

# **Shepherd of the Hills**

## **Christian Early Learning Center**



### **Parent Handbook**

### **2016-2017 School Year**

*A Ministry of Shepherd of the Hills Lutheran Church*  
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## **Welcome to Shepherd of the Hills ELC**

Welcome! We are looking forward to an exciting new year with you and your family. This handbook has been prepared in order to familiarize you with the policies and procedures of our program. If you have any questions or suggestions, please don't hesitate to stop by the ELC office. We hope that through an understanding of our policies, we can work together to help your child's preschool experience be the best it can be.

### **Mission Statement**

The mission of Shepherd of the Hills Christian School is to build relationships, excel in academics, develop mentoring programs and live scripture daily.

### **Purpose**

We serve as an extension of the Shepherd of the Hills Lutheran Church ministry and Shepherd of the Hills Christian School. Our unified purpose is to spread the Lord's Gospel while nurturing each child's growth. We endeavor to discover each child's gifts in order to help all children reach their fullest potential and succeed spiritually, emotionally, socially, physically, and academically. We serve young children who are 18 months to 6 years of age. In addition, our BASE Camp program for before and after school and during most school breaks is available to children aged 2 ½ -14 years. Toddler care is available during the summer and may be available during the school breaks if there is enough interest. Please see pages 25-28 for more information about our BASE Camp program.

### **Philosophy**

To enable children to "Grow in the grace and knowledge of our Lord and Savior Jesus Christ." II Peter 3:18

At Shepherd of the Hills Early Learning Center it is believed that:

- ❖ Early childhood education is an integral part of a congregational mission and ministry.
- ❖ Early childhood education is a significant avenue for congregational outreach in the community.
- ❖ Early childhood education is a ministry to the families of young children by providing parents a program designed for support, encouragement,

and opportunities that enhance the educational and developmental processes already present in the home.

- ❖ The young child is a gift from God (Psalm 127:3) and learns best about God's world through experimentation and exploration. Therefore, the early learning program plans developmentally appropriate activities and values play as an avenue for learning.
- ❖ Each child is a unique and special child of God and we encourage his/her self-esteem and individuality. We therefore subscribe to sequential learning and, while learning is encouraged, it is not hurried.
- ❖ Early childhood education provides a warm and loving Christ-centered environment where children can develop to their fullest potential creatively, spiritually, socially, emotionally, intellectually, and physically.
- ❖ Early childhood education is a joint ministry that involves the congregation, the community, the staff, the family, and the child.

### **Parent Responsibilities**

You are a vital part of our center and your help is needed for our program's success. To help ensure our partnership please:

- 1) Read this handbook and sign the acknowledgement and agreement page at the end of this document.
- 2) Read carefully all newsletters, notes and check the Parent Communication Board daily – Important for good communication
- 3) Ask questions about items that need clarification
- 4) Make every possible effort to meet your financial commitment and timelines.
- 5) Ask your child about his/her day, show interest in their work
- 6) Give our program your prayer support

## Curriculum

A complete curriculum is planned each year to provide each child the opportunity to develop spiritually, socially, emotionally, intellectually, and physically. All areas of curriculum include exploration, exposure, and experimentation.

- ❖ **Spiritually:** Children are taught daily through prayer, Bible stories, songs and example that Jesus is our Savior, loves and takes care of them, and is always with them. All children in Preschool 3's and above attend a weekly chapel service.
- ❖ **Socially:** Children are encouraged and given time to develop friendships as they work and play together with their peers.
- ❖ **Emotionally:** ELC staff will help each child develop confidence through positive reinforcement and activities geared for challenge and success.
- ❖ **Intellectually:** Children will be introduced to colors, shapes, numbers, letters, phonics, printing, etc. through varied developmentally appropriate activities.
- ❖ **Physically:** Each child will have the opportunity to develop balance and coordination through outdoor activities and the use of a wide variety of playground equipment. Small muscles will be strengthened through art experiences, puzzles, and small manipulative toys.

\*Additional information regarding spiritual development and classroom goals can be found on pages 30-38.

## Library Time

All classes will attend the school library one day each week. Children will hear a story related to the theme or letter of the week and those in Preschool 3's and above will be allowed to check out one book if the previous week's book has been returned.

## Enrollment

Enrollment is open to children who have reached the age of 18 months through age 6. Children must be 2 ½ by the first day of our school year to join our Preschool 3's classroom.

Summer Enrollment for Base Camp is open to children who have reached the age of 18 months through age 14.

Registration begins in January for the next school year and continues until all classes are at maximum enrollment. Due at the time of registration is a completed enrollment packet and \$125 non-refundable registration fee. All required registration paperwork must be on file prior to the child's first day of school.

## Hours of Operation

The school day for Shepherd of the Hills ELC begins at 8:30am and ends at 3:15pm, Monday through Friday. There are several class options available during these hours. Please refer to our class offerings and rate sheet for further information. We also provide a before and after school program called BASE Camp (Before and After School Enrichment) along with school break camps. BASE Camp serves children 2 ½ years through 14 years of age and is available to all Shepherd of the Hills families.

## Non-Discrimination Policy

Shepherd of the Hills does not discriminate against any child or family because of race, color, and national or ethnic origin.

## Termination of Attendance

If it is necessary to withdraw a child, **the Director must be informed in writing, 30 days before withdrawal. If a written 30-day notification is not received you will be responsible for the full cost of one month of tuition upon your withdrawal.** Tuition is not pro-rated for any reason. Tuition must be paid in full upon your departure.

## Class Size and Ages

Our classrooms are oversized and allow ample room for children. The following are our staff to child ratios:

18 Months – 3 years	10 children, 1 Teacher and 1 Assistant
3 year old Pre-School*	20 children, 1 Teacher and 1 Assistant
4 year old Pre-Kindergarten *	24 children, 1 Teacher and 1 Assistant
Junior Kindergarten*	24 children, 1 Teacher and 1 Assistant

\*Children entering each class (Pre-School 3 years, and Pre-Kindergarten 4 years) must be the required age on or before October 1st of the current year. Junior Kindergarten students must be age 5 on or before November 15<sup>th</sup> of the current year.

### Hours of Operation\*

BASE Camp – School Year.....7:00am - 8:15am & 3:15pm-6:00pm

Preschool Program .....8:30am -11:30am

Lunch Bunch.....11:30am – 1:00 pm

Afternoon Blast.....11:30am – 3:15pm

\*All students are asked to arrive by 8:30 am.

If your child is going to be late or unable to attend please call the Director to let your child's teacher know, as to allow for appropriate planning.

## Arrivals

### 8:30 am Policy

- ❖ All children are asked to be in their classrooms by 8:30 am.
- ❖ If an emergency arises and you are going to be late or unable to attend, please call the school before 8:30 am and let us know. We will inform the teacher so that she may be prepared to either smoothly transition your child into the daily activities that will already be in progress or plan accordingly.
- ❖ It is the parent/authorized individual's responsibility to sign your child in upon your arrival. State Law requires each child to be signed in and out each day with a full signature. This is important because if there is any



type of emergency, we need to know who is here to ensure everyone is safe.

- ❖ Authorized individuals are required to be 18 years of age or older and must accompany all children to the classroom after the child is signed in. However, we ask that you leave the classroom before 8:30 am so that the teacher can gather the children to start the daily activities. Please make sure the staff knows you are dropping your child off.
- ❖ Children enrolled in our Preschool program may be dropped off between 8:15am – 8:30am.
- ❖ If you need to drop off your child before 8:15am, they need to be signed into BASE Camp and there will be a fee of \$7.00 payable on arrival.
- ❖ If you bring siblings with you when dropping off your child at Shepherd of the Hills, please hold on to them at all times. We are concerned for their safety while on our campus.

## Departures

- ❖ It is essential that you pick up your child on time! The children in the Preschool Program must be picked up by 11:30am, Lunch Bunch Program by 1:00pm, and Afternoon Blast Program children by 3:15pm. In the event you will be late to pick up your child, please notify the Director or school office as soon as possible. If we have not received notification and your child has not been picked up within 15 minutes after the end of school, we will begin to call all of the persons listed on your Emergency Care Sheet. If, after a one-hour wait time, we are unable to reach a parent or anyone on the Emergency Care Sheet, the Arapahoe Sheriff will be notified. There will be a late fee of \$5.00 for every minute that you are late picking up your child due upon pick-up to Shepherd of the Hills ELC.
- ❖ Rest Time/Quiet Time for the children is from 1:30pm to 3:00pm. If you must pick up your child during rest time, please inform the Director in advance so that we can have your child ready with as little disruption as possible to the other children.
- ❖ For your child's protection, he/she will be released only to adult(s) for whom written authorization has been given in the child's records. In an emergency, the child may also be released to an adult (18 years of age or older) for whom the child's parent or guardian has given verbal authorization. If the staff member who releases the child does not know the adult, identification will be required to assure that the adult is

authorized to pick up the child. Once the child has been released, he/she is then under the authorized adult's supervision.

- ❖ Please make sure the staff knows you are taking your child. At the end of the day, teachers will check all classrooms, restrooms, etc. as well as the sign-in/sign-out sheet to verify that all children have been picked up from the school.
- ❖ Children will automatically be released to either parent unless the school has a copy of a restraining order in the child's file.

### **School Adjustment**

It is normal for your child to have some fears and misgivings about being away from you. All children, like adults, need time to get used to new situations and people. It is a great idea to prepare them ahead of time by discussing these changes as far in advance as possible. Talk about the new people and the new things your child will do. Discuss any concerns your child has. Try to present the new experience in POSITIVE TERMS!

On the first day it is natural for the child to be hesitant, especially if it is the first time the child has been separated from you. A cheerful good-bye kiss and some reassuring words that you will be back after class or after work, is all that you need to do. Usually, the child settles down shortly after the parent leaves and he/she gets involved with other children or activities. Please feel free to call and see how your child is doing. It is not unusual after a weekend or break for a child to go through some difficulty the first day back to school.

Some temporary problems may occur, depending on the child's age. Some children will "act- out" their feelings by: - Clinging to you and refusing to let go - Having tantrums - Not eating - Thumb sucking - Expressing desire to stay home - Forgetting their toilet training

Usually, these are only temporary problems. If your child is treated lovingly, this behavior should go away quickly. Remember if you're enthusiastic, chances are your child soon will be too.

## **What to Bring on the First Day of School**

All children need to bring the following items clearly labeled with the child's name:

- A water bottle that will be brought outside with them each day in order to stay hydrated and a complete change of clothes, including socks and underwear. Toddlers will need to bring a good supply of pull ups and wipes in addition to the above.

If your child attends Afternoon Blast, please also bring: A blanket and a crib sheet labeled with the child's name. Children may bring a small stuffed animal or soft toy for rest time. Sheets and blankets will be sent home at the end of each week to be washed and brought back the next week.

## **Illness Policy**

\*Please notify the ELC office if your child will be absent. If your child or any family member has contacted a contagious disease such as mumps, chicken pox, strep throat, flu, pink eye, hepatitis, impetigo, measles, meningitis, whooping cough, lice, pinworms, etc, immediately notify the classroom teacher and ELC Director. It is a licensing requirement that we notify the Health Department. We will then post warnings in the classrooms to make parents aware of possible exposure.

Please keep your child home if there is any indication of illness within 24 hours prior to attending the ELC, including:

1. Itchy Hair and Scalp
2. Forehead: Fever of 100 degrees or more within the last 24 hours
3. Eyes: Dull, red, watery, weepy, itchy, or crusty which could indicate conjunctivitis.
4. Ears: Earache
5. Nose: Yellow or green nasal discharge
6. Mouth: Sore throat, deep cough, or sores
7. Arms and Legs: Unexplained rash, open sores or excessive bruising

8. Overly tired and cranky
9. Diarrhea or vomiting within the last 24 hours

Shepherd of the Hills ELC reserves the right to send sick children home. Teachers will observe all children entering their classrooms in the morning and watch for signs of illness. For the benefit of all our children and staff, we will call the parent of any child who appears to be ill. In such cases, the child is immediately isolated from the others and a parent is contacted. If you are contacted to pick up your sick child, please be prepared to pick him/her up within an hour. You must keep him/her at home for at least 24 hours after being picked up or symptoms have subsided.

Germs travel very quickly in a preschool setting. By keeping your ill child at home, he/she is not spreading illness or disease to others or being exposed to other germs while his/her resistance is low. Keep in mind, when your child returns to school, he/she will participate in both indoor and outdoor activities.

### **Accidents/ Injuries**

Scrapes, cuts, etc. are washed with warm water and soap. If necessary, a band-aid is placed over the scrape. If your child falls and gets a bump, ice will be applied. For every minor injury, we will fill out an accident report. This will tell you when and how the injury took place. A parent signature is required after reading the report and then it will be filed with your child's information. In the event of a more severe injury, the parents will be notified immediately. If the parents cannot be reached and it is determined that immediate attention is needed, 911 will be called to request professional assistance. If it is determined that the child must be transferred to the hospital, a staff member must accompany the child. The child's Emergency Care Sheet will be pulled and taken with the child.

### **Attendance, Absences, Holidays, Closures**

**Attendance:** So that all students are able to take full advantage of the spiritual, educational and physical growth opportunities at Shepherd of the Hills, regular attendance at school is expected.

**Absences:** Because enrollment determines the number of staff needed and the amount of supplies required, there will be no monetary allowances made for absences nor may the day be made up another time during the week. Tuition reserves the child's space in the program.

**Holidays:** Holidays are taken into consideration at the time fees are established and no allowances will be made. If the holiday falls on a Saturday or Sunday, the center will be closed on the declared holiday. Shepherd of the Hills ELC will close in observance of the following holidays:

One week in August to prepare for the new school year

Labor Day

Thanksgiving Day and Friday after Thanksgiving

Christmas Eve and Christmas Day

New Year's Day

Martin Luther King Jr. Day

President's Day

Good Friday and Easter Monday

Memorial Day

One week in May to prepare for summer

Independence Day

\*Please check your school calendar for specific dates.

### **School Closures:**

Scheduled school closures will be included in the yearly school calendar. If the Shepherd of the Hills day school is closed for any reason, the preschool will also be closed. Unplanned school closures will be announced via the school website, a school e-blast and can also be found on the school's Facebook page at [www.facebook.com/ShepherdHillsCO](http://www.facebook.com/ShepherdHillsCO).

### **Parent and School Communication**

Parent Information Board: This board is just for you (At the entrance of each classroom). We have the weekly menu, newsletters, Shepherd of the Hills ELC information, and other important information posted. Please take a look when you enter the classroom each day!

**Newsletters:** An ELC monthly newsletter is sent via the school website around the first of the month to inform you of upcoming activities and school news. In addition, a bi-weekly school newsletter called the Rams Horn will be available on our website and teachers will have either a monthly or weekly newsletter available online. You will receive an email link alerting you to new information.

**Student Evaluation:** A written progress report is provided twice a year. Parent/Teacher Conferences will be scheduled during October and April.

### **Parent/Teacher Conferences**

Conferences encourage effective parent/teacher communication and setting children's goals. Conferences will be held twice during the school year. The first conference, held in the fall, will be focused on goal setting for the child. The second conference, held in the spring, will focus on the child's progress and recommendations for the next year.

**Parent Concerns:** We encourage you to communicate regularly with the staff. The Director invites your opinions, suggestions, and concerns regarding the ELC ministry of Shepherd of the Hills Lutheran Church.

When parents have concerns pertaining to their children and/or their teacher, they should always feel free to discuss the matter with the classroom teacher first. A phone call, email or a personal consultation with the teacher will often alleviate many problems that may arise out of misunderstanding. Please call the teacher or send a note requesting the teacher contact the parent to arrange a conference. Please respect the school hours as the time when the teacher's primary responsibilities are classroom teaching and supervision. If the matter is not resolved, then please set up a time to speak with the Director.

**Big Events:** Please let your child's teacher know if there is a life altering event. Major events such as moving, new baby, death of a family member or pet, etc. in a child's life can help the teacher understand the child's emotional and social well-being.

### **Special Occasions**

**Birthdays:** Birthdays are celebrated during the morning snack time. You may choose to bring a special treat and the teacher will add a birthday crown and song to complete the occasion. Please notify the teacher at least one week in advance so she can plan this time. Candles or open flames are not permitted. ALL TREATS MUST BE STORE BOUGHT WITH THE ORIGINAL PACKAGING AND SEAL INTACT. NO NUT PRODUCTS PLEASE.

**Parties:** Parents may contribute food or treats (store bought with the original packaging and seal intact, except for fresh fruit and vegetables) to their child's class parties. We ask that all fruit and vegetables be washed and sliced before bringing them to school. Any surplus will be sent home in a "Goodie Bag" with each child after a party.

**In-School Field Trips:** In-school field trips are planned each year for the Pre-School and Pre-Kindergarten children. Several different groups are brought in to help enhance your child's learning throughout the school year. Some of these special activities may require an additional fee which will be announced in advance and money collected by the due date. Classroom teachers will supervise all children in their classroom during all special events.

**Field Trips:** Teachers may plan school year field trips for children 3 and older enrolled in Shepherd of the Hills ELC. Field trip permission forms will be sent home in advance. If there is a cost it will be stated on the form and must be paid in cash to the teacher in charge or the Director. Transportation will also be stated on the form. No child will be permitted to go on field trips without a signed permission form. A list of all children and staff participating in the field trip will be left at the school with approximate time of departure and return. If a child arrives after the group has left the center, he will be in the care of the staff that remained at the center. Any parent who wishes to drive is required to complete a "Field Trip Driver Form," providing a copy of his/her drivers license and proof of insurance. All parents who wish to chaperone must complete an online "Safeguarding our Children" class. Parents may be asked to provide car seats. Parents may volunteer to walk with the children and staff but must adhere to all school policies while on the field trip with children. Smoking will not be permitted at any time during a field trip.

### **Cooperation and Behavior Policy**

At Shepherd of the Hills ELC, we have the opportunity to learn to know the Lord Jesus and live lives that please Him. Students and teachers alike should frequently encourage each other to this end. To love God and to love our neighbor is God's will for our behavior, and it serves as a very practical guideline for our thoughts, words and actions.

ELC rules have been developed and are applicable to all students. Redirection is used whenever possible. A short separation may be used for persistent behavior problems.

Unacceptable behaviors include: hurting another child or staff member (hitting, kicking, biting), hurting another's feelings (name calling, language, bullying), and hurting him/herself. As well as, destructive actions (throwing, cutting, drawing on inappropriate objects, or breaking items) or disregard for classroom and/or playground rules.

In the event a child is struggling with challenging behaviors that are outside the norm, a conference with the parents, teacher and director will be called to discuss and partner to put a Positive Behavior Plan into place.

### **Snacks**

A nutritious morning snack is served daily as part of the tuition charge. The children drink out of a child sized cup with no lid.

The snacks are prepared on the premises. All snacks served meet the requirements of the Colorado Department of Health and the Child and Adult Care Food Program.

Weekly menus are posted on the Parent Information Board in each classroom.

### **Food and Beverage Allergies**

Please indicate on the Child Emergency Information and on your child's Health Status Form if your child has a food or beverage allergy. You will also need to ask the Director for an Individualized Health Care Plan to be signed by your child's physician.

Due to the growing number of children with food allergies in our classrooms, our policies include:

We would like to create an environment that is "Nut Aware", and therefore as safe as possible for children with life-threatening nut/peanut allergies. Depending on the severity, we will have special peanut-free areas for allergic children to eat or we will limit peanut products in our school.

All outside treats must be store-bought with the original packaging and seal intact. We cannot ensure the safety of homemade treats due to possible cross-contamination of allergens.

If your child has multiple or significant food and/or drink allergies, we request that you check the daily menu and provide your child's food when appropriate. The staff at Shepherd of the Hills ELC will not substitute any food or drink to a child if a parent fails to supply alternative food.



An allergy list will be posted discreetly in the classroom to alert the staff to a child's food allergy.

The goal of this policy is to reduce the chance a child with allergies will have contact with life-threatening foods. In addition, we will work with families on an individual basis to manage each child's situation. Please note that while we do our best to ensure the safety of all children with allergies, other groups use our facility throughout the week and we cannot strictly enforce these policies outside of school hours.

### **Packed Lunches and Hot Lunch Program**

When packing a lunch for your child, please send a well balanced and nutritious meal. Children need a variety of healthy foods to learn and grow, so we ask that junk food is kept to a minimum and candy is enjoyed at home. All candy found in lunch boxes will be returned home with your child. Please send foods that can be opened easily or do not require special preparation. We also offer a hot lunch program catered by "Michael's of Denver". Lunches may be ordered 48 hours prior online. All purchased lunches will be delivered to your child at lunchtime. More information is available on our school website under the "enrolled" tab.

### **Milk**

Milk can be purchased for Lunch Bunch through the day school milk program at the beginning of the year. More information is available at our Back to School Night.

### **Medication**

The staff will administer medication such as Epi-pens, inhalers, etc. for children who have life threatening illnesses. Doctor-prescribed medication must be in its original container for children enrolled in our school.

Medical permission forms are available in the office. All forms must be filled out and signed by the Physician, and a parent signature must also be on the form. Please give the medication and the completed form directly to the Director. Never leave medication on the counter, in a cubby or in a backpack.

All medication will be stored in the ELC BASE Camp closet which is locked or the refrigerator in a closed container marked medications. We ask you to put the medication and the Physician signed Medical permission form in a zip lock bag with your child's name on it. All storing and administering of children's

medication is in compliance with section 12-38-132, C.R.S., of the “Nurse Practice Act”.

PLEASE DO NOT REQUEST THAT MEDICATION BE GIVEN TO YOUR CHILD UNLESS IT IS ABSOLUTELY NECESSARY.

### **Immunizations and Pre-Admission Health Evaluations**

State Law requires proof of each child’s immunizations. All children must be current on immunizations to enroll at Shepherd of the Hills ELC. The physician needs to sign the child’s current immunizations in order to enroll.

Included in the application packet is a copy of the General Health Appraisal Form or physical examination. Part A needs to be filled out by the parent and Part B must be filled out and signed by your child’s physician.

All children who are in the Early Learning Center must have a physical once each year and they must be kept current.

### **Emergency Procedures**

In case of emergencies or serious illness, it is the parents’ responsibility to ensure that we have the most current information on the child’s emergency contact sheet.

Shepherd of the Hills ELC will then do the following:

1. Attempt to contact the parent or guardian
2. If direct contact fails, we will notify the persons listed as the emergency contact
3. If deemed necessary, we will call an ambulance
4. A staff member will accompany the child to the hospital and stay until a parent or guardian arrives

In the event of the following emergencies Shepherd of the Hills ELC will take the appropriate measures to keep all children as safe as possible:

**Sheltering/Lock Down:** If the building is safe, we will protect your child by doing one or more of the following, depending on the nature and seriousness of the event:

- ❖ Secure the perimeter by locking all outside windows
- ❖ Proceeding to the safest location in the building
  - a. The school will not open doors for anyone except public safety officials during a lockdown or sheltering.
  - b. The school will do their best to communicate with parents depending on the situation. The school will make decisions based on what public safety officials say.
  - c. Do not call the school. Doing so will hinder necessary communications between the school and public safety officials.
  - d. Do not expect that the school will call you immediately if an emergency strikes.
- ❖ **Our first priority is protecting students and staff. Calls will be made as soon as practical.**

### **Evacuation:**

If the building is not safe, your child will be evacuated to a safe location.

The evacuation may be for a short period outside onto the playground.

The evacuation may be to another location.

If possible, we will evacuate to King Soopers next door, although it may not be possible to use this location. The determination of an evacuation site may be altered to suit the particular situation.

### **Missing or Lost Child:**

If a child were missing from our Early Learning Center the staff would follow the steps outlined below:

- One assigned staff member would check all classrooms, bathrooms, hallways, and offices then proceed downstairs to check the entire lower facility including the stairwells.
- A second staff member would check the playground in, under, and around structures.
- This same staff member would then check the north outside area
- A third staff member would check the south outside area
- Once a child is deemed lost the Director or Assistant Director would pull the child's permanent file for current picture, phone numbers and address of child. The Director or Assistant Director will contact 1st

Arapahoe County Sheriff's Department, 2nd Parents of the child and 3rd the Department of Human Services Child Care Division.

### **Fire Drills and Tornado Drills**

Fire Drills: The children practice monthly fire drills with evacuation.

Tornado Drills: The children practice tornado drills with evacuation to a safe, secure location. The ELC staff will direct the children to the lower level inside classrooms. Our tornado drill is a verbal announcement.

Emergency evacuation maps are posted in each room.

### **Inclement Weather and Cancellation Policy**

Please check [www.facebook.com/ShepherdHillsCO](http://www.facebook.com/ShepherdHillsCO) or watch local for updated information about school closures. Unplanned school closures will be announced via an email blast from the school, on our school website and our facebook page.

Daily Weather: The staff will monitor the weather on a daily basis. If it is too cold (based on temperature and wind chill) or snowy, we will not take the children outside to play. We require all children to bring a warm jacket, gloves and a hat as weather can change and allow us to play outside.

During the warm weather months we will monitor the heat index. If it is too hot or humid we will not go outside. Again we require all children to bring a water bottle with their name on it during these months.

When the temperature is below 25 degrees or above 99 degrees, or it is raining, snowing or too wet to be outside, the children will play inside.

## **Clothing**

Since children will engage in vigorous play and a variety of art experiences, we suggest they be dressed in durable, washable clothing. Dress length should be to mid-thigh with shorts or leggings underneath. All clothing should be clean, neat and in good repair.

Climbing and running are part of a preschooler's day and sturdy, well-fitting shoes are needed. All shoes must be safe for running and climbing and be close-toed with a back strap.

All children must bring a complete change of clothes including socks and underwear, clearly marked with the child's name, in case of an occasional spill or accident and kept in their backpack. Soiled clothing will be sent home to be laundered and a clean change of clothes will need to be returned the next class session. Please update the clothing with the season and growth of your child. We do keep some extra clothing on hand, but most children feel more comfortable wearing their own.

Since temperatures can change quickly, layered clothing is recommended. Children should bring a sweater or jacket on all but the warmest days. All removable clothing is to be clearly marked with the child's name or initials.

We go out in cold weather, so please make sure that your child has appropriate outerwear including hats, gloves, and boots. Please bring shoes that your child can wear inside on cold days as boots can get very warm and are not comfortable all day in the classroom.

The school is not responsible for replacing damaged clothing.

## **Sunscreen**

Shepherd of the Hills ELC will have No-Ad SPF 50 sunscreen available for your child, at the beginning of the day. Please sunscreen your child before coming to school.

## **Rest Time**

Children who stay for Afternoon Blast will rest each day after lunch. All children will prepare to lie down at approximately 1:30 pm and will get up at approximately 3:00 pm. A rest period is required by the state-licensing agency for children who are in the building for more than 4 hours.

The center provides a sleep cot for each child. Parents are asked to furnish a blanket and a crib sheet labeled with the child's name. Blankets and sheets will be stored in the child's backpack. Bedding will be sent home every Friday to be laundered. Children may bring a small stuffed animal or soft toy for rest time.

### **Video Viewing**

Videos are used only in conjunction with topics that the children are studying or holiday related. I understand videos shown to my child will be rated "G". The section related to television/video viewing on the Waiver and Indemnity Agreement form must be initialed by the parent. This release/agreement will be kept on file. Video viewing/computer time is kept to a maximum of 30 minutes per week.

### **Toys, Personal Belongings, Etc.**

Since it is disruptive to have toys from home, they will only be allowed at school on a child's classroom share or special day. Your child's teacher will post these days ahead of time. Because of Licensing regulations we ask that all chapstick, hand sanitizer, lotions, etc. be kept at home unless there is an absolute need. Please speak with your child's teacher or the ELC Director if lotion or chapstick is necessary. Shepherd of the Hills cannot be held responsible for the loss or theft of these items. At no time are guns or weapons allowed, toy or otherwise.

### **Toilet Training**

Shepherd of the Hills ELC will not begin toilet training until after 24 months of age. If your child is not fully toilet trained, please send a change of clothes and one week's supply of pull-ups and wipes at all times.

Shepherd of the Hills ELC requires that all children entering our 3 year old Pre-School Classroom should be able to use the toilet independently. This includes communicating the need to use the bathroom facilities, being able to manipulate clothes, knowledge of flushing, and washing of hands. All children should be able to wipe themselves after going to the bathroom. We do monitor the bathrooms when they are in use by children. Special needs children will be considered on a case by case situation.

### **\*\*\*\*Adult Restrooms**

All adults are asked to please use the bathrooms located in the main school hallway. The restrooms in the ELC are reserved for the boys and girls of the ELC.

## **Visitors**

Visitors are welcome to observe our program at any time. All visitors must sign in at the reception area. All visitors must receive permission before visiting a classroom and will be asked to show photo identification. The Director or the receptionist may grant such permission. All volunteers will be under supervision of a teacher or Director.

## **Parking**

Parking is on the south side of the building. The speed limit is 10 miles per hour in the entire parking lot. Please respect the handicap parking places.

## **Children with Special Needs**

Shepherd of the Hills ELC staff will evaluate all students with learning differences to determine if Shepherd of the Hills ELC has the proper facilities to meet the needs of these children. All children are accepted on a two week probationary period. This means that if we are unable to meet the needs of the child, we may ask the parents/guardians to remove the child from the center. The parents/guardians of children with special needs may reciprocate with the same notice as above during the probationary period.

## **Staff Qualifications**

All staff members of Shepherd of the Hills meet or exceed the requirements to be preschool teachers or staff aids according to Colorado state licensing by the Department of Human Services. These requirements include formal education, training, and work experience in early childhood education. In addition to these qualifications, each staff member participates annually in 15 hours of continued education specific to the profession of early childhood. Of the 15 hours, at least three of the hours are specific training in social emotional development. All staff members are trained yearly in Pediatric/Adult First Aid, CPR, and Universal Precautions. All staff members also participate in "Safeguarding our Children" training upon hire and every year thereafter. Medication administration delegation training is administered by our school nurse and is updated yearly.

## **Reporting of Child Abuse**

Shepherd of the Hills Early Learning Center is licensed by Colorado Department of Social Services. The license indicates that our facility has met the regulations for operation of a child care facility. We therefore, are required to report any suspected child abuse and to make each parent/guardian aware of how to report physical or sexual abuse.

If you suspect or witness child abuse of any kind, it is your responsibility to report it to the police or Social Services. You may call the police in the jurisdiction where you witnessed the abuse or call 911. The number for Human Services is 303-688-4825. Shepherd of the Hills also requires that every staff member and volunteer participate in the "Safeguarding our Children" program upon hire and every year thereafter.

## **Confidentiality of Student Records**

Student records are stored in the Early Learning Center office. Parents have the right to inspect these records (with a 24 hour notice) as well as the child's teacher, Director, and an authorized employee of the licensing agency.

## **Complaints and Legal Observations**

To file a complaint about Shepherd of the Hills ELC contact:

The Colorado Department of Human Services

Division of Child Care

1575 Sherman Street Denver, Colorado 80203-1714

303-866-5958 or 1-800-799-5876

If you would like Shepherd of the Hills to objectively observe your child for any legal reason, a court order must be on file.



# BASE Camp Information

## Statement of Purpose

Shepherd of the Hills BASE Camp is a ministry of Shepherd of the Hills Lutheran Church and is available to children aged 2 ½ -14 years. We strive to provide a safe, fun, Christian learning environment at BASE Camp before and after school and during most school breaks.

## Hours of Operation

Hours of operation for BASE Camp on school days are 7:00am-8:15am and 3:15pm-6:00pm. Hours for BASE Camp during school breaks are 7:00am-6:00pm. Days of operation are Monday through Friday. Days and hours of operation may be altered if not enough children are registered.

BASE Camp will be closed the following days unless otherwise posted:

- Labor Day
- October - Teacher In-Service
- Thanksgiving and the day after
- Christmas Break
- New Years Day
- January - Teacher In-Service
- March - Teacher In-Service
- Good Friday & Easter Monday
- Memorial Day and Summer Camp set up

BASE Camp School Breaks for 2013/1014 are:

Fall Break

Christmas Break

Spring Break

**PLEASE NOTE: WE MAY BE CLOSED ON CAMP DAYS IF SEVEN OR FEWER STUDENTS ARE PRE-REGISTERED AND PRE-PAID.**

## **Enrollment**

Before your child attends BASE Camp:

- A copy of the child's birth certificate must be on file in the preschool office for children in K-8<sup>th</sup> grades.
- A Statement of Health and a copy of the child's immunization records must be updated annually. Children over six years old need to be updated every two years.
- An Enrollment and Emergency Information Form and Waiver and Indemnity Agreement must be completed.

## **Fees**

7:00-8:15am and 3:15-6:00pm	\$22.00 p/day
7:00-8:15am	\$7.00 p/day
3:15-6:00pm	\$7.00 p/hour

School Break BASE Camp fees will be \$45.00 per day per child.

Charges will reflect a daily minimum charge of \$7.00 for each day a child attends BASE Camp.

**No-show Policy:** Camp day charges are made for all reservations regardless of attendance. A 24-hour notice to cancel a pre-registered day must be received in order to avoid penalty. In the event a 24-hour notice is not received, no refund will be issued.

**BASE Camp is a pre-paid program.** Payment and schedule must be received by 6:00pm on Wednesday of the **preceding** week. Drop-in charges are an additional \$5.00 per day and subject to availability.

Account statements are issued and mailed on the 10<sup>th</sup> of each month. In the event there is a balance, payment is due upon the receipt. A late payment fee of \$25.00 will be assessed if payment is not received by the 20<sup>th</sup> of the month.

## **Late Pick Up Fees**

Families who arrive after 6:00pm to pick up their children will be subject to a late fee of \$5.00 per minute, with a \$5.00 minimum. The fee will be due and payable to Shepherd of the Hills upon pick up.

## **Drop Off and Pick Up**

All BASE Camp drop off and pick up must take place through the BASE Camp entrance located at the northwest corner of the main school building. This entrance remains locked, so please be sure to knock loudly or ring the door bell. When the children are not in the BASE Camp room, a notice indicating their whereabouts will be posted on the outside door or at the front office. All classes for grades K-8 begin at 8:15am. Preschool classes begin at 8:30am.

## **Sign In and Sign Out**

Children who are signed in or out incorrectly, or not at all, will be charged for the entire morning or afternoon. Children in morning BASE Camp must be signed in by an adult 18 years or older. Charges for morning BASE Camp begin when the child is signed in and end when the child is dismissed to class. Children attending afternoon BASE Camp immediately after school or extracurricular activities will be signed in by a staff member on duty. All children who are not picked up within 15 minutes of dismissal from school or extracurricular activities will be signed in to afternoon BASE Camp. Children must be signed out by a parent or other adult at least 18 years of age that is listed on their Enrollment and Emergency Information Form. If you would like someone else to pick up your child, you must send written permission including the date, name of the person to pick up, and your signature. Children will never be released to unauthorized individuals. Anyone picking up a child should be prepared to show a photo I.D.

## **Breakfast and Snacks**

Children who are in morning BASE Camp are welcome to bring breakfast. Please send food that does not require special preparation. Children who are in afternoon BASE Camp will have a snack provided for them. The snack schedule will be posted weekly on the parent information board. Children who come to BASE Camp after extracurricular activities will be allowed to eat a snack out of their lunch box. If your child has multiple or significant food and/or drink allergies, we request that you check the daily menu and provide your child's food when appropriate. The staff at Shepherd of the Hills BASE Camp will not substitute any food or drink to a child if a parent fails to supply alternative food.

## **Snow Days**

If school is canceled due to inclement weather before the school day begins BASE Camp will also be closed. If school is canceled due to inclement weather during the school day already in progress, we will assess the situation and contact parents to confirm parents' awareness of the school closure. We may close BASE Camp early depending on the severity of the weather to help ensure the safety of our students and staff. Regular hourly billing will apply. If we remain open until 6:00pm, late fees will apply.

## **Withdrawal from BASE Camp**

If Shepherd of the Hills BASE Camp does not meet the needs of a child, the parents are free to withdraw their child(ren) at any time. No fees or penalties will be imposed.

If Shepherd of the Hills BASE Camp requires a child to be withdrawn from the program to ensure the safety and enjoyment of the other children, such action will be clearly communicated to parents. No refunds will be given.

## **Spiritual Development- “Jesus Time”**

An important part of the children’s day is devoted to learning about Jesus. The children will learn to sing songs to praise God, pray before meals, start recognizing the meaning of prayer, participate during Jesus Time, and will attend weekly chapel.

The children will also be learning the following Bible concepts throughout the year:

- God makes all things and all people
- God made me special
- God’s love is for everyone
- Sin came into the perfect world
- God loves me even when I do wrong
- God wants me to obey His commandments
- God helps me when in need
- God calls me his child
- God is powerful
- I will praise God
- Angels tell of Jesus’ birth
- Jesus is born
- Jesus is God’s son and without sin
- Visitors worship baby Jesus
- Jesus grows up
- God tells us to baptize believers
- Jesus calls friends to help him
- Jesus does many miracles, he cares about people that were hurting
- Jesus tells stories about how we should live, these are called parables
- Jesus takes time for little children
- Jesus is kind to all people
- Jesus teaches us to pray
- People praise Jesus
- People hurt Jesus
- Jesus died so I can live!
- Jesus rose from the grave
- Jesus went to Heaven, but cares for us each day
- Jesus wants to live in my heart

## **Toddler Goals:**

Children will learn through play and exploration with age and developmentally appropriate academic activities. The class will focus on social/emotional development and interaction with others.

### **Cognitive Development:**

#### *Thinking*

- Learning through exploration
- Respond to simple 1-2 step directions
- Begins to follow classroom routine independently
- Follows most safety rules
- Enjoys picture books
- Group objects by category
- Stack rings on peg in order of size
- Identify themselves in the mirror
- Relate what they are doing to others
- Starts to recognize printed name

#### *Communication*

- Speech is developing and the child can join familiar words into phrases
- Begin to use descriptive words (adverbs and adjectives)
- Name objects based on their description
- Respond to "what?" and "where?" questions
- Enjoy listening to stories
- Recount events that happened that day

### **Social/ Emotional Development:**

#### *Social*

- Exploration
- Participates willingly in most activities (singing, finger plays, art, etc.)
- Plays independently (Solitary play is often simple and repetitive)
- Watches and imitates the play of other children
- Plays parallel with other children (Near others, often choosing similar toys and activities)
- Participate in simple group activities, such as singing clapping or dancing
- Imitates everyday activities Developing spatial awareness Shows respect for others and their things
- Begin to dramatic play
- Use objects symbolically in play

*Emotional Development:*

- Show a stronger sense of self and confidence
- Develop self-help skills
- Assertive about their preferences and needs
- Show awareness of their own feelings and those of others, and talk about feelings
- Develops a sense of right vs. wrong
- Seeks adult help when needed
- Verbal skills improve while physical aggression lessens
- Rests quietly at rest time
- Transitions to using the toilet and helps to manipulate appropriate clothing
- Washes hands independently

**Physical Development:**

*Fine motor skills*

- String large beads
- Turn pages on by one
- Draw a circle
- Paint with wrist action, making dots and lines
- Roll, pound, squeeze, and pull clay
- Dominant hand, as observed
- Build a tower of blocks

*Gross motor skills:*

- Become more comfortable with motion, increasing speed, and coordination
- Manipulate stairs
- Stand on one foot, with aid
- Jump in place with both feet together
- Walk on tiptoe
- Kick, throw, roll ball forward
- Attempt to put his/her coat on

**Math:**

- Counts to 5
- Recognizes numerals 1-5
- Counts objects to 5
- Recognizes shapes: circle, square, triangle, star, heart
- Sorts and classifies objects into sets of two
- Basic sequencing
- Uses everyday experiences to learn math
- Opposites big/little, inside/outside, short/tall, heavy/light, fast/slow
- Daily counts days on calendar
- Can identify objects by touch

**Art/Music:**

- Scribbles
- Basic colors: red, blue, yellow, orange, green, pink, purple
- Texture
- Hard/Soft
- Painting with different objects
- Paper tearing
- Creative Independence
- Exploring musical instruments
- Movement with music
- Dancing
- Singing

**Concepts Followed:**

- Care of body parts
- Five Senses
- Plants and seeds
- Daytime vs. nighttime
- Weather changes introduced
- Seasons
- Shadows/ Hibernation
- Self concept unit (me, myself & I)
- Family
- Animals/ Pets
- Community Helpers
- Christian holidays/ Holidays
- Working together
- Respect authority/others
- Manners
- Transportation
- Stranger Danger
- Feeling emotions/communicating
- Dental Hygiene
- Diversity



## **Pre-School Goals:**

Children will learn through play with age and developmentally appropriate academic activities. The class will focus on social/emotional development, interaction with others, and Pre-K prep.

### **Cognitive Development:**

#### *Thinking*

- Follows classroom routine independently
- Follows most safety rules                      Is able to follow 2-3 step oral directions
- Listens attentively to age-appropriate stories
- Participates willingly in most activities
- Understand concepts like grouping and matching (for example, recognizing and matching colors)
- Organize materials on their own, for example by stacking blocks or rings in order of size
- Identify parts of a whole, like a slice of pie
- Draw, name, and briefly explain somewhat recognizable pictures that are meaningful to them
- Actively seek information through “why” and “how” questions
- Tell you their full name and age
- Attend to an activity for a longer stretch of time (between 5 and 15 minutes)
- Learn both by observing and listening to adults' explanations
- Show awareness of past and present

#### *Communication*

- Make themselves understood to strangers, despite some sound errors
- Use and understand sentences    Use more complex grammar, such as plurals and past tense
- Understand sentences involving time concepts (for example, "Grandma is coming tomorrow") and narrate past experiences
- Understand size comparisons such as big and bigger
- Understand relationships expressed by "if... then" or "because" sentences
- Follow a series of two to four related directions
- Sing a song and repeat at least one nursery rhyme

## **Social/Emotional Development:**

### *Social*

- Share toys, taking turns with assistance
- Initiate or join in play with other children and make up games
- Begin dramatic play, acting out whole scenes (such as traveling, pretending to be animals)
- Shows signs of empathy/cares for others
- Shows respect for others and their things
- Developed a sense of right vs. wrong
- Imitates everyday activities
- Developing spatial awareness
- Reacts appropriately to actions of others

### *Emotional*

- Follow a series of simple directions
- Complete simple tasks with food without assistance
- Rest quietly at rest time if required
- Wash hands unassisted
- Use the toilet and manipulates appropriate clothing
- Blow nose when reminded
- Seek adult help when needed Verbal skills improve
- Physical aggression lessens
- Make appropriate choices
- Separate well from parent/caregiver

## **Physical Development:**

### *Fine motor skills*

- Drive pegs into holes
- Draw crosses and circles Manipulate clay by making balls, snakes, etc.
- Attempt to hold crayon/pencil correctly in tri-hold grasp
- Attempt to hold scissors correctly
- Attempt to cut on lines
- Attempt to manipulate buttons/zippers
- Build a tall tower of blocks
- Dominant hand, as observed

### *Gross motor skills*

- Run around obstacles
- Walk on a line
- Balance on one foot
- Push, pull, and steer toys
- Ride a tricycle

- Use a slide without help
- Throw and catch a ball
- Manipulate stairs, assisted by an adult
- Jump from spot to spot
- Throw a ball overhand
- Catch a bounced ball
- Put his/her coat on independently

**Math:**

- Verbally counts to 10/ 20
- Determine the number of items in a collection up to five
- Recognize numerals 1-5
- Sorts objects into sets of three
- Recognize shapes: circle, square, triangle, star, heart, rectangle, diamond, oval
- Patterning
- Sequencing 5 items
- Daily counts days on calendar
- Opposites full/empty, inside/outside big/small (height/area/volume), long/tall/short (length/height), heavy/light (weight), and fast/slow (speed)
- Size terms many/same/more/fewer
- Ordinal terms first/last
- Determine sums/subtractions up to 4
- Complete simple "insert" puzzles
- Understand and use words representing physical relations or positions over/under/above, beside/next to, in front/behind, in/inside/outside/between, up/down, top/bottom, front/back, near/far, left/right
- Develop a sense of time through participation in daily activities
- Same/Different
- Deductive reasoning

**Art:**

- Scribbles
- Straight & curved introduced
- Colors: red, orange, yellow, green, blue, pink, purple, brown, black, white, grey
- Shades of colors introduced
- Mixing colors
- Textures
- Creating with different objects/materials
- Paper tearing
- Scissors skills, holding properly
- Picture books

**Music:**

- Beat
- Finger Plays
- Singing
- Introduction to various music types
- Rhythm games
- Echo rhythm
- Musical instruments
- Loud/soft & high/low
- Dance

**Concepts Followed:**

- Self-concept unit (me, myself & I)
- Family
- Animals/ Pets
- Community Helpers
- Christian holidays/ Holidays
- Working together
- Respect others & property
- Respect self
- Transportation
- Stranger Danger
- Being a friend/ making friends
- Manners/ kind words
- Feeling emotions/communicating
- Diversity among us
- Care for our world
- Sand/Water Play
- Environmental sounds/ smells
- Identifying body parts
- Importance of exercise/ nutrition
- Five Senses
- Plants and seeds

## **Pre-Kindergarten/Junior Kindergarten Goals:**

The class is a developmentally readiness class. Children will review Preschool Goals, learn through play and academic activities to prepare for Kindergarten.

### **Cognitive Development:**

#### *Communication*

- Use language to converse and exchange information
- Retell a story
- Combine thoughts into one sentence
- Ask "when?" "how?" and "why?" questions
- Combine thoughts into one sentence
- Refer to causality by using "because" and "so"
- Follow three step directions
- Understand comparatives like loud, louder, loudest
- Listen to long stories
- Understand sequencing of events when clearly explained
- Use of descriptive word
- Speaks clearly in complete sentences
- Lists words for a given topic i.e. animals, colors

#### *Thinking*

- Actively seek information and new experiences from the people in his/her environment
- Play with words, mimicking and creating sounds, and make rhymes
- Draw, name, and describe pictures
- Tell their town and state

### **Social/ Emotional Development:**

#### *Social*

- Aware of themselves as individuals
- Show some understanding of moral reasoning
- Develop table/ social manners
- Shows character development
- Compare themselves with others
- Being attentive and focused in small and large groups
- Problem solving/ resolution
- Use appropriate language/behaviors for school

### *Emotional*

- Interested in relationship with others
- Develop friendships
- Express more awareness of other people's feelings
- Enjoy imaginative play with other children, like dress up or house
- Bring dramatic play closer to reality by paying attention to detail, time, and space
- Cares for bathroom needs independently
- Correctly washes hands independently
- Self-help skills
- Self-discipline and responsibility

### **Physical Development:**

#### *Fine motor*

- Holds and uses pencil/crayon correctly
- Buttoning
- Zipping
- String beads
- Hold/use tweezers with the pincer grasp
- Play dough
- Manipulatives
- Use safety scissors
- Cut on a line continuously
- Copy squares and crosses
- Exposure to upper and lower case letters
- Learn words that start with each letter
- Introduce writing first and last name using upper and lower case letters

#### *Gross motor*

- Exercise
- Ball skills- holding, bouncing, throwing, catching
- Balance beam- walking and standing
- Spatial awareness/ personal space
- Galloping
- Skipping
- Running
- Walk up and down stairs without assistance, alternating feet
- Turn somersaults
- Jump on one foot
- Walk in a straight line
- Walk backwards
- Jump forward many times without falling
- Jumping over an object

**Math:**

- Rote count to 29
- Count objects to 10
- Recognize numbers up to 15
- Write numbers up to 12
- Match number of objects to 12
- Sequencing 3-5 items
- Pattern
- Sorting by color, size, and shape
- Recognize shapes: circle, square, rectangle, triangle, oval, diamond, star, heart
- Calendar, days of the week, months, and year
- Understand order and process

**Art:**

- Paint
- Draw a person with detail
- Simple drawing
- Recognize colors: red, orange, yellow, green, blue, purple, brown, black, white, grey, pink
- Coloring
- Texture in art
- Gluing
- Collage
- Mixing colors
- Book Illustrations
- Craft projects

**Music:**

- Musical Instruments
- Basic rhythms
- Fast and slow
- Sing songs (build a repertoire of songs)
- Beat
- Finger Plays
- Sing
- Dance

**Concepts Followed:**

- Nature
- Plants
- Animals
- Hot/Cold
- Textures
- Family
- Seasons
- Weather
- Floating/Sinking
- Magnets
- Five senses
- Dental health
- My, myself, and I
- Body Parts
- Nutrition and health
- Dinosaurs
- Shadows
- Insects
- Christian holidays/ Holidays
- Community helpers
- Friendship
- Diversity