You are encouraged to communicate with your child’s teacher and/or the director at all times.

If you feel a problem is unresolved, you are asked to take the following steps:

1. Contact the director in writing regarding your problem.
2. The director will discuss the matter with the staff member involved.
3. The director will address any issues which involve the staff as a whole, at the next regularly scheduled staff meeting.
4. A meeting between the parent and director will be held at the earliest convenient time to discuss resolution of the issue.
5. If an issue is not resolved to parental satisfaction, the director will inform the Advisory Board to assist in the problem resolution.

OUR PROFESSIONAL TEACHING STAFF

- Holy Cross Lutheran Preschool and Extended-Care's director (individual responsible for planning and implementing the program of the day care center and for supervising staff) must be at least 18 years of age, not have on record a substantiated report of child abuse or neglect, and must meet one of the following requirements: have a bachelor's degree in the field of education or human development and at least two years of experience in a child care setting; have a bachelor's degree in elementary education and at least two years of experience in a child care setting if the center cares for preschool-aged children; have a bachelor's degree in elementary education if the center cares for school-aged children only; have a bachelor's degree in the field of early childhood education; hold an associate degree in early childhood; be certified as a child development associate; have a prekindergarten teacher endorsement; hold certification in a Montessori teacher training program and have at least one year of experience in Montessori school or child care setting; or have a child development technician diploma.
- Holy Cross Lutheran Preschool and Extended-Care employs qualified teachers with a college degree in education or related fields or who are working on such a degree or certification. Experience working with children is required.
- Holy Cross Lutheran Preschool and Extended-Care employs qualified assistant teachers with a college degree in education or related fields or who are working on such a degree or certification or who have experience working with children.
- All childcare workers are certified in Pediatric CPR & First Aid.
- Each childcare worker must be at least 18 years of age and are supervised by owner/operator, director, assistant director or teacher; and that secondary child care workers (assistants) must be at least 14 years of age and work under the direct and constant supervision of an adult.
- No childcare worker or volunteer will have a substantiated report of child abuse or neglect.
- No childcare worker or volunteer will have a conviction of a felony within the past five years, a sex offense, a crime of violence, or crime against children.
- No childcare worker or volunteer's name will be located on the Sex Offender Registry.

- Any volunteer used to fill a staff members position will meet the requirements for the position they are filling.
- Holy Cross Lutheran Preschool teachers plan with their teaching team daily to build upon children's needs, strengths, and talents.
- Continuing education is very important to our staff. The director and teachers attend in-service workshops on child development issues throughout the year (10 hours).

POLICY REGARDING TEACHING STAFF

No enrolled family of Holy Cross Lutheran Preschool, Extended-Care, or School-Age program may ask scheduled, employed teaching staff to care for their child(ren) for personal gain during hours of operation (7am-5:30pm). Such situations impact scheduling and the program as whole. Any arrangements made for personal care/gain with teaching staff outside of Holy Cross Lutheran Preschool, Extended-Care, & School-Age programs are the sole responsibility of families and individuals involved.

LICENSING REQUIREMENTS

Holy Cross Lutheran Preschool and Extended-Care is required by South Dakota Child Care Services to report changes or circumstances, within 24 hours, which may affect ability to comply with licensing rules i.e. new program location, building renovation or remodeling, suspected in-house child abuse or neglect, ownership change, employee felony convictions or new director.

ENROLLMENT PROCEDURES

Prior to your child's first day, all required enrollment forms and information must be submitted. A letter will be given indicating all required forms/information needed.