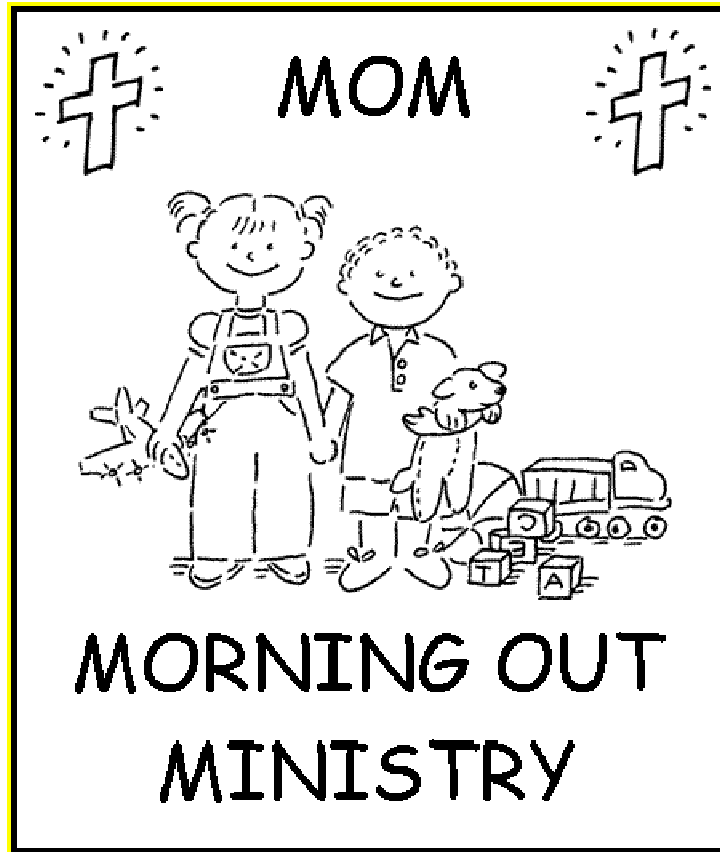


Lamb of God Lutheran Church



Policies and Procedures Handbook

Lead teacher- Pearl Brooks

Lamb of God Lutheran Church

11716 County Line Rd

Madison, Al 35756

256-464-390

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Dear Parents,

Welcome to Lamb of God Lutheran Church's Morning Out Ministry. We are so happy that you are sharing your most precious gift from God, your child, with us. We understand that you only want the best for your child and we take this responsibility seriously. It is our desire to partner with you so that each child will have a solid foundation that will last a lifetime.

The Morning Out Ministry is a ministry of Lamb of God Lutheran Church.

Our Church mission is to teach God's Word in its truth and purity to all people, using the means of grace to nurture the fellowship and growth in Christ of this congregation while witnessing actively to others that Christ died to save all people.

Morning Out Ministry-MOM

Mission Statement:

To provide toddlers with a safe, loving and caring environment where they will experience the love of Jesus!

Statement of purpose and Philosophy

It is the purpose of our program to assist parents in the academic, social, physical, mental, emotional and spiritual development of their children. It is our belief that a Christian environment enhances this development process.

Lamb of God Lutheran Church's Morning Out Ministry is a Christian program. We believe toddlers are on a spiritual journey just as adults are. At Lamb of God, we want little ones to experience the love of Jesus and to know they are special to Him.

Believing that all children are special in God's eyes, with individual personalities, our goal is to help each child obtain his/her full potential. We believe in love, laughter and learning by nurturing self confidence through creative activities and exploration of the world around us in a positive Christian environment.

Morning Out Ministry Policy Statement

A Christian program dedicated to toddlers - ages 2 and 3

To include: Music Crafts Story time Games

Personal development (social, emotional, spiritual)

Days available and cost:

Tuesday

Schedule:

9:00am - Noon

Registration \$50.00 (non refundable)

Tuition: \$50.00 per month

December and May \$30.00 per month

Tuition is due by the 10th of each month. A late fee of \$10.00 will be added to payments made after the 10th

Program to include introduction to:

Group Behavior:

Learning to sit in a circle, forming a line, taking turns, sharing,
Language and numbers, story time, music, singing, dancing, art,
Colors, crayons, and paint.

Games:

Indoor (throwing, catching balls, running)

Indoor (puzzles, dramatic play, cars, trucks, dolls, puppets)

Other:

Foods we eat

Community leaders and helpers

Labeled Items:

Child's name should be written on bag and on diapers or pull-ups. Please be sure to label coats, hats and mittens too.

Medical:

A blue card with a current expiration date is required for all children.

Any child having any of the following should not attend Morning Out Ministry until he/she is symptom-free for 24 hours:

Temperature of 99.6 degrees or higher

Severe cold or sneezing Persistent cough Earache

Swollen glands Red/sore eyes Runny nose, eyes, ears

Nausea or vomiting Diarrhea Nausea or vomiting

Signs and/or symptoms compatible with a communicable disease, particularly if child has been exposed

Clothing:

Please have your child wear weather appropriate clothing.

Please make sure that your child has a coat each day for an outside activity. We may just walk around the building following the leader. Tennis shoes are required for child's safety. (Please no sandals or flip flops)

Discipline:

It is our philosophy that encouragement and praise strengthen good behavior. Close attention to children, smiles, pats on the back and approving words are encouraged to help all children behave properly as well as to recognize their worth in God's creation.

When a child misbehaves in the classroom we will either redirect the child's attention to something else, or if needed we will put the child in time out. The length of time will approximate one minute for each year of age.

Safety:

The safety and well-being of children is our main concern at Lamb of God Lutheran Church's Morning Out ministry. We ask for your cooperation in regard to our safety policies.

Sign-in and out sheets are located on the table. A child will not be released to anyone who is not on the child's release form. **If you know in advance that someone else is picking up your child, please notify a teacher at drop off time. Please make a note on the sign in/out form as well.** From time to time, identification will be required before a child is released. We will always take the necessary precautions to protect a child.

Biting Policy:

Teachers at some point or another are called upon to handle the behavioral issue of biting. Our philosophy is that everyone be in a safe environment. Biting is a normal stage of development for young children still developing their language skills. For safety and health concerns we take biting seriously. When it happens it is very scary, frustrating and stressful for everyone involved.

Our teachers plan supervised activities in order for biting not to happen. However, there are times when everyone cannot be within reach.

Our policy for handling a biting incident is as follows:

The biter will immediately be removed from the group with a firm **NO**. The bitten child will be consoled and the area washed with

soap and water. If necessary, ice will be applied to reduce the amount of swelling.

A written incident report will be given to the parents of all children involved.

In the event that a child has bitten twice, they will be dismissed from our facility for one week. After returning if there is a third bite, the child will be dismissed for two weeks. If a fourth bite occurs, the child will be removed indefinitely.

Weather/Closings:

Anytime the Madison City Schools are closed because of weather, Lamb of God Morning Out Ministry is closed. In the event that a delay is 10:00am or later, MOM will be closed for the day.

Communication:

Communication between school and home is very important. You will be kept up to date through notes in your child's folder. Please check it daily.

Please let us know about any changes that may affect your child's behavior. You can send a note, talk to a teacher or schedule a conference after school.

Snacks, Parties and Birthdays:

Morning out Ministry furnishes a mid-morning snack of fruit juice with crackers, such as goldfish, cheese-nips or wheat thins etc.

We love to celebrate birthdays! If you would like to send your child's favorite cookie and juice, we will be happy to accommodate you. We have found children do much better with cookies than cupcakes.

Any food allergies should be noted on the registration form.

You are welcome to bring a snack to celebrate your child's birthday. Please let your teacher know in advance. If you want to send invitations for the staff to hand out to an outside birthday party, there must be an invitation for **every** child in the class.

Show and Tell:

Please send your child with the named show and tell article.

Your child will feel left out without a show and tell article.

Show and tell will help to develop language skills.

General Policies

1. Children should arrive at 9:00am and be picked up no later than Noon. After 12:10pm a \$5.00 late charge will be added for every 15 minutes until the child is picked up.

2. Parents must accompany their child to his/her room. The teachers will greet you and your child upon entering the classroom.

3. If your child is going to be absent please give us a call. We care.

4. We will not release a child to anyone not listed on the child's registration form. Anyone on the form should be prepared to

show a picture I.D. card. This is for the safety of our children. A picture I.D. may be required for anyone other than parents.

5. If a child becomes ill at school, we will contact the parent and you will be required to come immediately for your child. We are not equipped to keep sick children.

6. We do not administer medicine of any kind.

7. If a child has a temperature of 99.6 degrees or higher, rash, vomiting, diarrhea, thick, cloudy discharge from nose or eyes, signs or symptoms compatible with a communicable disease, particularly if child has been exposed, you must keep your child home until he/she is free of all symptoms for at least 24 hours without medication. This is enforced in order to keep sickness at a minimum.

8. We will give a written notice should there be an exposure to any contagious illness within the group. Please help us by letting us know if your child has been exposed so that we can notify other parents.

9. We require a current immunization form (blue card) to be kept on file before your child may attend.

10. Tuition cannot be deducted for days missed due to illness or vacation.

11. Tuition is due by the 10th of each month. A late fee of \$10.00 will be added to payments after the 10th

12. There will be no makeup days.

13. Morning Out Ministry provides a healthy, nutritious mid-morning snack, consisting of crackers, fruit, cheese and a drink.

14. Please send enough diapers for your child. At least four diapers or pull ups. If your child is potty-training, please inform us so that we can work with you to best help your child. Two changes will be scheduled in the daily schedule.

15. Please send a complete change of clothes including socks, in the event of potty accident or spit-up in your child's backpack.
16. Please do not ask us to feed your child breakfast. This is not fair to the other children.
17. Label all of your child's belongings. (You can use three initials) This makes it easier to keep up with your child's things.
18. Please dress your child in comfortable clothes he/she can play in. **We do require all children wear tennis shoes, as these are safer for outdoor and indoor play.**
19. Our policy for discipline is as follows: Positive redirection and distraction will be the first step for any group. If this method is not effective, a "time-out" chair will be used. If a child's behavior continues to be an issue, parents will be called and ask to remove the child for that day. This policy is for the safety and consideration of the other children.
20. **These policies and procedures apply to all of our children. Please do not ask us to make exceptions.**

Morning out Ministry is an important part of Lamb of God Lutheran Church's ministry to our members, as well as our community. We do not take the spiritual life of toddlers lightly and will pray without ceasing that God's will be done in the lives of our teachers and children.

Thank you for entrusting your little one to us. God bless you and your parenting.

Lead Teacher

Mrs. Pearl Brooks

Certificate of Education

Cartrefle College-Wrexham, Wales

Great Britain

Office: 256-464-3900/233-5255

Home: 256-859-6536 Cell: 256-509-8780

E mail: pearlmary35810@yahoo.com

Rev. John Roebke, Pastor

M.Div - Wisconsin Lutheran Seminary, Mequon, Wi

Office: 256-464-3900/233-5255

loglc@hiwaay.net

shepherdroebke@bellsouth.net

Cell: 256-975-0056