



"Jesus took the children in his arms,
put his hands on them and blessed them."
~Mark 10:16

Parent Handbook

St. Paul's Mission:
"By God's Grace...
Making Disciples...
Loving Christ...
Serving Others..."

a ministry of
St. Paul's Lutheran Church
639 Lincoln, P.O. Box 397
Cheney, KS 67025

Welcome to St. Paul's In His Hands Preschool & Child Care Center

"Train up a child in the way he should go, and when he is old he will not depart from it." Prov. 22:6

In His Hands - 312 West 6th, Cheney - (316) 542-5060
Church & School Office - (316) 542-0115 or (316) 542-3584

www.stpaulscheney.org

Lead Teacher / Director: Hollie Judd - 130 West C Ave, Kingman
(620) 664-0633, holliehobbie@hotmail.com

In His Hands is an educational institution of St. Paul's Lutheran Church. The local congregation has complete authority for its management and maintenance. The director is responsible to the Pastor and Board of Directors. An Advisory Board of Education assists in seeing that the Christian aims are being achieved. In His Hands is licensed by the state of Kansas.

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Our Purpose

In His Hands provides childcare and educational services to children ages 3 through 5 (prior to entering kindergarten) as a nonprofit organization. A day of care includes hands-on learning opportunities within the sheltering and nurturing relationship of Christian love. Each child is a gift from God who must be allowed to grow and learn at his/her own rate. In His Hands will encourage and assist each child to grow and develop in all areas.

Our Mission

In His Hands strives to develop and foster spiritual, intellectual, physical, social, and emotional growth. In His Hands will work with parents to equip their children to be more productive members of God's kingdom.

Non-Discrimination Policy

Children ages 3, 4, and 5 years are accepted at In His Hands without discrimination in regard to race, color, sex, national, or ethnic origin. We ask only that they be potty trained before entering our program. All students are equally offered all rights, privileges, programs, and activities generally accorded or made available to students at In His Hands.

Enrollment

Children who are 3-5 years old and potty-trained by September 1st may enroll for a minimum of 2 half days. All outstanding balances at St. Paul's School, In His Hands, or REAL Kids must be paid in full prior to enrollment.

To reserve a space for your child, a pre-enrollment form must be completed and turned in along with a \$50.00 non-refundable enrollment fee.

Before a child can attend, the parent / guardian must complete the following forms and return them to In His Hands with the fee listed above:

Enrollment Form, KDHE Medical Form and Immunization Record, KDHE Authorization for Emergency Medical Care, KDHE Permission for Off-Premise Trips, Payment Contract, & Parent Agreement Form.

In the event that we cannot accept all applicants, the order for acceptance of enrollments at In His Hands is as follows:

1. Children of members of St. Paul's Lutheran Church who desire full-time or morning preschool (Mar 1)
2. Children and siblings of children who attended St. Paul's Lutheran School and/or In His Hands the previous year who desire full-time or morning preschool (Mar 8)
3. Other children in the order they apply for full-time (Mar 15)
4. Children of members of St. Paul's Lutheran Church who desire part-time or afternoon child care only (Apr 1)
5. Other children in the order they apply for part-time (Apr 15)

If there are no openings available for your child, a waiting list is maintained.

Tuition & Fees

Enrollment Fee (per child)	\$50.00
All day preschool & child care	\$28.00/day
$\frac{1}{2}$ day preschool (am) or child care (pm)	\$14.00/day
Late Pick-up Fee (within 10 minutes)	\$5.00
Each additional minute after 11:40 or 6:10	\$1.00

All fees are due Friday *before* the week of care. Payments can be made weekly, biweekly, or monthly. Checks are to be made payable to St. Paul's. Observance of contract hours must be maintained. The Director and parents must agree to any deviation from the contract or change in the contract. Credits will not be given on days your child is absent, for illness, vacation, etc. If childcare fees are a week late, a \$25 fee will be added. If still not paid by the following week, your child's care will be suspended. If a check is returned, a \$25 fee will be added. If this occurs twice, payment will be accepted in cash, money order, or cashier's check only for the remainder of the year.

Withdrawal Policy

A two-week written notice from the parent / guardian prior to withdrawal is required. If notification in writing is not received, a two-week tuition fee will be assessed. Tuition reimbursement will not be granted for withdrawals. In His Hands reserves the right to terminate service if a child is unable to benefit from the program, if the program is unable to meet the special needs of the child or family, if the child or family is disruptive to the program, or if the child or family is aggressive toward any children or adults.

Operating Hours and Days

We will operate in accordance with St. Paul's Lutheran School calendar. When school is in session, we will be in session as well. The initial and final days for the year will be close to or match St. Paul's. When school is not in session for any reason (parent-teacher conferences, holiday, weather, summer, etc...) our preschool and childcare will not be in session. St. Paul's follows Cheney USD 268's calendar for the most part.

All morning preschool sessions are from 8:00 to 11:30 a.m. Morning childcare starts at 6:30 a.m. Afternoon childcare is available until 6:00 p.m. If enrolled in $\frac{1}{2}$ day care, lunch is not included. You may choose mornings, 6:30 a.m. to 11:30 a.m., or afternoons, 12:30 p.m. to 6:00 p.m.

Security

We have security in place which includes locked doors. The main door will require a key fob to gain entry. Each family will be given one key fob and may request additional fobs for a fee of \$5 each. We ask that families alert us immediately if a key fob is misplaced so that we may deactivate it. Families requiring a replacement key fob will be charged \$10. All key fobs checked out to families must be turned in upon withdrawal from the program.

Attendance

Upon arrival, bring your child into the classroom and sign the attendance sheet. Help your child put his/her things in his/her cubby, and answer the question of the day. When picking up, sign out and help your child gather his/her belongings prior to leaving. Children won't be released to anyone except those you authorized on enrollment forms unless other arrangements are made in advance.

Call In His Hands by 8:15 a.m. if your child will be late or not be attending that day to communicate a reason and an expected return. The director should be notified of predetermined extended absences.

Weather

When weather conditions exist that make it hazardous for your child, check for closings. If Cheney USD 268 is closed or dismisses early due to inclement weather, In His Hands will also be closed or dismiss early. The closings and early dismissals are announced over local radio and television stations. (TV- KSNW, KAKE, and KWCH; Radio- KFDI, KKRD, and KEYN)

Clothing

Children will be working with paint, glue, markers, and will be sitting on the floor and playing outside. **They should wear comfortable, washable, weather appropriate clothes!** Tennis shoes or some type of tie or buckle shoes should be worn while at preschool. **No flip-flops or sandals without heel straps are allowed.** Be sure to send a coat or jacket (labeled) for outdoor playtime, even if the forecast seems warm (it typically does not reach the high until later and we will be in the open & subjected to wind).

Please provide a labeled set of extra clothes, including socks and underwear, to be kept at school in case of accidents. All children must be potty trained (able to use the bathroom & take care of bathroom needs independently) prior to the first day of school. While a child may have a bathroom accident at school, he/she should not do so consistently. If lapses in potty training occur, each situation will be handled individually.

Snacks & Meals

In His Hands will provide the following meals/snacks. Breakfast is served from 7:00-7:15 am. A morning snack is served during preschool around 9:30 am. Lunch is served at 12:00 each day. An afternoon snack is served during childcare around 3:00 pm. All snacks and meals served are nutritious, family-style (the child will serve themselves), and seconds are allowed. Be sure to keep teachers posted of allergies your child has. Menus will be posted and are subject to change. Parents may bring snacks for special occasions, (birthdays, holidays, etc) just be sure to communicate with the teacher.

Children will brush their teeth after lunch. Parents must provide a toothbrush & toothpaste; teachers will keep parents posted when a new toothbrush and/or toothpaste is needed.

Health

If your child becomes ill or injured while at In His Hands, every attempt will be made to contact the parent / guardian. If necessary, the child will be taken to the hospital listed on the Authorization for Emergency Medical Care Form for treatment.

A child needs to be excluded from preschool, according to the Kansas Department of Health and Environment if he/she has:
a temperature of 100 degrees or higher, a communicable disease (chicken pox or head lice), rash or discharge in the eyes or nose, or diarrhea or vomiting.

Your child must be fever free, without medication, for 24 hours before returning to Preschool.

Please notify In His Hands if your child is sick or has a communicable disease so we can inform other parents.

In His Hands staff is responsible to report evidence of suspected child abuse immediately to Kansas Department of Social & Rehabilitation Services.

Medication Administration

The following requirements must be met prior to any medication being administered to children by In His Hands staff:

1. a written consent form is completed and signed by the parent / guardian for each specific prescription or OTC medication which includes name, date, time, dose, and method is on file along with written instructions from a health care provider
2. medication is in its original container with a child-resistant cap and label including name, dose and directions, warnings, and expiration date is received from parent / guardian
3. at least one dose of this specific medication has previously been administered at home without any negative reaction

The Director of In His Hands is the only staff member certified to administer medications. If the director is not present, other arrangements will need to be made by parents. The director will follow a safety checklist when receiving medication from a parent as well as following the 5 Rights prior to administration. In His Hands will not administer cough medicine without specific dosage directions for children under 6 years old clearly on the label or accompanied with a note detailing dosage directions from a health care professional. Home remedies are not regulated and shall not be administered at In His Hands.

Medications will be properly stored and secured while on site. The director will administer medications according to instructions and document said administration, along with notes regarding any errors, side effects, refusals, or missed doses. Parents will be notified of any incidents. When medication is expired or timeline given on the consent form is reached, all medication will be returned to parents.

Daily Routine

The daily routine is consistent and balanced between active and quiet activities. It also provides for many types of interactions; small group, large group, individual, adult-to-child, and child-to-child. We attend Chapel at St. Paul's every other Wednesday where offerings are taken. Here is a typical day, with approximate times; days with preschoolers must always be flexible.

6:30 am - Free Choice: Children have an opportunity to choose a variety of activities: puzzles & games, dramatic play, blocks, reading, art, science, & music centers. During early childhood years, children do most of their work and learning through play.

7:00 am - Breakfast 7:30 am - Free Choice

8:30 am - Calendar Circle: Children sit as a group and are welcomed through song and prayer. We discuss the weather, calendar, and daily question.

8:45 am - Jesus Time: Children experience Bible stories and are introduced to simple prayers, Christian holidays, and traditions.

9:05 am - Outdoor Play: Children play outside daily, weather permitting. A variety of equipment is provided for children to develop their gross motor skills and coordination.

9:35 am - Morning Snack

9:55 am - Theme and Literacy Circle: Children gather for a story related to our theme. Letter recognition, letter-sound association, and correct letter formation instruction is given.

10:10 am - Literacy Centers: Children are put in small groups and rotate through the reading center and teacher-directed activity.

10:30 am - Art: Children will paint (easel, finger, watercolor, feather, string, etc.), cut, glue, create collage items, and experiment with Play-Doh, thus encouraging hand-eye coordination.

10:50 am - Math Circle: Children will gather as a group to work on counting, number recognition, shapes, and more.

11:00 am - Math Centers: Children are put in small groups and rotate through the science discovery table and teacher-directed activity.

11:15 am - Music and Movement: Children have the opportunity to really get up and move, dance, and sing to a variety of types of music.

11:30 am - Free Choice 12:00 pm - Lunch

12:30 pm - Manipulative Choice: Children may choose from items such as puzzles, games, sorting objects, stringing objects, and more.

1:00 pm - Rest Time: All children are encouraged to nap according to their individual needs, resting quietly for a minimum of 30 minutes, at which time children may be permitted to participate in a quiet activity that will not disturb others for the remainder of rest time. In His Hands provides and launders rest mats and sheets for each child. Children are permitted to bring a blanket, pillow, and/or stuffed animal for rest time. These items will be sent home periodically to be laundered.

3:00 pm - Afternoon Snack 3:30 pm - Outdoor Play

4:25 pm - Story Time 4:45 pm - Free Choice 6:00 pm - closing time

Goals & Objectives

Our goal is that when children attend In His Hands: they are excited to learn; they feel good about themselves, who they are, and their capabilities; they mature in a nurturing, caring, preschool environment so that when they enter kindergarten; they are ready to enhance comprehension skills, problem solve, cooperate with others, and build on skills they have learned.

In His Hands provides a variety of activities to meet your child's spiritual, intellectual, physical, social, and emotional needs. They will be guided to:

- 1 Know Jesus as Friend and Savior, talk to God every day, and share this faith with others;

2. Develop and expand literacy, math, and science concepts;
- 3 Express themselves through music, dance, and art;
- 4 Work, play, share, and communicate with others;
- 5 Become aware of and have an interest in exploring God's world;
- 6 Develop a sense of pride in accomplishments;
- 7 Learn responsibility by completing work & putting materials away;
- 8 Problem solve and be self-reliant;
- 9 Improve large and fine motor skills.

Children will be assessed in the following areas:

SOCIAL / EMOTIONAL DEVELOPMENT

The main objectives in this area include increasing attention span, conveying personal information, socializing well with other children, demonstrating appropriate self-control, understanding consequences, using words to resolve conflicts, cooperating in classroom routines, and being respectful.

PHYSICAL DEVELOPMENT

The main objectives in this area are increasing coordination & balance and following basic safety rules & emergency procedure. This includes fine motor skills, such as, properly holding crayons & pencils, properly using scissors, and caring for personal needs (bathroom skills, dressing self, washing hands). This also includes gross motor skills, such as, balancing on left foot & right foot, hopping on one foot & two feet, and throwing, catching, & kicking a ball.

COGNITIVE DEVELOPMENT

The main objectives in this area include language, literacy, and expression skills, such as, following 2-step directions, speaking in words or sentences to make himself/herself understood, showing interest in letters, sounds, books, and reading, comprehending stories, recognizing his/her name in print, and using shapes, symbols, pictures and/or letters to convey meaning. This area also includes mathematical thinking skills, such as, counting, recognizing numbers, identifying shapes and colors, recognizing simple patterns, and sorting objects. This area also includes scientific thinking skills, such as, identifying parts of the body and investigating their surroundings through questions and senses.

Behavior Management

In His Hands believes that all children are a gift from God. Any inappropriate behavior will be dealt with in a loving, Christian manner. Discipline and acceptable behavior are important for children to learn. They keep children safe and promote a stress free environment; this creates a wonderful environment for learning! Our goal is that each child will be respected as well as show respect to others.

At In His Hands, we follow:

- J - just tell the truth
- E - be engaged
- S - show respect
- U - be understanding
- S - stay safe

Using this technique will encourage development of self-control:

1. Reminders and Redirection - Children are reminded of the rules and given an opportunity to change their behavior, and/or redirected.
2. Thinking Time - If inappropriate behavior does not change, the child is given thinking time in a quiet area to themselves (thus missing out on the current activity). After a few minutes, the situation is discussed with the child using the following questions. 'What did you do wrong?' 'Why is that wrong?' 'What will you do differently next time?'
3. Parent Involvement - If inappropriate behavior continues, or there is another incident after a "thinking time", parents will be notified as to what disciplinary measures were taken and how the child responded to them. If there are continuing discipline problems or dangerous behavior on a daily / weekly basis, a meeting will be required with parents & staff to determine what procedures can be implemented to change behavior, such as setting up logical / natural consequences, focusing on positive reinforcements, and highlighting when the child makes a smart choice. When the combined efforts of staff and parents fail to improve inappropriate behavior, removal from the program may be required.

Parent Communication and Involvement

Parents are welcome to visit the classroom anytime; however, we ask that no other children visit. We are licensed only for the number and age of children enrolled. Special visits, such as to do an activity or present an animal, need to be pre-arranged with the director. All volunteers must have a background check.

Throughout the year, In His Hands staff will post a monthly calendar, bi-weekly newsletters, and special notices on the "Parent News" area in the classroom so parents can stay informed. This information will also be sent home with your child regularly via hard copy/email. Informal communication between parents and staff occurs during each morning when the child is dropped off and each evening when the child is picked up.

Parent-teacher conferences will be held once/twice a year depending on age. Teachers will set up conference times with the parents. Conferences

allow for time to share information on the child's strengths and weaknesses.

The purpose of our PTL (Parent / Teacher League) is to foster a closer relationship between parents and staff in the interest of the child's education and welfare. It is your privilege, opportunity, and responsibility to be active members of this organization. Meetings will be announced.

St. Paul's provides opportunities for social gatherings with other children and their families within In His Hands, school, and church. These may include picnics, holiday concerts, open houses, and more.

Special Occasions

Field trips may be planned throughout the year. Parent volunteers are needed for transportation and chaperones.

Parties and programs will be scheduled throughout the year. Parents will be asked to help with supplies and planning for classroom parties. Musical, play, and/or end of the year programs occur as well.

Birthdays will also be observed in the classroom. During the week of his/her birthday, arrange with the director for your child to bring special treats to share if desired. Children with summer birthdays will celebrate their half birthdays in the same manner. Children will each have a chance to be the Student of the Week. Information will be sent home when your child's turn approaches. Children will have a turn to bring home a special bag with a class mascot or other item and journal.

Show and Tell times will be planned; however, please do not allow your child to bring toys from home unless they are specifically for show and tell. Items should remain in your child's book bag except when presenting them to the class. Please do not send anything of significant value; we cannot assume responsibility for items brought to school. We do not allow weapons of any kind (play guns, swords, etc...) or anything that could potentially be dangerous.

Disaster Policies

In the event of a fire, we will exit the building as diagrammed. A member of the staff will go to a neighboring home or business and call for help. The remaining staff will keep the children outside until it is declared safe to return inside. Fire drills will be conducted once per month.

In the event of a tornado, we will move children to the diagrammed area in the basement. The staff will remain there with the children until the storm has passed. Tornado drills will be conducted once a month Apr- Sept.

In the event of a flood, we will move children to higher ground. In the event of a severe storm, the children will be kept inside and away from windows. In the event of a severe injury, the injured party will be taken by car or ambulance to the hospital of parents' preference or nearest emergency facility. Substitute staff and parents will be called. Appropriate forms will be taken to the hospital and a staff person will stay until parents arrive.

Religious Training

In His Hands is a ministry of St. Paul's Lutheran Church in Cheney, Kansas. There will be Bible stories, prayers, and verses each day.

Code Compliance

In His Hands is a state-licensed facility, complying with licensing standards set by the Kansas Department of Health and Environment.

Questions or Concerns

We welcome your comments. Feel free to discuss any questions you have with the teacher and/or director. Scripture clearly informs us that we will experience conflict. Trusting in God's grace and the power of His Holy Spirit, we seek to handle conflicts in the most consistent, loving, and caring fashion possible. We believe in God's forgiveness in Christ and we live in confidence of His continuing mercy in our lives and in our conflicts. As we face conflict, we follow the guidance of Matthew 18:15-21; it instructs us in this basic procedure.

1. If you have a concern, please discuss it with the individual(s) involved first to resolve the conflict.
2. If the situation has not been resolved, the two parties, keeping confidentiality about the situation, shall seek a third party in the order of the line of authority to help. For all concerns, follow this line of authority, starting at the level of the involved individuals: Parent, Teacher, Director, Lead Teacher/Principal at St. Paul's, Chair of the Commission of Education, Commission of Education, President of the Board of Directors, Board of Directors, and Voter's Assembly. If the line of authority has been by-passed, the situation shall be referred back to the appropriate level. Pastor may be consulted at any time for Biblical direction and counsel.
3. If the Voter's Assembly is asked to resolve, all parties involved agree to abide by the decision of the Voter's Assembly.

The Matthew 18 principle requires that concerns be discussed between the individual(s) involved before going to a third party. If unresolved, the matter is to be prayerfully and in an orderly fashion moved upward in the organizational structure. This is the Lord's way of solving conflicts.

Note from the Director

Dear Parents, My goal is to share the love of Jesus with each and every child. It is my sincere desire to make your child's experience at In His Hands an enjoyable and worthwhile one, in which they grow and learn in every way. I will make every effort to assist you and your child in any way possible.
Thank You, Hollie Judd

Parent Agreement

Please read these statements and initial to indicate your agreement. Sign, date, and return this form to In His Hands staff.
Thank You

I agree that:

- My child has my permission to use all of the play equipment and participate in all of the activities provided (if exceptions, explain below)
- In His Hands will be notified promptly of any changes in the family that would affect my child's attendance, activities, or behavior, including updating contact information
- My child will arrive by 7:15 a.m. if he/she will be eating breakfast...
- My child will be picked up by closing time, 6:00 p.m.
- In His Hands will be notified and my child will not attend if sick
- All tuition and fees will be paid in full and on time
- I agree to abide by the medication administration policy
- I will respectfully communicate and work with staff in all areas to benefit the program and my child
- I have read the Parent Handbook and agree to abide by all its terms and conditions

Parent Signature

Date