

St. Paul's Lutheran Child Center Parent Handbook

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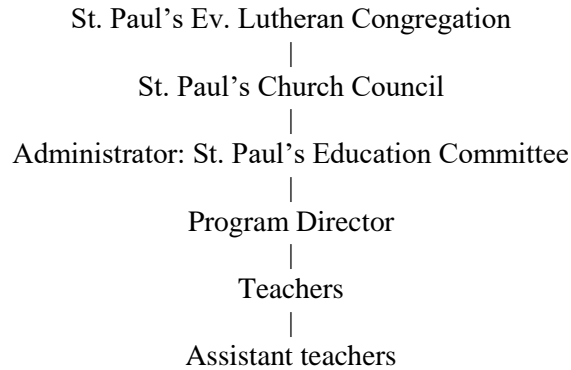


“The Place To Grow In God’s Love”

Terms and Conditions Contents

Admission Policy	10
Arrival/ Dismissal	20
Birthdays	26
Book Clubs.....	27
Campbell’s Labels for Education	27
Calendar.....	21
Checklist for Enrollment	28
Child Abuse and Neglect	24
Child Guidance/ Discipline	11
Conclusion	28
Confidentiality	11
Contagious Diseases	24
Dress	21
Educational Trips	26
Emergency Evacuation	26
Emergency Medical Facility	26
Enrollment.....	13
Enrollment Information Required By The State.....	15
First Aid	25
Forms Required	14
Hand Washing	25
Leaders	21
Learning Center Choice Time	18
Medical Log	25
Medication	26
Newsletters	21
Our Christian Curriculum	12
Our Program	16-17
Our Program’s License	4
Parent Conferences	5
Parent/Guardian Responsibilities	27
Parents/ Others as Classroom Helpers	23
Parent/ Teacher Relationship	23
Philosophy & Mission Statement.....	4
Preschool Plus Program	16
Program’s Administrative Structure	4
Program Objectives	17-18
Program Options and Fee Schedule	8-9
Show and Tell	22
Snacks	22
Special Events	19
Staff Qualifications	10-11
Suggestions for Home/School Transitions	17
Supplies	20
Termination Policy	13
Terms and Conditions.....	5-8
Visitation Policy.....	12

PROGRAM'S ADMINISTRATIVE STRUCTURE



SPLCC Program License

St. Paul's Lutheran Congregation has acquired a group childcare license from the Wisconsin Department of Health and Family Services, Division of Children and Family Services to operate our child center. Our license specifies our maximum capacity as 81 children operating January through December, Monday-Friday from 6:30 a.m. to 5:30 p.m. for children ages 6 weeks-12 years of age.

The license, licensing rules and any cited rule violations are to be posted on the bulletin board just inside the main entrance. Our program is obligated to comply with all pertinent DCF 251 Licensing rules for Group Day Care Centers. Copies of this are also available for review on that same bulletin board. State licensing specialists conduct unannounced visits and have the right to review students' forms and records and the center's medical log.

Mission Statement:

We are a Christian Child Care that exists to assist parents to guide children, by word and example, to the loving arms of the Savior, as he is revealed in the Bible.

Philosophy:

St. Paul's Lutheran Child Center is a group childcare center-serving all children from 6 weeks to 12 years old. We offer morning and afternoon pre-school programs, all day childcare and an after school program. St. Paul's Child Care serves by nurturing the faith of children in their dear Savior, and demonstrating practical ways to live their faith in Christ.

Along with Christian values, Bible lessons and prayers, to help a child grow spiritually, St. Paul's Child Care provides activities to help each child grow and develop socially, emotionally, physically, and intellectually. Children will have the opportunity to partake in self-initiated or teacher directed activities. Group activities along with individual activities will also be provided.

At St. Paul's Child Center, we believe children learn through play and not all children learn the same way. Children need to have age appropriate activities presented and taught in a variety of different ways to help each child strive to succeed to the best of their ability.

TERMS AND CONDITIONS

St Paul's Lutheran Child Center

Shall be referred to within as (SPLCC)

St. Paul's Lutheran Child Care Parent's Handbook

Each family will be provided with this St. Paul's Lutheran Child Center Parent's Handbook. Upon request, we will try our best to have all information available in other languages. The purpose of this handbook is to supply families with information about our center's terms and conditions, policies and related licensing requirements. Parents acknowledge receipt of the handbook when signing the Child Care Agreement for Enrollment.

General Informational Notices

General notices to parents will be posted on the bulletin board just inside the entrance, in classrooms and/or distributed to each student's mail folder.

Closed Holiday Days

SPLCC will be closed on New Year's Day, Memorial Day, the fourth of July, Labor Day, Thanksgiving Day, Christmas Eve day, Christmas day and New Years Eve day. Payment in full will be required for these days if they fall on a regularly scheduled school day for your child. St. Paul's Child Center will also be closed the Friday after Thanksgiving. This is non-paid holiday.

Parent Teacher Conferences

- During November and April, all parents will have the opportunity to talk to their child's teacher to allow opportunities for parents and teacher

to work in partnership – sharing observations and concerns and noting accomplishments.

-Teachers will use Creative Curriculum & WMELS as the tool.

- A sign-up sheet will be posted in your child’s classroom prior to the conference day to allow you to schedule a time to speak with your child’s teacher.

- Parent/Teacher conferences may also be scheduled by appointment at any time during the year.

- Attempts will be made to schedule the April parent/teacher conference, after the Winneconne School District’s early childhood and kindergarten screening.

- All parents are strongly encouraged to take advantage of this free screening service, which utilizes education professionals to assess skills and supply additional insights into your child.

- Preschool will not be offered on days we offer parent/teacher conferences but non-preschool childcare will be available. Sign up sheets will be posted in your child’s classroom to schedule childcare during conference days.

Annual Calendar

Preschool families will be given a calendar reflecting the starting and ending dates and days off including vacation, and parent/teacher conference days.

Inclement Weather School Closings and Delays

In the event that Winneconne Schools are closed due to inclement weather, Parents have the option to keep their children home without incurring tuition fees for that day. SPLCC will be open but there may be an altered program offering that day. When the Winneconne school district has announced a delayed start to school, our preschool parents have the option to drop off and pick up their preschoolers at the usual time or at the announced delayed time.

Registration Fee

A onetime non-refundable registration fee of \$100.00 for non-members of St. Paul’s Lutheran Church in Winneconne and \$50.00 fee for St. Paul’s church members is charged at initial enrollment for each enrollee and is not applied to the tuition or childcare costs. Checks should be made payable to St. Paul’s Child Care with a notation on the check saying it is for registration.

Payment Terms

- All payments are due on Friday for the following week, paid-in-full, unless otherwise agreed upon in writing.
- The initial tuition fee payment is due one week prior to the commencement of the first week of services.
- Failure to meet terms may cause termination of services.
- Checks should be made payable to St. Paul's Child Care.

Late Payment Fee

Any tuition or portion of tuition not paid by Friday for the following week of attendance will be subject to a \$20.00 per week late payment fee unless otherwise agreed upon in writing. By accepting or applying a late fee, SPLCC does not cancel or negate the weekly payment in advance requirement and acceptance or payment of late fees does not alter SPLCC's Termination Policy.

Late Pickup Fee

A fee of \$1.00 per minute will be charged for each child remaining in childcare after the 5:30 p.m. closing time. Late fees will be added to the following week's bill.

Hourly Accounting

For fee assessment and invoicing purposes, all fractions of an hour are rounded up to the next hourly pay rate. (i.e. 2.5 hours of care will be invoiced as 3 hours.)

Discounts

Multiple child discount: there may be a 5% weekly discount is available for a second child and a 10% discount is available for a third child. No further discounts are available for more than three children.

Congregation member discount: a 5% discount is offered to families who are congregation members at St. Paul's Lutheran Church in Winneconne.

Employee discount: employees who have their own children enrolled in the program are eligible to receive a 50% discount per child; but this discount is only available on days in which the parent has been on the payroll at SPLCC.

Parent Referral Incentive: A parent with a child enrolled at SPLCC who makes a referral to the center resulting in a minimum three-month

enrollment by a new family is eligible to receive \$50.00 incentive deduction. This deduction will be awarded on an invoice subsequent to the completion of the new family's three-month term. To be eligible, referrals must be made in writing to the SPLCC director.

Discount Disclaimer

- **NO DISCOUNT OR INCENTIVE WILL BE APPLIED IF A FAMILY'S TUITION IS NOT WITHIN FULL PAYMENT TERMS.**
- **PAYMENTS OF PAST-DUE ACCOUNTS DO NOT QUALIFY FOR DISCOUNTS IN ARREARS.**

Absence Impact On Fees

- Payment in full is required for all days of service agreed upon within the "Child Care Contract for Enrollment" whether or not the Child is present at the day care; except as provided in the following section "Absent Credits".
- All fees will also be applied to all children who have signed up to attend non-preschool days whether in attendance or not.

Absent Credits

- All children enrolled a minimum of thirty-five hours a week will be considered to have full time enrollment for absent credits. These full time students will have 10 absent credits to use per year.
- All children who have a regular weekly schedule of less than thirty-five hours a week will have 5 absent credits to use per year.
- If one family has two or more children enrolled a minimum of 25 hours a week or more, each child will receive 10 absent credits.
- All children who use a flexible schedule where the days of attendance vary from week to week will not have any absent credits.
- Absent credits run on a fiscal year from July 1 to June 30.
- If more than the allowed absent credits occur, regular fees will be applied.

Flexible Schedules

- All flexible schedules will be charged on a daily rate basis. Example: If you child attends 5 days one week, you will be charge five days of the daily rate for that age. You will not get the full week/full time discount.
- All schedules must be turned in to the center no later than the Wednesday prior to the week of service so we can schedule staff accordingly. If no schedule is submitted, you will be charged for the entire week of service (5 days).

Program Options & Fee Schedule

i. ***Infant, toddler & age two*** fees assessed on a daily basis.

Fees for Infant, toddler & age two's care, ages 6 weeks to 3 years, are as follows:

3 hrs a day is \$18.80

5 hrs a day is \$31.00

7 hrs a day is \$42.20

10 hrs a day is \$51.00

The full time five days per week, 10 hrs per day childcare rate is \$212.50 per week

ii. ***Pre-school children*** fees assessed on a daily basis (3-5) is as follows;

(All children present during preschool times will be included in preschool activities)

- **Half-day pre-school**—3 hrs, 8:00 am to 10:45 am – fee for first child \$13.80 per day.

- **Half-day childcare**—5 hrs, fee for first child \$23.00 per day.

- **Full-day Preschool**—7 hrs, fee for first child \$32.20 per day.

- **Full-day childcare**—10 hrs a day, fee for first child \$46.00 per day.

- **Full Day/Full week childcare** for 3 to 5 year olds is \$192.50 per week.

iii. Daily fees for school age children:

- Before school care, 6:30 am to 7:45 am is \$4.10 per day

- After school care is \$9.20 per day.

- Before and after school care 6:30 am to 7:45 am and 3:10 pm to 5:30 pm is \$13.30 per day.

- Summer Care or no-school day fees are \$37.50 per day.

iv. Drop in care fee is \$9.00 an hour.

Changes in Service

A change in services selected by parents, or services offered by SPLCC, may cause corresponding changes in fee structure.

Entire Agreement

This agreement combined with the "SPLCC Parent Handbook" sets forth the entire agreement between the parties. This agreement may be not be changed orally, but only by a modifying agreement signed by both parties.

Admission Policy

Children who are between 6 weeks and 12 years of age are eligible for enrollment in our Christian childcare center. Openings will be filled with preference given in the following order:

- Returning students
- Congregational members' children
- Others.

Children applying for admission will be considered without regard to race, color, creed, sex, national origin or ancestry. Preschool students must be able to move about independently unless the director grants exemption.

All new families are invited to come in and visit before the child starts care. They are also encouraged to visit and observe the program before or after enrollment begins. All children will have the opportunity to participate in our open house about a week before the school year begins to ask questions and see how the program operates.

Confidentiality

Persons having access to children's records will not discuss or disclose personal information regarding the children. This does not apply to the parent or person authorized in writing by the parent to receive the information, any agency assisting in planning for the child when informed written parental consent has been given, or by agencies authorized under DCF 251.04(6)(a)7. A parent, upon request, has access to all records and reports maintained on his/her child. All records required by the Department of Children and Families for licensing purposes will be available to State licensing authorities.

Child Guidance/Discipline

“Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6. Children will be trained according to Christian principles using positive guidance, clear-cut limits, redirections, warnings, loss of privileges and time outs to help develop self-control, self-esteem, and respect for others. Humiliating or frightening discipline will not be used. Problems will be discussed with the parent(s).

Endangering others' safety, discourteous or rude behavior (including inappropriate language or the destroying or taking of property of other children, staff or the center) will result in an immediate “time out” for children age 3 and up. Upon a 3rd instance of immediate time out for one of these reasons, a parent will be contacted to remove the child from

class with a parent/teacher conference required before a return to class, with possible termination. When problems occur with children under age three, redirection and shadowing will be used.

Whenever a child has a temper tantrum to the point they are putting themselves, other children or the teachers safety in jeopardy, the parent will be called and required to pick the child up immediately.

Christian Curriculum

In this fast-paced, rapidly changing world, there is wonderful security in knowing that God, his Love, and his promises are constant and absolute. We use Christ Light curriculum and during the course of a day in our child center, a devotion or Bible lesson is included to guide each child in nurturing faith and appreciation for the loving care God has directed to each of us. Prayer and praise to our Lord are integrated throughout our day. Other activities are taught with reminders of God's gifts, promises, and expectations.

Visitation Policy

Any parents interested in enrolling their child(ren) in the program are invited to visit the classroom by arranging a time with the director or if you feel better to just stop in, please do so and someone will give you a tour. Parents of enrolled children are welcome and encouraged to visit whether planned or unannounced. It is asked that during the first week of school, parents do not remain in the classroom as this allows the child to demonstrate his/her self-confidence and independence. ***Please express your concerns to the teacher if you anticipate separation difficulties.***

When parents are visiting the classroom or helping, bringing other children along is permitted if there is room in the age appropriate classroom. Charges will be applied.

Termination

- A parent may withdraw his or her child at any time by giving written notice at least two weeks in advance to the program director; however, prepaid fees are not refundable.

- If a teacher at SPLCC determines that the needs of an individual child cannot be served by the child center or there have been repeated instances of disciplinary action, the following steps will be followed:

1) The teacher will meet with the program director seeking additional observations and assessments and will schedule a meeting with the parent(s) to discuss concerns.

2) Should the problem continue, another parent meeting will be requested and the SPLCC Education Committee will be advised of the situation by the program director.

3) The SPLCC Educational Committee will seek a meeting with the child's family.

4) The director and/or the Educational Committee, in their sole discretion, may effect the child's termination for cause.

5) The non-cooperation of the parent(s) may result in termination of the child.

SPLCC reserves the right to modify or cancel a program segment offering in its sole digression at any time. Such action may cause the termination of services to children enrolled in that program segment.

- The following are additional grounds for termination:

- Any tuition payment not received when due shall be grounds for termination.
- Failure to submit all required child information or forms by specified deadlines (see Forms Required Section below.)
- Failure to promptly pick up child(ren) at the contracted pick up time.

Enrollment

- From January through April 15th, parents of presently enrolled students will have an opportunity to re-enroll current students in our preschool classes for the following school year. Others interested in admission may also request forms. A new childcare contract must be submitted and approved by the program director whenever the scope of services is changed..

A non-refundable registration fee of \$50 for church members and \$100 for non-members is required with the initial completed contract and enrollment form. Checks should be made payable to St. Paul's Child Care with a notation on the check saying it is for registration.

- On March 15th, returning students and member's students will be slotted into their requested times.

- Enrollments will be opened to the public to fill any remaining openings.

- Parents are responsible for the payment of first week's fees before care begins.

Forms Required

The following are required forms for children entering SPLCC. These forms will be maintained at SPLCC and are required to be made available to the licensing authorities for inspection upon request.

- A completed and signed *enrollment form* which includes the child's and parent(s) information, those authorized to pick up child and which grants field trip permission.
- A completed and signed *health history/emergency care plan*.
- **Children two years of age and older**
 - A child's *health examination report* signed and dated by a physician, physician assistant or HealthCheck provider. The actual examination shall have been performed on the child no more than one year prior to entering SPLCC, or within 3 months after entrance into SPLCC.
 - Follow up examination reports must be submitted every 2 years thereafter.
- **Children under two years of age,**
 - A child's *health examination report* signed and dated by a physician, physician assistant or HealthCheck provider. The actual examination shall have been performed on the child no more than six months prior to entering SPLCC, or within 3 months after entrance into SPLCC.
 - Follow up examination reports must be submitted every 6 months thereafter.
 - For children under 2 years of age a *child intake form* must be completed and updated every 6 months.
- A current *immunization record* completed by parent/ guardian or the physician and returned within 30 days of admission to document compliance with DCF 251.07(6)(i)3.
- A completed, signed and dated SPLCC Childcare Contract stating among other things the times and days care is needed.

Please see the section labeled Enrollment Information Required By The State for a complete list of needed information and forms.

Enrollment Information Required By The State

- A. Enrollment information consisting of:
- The name and birthday of the child.
 - The full names of the child's parent(s).
 - The child's home address and telephone number.
 - An address and telephone number where parent(s) can be reached while the child is in care.
 - The name, address, telephone number and relationship to the child of a person to be notified in an emergency when a parent cannot be reached immediately.

- The name, address and telephone number of a physician or medical facility caring for the child.
 - The names, addresses and telephone numbers of persons other than a parent(s) authorized to call for the child or to accept the child who is dropped off.
 - The child's first day of attendance at the center.
 - E-mail address where the parent can be reached while the child is in care (if applicable.)
- B. Infant / Toddler Intake Form
- C. Written consent from the parent for emergency medical treatment. (Injured children requiring emergency medical would be transported by the rescue squad to a local "medical" center according to the discretion of the paramedics.)
- D. Authorization from the parent to transport the child to and from the center and to participate in and be transported for field trips and other activities.
- E. Authorization from the parent outlining the plan for a school-age child to come to the center from school, home or other activities and to go from the center to school, home or other activities.
- F. Documentation of each child's health and immunization history on a form provided by the Department of Health and Family Services.
- G. Specific informed written consent from the parent for each incident of participation by a child in any research or testing project.
- H. A written record of the date of birth and daily attendance of each child for the length of time the child is enrolled in the program.
- I. A medical log recording any injuries received by a child or medication dispensed to a child in compliance with DCF 251.07(6)(a)2.
1. The log shall be in a book with stitched binding with pages that are lined and numbered. The pages may not be removed or lines skipped.
 2. Entries shall be made in ink on the date of occurrence and shall be dated and signed or initialed by the person making the entry.

The SPLCC Program

- The SPLCC programs provide educational opportunities to supplement home activities, which promote spiritual, emotional, social, intellectual, and physical development. Each child's God-given gifts and abilities are fostered through inquiry, exploration, experimentation, and expression at an individually appropriate level and pace. A balance of the following is provided daily: *active and quiet times; individual, small group and whole group involvements; personal choice and teacher directed activities.*

- Routine sequences for each day's activities are established to provide comfort and consistency in the meeting of children's physical needs (toileting, hand washing, eating and drinking) as well as emotional needs. Flexibility is also used to accomplish optimal learning and to meet individual and/or group needs.

- **Infant and toddler** schedules will closely follow home schedule.

- **Two-year old and older schedules** will follow a schedule similar to the one below.

7:00-8:00	Table activities. School-agers to bus
8:00-8:15	Arrival/Adult escorts child into classroom and records drop off and pick up information
8:00-9:00	Learning center choice/clean-up
9:00-9:15	Devotion/Bible lesson/application (Pastor Tues & Wed., other times by teachers)
9:15-9:30	Music/movement (<i>singing, rhythm activities, use of large muscles, movement games, locomotion</i>)
9:30-9:45	Bathroom/snack time
9:45-10:00	Oral language/skill development (<i>calendar, leader's show-and-tell</i>)
10:00-10:15	Literacy time (<i>stories, finger plays, books</i>)
10:15-10:40	Theme/project time/large movement activities
10:40-10:45	Closing/dismissal (<i>review, anticipate, pray</i>)
10:45-11:15	Outdoor play time/Bathroom break
11:15-12:00	Lunch- Children staying more than 4 hrs. move to rest time as they finish eating
12:00-2:15	Rest time for 2, 3, 4-5 yr. olds (quiet project for those who don't sleep)
2:15-2:45	Bathroom breaks/handwashing/snack
2:45-3:30	Childcare free choice time
3:30-4:00	Outdoors play time
3:30-5:30	School-agers' snack time, quiet time, homework time, and then free choice.

Suggestions For Home/School Transitions

Before school even starts:

- Demonstrate confidence in your child's independence and abilities – think about what your child can already do!
- Tell the teacher anything about your child that would be helpful in understanding him/her better.
- Participate in a home visit and open house activities.
- Let your child know that you are comfortable with the center. If you like it, he/she will feel more comfortable.

After the first day, the following suggestions promote smoother daily home-to-school transitions:

- Send your child regularly and promptly.
- If your child cries, let your child know you love him/her and you will be back to get him/her. Sometimes it helps if you can tell your child what you are going to do when you come back to get him/her. (Example, we are going to the post office when I pick you up). This gives the child something to focus on that you are coming back to get him/her.
- Give your child a nutritious meal before coming to school.
- Provide a regular bedtime routine to insure plenty of rest and avoid an uncooperative attitude that can result when a child is lacking needed amounts of rest.
- When illness symptoms occur, keep your child home to minimize the spread of contagious infections and allow for your child's need of extra care and rest.

Learning Center Choice Time

This is a very important daily period when a variety of experiences are available. Children select and plan their own activities. Choices include art, easel, blocks, dramatic play, sensory table, puzzles/games, math collections, science, books, computer and writing. Centers are continually modified to provide new challenges reflecting different themes at a variety of ability levels.

Program Objectives

A. SPIRITUAL

1. Each child will learn that the Bible is God's holy Word.
2. Each child will learn that God is his/her loving Father.
3. Each child will learn that Jesus is his/her Savior who earned our forgiveness and eternal life.
4. Each child will respond to God's gifts of love and faith by striving to live according to the Ten Commandments.
5. Each child will learn that his/her abilities are gifts from God and are to be used to serve God.

B. EMOTIONAL

1. Each child will recognize that he/she is valued and important to our Lord and to others.
2. Each child will develop confidence in applying God-given abilities and exhibit a positive self-image.
3. Each child will demonstrate appropriate expressions of

- his or her feelings and responses to the feelings of others.
4. Each child will express him/herself in creative, artistic, dramatic play, show-and-tell, group activities, musical and movement activities.
 5. Each child will assume responsibility for self-care and care of center materials and personal possessions.

C. SOCIAL

1. Each child will demonstrate respect for feelings and ideas expressed of others.
2. Each child will demonstrate respect for the property of others.
3. Each child will recognize how one's actions affect others.
4. Each child will interact individually with adults and peers.
5. Each child will participate in group discussions, songs, finger plays, games and production of class artwork and class books.

D. COGNITIVE

1. Each child will extend familiarity with God's Word.
2. Each child will enhance language development and early literacy skills.
3. Each child will interact with basic math concepts and problem solving skills.
4. Each child will observe, inquire, experiment, and analyze scientific concepts.
5. Each child will extend health and safety awareness.
6. Each child will expand environmental and sensory awareness.
7. Each child will be exposed to varied cultures – their foods, languages, and celebrations.

E. PHYSICAL

1. Each child will foster large motor development through such activities as running, hopping, climbing, skipping, and balancing.
2. Each child will refine fine motor skills through such activities as tearing, coloring, cutting, painting, gluing, and writing in creative and academic endeavors.
3. Each child will sharpen fine motor skills by interacting with construction materials, Unifix cubes, pegs and pegboards, puzzles, lacing cards, beads, bristle blocks, magnets, and collections of small objects.

Special Events

During the course of the year, children will share some songs of praise, seasonal and favorite songs, finger plays and movement activities in programs for parents and families. Announcements regarding special events may appear in the newsletter or as a special invitation requesting a RSVP to help in planning accommodations or adequate provisions.

In keeping with the Christian emphasis of St. Paul's Lutheran Child Center, children will also sing praises (learned at school) in church services at St. Paul's Church. This provides for application of one of the spiritual objectives of this program – to realize that his/her praising abilities are gifts of God to be used to serve Him and enrich others by their singing.

Arrival/Dismissal

- Children may arrive at school 5 minutes before the start of contracted time frame. If more time than that is needed, please make child care arrangements with the director so adequate staff members are scheduled to allow total compliance with state licensing staff/child ratios.

- Parents or drivers are reminded that state law requires children be escorted by an adult to and from the classroom. Children will only be released to those persons authorized in writing (on the enrollment form or by a note signed by the child's custodial parent or guardian).

- Please arrive at SPLCC promptly to pick up your children at the pre-arranged dismissal time. The canopied entrance is the main entrance and the only entrance you may enter the building. For security reasons, all other entrances will be locked during the day. Parents or persons authorized for drop off and pick up will need to have your child's account code. The code must be entered onto the keyless entry pad and the door will unlock. This is a security measure to keep unwanted strangers out.

Supplies

- Children are not required to bring any art supplies; but should bring a large **school bag/backpack** for their daily handmade treasures and carrying notes home safely.

- Bring in 2 **boxes of tissues** at the beginning of the school year as this helps us keep tissues readily available for all who need them.

- Children still in diapers will need to bring in **four boxes of wipes**. The wipes will be used as community boxes unless your child requires a specific type of wipe.

- We recommend that **two full sets of clothes** (pants, shirt, underwear, and socks) be kept on hand for all children in case of accidents, spills, and for enthusiastic painters.
- **Winter wear** (coats, snow pants, boots, hat, and mittens) is needed during the cold season.
- An appropriate **child size sleeping bag** is required for children between the ages of 1 through 5 who are at the center for more than 4 hours a day. (This must zipper to enclose 3 sides. Adult size is too difficult for children to put into their sleeping cubbies.)
- A pillowcase is also required by the state to put the sleeping bag in, to keep it clean and sanitary.
- A **lunchbox** is required to hold “cold lunch” or “re-heat” items already in microwavable containers when a child is in the center over lunchtime 11-11:30 a.m. A cold pack may be put in the lunchbox to keep food items cold if needed.
- Milk is provided.
- (DCF nutritional requirements will be supplied.)

Appropriate Dress

- Clothes should be comfortable, durable, washable, and allow for easy undressing and redressing so that toileting can be done independently (age appropriate). Remember that children will be on the floor, experimenting with assorted art media, involved in large muscle activities and occasional food preparation. Keeping a labeled sweatshirt, 2 shirts, 2 underwear, 2 pair of socks, and 2 pull-on pants in their cubby is also requested.
- We usually have an outdoor time, so please make sure your child has appropriate dress. Also, please watch for information about walking field trips (library, post office, nature walks) to make sure your child will have proper outerwear and footwear for that day.

Designated Storage Space

Your child will have a cubby with his/her name on it in the classroom where he/she can hang up personal possessions.

Newsletters

Newsletters will be placed in your child’s cubby regularly to serve as a means of sharing school activities with home. It will highlight themes, activities, field trips, and special events. This also serves as a means to pass along information we receive that may be helpful to you. Occasionally, there are attachments such as a field trip permission slip

that needs to be returned to the teacher. If something is unclear, please don't hesitate to ask for more information.

Monthly Calendar

A monthly calendar will also be placed in your child's cubby showing leader turns and special events. It is helpful if you post it where you and your child can refer to it, small preschoolers may want to know who the leader is for the day and count down to special days. You may request extra copies of newsletters and calendars if you are in a joint custody arrangement or more than one person is involved in the care and transportation of your child.

Leaders

To encourage responsibility and allow for individual recognition, children will take turns as "leader." He/she will lead the class in calendar activities, assist the teacher, and be "first" in many activities. He/she should also bring a show and tell for that day. This becomes a very treasured day to your child

Show And Tell

- The child who is the preschool leader is also to bring a show and tell item. This item is usually kept in the child's backpack but the backpack may be put by the "leader chair" to be shared after God's Word time. Limiting show and tell to one person at a time allows the leader a chance to develop oral presentation skills while others practice conversation. Language and social skills are gained keeping this activity manageable with preschoolers' limited attention spans.

- There will also be several special "everyone" or "theme" show and tell days throughout the school year – bring something red today. These dates will also appear on the monthly calendar. Children usually keep these items in the bag/backpack so we can surprise each other at the sharing time.

- Valuable and fragile items should not be brought to avoid damage unless special precautions can be arranged with the teacher. A book, photo, collection, craft creation, or a nature-item such as a shell, leaf, or caterpillar is fun to share. Usually just one item is shared at a time unless all the items reflect a related theme.

Snacks

- All children from 1 year old and up will receive a morning and an afternoon snack in accordance with DCF 251.07(3)9(e).

- Late afternoon children will be provided an opportunity for a center-

provided snack if arriving at the center by 3:45 p.m.

-Parents will be asked to pay \$50.00 per child to help subsidize snack costs. The charge will be added to your account in June, (for children attending over the summer) September and January.

Breakfast

Allowance will be made for eating a family-provided breakfast if requested, for children arriving early morning.

Lunch

Each parent will provide a lunch or other required meals to meet compliance with the required number of meals according to TABLE 251.07 and Appendix B (day care regulations).

Food Allergies

Food allergies of children will be posted in each classroom. Allergy information listed on children's health reports will be taken into account. However, for children who have allergies to juice, or milk, parents are asked to bring in a substitute drink. These can be stored at the center for teachers to supply when they are needed.

Parent-Teacher Relationship

The parent-child relationship is a very special one. Parents are the child's "first and foremost teacher." Naturally your child's feelings, concerns and impressions will often be shared with parents first. It is also consistent with the developmental level of young children to come home with uncertainties or questions, partial statements, or things out of context. Please contact his/her teacher promptly regarding delights, confusions, concerns or problems related to your child and the child center.

- There may not be a quick and easy answer, but it is our hope to work together to handle matters in a Christian manner.
- Staff is very appreciative of open communication and is willing to schedule a time to discuss your child and center activities.
- When parents and teachers are working together, your child's education is a rich, positive, learning experience.

Parents/Others As Classroom Helpers

We encourage you to sign up to be a helper in your child's classroom after the first week of adjusting to school. Volunteering is a fun way to get to know more about your own child, to experience other children at a similar developmental level, and build relationships with other families.

Extra helping hands, watchful eyes and listening ears are greatly appreciated in classrooms as we strive to give individual attention. Two hours of training and guidance are required of all volunteers and will be provided early in the school year in a group training session or individually as requested.

All parents wishing to be a classroom helper will also need to have a background check performed according to state licensing DCF 251.

Child Abuse/Neglect

Because little children are precious to God and treasured as gifts of God by St. Paul's Lutheran Child Center, and in accordance with state regulations, the following policies are followed:

RE: *Staff* A criminal background check is required of all personnel to insure an employee has not been convicted of a crime against life or bodily injury or related to a felony, misdemeanor or other offense related to caring for children or center activities, or being investigated for alleged child abuse or neglect.

Our group childcare license may be revoked should any of the above conditions apply to the licensee, employee or volunteer, so please confidentially discuss any related concerns with the program director and/or the Education Committee chairperson.

RE: *Children* "A licensee who knows or has reasonable cause to suspect that a child has been abused or neglected...shall immediately contact the county social services department" (920-236-2397).

In accordance with state regulations, any evidence of unusual bruising, contusions, lacerations or burns shall be noted on the child's record. Knowledge of suspected incidents of child abuse or neglect will be reported in compliance with DCF 251.04(6)(a)8.

Contagious Diseases

Please call 582-9745 if your child will be absent or has had a contagious disease/condition (see below).

In the event that your child has a contagious disease/condition – including chicken pox, strep, scarlet fever, German measles (rubella), mumps, measles, pin worms, head lice, conjunctivitis or pink eye, impetigo, or ringworm of the scalp or body– your child may not come to our child center and the center must be informed so that notice of possible exposure can be given to affected families.

Any child with a sore throat, inflammation of eyes, fever, rash, vomiting, diarrhea, lice, or ringworm (unless at least 24 hours after treatment has begun), or other illness or condition having the potential to affect the health of others should remain at home.

If any of these conditions are noted of a child coming to St. Paul's Lutheran Child Care, he or she will be sent home. If noted during time at the center, he or she will be isolated from the others with the child's parent contacted and obligated to remove the child as soon as possible.

If the staff at SPLCC calls a parent to request that the child is picked up, the parent will either have an hour to pick the child up or have some other authorized adult pick the child up.

A child with a communicable disease can only be readmitted to our child center after allowing for the longest usual incubation period of the disease or with a signed statement from the physician saying it is OK for the child to return. Parents are also reminded that such diseases must be reported to county public health nurses (232-3000 for Winnebago County).

A Health Alert form will be used to inform families of possible exposures. A Wisconsin Communicable Disease information chart is also posted.

Hand Washing

To minimize the possible spread of disease and to promote personal cleanliness, children will wash hands with soap and warm running water before eating and after toileting. Children who are still in diapers will wash their hands after having their diaper changed. Footstools will be available if needed to enable children to reach soap and work faucets so they can complete this task independently.

First Aid

A first aid kit and disposable gloves are kept in each classroom of our center as well as in the kitchen and bathrooms. Staff members have had First Aid and CPR instruction. Superficial wounds will be cleansed with soap and water only and, if needed, bandaged. Injuries and first aid steps taken will be recorded in the center's medical log and parents will be informed via the Ouch Report.

Medical Log

St. Paul's Lutheran Child Center keeps a daily medical log to record injuries received by a child and medication dispensed to a child. The log is reviewed twice a year by the program director to determine that all possible preventive measures are being taken to insure safety.

Upon request, entries regarding their parent's child will be made accessible to the parent.

Medication

- No prescriptive or non-prescriptive medication, lotions or sun screen will be given to a child unless a signed, dated, written authorization from the child's parent or guardian is on file.

- All medication must be in the original container labeled with the child's name, name of the drug, dosage, and directions for administering, date and physician's name. This information will be recorded in the center's daily medical log. Non-prescriptive medication must be labeled with the child's name, dosage, and directions for administering.

- Medications will be stored so they are not accessible to the children.

Emergency Medical Facility

The rescue squad according to the discretion of the paramedics would transport injured children requiring emergency medical care. Written consent for this is granted on the child enrollment forms.

Birthdays

On the child's birthday or on a day close to it, your child may bring in a special snack to celebrate his/her birthday. For Preschool class, your child will be scheduled for his/her leader turn close to his/her birthday and may bring in a special snack for the class.

Emergency Evacuation

In compliance with state law, children are instructed how to properly follow fire and tornado safety procedures. This instruction and the conducting of monthly drills are designed to minimize fear while demonstrating the importance of following the plans. The driveway of the home across the street, opposite the front entrance, will be the meeting spot for all age groups. The tornado safety zone is by the 3-year-old bathroom, in the back of the 2-year-old classroom or in the crib room. Evacuation plans are posted in classrooms, hallway, and near bathrooms. Staff and volunteers will be trained in fire and tornado evacuation procedures and other emergencies.

Educational Trips

- Field trips are taken throughout the year. Permission is granted for participation in these trips on the enrollment form but for all transported field trips an additional permission slip will be provided.
- All children ages 6 weeks to twelve years will be taken on walking fieldtrips. Children ages three to twelve years will have the opportunity to participate in transported fieldtrips.
- Transported field trips will be provided via contracted bus.
- Parents are invited to accompany their child on field trips. When transportation is done by contracted bus, parents are asked to notify the teacher if intending to join the class since bus capacity limits must be observed.
- All parents wishing to chaperone field trips will need to have a background check performed according to state licensing DCF 251.

Book Clubs

One way to enrich your child's excitement for reading is to provide him/her with quality literature. Book club order forms geared to a variety of interests and ages will be sent home occasionally. There is absolutely no obligation to purchase. In return for parent orders, the center receives free books and materials as well as earning bonus points, which can be redeemed for equipment or materials.

Campbell's Labels For Education

Campbell's and associated product UPCs are saved by St. Paul's congregation to acquire equipment. A list of product from which to save UPCs will be supplied with notices of special product promotions. Your help in saving, cutting, and bundling these UPCs is appreciated. In past years, the child center has earned wooden blocks, magnifying glasses, rhythm instruments, mats, alphabet beanbags and more through this program.

Parent(s) / Guardian(s) Responsibilities

- Observing St. Paul's Lutheran Child Center policies.
- Informing staff if their child has had, or has been exposed, to a contagious disease, 582-9745.
- Giving 2 weeks written notice prior to the last day of the child care attendance of their child.
- Notifying in writing of change of address, telephone number, custody arrangements, etc.
- Reporting in writing additions to immunization record.

- Keeping current physical examinations and return health reports.
- Supplying written notice of plans to utilize vacation day(s) one week in advance or to pay for days when child is absent.

Conclusion

It is a privilege to be entrusted with the care, nurturing and instruction of your child.

May the Lord bless your choice in hearing His call to “Let the little children come to me...” May Jesus also bless each child of our school as He did the children brought to Him in the Biblical account!

Checklist for Enrollment

- Childcare Contract
- Infant / Toddler Intake Form
- Enrollment Form
- Immunization Form
- Physical Form
- Health History/Emergency care plan
- Handbook- Receipts must be signed
- Child Profile (age 3 and up)
- School Age Agreement (Before/After care students only)
- Registration Fee and first week’s tuition
- Backpack
- 2 spare sets of clothes (preschoolers)
- Small sleeping bag (children attending 4 or more hours in a day)
- Pillowcase to store the sleeping bag in.
- Home Visit
- Lunchbox and lunches for those here over lunch.
- Two boxes of Kleenex’s
- Four boxes of wipes (children in diapers)
- Diapers
- Diapering ointments
- Infant food (Infants not eating solids)
- Formula (Infants)
- Bottles (Infants)
- Pacifiers