



2025-2026

Handbook

2025-2026 RESURRECTION

Early Childhood Program

Lutheran Church of the Resurrection

9907 Sappington Rd.

St. Louis, MO 63128

www.resurrectionearlychildhood.com

314-843-4980

Email: Stephanie@lcrstl.org, Marsha@lcrstl.org

Tuition questions: Sally@lcrstl.org

Hours of operation

First Year Preschool: Tuesday and Thursday

8:30 -12:30 PM & 8:30 - 3:00 PM

Second Year Preschool: Monday, Wednesday, Friday

8:30-12:30 PM & 8:30 - 3:00 PM

Pathways to Preschool: Monday –Friday

8:30 – 3:00 PM

Early Care: Monday – Friday

7:30 AM or 8:00 AM

After Care: Monday – Friday

Until 3:30 PM or 4:00 PM

Summer Care: Tuesday and Thursday

8:30 – 3:00 PM

TABLE OF CONTENTS

Mission Statement.....	Page 3
Preschool Program Philosophy.....	Page 3
Pathways Program Philosophy.....	Page 3
Policy Decisions.....	Page 4
Early Childhood Staff.....	Page 4
Early Childhood Program Goals.....	Page 4
Preschool Curriculum.....	Page 5
Preschool Parent/Teacher Conferences.....	Page 6
Preschool Class Options.....	Page 6
Pathways to PS Class Options.....	Page 7
Additional Programs.....	Page 7
Arrival/Departure Procedures.....	Page 7
Enrollment	Page 8
Registration.....	Page 8
Financials.....	Page 9
School Year.....	Page 10
First Day of School.....	Page 10
Dress.....	Page 11
Supplies to Be Brought From Home.....	Page 11
Snacks	Page 12
Potty Training.....	Page 12
School Closings	Page 13
Health and Safety.....	Page 14
Medical Records.....	Page 14
Illness.....	Page 14
Medications.....	Page 14
Safety.....	Page 14-15
Guidance/Discipline.....	Page 16
Biting Policy.....	Page 17-18
Tuition/Fees.....	Page 20

EARLY CHILDHOOD MISSION STATEMENT:

Transforming children through loving, teaching and nurturing them in a Christ centered environment.

PROGRAM PHILOSOPHY:

PRESCHOOL:

Psychologists and educational and behavioral experts stress the importance of early childhood education. According to studies, 90% of a child's personality is developed and 50% of all learning takes place by the age of six! At no other age does the mind of a human being grow and assimilate knowledge at such a rate. Resurrection Early Childhood offers a program which will provide your child with a wide variety of learning experiences. In a Christian setting, your child will receive guidance to participate in activities in which he/she will be able to experience success and be ready socially and academically for Kindergarten.

PATHWAYS TO PRESCHOOL:

Pathways to Preschool is designed to provide loving, nurturing care along with a Christ centered learning experience for children from one to five years of age. We offer a positive, hands-on environment for the children in a Christian setting. Your child will be free to explore his/her environment and will receive guidance as he/she participates in activities in which they will be able to experience success

We have a daily routine we follow because we find that children feel more secure when they know what to expect. Our daily routine is age appropriate and posted in each classroom.

Children grow when they are loved and blossom in a stable, consistent environment.

POLICY DECISIONS

Decisions concerning tuition, hiring and school policies are made by the Director of Children's Ministries in conjunction with the Mission and Ministry Leadership Team of Lutheran Church of the Resurrection. Throughout the year, feedback is always welcomed and encouraged.

RESURRECTION EARLY CHILDHOOD STAFF

We are proud to provide our families with a staff of loving, caring and nurturing people who will ensure your child/children are happy and safe while they are in our care. Our staff members have biannual Missouri Family Care Safety Background checks, national fingerprinting screening and have received all required health screenings and immunizations.

EARLY CHILDHOOD PROGRAM GOALS

It is the goal of Resurrection Preschool and Pathways to Preschool Programs to satisfy three basic needs of your child:

- Intellectual Curiosity or “The need to find out”,
- Social Adjustment or “The need to belong”, and
- Spiritual Awareness or “The need to feel secure in God’s plan for us”.

To help children:

- learn to work and play independently, to be at ease while away from home, and learn to accept help and direction from adults.
- learn to interact effectively with other children and to value one’s own rights and the rights of others.
- develop self-identity and a view of themselves as having competence and worth.
- realize many opportunities to strive and to succeed physically, intellectually, and socially.
- widen and sharpen language skills; both listening and speaking.
- be curious, that is, to wonder and to seek answers to questions.
- strengthen physical skills, using large and small muscles.
- grow in ability to express inner creative impulses through rhythmic movement, music and art.
- become socially and academically prepared for Kindergarten.

PRESCHOOL CURRICULUM

- Religious Activities...Daily classroom bible stories and prayer which focus on basic Christianity. We also have Chapel each week in the Sanctuary, led by the LCR Pastors.
- Art Activities...Painting, cutting, coloring, gluing, clay, etc.
- Social Studies...Seasons, holidays, home, church, community, and manners. Students will also engage in social/emotional lessons.
- Science... Hands on activities about plants, animals, weather, and health.
- Cooking Activities and Nutrition... cooking projects designed to teach children how to make simple snacks.
- Number Experiences / Math Mingle...Developing number concepts through hands-on number activities, number recognition and counting
- Language Activities...Use of storytelling, poetry, use of books and “Show and Tell”.
- Reading Readiness...Alphabet Recognition and formation, Heggerty phonics lessons, rhyming words, shapes, left to right progression, “same and different”, etc.
- Dramatic Experiences...dramatic play and puppetry.
- Musical Experiences...singing, listening, rhythms, lumi sticks and musical games.
- Outdoor Play...running, jumping, climbing, and ball skills.
- Indoor Play...blocks, trucks, housekeeping area, puzzles, books, manipulative games and educational toys.
- Visitors...professionals from the community teach the children about their jobs. Ex: Veterinarian, Dentist, Fire Fighters Police, and more.

PRESCHOOL PARENT/TEACHER CONFERENCES:

We conduct scheduled parent conferences for preschoolers twice a year in November and April. We will discuss your child's progress both socially and academically as observed by his or her teacher. Both parents are encouraged to attend. Any concerns the teachers may have before conference time will be discussed before or after class time as needed.

PRESCHOOL CLASS OPTIONS

1st Year Preschool: Children who have turned 3 yr. by Aug. 1

TUESDAY/THURSDAY

8:30 am - 3:00 pm

8:30 am -12:30 pm

Pre-Kindergarten: Children who have turned 4 by Aug. 1

MONDAY/WEDNESDAY/FRIDAY

8:30 am – 3:00 pm

8:30am - 12:30 pm

Children enrolled in preschool must be able to function within reason in the classroom setting without disruption and/or harm to other children and the learning environment. We show respect to your child at all times and expect them to do the same for their classmates and teachers.

Preschool children must be bathroom independent.

See the potty training policy on page 12

PATHWAYS TO PRESCHOOL CLASSES OPTIONS:

Room #6: First Experience Room - Children 1 yr (by Aug 1)

Rooms #2 and #4: Preschool Prep -Children 2 yr (by Aug 1)

Room #8 – Bonus Activity Room - Children 3 & 4 yr old

Half day option available to those children currently enrolled in our Preschool. They may be in Preschool for one half of the day and Rm 8 for the other half.

ADDITIONAL PROGRAMS:

- Early Care: 7:30 am or 8:00 am
- After Care: 3:30 pm or 4:00 pm

· Drop-in Program: The drop-in program will be available only to those who are already enrolled in the program on a regular basis. If an additional day of Pathways is needed, you may call the Early Childhood Office and, if a space is available, your child may attend.

ARRIVAL AND DEPARTURE PROCEDURES:

Only those persons authorized on the enrollment form may pick up your child. If you want to make changes to this list, please update your profile in Brightwheel and notify the office

Regular Classes start at 8:30 AM. In order to allow teachers adequate time to set up their classroom, please do not arrive before 8:25. No child should enter a classroom without a teacher present. Children must be signed in using the Brightwheel App (in the hallway or from your phone). Lunches are to be placed in baskets outside the classroom door before entering the room.

Dismissal is 3:00 PM. Please pick up your child from their classroom and sign them out using the Brightwheel App. (either in the hallway or from your phone) An added fee will be charged for late pick-ups (please see financial section pg 9)

NOTE: IPADS ARE FOR PARENTS ONLY! PLEASE DO NOT LET YOUR CHILD INPUT YOUR CODE TO CHECK IN OR OUT. THE BLACK EXIT BUTTON IS ALSO FOR ADULTS ONLY!

Enrollment

Children must be one year old to enroll in our program. For all other rooms, we follow the August 1st deadline for room-level age placement.

NEEDED FOR ENROLLMENT:

- Enrollment Form
- Registration Fee and Security Deposit (See Financial Section) -due within one week of invoice or spot may be forfeited
- Health Forms (Found on Website, must be signed by physician) -Sports form is not acceptable
- Immunization Records (or Religious Exemption Forms) Children that are unimmunized are subject to exclusion from school in the event of a vaccine-preventable disease outbreak
- Notice Of Parental Responsibility (available the first week of school for signature)

REGISTRATION:

December 1st We will begin taking applications for non-current families to place on a waitlist for the upcoming year. These families will be contacted with availability beginning March 1st when registration opens to the public. Forms will be processed in order received

Church Members are eligible to register in January for the summer program and the upcoming fall school year.

Current Families begin registration in early February for both the summer program and the upcoming fall school year.

March 1st - Registration opens to the public

Financials

Tuition and Fees Please see tuition section for updated numbers. Payments are made through BrightWheel (app or website) and can be made by credit card (fees paid by family) or ACH (fees paid by Resurrection). Siblings are billed separately, but payments can be linked. Tuition is calculated based on the entire year and separated into monthly payments for convenience. No credits are given for absences due to illness, vacation, inclement weather closings, or holidays observed by the program.

Late Fee: Tuition is due on the first day of the month. If not paid by the 10th of the month, a \$10 late fee will be charged. Please consider using the Autopay feature to avoid any late payments.

Registration Fee: charged at the time of enrollment and not refundable when registering for the year

Security Deposit: charged at the time of enrollment (covers May tuition for the upcoming school year or August tuition for the summer program)

Withdrawals: When withdrawing from the program, a 30-day written notice is required. The security deposit can be applied to your final month if the proper notice is given. If notice is not given within these parameters, the deposit will be forfeited.

LATE PICKUP POLICY: Please be on time for pickup. Like you, our staff members have family members and commitments to meet after the workday ends. We urge you to arrive on time each day.

We recognize that an occasional circumstance may prevent you from arriving on time. In that event, please call us right away so we can reassure your child that all is well. We will of course stay with your child until you arrive. Please note, that this arrangement is for emergency situations only.

On the first occasion that you are late, you will be given a written reminder of our policy. Any late arrival, thereafter, will be assessed a late fee of \$5.00 per minute per child.

****For liability reasons, staff members working for Resurrection Early Childhood Program are not allowed to transport enrolled children to and from Resurrection unless the child is an immediate family member****

THE SCHOOL YEAR

PRESCHOOL:

Preschool classes start at the beginning of September, after Labor Day.

A separate calendar for each classroom will be provided by your teacher each month.

Parent/Teacher Night is held the week before school starts. This is an opportunity for parents to meet their child's teacher and learn about the curriculum and classroom schedules. We have also added a Back-To-School Bash event in mid-August where the staff will be present and ready to meet the students.

Classes end before Memorial Day. There are no summer Preschool classes.

PATHWAYS TO PRESCHOOL:

Pathways to Preschool classes start on the Tuesday after Labor Day in September and end before Memorial Day.

Summer session begins the first week of June and ends mid August.

Pathways families will also be able to meet the staff at our Mid-August Back-to-School Social event.

THE FIRST DAY OF SCHOOL

The first day of school may be a bit upsetting to the young child when he/she must separate from Mom or Dad for the first time. If you have prepared him/her and have a positive attitude yourself, it will help your child realize that it is a good idea to stay. If he/she is reluctant, parents may stay a short time, but lingering too long may only make matters worse. The teacher/caregivers will be able to help you know what to do. Be sure to tell your child "good bye" and what time you will pick her up. If the child continues to have difficulty, we will advise the parent and try to find the best way to help the situation.

You are welcome to call the office throughout the day to have us check on your child if you are worried about his/her adjustment.

DRESS

Please dress your child in comfortable play clothes that are appropriate for all activities both indoors and outdoors. Parents are expected to provide at least one extra set of clothing and undergarments in case of potty accidents or spills.

Please mark your child's name on all outdoor and extra clothing, blankets, etc. This enables staff to easily identify all items. For those staying for lunch, please make sure first and last name are clearly marked on the outside of their lunch box.

We use our outdoor and indoor physical activity equipment daily. For your child's safety, rubber soled shoes are strongly recommended.

SUPPLIES TO BE BROUGHT FROM HOME

PRESCHOOL:

Full day preschool classes bring a lunch from home. Food should not need heating and will be refrigerated while here. Sack lunches or lunch boxes must be labeled on the outside with your child's name.

Extra change of clothes in their school bag.

PATHWAYS TO PRESCHOOL:

Please provide the following items for your child:

- Lunch (finger foods are best). Food should not need heating and will be refrigerated while here. Sack lunches or lunch boxes must be labeled on the outside with your child's name. Please avoid foods such as hard candy, popcorn, etc. for the younger children, as they may cause choking. Due to the needs of children with severe peanut allergies, we are a NUT FREE facility. We will provide you with a list of safe options. Please read all labels!
- Disposable diapers and a container of pre-moistened wipes (until potty trained). - Labeled with Name
- Pacifiers, bibs, blankets - Labeled with Name
- Extra pull-ups for those recently toilet trained.
- Extra change of clothing FOR ALL AGES.
- We will provide a cot/crib with fitted sheet for the child to lay on at nap time, but we ask parents to provide a small blanket for covering.

Please make sure that all items brought from home are labeled with your child's name. This includes coats, hats, gloves, diaper bags, blankets, toys, pacifiers etc.

SNACKS

PRESCHOOL:

Each preschool family will be asked to provide the snack for the entire class on certain days. Parents will receive a snack schedule. Water bottles should be brought from home daily.

If a child forgets to bring a snack on his designated snack day, we will provide a snack that day and ask the parent to replenish our snack supply..

Birthdays are very special to preschool children. We enjoy celebrating with them, but in a simple way. We have tried to schedule the snacks so that you may provide a special treat for the class near the actual date of the birthday. Children with summer birthdays will have a designated day to celebrate with classmates.

PATHWAYS: Snacks will be provided daily for Pathways

WE ARE A NUT FREE FACILITY -
PLEASE READ ALL LABELS!

POTTY TRAINING

PATHWAYS: If your child is in the process of potty training at home, please let the pathways caregivers know so we can follow your plan here. For sanitation purposes, children must wear pull ups to school until they have gone 7 days at home and school without any accidents and are able to tell the teachers that they need to use the bathroom without prompting. Make sure to also send a supply of extra pull-ups and clothing in case of potty “accidents”.

PRESCHOOL: Children enrolled in the preschool program must be fully potty trained and bathroom independent. Our definition of bathroom independent is:

1. The child can tell the adults in charge that they have to go potty BEFORE they have to go.
2. The child is able to pull down their underwear and pants and get them back up without assistance.
3. The child is able to wipe themselves after using the bathroom.
4. The child is able to get on and off the potty by themselves.
5. The child is able to wash their hands.
6. The child is able to postpone going to the bathroom if they must wait for a bathroom to be available or if we are outside and away from the bathroom.

We understand that “accidents” happen but they should be few and far between in preschool. We will always be patient and kind as your child learns. We are here to help your child gain confidence and feel happy and safe at school.

SCHOOL CLOSINGS

In case of bad weather causing our school's cancellation, parents will receive a Brightwheel message from us no later than 7:00 am. (Please make sure we always have current phone number(s) for you.) You can also watch the news and look for Resurrection Early Childhood to be listed as closed.

If the weather gets bad after school has begun, you may pick up your child early, but we will remain here with children until normal closing time.

SEVERE WEATHER POLICY

Resurrection Early Childhood will always do our best to serve our families and staff. We are responsible for monitoring current and possible severe weather forecasts which may affect road conditions and safety. We are now able to provide more options in attempts to best serve our Resurrection community.

LATE START: Our doors will open to all students at 9:30 am. Early Care will not be available on these days. If it is determined that a delay in opening our facility is necessary prior to the beginning of our school day, parents will be notified via Brightwheel message and alerts. Resurrection will also broadcast to local television stations: Fox KTVI Channel 2, CBS KMOV Channel 4, NBC KSDK Channel 5, and ABC channel 30. (updates will also be posted to the affiliate's websites) School updates are usually announced at or around 6am.

EARLY DISMISSAL: All Students must be picked up by 1:00pm. No After Care will be provided. If Resurrection is in session and conditions change as forecasted, it may be necessary to dismiss early. If this occurs, parents will be notified via Brightwheel message and alert the evening prior. We will communicate that this will be a possibility and to have emergency pick up plans (contacts) on alert for the following day. When we are then in session, if an early dismissal is warranted, we will send notification via Brightwheel message and alert. It is imperative that all children be picked up by 1pm. Keeping with our late pick- up policy, a late fee of \$5 per minute per child will be charged to families who are late picking up on these days.

*In case of inclement weather, parents are always welcome to pick up their own children at any time.

HEALTH AND SAFETY

HEALTH

MEDICAL RECORDS

It is required by the Health Department that we have on file, evidence of a medical examination and immunization record, signed by a licensed physician, before your child starts school. Both forms are available in the Early Childhood Office and downloadable on our website.

ILLNESS

Check your child's health before he/she comes to school. If there is any doubt, it is best for him/her to stay at home.

If your child has had a fever, diarrhea or has vomited within 24 hours prior to their class session, you cannot bring him/her to school. If the child becomes ill at school, the parent will be notified to pick him/her up. Children may return to school once they are symptom free for 24 hrs. without medication.

Please disclose any health concerns or conditions to caregivers. In certain cases (for example a rash or small skin irritations etc.) parents will be asked to bring a doctor's note stating the child is well and not contagious.

MEDICATIONS

If your child requires a **prescribed** medication (such as amoxicillin) while he/she is at school, you must sign a release form authorizing our staff to administer the medicine. Medicine must be handed to staff (not left with child or in his/her book bag) in original pharmacy bottle/container. Caregivers are not permitted to administer over the counter medicines in order to suppress cold symptoms.

SAFETY

Resurrection Early Childhood proudly participates in yearly inspections from the St. Louis County Health Department, Sanitation Department, and Fire Marshal. We comply with all current requirements. Copies of these inspections are available for your review in the Early Childhood Office.

Along with these inspections, staff and students participate in monthly fire drills, severe weather drills, and safety drills. Resurrection uses coordinated emergency plans with the Sunset Hills police and fire departments. Staff members are well prepared to act in case an emergency should occur.

SAFETY CONTINUED

We are a secure facility. During the day when the children are present, all doors to the building are locked. The only access to the building is by keypad code entered at the back door. Only the staff members and families are given the keypad code. Visitors must ring doorbell and be met at the door for entrance by a staff member. Doors are monitored by video cameras.

Resurrection Early Childhood staff members make every effort to ensure the safety of all children. However, occasional minor injuries do happen when children are actively exploring their environment and learning how to socialize with others. Minor injuries are reported to the parent through the use of a minor injury form which describes the incident and the care provided. Following the treatment of injury, the report is completed by the adult witnesses to the incident and given and explained to the parent to sign upon departure.

SERIOUS INJURIES:

We take all possible precautions to prevent serious injuries from occurring. Your enrollment form contains an emergency medical treatment authorization section, which you are required to complete and sign.

Should a serious accident occur, the procedure below will be followed:

- 1. An adult who is present will contact an administrator, or designated staff person in charge, immediately, describing the incident completely.
- 2. The situation will be assessed and immediate action taken. The entire staff has been trained in First Aid/CPR and AED.
- 3. If the injury is not life threatening, the first phone call will be to the family. If family members cannot be reached, emergency contacts listed on the child's enrollment form will be called. If these people are unavailable, the child's physician will be called and his/her recommendations will be followed.
- 4. If the condition is life threatening, administrative personnel (or designated person in charge) will call 911 and the family will be notified.

GUIDANCE/DISCIPLINE:

At Resurrection Early Childhood Program, guidance is viewed as an on-going, consistent process through which a child is helped to develop inner control. The emphasis is placed on acquiring positive social skills, problem solving strategies, and the ability to feel empathy for others.

Teachers and caregivers will make expectations clear and age appropriate for the children. The teachers will model desirable behaviors, and try to anticipate potential conflicts. When conflicts occur they will discuss behavior with the child(ren) and help them resolve. If discussion does not appear to resolve the conflict, time out and/or redirection will be used as needed.

If a child has difficulty adapting to this method, family members, teachers and administrators may meet to discuss the situation and work toward a consistent, mutually satisfactory approach at both school and home. Be assured that the staff at Resurrection is strictly prohibited from using physical responses, verbal abuse and/or humiliation of any type.

In the rare case where a child's behavior is such that the child, other children in the classroom or staff members may be harmed, the child will be removed from the classroom. The child will sit with a staff member and be allowed the time it takes to cool down and discuss the situation. In cases where the behavior is such that the safety and effectiveness of the learning environment for the group is consistently negatively affected, the parent/guardian will be required to attend a conference with the teacher and Program Coordinator to determine a plan of action to assist the child in gaining self-control.

In extreme cases when a child's behavior is consistently disruptive to the classroom environment, whether during active or nap time, parents will be notified, and the child will need to be picked up for the remainder of the day.

BITING POLICY

Biting is, unfortunately, not uncommon for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both ideas in mind. As a childcare provider, we understand that biting, unfortunately, does occur. Our goal is to help identify what is causing the biting and resolve these issues.

When biting occurs, parents may need to evaluate their behavior at home. If the issue cannot be resolved, this policy serves to protect the children that are bitten.

The following steps will be taken when biting occurs:

The bitten child:

The teacher will comfort the child. First aid is given to the bite. Ice will be provided and the area is to be cleaned with soap and water and covered with a bandage if needed.

An incident report will be completed, documenting the incident.

The child who bit:

The teacher will firmly tell the child “No, we do not bite our friends.” And show the child where he/she hurt their friend. Teacher will then model “soft touches”, “Teeth are not for biting our friends”, and “use your words”.

A staff member will remove the biter from the situation. The biter will be given something to do that is satisfying.

An incident report will be completed, documenting the incident.

When Biting Continues:

The teacher will shadow the child to help prevent any biting incidents. At times when a teacher is not available to shadow, the child may be isolated from other children. He/she will still be able to play.

The child will be observed by the classroom staff and/or administration to determine what is causing the child to bite (teething, communication, frustration, etc.)

The administrative staff and parents will work together to develop a plan for home and the center to stop the biting.

When Biting Becomes Excessive:

After all preventative steps have been tried by the staff members, if the child continues to bite routinely (two times in one day) the administrative staff will call the parent to pick up the child for the remainder of the day.

Chronic biting may require that a child be suspended from enrollment for a period of time. After a child is picked up twice, for biting 2 times in one day, the child will be asked to take a 1 week break from school.

If the child returns to the center, continues to bite, and is endangering the other children, the parents will be asked to make other day care arrangements.

If a child who has been through steps 1 and 2 and then goes 3 weeks without biting, we will go back to step one if the child bites again.

“But Jesus said, “Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven.”