

St. Luke's Lutheran Early Learning Center

2020-2021

Parent Handbook

4801 Anderson Ave. Manhattan, Kansas 66503

Phone: (785) 539-2604

Website: <http://www.stlukesmanhattan.org/elc>

E-Mail: centerdirector@stlukesmanhattan.org

These policies are subject to change without prior notice. Approved March 2020

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 Parent Handbook provided in this introductory packet. The Parent Handbook will introduce you to many of the school's policies, procedures, and expectations for both parents 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 parents 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 Parent 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, Laurie Powell.

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 Laurie Powell (centerdirector@stlukesmanhattan.org) or ELC Board (centerboard@stlukesmanhattan.org) with any questions or concerns.

God's Blessings,

Julie Thiele (ELC Board Chair),
Tiffany Manning (Member-at-Large),
Jessica Brockman (Parent Representative),
Laurie Powell (ELC Director),
Tracie Hudson (ELC Assistant 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 states 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 6 weeks-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	7:00-5:30	Infants: \$1200/month 1+ Walking class: \$1100/month 2 years old class: \$900/month 3 years old class: \$900/month 4+ year old classes: \$900/month
Part Time MWF	8:00-11:30	\$225/month
Part Time T/Th	8:00-11:30	\$175/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.

Cash or check payments are placed in lock-box outside the Director's office.

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	8:00-11:30
Part Time	T/Th	8:00-11:30

Part time morning classes please bring your child to the classroom anytime between 8:00-8:30. Class will begin at 8:30 and will be dismissed at 11:30. Please pick up your child by 11:35.

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

Late Fees

Three late pickups will be allowed each calendar year. These are to be used in case of emergency, traffic, accidents, etc. Each child will have a time card in his/her file. When three late pick-ups are documented, parents will be notified and the following late fees will be accessed.

- 1-15 minutes late \$15 charge
- 16-30 minutes late \$30 charge
- 31-45 minutes late \$45 charge

After 15 minutes, staff will begin calling authorized individuals.

Closings & Holiday Breaks

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

We may be closed additional days in the fall for our teacher's 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. Please listen to KMAN 1350 AM or WIBW television in case of bad weather. A message will be sent via Brightwheel as soon as possible.

Arrival & Departure

Please reserve the circle drive for pick up and drop off. Parents are welcome and encouraged to visit the center at any time during the day. Your presence is never an inconvenience. If you plan to stay for an extended amount of time, please use the parking lot.

Arrival Procedures

- Upon arrival, please assist your child with washing their hands before starting the day.
- Sign your child in either 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 either electronically or on the form provided.
- Ensure an ELC staff member is aware of your child's departure.

Meals and Snacks

The ELC will provide a nutritious breakfast, morning snack, lunch and afternoon snack for all children who are developmentally ready to eat table food. Serving times are as follows:

Breakfast:	7:15-7:45
AM Snack:	9:00-9:30
Lunch:	11:45-12:45
PM Snack:	2:30-3:00

*infants will be fed on cue

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.

Infant Breastmilk and Formula

Breastmilk may be brought in fresh every day and stored in the refrigerator or brought in weekly and stored in the ELC's kitchen freezer. Breastmilk must be labeled with the child's name, date, time expressed, and number of ounces in the container.

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.

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

The ELC will provide Parent's Choice Fragrance Free baby wipes. If you prefer a different type of wipe be used for your child, you will be required to provide the wipes of your choosing.

Parents will provide all diapers 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 after three days 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. Once you have brought in diapers the teachers will take the necessary amount of diapers out of your child's supply to replenish the classroom's emergency supply.

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 Center, Science Area, Toys and Games, and seasonal centers.

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. A cot sheet will be provided by the ELC. Children must bring their own blanket. A pillow and stuffed animal may also be brought if desired. Quiet activities will be provided for those children who remain awake.

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. Please bring a change 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. Children will have the opportunity to bring a special item to school on his/her designated Show and Tell day.

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 disciplining 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.

Illnesses

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

- Fever of 100 degrees or higher.
- Vomiting, Diarrhea, nauseous/upset stomach
- Watery or matted eyes (pink eye)

Your child must be symptom free for 24 hours without medication before returning.

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 sent home with a fever, diarrhea, or vomiting may not return for 24 hours after the last symptom was present.

Children diagnosed with chicken pox, strep throat, head lice, pink eye or other communicable illness can only return after following recommended incubation periods and/or treatments and 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 the digital application before your normal arrival time if your child will not attend due to illness.

Medication

Medication will be administered only upon written consent by the parent and only if they cannot be given at home. Prescription medications must be in the original container 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.

Biting

Biting is a natural developmental stage that many children go through. It is usually a temporary condition. 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 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 "No...we do not bite. We use our teeth for eating food" or other similar phrase.
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- 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.
- After a biting incident has occurred staff members will maintain a close and constant supervision of the child at all times.

If your child bites 3 times (as long as the skin on the other person is not broken) on any one day, then your child will be sent home for the remainder of that day. If at any time the skin is broken due to a bite, then the child will be asked to go home immediately. If the biting 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.

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.

Curriculum

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.

Handwriting 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.

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 First Look produced by Orange for our Bible curriculum in all classrooms. First Look 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.

General Information

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. Conference dates are listed on the school calendar. 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 busses 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

Sometime 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 Health Dept. if doctor or hospital visit occurs

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. Children 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

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 doors

5. DO NOT lock exterior doors
6. Close window coverings
7. Have students gather in adjoining bathrooms. Infants gather on nap side.
8. Turn off the lights
9. Teachers should take attendance and make a list of any missing or additional students in their classroom
10. DO NOT respond to anyone at the door, until the “all clear” is announced
11. When or if students are moved out of the classroom, assist them in moving as quietly as possible
12. When the threat is over/the intruder has left the building, the director will give the “all clear”

Evacuation:

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 Stone House/Office
9. Re-Count children and call of names
6. Begin notifying families of reunification plan.

Alternative Evacuation Site: Blueville Nursery

****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 is not
considered an emergency**

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

9:00 AM Snack

10:00-11:00 Outside

11:30-12:00 Lunch

2:30 PM Snack

3:00-4:00 Outside

Tentative Schedule - Full Day Toddlers (1+Walking & 2 year old Room)

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

8:00-8:40	Welcome, sign in
8:40-9:10	Bible Time
9:10-9:30	Calendar/Sharing Time
9:30-9:45	Snack
9:45-10:10	Free Choice/Library/Centers
10:10-12:20	Story
10:20-10:45	Activity
10:45-11:20	Outside Play
11:20-11:30	Story
11:30	Prayer/Dismiss

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/Lead Teacher - Laurie Powell
(centerdirector@stlukesmanhattan.org)

Lead Teacher/Assistant Director - Tracie Hudson
(teacher.tracie@stlukesmanhattan.org)

Lead Teacher – Allie Abernathy
(teacher.allena@stlukesmanhattan.org)

Lead Teacher – Ann Young
(teacher.ann@stlukesmanhattan.org)

Lead Teacher – Mariah Irvin
(teacher.mariah@stlukesmanhattan.org)

ELC Board

Chair – Julie Thiele

Member-at-large – Tiffany Manning
(centerboard@stlukesmanhattan.org)

Senior Pastor – Michael Schmidt

Campus Pastor – King Crawford

Director of Christian Education – Charity Smith

Office Coordinator – Sue Wells

