

St. Luke's Lutheran Early Learning Center

2025-2026

Parent Handbook

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These policies are subject to change without prior notice. Approved February 2023.

Mission Statement

The mission of St. Luke's Lutheran ELC is to train the next generation of Christians and equip them for a life of service to their Savior, homes, churches, vocations, and communities. St. Luke's Lutheran Church of Manhattan, Kansas, Early Learning Center will provide a variety of academic and religious learning experiences in a Christ-centered environment.



Dear Families,

Thank you for your interest in St. Luke's ELC. Our purpose is to serve families who desire not simply an educational setting, but a distinctively Christian education for their children.

Before applying for admission to our ELC, please read the Handbook provided in this introductory packet. The Handbook will introduce you to many of the school's policies, procedures, and expectations for both families and students.

Our mission at the ELC has a tri-fold purpose. The first purpose is to provide a ministry to the families in the community. The ELC seeks to provide a spiritual environment with Christian leadership to help children grow and develop into mature Christian individuals by encouraging families to participate in activities with the St. Luke's Church and ELC.

Secondly, the ELC seeks to provide an environment where families can feel comfortable and secure leaving their children, knowing they will receive excellent care in their home away from home.

Thirdly, the ELC seeks to provide opportunities for children to grow and develop through exploration and experimentation with various learning materials and activities; activities that are stimulating, age appropriate, and enhance spiritual, social-emotional, physical, and intellectual development.

The Handbook also explains our religious purpose, mission, and teachings. This school believes in and teaches about the authority of God's Word. Teachers will teach and answer questions from a biblical viewpoint consistent with our mission and belief statement, as developmentally appropriate. If you would like a copy of St. Luke's Statement of Belief please contact Director, Daxibel Lebron.

Biblical principles are integrated into every subject taught at our ELC. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. We look forward to partnering with you.

As you consider this opportunity for your child, please contact Daxibel Lebron at (centerdirector@stlukemanhattan.org) or ELC Board (centerboard@stlukemanhattan.org) with any questions or concerns.

God's Blessings,

Marilyn Fick (ELC Board Chair),

Tiffany Manning (Member-at-Large),

Alyson Lister (Parent representative),

Allie McCarty (ELC Director),

and all ELC Teachers

Non-Discrimination Statement

St. Luke's ELC is committed to admitting and welcoming students of any race, color, national and ethnic origin.

A. St. Luke's Lutheran Church believes that educational opportunities and programs shall be open to boys and girls on an equal opportunity basis, and employment opportunities should be available to men and women equally in relation to federal and state regulations. We, therefore, do not discriminate on the basis of sex, color, race, ethnic, or national origin in administration of our educational policies, programs, activities, and employment practices. However, St. Luke's Lutheran Church may consider an applicant or employee's religious beliefs in hiring and firing. Under a First Amendment doctrine, known as the ministerial exception, churches, Christian schools, and other qualifying organizations are exempt from employment non-discrimination laws for hiring and firing their ministerial employees – individuals who are tasked with performing the organization's rituals or teaching and explaining its beliefs.

B. All employees and volunteers will sign a statement affirming that they will not conduct themselves contrary to the St. Luke's Lutheran Church Statement of Belief and are willing to comply with the organization's standards of conduct as determined by St. Luke's Lutheran Church. (See Statement of Belief). The ELC will retain these signed statements as part of the individual's permanent record. Conducting oneself contrary to the organization's statement of belief or violation of the organization's standards of conduct constitutes good cause to terminate employment.

Eligibility & Enrollment

St. Luke's is currently licensed through the Kansas Department of Health and Environment to provide care for children ages six weeks through school-age. The enrollment packet must be completed before attending St. Luke's ELC.

Tuition & Fees

Rates

Full Time Rates are based on a 48-week calendar year and paid over a 12 month pay schedule. Part Time classes are in session from mid-August through May.

Full Time M-F	7:00am - 5:30pm	Infants: \$1375/month 1+ Walking class: \$1275/month 2 years old class: \$1075/month 3 years old class: \$1075/month 4+ year old classes: \$1075/month
Part Time	9:00am - 12:00pm	M-F: \$425/month M/W/F: \$250/month T/Th: \$200/month

Tuition is due by the 5th of each month. Monthly invoices and receipts will be sent via email from Brightwheel. Payments can be made online through your Brightwheel account.

St. Luke's reserves the right to make tuition changes annually. You will be notified at least 30 days prior to these changes.

Payments are considered late if not received by the 5th of each month, and a \$25.00 late fee will be charged. If tuition is not received by the last day of the month, the child will not be allowed to return to the ELC, until tuition payment and late fees are paid in full.

A \$25.00 fee will be accessed on all returned checks.

If you need to make other payment arrangements, please see the Director.

Discontinuation of Care

When your child exits the program at St. Luke's a two-week notice, or two weeks of payment, must be provided. If for any reason the last day of care is extended, we will try our best to accommodate the date change. However, this will be dependent upon availability.

Hours of Operation

Full Time	M-F	7:00-5:30
Part Time	MWF	9:00-12:00

Part Time	M/F	9:00-12:00
Part Time	T/TH	9:00-12:00

For part time morning classes, please bring your child to the classroom anytime between 8:50-9:00. Class will begin at 9:00 and will be dismissed at 12:00. Please pick up your child promptly.

If your child will be absent for the day, please let their teacher know via phone call or Brightwheel.

Late Fees

Families will be allowed one late pickup per year without penalty as long as they are less than 15 minutes late. If the pickup is 15 minutes late or more, or if the family has picked up late more than once during the current year, the family will be required to pay a penalty fee of \$50.00 (per child) that must be paid before the child can return to care. Staff will begin calling authorized pickup numbers at 5:30 if we have not been contacted by parents about the situation. Late fees apply to both full-time and part-time classes. If any family habitually abuses late pickups, the director and board may reserve the right to remove the family from care.

Closings & Holiday Breaks

St. Luke's ELC will primarily follow the USD 383 Manhattan/Ogden School District's Thanksgiving, winter, and spring break. Please see the calendar at the end of this handbook for specific dates.

We may be closed additional days in the fall for our teachers to attend the LCMS Kansas District Church Worker's conference and in the spring around Easter.

In the event of inclement weather, we will be CLOSED when USD 383 closes. Due to our remote location, we do reserve the right to implement a delayed start or weather closure, even if USD 383 does not, if we feel that is the safest option for our staff and families.

Please listen to KSNT or WIBW television in case of bad weather. A message will be sent via Brightwheel and email as soon as possible.

Arrival & Departure

Please park in the back church lot and enter through the ELC door to walk your child to their classroom. Parents are welcome and encouraged to visit the center at any time during the day. Your presence is never an inconvenience.

Arrival Procedures

- Upon arrival, please assist your child with washing their hands before starting

the day.

- Sign your child in electronically through Brightwheel.
- Ensure an ELC staff member is aware of your child's arrival.

Departure Procedures

- Ensure an ELC staff member is aware of your arrival and your child's departure.
- Sign your child out electronically through Brightwheel.

Meals and Snacks

The ELC will provide all children eating table food with a nutritious breakfast, morning snack, lunch, and afternoon snack. Serving times are as follows:

Breakfast: 7:15-7:45

AM Snack: 9:00-9:30

Lunch: 11:30-12:00

PM Snack: 2:45-3:15

*infants will be fed on demand

Infant Breastmilk and Formula

Breastmilk must be brought in fresh daily, pre-bottled, thawed, and will be stored in the classroom refrigerator. Breastmilk must be labeled with the child's name, date, time expressed, and number of ounces in the container.

Fortified breastmilk must be prepared at home and can be served the day it was prepared.

The ELC will provide Parent's Choice Non-GMO Premium Infant Formula with Iron. You may choose to provide your own formula due to preference or your child's individual needs. Formula must arrive at the center un-opened with your child's name on the container.

Parents and teachers will work together to determine when a child is ready for table food while at school and which foods each individual child is ready for.

Special Treats

Special treats may be served for birthdays, special occasions, and class celebrations. Please talk with your child's teacher if you plan to bring in a special treat.

Diapering

Families will provide all diapers, wipes, and diaper creams.

Parents will be notified in person or through Brightwheel when your child's diaper supply is running low. You will be notified again if your child has completely run out of diapers. If diapers have still not been provided, you will be asked to keep your child out of the center until you can bring diapers with you.

Potty Training

ELC staff will be happy to partner with families to work on potty training at age 2 or older. When parents or staff feel that a child is ready to potty train a conversation will be initiated and a plan will be agreed upon. Our goal is to provide training that is consistent between home and school to ensure success. All children in our preschool age classes (3-5 years old) must be potty trained. These classrooms do not have changing tables and we cannot provide a sanitary changing surface.

Indoor Play

At St. Luke's ELC, we believe that children thrive when they are safe, healthy, nurtured and secure. We provide an indoor play environment that stimulates children's minds and creativity, and supports their physical, emotional, social and intellectual development.

Both structured activities and free-play activities will be utilized through center-based play. Our play centers are ever evolving and include: dramatic play, blocks, art, writing, science, toys, games, and seasonal experiences. *Water Beads are not allowed at the center. Please do not send these with your child.*

Outdoor Play

We will attempt to play outside daily, weather permitting. St. Luke's ELC maintains a fenced-in play area, providing a variety of activities that promote large and fine motor skill development. All precautions have been taken to make this a safe and fun place for children to play. All children should have proper attire for outside conditions. The Kansas Department of Health and Environment (KDHE) has provided a chart of comfortable temperatures to play in. If the wind chill is below freezing or the heat index is above 100 degrees, we will not go outside.

If you prefer your child to wear sunscreen, please apply before your child attends for morning play and provide sunscreen to apply for afternoon play.

Rest Time

All children need rest throughout the day. Depending on your child's age, he/she will take an appropriate length of nap. Children must bring their own cot/crib sheet and blanket/sleeping sack. Cot sheets, a pillow and stuffed animal may also be brought if desired. Quiet activities will be provided for those children who remain awake. Bedding will be sent home on Fridays to be washed and must be brought back clean on Mondays. There will be a \$10 late fee per day for the use of Center bedding.

For more information regarding the daily activities, a tentative schedule for each classroom is attached at the end of this handbook.

Clothing & Personal Belongings

Please keep in mind that children do get messy at times through play activities and accidents. Appropriate attire, that you don't mind being stained, would be advised. It is required by State regulations that 2 changes of clothing to keep at school. This should include socks, underwear, shirt, and shorts/pants appropriate for the weather.

Blankets, pillows, and stuffed animals for naps may be left at the ELC throughout the week. Please leave all other personal toys, books, etc. at home to prevent conflicts between children and broken or lost items. Plenty of toys and books for all children will be provided.

Discipline Policy & Guidance

Classroom expectations will be developmentally appropriate to create a safe environment. An essential part of early childhood education is to help children develop self-control and empathy for others.

We will do our best to model, to children and parents, the values of:

- Compassion
- Respect
- Physical and Emotional Safety
- Open-Mindedness
- Responsibility
- Integrity

Children will be praised for appropriate behaviors and interactions. However, when events occur and discipline is necessary, it will be used to help the child learn about his/her behavior and actions. Logical consequences will be used when the consequence is acceptable to be learned from. For example, if a child takes all of the toys out of the toy box, the child will be asked to pick up all of the toys before moving to another activity.

Physical harm, threats, violent language, and neglect will never be used with a child.

The following guidelines will be used:

- Praise-Statements to positively reinforce appropriate behaviors

- Anticipation: Preventative actions before problems start
- Redirect or replace with another activity
- Offer acceptable choices for behavior
- Make suggestions and help the child do some problem solving
- Let the children interact and try to solve the problem together, as long as they are not in danger
- Ignore inappropriate behavior, if it is attention seeking only
- Talk about the inappropriate behavior and suggest (or have the child suggest) other behaviors
- Have the child suggest consequences for his/her behaviors
- Time apart may be used as a last resort for short periods of time

Safety & Health Concerns

Safety First

Your child's safety is taken very seriously. We practice safety at all times. Should an incident occur, you will be provided with a copy of the incident report when you pick up your child and will be asked to sign the form. If your child has been injured at home or elsewhere, please inform a staff member at time of drop-off and indicate any special care the injury may require.

Allergies and Special Dietary Needs

Parents must provide written documentation of any food allergies or dietary restrictions.

- The center will take precautions to prevent exposure to allergens.
- Modifications to meals or snacks will be implemented in coordination with parents.

Illnesses

Your child will not be allowed to attend if the following health symptoms are present:

- Fever of 100.4 degrees or higher.
- Vomiting, diarrhea, nauseous/upset stomach
- Watery or matted eyes

Children may return to the ELC with a medical release when they are:

- Fever free , for 24 hours, without medication
- Symptom free, for 24 hours, without medication

Children may return to the ELC without a medical release when they are:

- Fever free , for 48 hours, without medication
- Symptom free, for 48 hours, without medication

If a child should become ill while in our care, a staff member will notify the parent or other designated person to pick up the child as soon as possible.

Children diagnosed with chicken pox, strep throat, head lice, pink eye, Covid, or

other communicable illness can only return after following recommended incubation periods and/or treatments and accompanied by a doctor's note indicating the child is able to return.

Children diagnosed with influenza must stay home for 7 days after the onset of symptoms. This state regulation became effective May 2018.

Please call or send a note through Brightwheel before your normal arrival time if your child will not attend due to illness.

Diarrhea Policy

If a child experiences diarrhea the classroom teacher will contact parents so that they are aware of the situation. Teachers will inform parents that if there is another incident of diarrhea, the child will be required to go home as quickly as possible and cannot return until they are symptom free, without medicine, for 48 hours.

- first round of diarrhea, contact parent
- second round of diarrhea, child will be sent home and not allowed to return until 48 hours symptom free without medicine
- Diarrhea is defined by the American College of Gastroenterology as loose or watery bowel movements that deviate from a child's normal pattern.

Hand-Foot-Mouth (HFM) Policy

Hand foot and mouth is a highly contagious virus that presents itself with fever, aches, stomach upset, feelings of general unwellness, and of course the well-known red bumps. Bumps usually, but not always, become a raised blister and often may develop a white center. The spread of HFM is very difficult to stop because people are contagious up to 3 days before symptoms appear and remain contagious even after the flu-like symptoms have disappeared. People are considered no longer contagious once they have been fever free without medication for at least 24 hours and all of the raised bumps have scabbed over. For most people, this means remaining home for an average of 7 days. If your child is diagnosed with HFM you will be required to keep them home until they have met the above requirements. If you are unsure if the bumps are healed enough to return to the center please consult with the director before bringing your child back.

***A doctor's note is not an exception to the above policies.**

Medication

Prescription medication will be administered only upon written consent by the parent and only if it cannot be given at home. All prescriptions must be in the original container and clearly labeled with the name of the physician, medication, pharmacy, child's full name, date issued, expiration date, and dosage amount. All medications will be kept in a locked box out of reach of children. If a medication is available over the counter, it will still require the same information that is needed for a prescription.

Physical or Object aggression by children towards peers or staff

If your child uses physical aggression 3 times on any one day, then your child will be sent home for the remainder of that day. If at any time the aggression is extreme enough to cause physical harm such as bruising or bleeding, then the child will be asked to go home immediately. If the physical aggression continues and is severe to where it becomes necessary to send the child home on a daily basis or is adding undue stress on the other children or the environment it may become necessary to dismiss the child from our program. Please know that this would be a last resort.

Physical aggression will be defined as exhibiting behaviors that have the potential to cause harm to another person. (Including but not limited to biting, hitting, kicking, headbutting, scratching, pinching, pushing, hair pulling, and spitting.)

Object aggression shall be defined as throwing or hitting with objects that are not intended to be thrown with enough force as to cause potential harm or purposely damaging or breaking items out of anger or frustration.

Incidents of aggression will be handled as follows:

1. The aggression will be interrupted with a firm "No...we do not hit. We use our hands for helping" or another similar phrase.
2. Staff will stay calm and will not overreact.
3. If there is an injured child, they will be comforted.
4. Staff will remove the child that is displaying the behavior from the situation.
5. Staff will use positive phrases to explain why aggression is not acceptable and try to help the child express what they are feeling in a positive manner, using their words.
6. The injured student will continue to be observed by staff, and parents will be notified
7. After an incident has occurred, staff members will maintain a close and constant supervision of the child at all times.
8. Parents of both children will be notified and appropriate reports will be filled out for both children.

Biting

-Biting is seen as a form of communication.

Biting is a natural developmental stage that many children go through. It is usually a temporary stage. The safety of the children at the center is our primary concern. Children bite for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Children may have poor verbal skills and are impulsive with a lack of self-control. Sometimes biting occurs for no apparent reason. Our biting policy addresses the actions the staff will take if a biting incident occurs.

We understand that **children younger than three years old** may bite more often as they are developing the language skills to express their emotions like frustration, anger, and even excitement. They may also bite if they are stressed or overwhelmed. Young toddlers may also bite when they are experiencing teething pain. And simply put, biting can be a result of a child naturally exploring the world with their mouth- a developmentally appropriate way for them to gather sensory information about the objects around them.

When **children younger than three years old** bite another child, staff will positively redirect the child and use the incident as a teachable moment **inside the classroom**. Because biting is a developmentally appropriate form of communication for young toddlers, a young toddler who bites will only be sent home if the biting happens excessively and compromises classroom safety and/or a child's ability to safely learn and play. Teachers who witness the biting will consult with the Director

when the biting happens in excess and compromises student and/or classroom safety. A thoughtful decision will be made that prioritizes the safety of all students and staff in the classroom. Parents will be notified of all biting incidents and in addition, notified if a decision is made to remove the child from the classroom for the remainder of that school day. Children will be welcomed back at any time on the next school day.

Sending a young toddler home for biting will be used as a last resort and as previously stated, will only happen if excessive biting is occurring that creates an environment where students cannot safely learn and explore.

In the classroom, teachers will model to children how to "use their words" if they become angry or frustrated. Staff members will maintain a close and constant supervision of children at all times. The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "Ouch! Biting hurts!" or "We don't bite!" or other similar phrases.
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will redirect the child who bit away from the situation and the child will be given something to do that satisfies their desire to bite.
- The wound of the bitten child shall be assessed and cleansed with soap and water. First Aid procedures will be followed as needed.
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report).
- The bitten area should continue to be observed by parents and staff for signs of infection.
- Staff members will continue to maintain a close and constant supervision of the child at all times.

We have observed that **children who are older than age three** often bite less as they have better developed language skills and a better ability to show self-control in heightened moments allowing them to express their feelings through words instead of actions. When a child who is older than age three bites, staff will positively redirect the child and use the incident as a teachable moment **inside the classroom**. When a child older than age three bites a staff member or another child, parents will immediately be notified with an explanation of the events that lead to the bite as well as how the incident was handled.

If **children who are older than age three** bite three or more times in one day OR if any bite results in broken skin, the biter will be sent home immediately. Teachers who witness the biting will consult with the Director when the biting happens in excess and compromises student and/or classroom safety. A thoughtful decision will be made that prioritizes the safety of all students and staff in the classroom. Parents will be notified of all biting incidents and in addition, notified if a decision is made to remove the child from the classroom for the remainder of that school day. Children will be welcomed back at any time on the next school day.

In the classroom, teachers will encourage children to "use their words" if they become angry or frustrated. Staff members will maintain a close and constant supervision of children at all times. The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm “We do not bite our friends!” or “Biting is not a safe choice!” other similar phrases.
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will redirect the child who bit away from the situation and the child will be given something to do that satisfies their desire to bite.
- The wound of the bitten child shall be assessed and cleansed with soap and water. First Aid procedures will be followed as needed.
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report).
- The bitten area should continue to be observed by parents and staff for signs of infection.
- Staff members will continue to maintain a close and constant supervision of the child at all times.

Removal from Care

In the rare event that a child would need to be removed from care, due to policy violations, the following process will be followed:

- Teacher will notify and seek support from ELC Director
- Teacher will communicate concern with parent/guardian
- Incident Reports will be signed and filed in the ELC office
- If issue continues, ELC Director will communicate concern
- ELC Director will seek additional support from KCCTO and/or Child Care Aware Behavioral Resources and the advice of ELC Board
- With approval from the ELC Board, the ELC Director will communicate removal process to parent/guardian

Mandatory Reporting

As a licensed facility, we are mandated reporters for child abuse and neglect. If a staff member suspects that your child has been abused or neglected in physical, emotional or sexual ways, we must report this information.

The ELC currently uses a variety of curriculum to provide quality experiences for every age in each stage of development.

Creative Curriculum utilizes learning through a balance of child led and teacher directed activities to take advantage of both children's natural curiosity and preparation for kindergarten. Hands-on-activities and projects encourage thorough understanding by tying learning to memorable events. A creative preschool program meets the developmental needs of the children and encourages growth not just in academics, but in social and emotional areas as well. Teachers guide children in exploring their interests as they investigate the world around them. For children who are more advanced, or just need extra time to practice, there is an option for "homework". This "homework" is additional worksheets that the teacher can prepare and send home with your child to help reinforce and practice what they have already learned in class, or to extend their learning. Coordination of "homework" should be planned and discussed with your child's teacher. Never, do we want to overwhelm children with extra work for which they are not ready.

Zoo-phonics is our multisensory language arts program that uses a kinesthetic, multi-modal approach to learning all aspects of language arts, including vocabulary development & articulation based on phonics and phonemic awareness. Zoo-phonics uses animals drawn in the shape of the letters for ease in memory. A related body movement is given for each letter. This concrete approach cements the sounds to the shapes of the letters. Lowercase letters and their sounds are taught first, capital letters and letter names are taught later.

Learning without Tears is used in our preschool classrooms. This curriculum offers multisensory strategies and materials to teach pencil grip, letter formation, and the literacy skills that are needed for print and cursive handwriting.

Orange Another component of the curriculum will be focused on growing students' faith. Students will be led in daily Bible Time stories and activities by teachers, Pastor and/or DCE and will participate in a weekly Chapel service held in St. Luke's Lutheran Church sanctuary on Wednesday mornings at 9:30. We utilize Orange for our Bible curriculum in all classrooms. Orange is a weekly, web-based preschool ministry curriculum and strategy designed for babies through 5-year-olds. Orange strives to provide tools and a strategy for both church AND home to give kids a faith that will last forever. First Look preschool ministry curriculum weaves music, communicator scripts, small group discussions, video presentations, and creative activities together to reinforce one clear and simple bottom line each week so kids can walk (or crawl) away and remember what matters most.

Newsletters

Your child will be bringing home a newsletter every week. Please read your newsletter, as it will notify you of any special activities during the month. It will also list the themes for each week, birthdays and Bible verses for the month.

Conferences

In order to touch base with parents on student progress, the teachers will each hold parent/teacher conferences twice each year. We truly appreciate your partnership in helping your child grow and look forward to these meetings. These dates are flexible to meet the needs of both teachers and families. If you have any concerns throughout the year, please do not hesitate to contact your child's teacher or the director immediately. Supporting you and your child is our priority.

Birthdays

You are welcome to bring a special treat to class for your child's birthday. Please coordinate this with your child's lead teacher. Birthday invitations may be passed out to all classmates; otherwise, they must be discretely placed in the Parent Pockets (located in the hallway) or delivered outside of school.

Family Data Change

Please notify the teachers of any changes in address or phone numbers or family situations so that such changes can be made on your child's records.

Parent Volunteers

As a nonprofit organization we encourage volunteerism from parents throughout the school year. There are many opportunities and ways to volunteer to support your child's school, such as fundraising events, holiday events, classroom events, field trips, or as the needs arise.

Family Events

Throughout the year various family events will be offered for your family and friends to enjoy. We know sometimes it is hard to find time for family. We want to help by providing fun opportunities for family bonding. To find out more information please check the newsletter or website.

Field Trips

During the school year we may go on pre-planned field trips. Some of these may include the pumpkin patch, museum, or zoo. Before each field trip we will have permission forms for parents to sign. Transportation for field trips will either be contracted with USD 383 who is able to provide harness school buses or provided by teachers and/or parent volunteers. In the case that we utilize teachers and/or parent volunteers, we will have a sign-up for parent volunteers to drive to and from the event. Drivers must be 18 years of age, have a current driver's license and show proof of insurance on the vehicle. Each child will be in an individual restraint as governed by the State of Kansas. We will ask parents to provide their child's car seat for the day of the field trip.

Technology

Each child will have opportunities to explore technology in a developmentally appropriate setting. All technology will be used to enhance curriculum while under adult supervision.

Worship

We hold chapel for our students every Wednesday at 9:30am. We invite families to join us for chapel as well. St. Luke's also holds services Saturday at 6pm and Sunday 8:30am & 11am. We would love to see your family worship with us.

Additional Support

Sometimes parents feel like they need additional tools in their proverbial tool belt in order to raise their children. Through St. Luke's parents and the community are welcome to attend parenting class Love and Logic and Dave Ramsey Financial Peace University, Smart Money Smart Kids and The Legacy Journey. More information can be found in our newsletter or website.

Disaster Plans

Serious Injury:

1. Assess the situation. Remain calm
2. Administer first/aid/CPR if needed
3. All other children should sit quietly
4. Call 911
5. Call Parents
6. Call emergency substitute
7. Take child's file to hospital
8. Call the Health Dept. if doctor or hospital visit occurs

Allergic Reaction:

1. In the case of an allergic reaction of a child that has an EpiPen, staff will administer that child's EpiPen. Staff will then call 911 if another nearby staff member has not already done so.
All staff are trained to administer an EpiPen in their First Aid training.
2. In the case of an allergic reaction for a child without an EpiPen, a staff member will immediately call 911 and request emergency services for the child.
3. A staff member will call parents to notify them of the allergic reaction and measures taken.
4. A critical incident report will be filled out and submitted to KDHE.

Fire:

1. Children line up by exit, count children
2. Exit through one of two exits.
3. Go to designated meeting area – south side of building outside main ELC entrance past the parking lot
4. Count children and call of names
5. Call 911 from cell phone
6. In the case of inclement weather, walk to primary evacuation site

Storm:

1. Children will stay inside away from windows
2. Limit/discontinue use of electrical items
3. Keep phone and battery-operated radio on hand for weather updates
4. Ask that parents wait until all danger has passed before coming to pick up children
5. Keep children busy with games/stories until it is safe to resume normal activities or parents arrive

Flood:

1. I will stay in the building as long as it is safe
2. Phone parents if there is flash flooding and streets are not safe to travel on.
3. Call emergency crews if there is a medical or other emergency

Tornado:

1. Children will go to the adult bathrooms located at the North end of the ELC hallway.
2. Bring First Aid Kit, phone, snacks, activities, etc. from the classrooms.
3. Limit the use of electrical items.
4. Keep children away from windows and doors.
5. Tune in to battery operated radio for weather updates.
6. Ask that parents wait until warnings have expired before picking up children

Snow/Blizzard:

In the event of inclement weather, we will be CLOSED when USD 383 closes. Due to our remote location, we do reserve the right to implement a delayed start or weather closure, even if USD 383 does not, if we feel that is the safest option for our staff and families.

1. If winter weather is predicted, the Program Director will closely monitor weather and road conditions. St. Luke's ELC reserves the right to preemptively cancel services for the following day if necessary.
2. If winter weather worsens while the center is open, the Program Director will notify parents or guardians of closure and allow them as much time as possible to safely get to the center and pick up their child(ren).
3. Notifications will be sent via Brightwheel, Text, email, and phone until all parents have been reached. If we are unable to reach a parent, we will begin contacting other approved pick-ups.

Missing Child:

1. Contact your local law-enforcement agency as soon as you have determined a child is missing or has been abducted. Do not delay in reporting the child is missing to law enforcement.
2. Contact the parent/guardian of the missing child
3. Call parents to pick up other children in care.
4. Search any area into which a child could crawl or hide and possibly be asleep or unable to get out. This includes other rooms in the building, closets, under tables, in vehicles including trunks, or any other space into which a child might fit. Check areas where the child was last seen or may have played such as open or abandoned wells, sheds, buildings, and crawl spaces.
5. Provide law enforcement with the date, time, and location where

the child was last seen.

6. Compile descriptive information about the child and have the information available to provide to the first-responding, law-enforcement investigator. Descriptive information should include items and information such as a description of the clothing worn at the time the child was last seen; date of birth; hair and eye color; height; weight; complexion; identifiers such as eyeglasses or other unique physical attributes.
7. Restrict access to the building, no matter where your child was last seen, until law enforcement has arrived and had the opportunity to search the home and surrounding area

Acts of Violence/Terrorism:

1. Enforce facility security. Restrict visitors to only public areas. Ensure that all visitors are identified and appropriately cleared before they enter the facility.
2. Response to the consequences of a terrorist or violent act will depend on the hazards presented:
 - a. Armed Intruder - Call for help (911). Try to get the children to safety, either in a corner in the locked classroom, or quickly taken outside and to the church building. DO NOT try to confront the intruder and make him/her even more violent. Try to remain calm and to calm down the intruder.
 - b. Hostage situation - Call for help (911). Don't endanger yourself or any of the other children by trying some sort of rescue. Pay attention to the captor(s), try to get details of what they want and accommodate them. Provide as much information as possible to the police when they arrive.
 - c. Bomb - any unknown package could be a bomb. If you have any reason to believe that it is, EVACUATE IMMEDIATELY and let the experts deal with it. Call for help (911).
3. Ask that parents wait until warnings have expired or until there is no longer a threat before picking up children.

Intruder Inside the Building:

1. Move all students to the nearest classroom or secure place
2. If any students are outside, they should NOT enter the building
3. Move outside classes to the primary evacuation site – Prairiewood Retreat and Preserve's Stone House/Office
4. Lock classroom door
5. DO NOT lock exterior door
6. Have students sit in the corners on the floor, and away from windows and doors or in classroom bathrooms.
7. Turn off the lights
8. Teachers should take attendance and make a list of any missing or additional students in their classroom
9. DO NOT respond to anyone at the door, until the "all clear" is announced
10. When or if students are moved out of the classroom, assist them in moving as quietly as possible
11. When the threat is over/the intruder has left the building, the director will give the "all clear"

Evacuation (including chemical release, utility failure, gas leak):

1. Children line up by exit, count children
2. Exit through one of two exits.
4. Walk to designated fire gathering area – south side of building outside main ELC entrance past parking lot
5. Count children and call names
6. Call 911 for a potential escort across Anderson Ave.
7. Evacuate to Prairiewood Retreat and Preserve's Stone House/Office–

walk along St. Luke's driveway, across Anderson Ave (teachers block traffic if police escort is unavailable)

8. Gather in Prairiewood's
9. Stone House/Office
10. Re-Count children and call of names
11. Begin notifying families of reunification plan.

Alternative Evacuation Site: Blueville Nursery

Continuity of Care after emergency

1. After an emergency the Program Director will assess the safety of the center, contacting Licensing for assistance and advice if needed.
2. The Program Director will gather information on the needs of the families to determine how to best provide for them and the number of children that will require care.
3. Upon assessing the needs and safety of the center, a determination will be made in cooperation with Licensing on how best to proceed.

Utility Failure/Power Outage

1. In cases of utility failure, we will contact families to let them know of the situation. We will ask that families monitor messages for further updates.
2. We will monitor the building for up to an hour to ensure we are meeting requirements for the environment in the classrooms.
3. If utilities remain off after an hour, or the environment no longer meets requirements, we will contact families to pick up children for the day.
4. Families will be notified of the plans for the following day based on information that we receive from the utility company.

Unscheduled Closure (for example: medical concerns, staff shortage, weather or water damage, unforeseen scheduling conflicts with Church, etc.)

1. If there is a reasonable possibility of a problem the Program Director will contact families the night before the potential closure and advise them of the issue and to monitor their messages. If the concerns are confirmed the Director will cancel the care for the following day as early as possible to allow families as much time as possible to find alternative care.
2. If the situation arises while the center is open the Program Director will notify parents of the situation and closure, allowing them as much time as possible to safely get to the center and pick up their children.
3. Notifications will be made by Brightwheel, Text, email, and phone until all parents have been reached. If we are unable to reach a parent, we will begin contacting other approved pick-ups.

****We always carry the First Aid kit, phone, and children's files on outings! -
KDHE Parent permission forms are required for any outings off premises that
are not considered an emergency**

Closings & Holiday Breaks

St. Luke's ELC will primarily follow the USD 383 Manhattan/Ogden School District's Thanksgiving, winter, and spring break. Please see the calendar at the end of this handbook for specific dates.

We may be closed additional days in the fall for our teachers to attend the LCMS Kansas District Church Worker's conference and in the spring around Easter.

In the event of inclement weather, we will be CLOSED when USD 383 closes. Due to our remote location, we do reserve the right to implement a delayed start or weather closure, even if USD 383 does not, if we feel that is the safest option for our staff and families.

Please listen to KSNT or WIBW television in case of bad weather. A message will be sent via Brightwheel and email as soon as possible.

Tentative Schedule Full Day Infant (6 weeks – 1+walking)

Infants will be fed, receive diaper changes, and nap based upon each child's individual needs. Older infants who are ready for age-appropriate table food will have snacks and meals at the same time as the rest of the ELC. Individualized lesson plans will be created for each child and activities will be implemented throughout the day.

7:10-7:45	Breakfast
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9:00	AM Snack
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10:00-11:00	Outside
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11:30-12:00	Lunch
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2:30	PM Snack
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3:00-4:00	Outside
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Tentative Schedule - Full Day Toddlers (1+Walking & 2-year-old Rooms)

7:00-8:30	Arrival and Centers (Breakfast served 7:10-7:30)
8:30-8:45	Morning Greeting and Large Group Activity
8:45-9:00	Bathroom/Diaper Changes
9:00-9:20	Snack
9:20-9:30	Bible Time
9:30-10:30	Outdoor play
10:30-10:45	Bathroom/Diaper Changes
10:45-11:30	Center Activities/ Guided Exploration (small groups)
11:30-11:45	Bathroom/Diaper Changes
11:45-12:15	Lunch
12:15-12:30	Bathroom/Diaper Changes
12:30-2:30	Nap (Quiet activities for those who are awake)
2:30-2:45	Wake Up/Bathroom/Diaper Changes
2:45-3:00	Snack
3:00-3:15	Large Group Activity
3:15-3:30	Story
3:30-4:30	Outdoor play
4:30-4:45	Bathroom/Diaper Changes
4:45-5:30	Centers

Tentative Schedule – Full Day Preschool (3–5-year-olds)

7:00-8:30	Arrival and Centers (Breakfast served 7:10-7:30)
8:30-8:50	Morning Circle
8:50-9:00	Toileting & Handwashing
9:00-9:20	Snack
9:20-9:30	Bible Lesson
9:30-9:45	Theme Lesson
10:00-10:45	Centers and Special Activities
10:45-11:45	Outside
11:45-11:50	Circle Time (Zoo-Phonics/Show and Tell)
11:50-12:00	Toileting & Handwashing
12:00-12:30	Lunch
12:30-12:45	Toileting and Handwashing
12:45-2:45	Nap (quiet activities available)
2:45-3:00	Toileting & Handwashing (cots away)
3:00-3:15	Snack
3:15-3:30	Story Time
3:30-4:30	Outside
4:30-5:30	Centers and Special Activity

Tentative Schedule – Part Time

8:50-9:00	Welcome, sign in
9:00-9:15	Bible Time
9:15-9:30	Calendar/Sharing Time
9:30-9:45	Snack
9:45-10:45	Free Choice Center Time/Activity
10:45-10:55	Story
10:55-11:45	Outside Play
11:45-12:00	End of Day meeting/Prayer
12:00	Dismissal

St. Luke's Lutheran
Early Learning Center (ELC)
4801 Anderson Ave. Manhattan, Kansas 66503
Phone: (785) 539-2604

Website: <http://www.stlukesmanhattan.org/elc>
E-Mail: centerdirector@stlukesmanhattan.org

Director – Allie McCarty
(centerdirector@stlukesmanhattan.org))

ELC Board
Chair – Marilyn Fick
Member-at-large – Tiffany Manning
Parent Representative - Alyson Lister
(centerboard@stlukesmanhattan.org)

Pastor - Michael Schmidt
Director of Christian Education - William Prann
Office Coordinator - Sue Wells