

WELCOME to Let Me Shine Christian Playschool and Preschool. This handbook contains important information to help you and your child prepare for a successful experience in our program. If you have any questions, concerns, or suggestions, please call the school office at 801-583-6400. We look forward to serving you. Thank you!

Mission Statement

Let Me Shine shares God's love with His children and provides a welcoming Christian environment where a child can grow spiritually, socially, and intellectually.

Philosophy

Children are gifts from God. They are born with an innate desire to learn and they learn best by doing. With this in mind, our program is designed to nurture a child's natural curiosity about the world they live in by giving them a rich variety of learning opportunities. We offer a program that addresses the whole child – academically, emotionally, socially, musically, mentally, physically, and spiritually.

Objectives

The objectives of Let Me Shine Christian Playschool and Preschool include:

1. Teaching by word and example the love of God shown through Jesus Christ so each child realizes their uniqueness and value to God.
2. Providing children with a safe, nurturing environment in which they may mature and progress socially, academically, emotionally, physically, mentally, and spiritually.
3. Preparing children for future success in school by building a base of knowledge, instilling a love for learning, and encouraging their natural curiosity and desire to learn.
4. Helping children see they are part of a community and as such, learning respect for both persons and property of others.
5. Challenging students to excel in their own areas of interests as well as exposing them to new areas of learning.
6. Helping children explore God's world.
7. Teaching children social skills necessary to interact appropriately with their peers and adults.
8. Facilitating each child's ability for verbal expression.
9. Giving children creative outlets, and opportunities to use their imaginations.
10. Showing children there is an accepting, comfortable place in addition to the home.

Curriculum

Our program will provide a wide variety of learning experiences for children, which will enrich their social, emotional, intellectual, spiritual, musical and physical development in a warm Christian atmosphere. Our program focuses on developing the whole child. Each child is unique and our program is designed to meet varied interests and developmental needs.

Our curriculum includes, but is not limited to the following:

1. Christian values
2. Bible stories, prayers, and songs
3. Free choice activities in learning centers
4. Individualized learning
5. Language skills/Open Court Reading
6. Letter, sound recognition and pre-reading skills/Open Court Reading
7. Science skills
8. Social skills
9. Creative arts
10. Physical play
11. Math skills
12. Dramatic play

We use *Voyages & Christ One* curriculums and the Bible for the religious part of our program. The entire school attends chapel weekly. This is a Bible story and singing time held in the sanctuary and led by the director, a pastor, or a teacher.

The cost of the specialty class is already included in the lunch bunch fee. There is no additional charge.

A \$100.00 registration fee is required from all enrollees of Let Me Shine. This fee is non-refundable. This fee helps to pay for art supplies, paper products, and cleaning supplies.

All fees are subject to change.

Classroom Ratios

Enrollment shall be limited, not to exceed a student-teacher ratio of:

18 Months...4-1 Two Years...6-1 Preschoolers...10-1 Pre-Kindergartners...10-1

This allows us to offer a quality learning environment and give each child individual attention.

Tuition Discounts

1. 10% discount on total tuition for members of Zion Lutheran Church
2. 10% discount on second and subsequent siblings – first child pays full tuition

Payment Requirements

The last month's non-refundable tuition payment is due in the school office on or before June 1. Remaining tuition payments are due in the school office on or before the 1st day of every month beginning in September. The tuition payment for April will be the last payment for the school year as May's tuition is paid in advance. We accept personal checks, bank-issued checks, money orders, and cash. A \$20.00 late fee is assessed if tuition is paid after the tenth day of the month. A \$20.00 fee is assessed for returned checks. Only cash and money orders will be accepted if two personal checks are returned. You are responsible for any lawyer or collection agency fees due to unpaid tuition. Tuition may be paid in one lump sum. Invoices showing tuition payments, lunch bunch/specialty class payments, and tuition due for the next month will be given to parents upon request. Payments for field trips, Picture Day, and Book Fairs will be handled separately.

Student Files

Student files include the following forms: application for enrollment, immunization, field trip permission, parent handbook acknowledgment, and the annual admission agreement and health assessment. *All paperwork is required to be in the school office before your child begins school at Let Me Shine.* Children's records remain in the preschool office in a locked filing cabinet. These files are accessed by Let Me Shine personnel only.

School Year Calendar

The school year runs September through May. School starts the Tuesday after Labor Day weekend and ends the Friday before Memorial Day weekend. The school is closed for holidays such as Thanksgiving, Christmas and New Year's, Martin Luther King Day, President's Day, and Easter. School is closed when the staff attends a workshop/conference every October. A school calendar for the current year is located on the website and mailed with school information packet in July.

Halloween

In keeping with Christian school guidelines and because of the age range of students at Let Me Shine, scary monster or witch/devil costumes and the use of fake blood, vampire teeth, etc. are not permitted at school. We also ask that parents do not dress up in these costumes.

Special Programs

The children will present two programs during the school year. The programs are age appropriate and may be interactive with parents. The Christmas programs are held in December and the Spring Music Demonstrations are typically in April. Children may also be invited to sing at Zion one Sunday during the school year in celebration of National Lutheran Schools Week. A graduation for children leaving Let Me Shine to attend kindergarten is held in May near the end of school.

Attendance

No deduction or refund will be made for absences. It is assumed that children enrolled in our program will attend on a regular basis. If your child is going to be absent due to illness, vacations, or other reasons, please notify the Let Me Shine office at 801-583-6400. If a child does not attend for two weeks, and no notification is given, Let Me Shine reserves the right to fill the vacancy.

Withdrawal

One month's notice is required if a child is withdrawn from Let Me Shine. Tuition will not be refunded for that month.

Staff Requirements

We take pride in providing your child with the best care possible. We require all of the following for each staff member:

1. CPR and First Aid Training
2. Food Handlers Permit
3. TB Screening
4. Background Checks
3. Personal Health Evaluation
4. Yearly Training Requirements – minimum 20 hours CE

All staff receives on-going training through conferences, seminars, workshops, and staff meetings.

Volunteers

Volunteers strengthen our program in several ways.

1. Volunteers provide children with an increased sense of security.
2. Volunteers provide children with an increased sense of confidence as they provide more opportunities to interact one on one with children.
3. Volunteers provide teachers with greatly appreciated help.
4. Volunteers provide additional supervision.

Volunteers in the classroom act as an extra pair of hands to assist in art projects and clean-up. A teacher is present at all times with a volunteer. Volunteers are not allowed to help with toileting or diaper changing.

Other volunteer opportunities include:

Room Parent – The Room Parent is responsible for organizing room parties, helping teachers recruit volunteers for different activities and special projects.

Setting up and cleaning up the Terrace Room for special events.

Sharing special talents that contribute to the curriculum.

These opportunities can count towards the mandatory service hours. (See paragraph below.)

If you or someone you know is interested in being a regular volunteer, please contact the director.

Mandatory Volunteer/Service Hours

Each Let Me Shine family is required to complete 5 service hours each school year. Service hours include working on fundraising committees, helping in the class room, walking on field trips, helping with Teacher Appreciation Week, Book Fairs etc. An index card file box is located on the sign-in table for parents to record their service hours throughout the year. Although we encourage volunteering, families may opt to “buy out” of their five service hours for \$50.00

Checking Children In and Out of School

The Utah State Licensing Statutes require all children to be signed in and out on a daily basis. Each classroom has its own sign-in/sign-out sheet. These sheets are located on the sign-in/sign-out table in the entry way at drop off and at the classroom door at pickup. Initial next to your child's name and write any special instructions in the allotted space. Please notify your child's teacher and/or the director if your child is going home with someone other than a parent. Parents escort their children to and from their classroom. Children will only be released to their parents, or others who are authorized on the Admission Agreement Form. These forms are located in the classrooms as well as the school office. Names must be added or deleted as changes occur. If someone else will be picking up your child

from school, you must send a written note or verbally inform the office staff and/or teacher. If we do not know this person, we will ask for a photo-identification.

Children should be brought to school on time at 9:00am. Punctuality is a habit learned at an early age. It is disruptive when your child is consistently late in arriving at school and your child misses out on beneficial activities. The entire morning is designed to offer the best early childhood program possible and every part of the morning is important in child development.

The school day ends at 12:00pm. If your child is not picked up by 12:05pm, they will be taken to lunch bunch and parents will be charged for the lunch bunch hour. Lunch Bunch Classes ends promptly at 1:00pm. A fee of \$1.00/minute is charged to the parent of any child who has not been picked up by 1:05pm. This charge is payable immediately at time of pick-up to the staff person who is caring for your child or it will be billed to your account. If a parent is consistently late in picking up their child, the LMS Board of Trustees will review the situation and may choose to dismiss the child from school.

Children are not allowed in their classrooms before 9:00am as the teachers are preparing their classrooms. Teachers attend daily meetings including devotion and prayer at 8:45am in the preschool office. Teachers will be in their classrooms to greet the students by 9am. Please do not ever leave your child unattended in a classroom. Children who arrive before 9:00am may go into the church library across from the sanctuary and must be accompanied by their parent/adult.

Children's Personal Belongings

Please do not send toys from home except on designated show and tell days. Play guns, weapons, and other toys that encourage aggressive behavior are not welcome at school.

It's helpful for all children to have a backpack or bag with their name clearly marked on the outside.

Please send your child in comfortable play clothes that can get dirty as well as clothing they can undo themselves in order to use the bathroom if they're already potty-trained. Tennis shoes or rubber soled shoes work best. *Please do not send your child to school in cowboy boots, sandals, flipflops, or fancy dress shoes as they are not safe on stairs or outside.*

We go outside to play every day except on rainy/severe weather days and red air alert days. It is very important that your child be dressed appropriately for the weather, especially in the winter months. As the weather turns colder, please send mittens/gloves, snow pants, jackets, hats, boots, etc. as we play outside in the snow. Please label your child's belongings with their name. Parents will be called if their child is unable to play outside due to inappropriate clothing.

Each child is required to keep an extra set of clothes at school in a large plastic bag with their name clearly marked on the outside. This set of clothing includes a shirt, pants, underwear/diaper, and socks. If it becomes necessary for your child to use his/her extra set of clothing, please be sure to replace it the next day of attendance.

Snacks

Nutrition is important for proper growth and development of a child's body. Because eating habits are formed early in life, we serve nutritious and enjoyable mid-morning snacks. The snack consists of two food groups. We follow the Department of Health – Child Care Licensing approved menu. All of our snacks are prepared exclusively in our sanitized kitchen. If you are interested in bringing a special snack for your child's birthday please notify the teacher first. Due to state restrictions, only commercially prepared food may be used at school. Packages must be sealed. Monthly snack menus are posted by each classroom door.

****Please notify your child's teacher and the school office if your child has any food allergies as well as indicating this on the Annual Health Assessment Form. Parents will be notified if a student in your child's classroom has a food allergy. LMS does not serve snack items containing nuts or manufactured in a plant using nuts. A snack plan will be devised on a case by case basis for children with allergies. Allergy lists are posted in each classroom and kitchen.**

Lunches

Because nutrition is vitally important at this formative time in a child's life and because life-long habits of eating healthy are established early, parents are strongly encouraged to pack healthy lunches in accordance with the USDA guidelines. Nutritious sandwiches, cheese, fresh fruits, yogurt, and fresh vegetables provide a healthy lunch for these little ones. Sweets and high sugar content foods as well as high fats and high salt content foods are discouraged. Please remember to send lunches that do not need refrigeration and that do not require heating or food preparation.

Discipline

Our first approach is to set clear limits so children understand how they are expected to behave. Positive guidance is used as the teacher helps the children by talking about the situation and appropriate ways they might handle it. Redirection is another technique used as well as stopping things before they get out of hand. We encourage children to resolve conflicts using their words. Consequences for inappropriate behavior may include a positive time-out or removal from the class.

Special Learning Needs

Our preschool environment is designed to accommodate a wide range of learning styles and developmental levels. However, this school functions as a general educational facility and our teachers are not trained or certificated in the areas of special needs with regard to learning, development or behavior. Our state licensing regulations limit the number of children who can be supervised by a teacher. If your child has needs that require constant individual attention, that limits our ability to legally and safely provide supervision for the other children in a class or group, we may not be able to provide the specialized learning environment that your child may need. We may ask in such cases that you seek outside help for your child's specialized needs and/or that your child exit our program.

Biting, Scratching, or Hitting

Preschool children lack the skills to cope with frustrating situations. They have a natural tendency to bite, scratch, or hit other children. If this occurs in the classroom, the teacher will comfort the victim and state very strongly to the aggressor that it is not OK to hurt people. The aggressor will be redirected into an acceptable activity in order to release his/her tension. If the aggressor continues to bite, scratch or hit after all forms of discipline have been used it will be necessary to meet with the parents. Certain extreme situations may lead to the removal of the child from the program.

Communication with Parents

We communicate what is happening in the program in a variety of ways. This includes brief chats when children are dropped off and picked up at the classroom, notes sent home, emails, or an occasional telephone call during the year. Monthly newsletters are filled with important information. Important weekly information is written on the dry erase board by the sign-in/sign-out table. Teachers send home monthly classroom calendars and post their weekly lesson plans on the bulletin board by the classroom.

Fall and spring parent/teacher conferences are scheduled for every child. Other meetings may be scheduled by parents or teachers during the year as the need arises.

If a conflict arises between a teacher and a parent, a meeting with the director, and possibly the pastor at Zion Lutheran Church, will be arranged to discuss the differences and find a compromise that will work for everyone.

Cell Phone Policy

Parents are prohibited from cell phone use when dropping off and picking up your child. We believe cell phones can be disruptive in an educational environment and can limit communication between parents and teachers *and* between you and your child. Please refrain from cell phone use in our parking lot and building.

Immunization Forms

The Utah Department of Health requires that parents of unimmunized students provide a form declaring their full understanding of the risks involved in not having their child immunized. A copy of this release form must be on file in the school office within 2 weeks of admission to the school. This form takes the place of the immunization form in the student's file. To receive a vaccination exemption form, the legally responsible individual who claims

exemption for the student must complete the online immunization education module. To access the online immunization education module, go to the Department of Health, immunize-utah.gov. If the legally responsible individual who claims the exemption for the student declines to take the online education module, he/she can obtain a vaccination exemption form from a local health department and receive an in-person consultation.

Illness

Please note that the above information, including exclusions from school, is from the Salt Lake County Health Department and guidelines we are required to follow. We will notify parents of any infectious diseases reported in the school by emailing the particular class affected as well as posting notice on the hallway bulletin boards as necessary.

Children are given a brief health check everyday. Children exhibiting any active symptoms or infection at the morning drop off or during the school day must be excluded from school, not only to help your child recover from the illness, but to minimize the spread of infection to other children. All children are required to wash their hands before beginning their play in the classroom each morning. Children are also trained to wash their hands after using the restroom, blowing their nose, before and after playing in the sensory table, returning from outside play and before snack.

Please make sure we have a current list of emergency contacts. This includes all phone numbers to reach both parents and authorized contacts listed on the Application for Enrollment Form. Children are required to be excluded for the following:

1. Fever of 100 degrees or above - exclusion until reason for fever is discovered and/or temperature returns to normal for 24 hours.
2. Nausea, vomiting or abdominal pain - exclusion for 24 hours and symptoms are gone.
3. Diarrhea - exclusion for 24 hours after last symptom.
4. Unusual tiredness or drowsiness - exclusion until child feels better.
5. Sore throat, acute colds, runny nose with a yellow or green discharge, persistent cough - exclusion until symptoms are minimal or medication administered for 24 hours.
6. Red, inflamed, or discharging eyes and pink eye - exclusion until symptoms are gone or medication administered for 24 hours.
7. Swollen glands around jaws, ears, or neck - exclusion until symptoms are explained or gone.
8. Suspected impetigo or unusual skin rashes.
9. Any skin sore oozing fluid, yellow pus in blisters, or pus which has an odor - exclusion until no discharge or medication administered for 24 hours.
10. Ear aches or ear discharge - exclusion until earache ends or medication is administered for 24 hours.
11. Head lice - exclusion until treatment is complete and all nits are combed from hair. An inspection of child's head by school personnel is required before their return.
12. Strep throat - exclusion until medication has been administered for 24 hours.
13. Chicken Pox - exclusion for at least 7 days or until all pox are completely scabbed over.

If a child becomes sick after arriving at school a parent/guardian will be notified and emergency contact numbers may be used if we are unable to contact the parent/guardian. Every effort will be made to make the child comfortable and he/she may be taken to our changing room or school office to lie down until they are picked up.

Health and Hygiene

All toys and indoor equipment are cleaned at least once a week. For children under three, all toys used are cleaned daily. Stuffed animals, dress-up clothes, etc. are washed on a weekly basis. The sensory table and classroom tables are washed and sanitized daily.

Children are taught to wash their hands upon arrival at school, before and after eating, after using the bathroom, before and after playing in the sensory table, after blowing their nose, after handling animals, after playing outside, and at any other necessary time. Children use soap and water when washing hands. Children are taught to cover

their coughs and sneezes by coughing and sneezing into the crook of their arms. Staff also washes their hands frequently in the same manner as the children. Staff wears plastic server gloves when serving snack and lunch. Staff wears disposable gloves when changing diapers.

Bathroom, Diapering and Potty Training

A regularly scheduled diaper-potty time is part of each day's schedule. Children are always allowed to go to the bathroom when needed.

The 3's and 4's are required to be potty trained, however we understand that each child is making this journey at his/her own pace and we will offer developmentally appropriate support and encouragement. There are many ways that we can work together to help your child feel safe and successful while at school. First, please make sure your child has recently visited the bathroom before drop off.

During class, children may ask to use the bathroom at any time. Children are asked frequently during the day if they need to visit the restroom, and as a class, they visit the restroom before snack time. All children 'try' and then wash hands during this visit. A complete trip to the restroom requires a lot of steps! Here are some skills you can work on to help your child become more confident:

- Pulling down pants
- 'Pointing' in the correct direction
- Tearing off toilet paper
- Wiping (the state requires children do this on their own)
- Pulling up underwear, then pants
- Flushing

We can help with buttons and zippers, but dress your child for potty success. Some of the tougher clothes to negotiate are: skinny jeans, dresses, overalls, jumpers/rompers.

Please keep in mind that potty training is a process and accidents happen. When they do we tend to them and your child is not be punished in any way. As a class we read books about the potty and speak matter-of-factly about the best way to prevent accidents. Lastly, please do not send your child in pull-ups or diapers, as that requires a trip downstairs to our diapering station leaving us shorthanded upstairs. We don't mind a little clean-up and coaching. It's our job to support your child's learning and development in all areas.

Diapers are checked every hour. Children are changed as needed. Only the downstairs aide changes diapers and uses the sink located in the diaper room for hand washing. Co-op parents are not allowed to change diapers. The following is the diapering procedure used.

Aide Diapering Procedure

1. The child must be on the changing table, which can be disinfected, not on carpet or a blanket. Aide never turns her back on the child when they are on the changing table.
2. Always uses disposable gloves – a clean pair for each child.
3. Wash her hands and disinfects the mat after each diaper change.
4. Diapers are placed in the specifically designated diaper pail and then emptied at least once a day. New liners are put in the diaper pail and pail is disinfected daily.
5. The lid, handles, and exterior of the diaper changing pail are disinfected daily.
6. Aide washes the child's hands after their diaper has been changed.

Medication

Staff is allowed to administer medication only when a medication release form has been filled out by the parent. We are not able to administer any medication, including over-the-counter medications, without this written consent. State guidelines require all medication to be in the original bottles and labeled with the child's name. For safety reasons, all medications should be handed directly to the teacher. Do not send medication in your child's lunch or backpack.

Evacuation and Fire Drills

Fire drills will be held monthly. Evacuation plans are posted in each room. In the event that students and staff are unable to re-enter the building due to fire, gas leak, flooding due to broken pipes, etc, students will be escorted to Anderson Library and parents will be contacted to pick up their children from Anderson Library. A notice will be posted regarding our relocation site.

Earthquake Safety Policy

In the event of an earthquake the following steps will be taken:

If the earthquake occurs while the children are inside, the children will immediately be ushered under the table farthest from the windows. They will be instructed to “duck and cover” – curl up and cover their heads with their hands. They will hold this position until the shaking has stopped. Children will then be escorted out of the building to the evacuation site in the north parking lot.

If the earthquake occurs while children are outside, they will be immediately ushered to an area free from possible falling objects.

The teachers and the director will stay with the children until they are collected by their parents. Emergency supplies of food and water are available on the premises.

If it is unsafe to re-enter the building after an earthquake and an indoor shelter is required, we will travel together on foot to Anderson Library if available.

Earthquake/disaster drills are conducted for all children two times during the school year.

Safety Issues

Running in the halls is not allowed. Children need to hold onto the railings when walking up or down the stairs. Children may not jump off the stairs. Children are required to wear shoes at all times. *Please refrain from sending your child to school in flip flops or open heeled shoes as they are a tripping hazard to small children.*

Accident reports are filled out any time a child requires care. The report is signed by the caregiver, parent and director – a copy is sent home and one remains in the child’s file.

Snow Days

The school will close automatically if the *Salt Lake School District* closes due to heavy snowfall. Please listen to your local radio/TV station for school closures. If the *Salt Lake School District* declares a “late start” day then Let Me Shine will close for the day. If possible, an email or text notification will be sent to parents notifying them of the school closure as well.

Field Trips

In order to enhance learning experiences, we offer monthly “on-site field trips.”

Occasionally, a class may go on field trip. Parents will be notified in advance of planned off-campus field trips. Field Trip permission slips need to be filled out and returned in order for a child to attend. Efforts will be made to keep the cost of field trips as low as possible. The school may qualify for group rates.

Parent drivers and other volunteers will be needed to go on field trips and must be CPR certified. Teachers will assign two to three children to each driver. The driver will be responsible for each child assigned. A safe route to follow will be mapped out by the teachers or the director. Cars will proceed in caravan fashion. All children must be in a seat belt in the back seat and must be in a car seat provided by the parent. All parent drivers must fill out a Let Me Shine Driver of Private Vehicle Transportation Record which is kept on file in the preschool office. This form also proves car insurance coverage.

Smoking is not allowed in the cars used for transporting children. The use of tobacco, alcohol, the use and possession of illegal substances and/or sexually explicit materials is prohibited anywhere on the premises or in the

vehicles used by the school. Firearms and other weapons are also not permitted in the building or any place on the premises.

In the interest of safety, siblings will not be allowed on field trips unless otherwise notified. First Aid kits and bodily fluid kits will be taken along on field trips.

A walking permission slip will be kept on file. This form grants continuous permission throughout the year for neighborhood walks. The children in the youngest classes will utilize the 6-seater wagon, which is equipped with seat belts. Walks will be posted on the weekly lesson plan form. Walks may be cancelled due to weather.

Child Care Licensing requires that Let Me Shine Preschool identification is visible on each child during field trips to identify the children as a group – this includes the school name and phone number.

Reporting Child Abuse

By law, any staff member, who has reasonable cause to know or suspect that a child has been subject to abuse or neglect, or has observed the child being subjected to circumstances or conditions which would result in abuse or neglect, is required to report this immediately to Child Protective Services or the SLC Police Department.

Children will not be released to a parent who arrives at school under the influence of alcohol or an illegal substance. Instead, the other parent or another name from the list on the Admission Agreement form will be contacted to pick up the child.

Grievance Procedure

If at any time a parent has a problem with any part of the program, they are encouraged to speak to the person with whom they have the problem. If they are not satisfied, they can speak with the Director. If their needs are still not met, they are then encouraged to discuss their concern with the President of the Board of Let Me Shine or the Pastor of Zion Lutheran Church.

Fundraisers

Let Me Shine families are invited to participate in our annual appeals/fundraisers at Let Me Shine. Scholastic Book and Usborne Fairs are held twice a year – in the fall and the spring to coincide with Parent-Teacher conferences.

Open Door Policy

We encourage parents to participate in the life of the school by volunteering on a regular basis. Parents are also welcome to share their special areas of expertise, talents, and vocations with the students. Please communicate with your child's teacher in setting up times to do so.

Phone Numbers

Let Me Shine: 583-6400.

Zion Evangelical Lutheran Church: 582-2321.