

Emanuel Lutheran Early Education Center

Celebrating Academic Excellence
In a Caring, Christian Environment
Since 1957



Parent Handbook

Revised January 2021



Faithfully serving families since 1957

Celebrating Over 60 Sensational Years

Emanuel Lutheran Early Education Center

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Dear Parents,

Welcome to Emanuel Lutheran Early Education Center “referred hereinafter as “Emanuel”. We are happy that you have chosen to enroll your child with us.

This handbook has been prepared to help parents understand, support, and uphold the policies and procedures of our school.

Since 1957, Emanuel has provided an exceptional academic experience. Today, we provide preschool families with more than just an education. Our programming strengthens the family and helps to reinforce the character attributes the parents feel are most important to the future of their children. Our faculty has designed unique ways to inspire the level of Christian development in children to be there to support each other in a cheerful learning environment.

Thank you for giving us the opportunity to work with you and your child.

God’s Blessing

Emanuel Lutheran Early Education Center Committee

EMANUEL LUTHERAN CHURCH AND PRESCHOOL: Emanuel Lutheran Church was organized and erected in 1912 by the Reverend Hermann Zoller, who served the congregation until 1932. Soon after Pastor Zoller passed away, Emanuel called its second pastor, the Reverend Carl Gernannt. Pastor Gernannt served Emanuel until 1956.

Pastor Gernannt was succeeded by the Reverend William Hinlicky who organized Emanuel Lutheran School. The school's first Principal was Ray Steinert and first teacher Miss Charlotte Streck. Emanuel's kindergarten and first grade were opened to 17 students in September 1957. In February 1968, a nursery for three and four year olds was added to the school; September 1, 1969 and 1970 saw the addition of seventh and eighth grade classes. By 1972 the seventh and eighth grade were discontinued. On March 3, 1982, the church and school were destroyed by fire. Fortunately, there were no injuries and in September 1983 Emanuel dedicated a new church building. In March of 1993, the congregation approved the building of a new early childhood center. Ground breaking was on July 4, 1992, and the dedication on September 19, 1993. In July 1997, a full-day preschool program was added allowing children to be dropped off as early as 7:00 AM and picked up as late as 6:00 PM. In 2006 the seventh and eighth grade classes were added. In 2016 Emanuel Lutheran School was presented with the Inviting School Award by the International Alliance for Invitational Education. Again, in 2017, our school was given the Inviting School Fidelity Award. We celebrated our 60th year in September 2017. Unfortunately, our day school closed for grades kindergarten through 8th grade in 2019. In 2020 Emanuel Lutheran Preschool (Emanuel Lutheran Early Education Center) referred hereinafter as "Emanuel" was licensed as a day care and is now serving children 18 months – 5 years.

MISSION STATEMENT:

Emanuel is committed to working with the parent community to provide a nurturing environment to foster the growth of children intellectually, spiritually, physically, and socially.

VISION STATEMENT:

We strengthen families.

CORE VALUES:

Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control, intentional, measurable, optimistic and courageous.

RESPONSIBILITIES: Since 1957, Emanuel has provided an exceptional academic experience. Today, we provide preschool families with more than just an education. Our programming strengthens the family and helps to reinforce the character attributes the parents feel are most important to the future of their children. Our faculty has designed unique ways to inspire the level of Christian development in children to be there to support each other in a cheerful learning environment.

ABOUT OUR FAMILY OF STUDENTS: Emanuel admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to its students. Emanuel does not intimidate, harass, or discriminate against any person based on a person's actual or perceived race, color, weight, national origin, creed, ethnic group, religion, religious practice, age, marital status, disability, sexual orientation, predisposing genetic characteristics, gender or sex, in administration of its educational policies, admission policies, and other sponsored programs.

ABOUT THIS HANDBOOK: This handbook is a vital resource for parents/guardians. We have prepared this handbook to answer questions about your child(ren) time in this school. Because of government regulations, Department of Health and New York State Child Day Care Regulations (referred to hereinafter as OCFS) and the changing needs of our operations, we may change these policies from time to time. We will do our best to let you know of developments that may affect you.

ABOUT EMANUEL LEADERSHIP:

ADMINISTRATION: As the primary member of the administrative team, the Director of the School is directly accountable to the Preschool Committee of Emanuel Lutheran Church. The Director has been delegated with the responsibility of managing the operation and programs of the Preschool. In the absence of the Director, a Lead Teacher assumes the authority for the day.

AUTHORITY: Emanuel Lutheran Church School Committee is the final controlling authority of the school. The school budget is submitted to and approved by the Voters Assembly of Emanuel Lutheran Church. The Preschool Committee, appointed with the Church Council's approval, supervises the operation of the preschool. The Director acts as executive director, carrying out the decisions of the School Committee. The Preschool Committee aims at constantly improving the course of studies and educational experiences for our students. The committee is aided by the Pastor and President of the congregation. The Preschool Committee acts as the policy making organization for the school and is responsible for addressing and acting upon issues concerning the school.

YOUR ROLE AS PARENT: Cooperation between the home and Preschool is vitally important. Parents/guardians are considered partners in the educational process. As such, parents/guardians have the duty to support Emanuel as it seeks to serve their child academically, socially, spiritually, emotionally, and physically. Our school activities are designed to enhance the quality of the educational program. We urge parents/guardians to have an active church life as well. Laying a firm foundation for your children will find an eager and ready response in the hearts of the children. We urge you to be an active participant in your child's school life as well as his/her spiritual life. In partnership we offer this guidance for support of the school and its mission. Parents/guardians have the responsibility to:

- Practice proper procedures regarding meetings with teachers and the Preschool Committee.
- Support established, publicized school rules, as well as classroom practices and procedures (e.g. field trips, parties, and conduct expectancies).

- Be responsible to ensure that all paperwork is read and responded to, if needed, in a timely fashion.
- Ensure that their child’s medical records are current and filed with the school as needed/required and immunizations are up to date.
- Ensure that their child conducts himself/herself in a manner consistent with the expectations and behavioral standards established by Emanuel, a manner that strives to pattern Christian love, including respecting the professional educators, their policies and procedures. You will be asked each year to sign our Behavioral Policy.

PARENT INFORMATION:

FILING COMPLAINT OR INCIDENT REPORT: In the event you would like to report an incident or complaint against Emanuel, you may report said incident or complaint to the OCFS and administrators of Emanuel. For filing information, OCFS contact information and childcare complaint line see “*Emanuel Information Center*” notice located in the main office or on the preschool bulletin board.

Parents/guardians may request time with the Preschool Committee. For the sake of proper order and effective planning, parents/guardians who request time with the Preschool Committee should specify the desire, question, or specific need in writing and direct this communication to the chairperson of the Preschool Committee in advance of the scheduled meeting (first Tuesday of every month). The Preschool Committee will make every effort to accommodate requests for time within reason and in as timely a fashion as possible.

We expect our school families to exercise good judgment, loyalty, honesty, respect, and integrity in all dealings with the preschool, its employees, and students on or off premises. Any conduct that could be detrimental or harmful to the school, its faculty/staff members, or students, is unacceptable. We provide the following example of such improper behavior; spreading gossip and rumors about the school, its employees, students, and administrators can adversely affect our school. Spreading rumors is not only unbecoming; people may be civilly liable for defamation if they spread rumors about the school, its employees, students, and administrators. This includes spreading rumors via electronic and or/ technological devices.

The Preschool Committee reserves the right to dismiss a family from Emanuel, at any time during the school year, if it is determined that a child’s parents/guardians have failed to uphold their responsibilities in supporting the School’s policies and mission, vision, and values.

BEHAVIORAL PLAN: All parents are to sign Emanuel’s Behavioral Policy at the time of registration.

OCFS REGULATIONS: The OCFS regulations can be found in the main office, on the preschool bulletin board or you may request a copy.

SURVEILLANCE CAMERAS ON SCHOOL PROPERTY: For the safety of our students, staff and visitors, Emanuel employs camera surveillance equipment for security purposes only. The Technology Committee of the Church Council has the authority to monitor these cameras and view the surveillance videos. This equipment may or may not be always monitored.

Surveillance cameras will generally be utilized only in outdoor public areas where there is no “reasonable expectation of privacy.” Outdoor public areas include but not limited to building entrances, playground area, and drop off/pickup location.

Staff is instructed to view monitors before existing the building to ensure the safety of the students.

At no time will parents have access to these surveillance videos.

CURRICULUM: Our emphasis is on learning through play. We run a developmentally appropriate, child centered, creative, program. Building a positive self-image is an essential part of our preschool experience. One way that we do this is by exposing the children to God’s love for each of them and others. Our daily program schedule is handed out at the time of registration and can be found on our website, ELSPatchogue.org.

EDUCATIONAL TRIPS: Educational trips to various points of interest in walking distance are enriching experiences for the child. The school will notify the parents of any educational trip which the child will participate in. At check in each day, you will give permission for your child to participate in a walking trip. Permission is also given on your registration form.

SUPPLIES: Supplies for the year will be required. A supply list will be mailed in July and/or given at time of registration.

POTTY TRAINING: Emanuel understands that children will occasional have toilet accidents. If these accidents exceed what Emanuel feels is age appropriate, your tuition rate will reflect the “toddler rates”. Toddler rates reflect the rate for supervision in which we would need to accommodate those children that need to be changed.

COMPUTERS: Emanuel is committed to maintaining and growing our technology program to equip our students to be 21st century learners.

ENRICHMENT PROGRAMS: Students may participate in our age-appropriate afterschool and enrichment programs, when available. These programs are set up each school year and information will be sent home. There may be an additional charge for these programs.

We believe it is important to promote good home/school communications. Notices pertaining to a student’s school opportunities, schedule reminders/changes, and other valuable and timely pieces of information are often conveyed to our school community on our website. Parents/guardians are urged to visit our website daily. You will also receive reminders and information through email and Brightwheel messages.

EVENING ACTIVITIES: Unless otherwise noted, any child who attends an evening activity sponsored by the school must be accompanied by a parent, a responsible adult, or a designated guardian. It is not the

teacher's or Director's responsibility to supervise children when the parent is in attendance at these activities.

SEXUAL HARASSMENT: Sexual harassment is a form of sexual discrimination prohibited by federal and state law. It is any unwanted conduct of a sexual nature. It is the imposition of unwelcome and/or unwarranted sexually oriented acts that creates a hostile, intimidating or offensive academic or work environment.

PERSONAL ITEMS FROM HOME: Because we are limiting the cross contamination of bodily fluids even more stringently at this time, staff members will provide you a list of mandatory supplies for your child. These supplies must be maintained on a daily basis in order for your child to attend the Preschool.

DAILY CLEANING AND DISINFECTING: While this is part of our normal routine, there will be additional efforts made to disinfect the classrooms, gross motor spaces and high traffic areas, paying special attention to doorknobs, phones, tables, chairs, keyboards, handrails, gates, etc. We will be disinfecting with a higher concentrated bleach/water as recommended by the CDC and DOH. In addition to classroom cleaning, all staff members will be assigned various areas of the building for frequent disinfecting.

CONTACT AND EMERGENCY CONTACT INFORMATION: At the start of the school year, parents/guardians will be responsible for completing and emergency contact form for their child. These forms provide vital information when treating a sick or injured child and should be completed in a timely and detailed manner. Parents/guardians are required to submit updated information (change of address, phone numbers) promptly.

In the event of an emergency, accidents, serious incidents and injuries, the parent/guardian will be notified, if they can not be notified in a reasonable amount of time, we will contact those listed on the emergency contact list.

EMERGENCY MANAGEMENT/DRILLS: Emanuel maintains compliance with OCFS requirements for safety. Established Emergency Management procedures exist to safeguard the school community. Emergency/fire drills are conducted regularly. Trained, designated leaders are in charge. Students, faculty/staff, and visitors must adhere to the rules of silence and orderly exit so that instructions ensuring the safety of all may be clearly understood.

Evacuation maps indicating primary and secondary evacuation sites can be provided upon request and are posted at all exists.

CLOSURES:

SCHOOL CLOSINGS: The decision to close the preschool is made, when deemed necessary, to ensure the safety of the students. The School Board of Emanuel may make the decision to close the Preschool based on inclement weather conditions or other emergencies. His/her decision is final. In the event the decision to close school is made will be posted on Brightwheel and our website.

On occasions during school hours when heavy snow falls or other unforeseen conditions could mean students will be dismissed early. All students will need to be picked up within one hour of notification that school is being closed. This will ensure that our staff gets home safely also.

If school has a late arrival, AM classes will be cancelled. Full day student will arrive at 11:00am

Emanuel reserves the right to NOT make up lost days due to weather or other emergencies beyond our control.

EMERGENCY PROCEDURES DUE TO PANDEMIC: The Preschool will implement the Pandemic Section of the Parent handbook under the guidance and direction of the program administration, local licensing agency, federal, state, and local governmental agencies. To ensure the safety of children, families and staff, the Preschool will monitor the situation and consider the guidance and suggestions for the authorities. Decisions made by the Preschool will consider the safety of children, families, and staff.

Unforeseen Preschool Closures: On occasion, we may need to close due to circumstances beyond our control and without much warning. During these situations, we must strive to ensure the financial sustainability of our Preschool, as well as work as creatively as possible to provide care and support to our families and staff. Please refer to the "Tuition" section for further financial obligations due to closures.

Changes when Program is reopening: When the Preschool reopens, all required protocol mandated by our local licensing agency, and our Health Care Consultant will be initiated.

Remote Learning Opportunities During Closure (if staff remain employed): Will be determined at the time of closing.

SCHOOL CALENDAR: Emanuel will produce a school calendar at the beginning of the year indicating the start and of school in addition to dates school is closed. As we are a Christian school, we will be closed for the Christian holidays in addition to other days. Our school academic year is September through June. Any changes to this calendar will be posted on the website. Emanuel reserves the right to revise this calendar at any time. Emanuel reserves the right to NOT make up lost days due to weather or other emergencies beyond our control.

HEALTH AND MEDICAL:

Emanuel maintains compliance with NYS Department of Health and CDC requirements for health exams and immunizations.

Updated proof of immunization is required of all students prior to entering Emanuel. Notification of immunization requirements will be sent to all families. Active immunization status is mandatory for a child to enter school.

EMANUEL HEALTH POLICY: All parents/guardians' must sign Emanuel's Health Policy at the time of registration.

TRANSPORTATION:

Pick Up/Drop Off: To create a safe and manageable way for children to arrive and leave our program, we will be implementing the following protocol:

- **Drop Off:** Children will be received from their vehicles. Families can pull up to the curb and their child will be escorted from the car to the front door. At that time, you will read the self-screening health check and check in on the Brightwheel app. The children will be screened by the staff before entering the building.
- **Pick Up:** Children will be brought to their vehicles. Families pull up to the curb and the children will be escorted to the vehicle from the front door. You will check out your child on the Brightwheel app.
- If you need to pick up your child before their regular pick up time, or drop off after their arrival time, you must call the office then proceed to the pick up/drop off location. The teacher will escort your child to and from the vehicle. Our staff is trained not to answer the door during school hours unless they receive a call from the office.
- If your child is not picked up as scheduled, he/she will be placed in aftercare and we will contact parent, guardian or emergency contacts. In the event a parent, guardian or emergency contact cannot be reached or the child is left past closing time, we will contact the local authorities. Parent will be responsible for extended care fees.

EXTENDED CARE (7am-6pm):

- All participants must sign an Extended Care Agreement and follow those guidelines.
- **Beforecare Drop off:** You will read the self-screening health check in questions and check in on the Brightwheel app . Pull up to the preschool door and call 631-758-2250 ext 4. You must wait in your car for directions from the staff member to bring child to the door where a staff member will meet you. At no time are you to enter the building.
- **Aftercare Pick Up:** When you arrive please pull up to the preschool door and call 631-758-2250 ext 4. You must wait in your car for directions from the staff member to bring child to the door where a staff member will meet you. At no time are you to enter the building.

NUTRITION:

Emanuel is working towards teaching and encouraging nutritious eating habits in children. We encourage parents to provide healthy and nutritious lunches and snacks for your child to eat while they attend Emanuel. Refer to "Nutrition at Emanuel" for further information.

LUNCH (full day students only): Lunch Box with child's name on the OUTSIDE. Should consist of lunch/snack/drink. Students must also be able to handle their own lunch and snack. Teachers will not have time to peel oranges, slice apples or heat foods. Pretzels, goldfish and cheese sticks are great choices. **NO CANDY PLEASE.**

SNACK: Healthy snacks provide a needed energy boost to maintain academic and physical performance. Research proves that healthy snacking will provide your child with an opportunity to be more successful in school. Your child will be invited to enjoy a healthy snack once in the morning and once in the afternoon each day during school.

Possible snacks include: Fruit (dried or fresh), fresh vegetables, cheese, pretzels, applesauce. Not permitted are cakes, or candies and juices with artificial flavors and coloring. Water is the preferred drink. Please see your child's teacher regarding allergies.

COMMUNICATION AND VISITORS:

CONTACTING EMANUEL: The school telephone number is (631-758-2250 extension 2). The school office hours are 8:30am – 3:30pm, Monday through Friday. For business matters please dial extension 3. If you cannot get through to the office and you need immediate assistance you can dial extension 4 to be connected to the preschool building. If you need immediate assistance during extended care hours, you can dial extension 4 to be connected to our extended care staff.

During school hours, it is best, if you wish to talk to a staff member, please call the school office and the appropriate party will return your call in a timely manner. You are welcome to leave a message on email or Brightwheel app.

COMMUNICATION WITH PARENTS: Staff will communicate with parent/guardians via phone, email or Brightwheel App.

See "Emergency Contact" for procedures in contacting you regarding an incident or emergency.

VISITORS: In order to responsibly care for our students, the school requires all guests (including parents/guardians) to abide by publicized procedures for registering in the office before further entry and follow the Department of Health check in questions. Once registered, a staff/faculty member will accompany guests through the building.

FINANCIAL OBLIGATIONS

TUITION: Tuition rates are kept as low as our high standards of teaching and equipment will allow. Tuition payments cover the cost of personnel and the educational materials of the school. Emanuel Lutheran's congregation believes that our school is a mission and therefore is contributing to the total cost of educating your child.

A financial agreement form must be signed at the time of registration and before the first tuition payment. All Tuition payments must be paid through ACH withdrawal. Tuition payments are payable the first of each month. The first payment is due August 1st of each school year and the first of each month thereafter, through the month of May. Strict adherence to this payment schedule is upheld. See your Tuition Financial Agreement for further information on tuition and payments.

Out of consideration for the many financial demands made upon families, the church has made it possible for church member families to participate in the Emanuel program at privilege tuition rates. An application form for this discount must be completed annually. On this form there is an opportunity for

you to share your family's worship life, discipleship, stewardship, and communion participation. Both the Pastor and Preschool Committee review these forms and make the final decision.

Other discounts available include paying in full by August 1st, active military for immediate parent/guardian, and multi family. No multiple discounts. Only one discount will be applied. All discounts are taken off the lowest tuition amount. See the current "Tuition Fee Schedule" for discount amounts.

TUITION OBLIGATIONS DURING CLOSURE DUE TO UNFORESEEN CONDITIONS: In the event that Emanuel must close for 2 weeks or more due to unforeseen conditions, we reserve the right to make the decision on financial adjustments.

REGISTRATION

Please refer to registration form regarding admission and disenrollment.

NEW REGISTRATION: Registration will be opened to the general community once all re-registration is complete. Spaces for students are filled on a first come basis until classes are full. Parents are urged to register children promptly for the next academic year, thereby avoiding a waiting list.

All registration documents, tuition agreement and medical information must be completed before a child can be enrolled at Emanuel.

The Preschool Committee retains the right to decline the registration of a student. Judgment shall be based on a variety of factors.

RE REGISTRATION: Parents/guardians of children attending Emanuel will be notified of the procedure to re-register children for the next school year. Children presently attending will be given preference during a re-registration period before registration is opened to the general public. Once registration is opened to the general community, spaces for students are filled on a first come basis until classes are full. Parents are urged to register children promptly for the next academic year, thereby avoiding a waiting list.

All registration documents, Tuition Agreement and medical information must be completed before a child can be enrolled at Emanuel.

The Preschool Committee retains the right to decline the re-registration of a student. Judgment shall be based on a variety of factors.