

Trinity Lutheran Parents' Day Out

Operations & Safety Handbook

2022-2023 School Year

TLC/PDO
2022-2023

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Operations

This Policies and Procedures Manual has been developed for the Parents' Day Out program at Trinity Lutheran Church in Kirkwood Missouri (hereinafter TLC/PDO). This Manual standardizes the day-to-day practices and guides decision making by the staff and church leadership as the program operates to serve families in the metropolitan area.

Registration

Before a child can attend TLC/PDO, the following forms must be completed and submitted to the Director:

- Registration Form
- Student Release Form
- Immunization Form
- Photo Release Form

These forms shall include, at a minimum, the child's name, home address, date of birth, emergency contact information, a listing of a medications, allergies, and special needs, the person(s) authorized to pick up the child, any other relevant medical history, a record of immunizations and authorization for pictures to be used on the website or in TLC/PDO flyers that Trinity Lutheran Church may publish. The registration and immunization forms will be kept on file in the TLC/PDO office for a minimum of two years. The student release form is kept on file in each classroom. All forms will be updated periodically as required.

Immunization

Written proof of immunization, signed by a physician verifying the dates and types of vaccines administered, must be submitted as part of the child's registration. This record will be updated annually. The Director will keep this record on file in the TLC/PDO office. The TLC/PDO may choose to deny enrollment of a child if the child does not have the immunizations required by the state. Forms may be faxed directly to PDO at 314-822-9290 or sent via email to pdo@trinitykirkwood.org

Staff/Child Ratios

Although TLC/PDO is exempt from State Regulation of child-care centers, we will strive to maintain staff/child ratios consistent with the requirements set out in 19 CSR 30- 60.050(2)(B-H) State of Missouri, Department of Health. The Director shall be responsible for assigning each child to a particular class, monitoring with the class teacher child development and progress and re-assigning children as needed. The Director has the discretion to adjust class sizes as appropriate at any time during the school year.

Drop Off Procedure

PDO implements a car line drop off and pick up method for arrival and dismissal every school day. A line should be formed by parents in their vehicles at drop off every morning beginning at 8:15 AM. Children and parents shall remain in their vehicles until they reach the entrance. A staff member will help remove the child from the vehicle and escort them indoors to staff waiting to take the child to his/her assigned classroom. The doors to PDO will be locked at 8:45am, or when the car line has been completed. If you are aware that your child may be tardy on a morning, please notify the director or your child's teacher.

Pick Up

In a similar fashion the pickup procedure will be done in a car line method. Parents are expected to be lined up in their vehicles at 12:30pm. Upon dismissal, staff will escort children to their cars. PDO staff will not buckle children into their car seats. Please have the provided name card visible on your dashboard to assist staff in quickly delivering the correct child to the correct vehicle. If you plan to pick up your child early on a particular day, please notify the director or your child's teacher so a staff member can meet you at the door for dismissal.

Pick up from "Late Day"

If your child is staying for "Late Day" and being picked up before the 2pm end time, please ring the doorbell and a staff member will prepare your child to leave and escort them to exit the building as you wait at the door. Children

leaving at the normal 2pm dismissal time will be packed and ready to leave upon parents' arrival. Your child will meet you at the door with staff.

Infant Room Pick Up & Drop Off

Parents with infants will have the option of entering the building to take their child directly to the nursery. We understand that there are often more things that need to be explained to teachers with these younger students. The teacher will greet you at the door to receive the child and check them in for the day.

Snacks

PDO offers a daily snack time for all age groups. A monthly snack schedule will be sent home at the beginning of each month and families enrolled in the program will provide snacks on a rotating schedule. Snacks may be brought in early for your convenience.

Lunch

PDO eats lunch at school every day at 11:45AM. Please pack your child a healthy lunch daily. We recommend packing all items in a lunch box labeled with your child's name. If a lunch is forgotten, we have snacks available for such emergencies.

Backpacks

We recommend that every child bring a backpack or bag to school each day. These bags need to be clearly labeled with your child's first and last name. Each child should keep an extra pair of clothes in their bag in case of emergency. Please check your child's bag daily, as this is the easiest and most efficient way for teachers to send crafts, schoolwork, and important information home to you as needed.

Cups

All children will be required to supply their own age appropriate (spill-proof) cup. This cup must be labeled with your child's first and last name on all parts. This cup will remain at school and will be properly sanitized at the end of each day.

Diapers & Potty Training

PDO staff asks that all children that wear diapers bring a supply to be kept in his/her classroom. Diapers are changed at a MINIMUM of twice a day (more often as necessary). Your child's teacher will send a note home whenever the supply is running low.

We love to support potty training when a child is ready to take that step. For cleanliness reasons, all potty-training children will be required to wear a pull-up until he/she is accident free for SEVEN CONSECUTIVE DAYS. Please communicate with your child's teacher when your child begins to potty train and let us know how we can help.

Early Drop Off

Early drop off is available daily at 7:45AM for an additional fee of \$5/day. This will be added to the following months bill.

Late Day Pick Up

Late day is available until 2PM every day. We request that you notify a staff member at morning drop off if your child will be staying until 2 on any day. The additional fee of \$10 will be added to the following months bill.

Dispensing Medicine

When given written permission and direction by a child's parent or guardian, an epinephrine auto-injector (EpiPen) will be dispensed to children in the TLC/PDO program. The EpiPen will be housed in the location as directed by the child's parent or guardian (in child's backpack, in safe location in the classroom, etc.). No other medicine will be dispensed.

Driving by Staff

Staff members are not allowed to drive children enrolled in the TLC/PDO program.

Billing

The Parent(s) or Guardian(s) responsible for children enrolled in the TLC/PDO program will be billed monthly. Bills will be prepared by the Church Treasurer, reviewed by the Director, and distributed by the Director during the first

week of each month. Payment is expected within 14 days after the invoice date. Families will be invoiced for a child's attendance for the coming month. Credits will not be given for missed days, except in unusual circumstances. The monthly invoice will also include early drop off, extra day and late pickup fees for the previous month. Payments may be made either by check (or cash) delivered to the PDO Director, or on-line at the TLC website. The Church Treasurer will be responsible for monitoring accounts receivable and coordinating with the Director when family accounts are overdue. Delinquent accounts will be contacted through notes and by phone to bring their accounts current. Although TLC/PDO will strive to work with families financially unable to pay timely, TLC/PDO reserves the right to deny a child enrollment due to non-payment when the payment is thirty days delinquent. The Church Treasurer will notify the TLC/PDO Director of any insufficient funds received by a TLC/PDO parent or guardian. TLC/PDO Staff with children enrolled in the program shall be invoiced at a reduced rate each month.

Snow Days & Inclement Weather

If there is inclement weather that prevents students and staff from getting to school safely, PDO will close. Notice of closures will be listed on the website and Facebook page. Snow days will be reimbursed on the following months bill.

Discipline Philosophy

Teachers and staff at TLC/PDO believe in and follow a preventative, supportive, and corrective philosophy of discipline. Children are never intentionally embarrassed or shamed and our staff strive to be proactive as opposed to reactive in disciplinary situations. Methods of corporate punishment are strictly prohibited and would result in immediate dismissal of an employee and notification to appropriate authorities.

Children are always given clear expectations within the program and classroom settings. If expectations are not being met staff will follow these steps as the situation escalates:

1. Clearly restate the expectation with a reminder
2. Have a one-on-one conversation with the child about expectations
3. Address emotions and demonstrate/remind the child how to practice self-regulative behaviors
4. Talk-it-out/mediate between peers
5. Restate and discuss expectations
6. Provide age appropriate, situation specific consequences:
 - a. Separation from problem stimuli
 - b. Age-appropriate breaks
 - c. Communication with parents
 - i. Staff will update parents on the situation, any actions that were taken in effort to end inappropriate behavior and discuss ideas on prevention of any reoccurrence.
 - ii. If behaviors are unsafe, or overly disruptive PDO reserves the right to refuse continuation of care. Please see Operations page 4, *Right of Refusal*.

Right of Refusal

If any child becomes a health risk or a danger to others, or is disruptive to the staff, TLC/PDO reserves the right to remove that child from the facility and to refuse to enroll that child in the future.

Safety

Red backpacks that include emergency contact information, first aid kits, flashlights and bottled water are stored in each classroom and should be taken with students in any of the following circumstances when there is a need to evacuate the building or move to another part of the building.

Fire

In the event of a fire, children and staff will be evacuated from the building according to the escape route maps posted throughout the facility. Each staffer in charge of a class is responsible to account for the children in their class. 911 Emergency will be called as appropriate by the Director. If the Director is unavailable, a designated "Safety Officer" will make the call. Once all children and staff are at the designated safe gathering area on the east side of the parking lot, staff will account for their children to the Director or "Safety Officer" who will verify against the daily roster that all children have been evacuated. Fire drills will be conducted periodically. Staff will be trained in the use of a fire extinguisher.

Earthquake

In the event of an earthquake, children and staff will be evacuated from the building to the open area east of the church. The procedures outlined above for Fire Safety procedures will be followed.

Tornado/Severe Weather

In the event of a tornado siren, staff will account for their children, take the red backpacks, and move them away from windows into the interior hallways and classroom in the southwest corner of the building's lower level. Staff will cooperate with all instructions issued by emergency personnel (fire, police, ambulance, EMT, etc.). Tornado drills will be conducted periodically. If a severe weather warning is issued, the Director may, at his/her discretion, shall cancel the program for that day and call parents and guardians to pick up their children or depending upon the circumstance, the Director may instruct staff to follow the same procedures for a tornado.

Intruder Drills

Lockdown

In the case of an intruder, the TLC/PDO Director will immediately notify staff that a lockdown is required. The Director will call 911 Emergency and report the intruder as soon as possible. Staff will calmly lock doors and lower all blinds and move the children to one corner of the room, depending on the location of the intruder (if known). The TLC/PDO Director will announce when the lockdown is lifted.

Evacuation

The TLC/PDO Director will notify staff of an intruder immediately and instruct that the evacuation protocol is to be initiated. The TLC/PDO Director will call 911 Emergency to report the intruder as soon as it is known. If the main hallway is clear, staff will calmly exit through the nearest door away from the intruder and take the red backpacks with them. If the intruder is in the main hallway, staff will lock the doors and evacuate the students through the windows, taking the red backpacks with them. One staff member will be outside leading children away from the building while another staff member gently places the child on the ground outside. The children and staff are to walk quickly and calmly to the neighbor's house on whichever side the intruder is NOT located. Red backpacks are to be taken with them to call parents once everyone is safe.

Weapon on the Premises

The TLC/PDO prohibits the carrying, display or brandishing of a gun or any other weapon readily capable of lethal use, whether concealed or not, by any person, including those holding a concealed carry endorsement, except law enforcement officials acting within the scope of their duty on church premises. Any person in violation of this policy will be asked to leave church property. Additionally, the Director may report the incident to law enforcement officials, ban the person from school premises or seek other legal remedies. Staff will take steps to move the children to a safe area either in or out of the building if necessary and take red backpacks with them.

Pets on the Premises

There are no pets allowed on church premises except as allowed during Show and Tell days as directed by the TLC/PDO Director.

Poison

In the event a child has been poisoned, staff or the Director will immediately contact poison control through 911 Emergency. They will describe the poison, if known, and follow instructions from 911 and/or medical personnel. The Director will contact the child's parent or guardian and complete an Incident Report. Parents or Guardians will sign the Incident Report when they pick up their child to acknowledge they are aware of the incident.

Lost Child

Throughout TLC/PDO's hours of operation, staff are accountable for the children assigned to their class. In the event a child cannot immediately be located, the staff member will notify the Director, who will initiate a search of the grounds. As appropriate, 911 Emergency will be contacted, and the child's parent or guardian will be called.

Injury

In the event of an injury occurring to a child, staff and the Director will assess the child's needs and either administer first aid and/or contact 911 Emergency. Staff and the Director will follow instructions from 911 and/or medical personnel. The Director shall notify the child's parent or guardian and an Incident Report will be completed describing the specifics surrounding the incident. Parents will acknowledge they are aware of the incident by signing the Incident Report when they pick up their child.

Illness

It is of the utmost importance that you are considerate of your child's teachers and his/her classmates. Please DO NOT send your child to school if they are sick. This includes but is not limited to:

- a temperature at or over 100.0 degrees Fahrenheit
- green/yellow discharge from eyes/nose
- a cough
- undiagnosed rash/sores.

After illness a child must be fever free for 24 hours without the aid of any fever reducing medications such as Tylenol or Ibuprofen before he/she can return to school. If your child becomes ill at school, he/she will be isolated in the Director's office and a call will be made for you to come pick up your child as promptly as possible. If your child is sick on a particular day, please call the PDO director at 314-808-3850 so his/her teacher can be notified for the day.

Infectious Diseases & Covid-19

TLC/PDO follows guidelines recommended by the Missouri Department of Health and Senior Services in reference to all health and safety recommendations regarding infectious diseases, like Covid-19. Students and staff that have become ill and or are exposed to such a disease are required complete the required quarantine/isolation period prior to returning to school premises. Please contact the director for the most up to date information regarding recommendations from the Missouri Department of Health and Senior Services. Recommendations continuously change and TLC/PDO wants to make sure everyone is up to date with the most recent requirements.