

Timothy Lutheran Early Childhood Center



Staff Handbook

**Timothy Lutheran
Early Childhood Center
A ministry of:
Timothy Lutheran Church
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1.1

Mission Statement

The staff at Timothy Lutheran Early Childhood Center believes that children thrive and grow when they hear and experience the love of Jesus on a daily basis. Christ establishes our relationship with children- “Whoever welcomes a child like this in My name welcomes Me”. Mark 9:37

The baptismal community is an inclusive community- children and adults together are called to serve God. It is our responsibility to tell and re-tell the biblical story, empowering children and adults for ministry together.

Timothy Lutheran Early Childhood Center’s primary purpose is to extend the Gospel to young children through a comprehensive ministry of care. As such, it is an integral part of the congregation’s mission and total ministry program of “Touching Lives For Christ”.

Parents are recognized as children’s primary teachers and are supported by Timothy Lutheran Early Childhood Center in their nurturing role. Families are ministered to in the name of Jesus and brought into contact with His redeeming word.

The object of Timothy Lutheran Early Childhood Center, as with all other ministry program areas in the congregation, is the Great Commission- to teach the gospel to **all**. The congregation, through its leaders and staff, embrace the families at Timothy Lutheran Early Childhood Center in its circle of care, living and speaking the saving love of Jesus, so that by the power of the Holy Spirit the lives of children and their families are transformed.

1.2 Core Values

Our core values are constant, passionate Biblical core operational principles which we use to determine our school's ministries. They describe not only the life of our school today, but they also give us a picture of our school in the future. They are at the heart of what we value in our life as a family together.

Core Values significant beliefs summarizing the essence of who we are and answering "why we do what we do?"

Commonly held values unify our efforts and define our distinctness. Our Core Values can be summarized in the following statements:

We value the teaching, study, and application of God's truth as it is revealed with the power in the Holy Scriptures.

- The Word of God, purely taught, changes lives. The scripture's inerrancy and power lead us to place the teaching of God's Word at the center of our ministry (Acts 2:42-43; Hebrews 4:12; Matthew 11:25; Luke 10:21)

We value reaching the lost by remaining open, innovative, and flexible, using all means to bring Christ to all people.

- Reaching lost people is a priority effecting how we conduct each area of ministry. As we seek to reach the lost and erring, we will always demonstrate love and sensitivity while never sacrificing the truth of God. (Luke 15:7; Acts 2:45; Matthew 28:18-20)

We value Christian care to help carry each other's burdens.

- We will reach out with genuine and sincere care and compassion for believers and the unchurched. Following the example of Christ, we reach out to the total person in all of his/her needs. (Galatians 6:2)

We value sharing our Christian Faith within our families, community, and world.

- Sharing is a normal, natural part of the Christian lifestyle. As members of God's family we are called to share the gospel in the world wherever we are, wherever we can. (Romans 1:16; 1 Thessalonians 2:8; Philemon 1:6)

We value Christian families who model their lives in Christ.

Children, youth and families are supported and encouraged to grow in their faith journey with Christ. (Matthew 19:14; Mark 9:37; 1 Thessalonians 2:7)

1.3

Accreditation

Timothy Lutheran Early Childhood Center strives to be a school that facilitates a child's development in the most appropriate methods.

Timothy Lutheran Early Childhood Center is accredited through the NLSA (National Lutheran School Association). This accreditation will help Timothy Lutheran Early Childhood Center look at and evaluate the curriculum taught, especially from a Christian and Lutheran point of view.

All staff will be involved and have taken part in the accreditation process. All staff at Timothy Lutheran Early Childhood Center are expected to continue the work towards meeting all of the accreditation standards.

1.4

Licensing

The entire building is inspected annually by the Department of Health for safety and sanitation issues and the local and State Fire Marshal also inspects the building. Emergency fire and tornado drills are held monthly.

1.5

Classes Offered

Timothy Lutheran Early Childhood Center offers a variety of classes to meet family's schedules and children's developmental levels. Children must be enrolled on a permanent basis for regular attendance. Drop in care is not available. The following classes, times, and minimum developmental levels for admittance are listed below.

Childcare open year-round. From 6:30am-6pm

- Infants (6weeks to 1 year old)
- Toddlers (1year old to 2 years old)
- 2 year old room (Children in diapers are welcomed).
- 3 & 4 year old room (Child **must** be toilet trained.)

The staff-child ratio for the infant and toddler room is 1:4; 2 year old room is 1:8; 3 and 4 year old rooms is 1:10.

2's Part time Preschool August-May 9:30am-1:30pm

Classes are for children who turn age 2 before September 1 for the school year beginning that fall or children age 3 who are not yet independent using the restroom. Classes meet 2 days per week.

3/4's Part Time Preschool August-May 9:30am-1:30pm

Classes are for children age 3 before September 1 for the school year beginning that fall and who are independent using the restroom. Classes meet 2 or 3 days a week.

Pre-Kindergarten August-May 9:30am-1:30pm

Classes are for children age 4 or 5 who will be entering Kindergarten the next school year. Classes meet 2 or 3 days a week.

Extended Day Preschool August-May 9:30am-3:00pm

Classes are extended past the normal 1:30pm time to 3:00pm. Classes are offered 5 days a week with extended hours.

1.6

Class Size

The children attending Timothy Early Childhood Center receive the individual attention they need to be successful in school. The staff gives them one-on-one attention because class size is limited.

- Class size for infants 6 weeks to 1 year old (1:4)
- Class size for toddlers 1 year to 2 years old (1:4)
- Class size for 2 year olds is (1:8)
- Class size for all other ages is (1:10)

1.7

ECC Philosophy of Education

We believe that Christ is the basis of all education. For God's promise is that we are to "train up a child in the way he should go, and when he is old he will not depart from it." (Proverbs 22:6) We strive to recognize and meet the child's emotional, social, spiritual and physical needs. We acknowledge the parent as the primary influence and dedicate ourselves to cooperate with them in the shared responsibility of educating their children. For God's command is that parents are to bring up their children "in the nurture and admonition of the Lord." (Ephesians 6:4)

Timothy Lutheran Early Childhood Center is an extension of the mission and ministry of Timothy Lutheran Church.

1.8 Curriculum

All preschool classes teach around themes. Themes are selected to correspond with seasons, holidays, special events, particular interests of the children and the One in Christ curriculum. Teachers use a variety of resources to provide activities and projects for the children.

Teachers are to set up centers throughout the classroom. Centers will vary between classrooms based on the interest and needs of the children. Centers may include the following themes: art, science, home living, building, reading, and writing.

We believe that children learn best by working with hands-on experiences using their five senses: touching, seeing, hearing, smelling, and tasting in a creative learning atmosphere. We recognize the uniqueness of each child and offer opportunities for growth by providing them with a positive, creative and stimulating environment in which to develop and learn. It is our hope that by focusing on the whole child, with a strong emphasis on self-esteem, our children will enjoy continued success in the world.

We believe that play is to be respected as a vehicle for learning. Children use this mode to model, create, explore, solve problems, interact socially, pretend and dream.

All of our classes use the One in Christ religion curriculum from CPH (Concordia Publishing House) Each teacher is provided a teacher's guide and resources. This 36 week lesson program is in chronological order to go along with the school year calendar.

1.9

Child Assessment

Teachers meet with parents in the fall and spring for the next school year when the calendar is planned. The teachers are responsible for getting their families signed up for conference and notifying the office of conferencing dates. Conferences are to be done at school and in person. Only in an emergency should a conference be done over the phone.

Preschool teachers formally assess the children daily as the children go about their regular routine. Anecdotal notes are kept on each child. The purpose of a child assessment is to show the growth a child has made in the year that they have been in preschool. This growth is shown in many ways, in art, fine motor, large motor, literacy, cognitive skills, and social emotional skills.

1.10

Gross Motor Development

Gross motor development is vital to the overall growth of young children. Gross motor skills are developed everyday children attend our Early Childhood Center. Recess time is scheduled for all classes every day the school is in session. Children need fresh air and teachers are expected to take children outside year-round, as weather permits. Going outside is to be a regular part of the child's day, if the weather is less than pleasant, a quick walk around the building or a five minute run around the playground is recommended.

Timothy Lutheran ECC offers a creative movement within the classroom, which enhances the gross motor development of children. The teacher uses exercises, dance, music, instruments, games, and physical education equipment to help children develop coordination and large motor skills.

Parents sometimes ask for their child to stay inside because the student is not feeling well. The school is not staffed for this request. Medical studies indicates that germs are spread more rapidly inside the building than outside. If a child is too sick to go outside, he/she is too sick to be at school. It is the responsibility of the teacher to tell the parent about our policy. The teacher may refer the parent to the office if needed.

It is the responsibility of the teacher to continually communicate to the parents that the children need to come to school with the proper outerwear for going outside. If a child does not have the proper attire, bring him/her to the office to play with a toy while the other children go outside. If one child comes without proper attire, the teacher will not keep the remaining children inside.

If the weather requires recess to be indoors, the recess will be held in the Family Life Center. Recess toys are kept in the storage closet near the FLC. Tricycles and balls are available. The teacher is responsible for getting the toys out, putting them away and locking the door when finished.

For safety reasons, two classes always attend recess together!

1.11

Social Emotional Development

Social Emotional development involves a set of skills. Among those is the ability to:

- Identify and understand one's own feelings
- Accurately read and comprehend emotional states in others
- Manage strong emotions and their expression in a constructive manner
- Regulate one's own behavior
- Establish and sustain relationships

Each of these skills develops on its own timetable, but the skills build on one another. Most children spend many hours each week in the care of preschool teachers. These teachers play the same role in promoting social and emotional development as do parents when children are young. In preschool the relationships children develop with one another can have a lasting impact on academic achievement. They can contribute to more positive feelings about school and eagerness to engage in classroom activities.

1.12

Language Development

During the process of language development a child learns:

- Words and their meanings
- How to combine words to make sentences
- How to use words and sentences to communicate

Between the ages of two and five, children acquire a tremendous amount of information about language. They learn how to make past, present, and future tenses; how to devise singulars and plurals; and how to ask questions and make statements. The key to helping a preschool child optimize their language skills is, expose them to lots of interesting things every day, and talk about those things with them right then and there, as well as later. As a preschool teacher it is your job to introduce all of the elements that children live in daily and promote the language that encourages. Read aloud every day, encourage the children to ask questions about what is being read, ask questions of them. Talk about what is happening at home, think of interesting words to describe details like scrubbing or the process of using the dishwasher, tell stories that are true as well as make believe. Preschool children have vivid imaginations that can transform your words into wonderful images and encourage creativity. Preschool children get excited about making things. Ask your child about their creations, and listen carefully to the answers. (Ex: tell me about your drawing).

1.13

Cognitive Development

The teacher's role in promoting cognitive development would be to provide preschooler's with problem-solving activities in the classrooms. Puzzles, simple science activities at the science center, counting games, blocks, and cooking examples of learning experiences. In the dramatic play area realistic and nonrealistic props should be available to allow children to play out real experiences in their lives. A toy store, post office, or hospital will allow the children to expand their make believe. Children will spend most of their waking hours questioning everything. You, as the teacher will have to try to listen and have a serious conversation with the child. Try to promote the child in thinking of answers to questions that you give them.

Be prepared for questions from your preschooler about our world, death, dying, sky being blue, and children's different anatomy parts. They are very curious about these concepts. Books concerning these subjects can be obtained at the local library or in the ECC office.

1.14

Field Trips/In House Events

Fields trips provide a hands-on learning opportunity for children. Whenever possible, field trips that will enhance learning are taken.

The Administrator and teachers work together on selecting field trips. Field trips are limited to Burr Oak, McDonalds, the park or pumpkin patch. These field trips are scheduled by our teachers, confirmation on drivers, insurance, background checks are done through the office.

If a class in on a field trip and for some reason deviates from the schedule or makes an unscheduled stop, the teachers must notify the school office immediately.

In house events provide a learning environment different from that of the classroom. Two major in house events that are held here at Timothy are the “Harvest Hoe Down” and the “Flower Power Party”. These events are held in a large room of the church with different centers around the room that allow the children hands on experience to correlate with the two different themes. Everything from the snack table to the art activity is related to each theme. These events are put on by the parents and the administration.

1.15 School Calendar

Every spring the administrator with the input from the ECC staff as well as the Elementary staff, will prepare the calendar for the upcoming school year. The calendar will reflect the needs and the goals of Timothy Lutheran School and does not necessarily follow the calendar of the Blue Springs School District.

1.16 Snow Days/School Cancelation

On the day of inclement winter weather, the Administration of Timothy Lutheran Early Childhood Center and Elementary School will make the decision on closing the grade school, pre-school and childcare. **We will no longer automatically follow the determination of the Blue Springs School District.** Fox 4 News will carry our closings as “Timothy Lutheran School”. We do not have “delayed starts” or “early dismissals” unless notification is made by phone. However, if you are uncomfortable driving in inclement weather, you may pick up your child early.

1.17

Library

Each class visits the library once per week. Children are allowed to checkout 1 book each visit when their previous book is returned. Timothy does not assess fines for overdue books.

The teacher will check books in and return them to the shelves.

At the back-to-school staff meeting in August, each teacher will receive his/her scheduled library day and time. The teacher may change his/her day and/or time as long as the time does not interfere with another class. The office staff must be notified of any changes in schedules.

1.18

Transportation

All field trip transportation is provided by a parent or guardian, Timothy Lutheran School staff is encouraged not to drive. Drivers must be at least 18 years of age. A driver must complete a form to be sent to Jefferson City to screen the driver for child abuse or neglect records. This form must be returned from Jefferson City with a negative response before the person can drive. Drivers must also submit to the office, a copy of their valid driver's license and proof of car insurance. Copies of these items can be made in the office. This process can take several weeks, so the teachers must plan ahead. The office staff will encourage potential drivers to complete the paperwork at the beginning of the school year. The information received from the drivers will be kept in the corresponding student file in the office.

All vehicles used to transport children shall be licensed. Children shall not be transported in campers, trailers or the back of trucks. While transporting children, each child must be securely buckled into a child safety device appropriate for his/her age. Missouri law requires all children under the age of four to be in a car seat. Parents of these children must furnish the car seat. It is also a good idea for the teachers to remind the parents to label the car seat with the child's name.

Children shall remain seated while the vehicle is in motion and doors shall be locked when the vehicle is in motion. Children shall be assisted, when necessary, while entering and leaving the vehicle. Entering and exiting the vehicle should be curbside unless the vehicle is in a protected area or driveway. Children shall not be left unattended in a vehicle at any time.

The children will be counted before leaving school and after entering the vehicle, after taking the children to the restroom, during the field trip, after returning to the vehicle and upon returning to the school. When children leave the vehicle(s), an adult is to inspect the vehicle(s) to ensure that no children are left on or under the seats.

If there is more than one vehicle, drivers should try to stay together as much as possible and watch out for each other. Sometimes separation of vehicles will happen, therefore, the teacher is to provide each driver with written directions. The teacher can get this information from the AA. If a vehicle should breakdown,

1.18

Transportation (continued)

all of the vehicles shall stop. One adult should telephone for help while the other(s) remain with the children. The school office must be notified as soon as possible to arrange help and alternative transportation if needed. All adults are to remain with the children until help arrives.

The teacher is responsible for dividing the children into groups for the trip. The teacher must provide each driver with a written list of the names of the children he/she is transporting.

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2.1

Enrollment and Admission

When a family desires to enroll their child in a Timothy program, the following is required:

- A fully completed enrollment form
- A fully completed provider contract
- A fully completed medical/immunization form
- Payment of the enrollment fee
- Completed ACH form or payment plan

When a family is enrolling a child, Timothy will:

- Review all paperwork with each family
- Information will be given about parent handbook online
- Provide a tour of the school
- Provide an opportunity for the new student to get acquainted with the staff and facility.

Families must notify the office when enrollment information changes, such as addresses, phone numbers, work information, etc. If a parent gives new record information to the teacher, he/she should pass it on to the office.

The Administrative Assistant handles the entire enrollment. She will provide teachers with information on each child in their class such as the enrollment form and child information form. Teachers will also be advised when families have changes in their information.

At the conclusion of the school year, the teachers are required to return all enrollment papers to the office. This information is confidential and will be disposed of in an appropriate manner. Student files for all children who leave the program are kept in the office for 3 years after the child leaves, unless the child moves on to the elementary program.

2.2

Student Records

When a child is enrolled, the Administrative Assistant takes care of all the paperwork. She makes each student file, which also contains all the original forms. These files are kept in the office. Copies of completed forms will be made for each teacher. A blank copy is provided here for you to see.

Throughout the year, the teacher will keep a file on each student which includes the enrollment information. If an accident occurs, the teacher would complete an accident report and include this report in the file. The teacher would also include any other information he/she deems important.

When a child leaves Timothy or at the conclusion of the school year, the teacher will return all student information to the office. Important information will be kept in the student's permanent file and general information will be destroyed. All permanent records are kept for three years after the date the child leaves Timothy.

2.8 Discipline

At Timothy discipline is thought of as a process of teaching the child. This includes setting of limits and when necessary, enforcing those limits.

Expectations for a child's behavior shall be appropriate for the development level of the child. Classroom rules shall be simple and understandable to each child.

Praise and encouragement of good behavior shall be used instead of focusing only upon unacceptable behavior. When enforcing rules, the teacher should follow a pattern that can be called the "three R's of discipline". They are **R**emind, **R**edirect, and **R**emove. If a child exhibits a behavior that is unacceptable, the child will be reminded of the rule they are breaking. If the behavior continues, the staff member will redirect the child to a different activity. If there is still a problem, the child will be removed from the activities for a few minutes.

At Timothy a fourth "R" is added, **R**epentance. When a child is sorry for what he/she had done or failed to do, the teacher will assure the child of the love and forgiveness Jesus has for them.

Physical punishment including, but not limited to, spanking, slapping, shaking, biting or pulling hair shall be prohibited. No discipline technique which is humiliating, threatening or frightening to children shall be used. Children shall not be shamed, ridiculed or spoken to harshly, abusively or with profanity.

Punishment or threat of punishment shall not be associated with food, rest or toilet training. Children shall not be placed in a closet, a locked or unlit room or any other place which is frightening. Children shall not be permitted to intimidate or harm others, harm themselves or destroy property.

No policy can list each and every violation which may result in the use of discipline action. We take into account the age of the child and will discipline the children age appropriately.

2.9

Family Communications

Timothy Lutheran Early Childhood Center fully believes that parents are the child's first teachers and a child grows and flourishes when families are actively involved in the educational process.

To keep families fully involved, Timothy Lutheran Early Childhood Center staff will use a variety of communication tools. This will be accomplished through:

- Notes
- Telephone calls
- Teacher newsletter/calendar- covering activities, upcoming events and other information about the classroom, provided at least on a monthly basis.
- Parent/teacher conferences
- Web site

Staff is to contact families when they have concerns regarding behavior/development of a child. Constant contact and communications with the family when working through an issue is critical. Teachers are not to have someone else speak for them; the teacher is to contact the family directly.

Should the administration receive a parent concern, the parent will be asked if they have discussed the issue with the teacher. If not, they will be encouraged to do so. Our goal is to have people involved in an issue to talk with each other, rather than through a third party. The administration will never put down a staff member to a parent. After the administration visits with the family, then he/she will visit with the teacher and together all parties will work out the issue.

The administrator should be notified of any incident which occurs in the classroom, school or with a child which may be cause for further discussion with the student or family.

2.10

Confidentiality

Each teacher is furnished with a copy of the student's enrollment record and information sheet. These are to help the teacher become acquainted with the child/family, addresses and phone numbers for communication with the family and for emergency situations. This information is confidential and is not to be shared with any other individuals. A staff member cannot use this information for personal gain or other business related activities, such as home party invitations.

When a teacher speaks to a family regarding their child, this must be done in an area where the conversation will not be overheard. At drop-off and pick-up times is not an appropriate time to discuss issues regarding the student. The teacher should ask the parent if he/she can stay for a short period of time until other students leave, or set up a later time to meet/call the family.

When talking with a family about their child or the class or school in general, names of other children should not be used.

Teachers are not to discuss information about students with any other staff member or people outside of the school, unless requesting professional guidance regarding a situation/child without using the child's name.

2.11 Food

Full Time Preschool

FT preschool children are provided breakfast, morning and afternoon snacks and lunch. These meals/snacks are provided by the center.

If children come to school with food, it is the teacher's responsibility to remind the parent of our "no outside food" policy. If their child needs to finish their food, then the parent must go into another area and stay with their child until the food is eaten.

The cook plans menus based on the following Department of Health regulations:

Breakfast	1 serving of liquid milk
	1 serving of juice/fruit/vegetable or bread
Snack	1 service from 2 of the following groups: Liquid milk Juice/fruit/vegetable Meat/bread
Lunch	1 serving of milk 1 serving of meat 2 servings of fruit/vegetable 1 serving of bread

The cook will provide the minimum amount of food for the number of children and teachers eating. The cook will provide an extra amount of food, but not enough for every child to have a full second serving of each item. The teacher will determine how to administer extra portions. For example if the extra portion is a hotdog, it may be divided as a second portion. We want the children to at least try a couple bites of everything before seconds are given.

Should a child have special dietary needs, the child's doctor must provide a written note. If the needs are severe a parent will provide the food for the child. Timothy Lutheran ECC will re-heat if necessary and serve. At times a parent will ask that we serve the child something different if the child does not like the item on the menu. Timothy cannot honor this request. Our goal is to serve a variety of food and to introduce different foods.

2.12 Food

Full Time Preschool adheres to the following meal schedule:

Breakfast	6:30am-7:45am
AM Snack	9:00am-9:30am
Lunch	11:30am-12:00pm
PM Snack	3:00pm-4:00pm

Mealtimes are scheduled around the many activities the children do and based on a routine. This schedule is set so there is a reasonable amount of time between meals.

In order for a teacher to have a smooth flow in his/her schedule, snack time may be adjusted by 15-20 minutes, as long as the AM snack is before 10am and the PM snack is before 4pm.

Timothy aims to meet the individual needs of a child while supervising a group of 10 children. The schedules are set up for the group of children and not individual circumstances. For example, breakfast is over at 7:45 and a child arrives at 8, the child would have to wait for the AM snack time to eat. Meal times cannot be adjusted which would disrupt the remaining student's class times to accommodate one student. Teachers need to communicate food schedule times to parents and students.

Timothy provides all food for full time preschool students. The ECC cook will provide each class with the food for the day and will always include a meal for the teacher at no cost to the teacher. The teacher is encouraged to eat with the students, and the same food, to promote a home-like atmosphere, unless the teacher has special dietary needs. Then the teacher could eat their own food while the children are napping.

FT Preschool students eat breakfast in the FLC. Snacks are eaten in the individual classrooms. The cook will keep each classroom stocked with cups, plates, napkins, and sporks. Lunch is served in the FLC. Toddler classroom eats all meals in their classroom.

A goal at Timothy is to teach children independence in caring for basic needs. Meal time is viewed as learning time and children are taught and practice self-help skills. The exception is the 2's room where the students are gradually introduced to "independence" as they are developmentally ready.

2.13

Food

Part Time Preschool

All classes have a morning snack at school. Each child provides snacks for their class on a rotating basis. It has been successful for each teacher to provide a bucket or basket for his/her class. Each child provides snacks. The children bring their own lunches from home to be eaten here at preschool.

2.14 Health

Children will be observed daily for any health concerns. If symptoms of an illness are seen while the child is at school, the teacher should get help from the office so that a parent can be notified and asked to pick up the child. Parents are advised to have an alternate care plan for their ill child if he/she works. Children sent home need to remain home until symptoms disappear. Children on antibiotics may return 24 hours after they have begun taking the medication. Symptoms that are causes for keeping the child home are:

Temperatures of 100 degrees or above

Vomiting

Diarrhea

Ear infections, discharging from the ears, or earache.

Red or inflamed eyes, red or swollen joints.

Persistent Cough, unless diagnosed as an allergy.

Sore throat or swollen glands

Skin eruptions or rash, (if contagious)

Head lice, child may return after ALL nits are removed.

In order to protect the health of all children in the center, the staff reserves the right not to accept an ill child for the day. It is the teacher's responsibility to communicate our policy to the parents at drop-off time if he/she sees signs of an obvious illness. If the parent questions what the teacher says, the teacher should refer the parent to the office.

If a student has a communicable disease, the teacher is to notify the office. From the office, the families with a child in the same class as the ill child will be notified that there was a possible exposure and what symptoms they should be looking for.

When a child is enrolled at Timothy we will know about any special medical condition a child may have such as epilepsy, diabetes, asthma, major food allergies, etc. The teacher will be notified and if the condition requires, the parent will discuss the condition with the teacher regarding the signs to look for or activities the child can or cannot do. Our goal is to take a child regardless of his/her medical condition; however, we do realize that we do have limitations.

The records are kept in the office, in the child's file. The administrative assistant maintains these files and corresponds with the files to keep them up to date.

2.15 Accidents

When a child has an accident at school an accident report form will be filled out by the teacher supervising the child at the time of the accident. This form should go home with the child the day of the accident. The information on the form tells the family what happened and what action the school took. A sample of that form is on the next page.

If a child is seriously injured, notify the office immediately so that the family can be notified. The office staff will assist in caring for the child and making prompt arrangements for medical treatment.

In the event it is necessary to call 911, a copy of the student's medical form and enrollment form is to go with the child to the hospital. A staff member is to accompany the child and stay with him/her until a parent or someone on the child's enrollment form authorized to pick-up or be contacted in the event of an emergency, arrives.

2.17 Safety

Timothy Early Childhood Center must adhere to the strictest safety measures so that children attending the school are safe. Safety and emergency procedures are universal for the entire school. Each staff person is to be aware of all safety and emergency procedures.

The following pages of information are the Emergency Operations Plan for the Early Childhood Center, as well as the church as we share the same facility.

TIMOTHY LUTHERAN ECC EMERGENCY OPERATIONS PLAN

1.

Responsibility

- a. The Pre-School: The pre-school will retain responsibility of all children on premises until they are released to a parent, caregiver, or other designated person, or until they have been transported to an official evacuation center, in which case the director/assistant director will remain with children until all have been reunited with their families.
- b. The Staff:
 - a. All staff will remain on the premises as service workers, as designated by law, and will not leave the premises until the director/assistant director gives them official permission to do so.
 - b. In the event of any type of emergency the Director or Assistant will have the large emergency kit with them as well as the notebook with all of the children's emergency information in it.
 - c. For any emergency situation, every teacher is to have an activity, book, or snack to keep children clam during the emergency.
- c. Parents and Caregivers: parents and caregivers should not telephone the center. They should listen to the radio for progress reports on whatever disaster is taking place and follow official instructions as relayed by officials via the radio. If parents and caregivers are able to reach the center without danger to themselves or without interference with disaster workers, they should come to pick up their children. Children will be released only to parents, caregivers or other designated persons.

2.18 In case of Fire

1. Save a life: Evacuate any persons in immediate danger.
2. Sound alarm
 - a. Use fire alarm pull stations (both ends of 100 hallway, near doors in FLC) (upstairs outside elevator room)
 - b. Main building alarm located in communication center in custodial closet.
 - c. Supplement alarm with voice shouts.
3. Report Fire
 - a. Dial 911
 - b. Give location of fire
 - c. Director or assistant to meet fire officials.
4. Use wall fire extinguisher if it is safe to do so
 - a. These are located throughout our church/school building downstairs in the Fellowship Hall, in the hallway near ECC storage room, in the 400 hallway at the end near glass doors, in the FLC kitchen, at the end of the green hallway, in the hallway near church receptionist.
 - b. Upstairs they are located at the top of the stairs near 400 hallway, walking down hall on wall near room 503, and on wall near room 501.
5. Close all doors to contain/slow the spread of the fire and smoke.
 - a. Teachers are responsible for doing this in their own rooms as they exit the room.
6. Evacuate the children and adults to an area well away from the building And safe from traffic (grassy area near St. Mary's).
 - a. Teachers bring books or snacks to keep children calm.
 - b. Teachers bring with them emergency forms in clipboards, car keys, and personal cell phones.
 - c. Teachers check bathrooms in your rooms before leaving.
 - d. Director or Assistant take large school note book with them
7. After evacuation
 - a. When safe within the evacuation area, all children and adults must be accounted for.
 - b. First aid is administered if needed.
 - c. Building is not reentered until fire officials give permission.
 - d. Upon consideration of the severity of the fire, the director, or assistant will decide whether or not to further evacuate.
 - e. When safe within the new evacuation area, all children and adults must be accounted for.
- f. Wait for parents/caregivers to arrive.

2.19 In case of Tornado

1. Children who are at the pre-school during the tornado warnings should be kept indoors. They should be taken to safe rooms:
 - a. Room 105 to room 401
 - b. Room 109 to room 404
 - c. Room 111 to room 405
 - d. Room 107 to room 406
 - e. Nursery to room 403
 - f. Room 402 remain in the room
 - g. Fellowship hall to room 405
 - h. FLC/Kitchen to room 406
2. Staff takes emergency books with them, have them in your hands at all times.
3. Close doors behind you.
4. Move tables to wall opposite the doors.
5. Get as many children as possible under the table, facing the wall, if possible have children in duck and cover position.
6. Have flashlights in hand along with emergency book.
7. Most importantly keep children calm as well as yourself.
8. If there is time, teacher could get some books to read to the children, or bring some snacks for the children to eat under the tables to keep them occupied.
9. A portable radio will be used by the director or assistant to keep information coming-you will be kept informed as to what is happening.

In case of lock down- you will hear “Lock Down” (color). You will hear three short whistles from either director or assistant proceed to code yellow or red:

1. Teachers:
 - a. Quickly glance outside the room to direct any other teachers and students in the hall into your room immediately.
 - b. Lock your door
 - c. Place students against the wall, so that the intruder cannot see them looking in the door.
 - d. Turn out the lights.
 - e. Keep students quiet.
 - f. All teachers should hold on to their clip boards with the emergency files in them. This will aid in accounting for all students should an evacuation be necessary.
 - g. Teachers should have books or snacks available to keep children calm.
 - h. Teachers and children should remain in the library if you are there. Lock the door, lights out.
 - i. If you are in the FLC or Fellowship Hall go to the nearest classroom.
 - j. Your school keys, car keys, and personal cell phone should be on you.
2. Stay in the safe areas until directed by law enforcement officers or director to move or evacuate. Never open doors during a lockdown.
3. The director/assistant/or law enforcement will signal teachers if the lockdown has been lifted.
4. If an evacuation occurs, all teachers will be directed by law enforcement officers or director to a safe location. Once evacuated from the building, teachers should take roll to account for all children.

In case of ABDUCTION: in the event that any child is abducted or suspected to have been abducted from the pre-school, the following procedures will be used:

1. Report the incident immediately to the director/assistant.
2. The director/assistant will call 911 to report the incident.
3. Any witnesses (staff/students) will remain in the pre-school office area until police personnel can speak with them.
4. If a student has been abducted, the director/assistant will contact the parent/guardian. The parent will be advised of what has occurred as well as what is being done. The parent will be instructed to come to the school to meet with the school and police officers. The parent will be asked to bring a recent photo of the student as well.
5. The director/assistant or other staff member will go to the location where the abduction is known or is reported to have occurred to keep that area secure until police personnel arrive.

Staff will assist police as they arrive by providing the student's file and any school photos.

2.20 In case of MEDICAL EMERGENCY: in the event that any student is injured and requires medical attention, the following procedures will be used:

1. Eliminate the need of a medical emergency by taking the following precautions in the classroom.
 - a. There must be no dangling electrical cords.
 - b. All chemical cleaning agents must be kept out of reach of children.
 - c. All staff purses are to be kept up high on a shelf and locked in cupboard.
 - d. All outlets must be covered.
 - e. No hot glue guns or irons used in the classrooms.
2. Notify the director/assistant and provide basic first aid/CPR until trained persons can be reached.
3. If deemed necessary, the director/assistant will call 911.
4. If the student's injuries are not serious and the student is kept at school, the director/assistant/teacher will notify the parents.
5. If further medical assistance is needed:
 - a. Parents will be notified and asked to pursue non-emergency assistance.
 - b. If it is determined that an ambulance is needed to provide emergency medical assistance, 911 will be called.
 - c. If the injured child is transported by ambulance, the director/assistant/teacher will accompany the child and remain with him/her until the child's parent/caregiver arrives.
6. The teacher who has witnessed the injury/illness will fill out an accident form and submit it to the preschool office immediately.

In case of BOMB THREAT, GAS LEAK, EXPLOSION, CAR CRASH INTO BUILDING, ETC.

1. Follow the instructions of police or other officials on site.
2. Dial 911 and give nature and location of emergency.
3. If police or other officials are not on site, evacuate preschool property to a safe site building within 1 mile. (St. Mary's Hospital)
 - a. Teachers bring car keys, cell phones and student emergency forms as they exit the building and get the children to the safe site.
 - b. Teachers bring books or snacks for the children to keep them calm.
 - c. Teachers check bathrooms for children before they leave.
 - d. When safe within the evacuation area, all children and adults must be accounted for.
 - e. First Aid administered if needed.
 - f. Wait for parents/caregivers to arrive.

In case of HAZARDOUS SPILL OR NUCLEAR THREAT

1. Follow instructions of police or other officials if on site.
2. Dial 911 and give nature and location of emergency.
3. If police or other officials are not on site, evacuate pre-school property to a safe building 10 miles away. 301 SW Wyatt Road, Blue Springs. (This would be our North Site Facility)
 - a. Teachers bring car keys, cell phone, and student emergency forms as they exit the building.
 - b. Teachers bring books or snacks to keep the children calm.
 - c. Teachers check bathrooms as they exit classrooms.
 - d. When safe within the evacuation areas, all children and adults must be accounted for.
 - e. First Aid is administered.
 - f. Wait for parents/caregivers to arrive.

In case of FLOODING

1. If it is safe to remain in the building, go to the second floor, unless ordered to evacuate by city officials.
2. If ordered to evacuate the building and the grounds are flooded outdoors, wait for official assistance.
3. A secondary location for evacuation would be at the home of Ruby Webb, 713 N 5th Street (across the street).
4. If assistance isn't forthcoming, get children to the highest possible location.
5. Teachers bring books or snacks to keep the children calm.
6. Wait for parents/caregivers to arrive.

2.22

Sanitation

Timothy follows the guidelines of the Bureau of Childcare Sanitation Inspection Guidelines for Licensed Group Homes, Licensed Childcare Centers and Licensed-Exempt Childcare Facilities. The administration will communicate to the staff specific guidelines that directly affect them. Daily classroom sanitation is done by teachers as far as washing of tables, and cleaning spills. The janitorial staff is responsible for cleaning the classrooms in the evening after the children have left.

2.23

Plumbing Emergencies

When a building is full of many kids using restrooms, a plumbing issue can arise. If this occurs, notify the office and they will notify the maintenance person. Fixing the problem can usually be rather quick. If something happens and the toilet in the classroom would overflow, take the children out of the room, walk by the office to notify someone, and then go to the playgroup of FLC to play.

2.24

Parent Handbook

A copy of the parent handbook is located online at www.timothytheranschool.com Look under Early Childhood Center, then FAQ's

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3.2

Staff Qualifications

Each staff position has specific qualifications for their job; however, certain qualifications apply to all staff positions as follows:

- Christian by affirmation of faith
- Able to work well with children, families and staff
- Up to date knowledge of child development and how young children learn.
- Able to relate to children and accept each child as a unique child of God.
- Willingness to grow spiritually and professionally.
- In good health.
- Have a good self-concept.
- Flexible and able to adapt to change.

3.3

Staff Responsibilities

Each staff position at Timothy has unique responsibilities for the job he/she does. There are certain responsibilities each worker has when caring for His children. The responsibilities are as follows:

- Able to interact with children, families, church members and staff in a Christ-like manner.
- Take part in spiritual growth opportunities.
- Take part in professional growth opportunities.
- Attend staff meetings.
- Be aware of and comply with all policies and procedures.
- Keep the work area clean and orderly.
- Promote a positive work environment.

3.4

Early Childhood Assistant Administrator Job Description

The administrative assistant is part of the administrative team and works directly with the administrator. The assistant administrator is often the first contact families have with the school. The assistant administrator maintains all school related files and oversees the flow of paperwork in and out of the office.

- Christian by affirmation of Faith.
- Conduct with a Christ-like manner.
- Act in the capacity of Administrator when the administrator is out of the building.
- Good verbal and written communication skills.
- Good phone skills.
- Ability to organize and manage the tasks assigned.
- Flexibility.
- Forward thinking and the ability to arrange enrollment.
- Computer skills.
- Professionalism.
- Ability to manage several tasks at one time.
- Plan and organize special events.
- Be responsible for locating substitute teachers/aides/cooks as needed, be willing to step into the classroom if necessary.
- Manage the storage room.
- Give tours to families.
- Review time cards for accuracy and send along to bookkeeper when needed
- Perform any other duties as assigned.
- Accountable to the Administrator of School Ministry.

3.5

Early Childhood Administrator Job Description

The Early Childhood Administrator is responsible for developing and providing an effective program for Full Time and Part Time children. This position is accountable to the Elementary School Principal. This is a full time position.

The Early Childhood Administrator is a church professional, forgiving, and willing to grow as a disciple, must be spiritually natured, love the Lord and be able to teach religious curriculum. This person will function as a team member on a large staff; must have good written and verbal communication skills; and maintain a professional growth attitude. This person also must flexibly meet the needs of children, parents and staff; must be able to make age-appropriate and timely decisions concerning children; and be sensitive to the capabilities, interest, problems and concerns of young children, parents and staff. This position requires a minimum of 5 years' experience in the Early Childhood field, a minimum of 90 college hours. Eighteen of the 90 hours must be in child-related courses. Knowledge and understanding of the Lutheran Church doctrine and beliefs. Prefer position is held by a member of Timothy Lutheran Church.

Duties and Responsibilities:

1. Responsible for planning, supervising and implementing scheduled programs for the children.
2. Establish simple, understandable rules for children's behavior and shall communicate these to the staff.
3. Responsible for the supervision of the Full Time as well as the Part Time staff including the cook. This includes job performance evaluations. Maintains the personal staff files.
4. Coordinate the scheduling of staff training hours (12 per year).
5. Handle parental issues and conferences regarding developmental and behavioral progress of a child. Maintain confidentiality concerning each child's care.
6. Supervise and insure the safety and well-being of the children at all times. Shall be capable of handling emergencies promptly and intelligently. Shall be CPR certified.
7. Meet monthly with staff to oversee curriculum planning.
8. Responsible of the hiring and orientation of any new staff member.
9. Remain alert to signs of child abuse or neglect, reporting suspected cases to the HOT LINE.
10. Maintain active memberships in professional associations, as well as CPR.
11. Daily communication with Elementary Principal.

3.6

Early Childhood Teacher Job Description

The Early Childhood teachers are responsible for the general supervision and management of ten children between the ages of 3 and 5 years. (with the exception of infants, toddlers being 4 children, and 2 year olds being 8 children to one teacher.) The teachers have direct daily contact with the children and their families. The teacher plans and facilitates the daily routine and activities of the students. He/She must be able to assess each child's development, plan activities to enhance the development of each child and communicate to the family. The Early childhood teacher will represent the school ministry through a Christian lifestyle, a respect for confidentiality, and a devotion to the goals and objectives of Timothy Lutheran Church and School.

Qualifications:

Personal-

1. Reflect and commit to the school's Mission and Philosophy, its Statement of Faith and overall ministry and well-being of Timothy Lutheran Church and School.
2. Be a member in good standing at Timothy Lutheran Church, or another Christ-Centered (John 14:6) Christian Church with teachers we have salvation by the grace of God alone. (Eph 2:8-10)
3. Present a pleasant, friendly, and open mannerism, relating well to both children and adults.
4. Be sensitive to the needs of others, care about the feelings of others, and be tactful and courteous, showing respect for others at all times.
5. Be an effective communicator, a team player.
6. Demonstrate organizational skill.
7. Show the ability to take initiative in completing necessary tasks.
8. Practice neat and clean patterns of hygiene and dress.

Professional-

1. Enjoy children and be willing to learn and apply new found knowledge in the field of Early Education into practice.
2. Be knowledgeable of the growth and development of a preschool child.
3. Work diligently without immediate supervision.
4. Follow directions; be self-reliant and have strong problem solving skills.

3.7

Aides Job Description

An aide provides support to the staff and may be assigned to work in the classroom, office and/or kitchen. The teacher's aide is under the supervision of the teacher, office administrator or cook, to assist with the children, classroom preparation, housekeeping, record keeping and/or clerical duties. The aid at Timothy should be someone who can work well with another person, who can take direction and follow-through with those directions. The aid has the responsibility for, but is not limited to:

- Working effectively with the assigned staff/teacher.
- Carrying out duties as assigned
- Substituting for the teacher in the teacher's absence.
- Performing any other duties as assigned.

3.8

School Ministry Hot Lunch Cook

The School Ministry Hot Lunch Cook for Timothy Lutheran School will be responsible for the general supervision, management, and operation of the hot lunch program of Timothy Lutheran School. Seeing that proper cleaning and care of the kitchen area is addressed after use by all groups of the church and school. The hot lunch cook will represent the school ministry through a Christian lifestyle, a respect for confidentiality, and a devotion to the goals and objectives of Timothy Lutheran Church and school.

Qualification:

Personal- Reflect and commit to the school's Mission and Philosophy, its Statement of Faith and the overall ministry and well-being of Timothy Lutheran Church and School.

1. Be a member in good standing at Timothy Lutheran Church, or another Christ-centered (John 14:6) Christian Church which teaches we have salvation by the grace of God alone (Eph 2:8-10)
2. Present a pleasant, friendly, and open mannerism, relating well to both children and adults.
3. Be sensitive to the needs of others, care about the feelings of others, and be tactful and courteous, showing respect for others at all times.
4. Be an effective communicator and team player.
5. Demonstrate organizational skill.
6. Show an ability to take initiative in completing necessary tasks.
7. Practice neat and clean patterns of hygiene and dress.

Professional-

1. Enjoy food preparation and be willing to learn and apply the regulations and procedures of both the local department of Environmental Resources and the State of Missouri Food Program.
2. Be knowledgeable of quantity cooking and baking, safe food handling, and serving lunches.
3. Compose routine correspondence, i.e. Lunch menu
4. Be knowledgeable of accounting procedures; be able to perform mathematical operations with speed and accuracy.
5. Understand the proper use and general maintenance of professional kitchen appliances.
6. Work diligently without immediate supervision.
7. Follow directions; be self-reliant and have strong problem solving skills.
8. Use time efficiently; is able to organize work efficiently and systematically and establish routines where appropriate, plan ahead.
9. Be able to pass a background check, having no criminal record.

The School administrator may add other qualifications at any time.

Overall Kitchen Direction

1. Cooperate fully with governing boards and staff of Timothy Lutheran Church and school.
2. Ensure that the kitchen is prepared for scheduled use for other ministry activities of Timothy Lutheran Church and School.
3. Inspect the kitchen facilities after use by various Timothy Lutheran groups, cleaning and storing equipment and supplies as still required. It is expected that groups will take care of this themselves, but the Hot Lunch Cook has the responsibility of ensuring everything has been done.
4. Inspect the kitchen facilities after rental use by outside organizations, cleaning and storing damaged appliances, equipment, or supplies and immediately report such items to the Administrator will relate the information to the building coordinator.
5. Remain objective when solving problems, looking for multiple solutions, believing problems can be constructively managed and soliciting input from all affected when problem-solving.
6. Be available to assist and/or serve at other church and school functions as scheduled in advance.
7. Keep lunch tables washed (scrubbed) once a week. (as well as the seats)
8. Set lunch tables with trays for 2's and 3's classes, this includes helping to put the food on the trays.
9. When enrollment is low or food prep is low, deep clean refrigerator, microwave, dishwashing area.

3.9

Staff in Service Professional Development

Timothy prides itself on having an excellent staff. One of the ways the staff remains at the top is because of the care and dedication to their job and the training which they receive.

All Timothy staff is required to have a minimum of twelve (12) hours of training per year. Our goal is to provide a wide variety of training opportunities in areas applicable to the job of each person. Training should also benefit the staff and children with whom he/she works. Areas of training may include: health, safety, nutrition, guidance, discipline, appropriate activities and learning experiences for children, positive communications and interaction with parents, planning and setting up appropriate environment for children, professional and administrative practices, or other child related and administrative areas. Some of the training will be off site, or brought to Timothy. Training opportunities will be posted on the bulletin board.

The administration and office staff may arrange training opportunities, however, it is the responsibility of individual staff to arrange and attend the training required.

Some training opportunities may involve an attendance fee. Timothy may pay the fee, depending on training requested. Contact the Administrator to determine if Timothy will pay the fee. If advance payment is required, the staff person may have to pay the advance fee and be reimbursed upon successful completion of the training. If the staff person wants to attend a training, Timothy pays for this training, if the staff member does not attend the staff member must reimburse Timothy for the training.

The staff receives paid time for the number of clock hours of training received (up to 12 hours per year.) The administrator will let the staff person know the amount of paid time to put on his/her time card.

3.10 Staff Evaluation

As the children are evaluated throughout the year, so are the teachers. The administrator is frequently in the classroom, observing the interactions and the lessons and getting to know the children. The administrator will provide feedback, particularly positive feedback as needed. Observations are ongoing, especially in areas being worked on for accreditation.

3.11 Planning Time

When working with children and facilitating their day, plans need to be made. Timothy understands that teachers use time away from their class schedule to plan. To compensate the teacher, Timothy pays for weekly planning.

Morning full time teachers receive 2 hours per week.

Part Time preschool teachers receive 1 hours per week per class taught.

Afternoon full time teachers receive 1.25 hours of prep time per week.

3.12 Hours Paid For Work

It is very important that staff arrive to work on time. Teachers are expected to be in the classroom ready to greet children at the time school starts.

Part-time preschool teachers are paid for 15 minutes prior to the class start time and 15 minutes after the class ends. This means that the teacher should be in their classroom 15 minutes prior to the arrival of the children. This provides time for the teacher to prepare the classroom for the day. It is unprofessional for the teacher to arrive after the parents and children have arrived.

Accurate time reporting is the responsibility of every non-exempt employee. Federal and state laws require that Timothy keep accurate record of time worked to calculate employee pay and benefits. The time worked is the actual time spent on the job performing assigned duties.

Full time teachers are paid for the time they begin work in the classroom until the time they leave. For example, if the class ends and last child is gone at 5:30pm and the teacher then leaves at 5:30, the teacher must put the 5:30pm on the timecard. If the teacher is scheduled until 6pm, but decided to leave at 5:30 the teacher will only be paid until 5:30pm. If the teacher chooses to stay until 6pm, they must find something to occupy the extra time worked, such as cleaning up toys, countertops, or organizing the room, etc.

Non-exempt employees should accurately record the time they begin and end their work. Overtime work must always be approved beforehand.

Altering, falsifying, tampering with time records, or recording time on another staff's time record may result in disciplinary action, up to and including termination of employment.

It is the staff person's responsibility to certify the accuracy of the time recorded on their time card. The assistant administrator will review all time cards before submitting them to payroll for processing to assure that breaks are being taken, before the cards are turned in to the bookkeeper. The staff person will be notified if any discrepancies are found.

3.13 Required Attendance

At various times throughout the school year staff will be required to attend different functions. Staff meetings are scheduled monthly. This date is scheduled for the second Monday of the month at 6pm. The meetings are important to each position at Timothy and attendance is mandatory. If a staff person cannot attend a scheduled meeting, he/she must notify the Administrator.

Other events of required attendance are:

- The back to school gathering (Open House)
- The Christmas service led by the children
- When the children sing in church
- Once a month staff meetings
- Graduation/end of the year celebrations for Pre-K

Other events may arise which require attendance. Staff will be notified in advance for these events.

Staff receives pay when attending required events. The administrator will announce at the meeting or event how many hours can be added to the time card.

3.14 Parking

Timothy exists to serve families and one way to do this is to provide easy and adequate parking and drop-off and pick-up of their children. Staff must park on the east side of the building to the right of the wooden fence enclosing the air conditioner- not in front of the wooden fence. The grassy area around the same location is also reserved for parents. Parking spots close to the doors are also reserved for parents.

On the south side of the building, the spots facing the church and R.D. Mize Rd. are also reserved for parents.

3.15 Telephone

Telephones are available in the early childhood office, classroom 404, the Fellowship Hall, kitchen, Family Life Center kitchen, church lobby and church offices.

Children cannot be properly supervised when their teacher is on the phone. Therefore phone calls should be made or received during break time only.

School/Church phones are for business purposes. Staff may receive a phone call if an emergency exists. Someone from the office will relieve the staff member to take the phone call. If the call isn't an emergency the caller may leave a message and the message will be put in the staff member's mailbox. Staff can make phone calls using the school/church phone when not directly supervising children.

3.16

Cell Phones

Cell phones are for emergency use only. Staff may use their cell phones only when an emergency exists if they are directly supervising children. At NO time will a staff member be on the phone texting or talking (unless it is with a parent, even then ask someone to take the class so that you can talk.) while supervising children.

3.17

Requested Time Off

Staff members must notify administration **at least one month in advance** of requested time off. Forms to request time off are available in the office. Upon completion, the form will be turned into the administrative assistant who will either approve/disapprove the request and will secure a substitute. The staff will be notified if the request is approved.

Each staff member must have a complete substitute notebook which contains:

- A schedule and daily routine
- A map of the building with highlighted areas (your room, the playground, library, sanctuary, Family Life Center, Fellowship Hall and the emergency exits.)
- Class list (with specifics on each child which would help the substitutes.)
- Name tags
- List of where to find items needed for each class.
- List of who to ask for help
- Lesson plans
- Extra activities
- A written detail of your daily routine (how circle time is handled, how the teacher chooses the class helper, etc.)

3.18

Dress Code

Unsafe, offensive, or other inappropriate attire will not be allowed at any time. We want to maintain that we are professionals at all times.

The following partial list is provided to familiarize staff members with some of the expectations regarding appropriate dress.

INAPPROPRIATE DRESS

- All “oversized” clothes (greater than one size larger than actual)
- Swimwear
- Tube tops, spaghetti straps, clothing exposing the midsection or undergarments, or shorts that expose the buttocks.
- Clothing that depicts violence, tobacco, alcohol, sex, destruction or symbols for violence and destruction.
- Multiple piercings, such as but not limited to nose, eyebrow, lip, gauge earrings.
- Excessive, exaggerated or faddish hair, jewelry, nails or clothing styles. The school administration will have the final word on excessive, exaggerated, faddish, or safety concerns.
- No jogging outfits, sweat suits, even if they are an “outfit”.
- No tattered or torn jeans of any kid- but jeans in good condition may be worn.

3.19

Personnel Handbook

Following is a copy of the Personnel Handbook for all employees of Timothy Lutheran Church. Each staff member will receive copies as it is updated. To date, the newest one is August 8, 2015. See someone in the office if an area in the handbook needs clarification. If someone doesn't know the answer, we'll find someone who does.

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4.1

Keys/Key Card

When hired staff receives keys/keycard applicable to his/her job responsibilities. The keys/keycard are the responsibility of the employees and must be returned before a final paycheck is issued.

Keys/keycard used in the classroom are to stay in that room and not taken home. Leaving the keys/keycard insures that the keys/keycard are available for a substitute. Please label each key as to its use.

4.2 Equipment

Timothy has a lot of equipment with which children play and learn. Some duplication of equipment items are in each room, while other items are in specific rooms. Teachers are urged to know what items are available and share resources. Theme boxes are available to “checkout” in the furnace room.

If a specific item of equipment is needed, let administration know. If the budget allows, new equipment may be purchased.

4.3

School Badge

When hired, staff receives an identification badge that must be worn whenever the staff member is in the building. The badge is the responsibility of the employee and must be returned before a final paycheck can be given.

4.4

Connections Coordinator

The events that take place in our building are all coordinated through the connections and events coordinator for the church. Please see the Administrator or the Assistant Administrator to plan an event in the building.

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5.1

Funding of Program

Timothy Lutheran Church operates Timothy Lutheran Early Childhood Center as a part of the overall mission of the church. Funds for operating the school are in the annual church budget.

Families pay tuition for their child (ren) to attend the school. Tuition funds much of the operating costs of the school; however the overall church budget allows coverage to keep the school going when student tuition is short.

5.2

Fundraisers

Timothy Lutheran Early Childhood Center has a main fundraiser every year. Trivia Night and Silent Auction. Families and classes contribute to the auction. Teachers will be asked to help in a small way with the fundraiser, mostly by communication with the families.

5.3

Mission Projects

Timothy Lutheran Early Childhood Center and Elementary school participate in two mission projects a school year. This effort on our part is to spread the message of love through the giving of items to that of needed families.

5.4 Tuition

Weekly tuition is assessed for full time families and monthly tuition for all other programs.

All tuition for Timothy Lutheran Early Childhood programs are taken directly out of the parent/grandparents checking or savings account. This process is done in house through our Shelby accounting system.

All questions about tuition should be directed to the Administrative Assistant. This is the person who handles the collection of the tuition.

