



# *Parent Handbook*

*Our vision is to be a diverse church where faithful disciples of Jesus Christ, grow in spirit, nurture one another, and respond to human need.*

## Children's Weekday Ministries Mission Statement

The Lovely Lane United Methodist Church Children's Weekday Ministries program is a ministry which shares a love for children as people of God. We seek to bless children and their families with the presence of God's love. We will relate to the children as persons of worth, created in the image of God.

With this in mind we welcome you and seek to provide a place in which we will work in partnership with you for the health and wholeness of your family and the family of God.

Lovely Lane United Methodist Church  
2424 42nd Street NE  
Cedar Rapids, Iowa 52402  
Carolyn Barnes  
Director  
(319) 393—8189  
(319) 378—1247 fax  
directorcwm@lovelylane.org

Trinity United Methodist Church  
400 3<sup>rd</sup> Avenue SW  
Cedar Rapids, Iowa 52405  
Sue Wolfe  
On-site Director  
(319) 362-2702  
trinitylanecwm@lovelylane.org

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## **INTRODUCTION**

Welcome to Lovely Lane Children's Weekday Ministries, which includes a two through four-year-old preschool, Before & After School Enrichment (BASE) and Summer Daycare Program. The preschool programs are located at Lovely Lane United Methodist Church and Trinity United Methodist Church. The preschool portion of our program has been organized to provide a safe and nurturing environment for children two through five years old.

Our daycare program has been organized to provide a safe and friendly environment for Pierce students before and after school. This program is located at Lovely Lane Church.

Children's Weekday Ministries is a state licensed, non-profit organization administered by a director and volunteer advisory board. This handbook is a valid part of the enrollment agreement between the Children's Weekday Ministries program and the families of children who are enrolled.

## **PHILOSOPHY**

We believe that children learn best through active exploration of their environment. The staff will create a safe and nurturing play environment that encourages a child's social, emotional, cognitive, and physical development. Brief descriptions of these developmental stages are:

Social: The child's interactions with peers and adults within the environment.

Emotional: The child's self-esteem and how the child expresses his/her feelings.

Cognitive: The child's thought processes such as problem-solving and assimilating new ideas.

Physical: The child's ability to control his/her own body through various movements such as climbing and jumping.

## **GOALS**

The goals of the program are:

- to provide quality, affordable care in a Christian setting that parents can rely upon throughout the school year.
- to provide an environment for children with a variety of activities, which include recreation and games, arts and crafts, reading, music, time to work on homework (BASE), and free time for children to pursue their own favorite interests.
- to provide a setting in which children will be guided in building social skills, learn respect for self, others, and all children.

## **PARENTS' RIGHTS**

Parents have the right:

- to share concern with the staff regarding the best interest of the children.
- to observe the program at any time.
- to be informed of any problems regarding their child and have the opportunity to discuss such problems with the director.
- to be informed promptly if their child does not report to the program as scheduled.
- to be regularly informed by the staff about the program activities.
- to ensure BASE children are safely escorted to and from Pierce Elementary School.

## **PARENTS' RESPONSIBILITIES**

Parents' responsibilities are:

- to notify staff if their child will not attend or will be arriving late.
- to notify staff in writing or by phone when another person, other than those listed on the emergency form, is picking up their child.
- to pay fees on time.
- to sign their child in and out daily and pick up their child on time.
- to keep the child's records up-to-date with any changes.
- to inform staff if their child has been exposed to a communicable disease.
- to cooperate with staff in any efforts to resolve problems with their child.
- to participate in and support the program.
- to read notices posted on the parent board.
- to check their family's file folder (BASE).

## **CHILDREN'S RIGHTS**

Children have the right:

- to have a safe, caring, and supervised environment where staff members provide activities and interact with them.
- to voice their ideas and feelings and have them respected.
- to have discipline that is fair, equal, and respectful.

## **CHILDREN'S RESPONSIBILITIES**

Children need to be responsible:

- for their actions.
- for respecting the rules and guidelines of the program.
- for remaining with the group and staff at all times.
- for caring for and returning materials and equipment properly.
- for reporting to the staff in the morning upon arrival and immediately after being dismissed from their school classroom.
- for respecting and caring for church property.
- for not bringing guns, war toys, and war games at any time.

## **PROGRAM & SCHEDULE**

### **Preschool Program**

The preschool program meets September through May. A preschool calendar will be handed out monthly. The Cedar Rapids Community School District calendar will be followed regarding vacations, holidays, in-service days and weather delays/closings.

#### **TWO YEAR OLD PROGRAM:**

- \*Meets Monday/Wednesday or Tuesday/Thursday mornings from 9:00 am – 12:00 pm.
- \*Maximum of twelve children per class who are supervised by one teacher and one teacher associate.
- \*Enrolled children must be two years of age by September 15.
- \*Enrollment fee is \$110 per month

#### **THREE YEAR OLD PROGRAM:**

- \*Meets Monday/Wednesday or Tuesday/Thursday mornings from 9:00 am – 12:00 pm.
- \*Maximum of 15 children per class who are supervised by one teacher and one teacher associate.
- \*Enrolled children must be three years of age by September 15.
- \*Enrollment fee is \$100 per month

#### **FOUR YEAR OLD PROGRAM:**

- \*Meets Monday/Wednesday/Friday or Monday through Friday mornings from 9:00 am – 12:00 pm.
- \*Maximum of 20 children per class who are supervised by one teacher and one teacher associate.
- \*Enrolled children must be four years of age by September 15
- \*Enrollment fee is \$130 per month for Monday/Wednesday/Friday or \$230 per month for Monday through Friday
- \*Trinity Lane 4s classroom is a part of the Cedar Rapids Community School district's Voluntary Preschool Program. The students attend this M-F program free of charge.

Tuition is based on a set yearly amount divided into nine equal payments. Families may qualify for reduced tuition, which is based on their annual income. For more information, contact the director or designated staff person.

Registration fees are non-refundable. The registration fee must be paid for all students, regardless of whether they are employed by Children's Weekday Ministries or not.

Tuition fees are due by the 5<sup>th</sup> of each month for September-May. If you are able to pay September through December tuition at one time by September 5<sup>th</sup>, you will receive a 3% discount. The same holds true if you are able to pay January through May tuition by January 5<sup>th</sup>. If tuition is not paid by the 5<sup>th</sup> of the month, there will be a \$25.00 late fee assessed to the monthly tuition. Services may be suspended until fees are paid. Tuition remains the same during a child's absence.

Non-sufficient fund checks are held until cash or money order is received by the program. Parents will pay the bank fee charge for a non-sufficient fund check.

Contact the teacher or director immediately if there is a tuition payment problem. Alternate payment schedules can be arranged.

### **BASE Program**

Tuition is based on a set yearly amount divided into nine equal payments. The set fees reflect use of the program during its regular hours of operation irrespective of the actual number of days/hours your child attends. All scheduled half days from school are included in the monthly fee per child. Tuition is \$300 per month for both before and after school or \$200 a month if your child is enrolled for just before or after school.

September tuition is due on the first day of school. Tuition fees are due by the 5<sup>th</sup> of each month for September-May. If tuition is not paid by the 5<sup>th</sup> of the month, there will be a \$25.00 late fee assessed to the monthly tuition. Services may be suspended until fees are paid in full. If you are able to pay August through December tuition at one time by September 5<sup>th</sup>, you will receive a 3% discount. The same holds true if you are able to pay January through May tuition January 5<sup>th</sup>.

Non-sufficient fund checks are held until cash or the program receives money order. Parents will pay the bank fee charge for a non-sufficient fund check.

Full days of daycare are not covered by monthly tuition. The \$30.00/day drop-in rate must be made in advance of the first day your child will be attending to reserve services for scheduled full days. You may include this payment with your monthly tuition. **You are responsible for the days you reserved not the days used.** Fees will be reimbursed or credited to your account on an individual basis.

During school breaks BASE will be in session as long as at least 18 students have signed up in advance.

### **Summer Program**

Program fees are:

- \$35.00 non-refundable registration fee per year, per child
- \$155.00/week tuition K-5<sup>th</sup> grade per child
- Your child(ren) must have a Cedar Rapids Public Pool Pass.
- Your child(ren) must have a Lovely Lane Children's Weekday Ministries t-shirt available for purchase in the director's office.

The fees reflect use of the program during its regular hours of operation irrespective of the actual number of days/hours your child attends. You are allowed one week gratis if it is 5 consecutive days that your child will be absent.

- Enrollment fees are non-refundable.
- **Tuition fees are due weekly (Monday) or monthly (Monday of the first week of the month).**
- Full summer payment made by the first week of summer will give you a 3% discount.

- If tuition is not paid each week by the end of the day Monday, there will be a **\$15 late fee assessed to the weekly tuition**. Services may be suspended until fees are paid in full.
- Non-sufficient fund checks are held until cash or the program receives money order. Payment will pay the service charge assessed for a non-sufficient fund check.

### **ARRIVAL & DISMISSAL**

Parents must alert the teachers if someone other than the designated pick-up persons will be picking up your child. Any new pick-up person will be asked to show a picture ID before the child is released into his/her care. Please respect the staff's other commitments and appointments by being prompt. The third time a student is picked up 15 minutes or more late, the parents will need to meet with the director to determine a safety plan for timely pickup. If the safety plan is not adhered to and the child has been picked up late on two additional occasions the director can dismiss the child from the program.

BASE hours are from 6:30 a.m. to 8:50 a.m. and 3:40 p.m. to 5:45 p.m.  
Summer hours are from 6:30 a.m. to 5:45 p.m.

Preschool classes are from 9:00 a.m. to 12:00 p.m. with doors opening at 8:55 a.m.

Upon arrival, children must be brought into the classroom or playground and handed over to a staff member.

At dismissal, children must be picked up from the classroom or playground by the parent or designated pick-up person.

### **IRS STATEMENT**

The program does not provide an itemized statement for tax purposes. We suggest that you keep your monthly receipts as an accurate account of your childcare expenses. We will provide you with our taxpayer identification number for the IRS Child Care Expense Form.

### **INSURANCE**

The program carries minimal liability insurance but has no financial resources. Families are encouraged to provide their own insurance coverage. Families needing insurance coverage for their children should contact the public schools or the director for information.

### **ENROLLMENT FORMS**

The program encourages children of all backgrounds to attend. The program does not discriminate on the basis of sex, race, culture, religion, creed, national origin or ethnic background.

Forms required for enrollment are:  
Registration Form  
Physical Form

Intake Sheet  
Parent Emergency Medical Consent  
Emergency/Medical Card  
Immunization Card  
Enrollment Agreement  
Pick up Authorization  
Travel Authorization/Photography Release  
Sunscreen Authorization  
Parent Handbook Agreement

The program expects the forms to be kept current. The parents must provide new information to the staff regarding information on forms such as emergency persons, names, employers, phone numbers, authorized pick-up names and address changes.

The child will not be allowed to begin the program until the required enrollment forms (listed above) are completed and returned to the director or designated staff.

Registration for the school year begins the January prior to the September entrance. Each family must fill out a registration form and return it with the registration fee. The class enrollment will be prioritized as follows:

Trinity or Lovely Lane church members  
Teaching staff  
Currently enrolled  
Returned registration form and fee  
Phone-in waiting list

### **HEALTH POLICY**

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.), be sure to report this condition to the director so if the problem occurs during program hours the appropriate care can be administered to the child.

A child who arrives at preschool noticeably ill will not be admitted for that day. This decision is under the discretion of the teacher or director. If your child becomes ill while attending the program, parents will be notified immediately to pick up their child. The child will remain under adult supervision in a quiet area until the parents or other authorized person arrives.

Your child must stay home if he/she:

- is vomiting, or has vomited within the last eight hours.
- has diarrhea, or has had diarrhea within the last eight hours.
- has a temperature of 100 or above within the last 24 hours.
- is under a doctor's care which requires a doctor's approval to return to preschool.

Please notify the preschool if your child will be absent due to illness. We ask that you keep your child at home until he/she fully recovers. Upon return, if your child needs any special care, the teacher will determine whether the child will be able to participate in the activities.

If the condition requires extensive specialized care, your child may not be admitted to school that day.

The teachers can only dispense medication if a medication release form has been completed. If medication for an allergic reaction a life threatening condition such as diabetes is required then a completed, doctor signed medication authorization form must be provided to the director. The medication must be provided in the original or duplicate container or a container accompanied by the doctor's directions. All medication is stored in the director's office and dispensed by the director or a staff member who is directed to do so. The medical release form is available from a staff member or the director.

Please notify the director or designated staff if your child contracts a communicable disease and has exposed other children. This information will be posted for other parent's awareness. The ill child will not be allowed to return to preschool until the period of contagion has passed.

Parents will be notified if your child is superficially injured during preschool. The teachers will clean the wound and fill out an accident report.

In the case of a medical emergency, the teacher will administer first aid. The staff members have been certified in infant/child first aid and CPR. The parents will be notified immediately.

If medical attention is required, the staff will call the local ambulance service and have the child transported to a local hospital.

Notify the preschool immediately if your emergency or medical information changes so we can update your child's file.

### **UNIVERSAL PRECAUTIONS**

In cleaning up bodily fluids, staff must follow the policies set forth in the Universal Precautions training that they are required to take every year. If a child is involved, an accident report must be filled out and given to parents for signatures. The form must then be turned in to the director and filed in the child's file. If medical attention is needed, the director and parents must be notified immediately. If a staff person is involved, the director is to be notified and medical attention should be given if needed.

### **DENTAL PROCEDURES**

If a child's tooth is knocked loose, parents will be called to pick up their child. It will be the parent's choice to take the child to the dentist. If a child's tooth is knocked out, the tooth will be placed in milk and the parents will be called to pick up the child to take him/her to the dentist. If the parents or emergency contact cannot be reached and medical treatment needed we will take the child to St. Luke's Dental at 1026 A Ave NE.

## **ABSENCES**

It is important to notify the staff of any absence.

In the event of illness, vacation or other absences which take place on regularly scheduled days, please notify the preschool. Contact phone numbers are on the front of this Parent Handbook.

If a child does not arrive at the program as scheduled, the director or designated staff will contact the parents. If the parents cannot be reached, the director will contact the child's emergency person.

All parents are responsible for paying for time reserved, not time used. Fees are not prorated for absences.

## **WITHDRAWAL FROM THE PROGRAM**

Parents wishing to withdraw their child from the program must provide a statement in writing at least **two weeks** prior to the discontinuation of this program. Failure to give this notice will result in assessment of a charge equal to the child's regular fee for a two-week period.

## **PERSONAL ITEMS**

Since your child will be exploring various learning centers, he/she will need to wear comfortable clothing to school. Throughout the year, your child will be finger-painting, painting, digging in sand, gluing and other "messy" activities. Please send your child in clothing that is easily laundered. Smocks are available for the children to wear. Your child must be wearing shoes that cover his/her feet. Open toe shoes are not allowed.

Weather permitting; we try to go outdoors each day, so please remember to dress your child according to the weather. Appropriate seasonal clothing such as mittens, boots, and hat will be necessary for your child to have fun while participating in the outdoor activities.

We encourage your child to learn through using the center's toys and equipment. Please leave personal toys at home unless otherwise noted by staff. Guns, war toys, and war games are not allowed. Since your child is entering a new environment, security items such as stuffed animals are acceptable. The staff will help your child put the security item in a safe place as your child becomes more comfortable with the setting and staff.

**Preschool Parents:** Children can care more easily for their own bathroom needs when dressed in clothing easy for them to remove. However, accidents do happen so each child needs to bring an extra set of clothing daily. We keep a few extra clothes at school but children feel more comfortable in their own clothes.

## **BEHAVIOR POLICY**

All children have a right to feel safe and secure at the center. The staff uses many skills to avoid conflict. This is done through the classroom arrangement, adult modeling, routines, developmentally appropriate activities, and by setting clear and consistent expectations.

The teachers/staff have also been trained to help children problem solve disputes. Children are encouraged to “use their words” with each other to solve a dispute. Occasionally, teachers and staff will need to intervene in a disagreement, which may result in asking the child to sit in a quiet place until he/she calms down. The staff will help the child re-enter into the group at the appropriate time. Parents will be asked to meet with the staff and/or director if a problem arises with the child’s adjustment to preschool/BASE. Together, they will work toward a solution. Parents will be asked to seek another setting for their child if the problem cannot be resolved.

### **BITING POLICY**

Lovely Lane Children’s Weekday Ministries has a zero tolerance policy with regards to biting. In the instance that a child is bitten by another child, action will be taken as it is in any negative incident involving any students/staff at our center.

- First, the well-being of the bitten student/staff person will be addressed. If first aid is needed, universal precautions will be used in cleaning and dressing the wound. If there is a concern regarding the severity of the injury (i.e., skin is broken and there is a possibility of infection), the director or on-site supervisor will determine whether parents need to be contacted immediately by phone.
- If there are episodes of ongoing biting, the director will set up a time to meet with the student and his/her parents to set up a behavior plan regarding this issue.
- As is the case with any incident resulting in injury, the parents of any involved students will be notified. If the situation requires immediate medical attention beyond what can be offered on site, parents will be notified immediately by telephone. Otherwise, parents will be made aware of the incident when they arrive to pick up their child. If someone other than a parent picks up the child, parents will be notified at the conclusion of the school day.
- With regards to written documentation of any incident involving injury, including biting, an incident report will be completed for each child involved. This form outlines the specifics of the incident and documents what actions were taken with regards to first aid. Each incident report also notes all staff who witnessed the incident, and must be signed and dated by a staff person and parent/legal guardian of the student for whom the report was written.
- In written and verbal reports of any incident involving biting, names of other students involved will not be documented or spoken in order to ensure the confidentiality of all parties involved. Parents will simply be made aware that the incident involved their child and another child/staff person.
- If the adequacy of caregiver supervision comes into question as a result of a biting or any other incident, the program director will assess any need for disciplinary action toward the staff person(s) involved. This may include writing up the employee, suspension, or termination.

### **DISCIPLINE & DISCHARGE POLICY**

Children are in the process of learning socially acceptable behavior. They are expected to require some guidance in this pursuit. Discipline is the sum of the total interaction experience staff and children share. Staff will focus children’s attention to tasks or problems at hand. It is our goal that the children learn self-control, cooperation, and consideration of others in a gentle and supportive relationship with other children and staff.

Behaviors will be managed as outlined below:

- Share logical reasoning for a request with the child.
- Encourage empathy so that children realize the consequences of their actions.
- Practice problem solving techniques.
- Emphasize cooperation vs. competition.
- Use positive reinforcement techniques in the form of positive phrasing, encouragement and praise.
- Develop rules that are brief, clear, and consistently enforced.
- Use the “time-out” method on a limited basis when a child is in need a calming down period (child might risk hurting self or others).

A serious disciplinary problem in which a child is disrupting the day-to-day operation of the program is defined as one:

- requiring constant one-on-one attention that prevents the staff from caring for others.
- inflicting physical or emotional harm on self or other children.
- being disrespectful to the staff.
- failing repeatedly to conform to the rules and guidelines of the program.

Behavior that significantly threatens the safety of self and/or others is a rare occurrence in children. In the event that such behavior occurs (requires judgment of one staff person and acting director), the following procedure will be followed:

- The parent or guardian will be notified and required to remove their child from the center. If the parent cannot be reached, an emergency contact will be called.
- The parent or guardian will be required to meet with the director and staff within two (2) school days to discuss the concerning behavior in detail.
- Evaluation and input from community professionals will be required for return to the Children’s Weekday Ministries program.

A second occurrence of such behavior indicates that the Children’s Weekday Ministries program is not the appropriate setting for the child and he/she will be excluded from the program for the remainder of the school year.

Re-admittance requests will be considered on an individual basis.

If a child is unable to adjust to the setting, the director will notify the parents to set up behavior management plans encouraging positive behaviors and discourage inappropriate, disruptive or dangerous behavior. If improvement does not occur, the director may recommend that the child be discharged from the program. However, the director will discuss the situation with the parents and with members of the Children’s Weekday Ministries Board of Directors before a decision is finalized.

### **ENSURING THE SAFETY OF OUR CHILDREN**

Safety is one highest priority at Children’s Weekday Ministries. Many childcare centers are able to establish secure entrances using keypads and pass codes. However, as a mission that is part of two churches, both of which lend space to a variety of functions and

purposes to benefit the community, we are faced with the challenge of securing our children using qualified staff and consistently enforced policies.

- **Unfamiliar persons:** If at anytime our program is in session, an unfamiliar individual is seen wandering the premises without a building staff person, a member of the Children's Weekday Ministries team will approach the staff person to ask if we can assist them with anything. If this person is there to pick up a child from our program, they must be on the child's authorized pick-up permission list, and must provide a photo I.D. to confirm identity.
- **Individuals on the premises for purposes other than childcare:** All staff persons of Children's Weekday Ministries and the churches with whom we are affiliated (Lovely Lane United Methodist Church and Trinity United Methodist Church) are expected to supervise and/or monitor individuals who are in the building for purposes other than childcare. To supervise is to directly oversee their actions while they are on site, and to remain physically with the individual(s) while they are on the premises. To monitor is to be aware of their presence and purpose on site and to check in on them every 30 minutes. If another staff person sees this individual and is unaware of their purpose in the facility, they are expected to confirm that purpose with the individual or with another staff person.
- In addition to being published in the Children's Weekday Ministries Staff and Parent Handbooks, a brief explanation of expectations will be posted at each center for parents who are unaware of the procedures of this policy.

### **RELEASE OF CHILDREN**

Children will be allowed to leave only with persons designated, in writing, by the parents. Children will be released as parents have directed on the departure form. Changes must be made in advance in writing or the child will not be released.

In an emergency a confirmed telephone call will allow a child to be released to someone other than those listed on the pick-up permission form. The person must present the teachers, staff, or director with a picture ID when picking up your child.

### **SNOW DELAYS & CLOSINGS**

The preschool is closed if the Cedar Rapids Community Schools are cancelled due to severe weather.

The BASE program will try to be open. If Rockwell and Aegon are closed, we will close also. A two-hour delay will cancel Preschool classes, but will not affect the BASE program.

Watch TV (Channel 2 or 9) or radio (1600 AM, 98.1 FM) for Cedar Rapids Community Schools closing information. If you feel uncomfortable with the driving conditions, we will understand your child's absence. Please call if you will be keeping your child home.

### **GRIEVANCE PROCEDURES**

As this policy reads, a grievance is defined as a circumstance thought to be unjust or injurious and grounds for complaint by a parent. If such an event occurs, the parent should discuss the problem with the director.

If the problem is not resolved at that time, the parent may bring the issue to the attention of the Children's Weekday Ministries Board by submitting a written statement of the complaint to the president. The president will contact all parties involved within two weeks to schedule a meeting for the purpose of resolving the problem.

### **COMMUNICATION**

It is important to establish a line of communication with the staff. Check the parent board, mailbox, and information posted on the front door daily. It is the parents' responsibility to watch for other posted information, notices, and signs. The staff will do their best to make daily contact with parents. The director and/or staff will be available for conferences upon request.

### **MANDATORY CHILD ABUSE REPORTING**

Iowa law requires that every employee of a licensed preschool/daycare facility must report any reasonable suspicion of sexual abuse, physical abuse or neglect to the Iowa Department of Human Services. Staff must report their suspicion that someone may have purposely hurt the child. Trained investigators decide whether abuse actually took place. All children get bumps, bruises, and scrapes as part of growing up. It is important, however, that you tell your child's teacher about any unusual injuries or conditions.

### **SYSTEMS FAILURE**

In the interest of the safety of the children, the Children's Weekday Ministries programs will close in the event of vital systems failure at the program site, such as water, electricity or communications. If this should take place following student arrival, notification of parents will occur in as timely a manner as is possible. If systems failure occurs prior to student arrival, personnel will notify students and their parents upon arrival.

### **NUCLEAR EMERGENCY**

In the event of an accident at the Duane Arnold Energy Center, Civil Defense regulations may require an evacuation of Cedar Rapids. Parents will be notified via the Emergency Alert System to pick up their child at the church as soon as possible. If there are children still at the church when the evacuation is required to take place, the staff will accompany the children to the temporary relocation site. The Trinity relocation site is Cornell College, Mt. Vernon. The Lovely Lane relocation site is Southeast Junior High School, Iowa City. Linn County will provide transportation. The staff will care for the children until picked up by a parent or authorized person. If the children are not picked up from the temporary location site, the staff will accompany them to a permanent relocation site. Notification of the site will be made over the Emergency Alert System (WMT AM or FM).

### **FIELD TRIPS**

We feel that children learn by experiencing the world around them, because of this we try to bring the outside world and opportunities into the classroom. On occasions when preschool field trips are taken, we rely on parents. School Age children will ride rented school buses from the Cedar Rapids Community School District or church vans.

### **PRESCHOOL PARENT INVOLVEMENT**

It is very important that parents play an active role in the program to ensure success. From time to time we may ask for parent volunteers for various activities. Parents will be informed of these opportunities.

**Preschool Parents** are welcome in the classroom. Children are learning how to deal with separation from parents, therefore, we ask you to refrain from long visits especially the first month. As your child becomes more familiar with his/her new friends and teachers it will be easier for him/her to participate in the classroom activities.

Parents are invited to volunteer in the classroom for special activities or to share a particular talent or gift. Please notify the director if you are willing to volunteer during a teacher's illness or vacation.

### **PRESCHOOL SNACKS**

The preschool parents provide drinks for snack time unless other arrangements have been made with preschool. The teachers distribute a drink calendar at the beginning of the month, designating the child's drink day. **We are a peanut free preschool and therefore the preschool will provide the snacks. Snacks provided will not be not manufactured in the same plant as peanuts and won't contain peanuts themselves.** If you provide juice, please make sure it is 100% juice.

### **PRESCHOOL CURRICULUM**

The teachers have designed the room to be compatible with the preschool's philosophy of children learning through play. The classroom is arranged into learning centers. The teachers will plan around a central theme. The teachers will create games and activities, with educational possibilities, for each learning center. The children choose which learning center activity they would like to participate in and the teachers will facilitate the learning through observation and questions. The child determines the length of time in each center based upon his/her abilities and interest.

### **GENERAL INFORMATION**

Children should not bring money, toys, food or other items without prior approval from the staff. The staff might request some items for a specific activity.

Parents are welcome to observe the program at any time. For reasons of liability and supervision, children who are not enrolled in the program cannot visit or participate in activities unless accompanied by a parent.

Information about our entire program is available upon request. The components are Lovely Lane & Trinity Lane Preschool, and BASE.

Registration for the year begins the January for the upcoming year. Each family must fill out a registration form and return it with the registration fee.

Any of the policies and procedures in this handbook is subject to change decided by the Children's Weekday Ministries Board of Directors and Program Director.

**PARENT HANDBOOK AGREEMENT**

I, \_\_\_\_\_, parent to \_\_\_\_\_ state that I have  
(please print) (please print)

read through and will follow the policies and procedures as laid out in the Parent Handbook located on Lovely Lane’s website, <http://www.lovelylane.org>.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(staff signature)

\_\_\_\_\_  
(date)

My child is in (circle)

BASE

4s class

3s class

2s class

Please sign and return this last sheet to your child's teacher or to the Children's Weekday Ministries Director.