

Lebanon Lutheran School Early Childhood Center Parent Handbook 2013-2014

Philosophy Statement

"Let the children come to me and do not hinder them for the Kingdom of God belongs to such as these."
Mark 10:14b

Lebanon Lutheran School Early Childhood Center (LLS ECC) provides a caring Christian atmosphere where children experience the love of Jesus in words and actions. Immanuel Lutheran and St. Peter's congregations have over 150 years of experience combined in providing Christian education to school age children of the congregations and community.

It is the Center's philosophy to provide physical, emotional and spiritual development to the children enrolled based on Christian principles. In addition, parents will be assured a safe and loving environment for their children where the teachers and caregivers' every action are motivated by their love for the Lord.

Admission

LLS ECC is sponsored by Immanuel Lutheran Church of Lebanon and St. Peter's Lutheran Church, along with Lebanon Lutheran School. The Center is located on the campus of St. Peter's Lutheran Church. LLS ECC does not discriminate on the basis of race, color, sex, religion, creed, political persuasion, national origin or ancestry. There will be no geographical boundaries.

Age-The Center accepts children from the age of six weeks through 12 years old.

Required Forms - Prior to admission, all of following forms must be completed and returned to the Center, along with payment of applicable admission fees.

- ✓ Registration Form
- ✓ Emergency Contact Form
- ✓ Record of Immunizations
- ✓ Physical Health Form
- ✓ Picture Release Form
- ✓ Medication Form (if applicable)
- ✓ Childcare Enrollment Form
- ✓ Child Intake Form (if applicable)

High Enrollment - If enrollment is high and the Center cannot accept your child, they will be put on a waiting list. Parents will be contacted at the first available opening.

Fees and Discounts - See Childcare Rate Sheet.

Hours of Operation

Lebanon Lutheran Early Childhood Center is a state licensed facility open year round, Monday through Friday, 6:00 AM – 6:00 PM.

LLS ECC will be CLOSED for the following holidays:

New Years Day	Labor Day
Good Friday	Thanksgiving (Thursday & **Friday)
Memorial Day	Christmas Eve
Fourth of July	Christmas Day

See Holiday Schedule for the specific dates, which will be posted on the Parent Board. The Center may be closed on additional days (example, **day after Christmas) in which circumstance parents will receive sufficient notice.

****A sign-up sheet will be posted for these days. The Center will close if less than 10 children are signed up.**

Vacation/Sick/Personal Days and Voucher Program

LLS ECC charges for contracted hours even if your child is not in attendance, unless valid vouchers are submitted. After six months of care, each new account will be awarded vouchers to be used for future days your child does not attend the Center. Existing accounts (more than six month history) will receive vouchers at the beginning of each contract year at the time of contract signing.

- Parents will receive two times the child's permanent weekly schedule in credit vouchers. For example, if a child is contracted for four full days a week, that child will receive eight vouchers.
- Vouchers are valid from September 1st through August 31st, after which they expire. They cannot be rolled over into the next contract year.
- Parents are fully responsible for vouchers, which are not replaceable.
- Vouchers can be redeemed by filling out the voucher information and turning them in to the director's office in advance.

Terms and Exclusions - Vouchers cannot be used to pay for care given; they are for scheduled absences only. If not used prior to the expiration date and children no longer attend, no cash value will be reimbursed. Vouchers cannot be traded or used by any other children in or out of the family account. Vouchers cannot exceed contracted care (i.e. if contracted for half day care, vouchers cannot be used for a full day unless two were used cumulatively). Summer only, pre-school only, before/after school care, and flex pay children are not eligible for vouchers.

Notice of Absences - The Center must be informed by 7:45 AM if a child will not be attending day care. Parents should contact the Center at their earliest convenience regarding a child's absence. If a child is not in attendance on a contracted day and a phone call is not received, one attempt will be made to contact the parent/guardian at their home, cell phone or work number.

Leave of Absence - Any child taking a leave of absence during his/her parents maternity leave or other medical emergency will need to pay 50% of the tuition to hold a spot in his/her absence.

Inclement Weather

LLS ECC will be in accordance with the closures of Lebanon Lutheran School. In case of severe weather, tune in to TMJ4, FOX6, WISN12, or visit their corresponding websites for closing information. If your child is scheduled on a day the daycare will not open due to inclement weather, credit will be given.

Early Release/School Break Policy

On days when school releases early and on other scheduled days off of school, school age children of siblings already enrolled in the day care program will have first priority for child care. Arrangements for these days should be made two weeks in advance to allow for adequate staffing.

Nutritional Guidelines

Lunch and snacks will be available to your child when they are at the Center. Fees may apply.

Snacks

Morning and afternoon snacks will be provided according to the U.S. Department of Agriculture nutritional guidelines. Morning snack is provided between 9:00 and 10:00 AM and afternoon snack is given between 3:00 and 4:00 PM. Both morning and afternoon snacks are served with juice or milk, which is provided by the Center.

Lunch

Lunch is given at 11:30 AM. There are two options for lunch. Children may bring a cold lunch in an insulated bag with a freezer pack, according to the U.S. Department of Agriculture nutritional guidelines, or they may be signed up to receive hot lunch, which is available during the school year only.

Hot lunch is provided by Watertown Unified School District. The Center must be informed by 7:45 AM if a child will be taking hot lunch on each day. The monthly hot lunch menu is sent home with each child at the beginning of the month and will also be posted on the parent bulletin board. Children must be marked for hot lunch on a daily basis. Parents can choose white or chocolate milk. Hot lunch accounts can be paid in advance, with checks payable to LLS. Parents/guardians will be notified when lunch account is in need of additional funds.

LLS ECC participates in the national school hot lunch program and special milk program offering free or reduced pricing for qualified families. Please contact the director for more information and enrollment forms.

*There are times when hot lunch is not available. This includes early release days and during the summer program. During these circumstances, children will be required to bring a cold lunch in an insulated bag with a freezer pack. See lunch guidelines on parent board. Each child must have a protein, fruit or veggie, whole grain and dairy in their cold lunch or it will be provided for a fee. The Center does provide 2% milk to the children at no extra charge if they have cold lunch.

Special Dietary Needs and Allergies - Any allergies or special dietary needs must be brought to the staff's attention. Parents must accommodate those needs for snacks and lunch.

Personal belongings required on the first day of care

- Every child will need a (seasonal appropriate) change of clothes, regardless of their age. This is to include underclothes, socks, pants and shirt.
- Blanket or beach towel (approx. 3'x5') and travel size pillow for ages 2 and up. A comfort item is also allowed if desired. A labeled crib sheet for all children under 5 years of age for napping is also required.
- Disposable diapers, pull-ups and wipes clearly marked with child's name in black marker (if applicable).

- Ointments or powders to be applied for diapering, accompanied by a signed medication form (if applicable). See staff member for appropriate medication form.
- Bottles, baby food and pre-mixed/pre-made formula labeled with child's first and last name (if applicable).

Toys and money should be left at home. All the children, as part of their learning process, share the toys and materials at the Center. It is much easier to learn to share the Center's toys than one's own "special treasures". On occasion, there may be a special day at preschool for "show and tell" where such items could be brought in for the day. The teacher will notify parents of these days. Special permission may be granted to bring specific items to enhance children's learning and social environment. A special comfort item will be allowed for naptime or as a transitional object when the child first starts school.

Rest Time

Rest is an important part of a child's day. It gives them time to relax and revitalize. Rest time is required by state regulations for any child under five years of age. Each child will have a clean comfortable place to nap. If your child is unable to fall asleep after 30 minutes, they will be allowed to rejoin activities or sit with a quiet activity such as a book or puzzle. Blankets, beach towels, sheets and/or pillows are sent home on Fridays (or the last day of the week your child attends) to be laundered. Please bring them back the following week when your child returns to the Center.

Arrival/Pick Up

All children must be brought in to and taken out of the Center by a parent or an authorized adult. Contact must be made with a staff member by a parent or authorized adult before leaving the Center in the morning and evening. All children **must** be signed in and out each day by parent or authorized adult. All vehicles unattended by a driving adult must be turned off while parked on the Center grounds.

An unauthorized person is any individual not listed on your authorized pick up form. Your child will not be released to an unauthorized adult if a note or telephone call has not been received prior to pick up. A telephone call to the parent will be made if an unauthorized person requests release of your child(ren). An alternate pick-up slip will be provided for the person to sign. A driver's license or photo ID will be required if a staff member does not know the authorized or unauthorized pick-up person.

Health Policy

Observation: Each child will be observed by a staff member for symptoms of illness upon arrival. If a staff member determines a child is ill, the parent will be responsible to take the child home. The Center is unable to accommodate the needs of your child when they are ill.

Children with any evidence of unusual bruises, contusions, lacerations and/or burns will be reported to the director and noted in the child's record. The teacher or director will also report any suspected cases of child abuse/neglect to the appropriate social service department.

Parents are encouraged to communicate with the staff, any health, eating or sleeping concerns. This includes any allergies, special diet needs and special care needs.

Child Procedure: To protect the health of all children and staff, a parent **must** keep their child(ren) home if he or she has any of the following symptoms: fever over 100 degrees, severe cold, sore throat, inflammation of the eyes, pink eye, rash, vomiting, diarrhea, lice, ringworm and any other communicable diseases as defined under State Guidelines Communicable Disease section. **The**

Center requires that the child be symptom free or on doctor prescribed antibiotics, if necessary, for 24 hours before returning to the facility.

Any child that becomes ill during the day with any of the above symptoms or any other childhood illnesses or conditions that prohibit the child's participation in the Center's activities will be isolated. The child's parent will be contacted immediately after the illness has been discovered and will need to be picked up within 1 hour. If a parent cannot be reached, the emergency contact will be called to pick up the child. It is the parent's responsibility to arrange for someone to pick up the child if the emergency contact is unavailable. An isolation area is provided within sight and hearing range of a staff member and will be provided until the child is removed from the Center.

Communicable Diseases

A child with a reportable communicable disease specified in ch.HSS 145 may **not** be admitted to or be permitted to remain in a childcare center during the period the communicable disease is deemed contagious. When it is determined that a child enrolled in a childcare center has a reportable communicable disease under ch.HSS 145 transmitted through normal contact, such as chicken pox, German measles, infectious hepatitis, measles, mumps, scarlet fever or meningitis, the local public health officer and the parents of the exposed children shall be notified.

A child may be readmitted to the Center if the parent provides a statement from a physician that the child's condition is no longer contagious or if the child has been absent for a period of time equal to the longest usual incubation period of the disease as specified by the health department.

Lice Policy

LLS ECC will immediately send a child home if it is determined that the child has head lice. The Center has a no nit policy. Your child may return to the Center after a teacher or the director has checked your child for nits. Teachers are trained and know what to watch for.

Medication

LLS ECC will administer medications to your child when needed (excluding fever reducers). A signed and dated medication form must be filled out before the staff will administer medications. **All medicines must be clearly marked with your child's name on it, the dosage and it needs to be in the original container. This also includes non-prescribed medicines.**

Safety Drills and Practices

LLS ECC will practice fire and tornado drills on a monthly basis. Fire extinguishers are inspected annually. Smoke detectors are checked monthly. The staff members are trained in using fire extinguishers as well as fire and tornado drill routines.

Fire Drills

Fire drills are practiced every month. The Center will follow the emergency practices of safe exiting of a building according to the evacuation plan. The director will sound the alarm and the children will exit the building quickly and quietly. The teachers will escort the children out. In winter, coats and boots will not be stopped for. Fire drills will not be performed on inclement weather days.

Tornado Drills

Tornado drills will be practiced every month from April through October. The Center will follow the emergency practices of safely walking to the designated area. The alarm for a tornado will be three short alarms. Teachers will escort the children to the designated area and wait until the director informs them to return to the Center.

Emergencies

If an accident should occur, every attempt will be made to call the child's parent or guardian. If the situation is serious and immediate medical treatment is required, the parent/guardian's signature on the emergency medical consent form empowers LLS ECC to authorize emergency medical treatment.

If the situation is non-threatening, the child will stay at the Center until the parent can pick them up. LLS ECC will transport a child to the Watertown or Oconomowoc emergency room if deemed necessary. If Oconomowoc is preferred than an authorization form will need to be filled out indicating this. Additional charges for transportation may be incurred. Staff will call 911 in extreme medical circumstances or if the director is off the premises to transport your child.

Transportation of Children/Field Trips

On occasion the children may attend scheduled field trips. The LLS ECC contracts with LLS or a bus company to transport children. Parents are notified before the scheduled day. Teachers will have emergency information and the attendance. **LLS ECC does not transport children.**

Staff Education/Training

The teaching staff is made up of experienced and trained early childhood educators. All participate in a continuous program of ongoing early childhood education for personal enrichment and professional advancement. Staff members are encouraged to maintain active memberships in state and national professional early childhood associations. The staff is trained in First Aid as well as infant/child C.P.R.

Child Guidance

Teachers will guide children using age appropriate techniques, leading the children to serve the Lord in everyday activities and provide a healthy, positive, secure Christian Educational environment. Teachers will model positive interactions with children and guests at the Center. Activities are planned that teach courtesy, honesty, manners, sharing, safety, self-control, self-esteem and citizenship.

Activities and equipment are planned and organized within the Center to encourage teacher-child interaction. Children will be encouraged to help set the rules within the classroom with teacher guidance. Praise and positive reinforcement are given when children display appropriate behavior.

Redirection of Children

- Teachers use love and Christian role modeling to encourage proper social interactions.
- Reminders are given to children in a positive manner as to what is acceptable behavior.
- Rules will be flexible enough to consider individual children's personality, needs and maturity levels.
- If a problem persists, the child is redirected to another activity.
- If a child consistently displays inappropriate behavior patterns, they will have a time out to think and observe other children engaging in appropriate behavior patterns. A time out will not exceed one minute per each year of age not to exceed 5 minutes. Time outs will be given to children who are three years and older.
- A child who physically hurts another child is removed from the situation and the actions will be discussed in an informative manner. Appropriate words and behavioral actions are taught at this time with empathy.
- At staff meetings, warning signs of problems will be discussed and solutions explored pertaining to specific activities.
- If a behavior problem persists you will receive a note home explaining the situation and how it was handled. If the behavior continues, a conference is scheduled between the parent/guardian and the teacher. A secondary conference with the director may be necessary. If desired,

pastoral guidance is available. A disciplinary and motivation plan for acceptable behaviors will be discussed and put into place. If all measures have been taken and no improvements to the behavior have been met, discharge may be necessary.

Child Disciplinary Actions

- The Center will notify parents at the first offense for a physical act.
- Second offense, parents will be called right away and informed.
- Third offense, parent/teacher/director conference will be called and the situation will be addressed and appropriate behavior modifications will be made.
- Fourth offense, after conference, parents will be asked to pick up their child from the Center for the rest of the day.
- Subsequently thereafter, parents will have to remove child from Center each time an occurrence happens.
- If the behavior continues and the Center cannot accommodate the child's needs, he/she will be discharged from the Center.
- After the third offense it is evident the child has emotional aggressive behaviors that are harmful to other people. The child is always welcome back the next day, in the hopes the child continues to feel respected, valued, and loved by the people at LLS ECC. The common goal for children is they have the necessary love, guidance, classroom expectations and commitment from us to learn appropriate social skills, which include problem solving with others.

Delegation of Discipline

All staff members have the authority to discipline children. The discipline procedure will be included in each employee's orientation training. Positive child guidance will be continuously encouraged at staff meetings.

Prohibited Punishments

- No punishments are used that are humiliating to a child such as: verbal abuse, threats, derogatory remarks or singling a child out before his/her peers.
- No physical abuse or frightening experiences are used as punishment.
- No food or drinks are withheld as a means of punishment.
- No child will be punished for lapses in toilet training.

Biting Procedure

In the case of a child who is exhibiting excessive biting, the following procedure will be followed:

- A determination will be made as to which child needs immediate attention.
- The "biter" is immediately removed from the situation and will be instructed to sit until the teacher can handle the disciplinary action necessary.
- The hurt child will be comforted, and the wound will be checked for skin tears or bruises.
- Ice will be applied to the wound area.
- A bite slip is written, logged and filed. Each parent will receive a copy.
- The director is informed of all biting incidents.
- Per discretion of the director or designated teacher, the child may be asked to stay home depending on the severity of the biting.
- If after this time, the child keeps biting, see Discharge Policy.

Payment Policy and Procedures

- Invoices are calculated from your contract.
- If payment is not received on time, a late fee will be charged (see rate sheet).

- There is a service charge of \$25.00 on all returned checks. After two occurrences of returned checks, only cash or money order will be accepted.
- An advance two-week written notice must be submitted for all withdrawals. If no notice is given there will be a two-week charge from the last day your child attended.
- There is an annual re-registration fee per child on all withdrawals of two weeks or more upon your child's return to the Center (provided space is available). Exception see leave of absence.
- If a past due bill is not paid, a two-week notice will be given to the parents/guardian to allow them to bring the account current. If after the two weeks the account is not current, we will not allow your child back to the Center until all fees and charges are paid in full.
- Written reason for withdrawal is required.
- Payment plans will be handled on a case by case basis.
- If a family is discharged due to lack of payment, statements will be mailed (may be certified) until the balance is paid in full.
- Payment for pre-school families is due monthly at the beginning of each month. Any time a child stays before or after preschool will be charged as child care for your child.
- If you pick up your child after 6:00 PM a late fee of \$5.00 per 10 minutes, per child, is due upon pick up. If parents or emergency contact people are not able to be reached in sufficient time, social services will be called to pick up your child.
- If you are receiving the W2 subsidy, you are responsible for keeping all child care authorizations updated through your case worker. You are responsible for any co-pays that may occur including initial and annual registration fees.

Discharge Policy

A child may be discharged for any of the following reasons:

- Inability of the parents/guardians to comply with all LLS ECC policies.
- All required forms not completed and/or returned on time.
- Lapses in payment of fees as contracted.
- Repeated tardiness in picking up child after Center hours.
- Problem between the child and/or parent and staff member which cannot be satisfactorily resolved.
- Child who has a consistent behavior management problem and all efforts have been made to correct the situation.
- A child's discharge will be the last possible action the Center will use. All efforts will be made to keep the child in the Center.

Confidentiality Policy

It is the responsibility of LLS ECC to provide exceptional, quality care in a loving and respectful manner. With this philosophy, all staff members are expected to maintain confidentiality in all situations that concern the families and children who attend the Center. Situations that concern the childcare Center will be discussed privately with other staff members away from the children and other visitors at the Center. When the staff members are in a community setting, they will not discuss childcare matters. Staff members are expected to uphold professional standards with all families related to the Center.

Policy Statement of Understanding of all Policies

Parents/guardians will be required to sign and date a policy statement/parent handbook stating they will abide by all Center rules and regulations. The original copy will be kept in their child's file.

Emergency Contact Policy

An emergency contact person is someone who is able to pick up your child within an hour's time. Please be sure to update the Center in regard to changes for your emergency contact person(s). As soon as you are aware of changes, a new form must be completed.

Maximum Hours of Care

Maximum amount of hours per day your child may receive is 12 hours.

Legal Custody Issues

Parents with SOLE CUSTODY must provide a copy of the COURT ORDER documenting the other parent's DENIAL of rights. No parent can be denied access to his/her child UNLESS there is a COURT ORDER on file in the office. All parents/guardians including foster parents with legal custody/placement are permitted to visit and observe anytime during operating hours. LLS ECC will follow all COURT ORDERED documents

Ladder of Communication

Please follow these steps when a situation arises:

- 1) Communicate with the teacher first.
- 2) If the problem has not been resolved after an honest attempt has been made in cooperation with the teacher, then contact the Center Director.
- 3) If the situation has not been resolved, then the LLS ECC Principal may be contacted to express your concerns. The LLS Principal may call a meeting to discuss the problem or concern.
- 4) The Pastor(s) are available to help reach a solution.
- 5) If after an honest attempt with the Pastor, Principal, and Director have not been found, then and only then, contact the LLS Joint School Board.

Thank you for entrusting us to be your partner in the care and education of your child(ren). Your concerns, comments and suggestions are welcomed at any time.

Policy Statement of Understanding All Policies

I have read and agree to abide by the policies set forth by Lebanon Lutheran School Early Childhood Center.

Parent/Guardian Signature

Date

Print Name

Please return this acknowledgement to the office.