

St. Paul's Child Care Center

3k - Grade School



"God's Promises are for you and your children.."

Parent Handbook

St Paul's Lutheran Child Care Center
7835 W. Grant St.
West Allis, WI 53219
(414)485-6000

EFFECTIVE DATE: June 1, 2023

Ages Served: 6 weeks through 8th grade

Hours of Operation: 6:30 AM-5:30 PM

Days of Operation: Monday through Friday

Months of Operation: Year round

Capacity: (TBD)

Table of Contents

Page # 3 Welcome

Page # 3 Mission Statement

Page # 3 Philosophy

Page # 5 ADMISSION

Page # 6 FEE PAYMENT AND REFUNDS

Page # 11-13 DISCHARGE OF ENROLLED CHILDREN

Page # 13-15 CHILD EDUCATION

Page # 16-17 CHILD GUIDANCE

Page # 17-18 Biting Policy

Page # 18-20 CONTINGENCY PLANS

Page # 21-23 HEALTH CARE

Page # 23-24 NUTRITION

Page # 25 TRANSPORTATION

Welcome

Welcome to St. Paul's Child Care Center!!

Choosing a childcare center that supports Christian parenting in raising children is not an easy task. We are delighted you have chosen St. Paul's Child Care Center and encourage you and your family to participate in all aspects of the church, childcare and school. We are a family of believers in Jesus as our Lord and Savior.

As with any organization, policies and procedures are developed to unite all in providing a safe, caring environment. That is the purpose of this manual. The policies and procedures were developed with the intent of providing the best care for your children. St. Paul's is blessed to have a faculty and staff who desire to create this warm and nurturing environment.

We encourage you to review and keep this manual as a reference. When concerns arise, don't hesitate to contact us. Communication with our parents is extremely important and appreciated.

As with any policy manual, this handbook is subject to amendment as policies change or are added. Information on revisions and changes will be available to parents as soon as possible after adoption has taken place.

Mission Statement

St. Paul's Child Care Center partners with parents/ guardians, helping children grow spiritually, mentally, physically, and emotionally in a Christ-centered, caring, and nurturing setting.

Philosophy

St. Paul's Lutheran Child Care Center is committed to providing a nurturing and caring environment for all children. Parents are the primary caregivers, with St. Paul's staff being an extension of the care a child receives. Therefore, the importance of the family bond cannot be understated, as St. Paul's desires for all involved to feel like they are part of our extended family.

The primary purpose is to support the family and child as they grow in their Christian faith. Children display a natural curiosity about the people who care for them and their surroundings. Following the child's lead, St. Paul's provides for the growth and development of each individual. Through individual activities, group activities, and hands-on experiences, children develop spiritually, socially, emotionally, intellectually and physically.

Spiritual:

- *to help each child realize they are a child of God
- *to share the love of Jesus in an atmosphere of joy and exploration
- *to teach children to care about others

Emotional:

- *to respond to children in a calm, caring manner
- *to express feelings in an appropriate manner
- *to show empathy and understanding of individuals
- *to model and help children learn coping skills

Social:

- *to function within a group setting
- *to respect others and their property
- *to develop friendships

Physical:

- *to explore space
- *to allow for expression, with large and small motor activity
- *to develop and practice healthy habits

Intellectual:

- *to build upon natural curiosity
- *to encourage and instill creativity using toys, books and tools
- *to stage "play" opportunities as a means to learn about God and His Creation
- *to gain "foundational skills" to aide in growth and development for future learning
- *to use materials appropriately (books, manipulatives, toys, etc)
- *to promote use of imagination when problem solving and relating to fantasy and reality

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

Parent communication and suggestions are encouraged and are taken into serious consideration. The children along with staff and parents are engaged in the learning experience.

ADMISSION

St. Paul's Lutheran Child Care Center is licensed by the State of Wisconsin, Department of Children and Families (www.dcf.wisconsin.gov). We are licensed to care for no more than 80 children at any one time. We're inspected regularly to ensure that our center meets licensing standards.

Child care services are available without discrimination based on race, color, national and ethnic origin.

SPLCCC will provide care for children ages 6 weeks through fourteen years.

Child care services will be provided between the hours of 6:00 A.M. and 6:00 P.M. , Monday through Friday, year round .

LIMITATIONS IF ANY – Children will be evaluated on an individual basis. Any needed accommodations will be met to the best of our ability. If additional staff is needed, an additional cost may be passed on to parents.

No service will be provided on New Year's Day, Memorial Day, July 4th, 2 August cleaning days, Labor Day, Thanksgiving Day and the Friday after, and Christmas Eve and Christmas Day.

Emergency Closings – There may be times when an emergency arises which requires the child care center to close. In any such situation we will ask the local radio and television stations to broadcast the closing. Additionally, we will post to St. Paul's Facebook page.

We will make every effort to remain open on snow days and cold days in order to accommodate our parents who must report to work. There may however, be an exceptional situation where this is not possible. Parents who are registered for the day will be contacted by the center, or may call/text Mrs. Block directly at (414)544-8131.

The center will have the following items posted for public review in the hallway to the gym:

- Licensing rules
- License certificate
- Child care staff individual credentials
- Results of the most recent licensing inspection
- Notice of any enforcement action, stipulations, conditions, exceptions or exemption

The center will also have posted on the parent communication board the following items for the parent's review or by request:

- Center policies
- Scheduling forms
- Special event notices
- Parental notices

FEE PAYMENT AND REFUNDS

- \$60 Annual Registration Fee per Family
- \$125 New Family Registration

- Infant Care (6 weeks - 2 year olds)
\$69 for full day

Toddler Care (2 year olds)
\$59 for full day

3 year old through 8th Grade (before & after school & non school days)
\$6.50/hour

- All payers must have current Tuition Express information on file with the center. Payment by TE is not required, however, weekly payment is required. Payments may be made directly at the center with cash or check, or online through the myprocare.com website.
- If there will be a third- party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts. There will be an extra fee assessed for late pick up of a child. The charge for pick up after 6PM will be \$3.00 per minute.
- You will be charged an additional fee of \$35 NSF FEE CHARGED if your check does not clear the bank, card is declined or if funds are not available.
- Second decline or NSF, child is suspended from care until payment is received
- There may be **additional fees for field trips and enrichment activities** from time to time. Parents will be advised of any additional fees in writing a minimum of one week in advance.
- There will be a 5% reduction for the oldest child from one family.

Fee determination methods (attendance, parent sign in) SPLCCC will charge a fee based on your child's hours of enrollment. These fees are outlined in the rate sheet. **Parents should review attendance sheets/computer logs each day and sign them** verifying hours of attendance. Failure to log children in will result in the center making the determination of the hours of attendance time of drop off. Failure to log the child out will result in being until 5:30PM.

Fee calculating methods (hourly, daily, sessions) Infants and toddlers (up to 3yrs) are charged a full day rate. Children 3 years through 8th grade are charged an hourly rate based on attendance.

SCHEDULING FOR INFANTS AND TODDLERS 2020-2021

Beginning on the first day of the new fiscal year, July 1, 2023 – infants and toddlers enrolled in the St Paul’s Child Care Center will need to select one of the below options.

1. 2-day option
2. 3-day option
3. 4-day option
4. 5-day option

For those enrolled in 3k, 4k and require after school care, the 2019/2020 policy remains the same.

Upon registering your child with St Paul’s, you will be asked to commit to one of the above options with designated drop-off and pick-up times. The fee schedule is available upon request and will be posted in the handbook. You will be charged according to that package.

Vacation Policy

52-Week Enrollment	
5-day	10
4-day	8
3-day	6
2-day	4

School Year Enrollment	
5-day	6
4-day	5
3-day	4
2-day	2

The allotted vacation days are based on the length of enrollment per fiscal year. A vacation notice form will need to be filled out at least two weeks prior to requested vacation days, stating the days your child will be absent from the ECC and submit to the Director. Vacation days can be used to cover the day(s) your child is sick. All sick days used count against vacation days unless otherwise arranged.

Schedule Package Changes

Each family will be allowed two (2) package changes per fiscal year, limited to one (1) in 2023 and one (1) in 2024. If you need to change your schedule package, a change of schedule form is available. Fill out the form and return it to the director. Someone from the office will then get back to you to let you know if your request will be authorized based on program availability. Illnesses, extended illnesses, or extended absences will be reviewed on a case by case basis.

Additional Day Requests

Below is the rate schedule if you are signed up for a 2-day, 3-day or 4-day-package, but require an additional day. Additional Day Request requires a two-week notice. Additional days are available with notice based on program availability. Additional Day Request without notice is based on program availability.

1st instance: Infant = \$69 full day. Toddler = \$59 full day

2nd instance: Infant = \$90 full day. Toddler= \$80 full day

3rd instance: Infant = \$120 full day. Toddler = \$100 full day

4th instance: Discussion with the Director.

Frequently Asked Questions

Can I change the package I selected?

Yes, see above the Schedule Package Changes section. At least two (2) weeks' notice is required. A schedule change form must be filled out and returned to the Director. Changes will be authorized based on program availability

What if my child is sick?

Each child is allocated a certain amount of sick/vacation days per fiscal year based on length of enrollment during the fiscal year.

What if I don't require child care during the summer? Do I lose my spot?

No, families are able to opt out of the St Paul's Child Care Center during the summer schedule and resume in August. This summer schedule policy will be reviewed on an annual basis and is subject to change in future years.

Absent Child without prior notification - Parents are responsible for the schedules with which they provide us. We expect children to be in attendance on those days at those times. If a child who is scheduled to arrive at the center, does not arrive within 1 hour of the specified time on the written agreement signed by the parent, and we have not been informed of the child's absence, we will attempt to contact the parent or guardian to determine the child's whereabouts.

If a child is being transported to the center from another facility (including our Lincoln Ave. location) and does not arrive within 15 minutes of the scheduled time, and we have not been informed they will not be attending that day. We will attempt to contact the facility from which they were transported from to determine their whereabouts. All attempted contacts will be documented.

Attendance methods - Children must be enrolled to utilize the center. A schedule of needed care should be on file. Changes to a weekly schedule must be communicated to the director by Monday at 5:30PM of the week prior to the change. SPLCCC will accept children if an additional day request *is made, enrollment forms are on file, and if space is available.*

Staff will be trained to manage the established system of knowing the whereabouts of all children in their care. Parents are required to call if their child will not be attending or will be arriving late. If a child is being transported by a transportation company and does not arrive at the scheduled time, staff will call the parent or authorized adult to check on the child.

Daily arrival/departure times are recorded via accurate documentation for each group of children. During early AM arrival and late PM pick-up, teachers will be kept aware of children they're responsible for, as rooms are condensed, and staff leave the center. Teachers will always know the names of each child and their whereabouts.

Parents or authorized adults are required to bring children into the building and to sign the children in at the beginning of the day (documenting arrival time) and sign them out at the end of the day (documenting departure time). Staff will maintain classroom attendance records recording children's arrivals and departures as they occur to ensure an accurate, on-going accounting of the children's whereabouts.. Comparison of the attendance record to the actual children in care will occur at each transition and frequently throughout the day.

The center will maintain confidentiality of children and family regarding health care needs. Information will only be shared with those staff that provide care to the child. To protect each family's **confidentiality**, SPLCCC will not share information about a child or a child's family with anyone who is not authorized to receive this information. Only those persons or agencies that have been given permission in writing by a parent/guardian will be allowed to receive information on a child and/or her/his family.

DCF Visits-The Department of Children and Families licensing representative may visit and inspect any group child care center at any time during licensed hours of operation. A department licensing representative shall have unrestricted access to the premises identified in the license, including access to children served and staff records and any other materials or other individuals having information on the group child care center's compliance with the DCF 251 rules.

Mandated Reporting-All child care providers are mandated reporters of suspected child abuse and neglect. If a child care provider suspects a child has been abused or neglected, that provider is required to report the abuse or neglect to the county's Child Protective Services (CPS) office or law enforcement at the Southeastern Branch of the Department of Children and Family Services (262)446-7800. Each child care provider and substitute will receive training at least every 2 years in child abuse and neglect laws; how to identify children who have been abused or neglected; and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities. If an employee or volunteer is suspected of having mistreated a child that person will be subject to immediate suspension pending the outcome of the CPS investigation. The incident will be reported to the Department of Children and Families within 24 hours of occurrence.

Our administrative structure is as follows:

ST. PAUL'S LUTHERAN CONGREGATION VOTING ASSEMBLY
ST. PAUL'S CHURCH COUNCIL
SCHOOL BOARD
PRINCIPAL
ADMINISTRATOR

DIRECTOR
ADMINISTRATIVE ASSISTANT
LEAD TEACHER
ASSISTANT TEACHER

Transitioning to St. Paul's Lutheran Child Care Center

Parents interested in enrolling their children at SPLCCC must meet with the Director to discuss their child's specific needs and to review program policies. We appreciate and respect each family's culture and values. We strongly believe that you as a parent have the right to make decisions for your child and we want to encourage you to give us as much information about your child as possible at enrollment. You're more than welcome to offer this information at parent-teacher conferences, via phone call, text or any other method or time you feel comfortable doing so. We want to work with you and your family to make the transition into our center as comfortable as possible. We encourage you, the child being enrolled, and any other family members to come and visit the center before the child's first day of attendance. With your permission we will pair you up with another family who has more experience with the center and would be willing to help you engage in the child care program. The center does have a designated dual-purpose space where staff and families can meet within the center for conferences, private conversations, meeting with their respective paired up family, etc. The conference table in the front of the building is available with prior approval.

Forms for Parents to Fill Out

The following items must be completed and returned to the center **by the first day of attendance**.

- Form DCF-62, "Child Care Enrollment"
- Form DCF-44, "Health History and Emergency Care Plan"
- Form DCF-104, "Alternate Arrival/Release Agreement" (if applicable)
- Form DCF-61, "Child Care Intake for Child Under 2 Years" (if applicable)
- Photo Release Form

The Director will inform parents when updates are needed, giving 30 days' notice to submit updated forms.

Due, completed, **within 30 days after child starts** attending:

- Form DPH-4192, "Day Care Immunization Record" or an electronic record of your child's immunizations

Due, signed by medical professional, **within 90 days after child begins** attending:

- Form DCF-60, "Child Health Report"

St. Paul's Lutheran Child Care Center has an open-door policy. Parents are welcome to visit the child care program at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, we will need a paper copy of the order. Please understand that we cannot legally limit access to a parent if there is not a copy of a court order on file at the center.

St. Paul's Lutheran Child Care Center has no pets on the premises. Pets will not be allowed in areas accessible to children during the hours of operation. There may be special programming in which children may be exposed to pets or animals. These situations will be communicated to parents in advance.

Medication log procedures are as follows: All medication administered, accidents or injuries occurring on-site, marked change in behavior or appearance, or any observation of injuries to a child's body received outside of center care will be entered into the center's medical logbook. The director will review the medical log book every six months and document this procedure.

Center Philosophy

Materials and resources for families are provided in their native language and are made available in a way that they can be understood. Arrangements will be made to translate materials into an understandable language for any family on an as-needed basis.

Parents will be surveyed annually as to overall satisfaction in several areas of operation and care given. Additionally, SPLCCC will employ an open-door policy for parents to communicate any concerns with the director.

Non-discrimination - We will never refuse to enroll a child based on race, color, national and ethnic origin. Parents must meet with the director to discuss their child's specific needs and to review program policies, and to determine if additional staffing is needed.

Americans with Disabilities Act - St. Paul's Lutheran Child Care Center will make reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act. For more information on the ADA go to: <https://www.ada.gov/chcinfo.pdf>

Access to children's records - Parents have full access to review their child's records. Please call the main number to make a request to review the records so that they can be prepared for you. Parents will have access to entries regarding their child within 24 hours of the request.

Use of children's photos - SPLCCC may take photos or videos of children from time to time. These may be used in children's portfolios, for hanging on walls within the center, in the center's newsletter, etc. As the saying goes "A picture is worth a million words". The center may also use the photos and/or videos in our marketing materials. We will never take or use photos of you or your child/children without a signed and dated photo permission form.

DISCHARGE OF ENROLLED CHILDREN

Child's progress communication between center and parents: It's important we communicate daily concerning the needs and interests of each child. If there are issues or concerns that need to be discussed, parents should arrange with us a convenient time to talk on the phone or schedule a conference. To foster communication on a regular basis, SPLCCC provides a daily log sheet for infants and toddlers, periodic newsletters, and the parent communication board.

Circumstances and procedures for termination of enrollment: A parent must notify the center in **writing** to the Director at least two weeks prior to the child's last day. Failure to provide the two weeks notice will result in a charge of two weeks tuition based on the child's average weekly attendance.

Child related: St. Paul's Lutheran Child Care Center will regularly advise parents on their child's progress through daily sheets, daily conversations and scheduled conferences. When children have problems

adjusting to the center's daily schedule and classroom rules, parents will be contacted for a face to face conference. At this meeting, the teacher and/or Director will state her concerns and discuss observations made of the child's behavior, and an action plan will be developed. If after two weeks the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services.

Parent related:

If the problem leading up to termination is due to non-compliance to the center's policy by the parents, the teacher and/or Director will contact the parents for a face to face meeting. At this meeting, the teacher will state her concerns and review and clarify agency policy with the parents. Input from parents will be encouraged so that common understanding can be reached. If after one week the problem is still present, parents will be advised in writing that their child's enrollment will be terminated. Parents will be given a 1 week notice regarding the termination of their child's enrollment. The parent will be responsible for child care fees for the final week even if the child does not attend.

Parent initiated mutual decision, center initiated, and involuntary discharge:

A child may be discharged from the center for many reasons. Often **parents initiate** the termination. Occasionally, after an action plan has been tried without positive results, the center and the parents come to a **mutual decision** to end the child's enrollment. In some circumstances the termination may be **center initiated**.

Involuntary discharge of a child could result for the following reasons:

1. Failure to pay fees on time. (Grounds for immediate termination, without notice.)
2. Lack of parental cooperation
3. Inability of child care program to meet the needs of the child. Staff will consult with the parent concerning how any problems might be solved before ending the care arrangement.
These steps will be documented in the child's file. The parent will be referred to other community resources.
4. Repeated failure to pick up the child at scheduled time.
5. Failure to complete and return the required forms.

Behavior related discharges. Acting out, physical aggression, including biting, inability to follow classroom rules, inability to follow teacher's directions are all examples of reasons why a child could be discharged due to behavior. These behaviors will not be tolerated toward adults or other children.

Steps will be taken prior to the child's discharge. All efforts will be made to work out a plan for behavior management between staff and the parents to see if problematic behaviors can be managed and/or corrected. The teacher will ask for a parent/teacher conference to discuss the behaviors in detail. Input from parents on behavior management is vital. If after one week the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services. All meetings, behavior plans, and outcomes will be documented and placed in the child's file.

Outside agency involvement:

Prior to any child being terminated, efforts may be made to seek additional services from other care providers to address the problem. For example, children may be referred to a physician for a vision or hearing screening. Referrals to birth to 3, speech and language screenings are some of the outside

agencies that could be utilized. Should the child require additional services that are not available directly through the center, an outside agency may be contacted to meet those needs. Staff will consult with parents before contacting any outside agency.

Decision making:

All decisions regarding the discharge of enrolled children are summarized in the section above, *Circumstances and procedures for termination of enrollment.*

Discrimination issues:

If you feel your child has been discharged due to discrimination, please bring these concerns to the Director for a thorough review. It is our policy to never refuse to enroll a child based on race, color, national and ethnic origin.

Appeal process:

Should you disagree with the termination of your child for any **reason**, please discuss your concerns directly with the center director and ultimately the school board. All decisions at school board meetings are final.

Reasons: e.g. fee payment, policy compliance

SPLCCC will give 1 week written notice of our intent to discharge a child (and try to inform parents of local resources that may be of help to them), except when due to the parent's failure to keep current with fees owed. Parents are expected to comply with all the policies and procedures of the child care center; failure to comply could result in the termination of your child's enrollment.

CHILD EDUCATION

There is a religious component to our program. We do offer mealtime prayers, songs, stories or displays keeping with the Lutheran faith, and we do celebrate religious holidays.

There is a lead child care worker/teacher assigned to each classroom in the center and staff-to-child ratios are always maintained. Depending on the number of children present on any given day there may also be an assistant child care worker in the classroom as well. Each group/classroom of children is supervised by a teacher who is within sight and sound of the children to guide the children's behavior and activities, prevent harm and assure safety.

Differing age groups of children may be combined at the beginning and at the end of any given day. Being that SPLCCC is open in the early morning and late afternoon we have a written plan for activities which meet the individual needs of the children during those time periods. Activities at the beginning and at the end of the day will be designed for a wide age range of children working and playing together. Our plan includes opportunities for children to rest and eat and to use materials and engage in activities which for the most part do not duplicate activities planned for the major part of our program.

Children, including infants and toddlers, will go outdoors daily when weather permits, so dress your child appropriately for the weather. The children may be kept indoors during inclement weather such as any of the following:

- Heavy rain
- Temperatures above 90 degrees F.
- Wind chills of 20 degrees F. or below

Make sure your child/children wear sturdy shoes that will allow them to be active and have clothing on hand that is appropriate for the weather. All clothing items must be labeled with your child's name. Children will be given opportunities to climb, ride on toys, play at water tables, use balls and hula hoops, etc. Teachers will be outside with children and will interact or lead organized activities. Best practices recommend at least 15 minutes of teacher-led physical activity each time children are outdoors. SPLCCC is blessed to have an enclosed area with a play structure as well as an open space for riding toys and playing ball. Best practices recommend that there is a variety of fixed and portable play equipment that allow for mastery of balance and coordination (tunnels, balance boards, safe climbers), traveling skills (tricycles, scooters, push/pull toys) and large manipulative skills (balls, hoops). It is recommended that there are multiple pieces of equipment so that multiple children can participate in an activity at a time and that there are spaces for children of all ages, including infants. When weather does not permit outdoor play, children will have the opportunity to play indoors in the gym. There is ample space and a plethora of equipment to facilitate individual activity as well as group games.

There is an outdoor play space on the premises of the center. If we choose to provide a wading pool for the children, staff will be outside providing sight and sound supervision when the wading pool contains water and is present in the outdoor play space.

Infants and toddlers will have a flexible schedule, which reflects the child's individual needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. We will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects. A written report will be maintained documenting what each child ate, when they slept and when they wet or soiled a diaper. We will use this report to share information with parents about the child's activities and disposition for that specific day.

Preschool age children will have opportunities to play and explore their surroundings. They will be given many learning experiences in a variety of developmental areas that are age appropriate. Daily activities will include math, science, music, large and small muscle movement, art and literacy.

School age children will have a quiet place to study or relax, access to appropriate materials and activities, and will have ample time for large muscle activities and be provided with one snack.

Night Care

We are not licensed to provide care between the hours of 6 P.M. and 6:00 A.M.

It is important that we communicate daily concerning the needs and interests of each child. SPLCCC offers parent-staff conference opportunities at least 2 times per year to discuss the child's growth and development and adjustment to the program. If there are issues or concerns that need to be discussed, parents should arrange with us a convenient time to talk on the phone. To foster communication on a

regular basis, SPLCCC provides scheduled conferences/a monthly newsletter/parent bulletin board and daily conversations. To support healthy development, we intentionally include information about physical activity, gross motor development and nutrition in our communications with families.

SPLCCC staff along with parents and their input will plan activities and provide children with a variety of experiences. Learning through play is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials, manipulative and housekeeping equipment. Our curriculum will provide exposure to a variety of cultures through music, stories, games and art, and we will celebrate how we are all the same and how we are all different from one another. Routines such as toileting and eating and intervals between activities are planned to avoid keeping children waiting in lines or assembled in large groups.

Bathroom, handwashing times will be staggered and children will be dismissed in increments to avoid wait times or congregating in groups.

We occasionally take field trips, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises. You will be notified in advance of any field trip requiring transportation.

SPLCCC has a written program of activities which are suitable for the developmental level of each child and each group of children. The program provides each child with experiences which will promote all the following: self-esteem and positive self-image, social interaction, self-expression and communication skills, creative expression, large and small muscle development, intellectual growth and literacy in keeping with the Wisconsin Model Early Learning Standards.

The Wisconsin Model Early Learning Standards are voluntary standards that were designed to help centers develop programs and curriculum to help ensure that children are exposed to activities and opportunities that will prepare them for success in school and into the future. The Standards are primarily intended as guidance on developmentally appropriate expectations and are not intended to be used as a checklist to gauge a child's progress. The Standards are based on scientific research. Copies of the Wisconsin Model Early Learning Standards are available on the Wisconsin Early Childhood Collaborating Partners website at <http://www.collaboratingpartners.com> or through the Child Care Information Center at 1-800-362-7353.

A schedule of daily activities is posted in each classroom. A program of activities is planned a week in advance. Staff use a variety of resources in their planning. We will also use the services of the Wisconsin Child Care Information Center (800-362-7353) and access their resources to plan activities. The activities focus on a theme based on the interests of the children and a listing of activities are available for parents to review. Parents are encouraged to provide the center with activity ideas, resources, as well as their child's interests.

CHILD GUIDANCE POLICY

When a child is crying, fussy or distraught, staff will work to calm and comfort the child, in ways that are appropriate for the child's age and personal disposition. This may include stroking, cuddling, rocking; offering a drink; acknowledging the child's fear, or separation, sadness, or conflict; distracting or

redirecting to another activity; talking calmly with the child about how s/he is feeling or what has happened. If the unhappiness persists, we may contact a parent to share what is occurring and inquire if this might indicate onset of an illness.

Children's behavior will be guided by setting clear limits or rules for children. We will talk with children about expected behaviors and model those behaviors consistently for them. We will state positively what children can do, using specific terms; e.g. "you need to use an inside voice" rather than "don't yell"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for helping children develop self-control, self-esteem and respect for the rights of others. Opportunities for physical activity are not withheld as a behavior management strategy. Children are redirected to safe physical activities and are involved in discussion about safety concerns, when necessary.

"Time-Out" is a guidance technique that can be effective when dealing with unacceptable behaviors of young children. Time outs may not be used with children under age 3, and never for more than 5 minutes. The term 'time-out' is short for 'time out from positive reinforcement.' The strategy is like an extended form time from all sources of reinforcement (e.g., teacher and peer attention) following serious challenging behavior of selectively ignoring disruptive behavior. Usually this strategy requires that a child be removed from an ongoing activity for a brief time, typically by having a child sit on the outside of the activity within the classroom until the child calms down and is ready to rejoin the activity and try again. Time-out is intended to be a non-violent response to conflict that stops the conflict, protects the victim, and provides a 'cooling off period' for the child.

"Time-out" is only effective when used in the context of a comprehensive approach to behavior support that is designed to teach, nurture and encourage positive social behaviors. Time-out should be used only when less intrusive discipline procedures have been tried and deemed unsuccessful and only in combination with positive procedures designed to teach new skills and prevent challenging behaviors from occurring.... Effective management of behavior should always start with praise and encouragement for prosocial behavior and self-regulation and be accompanied by distraction, redirection, withdrawal of attention, and logical and natural consequences." The child will be praised after completing the time-out and will be helped to rejoin the group.

We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, we will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from care. In accordance with "Wisconsin Rules for Group Child Care Centers," actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment on the child; verbal abuse threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement or enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

Routines such as toileting and eating and intervals between activities are planned to avoid keeping children waiting in lines or assembled in large groups.

Biting Policy

Biting occasionally happens in child care settings. Biting is a common developmental behavior for children ages 18 to 26 months of age and sometimes an older child. When your child bites, or has been bitten by another child, there is a high emotional response. The feelings of anger, frustration and guilt are overwhelming. There are several reasons a child may bite. The reasons include:

Young children explore by placing objects in their mouth. Sometimes children “accidentally” bite others in the process.

Young children do not have verbal skills to express themselves.

Biting often results in frustration

Child may be teething

Territorial-the child is protecting his/her play space

Defensive: A child grabs for another’s toy

Stress: Occasionally, a child responds to stress by biting. Causes of stress may be due to a move, new sibling or other family changes.

Here at St. Paul’s, we have many ways to discourage biting. They include:

Teaching children to use their words

Planned activities that all children participate in to decrease frustration and/or boredom

Providing biting substitutes such as teethers

Teaching the children the rules for sharing, constantly praising cooperative behavior

Constant supervision

When a biting incident occurs, the bitten child is consoled and the bite is quickly cleaned with soap and water; ice is applied as tolerated to decrease swelling or bruising. The biting child is calmly removed and given “quiet time.” Statements such as “no bite, it hurts” or “biting is not allowed, it hurts” are used. The child who has bitten is “shadowed” to help us understand what may be causing the child to bite so that further incidents can be prevented.

If a child does bite another child, both parents will be called. The child who bit will be allowed to play by him/herself in isolation. A parent/director and/or teacher conversation will take place to discuss ways to prevent future biting. **If biting cannot be controlled, the child may be terminated from the center.**

Classroom arrangement, materials and programming are scaled to the developmental level, size and ability of children which will contribute to providing clear guidelines and promoting positive behavior.

Parental Involvement in solving behavior: All efforts will be made to work out a plan for behavior management between staff and the parents to see if problematic behaviors can be managed and/or

corrected. The teacher will ask for a parent/teacher conference to discuss the behaviors in detail. Input from parent/s on behavior management is vital.

Rest or nap time will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they awake. Staff will help awake children find quiet activities. St. Paul's will launder the bedding after every five uses, or sooner if necessary.

CONTINGENCY PLANS

Fire and Tornado evacuation plans will be practiced monthly. The Director or School secretary will document dates of fire and tornado drills and the weekly testing of smoke detectors on a form provided by the state.

In case of an emergency that would require an evacuation, children will be evacuated by all available staff through the nearest exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken out by the staff member designated to be "in charge" to assure that all children are accounted for and all families can be notified. Infants will be evacuated four to a crib with emergency provisions and all children will be taken outdoors to the corner of 79th and Grant. The director or person in charge will check classrooms, bathrooms and staff areas to make sure all persons are evacuated. The Director or person in charge will call the all clear to re-enter the building once it is safe to do so. If we are unable to return to the building following an evacuation, the children will be taken to the church at the Lincoln location until parents or another authorized adult can be reached and come for them.

In the event of a tornado warning, the children will be taken to the lowest level, west wall by all available staff members. Blankets, a portable radio and flashlight, with extra batteries for both, are kept in the tornado shelter area always. The attendance form and emergency contact information will be brought along by the staff member designated to be "in charge". The director or person in charge will check classrooms, bathrooms and staff areas to make sure all persons are evacuated. Staff will engage the children in quiet activities until we are assured by the authorities that the danger has passed. Tornado drills will be conducted monthly from April to October.

In the event of a missing child, the Director or designee will check all areas of the center. If the child cannot be found, the child's parents and/or emergency contact and the police will be notified immediately. The Director will notify the Department of Children and Families within 24 hours after the occurrence. If a staff member is alone on the premises they will contact the five-minute emergency person.

In the event of severe weather children will be kept in doors and if necessary the tornado evacuation plan will be initiated.

Procedures for extreme heat or cold:

The children may be kept indoors during inclement weather such as any of the following:

- Heavy rain

- Temperatures above 90 degrees F.
- Wind chills of 20 degrees F. or below

If there is a threat to the building or occupants, we will follow St. Paul's crisis plan, depending on what the emergency may be. If possible, evacuation of the building will be initiated using the fire evacuation procedure. If it is not possible to evacuate the building each classroom will take cover in a secure area. The main door will be closed and 911 will be called. The teacher will keep children calm and in one area of the room until the threat has passed or the police or fire department has arrived. Law enforcement and the parents will be immediately contacted to advise them of the threat.

Loss of building services procedures are as follows, if the center should lose the use of heat, water or electricity before the center opens; parents will be notified by 6:00 AM and will be advised that the center is closed, and the parent will be responsible for finding alternate care for their child until the situation is resolved.

If there is a medical emergency with a child or adult, staff will perform first aid, initiating the check, call, and care procedure. Children who are present will be taken from the area calmly by available staff for supervision and safety. If there is a need for **emergency medical treatment**, 911 will be called. If it is a life-threatening situation, with no time to consult the child's file or parent, the child will be taken to Aurora West Allis Medical Center, 8901 W. Lincoln Ave, (414)328-6000. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All staff will have training in infant and child CPR, AED and first aid. First aid supplies will be stored in each classroom.

When children or staff are off-site for a walk or field trip, teachers will take along emergency contact information and a first aid kit in case an injury occurs to children or staff. The injury will be recorded on an accident report and will be recorded in the medical log book upon return to the center. A cell phone will be carried along, in case help is needed. If the injury is serious 911 will be called and the child will be taken to the nearest hospital.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when they pick their child up.

St. Paul's Lutheran Child Care Center does not allow weapons to be carried on any person or employee entering the building, or on the premises, with the exception of law enforcement personnel. If a person is found to be in noncompliance with this regulation they will be asked to vacate the premises. If a person should refuse to vacate the premises the local authorities will be contacted.

Premises means the tract of land on which the center is located, including all buildings and structures on that land.

If parents wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity by completing DCF-104, "Alternate Arrival/Release Agreement." School-age children who leave the center unescorted must be traveling to home, school or another activity where adult supervision is present.

When there is only one staff person on site with eight or less children we will ensure that an emergency provider is available within 5 minutes. That person will be trained on Shaken Baby Syndrome (SBS) and will sign a document agreeing to serve as an emergency back-up.

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, we need to be notified in writing or by a telephone call in advance. The person picking up the child may need to show a driver's license or other picture ID and wait until confirmation with the parent takes place.

Reports to the department, the center will report to the Department of Children and Families any situation as it pertains to statute 251.04(3) (a-n) DCF 251 *Licensing Rules for Group Child Care Centers*.

Emergency supplies such as radio and flashlight with extra batteries for both, first aid kit and blankets will be kept in the shelter area always. A flashlight is also kept in each classroom.

Emergency phone numbers will be posted in each room occupied by children as well as in the center's office and kitchen. The address and phone number of the facility will appear on the phone list as well.

Special evacuation considerations Any child who has a limited ability to respond in an emergency will be identified at the time of admission. Staff will be aware of any **special evacuation needs** the child will have and accommodations will be made to ensure their safe removal from the building.

Custody Issue Disputes Court documents specifying custody arrangements must be provided to the center director. The center will enforce mandates set by the court. If an onsite dispute of custody orders arises, the center will contact the West Allis Police Department.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While staff cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger.

HEALTH CARE

Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS staff will do the following with any child under the age of ONE year.

- All infants will be placed to sleep on their backs, unless the **child's** physicians authorize another position in writing.
- Soft objects will be removed from the crib.
- Blankets will be tucked tightly around the child and away from his or her face.
- Sheets will be tight fitting.
- Staff will ensure that awake, non-mobile children have time each day to spend in a prone position ("tummy time").
- All staff members, substitutes, and volunteers will be trained on these procedures before they begin working with children.

- **Children under two years of age:**
 - Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
 - Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.

Ill Child - Children who are ill are not to be brought to the center. Examples of children who are ill:

- A temperature of 100 degrees F. or higher. Vomiting or diarrhea has occurred more than once in the past 24 hours
- A contagious disease such as chicken pox, strep throat or pink eye
- An unidentified rash
- Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness
- Has a constant, thick colored nasal discharge

If a child should become ill or seriously injured while at the center, parents will be contacted immediately. Sick children will be isolated within sight and hearing of a staff person and made as comfortable as possible. Children should be picked up as soon as possible. If the child is not picked up within the hour, the emergency contact person on the child's enrollment form will be called.

Children may return to the center when they are fever and symptom free, have been appropriately treated, or have been given medical approval to return to child care. We will follow procedures on personal cleanliness and communicable diseases stated in licensing rules and the guidelines for exclusion of children from child care as adapted from the Division of Public Health.

In the event of a communicable disease exposure at the center, parents will be informed. Certain diseases must also be reported to the public health department and to our licensing specialist.

All medication administered, accidents or injuries occurring during the time the child is in our care, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of our center, will be entered in the center's medical logbook. All staff are trained in child abuse and prevention procedures and requirements and are required to report suspected child abuse or neglect to the local authorities.

Medications

SPLCCC will administer medications under the following conditions:

Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided.

All medicine must be in its original container, bearing the label with the child's name, dosage and administration directions. Additionally, prescription medication will bear the name of the doctor and pharmacy. It will be stored in a medication cupboard that is inaccessible to children. Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator.

We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. If a dose is missed, we will not double up. You will be notified and the missed dosage will be documented in the medical log.

Non-medicinal products: Sun screen, insect repellent, lip balm, diaper creams and other non-medicinal products will only be used on a child when signed authorization is on file, and the specific products are supplied by the parent and labeled with the child's name.

Cleanliness will be maintained always. Tables will be washed before and after meals and snacks. Floors and bathrooms will be cleaned and disinfected daily.

Diapering: Before changing a diaper, the staff person involved will wash his/her hands. Following the diaper change, the soiled diaper will be bagged and disposed of in a plastic-lined, foot-activated diaper pail. Any wet or soiled clothing will be put into a plastic bag and tied. Hands of both the child and the staff member will be washed. The changing pad will be cleaned and disinfected.

Toys: Toys used by infants and toddlers will primarily be ones that may be washed and sanitized. Any toy that has been in a child's mouth will be picked up as soon as the child lets go of it and placed into a basket to be washed, sanitized and air dried. Toys requiring laundering, such as stuffed dolls or animals, will be laundered weekly or sooner if needed. Toys in classrooms for older children will be cleaned and disinfected on a biweekly basis.

We will practice **universal precautions** when handling all blood injuries and bodily fluids. All staff will use disposable gloves when treating blood injuries. Surfaces touched by blood will be washed and disinfected, and all materials used to treat the injury will be wrapped in an airtight plastic bag and disposed of immediately.

Proper hand washing procedures will be followed to prevent the spread of disease. Hand washing procedures will be posted at all sinks.

Minor injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when they pick their child up.

Procedure for sharing information on a child's special health Care Needs with everyone responsible to care for the child. "Special health care needs" includes children with physical, emotional, social and cognitive disabilities.

When a child is known to have any special health care needs, that information will be shared with those staff who are assigned to care for the child and will otherwise be treated with confidentiality. Such special needs, including dietary requirements, will be posted on the inside of the staff cupboard door, where the incident/accident log book is stored. When specialized equipment is needed, such as a nebulizer or epi-pen, the child's parent or a medical professional will train staff in correct procedures.

Health related forms:

All children will need to have a **Health Report** on file. The examination for a child under age 2 needs to be dated not more than 6 months prior or 90 days after the first day of attendance at SPLCCC. The examination for a child age 2 and older must be dated no more than 12 months prior or 90 days after the first day of attendance. Physicals for children under 2 years of age will need to be updated every 6

months. Physical exams for children over 2 years of age will need to be updated every 2 years. School aged children will need only a health history on file.

Children will need to be **properly immunized** and an immunization record will need to be on file within 30 days of the first day of attendance.

Child biting health procedures will be as follows. The area of the bite wound will be washed with soap and water and a bandage applied. If necessary, an ice pack for comfort. The incident will be documented in the medical log book and the director and parent will be informed as soon as possible, no later than pick up time.

NUTRITION

Meal time routines: Parents will provide breakfast (if desired) and lunch for their child/ren. Breakfast and lunch will be served to all children in attendance at the times identified in the daily schedule. An am and pm snack will be offered by the center. School-aged children will be offered an afternoon snack upon return from school. As caregivers we make sure that the food we provide is healthy and nourishing and understand that it is a child's role to decide whether and how much to eat.

Child guidance and food:

Children will not be forced to eat; they will be encouraged to try new foods as appropriate. Meals will not be withheld as a form of punishment. To support development, we provide child-sized dishes and utensils.

Meal time socialization:

Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners and develop sound nutritional habits. Our staff model healthy eating behaviors in the presence of children. Often, our staff spend time talking with children about healthy foods and nutrition. Children will be encouraged to clean up after themselves.

Menu requirements, preparation and changes, age appropriate menu, USDA guidelines

St. Paul's Childcare Center does not participate in The USDA Child and Adult Food Program. All food is prepared OFF the premises. Serving sizes will match age appropriate amounts when serving snacks. Refer to Healthy Bites: A Wisconsin Guide to Promoting Childhood Nutrition for recommendations on specific nutrition policies related to fruits, vegetables, whole grains, meats, meat alternates and beverages.

Early AM and late PM feeding:

Children who attend during the early morning or late afternoon hours will be offered a snack to ensure that they never go without food for more than 3 hours.

Infant and toddler feeding:

Children younger than 12 months must be served formula or breast milk, unless written direction is on file from the child's health care professional. All bottles and commercial baby food must be labeled with your child's name and dated. Babies will be held for bottle-feeding. Bottles will never be propped and

unused formula or breast milk will be disposed of immediately. Refer to Healthy Bites: A Wisconsin Guide to Improving Childhood Nutrition for more ideas on infant feeding policies.

School age children and eating: School age children will be offered a snack upon arrival after school.

Food allergies: If your child has food allergies parents must notify the center in writing. Food allergies will be discreetly posted in the classroom and the kitchen.

Special diets: If your child has special dietary needs parents must notify the center in writing. Special dietary needs will be discreetly posted in the classroom and the kitchen.

Kitchen cleanliness, dishwashing: Eating surfaces will be sanitized before meals and snacks and everyone will wash their hands before and after eating. Dishes will be washed and sanitized in the kitchen in accordance with licensing regulations.

Food storage: Food will be stored up off the floor and once opened, in airtight containers.

Special treats, holidays, etc. Birthday and holiday treats are allowed. Only treats that are store purchased and factory sealed will be allowed. We cannot accept anything homemade. Please try to provide nutritious choices low in fat and sugar. We encourage nutritious alternatives for special treats, as well as replacing food-based treats with creative activities.

- St. Paul's Child Care Center DOES have a kitchen with a stove, refrigerator and microwave. The kitchen has been inspected and meets all building code requirements.
- Refrigerators (40 degrees or colder) and freezer temperatures (0 degrees or colder) will be properly maintained. Proper hand washing procedures will be followed to prevent the spread of disease.
- Hand washing procedures will be posted at all the sinks.
- All cleaning products will be kept in a separate locked cabinet apart from all food and food items.

TRANSPORTATION POLICY

St. Paul's Child Care Center will not transport children.

Revision History

Version	Page(s)	Description	Date
01	(all)	Initial creation and review by the School Board	June 2020