

Parent Handbook 2024-2025

IMMANUEL LUTHERAN SCHOOL



AND ALL THE CHILDREN SHALL BE TAUGHT OF
THE LORD; AND GREAT SHALL BE THE PEACE
OF THE CHILDREN. *ISAIAH 54:13*

1440 Cortlandt Street • Houston • Texas • 77008-4239 • Phone: 713-861-8787 • Fax: 713-863-8163
• www.immanuelhouston.com • admissions@immanuelhouston.org

IMMANUEL LUTHERAN CHURCH & SCHOOL

2024–2025 Academic Calendar (175 Total Days)

1st quarter 42 Days (August 14 – October 11)

August 12	Meet the Teacher/Supply Drop-Off/Ice Cream Social (4:00 p.m. – 6:00 p.m.)
August 12-13	Teacher In-Service (School Closed)
August 14	First Day of 1 st Quarter
August 14	First Day of School
August 15	First Day of School for Tuesday/Thursday Programs
September 2	Labor Day Holiday (School Closed)
September 6	Vision and Hearing Screenings (Required for children who turned 4 before September 1, 2024)

2nd Quarter 43 Days (October 15 – December 20)

October 14	Columbus Day Holiday (School Closed)
November 1	Parent/Teacher Conferences – All Classes (School Closed)
November 10	Church & School Thanksgiving Feast (Sunday)
November 25–29	Thanksgiving Holidays (School Closed November 27, 28, 29)
	November 25–26 Day Care Open to All Day Students Only
December 23–31	Christmas Holidays (School Closed December 24, 25, 26, 30, 31)
	December 23, 27 Day Care Open to All Day Students Only
January 1-2	New Year Holidays (School Closed January 1, 2)
	January 3 Day Care Open to All Day Students Only

3rd Quarter..... 42 Days (January 6 – March 7)

January 6	Return to School
Feb 13-14	Teacher's Annual Conference (School Closed)
February 17	Presidents' Day (School Closed)
March 3-7	Lutheran Schools Week
March 10-14	Spring Break (School Closed)
	March 10-14 Day Care Open to "All Day Program" Only

4th Quarter 46 Days (March 17 – May 21)

April 18-21	Easter Holidays (School Closed)
May 20	Pre-Kindergarten/Kindergarten Graduation (9:30 a.m. – Church Sanctuary)
May 21	Last Day of School (Wednesday)
May 22-23	Day Care Only - Open All Day Students Only
May 26	Memorial Day Holiday (School Closed)
May 27-30	Day Care Open All Day Students Only

Immanuel Lutheran School Calendar is tentatively set and subject to change.



Dear Parents:

This is an important time in the life of your child. Soon your child will have one of his or her first experiences with formal education. To be effective, this education should be complementary to the efforts of the home in directing development.

At Immanuel Lutheran School, your child will have the benefits of church, home, and Immanuel working together. Your child's full God-given potential can be developed through Christian education. Children grow in faith and love and continue in an interaction of Christian fellowship within the classroom throughout the school day.

Your child will also have the added advantage of modern techniques and media to develop fully as a child of God.

As parents, you have made an important decision. You have chosen who will join you in caring for the greatest gift God has given you. That gift is your own child.

May the Lord bless your home, your family, and our joint efforts in Christian Education.

In Christ,

A handwritten signature in cursive script that reads "Cathy Swanstrom".

Cathy Swanstrom
Head of School
ecedirector@immanuelhouston.org

1440 Cortlandt Street • Houston • Texas • 77008-4239
Phone: 713 861-8787 • Fax: 713-863-8163 • immanuelhouston.com

Table of Contents

Mission Statements.....	7
Immanuel Lutheran School Mission Statement	7
2024-2025 Bible Verse	7
Our Three-Fold Goal:	8
Spiritual Development	8
Character Development	8
Academic Excellence.....	8
Organization Information	9
History	9
Administration	9
Faculty and Staff	9
Accreditation.....	9
Enrollment Information	10
Admission Policy	10
Admission Requirements and Enrollment Information.....	10
Fee and Tuition Policies	12
ChildPilot Parent App.....	13
Physical Health and Well-Being.....	14
Medication.....	14
Immunization and Examination	15
Operational Information	17
Immanuel Lutheran School Hours/Days and Months of Operation	17
Immanuel School Year	17
Hours of Operation.....	17
Drive through Drop off and Pick up Procedure.....	18
Authorization for Release of Children.....	19
Attendance Regulations.....	19
Appointments.....	20

<i>Inclement Weather.....</i>	<i>20</i>
<i>Emergencies.....</i>	<i>20</i>
<i>Requesting Information.....</i>	<i>20</i>
Spiritual Life.....	21
<i>Integrating the Faith.....</i>	<i>21</i>
<i>Immanuel Church Attendance</i>	<i>21</i>
<i>Statement of Faith.....</i>	<i>22</i>
<i>Statement on Sex.....</i>	<i>22</i>
Academic Life.....	23
<i>Curriculum.....</i>	<i>23</i>
<i>Progress Reports/Report Cards.....</i>	<i>25</i>
Parental Involvement	26
<i>Parental Responsibilities and Expectations.....</i>	<i>26</i>
<i>Parent Behavior</i>	<i>26</i>
<i>Classroom Parties</i>	<i>26</i>
<i>Volunteers.....</i>	<i>27</i>
<i>Class Visits.....</i>	<i>27</i>
<i>Grievances</i>	<i>27</i>
<i>Student Recruitment Incentive</i>	<i>28</i>
Other Policies.....	29
<i>Food Policies.....</i>	<i>29</i>
<i>Parental Communication.....</i>	<i>30</i>
<i>Activities.....</i>	<i>30</i>
<i>Field Trips.....</i>	<i>30</i>
<i>Safety.....</i>	<i>31</i>
<i>Abuse, Neglect, and Exploitation of Children.....</i>	<i>31</i>
<i>Alcohol, Drugs and Tobacco.....</i>	<i>31</i>
<i>Toys.....</i>	<i>32</i>
<i>Worship Services</i>	<i>32</i>
<i>Dress Code.....</i>	<i>32</i>

<i>Backpack.....</i>	<i>32</i>
<i>Footwear</i>	<i>32</i>
<i>Procedure for Notification of Policy Change</i>	<i>33</i>
<i>Security Gates</i>	<i>33</i>
Helpful Information	34
<i>You Can Help Your Child at Home.....</i>	<i>34</i>
<i>You Can Help Your Child at School.....</i>	<i>34</i>
<i>Child Development and Parenting Resources.....</i>	<i>35</i>
<i>Immanuel Lutheran School is a Gang-Free Zone</i>	<i>35</i>
<i>Reporting Abuse and Neglect.....</i>	<i>35</i>
<i>CHILD ABUSE ASSISTANCE.....</i>	<i>36</i>
<i>Additional Contact Information.....</i>	<i>36</i>
Conclusion	38
Appendix.....	39
<i>Appendix A - Information on Reporting Child Abuse</i>	<i>39</i>
<i>Appendix B - Requirements Regarding Gang-Free Zones for Child Care Centers.....</i>	<i>41</i>
<i>Appendix C - Parental Rights.....</i>	<i>42</i>
<i>Appendix D - Immanuel Lutheran School Summer Program Policy</i>	<i>43</i>

Mission Statements

Immanuel Lutheran School Mission Statement

Immanuel: God with us

Train up a child in the way he should go; even when he is old he will not depart from it. Proverbs 22:6

2024-2025 Bible Verse

From the rising of the sun to its setting; the name of the LORD is to be praised. Psalm 113:3

Our Three-Fold Goal:

Spiritual Development

Let the word of Christ dwell in you richly, teaching and admonishing one another in all wisdom, singing psalms and hymns and spiritual songs, with thankfulness in your hearts to God. Colossians 3:16

1. We strive to bring each child into a relationship with Jesus Christ and to strengthen this relationship regularly.
2. Children will daily participate in worship.
3. Children will daily hear God's Word and receive instruction from it.
4. Children will be provided with opportunities to put their faith into action.

Character Development

So as to walk in a manner worthy of the Lord, fully pleasing to him: bearing fruit in every good work and increasing in the knowledge of God. Colossians 1:10

1. Teachers will help children to discover and develop their God-given talents and abilities.
2. Children are given regular physical activity to develop gross motor skills.
3. Godly habits and practices promoting virtues such as respect, promptness and orderliness will be emphasized throughout the curriculum.
4. Immanuel will promote an attitude that values life-long learning.
5. Regular service activities will be integrated into the weekly schedule.
6. Children will have opportunities to interact with each other regularly to promote social development.

Academic Excellence

Let the wise hear and increase in learning, and the one who understands obtain guidance. Proverbs 1:5

1. Immanuel Lutheran School strives to maintain the highest possible standards of education, meeting or exceeding the requirements of the State of Texas.
2. Mastery in the areas of language arts and mathematics will be stressed.
3. Core knowledge, along with hands-on experiences will guide total curriculum.

Immanuel believes that young children learn best by doing. Thus, our staff will facilitate the development of these goals through the use of play. Play provides the foundation for academic or early childhood education "ECE" learning. It is the preparation children need for learning highly abstract symbols such as letters & numbers.

Organization Information

History

Nestled among the tree-lined streets of Houston's first planned community, Immanuel Lutheran has been an integral part of the Houston Heights community since 1919. As we recently celebrated our hundredth anniversary of our church, and as we near the one hundredth anniversary of our school, we are ever mindful of our rich history.

Plans were put in motion to establish a new Lutheran church away from the downtown area in 1918; the very same year, the Houston Heights was annexed by the City of Houston. On August 4, 1919, Immanuel Evangelical Lutheran Church was organized. The first church building was located at 1408 Allston Street.

Our first sanctuary, located at 1448 Cortlandt Street was completed in stages. Excavation on the basement of the Gothic Revival style building began in 1925. The main sanctuary was completed in 1936. In 1983, this structure was listed in the National Register of Historic Places. The building was and still is a beautiful addition to the landscape.

Immanuel Lutheran School (grades kindergarten through eighth) provided a loving Christian learning environment for thousands of children. Our school has been serving the community since 1927.

Immanuel Lutheran School now offers a developmental program from eighteen (18) months through kindergarten.

Administration

Immanuel Lutheran School is operated in cooperation with Immanuel Lutheran Church-Missouri Synod. It is under the supervision and control of the congregation and the direct care of the congregation's Board of Christian Education.

The Board of Christian Education determines school policies and informs other responsible boards of the various needs of the school. The Board members keep themselves informed on matters of policy and practice through reports from the Head of School.

The immediate administration of Immanuel Lutheran School rests with the Head of School. The Head of School, in cooperation with the staff, is responsible for the execution of all policies established by the Board.

Faculty and Staff

Our teachers are caring, Christian teachers who are called by the Lord to assist in the teaching of His children. Our entire faculty and staff care deeply about the children, and are actively involved in helping them reach their God-given potential.

Accreditation

Immanuel Lutheran School is accredited by the Lutheran School Accreditation Commission (LSAC), which is a division of the Texas Private School Accreditation Commission (TEPSAC). These commissions are recognized by the Texas Education Agency (TEA).

Enrollment Information

Admission Policy

Immanuel Lutheran School does not discriminate on the basis of race, color, and national or ethnic origin in the administration of its educational, scholarship, disciplinary and admissions policies or other school-administered programs. All children are afforded the rights, privileges, programs, and activities generally accorded or made available to children at the school.

Immanuel Lutheran School has the right to dismiss any student at any time for any reason.

Priority admission is granted to members of Immanuel Lutheran Church. All families are welcome to call the school office (713-861-8787) for an individual tour.

Admission Requirements and Enrollment Information

1. All children must register each year.
2. Requests for specific teachers are accepted, but may not be honored.
3. All children must have reached the proper age for enrollment in Immanuel Lutheran School on or before September 1 of the school year for which they have enrolled.
 - a. Toddler Class- Children must be at least 18 months of age to attend our Toddler Program. However, it is possible to reserve a place for your child in this class by paying an enrollment fee and \$200 per month advance tuition.
4. The registration fee, copy of the child's birth certificate and current immunization records must accompany the completed application.
 - a. The child will not be enrolled or able to attend class until the required information has been provided
 - b. Children that are new to Immanuel Lutheran School have a 90 day probation period.
 - c. The registration fee is non-refundable.
5. Applications for admission to the school are accepted throughout the year.
 - a. Families presently enrolled will have the opportunity to pre-register after January 1 for the new school year before new applications are processed.
 - b. After registration, a Formal Withdrawal Exit Form is required at least one (1) month in advance, if your child(ren) will not be attending Immanuel Lutheran School. Failure to submit this form will result in payment responsibility for the following month's full tuition.

6. Enrollment maximums are established by the Board of Christian Education in accordance with the standards of the Texas Department of Family and Protective Services (DFPS).
7. Licensing requires children to be able to participate in ALL activities in their particular age/class. The Head of School has the final say as to whether a child can be admitted to our facility.
8. Children enrolled in our Two-Year-Old program
 - a. If your child is in a pull up, they must be Velcro pull apart with tabs.
 - b. All Two-Year-Olds must be potty trained by May 31st. At the discretion of the Immanuel Head of School, if your child is not potty trained by May 31st you may be asked to keep your child home until he or she is potty trained.
9. Children enrolled in the Pre-School three year old program, Pre-Kindergarten four year old program and Kindergarten, must be potty trained.
 - a. We have no changing facilities in the restrooms or the classrooms designated for these age groups. We realize, however, that young children may have an occasional accident. An extra change of clothing should be sent to class at the beginning of the year.
10. Child Access Policy:
 - a. Enrollment forms must be completed with information on both parents. No exceptions.
 - b. Both the custodial and non-custodial parent have the right to visit/remove their child from Immanuel Lutheran School and both have the right to access their child's records, in cases where no court orders have been issued or are not on file in the school office regarding the custody of a child.
 - c. The custodial parent must provide the Immanuel Head of School with a certified copy of a court order denying the non-custodial parent these rights (record access, removal, visitation or other specifically addressed issues) in order for Immanuel Lutheran School to comply with the order of the presiding court.
 - i. Immanuel Lutheran School will not become embroiled in custody/possession issues but will, instead, follow the certified copy of the order of the presiding court exactly as it is written.
 - d. If you have concerns regarding special circumstances outlined in your custody orders, please schedule an immediate conference with the Head of School. You must present a certified copy of your court order to the Head of School at the time of the conference.

- e. Custody/possession/visitation disputes between custodial and non-custodial parents must not take place on the campus or in the vicinity of the campus of Immanuel. Such disputes will immediately necessitate a call to the local police for disposition. If any such event should create risk for the children entrusted to our care, the facility or our staff, Immanuel Lutheran School has the right to immediately terminate care.

Fee and Tuition Policies

1. An Annual Registration Fee is due in full when you register for the school year. All Fees and Tuition are non-refundable.
2. Tuition is an annual fee with equal installments over a 10 month period beginning with the return of the yearly required information forms in July and ending in May.
 - a. Tuition and any other fees are due on the 1st day of the month.
 - b. Monthly statements will only be processed per request or if there are any additional monthly charges.
 - c. If paid in full, tuition is non-refundable if you exit the school.
3. Discounts:
 - a. Family Discounts: Second child in a family attending Immanuel Lutheran School receives 10% off tuition. Family discounts only apply when both enrollments are 5 day programs.
 - b. Full Tuition Payment: A 5% discount is given for one payment of the full 10 months school year tuition. This payment must be made by the start of the new school year. The family discounts do not apply.
 - c. Immanuel Lutheran Church Member: A 20% discount is given to families that are members of Immanuel Lutheran Church
4. After registration, a Formal Withdrawal Exit Form is required at least one (1) month in advance, if your child(ren) will not be attending Immanuel Lutheran School. Failure to submit this form will result in payment responsibility for the following month's full tuition; we do not prorate tuition.
 - a. Tuition is due whether a child is in attendance or not. Tuition will be assessed until we receive notification of termination of enrollment through our Withdrawal Exit Form.
5. Tuition payments may be made in cash, by credit card (extra fee), money order, or check.
6. Continued enrollment and attendance is contingent on payment of tuition, fees, and late charges as due.
7. Late Fees & Outstanding balances:

- a. A \$50.00 late fee will be assessed to any account with an outstanding balance after the 5th day of the month. August late fees will be assessed on any amounts due at the end of the first day of the new school year.
 - b. Parents will be contacted by telephone or e-mail on the 6th day of the month to make payment arrangements on past due accounts.
 - c. If the account is not current by the 10th day of the month, parents will be notified that the child(ren) will not be allowed in class until the account is made current.
 - d. There will be a \$34.00 fee on all returned checks plus a \$50.00 late fee. When notified, total payment of statement must be in the office within two business days.
 - e. Any account reflecting receipt of two (2) insufficient funds checks will be required to make all future payments via credit card with credit card fees or by cash.
 - f. Records will not be issued for any child with a delinquent account until the account is paid in full.
- 8. The Annual Summer Program Registration Fee is due in full by the first day of the summer program.
 - 9. Children must stay within the original program in which they enrolled at the beginning of the Immanuel Lutheran School year which includes the Summer Program. Any changes to your child's program must be approved by the Head of School and are subject to a \$150.00 Program Change Fee.
 - 10. We are not responsible for cash sent with children or through the mail.
 - 11. Late Pick up Fees: \$25.00 for every 15 minute late for program pick up. An additional charge will be incurred for each additional 15 minutes.

ChildPilot Parent App

All families are required to create a Parent Portal Account and download the app "ChildPilot Parents" to any tablet or smart phone. ChildPilot is a user friendly app that has the following features:

- 1. Ability to sign your child in and out of school through your phone
- 2. Messaging communication with Head of School and Teachers
- 3. View photos/videos of your child throughout the day
- 4. Make online payments
- 5. View your account and print receipts
- 6. Document sharing

ChildPilot will be the preferred messaging system to alert Parents in case of inclement weather, emergencies, etc.

Physical Health and Well-Being

SICK CHILD POLICY: If your child is sent home from Immanuel, they must have a doctor's note to return to school OR be kept home fever free for twenty-four (24) hours; meaning, temperature must be less than 100°F for 24 hours without medication. Parent/guardian should monitor their child's health. **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL if they display any illness or a temperature of 100°F or greater.**

DAILY WELLNESS CHECK: A child may not be admitted for care if one or more of the following exists:

1. Temperature of 100°F or above;
2. Signs or symptoms of a respiratory infection (i.e. cough, shortness of breath, sore throat, low-grade fever, chills, repeated shaking with chills, muscle pain, headache, loss of taste or smell, and diarrhea);
3. Rash with fever, mouth sores with drooling, behavior changes which require medical attention;
4. An illness that prevents the child from participating comfortably in all daily activities;
5. An illness that results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.

If your child has a medical concern that takes more than the normal amount of care/attention, we require a doctor's note with written instructions stating that your child is able to attend school.

Children must be able to participate in all activities (Toddlers must be walking).

Due to allergies, Immanuel is an animal free zone. All animals must remain outside the fence and gates of the campus.

In case of the onset of a critical illness or injury, the physician named by the parent will be called. The child will be taken to the hospital specified in their file by emergency vehicle.

Mothers have the right to breastfeed or provide breast milk for their child while in our care. Immanuel Lutheran School will provide comfortable accommodations enabling a mother to breastfeed.

All care givers will be certified in CPR and First Aid.

It is recommended, but not required, that all staff and employees have current immunizations.

Medication

- Medication may be administered with a doctor's note. Medication will only be administered when the form is completed. Documentation of dosage and the time the medication was administered will be kept by the designated staff member.

- Dispensing over the counter medication will be dealt with directly with the Head of School.
- Food and Allergy and Anaphylaxis Emergency Care Plan Form must be on file for any epi-pen or inhaler usage. Please request form from School Office, if needed.
- Medication can be administered, including insect repellent and sunscreen.
- The school will not give medication to children who are enrolled for less than 4 hours, except in the event of an emergency. Medication should be administered to the child, by the parent, prior to bringing the child to school.
- Designated faculty will administer parent-provided prescriptions and over-the-counter medications, in accordance with written instructions from the parents and/or the child's physician.
- Written authorizations from physicians and parents must be updated regularly. A copy of the pharmacy instructions are required to accompany the medication. Prescription medicine must be in the original container and include:
 1. Child's Name
 2. Type of medicine
 3. Dosage and administration requirements
 4. Physician's name
 5. Purpose of medicine and prescription number and date indicating the medication has not expired
- A physician's authorization is required for any alternative dosage from medication label, and/or if age of child is not included in dosage amount on label.
- A physician's authorization is required for medication shared between siblings. A physician's authorization and instruction of usage is required for any medical equipment, including nebulizers and epi pens, required to dispense medication or provide medical assistance to a child.
- Medication will not be stored for more than 30 days without usage.

Immunization and Examination

A record of inoculations required by the State of Texas must be on file in the school office for each child.

It is the parent's responsibility to keep the child (ren) up to date with vaccinations.

All children of Immanuel Lutheran School are required to have the following inoculations:

Age	Minimum Number of Doses Required
By 19 months old	HepB #1 #2 #3 (Hepatitis B)
	DTaP #1 #2 #3 #4 (Diphtheria, tetanus/pertussis)
	Polio #1 #2 #3
	Hib #1 #2 #3 (Haemophilus influenzae type B)
	PCV #1 #2 #3 #4 (Pneumococcal conjugate vaccine)
	MMR #1 (Measles, Mumps & Rubella)
	Var #1 (Varicella)
By 25 months old	HepA #1 (Hepatitis A)
By 43 months old	HepA #2 (Hepatitis A)

Consult your family physician for your child's record of inoculations and immunizations. According to state law, this record must be signed by a doctor. Individual health records are kept for each child in our Immanuel Lutheran School files and must be submitted at the beginning of each school year with the Annual Required Forms.

The State of Texas now requires that all Pre-Kindergarten children receive vision and hearing examinations.

Operational Information

Immanuel Lutheran School Hours/Days and Months of Operation

1. The following schedule is observed Monday - Friday on days when Immanuel Lutheran School is in session:

- a. Half Day Early Childhood Education Program hours are 8:00 a.m. until 11:30 a.m.
- b. Mother's Day Out morning hours are 8:00 a.m. until 11:30 a.m.
- c. Mother's Day Out extended hours are 8:00 a.m. until 3:00 p.m.
- d. School Day Early Childhood Education & Kindergarten Five (5) Day Program hours are 8:00 a.m. until 3:00 p.m.
- e. All Day Early Childhood Education & Kindergarten Five (5) Day Program hours are 7:00 a.m. until 6:00 p.m. This includes Day Care.

2. Toddlers and Two's: If needed, you must pick your child up before 11:30 am or after 2:30 pm due to napping.
3. Three's and Four's: If needed, you must pick your child up before 11:30 am or after 2:00 pm due to napping.
4. Parents who do not pick up their children by the end of their program time (Half Day 11:30a.m., School Day 3:00p.m., MDO 11:30a.m., MDO Extended 3p.m., All Day Program 6:00p.m.) will be charged \$25.00 per child per 15 minutes.
5. Any changes to your child's program must be approved by the Head of School and are subject to a \$150.00 Program Change Fee.

Parent(s) must take their child immediately off campus after you have signed your child out. You and your child may not stay to play on the playground or in the center room.

Immanuel School Year

Immanuel Lutheran School is a ten month program. Day Care for the All Day Programs will continue until the last week of May. Summer Programs run from June and July.

Hours of Operation

1. Immanuel Lutheran's campus is open 7:00 a.m. - 6:00 p.m., Monday-Friday. For drop-off for the All Day Program students before 7:15 a.m., please contact your teacher.
2. School Office is open 7:30 a.m. – 4:00 p.m., Monday-Friday.

Drive through Drop off and Pick up Procedure

1. **DROP-OFF/PICK-UP PROCEDURE:** All morning drop-offs and 11:30 a.m./3:00 p.m. pick-ups will occur outside in our parking lot located on Arlington St. Toddler students should be dropped off and picked up from Building One (Toddler Building).

Please allow extra time for drop-off and pick-up. Drop-off will be from 7:15 a.m. - 8:15 a.m. No late arrivals. Once the gates are closed, there is no entry.

As a reminder, teachers will not be available to speak with you at length in the mornings. If you need to talk with your child's teacher, please leave a note in your child's folder or call the office. Your call will be returned as soon as possible.

2. **TRAFFIC PATTERN:**

- Enter the parking lot through the large gate on Arlington Street **Enter Only.**
- Exit the parking lot through the small gate on E 15th Street adjacent to the church. **Exit Only.**

3. **SAFETY INSIDE THE GATE:** Please exercise extreme caution. Drive at a slow speed and remain in your vehicle at all times. If you need to exit your vehicle, please park in a designated spot. Do not allow your children to hang out of any doors, windows or sun roofs. Make sure all your vehicle doors are closed and that there are no children/staff members near your vehicle before you pull forward.

4. **WHAT TO DO WHEN YOUR DROP-OFF POINT IS REACHED:** REMAIN IN YOUR VEHICLE until a staff member comes to greet you. A staff member will assess your child's health. If your child's health is within guidelines, a staff member will take your child out of their car seat and deliver them and their belongings to their teacher or another staff member.

5. **WHAT TO DO WHEN YOUR PICK-UP POINT IS REACHED (11:30 a.m.):** Follow the same traffic pattern as drop-off. A staff member will direct you to your pick-up point. When you reach your pick-up point, please exit your vehicle to assist with loading belongings, but **PLEASE STAY BY YOUR VEHICLE.** You will be responsible for fastening your child into their car seat. **WE WILL NOT OPEN ANY OUTSIDE PERIMETER GATES UNTIL ALL CHILDREN FROM ALL CLASSES ARE INSIDE THE CHURCH AWAITING PICK-UP.**

6. **AFTER CARE (3:00 – 6:00 p.m.) PICK-UP:** Information regarding this procedure will be given to you by your child's teacher.

7. **TODDLER PICK-UP AND DROP-OFF:** Information regarding this procedure will be given to you by your child's teacher.

8. **ADDITIONAL INFORMATION:** Your nap mat will be sent home on Friday to be laundered. If your child needs a lovie, please talk to your child's teacher.
9. **CAMPUS ACCESS:** Only the following persons will be allowed access to our campus: operations staff; persons with legal authority to enter, including law enforcement officers, and Department of Family and Protective Services staff; professionals providing services to children enrolled at Immanuel. Parents and Church Members that have a purpose will be allowed to access our campus.
10. **NOTIFICATION: If someone other than yourself will be doing pick-up or drop-off, please make sure that all involved parties have a copy of these instructions.**

Authorization for Release of Children

1. All parents must fill out Day Care Enrollment Information Form. Please pay close attention to the Authorization for Release of Your Child to Persons Other Than Parents.
2. It is the parent's responsibility to add or delete persons from this form, if necessary. Parents may add or delete people at any time.
 - a. If you need to add an authorized person to pick up your child, a form or a hand written note must be left with the teacher or office before the child can be released.
 - b. The authorized person must stop in the office where a copy will be made of their driver's license and put in the child's file. The teacher will ask to see the driver's license upon pickup.

Attendance Regulations

1. In order to insure the safety and well-being of each child, the office must be informed if a child will not be at school by 9:30 a.m. Please contact the Immanuel Lutheran School office at 713-861-8787 if your child is going to be absent or will not be dropped prior to 8:15 am.
2. Children should not be dropped off at Immanuel Lutheran School between the hours of 9:30 a.m. - 2:00 p.m. without prior approval of the Head of School.
3. If your child has a doctor's appointment, you must pick your child up before 11:30 am or after 2:30 pm due to napping, for their appointment.
4. Excessive tardiness will result in an agreement being made between the Head of School and parents.

5. Kindergarten students must arrive by 8 a.m. to prevent disruption to learning schedules.

Appointments

Please notify your child's teacher in advance if your child will be leaving early for any reason. You must pick your child up before 11:30 am or after 2:30 pm due to napping (Toddlers and Two's) and before 11:30 am or after 2:00 pm for 3's and 4's.

If you need to re-enter the campus after you drop off or pick up, you must enter through the school office.

Inclement Weather

Should it be in the best interest of our children to close Immanuel Lutheran School due to threatening weather, we will notify you via the ChildPilot app/messaging system.

Emergencies

Immanuel Lutheran School has policies in place to respond to emergencies, such as fire, tornado, lockdown, bomb threat, shelter-in-place, etc. In the event of an emergency, the administrators or staff trained to manage the situation will work closely with the proper authorities.

Our Emergency Procedure (Crisis Management Procedure) is available in the school office. The Emergency Evacuation Relocation of children will be at either **Heights High School, 413 E 13th St., Houston, TX 77008** or **Heights Library, 1302 Heights Blvd., Houston, TX 77008**. You will be notified via ChildPilot if emergency relocation is needed.

Requesting Information

Upon request, you may ask to review the following information:

- Copy of Minimum Standards;
- Most recent licensing inspection report
- Emergency preparedness plan
- Other policies and procedures

Spiritual Life

Integrating the Faith

At Immanuel Lutheran School, we believe that "religion" should not be something that occurs for only 30 to 60 minutes per day. We cannot separate our spiritual life from the rest of our life and we cannot accomplish our objectives unless the spiritual dimensions of our child's lives permeate all they do. For this to happen, we strive to integrate the Christian faith into all subjects taught, and to help the child apply God's Law and Gospel to everything they do.

Immanuel Church Attendance

"Train up a child in the way he should go; even when he is old, he will not depart from it." - Proverbs 22:6

If you have not established a strong relationship in a church home, Immanuel Lutheran Church warmly invites you to join us! Divine Service, Sundays at 9a.m. and Bible Class/Sunday School at 10:30a.m. on Sundays. Additionally, we have a mid-week Bible Study on Wednesdays at 10:30a.m. Mid-Week Bible Study concludes before 11:30 a.m. pick-up.

Psalm 122:1 says, "I was glad when they said to me, Let us go to the House of the Lord."

Studies in Christian faith and life during the school day are reinforced in the home through devotion, prayer, discussion and most significantly, Worship. The Christian faith and life imbue us with thankful responses to God's promises and self-discipline under God's express will. Parents worshipping together with their children are the first and best example of thanksgiving and discipline, which are hallmarks of a faith and life in Christ.

Failure to pursue the promises and values of God in Christ in the home can create tension in the child's life between what is experienced in the School and what is taught by example in the home.

If the Pastor or a member of the faculty can assist you in any way (i.e. devotional material, study helps, classes in Christian Doctrine or Christian parenting, etc.), do not hesitate to contact us.

Attendance Policy Information: Any Immanuel Lutheran School child who has at least one parent qualifying as an active member of Immanuel Lutheran Church may be eligible for a tuition discount.

An "active" member is defined as one who regularly attends worship service and Sunday School/Bible Class with their child, one who tithes and one who regularly participates in congregational ministries and programs. Regular attendance is defined as 2 Sundays per month.

Each spring, the member family can apply for the tuition discount/scholarship offered by the church. Following approval, the family will be granted the discount for the upcoming school year, subject to review by the Pastor and Board of Elders every three months.

Statement of Faith

We believe, teach and confess:

- The entire Bible is the inspired Word of God, without error, and reveals His plan of love and salvation. (II Timothy 3:16, 2 Peter 1:21, John 3:16)
- God is Triune-three Persons, one eternal God-Father, Son and Holy Spirit (I Corinthians 8:6, II Corinthians 3:17)
- Sin (separation from God through disobedience) places all people under God's eternal judgement (Romans 6:23)
- Through the redeeming death and Resurrection of Jesus Christ, and through Him only, the curse and threat of sin is completely removed and salvation is possible. (John 14:6, John 3:16)
- Salvation is a gift of God offered at the initiative of His love, not based on the merit of people. (Ephesians 2:8-9)
- This gift of salvation is offered to all who, by God's grace through faith in Jesus Christ, receive Him as Savior and Lord. (Ephesians 2:8-9)
- The church of Jesus Christ consists of those faithful people who rely on Him for forgiveness and strongly hold to His teaching and the Sacraments of Baptism and Holy Communion.

Statement on Sex

The Biblical and philosophical goal of Immanuel Lutheran School is to develop children into Christian individuals who strive to live a Christian life. This involves the schools' understanding and belief of what qualities or characteristics exemplify a Christ-like life. While enrolled at Immanuel Lutheran School all children and families are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. Immanuel Lutheran School retains the right to refuse enrollment or employment to anyone who engages in sexual immorality as well as anyone who promotes such practices. Any sexual activity outside of marriage is Biblically considered a sin, and marriage as defined by Christ is between a man and a woman.

Academic Life

Curriculum

Immanuel Lutheran School:

- follows a Christ-centered curriculum as the basis for our philosophy and teaching
- supports the development of safety, wellness, and healthy living
- gives your child an awareness of God's great world in which we live
- is a place for that seed of faith, planted in baptism, to be watered and nourished so that seed may grow and bloom as the young Christian matures
- serves as a stepping stone to aid the child in learning how to get along with others
- serves a bridge between the informal educational atmosphere of the home and the school
- helps the child to realize that learning in school can be fun

As a part of the school's religious experiences, the child will be helped to experience the joy of life lived in God. Children are members of God's family, through Christ. All our children are Jesus' children.

While enrolled in Immanuel Lutheran School your child will be helped to realize:

- the joy of "talking with God" through prayer
- the joy of expressing a simple but trusting faith in Jesus as a Savior and Friend
- the joy of being loved and being loving
- the joy of being forgiven and of being forgiving
- the joy of being helped and being helpful
- the joy of living together responsibly with each other and with family and friends
- the joy of group worship

In the social activity and conversation period, the child will be encouraged to:

- work, play, and share co-operatively with playmates
- develop independence
- assume responsibility for care of self and possessions

- respect other's belongings and areas of work and play
- take turns both talking and listening
- realize how one's behavior affects others
- show respect for another's point of view
- learn to clean/pick up after themselves

In the emotional developmental process, the child will be helped to continue to:

- find out more about "me" and like what is there
- distinguish the difference between fact and fiction
- develop more confidence and pride in self and work
- recognize right from wrong
- learn appropriate ways to express feelings
- cope with negative feelings
- learn ways to respond to other's feelings

In physical activity, the child will be encouraged to develop further skills in:

- coordinating large and small muscles
- identifying and learning through the senses
- caring for one's own physical needs - eating, dressing and toileting
- recognizing and accepting change and growth in self and others
- accepting and recognizing uniqueness of self and others in size, sex and race
- physical characteristics, handicaps and gifts
- accepting of and being willing to try something new

Cognitively, the child will be led to expand learning in the areas of:

- active listening
- following directions carefully
- obedience
- speaking clearly and distinctly while expressing thoughts
- increasing attention span
- recognizing written symbols
- developing auditory and visual discrimination

- developing an interest in books and pictures
- conceptualizing and generalizing
- having sense of time, day, week and month
- sequencing of events - what came before, what will happen next
- refining special concepts - on, over, between, in, out, etc.
- refining organizational skills and classifying
- reading readiness and counting
- ordering, quantifying (numbers)
- printing their name in manuscript (not all capitals)
- participating in rhythmic activities
- creating one's own "masterpieces" and recognition of colors
- finding out more about how and why one's body moves and works
- developing good habits and attitudes
- scientific exploration to find out more about the world God created
- being aware of different jobs, people, services, and processes that make God's world special
- understanding the meaning of safety at home, on the streets and at school

All of these skills will help your child with living, growing and working together as a member of a family of Jesus' children.

Progress Reports/Report Cards

Progress Reports for all classes are issued at least twice a year.

A Parent-Teacher Conference is scheduled at the end of the first quarter. The purpose of this conference is to evaluate your child's goals for future growth. All parents are expected to participate in parent conferences.

We believe in strong communication between home and Immanuel Lutheran and encourage additional conferences whenever deemed necessary. Special conferences may be requested by parents or the teacher.

Report cards are issued 4 times per school year for the Pre-School, Pre-Kindergarten and Kindergarten classes.

Parental Involvement

Parental Responsibilities and Expectations

In order to provide the best possible education for the child, the home and Immanuel Lutheran School must work together toward the same goals. We feel these goals can best be accomplished when parents:

- are regular in their own worship and Bible class attendance
- pray for the church and its educational ministries
- support the efforts of the entire staff
- support Immanuel sponsored activities and programs
- encourage their children to be conscientious in everything they do
- fulfill their financial commitment to Immanuel Lutheran School

It is expected that all parents read this handbook, familiarize themselves with the contents, and support the policies of Immanuel Lutheran School. In any of the handbook issues, the school administration reserves the right to make the final decision and will always do its best to make decisions based on what is best for the entire student body. Immanuel Lutheran School reserves the right to modify this handbook as the school sees fit, throughout the school year.

Parent Behavior

The best possible educational environment is only possible when the school, parents and child(ren) work together in the best interest of the child(ren). Therefore, if the school determines in its sole discretion that a child's parent(s) or guardian(s) are not being supportive of the school or the child, the school may take actions up to and including child disenrollment as a result of the behavior of the parent or guardian

Classroom Parties

Birthdays and baptismal anniversaries are very special days. Your child may treat their classmates to cupcakes, cookies, ice cream and juice drinks on these days. Please keep treats and foods simple. All food brought to be shared must list ingredients on packaging. The teacher should be notified at least one week in advance if you intend to provide treats. Your child's teacher will inform you at this time of any special dietary requirements or food allergies of children in the classroom.

Volunteers

Effective and responsible volunteers are essential to the success of Immanuel. This requires volunteers who have a professional attitude, an interest in education, and a real desire to help the children become responsible, productive Christian citizens. Because we take your child's welfare and safety very seriously, all volunteers must meet prerequisites before they are permitted to interact with children in the classroom. In order to volunteer at Immanuel Lutheran School, we must obtain a background check. This form is available in the front office or from your child's teacher.

Class Visits

From time to time, parents may wish to visit their child's classroom for one reason or another. Check in with a staff person at the School Office, for security purposes, before proceeding to your child's area.

Grievances

The grievance policy of Immanuel Lutheran School is based on Matthew 18.

If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.

If you have a concern or complaint with any policies and/or procedures of Immanuel Lutheran School, any individual employed by Immanuel, or anyone connected with Immanuel, that concern should be discussed with the individual responsible.

If the situation is not resolved, further meetings will be scheduled with the two parties and the Head of School. If necessary, the matter may be referred to the Board of Christian Education.

For example, if a parent/guardian should have questions or complaints about grading, classroom procedure, or discipline, he/she should first speak to the teacher involved during their designated conference period or outside regular hours and in private. In case a settlement is not reached, the matter may be taken to the Head of School. A conference between the Parent, Teacher, Head of School, and possibly the child may be held if necessary. If differences still exist, the parent or teacher may then request, in writing, that Head of School include this grievance on the agenda of the next Board of Christian Education meeting. This policy is in accordance with God's Word as stated in Matthew 18 and also applies to grievances concerning school policies and procedures, staff, and administration.

In settling grievances parents, Immanuel employees and the Board of Christian Education are expected to speak and act respectfully. Any verbal or physical assault on an Immanuel employee or Board of Christian Education member will result in the immediate termination of the contractual agreement between Immanuel and the child enrolled. Likewise, appropriate disciplinary action will be taken against any Immanuel employee or Board of

Christian Education member who speaks or acts in an inappropriate manner with Immanuel Lutheran School parents or guardians.

Student Recruitment Incentive

Our best form of advertising and public relations is through our school families.

To our currently enrolled families we extend one \$250.00* tuition discount as a thank you for any family they refer to Immanuel. The tuition deduction will be applied January 1 or May

1. *Restrictions to this incentive are as follows:

1. The new family must complete one full semester in good standing for the "sponsoring family", who must also be here half a semester, to receive tuition credit.
2. It is the responsibility of the new family to declare who was responsible for leading them to Immanuel Lutheran School. This is done in writing on the application form and cannot be altered after it has been submitted.
3. Faculty and staff are included in the above incentive.

Other Policies

Food Policies

1. Immanuel Lutheran School does not provide meals, drinks or snacks. All children are requested to have a regular meal each day with morning and afternoon snacks. Please **no glass containers**. Food should be in separate containers or bags. Meals and snacks should be brought from home. Immanuel Lutheran School is not responsible for the nutritional value of any food or drinks provided from home. It is the responsibility of the parent to ensure that their child meets his/her daily food needs.

If a child must be served a special diet, there shall be written approval from a medical professional which will be given to all persons preparing and serving food, so as to help the child remain compliant. All special diets need to be provided from home.

Children will be encouraged, but not forced to eat. Recurring eating problems will be discussed with the child's parent.

Immanuel encourages student families to provide healthy well-balanced meals and snacks on a consistent basis. We allow celebration foods, but do ask that special consideration be given to providing items that are sugar conservative.

2. Snacks/Lunch- All classes are allotted time for morning snack. All day programs also have an afternoon snack. Please check your child's classroom "Daily Schedule" for information on snacks and lunches.

Please note that only the Toddler Room has refrigerator facilities. All other snacks and lunches should be placed in a lunch box/bag with cold packs if refrigeration is required. Teachers are happy to microwave foods that need to be heated. They need to be in a microwavable container. Please send foods that only need to be heated, not cooked.

Occasionally, there will be an opportunity for you to purchase a lunch for your child (usually on Fridays). Order forms for Friday lunches will be sent home in advance. Order forms and prepayment must be returned to school by the date specified on the order form as it is difficult to fulfill last minute lunch requests.

3. Water- Your child must bring a sippy cup, drinking cup or water bottle containing water to school each day. Cup/bottle must have a lid and cannot be glass. This is required by the State of Texas. If you send anything other than water in your child's cup, please send an extra cup with or for water.

Parental Communication

Staff will not prevent parents from visiting Immanuel at any time during its hours of operation. We request that you check in with the staff person at the Cortlandt St. office, for security purposes, before proceeding to your child's area.

Staff will immediately notify a parent or other person authorized by the parent when:

1. The child is injured.
2. The child has a sign or symptom requiring exclusion from the facility such as an oral temperature of 100°F or greater, breathing difficulty, uncontrolled diarrhea, vomiting, rash with temperature, mouth sores with drooling, wheezing, or behavior changes which require medical attention.
3. The child has been involved in any situation which placed the child at risk.
4. The child hits or kicks one of our staff. You may be asked to pick-up your child if such an incident occurs.
5. There is an outbreak of a communicable disease that is required to be reported to the Texas Department State Health Services.
6. There is an outbreak of lice or other infestation in the group.

Activities

Activities appropriate to each child's developmental needs will be provided. Children will be grouped by developmental levels, i.e. toddler, pre-school.

A supervised rest period after lunch will be provided for children in the 18 month thru Pre-Kindergarten Immanuel Lutheran School program. Each child should bring a rolled nap mat (not a sleeping bag). These should be taken home on Fridays to be laundered and returned on the next school day. As a courtesy to our nappers, children will not be accepted for drop-off at school between 11:30 a.m. and 2:30 p.m. (except for a medical emergency in the family).

All children will have time outdoors each day, as weather permits. Indoor and outdoor time periods will include alternating active/quiet activity times and opportunity for individual/group activities.

Field Trips

Notice of field trips will be posted at least 48 hours before a field trip and remain posted until the groups have returned.

Parents must sign a permission sheet and tender appropriate fees for their child to participate.

Staff will carry emergency contact information and first aid supplies. At least one staff person on the field trip will be current in CPR and First Aid.

Safety

The facility must ensure the safety of child from other persons as follows.

Any person to whom a child is released must be either a parent or a person designated by the parent. A driver's license or picture I.D. will be required to verify the identity of a person not known to the staff who is authorized to pick up a child. This information will be recorded and retained.

The presence of persons whose behavior and/or health status appear to endanger the health and safety of the child will not be allowed while children are in our care.

Hand washing will be promoted for children and staff at bathroom trips and meal breaks.

Abuse, Neglect, and Exploitation of Children

All Immanuel Lutheran employees have specific legal responsibilities to report suspected abuse, neglect, or exploitation of children. An employee's failure to report suspected abuse, neglect, or exploitation is a misdemeanor punishable by fine, jail time, or both.

Reports must be made for any type of suspected abuse or neglect and the obligation to report includes abuse or neglect that may occur in the future. Under state law, these responsibilities are triggered when an employee has reasonable cause to believe that either (1) a child has been adversely affected by abuse or neglect or (2) an adult was a victim of abuse or neglect as a child, and disclosure of the information is necessary to protect the health or safety of another child. Employees who suspect abuse, neglect, or exploitation shall follow the procedures described in the Employee Handbook. Employees will not contact a student's family regarding a disclosure by a student that he/she may have been a victim of abuse or neglect by any member of that student's family.

Alcohol, Drugs and Tobacco

Alcohol, Drugs and Tobacco in any form (including e-cigarettes) are prohibited on Immanuel Lutheran School's campus and at any School sponsored activity or event, unless express permission is granted.

Toys

Toys can be lost, stolen, broken, and may become a disruptive factor in the classroom. Therefore, we ask that children leave their personal toys at home. Immanuel is not responsible for broken or lost personal toys. Toys and games are provided in the classroom.

Worship Services

A weekly Children's Worship Service is conducted at Immanuel Lutheran School. The children learn from experience how to conduct themselves in the House of God. Children are encouraged to take an active part in the service. Children's offerings are dedicated to missions or other charities. Parents are invited to attend these services.

Chapel is held on Wednesday mornings for Toddlers through Kindergarten, and on Thursday mornings for our Tuesday and Thursday Mother's Day Out Program.

Adults are invited to attend weekly Bible Study on Wednesdays at 10:30 a.m. Bible Study will be completed in time for 11:30 a.m. pick-ups.

Dress Code

Good grooming and proper attire contribute positively to the mental and emotional attitude of children. We recommend clothing for children that is neat, clean, comfortable, and weather appropriate. Play clothes are acceptable. No costumes, pajamas, nightgowns or capes may be worn. Shorts are required to be worn under a skirt/dress if your child shows their undergarments while sitting, standing, or playing or during any school activities. All children should wear proper undergarments at all times for sanitary reasons.

Backpack

Please provide your child with a backpack with dimensions in the range of 17" tall, 13.75" wide and 7.5-9.5" deep. Small (12") backpacks are not functional.

Footwear

Children must wear socks and properly fitting shoes with a **closed toe and a closed heel**. We encourage you to put your child in tennis shoes and socks each day. Sandals, Crocs, soft-sole ballet slippers and cowboy boots are not permitted. Although not recommended for school, top-siders, Toms and Bobs may be worn without socks if your child is able to put these types of shoes on by himself/herself. If these types of shoes become problematic, you may be asked to refrain from allowing your child to wear these shoes to school. On

inclement weather days, your child may wear rain boots to and from school, but will need a change of shoes for the classroom.

Procedure for Notification of Policy Change

At such time as any modification, addition or deletion is made to the Immanuel Lutheran School Parent Handbook it is the intention of the Immanuel Head of School to notify every parent/guardian of currently enrolled children as soon as possible after such modification, addition or deletion is approved/implemented:

- If the implemented change applies to the current school year, notices will be sent as soon as possible to parents via ChildPilot. This notification will be followed by written notice. The written notice will include a Receipt of Notice with signature page. Parents will be required to return the written Receipt of Notice Signature Page within ten days of notification.
- Any changes affecting the upcoming school year will be included in the Immanuel Lutheran School Parent Handbook that is revised yearly before the start of each school year.

Security Gates

Parent(s)/Caregiver(s) should enter and exit through the two walk-in gates located on Cortlandt Street. A security access fob is required to gain entry. There are red exit buttons at each gate.

At no time should your child be allowed to use the security fobs or push the red buttons to enter or exit the campus. Children are instructed not to use these devices for safety and security reasons. Discipline will be incurred if your child attempts to use the “red exit buttons” while at school.

The School Office is not a regular access point for the campus. This mode of entry should only be utilized if you do not have access to your own personal fob. Each family should use their own fob to enter the campus and refrain from sharing fobs with other parents/caregivers. A fob will be assigned and charged accordingly if a parent (family) is using the office as a regular access point.

Helpful Information

You Can Help Your Child at Home

Encourage your child to:

- assume responsibility for getting dressed, tying shoes, putting on own outerwear and boots
- hang up own clothes
- create things independently
- keep regular hours of sleep
- watch non-violent and parental-approved television
- give all school papers to you to check each day

Teach your child to:

- know their full name, address, and phone number
- have good safety habits such as crossing streets only at corners
- cover mouth when coughing or sneezing
- wash and dry hands reasonably well
- practice proper and sanitary use of the bathroom

Enjoy:

- taking an interest in the things your child does in school
- reading books to your child
- discussing the things your child makes in school
- celebrating your child's accomplishments
- finding some time to listen to your child's important news
- sharing your child's learning experiences

You Can Help Your Child at School

- Discuss the things your child has learned about Jesus, our Savior
- Pray with your child
- Be proud of your child's growth in all areas
- Emphasize that the school and home work together to help your child

- Emphasize the pleasant aspects of school life
- Help your child to look forward to school as a place that is exciting and interesting

Child Development and Parenting Resources

□ <https://www.focusonthefamily.com/>

Immanuel Lutheran School is a Gang-Free Zone

See Appendix B for more information.

Reporting Abuse and Neglect

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Anyone can confidentially report suspected abuse or neglect by calling 1-800-252-5400.

Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith. For more information, please see Appendix A.

As required by Minimum Standards for Child-Care Centers Immanuel Lutheran School will:

1. Require all teachers and child caregivers to have annual training in identifying and responding to abuse and/or neglect of children. Special attention will be given to the warning signs of abuse and/or neglect. Employees will learn about techniques for the prevention of abuse and/or neglect. Classes will be conducted throughout the year at teacher meetings.
2. Provide parent(s) with an awareness flyer regarding the warning signs of child abuse and/or neglect.
3. Provide parent(s) with articles regarding prevention techniques for child abuse and/or neglect.
4. Assist parent(s) and child caregivers in coordinating between Immanuel and appropriate community organizations by providing contact information for these organizations.
5. Assist parent(s) of any child who may be a victim of abuse and/or neglect by providing support, assistance and intervention through law enforcement as warranted, community agencies, pastoral support and Christian counseling

CHILD ABUSE ASSISTANCE

National Child Abuse Hotline: 1-800-4-A-CHILD

www.childhelp.org

The National Domestic Violence Hotline: 1-800-799-7233

www.thehotline.org

Texas Department of Family and Protective Services Abuse, Neglect and Exploitation Hotline
(24-hour assistance): 1-800-252-5400

www.texasabusehotline.org

www.dfps.state.tx.us/

<https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/24-hr-res/keeping-children-safe-color.pdf>

Houston Area Women's Center Offices (HAWC): 713-528-6798

1010 Waugh Dr.

Houston, TX 77019

Domestic Violence Hotline: 713-528-2121; 1-800-256-0551

Sexual Assault Hotline: 713-528-7273; 1-800-256-0661

Joyful Heart Foundation

Domestic violence and sexual assault information

www.joyfulheartfoundation.org

CALL 911 if a child is in immediate danger

Additional Contact Information

Texas Department of Family and Protective Services

5425 Polk Street

Houston, TX 77023

[www.dfps.state.tx.](http://www.dfps.state.tx.us)

[us](http://www.dfps.state.tx.us)

713-940-3009

713-940-5200

Poison Control 1-800-222-1222

Conclusion

Beginning with the very first day, you and your child's teacher will work together to make the school year pleasurable, rewarding, interesting and fulfilling.

Be aware of the different activities at school. Keep the lines of communication open between yourself, the teacher, the school and your child.

Remember to praise your child for accomplishments. Be honest in your praise and constructive in your criticism.

It is our goal to help your child develop to his/her full potential, to become a well-rounded Christian adult. With a solid partnership between home and school, we can work together as a team in the Spirit of Christ Jesus.

Appendix

Appendix A - Information on Reporting Child Abuse

- Child abuse and neglect are against the law in Texas, and so is failure to report it.
- If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency.
- You are required to make a report within 48 hours of the time you suspect the child has been or may be abused or neglected.

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?

1. Call the abuse and neglect hotline at 1-800-252-5400
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and times of the day and keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
4. Give the agency person any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report.
 - Name, age, and the address of the child
 - Brief description of the child
 - Current injuries, medical problems, or behavioral problems
 - Parents names and names of siblings in the home

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.

Finally, err on the side of caution. If you have reason to suspect child abuse, but are not positive, make the report. If you have any doubts about whether or not it is abuse, call the hotline. They can advise you if the signs you have observed are abuse.

Failure to report child abuse is a Class B criminal offense, punishable by a \$2,000 fine and/or imprisonment for up to 180 days. Failure to report also could subject you to considerable monetary liability in a civil rights action.

Appendix B - Requirements Regarding Gang-Free Zones for Child Care Centers

Child Care Licensing/jr DFPS Form 2846 8/31/2009

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my day care center?

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

When do I have to comply with the new requirements?

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

For further information please contact your licensing representative or your local licensing office.

Appendix C - Parental Rights

You are entitled to see the following information. You may ask the Immanuel Head of School to show you the most recent copy of:

1. Minimum Standards for this Licensed Child-Care Center (also available on the web at <http://www.dfps.state.tx.us/> or at your local Licensing office),
2. The most recent Department of Family and Protective Services Inspection / Investigation Report, (compliance information is also available on the web at www.dfps.state.tx.us or from your local Licensing office),
3. Documentation of liability insurance that complies with Human Resources Code, Section 42.0491,
4. The most recent Fire Marshal's Inspection Report,
5. The most recent Health Department's Sanitation Inspection Report,
6. The most recent Gas Pipe Inspection Report and
7. The Child-Care Center's operational policies.

Appendix D - Immanuel Lutheran School Summer Program Policy

The Immanuel Summer Program is an extension of the ministry of Immanuel Lutheran School. It is accredited by the Lutheran Church-Missouri Synod and fully licensed by the Texas Department of Family and Protective Services under the control of the Immanuel Lutheran Board of Education through the Head of School.

Summer enrollment fee: \$50.00 per child, due in April. All monthly payments are due on the 1st of each month.

The center is open from 7:00a.m. to 6:00p.m. Monday through Friday (Closed on July 4th). Children arriving after 9:30a.m., without prior approval, may be prohibited from entering the classroom. Children should not be dropped off at school between the hours of 9:30a.m. and 2:30p.m. Toddlers and Two's: If needed, you must pick your child up before 11:30 a.m. or after 2:30 p.m. due to napping. Three's and Four's: You must pick your child up before 11:30 a.m. or after 2:00 p.m. due to napping.

Children will stay in their current enrolled program. If you would like to request a program change for the summer, request approval from the school office. A program change fee of \$150.00 will be charged.

All payments are non-refundable. All previous fees from Immanuel Lutheran School must be paid in full before the Summer Program.

For children who are not registered to return for the following School Year the last day of Summer Program is July 31st.

Parents who do not pick up their children by the end of their program time (Half Day 11:30a.m., School Day 3:00p.m., MDO 11:30a.m., MDO Extended 3p.m., All Day Program 6:00p.m.) will be charged \$25.00 per child per 15 minutes.

All Day, School Day Programs: Please provide a lunch and 2 snacks unless you are notified.

Half Day and Mother's Day Out Programs: Please provide a snack unless you are notified.

All children must bring a sippy cup, drinking cup or water bottle (which must have a top) containing water to school each day. This is required by the State of Texas.

All clothing and personal belongings should be marked with the child's name. Every child should have an extra set of clothes, underwear, socks and shoes.

The Summer Program is not responsible for broken or lost toys/games brought from home.

Sick children will not be permitted into the Summer Program. Parents must make arrangement for the child's care away from the Summer Program during illness. Children should be free from fever or sickness for 24 hours without medication before bringing them back to the Summer Program after an illness. If a child goes home for any fever or illness, they cannot return the next day. Medication forms must be signed and a designated Day Care Worker will administer medication.

The staff, facilities, equipment, and curriculum of the Summer Program will, at all times, be geared toward consistent and positive acceptable behavior patterns of the children in our

care. Children shall be disciplined in various ways so that safe, decent, and moral attitudes will be developed.

Conferences may be requested by either the Head of School or parents/guardians. Continued discipline problems with a child will necessitate a probation period and dismissal if there is no cooperation or improvement in a child's behavior.

THIS POLICY TENTATIVELY SET AND SUBJECT TO CHANGE