

MESSIAH LAMBS

EARLY CHILDHOOD DEVELOPMENT



PARENTS HANDBOOK

For Preschool, K-Prep, & Kindergarten

2016 - 2017

**A MINISTRY OF
MESSIAH LUTHERAN CHURCH
1801 West Plano Parkway
Plano, Texas 75075
Phone: (972)398-7560 Fax: (972)398-7598
www.messiahlutheran.com/lambs
www.facebook.com/messiahlambs**

**MESSIAH LUTHERAN LAMBS
EARLY CHILDHOOD DEVELOPMENT, INC.**

DIRECTOR..... Amy Myers

PASTOR..... Rev. Dr. Victor Kollmann

ASSOCIATE PASTOR..... Rev. James Otte

ASSOCIATE PASTOR..... Rev. Don Welmer

ON-SITE CHILD / FAMILY
COUNSELLER..... Megan Krizan, MEd.

Schedule of Services at Messiah Lutheran Church

WORSHIP SERVICES..... 8:30am & 11:00am
Wednesday 7pm

SUNDAY SCHOOL AND
ADULT BIBLE CLASSES
(for ages 2 and above)..... 9:45am - 10:45am

Nursery care is available for children under four years old
during both worship services and Bible classes.

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Licensing inspection reports and a copy of the Minimum Standard Rules for Licensed Child-Care Centers is kept in the school office. Please see the Director if you would like to review either of these.

DFPS Child Abuse Hotline – (800)252-5400
Child Care Licensing Local Office – (800)582-6036
DFPS web-site: www.dfps.state.tx.us

WELCOME

What a joy it is for us to be able to offer these educational opportunities for your children! It is very important that our children learn to know and feel the love of Jesus Christ, as well as to develop Christian morals and values, while they are young. This is what we plan to provide for you through our Early Childhood Development programs, in addition to learning the principles of reading, writing, and math.

Our Heavenly Father says to us in Proverbs 22:6 “Train up a child in the way he or she should go, and when they are old, they will not depart from it.” You as parents are very wise in placing your children in our program. Our teachers, aides, and helpers are well-trained and capable of teaching your children in their spiritual, intellectual, emotional, social, and physical development. We are all dedicated to helping your children to make a positive difference for God and for others in this world.

Again, we are glad and feel honored to have you with us. I pray that the love of Jesus Christ may fill the heart of your child and make a real difference in the life of your family. You are welcome to attend any of our worship celebrations, as well as any of our activities or events. We will be praying for you.

Pastor Kollmann

MISSION STATEMENT

Messiah Lutheran Lambs strives to meet the spiritual, social, cognitive, physical, and emotional needs of each child in our program. It is our intention to assist families in the nurturing and education of each child entrusted to our care.

SCHOOL PHILOSOPHY

We believe each child is a gift from God, each is unique and special. We believe children should enjoy learning. We are committed to providing each child with the opportunity to learn while participating in developmentally appropriate activities. We believe we are an extension of your family and are here to assist you in the development of your child.

SCHOOL YEAR INFORMATION

We are not a year-round facility. We follow a traditional school calendar. We have days off throughout the year that closely resembles the schedule of the school districts of Plano (PISD) and Richardson (RISD). In case of inclement weather, we will closely monitor the conditions and make a determination of closure or delay by 6 a.m. In the event we delay the opening of school, our doors will open at 10am. If we call a delayed opening and conditions worsen before 10 a.m. we will change to a closure. This information is broadcast on WFAA and updated on our Facebook page. Staff members will email their classes as well.

ENROLLMENT POLICIES

Our Early Childhood Development Program is licensed by the State of Texas and the City of Plano Environmental Health Department. Staff members hold memberships in the National and the Texas Association for the Education of Young Children, and the Department of Early Childhood Lutheran Education Association. Messiah Lutheran Lambs Early Childhood Development Center enrolls children on a non-discriminatory basis.

CLASS INFORMATION and FEES

PRESCHOOL PROGRAM

AGE: 3yrs and 4yrs by September 1st

TEACHING TIME: 9AM - NOON

CLASS SIZE: 9:1 ratio for 3's, 10:1 for 4's

5-Day Class (Monday - Friday)

REGISTRATION/SUPPLY FEE:

Returning Students: \$235 per year

New Students: \$285 per year

TUITION: \$325 per month

3-Day Class (Monday/Wednesday/Friday)

REGISTRATION/SUPPLY FEE:

Returning Students: \$210 per year

New Students: \$260 per year

TUITION: \$235 per month

3-Day Class (Tues/Wed/Thurs)

REGISTRATION/SUPPLY FEE:

Returning Students: \$210 per year

New Students: \$260 per year

TUITION: \$260 per month

2-Day Class (Tuesday/Thursday) **3yrs only**

REGISTRATION/SUPPLY FEE:

Returning Students: \$200 per year

New Students: \$250 per year

TUITION: \$185 per month

KINDERGARTEN PREP

AGE: 4yrs old by September 1st

TEACHING TIME: 9AM - 2PM

CLASS SIZE: 10:1 ratio (max 18)

DAYS: Monday - Friday

REGISTRATION/SUPPLY FEE:

Returning Students: \$290 per year

New Students: \$340 per year

TUITION: \$550 per month

KINDERGARTEN

AGE: 5yrs old by September 1st

TEACHING TIME: 8:30AM-2:30PM

CLASS SIZE: 10:1 ratio (max 10)

DAYS: Monday - Friday

REGISTRATION/SUPPLY FEE:

Returning Students: \$290 per year

New Students: \$340 per year

TUITION: \$750 per month

ADDITIONAL HOURS

If arrangements for extra hours are made and paid for at the beginning of the month, the charges are as follows:

- Early Drop (8AM – 9AM) is \$8 per day
- Stay 'N Play (NOON – 2PM) is \$16 per day (preschool only)
- Late Stay (2PM – 3PM) is \$8 per day

****Please note the ratios for Early Drop and Late Stay will be a 12:1 ratio.**

If arrangements for extra hours are made after the 10th of the month, the charges are as follows:

- Early Drop (8AM – 9AM) is \$16 per day
- Stay 'N Play (NOON – 2PM) is \$32 per day
- Late Stay (2PM – 3PM) is \$16 per day

Only a certain number of additional hour spots are available for intra-month use. These will be given out on a first come first serve basis.

ACTIVITY FEE

There is a **\$30** Activity Fee. This fee is non-refundable and is due with payment of your first month of tuition. This fee covers events such as our Fall Festival and Field day, guest speakers and our school t-shirts.

FAMILY DISCOUNTS FOR ALL PROGRAMS

2 Children - 10% off regular monthly tuition of second child

3 Children - 15% off regular monthly tuition of third child

TESTING FEES FOR 4's AND OLDER

Visual acuity and hearing sensitivity screening are required for children who are at least four years old by September 1st of the current school year. If your child has already been screened (after their fourth birthday), we need a copy of the doctor's report on file otherwise we will complete this testing at Messiah. In addition, children who are in Kindergarten need to be tested for speech. Charges for testing will be added to your tuition. If you would like your three year old tested, please let us know and we will work them into the schedule. If your child enrolls in our program after we have conducted our testing for the year, you will have to provide the office with vision and hearing screening results. If these results are not in the office within two months of the child's first day of class, the child will not be able to return to school.

REGISTRATION

- 1) Before a spot will be held for a child, a family **MUST**
 - a) Remit the registration/supply fee. **This fee is non-refundable and non-transferable.**
 - b) Complete an Enrollment Application, Parent Contract and Discipline Form.
- 2) **Health Records** for all children must be signed by a physician stating that the child is physically able to take part in school activities. This form must be filed in our office within one week of the child's first day of class. If the form is not in our office in a week, the child cannot return to school. This form should be updated each year at your child's annual well visit. Pick up a blank copy in the office before your child's appointment.
- 3) **Immunizations Records** for all children must have a signature from the doctor's office. These records must be on file in the office **BEFORE** the child can attend class. State Law requires that all children in school must have immunizations kept up to date. Failure to do so will keep the child from attending class.

TUITION POLICY

- Tuition is due the first of each month and is late after the 10th calendar day. A \$10 fee is assessed for late tuition (unless arrangements are made with the Director in advance).
- **A charge of \$1 for each minute outside of regular drop-off / pick-up time will be assessed.** It is your responsibility to make sure the office is aware of your intended drop-off and pick-up schedules.
- Tuition not received by the end of the month will be considered delinquent. Arrangements for a pay schedule can be made through the Director. Evaluation of the delinquent payee by the preschool staff, Director, and church financial administrator may result in child's immediate dismissal from the school by the Director.
- Monthly base tuition rates for each program remain the same no matter the number of school days in the month. We do not prorate base tuition amounts for months that contain school holidays. The base tuition amount takes the holidays into account and evenly spreads tuition over ten months.
- Charges for Early Drop, Late Stay and Stay 'N Play will, however, change monthly. These are based on the number of school days in the month.
- We follow a traditional school calendar with our first day of school mid to late August. Because tuition is spread over ten months the first full monthly payment is due August 1st. Payment ten is due May 1st.
- Children who start school in September or later do not owe the full annual payment. Tuition for his/her first month of attendance is one full monthly payment plus a pro-rated amount taking into account the time he/she has missed. The formula for the annual tuition credit is as follows: Annual Base Tuition x Child's Total School Days Missed / Child's Total School Days in the Year.
- A \$25 fee will be charged for all returned checks. If the bank returns two of your checks you will have to pay tuition by cash or money order for the rest of the school year.

- A re-enrollment fee of \$25 will be charged if a child is taken out of the program and then re-enrolled. The re-enrollment fee also applies for children who are not registered for the next school year by the last day of the current year.

GENERAL POLICIES

(1) Arrival and Dismissal

- If your child will not be attending school or will be arriving late, please call the office no later than 9:30am and let us know. Classes begin at 9am. Your child benefits greatly from a full morning of instruction/activities, so please be prompt.
- Arrival times are 8:00am and 8:50-9:00am. Your child should not arrive earlier unless arranged with the Director and should be picked up promptly at the end of his/her scheduled day. A charge of \$1 for each minute will be assessed for early drops and late pickups.
- All children's arrivals and departures must be logged into the Time Clock system on a computer in the lobby. Your child must be with you when you log him/her in and out. If you need help with the system or need an extra PIN, please stop by the office.
- Upon arrival, please let the teacher know of any change in your child's medical condition—runny nose due to allergies, non-contagious rash, recent illness, etc. so that we do not have to make unnecessary calls home.
- As per licensing a health check must be conducted of each child upon their arrival at school. A health check is a visual assessment of a child by the child's caregiver/teacher to identify potential concerns about a child's health, including signs or symptoms of illness or injury. These potential concerns include but are not limited to: breathing trouble, severe coughing, fever, discharge from nose or eyes, bruising, cuts,

sores or rashes. The caregiver and parent will discuss and make notes of any changes in the child's sleep, eating/drinking, and mood/behavior at this time. If a child appears to be ill or becomes ill (refer to illness section of handbook) during the course of the school day parents will be notified and the child sent home or sent to be seen by the child's physician. Discussion with the parent on when the child may return to care will occur when the parent arrives.

- When children enter the classroom they are required to wash their hands. Children are also asked to wash their hands frequently throughout the day. Some examples include: before eating, after using the bathroom, after returning from outside and after blowing their noses.
- While quick good-byes at drop off time are ideal, please always make sure the teacher is aware your child has arrived. Teachers are responsible for knowing at all times how many children are in their care. They count heads frequently during the day including (but not limited to): before exiting the room, before entering the playground, when re-entering the building, upon re-entering the classroom. The teachers carry attendance charts with them at all times.
- Children will not be allowed to leave the premises with anyone other than the persons designated on the Enrollment Application unless we have a signed note (or a telephone call in an emergency) from the parent permitting someone else to pick up the child. Persons unfamiliar to staff will be requested to show their government issued picture identification.
- Children must enter and exit with accompanying adults through the main school doors on the North side of the building. Prior to your child's pick up time, they will be brought to the front hall for dismissal.
- Do not leave any child unattended in your vehicle. It is against the law. If you have an extenuating circumstance, please call the school office and we will assist you.

(2) Illness or Injury

- If a child becomes ill at school, he/she will be placed in isolation and will need to be picked up as soon as possible, **but no later than one hour after notification**. If emergency medical care is required, we will call 911 for immediate assistance.
- In non-emergency cases, the school will administer first-aid, including the application of antiseptics and cleansing of wounds. All staff are required to take First Aid and CPR classes.
- In order to attend school, your child needs to be well enough to function in group care. Your child will be sent home or will need to stay at home if he/she shows signs of, but is not limited to, the following:
 - Fever at or above 100.0° F.
 - Has thrown-up.
 - Has had three diarrhea bowel movements.
 - Shows any signs of a communicable condition / disease (ex. lice, pink eye, chicken pox).
 - Has an undiagnosed rash.
 - Has discharge from the eyes, ears, and/or excessive colored nasal discharge.
- If your child will not be attending school, please let us know by 9:30am.
- In order to return to school your child must be free of all symptoms for 24 hours **without the use of medication (exceptions include antibiotics or conditions for which the child has a note from the doctor stating he / she is not contagious)**. This is for the child's own protection as well as for the protection of other children.
- If a child is absent for three or more days, a doctor's note may be required before the child can return to school.
- Medication will not be given unless it is in the original prescription bottle and the Medical Authorization Form in the office is signed. Medicine must be enclosed in a clear plastic bag. The child's name must be on the

medicine itself and on the outside of the bag. The form also needs to be signed for medications that are kept on hand and only used for emergencies (epinephrine, Benedryl, etc.). For OTC medications your child must be on the recommended dosage chart or a note from a doctor is needed (ex. Benedryl for children under 6yrs old).

(3) Withdrawal from the Program

If you wish to withdraw your child from our program before the end of the year, you need to complete an Exit Survey and return it to the office two weeks in advance of the child's last day. A \$25 re-enrollment fee will be charged if a child is taken out of the program and then re-enrolled.

(4) Snacks and Lunches

- We will provide a morning snack. A calendar listing the daily snacks is posted in the school office. If you do not wish your child to have the posted snack, please send an alternate healthy option for him/her.
- When packing your child's lunch, PLEASE DO NOT SEND HARD CANDY, GUM, RED JUICE or SODA.
- Please put a note on the outside of all lunch boxes containing peanut butter or nuts. We do our best to keep these lunches away from those with allergies.
- Please label the outside of all bottles and lunch boxes with the name of your child.
- We do not heat or refrigerate food for the children.
- The staff cannot control the order in which the foods are eaten (e.g., sandwich before cookies). Therefore if this is a concern, it is recommended that you send more nutritious foods.
- The school is not responsible for meeting your child's daily food or nutritional needs with food items sent from home.

(5) Clothing

- Your child should be dressed so that they can comfortably play at school—in the classroom and on the playground.
- We encourage you to put your child in shoes that enable them to participate in active play. Boots and shoes without backs can hinder movement. Open toed shoes make climbing and running difficult and can be a hazard to your child's safety.
- **LABEL ALL SWEATERS, COATS, HATS, AND GLOVES WITH YOUR CHILD'S NAME.**
- Please make sure your child always has a change of clothes with them - this includes not only a shirt and pants, but also underwear, socks and shoes.

(6) Birthdays

If you wish to celebrate your child's birthday at school, please notify the teacher. Cookies or a special birthday treat may be sent from home. Teachers will recognize the birthday child at snack time and in chapel.

(7) Outdoor Play

All children will go outside at play time when the weather permits. If you are concerned about the sun, please put sun screen on your child prior to school and send a hat. For cool weather, please make sure to include a jacket. For days when the weather is inclement, the children will have play time in our indoor gym.

(8) Calendar

Yearly and monthly calendars will be given to all parents by the teachers. Important dates will appear in our Newsletter, or the monthly church Messenger. You can also access information via our website at www.messiahlutheran.com/lambs or on our Facebook page at www.facebook.com/messiahlambs.

(9) Discipline

Children will learn the rules of the room and group through a positive and firm approach. A full description of discipline procedures is signed by the parents and kept in the office in the child's file. Some highlights include:

- A. Teachers will handle most problems as they arise in the classroom with redirection. When necessary "chill-out" or a calming station and/or individual discussion with the child is used.
- B. When unacceptable behavior that endangers the child or others occurs, the child will be taken to the office and the problem will be handled there. Examples include: hitting, biting, spitting, unnecessary roughness, "bathroom" language, or lewd behavior.
- C. If the behavior continues, the child will wait in the office while a parent is contacted to pick up the child.
- D. Consultation with the Director and/or Pastor will occur if behavior is persistent and detrimental to the child, other children, teachers or staff. Recommendations for discipline will be made and may include suspension and/or expulsion.

(10) Conferences

Parents should feel free to talk to the teachers before or after school or by appointment or to the Director any time they feel there is a concern. Preschool and K-Prep children are screened at the end of each semester by their teacher. Kindergarten children are screened quarterly. In the Spring, the parents are invited in for a conference.

(11) Activities

The curriculum is extended through guest speakers, visits from zoo keepers, dentists, doctors, fire fighters and others. Children also participate in Fall Festival, Thanksgiving Feast and Field Day.

(12) Religious Teaching

We lovingly introduce the teachings of the Missouri Synod Lutheran Church to our children. This is done in three main ways.

- A. Chapel: Two days a week Messiah's ministers visit and become acquainted with the children, while leading them in Bible stories and songs. Parents are welcome to come and hear God's word at this time with their children.
- B. Curriculum: Teachers use the Voyages religious curriculum throughout the year.
- C. By Example: Children, led by the teachers, say prayers of thanksgiving before snacks and meals. Teachers are asked to pray for their students and families and they show the children the love that Jesus has for us.

(13) Music

Besides general singing of songs in the classrooms, a time is set aside each week for the music teacher to teach songs, body rhythms, rhythm band instruments, chimes and hand-bells. Songs are often dramatized as well.

(14) Spanish

Spanish class will be taught once a week. The children are taught numbers, colors, ABCs, greetings, days of the week, months of the year, animals, members of the family, articles of clothing and much more.

(15) Room Parents

Teachers would like to have Room Parents to help coordinate holiday parties and other special events. If you are willing to help in this capacity, please let your teacher know.

(16) Items Brought to School

Children are not to bring toys from home except on "Show and Tell" days, or other special days. We do not bring toys because the children feel bad if they become lost or broken. NEVER SEND GUNS, SWORDS, KNIVES OR OTHER FIGHTING-TYPE TOYS.

(17) Visiting

General visits to the classrooms are welcome at any time, but please check in at the office when you arrive.

(18) Toys

We do our best to ensure that no unsafe children's products are in use or accessible to children in the child-care center. Products that are deemed unsafe are removed from our classrooms immediately. You can see the government's complete list by going to www.cpsc.gov.

(19) Policy Changes

Parents will be informed of policy changes by a note sent home two weeks before the change takes effect.

(20) Gang-free Zone

Under Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone where criminal offenses related to an organized criminal activity are subject to harsher penalty.

(21) Breastfeeding Accommodations

If you should need to breastfeed your child while in our building, please let the office know and we will find you an appropriate location. You have the right to breastfeed or provide breast milk for your child while they are in care.

(22) Concerns

If you have any questions or concerns regarding the policies and procedures of our center, feel free to discuss them with your child's teacher or with the office staff. If you still have further questions, please request a meeting with the Director.

CLASS DESCRIPTIONS

KINDERGARTEN

Our Kindergarten classroom is a warm and loving environment which offers age-appropriate activities, learning centers and materials designed to prepare your child socially and intellectually for first grade. We focus on teaching children to love and respect God, themselves and others in addition to learning independence and self-sufficiency.

Our classroom offers:

- Daily time in devotion to God. We use the Voyages curriculum to teach Bible stories and learn about Jesus' love and saving grace daily. We also attend Chapel twice a week.
- Academics which closely follow the Texas Essential Knowledge and Skills (TEKS) standards set for all kindergartners in the state of Texas.
- Language Arts taught with the DLM/SRA curriculum and many useful supplements.
- Mathematics taught with the Everyday Math and Progress In Mathematics curriculums.
- Science and social studies are integrated into the curriculum and cover all of the topics outlined in the TEKS.
- iPads are used by the students to supplement their academic learning.
- Parent/teacher conferences are held each spring, but may occur as often as necessary.
- Students have 2 outdoor recesses daily (weather permitting) or indoor gym time to improve gross motor skills.
- Music and Spanish classes are offered once a week.
- Low teacher/student ratio which allows for individual attention.

KINDERGARTEN PREP

The Kindergarten Prep (K-Prep) class prepares children for Kindergarten. We understand all children learn at different rates and grasp concepts at different times in different ways. Therefore, we provide a positive learning environment that meets the needs of all children.

Our classroom offers:

- Curriculum designed around themes. These themes provide learning instruction on varying topics about creatures, families, literature, construction, and imagination. The curriculum introduces skills such as prediction/ comprehension of stories, sequencing, exploration, rhyming, and opposites.
- The Voyages religion curriculum for our Bible time every day. We spend an entire week on different stories from the Bible and attend Chapel twice each week.
- Phonics study. As the children are exposed to letter recognition and sounds through individual centers, small group activities, and whole class instruction. They are exposed to pre-reading skills, but are encouraged to develop at their own pace.
- Math is integrated into many of the activities each day through varying activities. We use our calendar and many manipulatives to understand skills such as sorting, graphing, counting, patterning, adding, and subtracting.
- Music and Spanish classes are held for 30 minutes each week.

PRESCHOOL

Preschool classes focus on the social and motor development of young children.

THREE YEAR OLDS

Three year old classes base their daily activities around themes throughout the year. They work on developing social relationships, extending their attention span, and developing their gross and fine motor skills.

Lessons are divided into large group circle time, small group, and learning centers. The three year olds attend Chapel, music and Spanish classes.

FOUR YEAR OLDS

Four year old classes use the DLM/SRA Early Childhood Express curriculum for both language arts and math. In language arts we focus on letter recognition and the pre-reading skills of letter sounds, rhyming and sequencing.

In math the four year olds focus on one-to-one correspondence, number recognition, simple graphing and shapes.

The children attend Chapel and music and Spanish.

OTHER CLASSES

For your younger children our school offers a Parents' Day Out program for children ages six weeks through two years of age (on September 1). Please see the Parents Handbook for Parents' Day Out Program for more information. Note also that siblings receive a discount on tuition.

THE STAFF

Messiah's Early Childhood program is under the auspices of the Board of Directors of Messiah Lutheran Lambs Early Childhood, Inc. Qualified teachers are carefully selected on the basis of education, experience, understanding, and the love of children.

The Lambs' staff includes both full and part time workers. We have staff members with Masters degrees, Bachelors degrees, and Child Development certification. All staff members are trained in First Aid and CPR. Employees of Messiah Lambs are not required to have extra immunizations as per the Collin County health department, however, employees who become ill while working will be sent home and will not be allowed to return to work without a physician's note stating they are free from all contagions. Employees receive a minimum of 24 hours in child development classes each school year. Background checks on all personnel are performed yearly. Our staff is dedicated to providing a great experience for the children in their care.

ALLERGY POLICY

We do the following to make sure children with allergies stay safe here at school:

- Posted in every room is a list of children with allergies and their corresponding allergens. Parents, please make sure you keep this information up to date in your child's file.
- We require parents/physicians to fill out an allergy action plan that is kept on file and used in case of accidental exposure.
- In the office parents may sign our Medication Authorization Form and keep medication there that is needed in case of a reaction at school.
- Emergency medication travels with the children as they move from room to room and in and out of the building during the day.
- Teachers do their best to seat children with allergies away from those eating allergen containing foods during snack and lunch times.
- Tables are cleaned thoroughly after snack and lunch.
- Children are not allowed to share food.
- Whenever possible, teachers use materials that are safe for the entire class for projects and lessons.
- Parents may chose to keep alternative, safe food at school for times when treats arrive that contain allergens.
- Parents are encouraged to work in a partnership with their child's teacher to meet the specific needs of each child.
- Regular hand washing is a part of the daily schedule.

CHILD ABUSE AND NEGLECT

We take the issue of Child Abuse and Neglect seriously as does the state of Texas. As a staff we are required to take a minimum of one hour of training credit every year on this topic. We would love to educate others as well,

so this training is open to our parents. There are also some good on-line training options. Please ask us in the office if you are interested.

Anyone (parents, staff members, etc.) who suspects a child has been abused or neglected is required by law to report it. This report must be made within 48 hours of the suspected occurrence.

What is Abuse? Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.

What is Neglect? Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and / or (2) leaving a child in a situation where the child is at risk of harm.

How do I make a report?

By Phone: Call the Abuse Hotline at 1-800-252-5400

By Internet: Go to <https://www.txabusehotline.org>

Will the person know I've reported him or her? Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. *Your identity is kept confidential.*

EMERGENCY PREPAREDNESS PLAN

Natural and Human-Caused Events

Personnel need to make sure their room and any room in which they take children has an Emergency Relocation and Evacuation Diagram. This diagram should be posted in a prominent place near one of the entrances / exits. Personnel should inform themselves ahead of time of the safe areas / escape routes for every room in which they take children. In the event of any relocation / evacuation, teachers are required to carry with them: roster of children who are in attendance, flashlight, and contact information (including names, telephone numbers, and addresses) of parents of the children in attendance. As the relocation / evacuation is taking place, children should be counted often to make sure the group is all together. Once the safe area is reached, the teachers are responsible for making sure that all children in attendance are in the designated area. The office personnel are responsible for bringing from the office: the Medical Release Book, a cell phone, and a flashlight. After gathering these items, the office personnel will assist teachers as they move children into safe areas. After everyone has reached the safe area it is the responsibility of the office staff to call the local authorities and licensing agency. Any extra staff members present in the building should immediately assist in the evacuation of children, especially children with limited mobility including infants, toddlers and any other children with compromised mobility or who otherwise need assistance. Evacuation of children with limited mobility or who otherwise need assistance may include being carried out by staff members, or placed in strollers or evacuation cribs.

Fire: When the fire alarm sounds, the teachers' first responsibility is to calmly gather the children and proceed outdoors to the pre-planned area. Within every classroom, the door(s) to the bathroom should always be left open and the door(s) to the hallway should be closed. In the event of an actual fire, teachers will proceed from the pre-planned area to Messiah's most western building (Gym / Chapel). The address of this building is 1805 West Plano Parkway, Plano, TX 75075. Once the alternate shelter is reached, the teachers are responsible for calling the parents of the children in their care. Fire drills will be performed once a month.

Tornado / Disaster: In this case, when the whistle sounds, the teachers' first responsibility is to calmly gather the children and proceed to the pre-planned safe area. All classroom doors to the hallways should be closed. In the event of an actual disaster, once the danger has passed, the teachers are responsible for calling the parents of the children in their care. Tornado / Disaster drills need to be practiced once every three months.

Lock-Down: Personnel will be notified of a lock-down situation by either an announcement over the building's speaker system or a quick run through of the building by the director or staff member in charge. During a lock-down the teachers' first responsibility is to calmly gather the children and proceed to the pre-planned safe area. All classroom doors to the hallways and bathrooms should be closed. All lights should be turned off and children should be kept as quiet as possible. Personnel will be notified that the lock-down is over by the director or staff member in charge. Lock-Down situations are practiced as well.

In the case of a larger event which requires evacuation of a distance of over 100 yards, we will evacuate the children in the most expedient manner to The Hope Center located at 2001 West Plano Parkway, Plano, TX 75075 (972-212-9191).

In the case of a catastrophic event which requires evacuation of a distance of more than a half mile radius, we will evacuate the children in the most expedient manner to either: Faith Lutheran (to the East) located at 1701 East Park Blvd, Plano, TX 75074 (972-423-7448) or Prince of Peace (to the West) located at 4000 Midway Road, Carrollton, TX 75007 (972-447-9887).

MEDICAL EMERGENCIES

Injury: In the event that a student is injured at school, it is the responsibility of the teacher to determine severity of the injury. If the injury is not severe, teachers should provide basic first aide (cleaning wounds, band-aids, etc.). If the injury is severe the teacher should call 911 and inform the director. While waiting for emergency personnel to arrive: the parents' (or emergency contact) should be notified, the child's immediate medical needs should be met, he/she should be kept comfortable, and the child's medical release form should be brought to him/her.

Illness: If a child becomes ill at school, the child should be put in isolation and the parents' should be notified. If the illness is severe enough, 911 should be contacted. If it is reported to the school that a child who had been in care has a communicable disease, a note will be posted outside of the child's classroom to inform the parents of other students what symptoms to watch for. If the number of students affected continues to grow, notes will be posed in the front lobby informing all school parents.

Lambs Building Evacuation Map



Messiah Lambs
1801 West Plano Parkway
Plano, TX 75075
972-398-7560

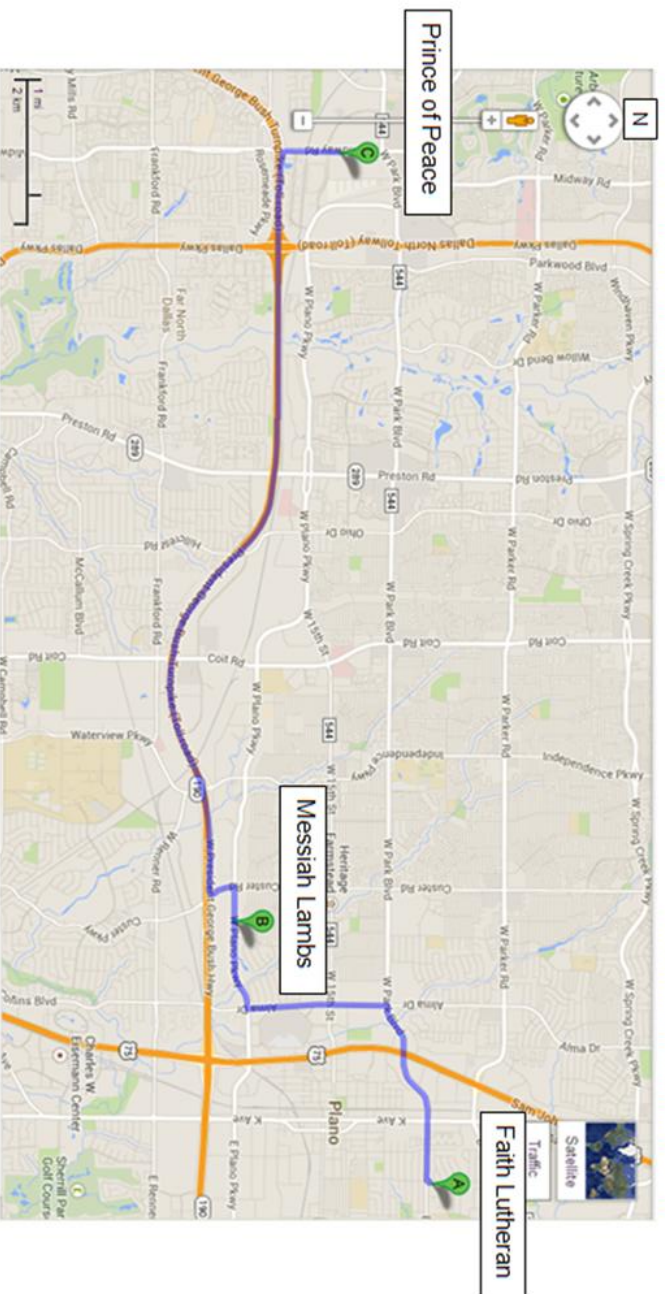
Messiah Gym / Chapel
1805 West Plano Parkway
Plano, TX 75075
972-398-7536

The Hope Center
2001 West Plano Parkway
Plano, TX 75075
972-212-9191

Catastrophic Evacuation Map

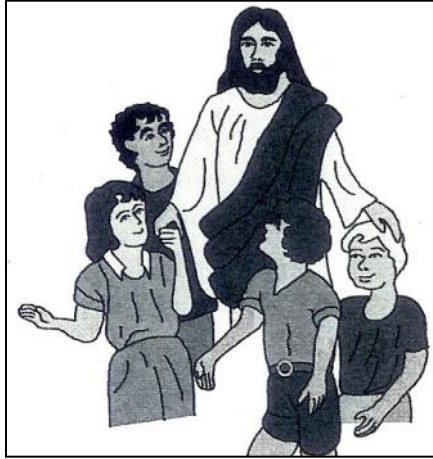
Prince of Peace Lutheran Church (to the West)

Faith Lutheran Church (to the East)



Prince of Peace Lutheran Church
4000 Midway Road
Carrollton, TX 75007
972-447-9887

Faith Lutheran Church
1701 East Park Blvd
Plano, TX 75074
972-423-7448



And Jesus said, ***“PERMIT THE LITTLE CHILDREN TO COME UNTO ME: DO NOT HINDER THEM, FOR THE KINGDOM OF GOD BELONGS TO SUCH AS THESE”***
- Mark 10:14

In bringing your children to Messiah’s Early Childhood program you are indeed bringing them to the Lord Himself. Through love and care and capable teaching, we hope all God’s children who come through our doors will grow to know how special each of us is to our God and Lord.

If at any time you have a concern or problem, know that you can come to either our ECD Director or the Ministerial Staff.

Some of the most beautiful words in the world are words that your children will hear every week; words that should be special to us all:

***“Jesus loves the little children
All the children of the world...
All are precious in His sight.”***

This we believe! This we will teach.

I AM JESUS' LITTLE LAMB

I am Jesus' little lamb,
Ever glad at heart I am;
For my Shepherd gently guides me,
Knows my need and well provides me,
Loves me every day the same,
Even calls me by my name.

Day by day, at home, away,
Jesus be my staff and stay.
When I hunger, Jesus feeds me,
Into pleasant pastures leads me;
When I thirst, He bids me go
Where the quiet waters flow.

Who so happy as I am,
Even now the Shepherd's lamb?
And when my short life is ended,
By His angel host attended,
He shall fold me to His breast,
There within His arms to rest.

