

Lebanon Lutheran School
Early Childhood Center



Parent Handbook

Updated 6/2023

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Mission Statement

**“Let the children come to me and do
not hinder for the Kingdom of God
belongs to such as these.”**

Mark 10:14b

Introduction and Philosophy

Lebanon Lutheran School Early Childcare Center (LLS-ECC) is a WI State Licensed and Young Star accredited facility. Our licensed capacity is for 40 children ages 6 weeks up to 12 years of age, providing services Monday-Friday, 6:00- A.M. – 6:00 P.M. year-round. Our center provides a caring Christian atmosphere where children experience the love of Jesus in our words and actions. Immanuel Lutheran and St. Peter’s congregation have over 150 years of experience combined in providing Christian education to school age children of the congregation and community.

It is the center’s philosophy to provide physical, emotional, educational, 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 of the Lord. We are eager to instill a love to learn where the children can discover new and exciting adventures daily. The environment should stimulate their desire to learn, encourage them to play socially with others, expand their understanding and enhance their self-esteem and self-worth. Each child is unique in their own way and will be treated as an individual with their own wants and needs. We hope to teach your children proper skills which will enable them to meet the challenges they may face later on in life.

LLS-ECC does not discriminate on the basis of race, color, sex, religion, handicap, creed, political persuasion, national origin, ancestry or religion. We will give every opportunity to individuals with disabilities and work with families regarding possible accommodations.

Delegation of Authority

Lebanon Lutheran School & ECC Church Board

Executive Director

Pastors

LLS School Board

LLS Principal

ECC Director

Licensing Information

In accordance with licensing regulations the following information will be posted for your review on or near the parent bulletin board:

- Centers' State License
- State licensing rules Ch 251
- Documentation of most recent licensing inspection
- Notice of enforcement actions
- Conditions, expectations, or exemptions
- Parent handbook policies
- Parent notices

Confidentiality Policy

Staff members are mandated 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 and confidential standards with all families related to the center.

Parents are asked to sign a "Photo/Family Information Release Form" to give permission that their child's photo/name can be published in the local newspaper, center, and LLS-ECC school newsletter, church website, and Facebook page. If we do not have a signed consent, we will not publish this information.

A parent, upon request, can have access to their child's records and reports maintained on their child. The director is the only staff member that can allow viewing of these records. No documents can be removed from a child's record. If there is a court order that a parent cannot have access to a child's record the center cannot allow access. The center must have a copy of the restricted access court order on file to deny access.

Admission

Parents can contact the center via email or phone to inquire about enrollment within our center. Parents will be asked to take a tour of our center, learn about our philosophy, view the classroom, meet the staff, and have the opportunity to discuss any concerns or questions regarding potential enrollments.

Enrollment is accepted when there is available space in the age-appropriate classroom. Children will be assigned to a classroom based on age and developmental appropriateness. Per state regulations our center must adhere to child/teacher ratios and maximum group size based on the age of the children. Therefore, we can only accommodate a set number of children in each classroom. When children turn an age older, we will try to move them to the next appropriate classroom, however this is only if space is available and if the child is developmentally ready to move. The director has final say on all transitions into the classrooms. We reserve the right to request a child to be potty-trained when they enter the 3K room.

When space is not available on initial inquiring about enrollment, parents will have the option to be placed on a waiting list. This list is used to contact families that may still need childcare when a space opens. The waiting list is not a guarantee of enrollment or enrollment within a certain timeframe. Acceptance of new enrollment will allow for current families to have available spaces first.

Prior to admissions, all required forms must be completed and returned to the center. Some forms will need periodical updates and the director will monitor forms and communicate with parents. Failure to submit required documents can result in potential loss of enrollment.

Required Forms:

PRIOR TO OR ON FIRST DAY

Registration Form

Enrollment

Infant Intake Form- for age 6 weeks up to 2 years old

Health History Form

Tuition Parent Agreement

Photo Release Form

Policy Handbook Signature Form

County Payment Authorization

DUE WITHIN 2 WEEKS OF START DATE

Physical Health Form- *ages 6 weeks up to 2 years require new physical every 3[TS1] months/ages 2 year up to 4-year-old require new physical every 2 years.*

Immunizations Form- *updates needed as child receives new immunizations.*

Scheduling Status / Parent Tuition Agreement

During the enrollment process parents will indicate their child's drop off/pick up schedule. A parent tuition agreement will be issued and will include the following information:

- Drop off and pick up time per day.
- Daily/Weekly tuition rate.
- Multiple child discount- A 10% weekly discount will be applied to the least expensive child's tuition rate.
- Summer Care.
- WI Shares Authorizations.
- Allotted voucher credits for the year.

- Payment due date.
- Method of payment.
- 2% monthly discount payment if tuition is paid 2 days after bill is out.

The JSB and ECC reserve the right to make changes in the tuition and policies as needed. Parents will be given at least a 30-day notice of tuition increase and changes in policies.

We are a state licensed facility and must always follow child to teacher ratios. Teaching staff is scheduled based on the schedule contracted times so parents are to adhere to their set drop off and pick up times. If there is a pattern of not following the contracted agreement for drop off and pick up it will result in additional late pick-up fees. If infrequent adjustments need to be made the parent must first check with the director of availability.

Full-Day Status- Schedules that are permanent full-days with set days and times up to 10 hours a day. Any time after 10 hours in a day will be charged an additional charge to their account. Full-day status schedules are allotted voucher credits to use for absences. Voucher credits are given at the beginning of the LLS school calendar year and run through the next August start of new school year.

Part-Day Status- Schedules will be set days with up to 5 hours per day. Any time after 5 hours will be considered a full

day, and you will be charged the full-day rate.

Summer Only Care- When day school is out for the summer, school age children can enroll for care over the summer if space is available. Priority on enrollment is given to children that currently have a sibling attending. Parents are required to indicate on the parent tuition agreement their child's times so staff can be scheduled and comply with ratios. No voucher credits are allotted for absences. This class is in session from the last day of LLS school calendar to the first day of LLS calendar. **If your child does not attend LLS and follows a different day school calendar, please be advised care will begin and end its availability with the LLS school calendar.**

Leave of Absence- There may be times when a child must be on a leave of absence from attending the center. Parents are required to fill out a leave of absence form and submit it to the office 2 weeks prior to the start of the leave. Leaves are not for short absences and must be for at least 3 weeks but no more than 3 months.

Example of leave of absence but not limited to *a parent's maternity leave, parents have summers off due to being a teacher, a parent/child has a prolonged illness, parent loss of employment.*

Any child taking a leave will be required to pay 50% of their Bi- Weekly/monthly tuition to hold the spot for their return during their absence. Parents will follow their parent tuition agreement regarding payment due date and method during the leave. Failure to make scheduled payments will result in space not being held. If space is forfeited due to lack of agreed payments, parents will be informed. If space is filled by the center due to lack of payment or other required details any paid tuition during the leave to hold the space will not be refunded. Voucher credits cannot be applied during a leave of absence and may be reduced.

Billing/Charges/Payments

The tuition fee schedule is reviewed by the Joint School Board. Current charges, voucher credits, late fees, charges over contracted time and policies surrounding billing and payments are adopted and approved by the LLS JSB. Parents will be given a tuition fee schedule along with their parent tuition agreement at enrollment.

The center bills parents for the week per parent tuition agreement. Parents will receive a monthly billing statement for their child's tuition within the first week of each month. Parents will submit payment per method indicated on parent tuition agreement (cash, check, Vanco-credit card) and per frequency elected (bi-weekly or monthly).

Parents will select payment:

U **Option 1:** Pay 4 weeks (monthly) of tuition at the first of the month or 2 days after bill is printed and receive a discount of 2% on the monthly tuition charges.

U **Option 2:** Pay tuition every 2 weeks as designated on the tuition calendar.

Parents with multiple enrolled children will receive a multiple child discount of 10% on the eldest child in the family.

If a past-due bill is not fully paid a 3 days' notice to withdraw your child will be issued by ECC. The child will not be able to return until the account has been made current. If there is a pattern/history of no payment, the child's enrollment will be terminated. All balances on accounts due to failure to pay will be turned over to a collection agency if a payment plan is not agreed upon and adhered to.

There will be a service charge of \$30.00 on all returned checks for insufficient funds. This charge will be added to your ledger account. After two occurrences of insufficient funds only cash or money orders will be accepted.

If your child arrives early or stays later than their scheduled time on the parent tuition agreement this extra time must be cleared by the director to ensure proper staffing ratios. We understand on occasions variances in schedules will happen, but we also must stay regulation compliant with ratios and ask that adjustments be kept at a minimum. If a schedule alteration has not been pre-approved:

U The parent for the first infraction will receive forgiveness with a reminder.

U The second offence will be charged a \$5.00 late fee.

U Third and further offenses will be charged a \$10.00 additional fee and can be grounds for withdrawal.

If your child remains at the center past 6:00 P.M. the center is in a non-compliance with our license and therefore a child's account will be charged \$2.00 per minute after 6:00 P.M. Staff will be advised to fill out a late pick-up slip and use the clock in their classroom as the sign out time for accessing the pick-up time and charges. This charge will be added to your child's tuition ledger. Also, if there is a pattern of tardy pick-ups on any child's schedule parents will be required to adjust parent tuition agreement and can be imposed to the same late charged penalty as listed above.

Parents that are receiving WI Shares Subsidy payments from the county are responsible to secure the required authorization prior to starting at the center. County payments are issued to the parent on the first of each month. This payment must be downloaded to the center by the next business day. The remaining parent share portion of tuition is billed to the parent according to their parent tuition agreement. Children on county subsidy cannot begin until an authorization is received. The center has the right to not hold a space during the authorization process. WI Shares recipients are required to follow center billing policies.

If a child withdrawal or is discharged from the center their account balance will be reviewed. When parents adhere to the required 2-week withdrawal notice and have pre-paid tuition timely, any remaining balance after all fees and tuition have been paid will receive refunded paid tuition. Voucher credits cannot be used after withdrawal or termination dates have been submitted. The refunded pre-paid tuition will be issued as a check and is routed through our business manager and will be mailed to the parents within two weeks of last date of service.

Voucher Credits

The center charges for the week even if your child is not in attendance. Voucher credits are allotted to help support tuition charges for some of the absences that may occur. Voucher credits are allotted in the amount of one time a child's permanent schedule. Voucher credits are not issued to summer care enrollments.

All voucher credits are given at the start of the LLS fall school year calendar. 4K wrap-around care and before/after school care enrollments must use their allotted vouchers by the end of the LLS school year. Voucher credit amounts will be indicated on the parent tuition agreement and use of vouchers is logged in our billing system under each child's account and is reflected on the monthly statement when one is used.

Parents will submit a voucher credit slip (located by the parent bulletin board) by the ECC office when a credit is to be applied due to absences. Parents determine when a credit is to be applied. Vouchers are not required to be used when the center is closed such as on a holiday or due to weather closures.

Voucher Credits cannot be:

U Transferred to a different child or family member.

U Be used once a withdrawal notice has been given. Any unused vouchers will be deemed as void and have no cash value, nor can they be used by another child/sibling.

U Carried over to the next year.

U Voucher credits can only be used when there is an absence and cannot be applied for tuition balance.

U Children taking a leave of absence cannot use vouchers towards account but will have current earned vouchers held for their return.

Closed on Holidays

LLS-ECC will be CLOSED for the following holidays. If the holiday lands on a Saturday the center will be closed the day before on Friday and if the holiday lands on a Sunday, the center will be closed on the next Monday. If the center elects to close on additional days around the holiday due to low enrollment parents will receive notice and will receive credit for the day. Example: the day after Christmas due to having less than 10 children signed up for the day the center can elect to close.

New Year's Day

Good Friday

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

Christmas Eve

Christmas Day

Arrival/Pick Up / Entry to Center

Upon drop off and pick up an authorized parent/adult must make direct contact with teaching staff to ensure a safe transition and that everyone knows the whereabouts of all children. An adult must accompany a child all the way to their designated classroom or teacher. Staff are required per licensing regulations, to know the whereabouts of all assigned children and children enrolled on any given day. The director creates a daily/weekly accounting of children that is given to each staff member. Our center is mandated to follow staff to child ratios and group size regulations therefore all children schedule adjustments must be communicated with the director.

Any unauthorized person that is not listed on your child's enrollment form will not be released unless staff has received a note or telephone call prior to pick up. A telephone call to the parent will be made if an unauthorized person requests release of your child(ren). A driver's license or photo ID will be required if a staff member does not know the authorized or unauthorized pick-up person.

Parents, on admission, fill out an enrollment form for each child in our care. Parents are required to list emergency contact persons that can pick up a child on behalf of the parent/guardian. **Please update the office on any changes in emergency contact information.**

Parent/guardians with sole custody or guardianship must provide a copy of the court order documenting the other parent's denial of rights. No parent/guardian 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 any time during operating hours. LLs and ECC will follow all court orders.

If a parent/adult comes to pick up a child and appears to be under the influence of drugs or alcohol, a staff member is required to call another person to pick up the child. If the parent/adult refuse and leave with the child, the staff member will inform them that they will be contacting local law enforcement for the protection of the child.

No person may enter the center with firearms or weapons concealed or otherwise.

Parents must call the center if their child will not be in attendance on a scheduled day prior to the child's scheduled start time. If a child is not in attendance on a scheduled day and the center does not receive a phone call reagreeing their absence, per state regulations a staff member must make one attempt to call one of the authorized parents listed on the enrollment form regarding the child's whereabouts.

All vehicles unattended by a driving adult must be turned off while parked on the center's grounds.

Withdrawal/Discharge Policy/Leave of Absence

Routine withdrawal- Routine withdrawal required the parent to submit a "Withdrawal Form", at least two weeks in advance of the child's last day of attendance at the center. If the two weeks' notice is not given, the child's account will have a two-week charge added to it. Reason for withdrawal should be indicated. Withdrawal forms are located by the parent bulletin board by the sign in station. Voucher credits will not be applied to the account after a request for withdrawal has been received.

Requested Withdrawal/Discharge- the center reserves the right to request withdrawal of a child at any time for reasons listed below. A child's discharge will be the last possible action the center will use if all other efforts have been exhausted. Voucher credits will not be applied if a child is discharged. These may not be the only grounds for dismissal but are ones that warrant dismissal:

U Failure to make payment according to the parent tuition agreement.

U Repeat lateness in picking up a child from contracted time and/or after 6:00 P.M.

U Failure to submit or update forms.

U Frequent, continual, or unacceptable behavior of a child.

U Continued disrespect to staff and program by child or parent.

U Failure to comply with center policies and state licensing regulations.

U Inability to meet the needs of a child.

Parent Involvement

We believe that a partnership between parents and teachers is essential to the success of each child. We encourage families to engage in classroom activities, attend parent teacher conferences and are welcome to join our church worship. Parents are allowed to observe and be admitted into the center during hours of operations.

Parent Teacher Conferences

The center shall make opportunities available at least twice a year for the parent and staff to engage in communication regarding the child's adjustments to the program, child's growth, and development. Teachers will on a continual basis make observations on each child to note their developmental level, personal milestones, and educational goals. Teachers will capture the observations with a variety of formats (pictures engaging in activities, sample of work, or written observations). The observation materials will then be used to create a child's individual portfolio. The portfolios will be shared with parents at conferences and will demonstrate guidance on developmentally appropriate expectations and goals of each child.

Communication

We understand that feedback about your child's day, learning experiences, behavior and child's wellbeing is important. For children 6 weeks up to age 2 years, parents will receive an electronic charting of their child's eating, toileting, sleeping and behavior for the day. Parents of children ages 2 years on up can read about daily activities and learning activities from a daily posting by the teacher on wipe-off board at classroom entrances. Teachers will speak directly to parents or leave a parent note if they are not available to inform them of any concern or needed information.

Conflict Resolution- Please follow the steps when a situation arises.

- Communicate with the teacher or staff member directly to discuss concern.
- Parent/teacher/staff will come up with a plan of action to resolve the stated issue.
- Take time to monitor the situation and reconnect with parent/teacher/staff to see if conflict is resolved or if further actions are needed.
- If conflict has not been resolved after an honest attempt has been made in cooperation with all parties, then involve the director for input.
- 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. The Pastor(s) is also available to help reach a solution. 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.

Education and Programming

Our center provides a caring Christian atmosphere where children experience the love of Jesus in words and actions. It is the center's philosophy to provide physical, emotional, educational, and spiritual development to the children enrolled based on Christian principals. In addition, parents will be assured a safe and loving environment for their children where the teacher and caregivers' every action are motivated by their love for the Lord. Staff and children will engage in Christian focused activities and learning about God's word.

Your child will be given many opportunities to engage in suitable activities for the developmental level of each child and each group, of children. Each classroom has a daily schedule of activities that will be followed to achieve transitions, variety of scheduled activities and basic classroom functions and care of children. All planned schedules will be flexible and have balance of programming such as: active and quiet activities, individual and group activities and indoor/outdoor play, toileting, eating, and napping. Activities and equipment are planned and organized within the center to encourage teacher-child interaction. The Wisconsin Model Early Learning Standards are a voluntary set of standards that are designed to help centers develop their educational program and curriculum and our center bases our educational programming on these standards. Our program shall provide each child with experiences which will promote all the following:

Self-esteem

Social interaction

Self-expression and communication skills

Creative expression

Large and small muscle development

Intellectual growth

Literacy

Television and videos can only be used to supplement the daily plan for children. No children will be required to watch television and additional activities will be offered.

During the early and late hours of the day children and teachers are transitioning to and from the center. During these times we will generally have a classroom of mixed ages while always adhering to staff/child ratios. To ensure a safe and calm environment we will engage in rest time, quiet play, possible tabletop toys, coloring, reading books and singing.

Children will not be required to wait in lines for a long period of time to transition from one activity to another. Teachers instead will engage in simple games, songs, books, or activities while making the transition.

All children are required to have outdoor activities at least two times a day for all age groups except during inclement weather or when not advisable for health reasons. If a child cannot participate in outside play, we will assume they are not well enough to be in attendance at the center. Per our policy we will require a written note from the child's physician that states a child is prohibited for medical reasons to engage in outside activities. We have two fenced in play areas, one for children 6 weeks to 2 years old connected to the building and can access via the classroom and the second located adjacent to the building in its own fenced in area for ages 2-year-old through school age children. Outdoor activities will either be planned games, small/large motor group play or free play. Children are encouraged to run, jump, yell, use the play equipment and have fun!

Inclement weather is defined as: stormy or severe weather, heavy rain, temperatures above 90F, wind chills of 0F or below for children aged 2 and above, wind chills of 20F or below for children under the age of 2-year-old. ALL AGE GROUPS, including infants, will go outside daily even in winter. The outside time during winter may be minimal but we are required to take the children out even if it is briefly.

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 education 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. Praise and positive reinforcements are given when children display appropriate behavior.

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 and what is inappropriate in their behavior. Rules will be flexible enough to consider individual children's personality, needs and maturity levels. If a behavior problem persists, the child is redirected to another activity. If a child consistently displays inappropriate behavior patterns, staff can use a time out period for children 3 years old on up to think and observe other children engaging in appropriate behavior patterns. Children will be given the reason for the removal and reflect on making better choices. This means removing the child from the situation in a non-humiliating manner, within sight and sound of supervision and placing the child in a designated location to interrupt the child's unacceptable behavior. A time out will not exceed one minute per each year of age, and not to exceed 5 minutes. 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. Teachers will also plan room arrangements, materials and programming which will contribute to providing clear guidelines to promote positive behavior.

At staff meetings, warning signs of problems will be discussed, and solutions explored pertaining to specific activities. Parents will be made aware of behavior issues or any new unexplainable behavior patterns and how the situation 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 needed as well as potential disciplinary actions regarding enrollment. If all measures have been taken and no improvements to the behavior have been met, and the Center cannot accommodate the child's needs, he/she will be discharged from the Center. The common goal for children is that they have the necessary love, guidance, classroom expectations and commitment from us to learn appropriate social skills, which include problem solving with others.

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

- The 'biter' is immediately removed from the situation to cause no further harm. Once the bitten child has been taken care of the teacher will attend to the biter.
- The teacher will assess the situation that happened prior to the biting actions.
- Observations will be documents to see if there is a pattern of behavior and hopefully can modify the reason for the biting, so it does not happen in the future.
- The injured child will be comforted, and the wound will be checked for skin tears or bruises. The bite area will be washed with soap and water and an ice pack will be applied to the wound if needed.
- A bite slip will be completed, logged, and filed. Each parent will receive a copy, but each child's name will be omitted for confidentiality. The director is informed of all biting incidents.

Our center must follow the above child guidance policy even if a parent requests a deviation of policy. Our center will not use punishment for any behavior issue towards a child such as:

- Verbal abuse, threats, derogatory remarks.
- Singling a child out in front of his/her peers.
- Binding or tying to restrict movement or enclosing in a confined space, such as a closet, locked room, box, or similar cubicle.
- Spanking, hitting, pinching, shaking, throwing, or inflicting any other form of corporal punishment. Physical abuse or frightening experiences cannot be used as a punishment.
- No child will be punished for lapsing in toilet training.

Health Policy

We understand it is difficult for parents to take time off of work when your child is ill. It is however necessary that we reduce the risk of infecting other children and staff and minimize the spread of illness.

Children will be observed by staff for symptoms of illness to determine if a child is ill and if the parent will be called to remove their child to take them home. The Center is unable to accommodate the needs of your child when they are ill. If a child is too ill to participate in our program, they should not be in attendance. Parents are required to pick up their ill child within one hour from time they were called for any of the following reasons, but not limited to:

- Temperature/fever of 100.4°F
- Severe cold- colds are common but if child has profuse and/or nasal discharge or yellow/green heavy discharge this could be a sign of infection.
- More than two explosive/uncontained diarrhea stools in a two-hour period.
- Vomiting
- Discharge from eyes/pink eyes/ inflammation of eyes
- Croupy/barky or uncontrollable cough

- Unusual lethargic behavior
- Unidentified rash
- Open or blistered cold sores
- Lice
- Sore throat
- Ringworm
- Any Communicable Disease

If your child was sent home due to signs and symptoms of illness the **center requires that the child be symptom and fever reducing medication free for 24 hours from the time they were picked up from the center.** Staff will complete an 'Illness Form' indicating signs and symptoms and when the child was picked up and can return to the center. Children will be isolated from other children, but still within sight and sound and supervision of a staff member, until the parent arrives at the center^[TS2]. **A child may be readmitted to the center if the parent provides a statement (Dr. note) 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. There are state guidelines posted as to the safe return of your child to the ECC for each disease. Symptoms cannot be masked by pain/fever reducers.**

Children with communicable diseases specified in Ch.'s 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.'s 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.

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. All childcare providers are mandated reporters of suspected child abuse and neglect. If a childcare provider suspects a child has been abused or neglected, that provider is mandated to report it to a local child protective agency.

Parents are encouraged to communicate with the staff about any health, eating or sleeping concerns. This includes any allergies; special diet needs and special care needs. All children ages 6 week-3 years^[TS3] will engage in 45 minutes of physical exercise daily. Tummy-time, walks, going outside to play, dancing, marching, and playing games are wonderful forms of exercise. Children 3 and up will engage in 90 minutes of exercise daily.

One of the best ways to keep germs and illness away is good hygiene. Staff will use a disposable tissue to wipe any bodily secretion, such as runny noses, eye drainage and cough-up matter and place tissue in a covered trash can. Staff will wash their hands after contact with any bodily secretions. All tables and surfaces exposed to bodily secretions including walls, floors, toys, equipment, and furnishings shall be washed with soap and water and then disinfected.

Children's hands shall be washed with soap and warm running water before and after meals and snacks and after toileting or diapering. A child's hands and face shall be washed when soiled. For children under one year of age, hands may be washed with soap and a set fabric or paper washcloth that is used once

and discarded. Staff will also follow state regulations regarding cleaning and disinfecting all tables used for snacks/lunch. Proper procedures will be posted in each room.

**ALL MEDICATION MUST BE HANDED TO A STAFF MEMBER AND
NEVER LEFT IN REACH OF ANY CHILD.**

This includes non-medicated and over-the-counter items. All medication/over-the-counter items (excluding diaper cream) **will be stored in the office for safety.**

LLS- ECC staff will administer medications to your child when needed (excluding fever reducers). All medicines must be clearly marked with the original prescription label that includes your child's name, date of birth, name of medication, the dosage, medication interval and it needs to be in the original container. This also includes non-prescribed medicines. If a dose has been missed or there is an error a parent will be called immediately for clarification and instructions on how to proceed and document in injury/incident log.

Any over-the-counter topical, non-medicated lotion, cream, lip balm, or salve (diaper cream) may be applied to a child upon authorization from the parent. Parents must fill out a 'Medication Form' with applicable information. This form will be kept with medication for administration of over the counter products. Blanket authorizations that exceed the length of time specified on the label are prohibited. Forms will be filed in child's permanent file on expiration of authorization or discontinued use as stated by parent.

Administration of medication, (excluding non-medicated topical ointments[TS4] - lotions/diaper cream/sunscreen/insect repellent) will be written in the classroom medication logbook with required documentation per state regulations and reviewed with staff every 6 months.

Nutritional Guidance

Children must receive meals and snacks based on the amount of time children are present. Food shall be served at flexible intervals, but no child may go without nourishment for longer than 3 hours. Parents provide all snacks and meals for their child and infant. PLEASE pack enough food choices for entire day for your child. Parents are provided with information about requirements for food groups and quantities specified by the U.S. department of agriculture child and adult care food program minimum meal requirements. Milk and water are provided by the center for all snacks and meals.

Snacks for ages 2 and up are served around 8:30 and 2:30 and lunch around 11:30. Infants and toddlers are allowed to confirm their own eating pattern.

Any allergies or special dietary needs and restrictions must be brought to the staff's attention. Parents must accommodate those needs for snacks and lunch. Allergies/special diet/restriction notification forms will be posted in all classrooms and the office, concealed by a cover sheet for confidentiality.

Personal Belongings

PLEASE LABEL ALL ITEMS BROUGHT TO THE CENTER.

The center is not responsible for lost or broken items brought from home.

Every child will need to bring to the center on their first day:

- Change of clothes- pants, shirt, under garments, socks. Please make sure clothes remain in season and size appropriate during the year. Failure to have a supply of clothes at the center will result in parents being called during work to immediately bring needed clothing if your child needs to be changed.
- Small blanket AND a sheet for naptime- Children ages 1 year and up need to bring a blanket and small sheet (crib size). Blanket and sheets must be able to fit in storage areas. The center washes bedding after every 5 uses or more if needed. Small size comfort items will be allowed during nap to help with the transition.
- Disposable diapers, pull-ups, wipes, and ointment- please bring at least a couple of weeks of diaper supplies to be left at the center.
- Infants- Formula (can), breast milk (fresh or frozen), bottles (enough for all day use), baby food.
- Outside and winter wear - seasonal jacket or winter jacket, snow pants, boots, mittens, hat.

We ask that children DO NOT bring toys or items from home unless it is a show and tell day. Children by nature love their personal items and it creates hurt feelings and at times, behavior issues if children do not want others to touch their toys.

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. Each child aged 1 year and up will have a clean comfortable place to nap. If your child is unable to fall asleep after 30 minutes, they will be allowed to engage in a quiet activity such as a book or puzzle. The center provides an individually assigned nap mat. The center will wash and dry bedding after every 5 uses. Infants will sleep in a crib/pack and play. WE ARE NOT ALLOWED TO WAKE SLEEPING CHILDREN.

Safety Drills/Emergencies/Injuries

LLS and ECC will have a written plan/diagram for acting in the event of an emergency. The center practices fire and tornado drills according to state rules and regulations. 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.

If an accident should occur, every attempt will be made to call the child's parent/guardian. If the situation is serious and immediate medical treatment is required, the parent/guardian's signature on the enrollment form empowers LLS- ECC to authorize emergency medical treatment. Staff will call 911 in extreme medical circumstances. The center will have a motor vehicle immediately available at the center at all times in case of an emergency if a public or private rescue or emergency vehicle cannot arrive at the center within 10 minutes of a phone call. If an injury situation is non-threatening, the parent will be notified of injury and the child will stay at the center until the parent can pick them up.

In the event of a lost child, staff will immediately notify all teachers in the area and the director. The director will seek additional personnel from church office and day school to help in search for missing child. Designated teachers will care for children and the remaining staff will search areas inside the building and outside the building. If the child cannot be located; the child's parent and 911 emergency personnel will be contacted to aid in the search.

All superficial minor surface wounds such as but not limited to minor cuts, scrapes, abrasions, falls, bumps, minor bruising will be relayed to the parent at pick up either verbally or via note to the parent. These wounds/injuries will be washed with soap and water and band aid will be applied if applicable.

In case of an emergency that would require an evacuation from the building, children and staff would walk and relocate to the Lebanon Fire Station. Parents would be called and notified of evacuation and relocation and immediate pick up of their child. Staff will have in their assigned room a printed copy of their class enrollment forms to take in case of an emergency and/or relocation.

LLS and ECC have created an Emergency Preparedness Handbook for a variety of emergency situation. Parents can view this Emergency Plan located by the parent bulletin board within our center.

When the center has 8 or few children at the center, there shall be a second adult available to come to the center within 5 minutes of emergencies. We will have a signed and dated statement from that person, including an address and telephone number certifying that the person is available and agrees to serve if needed. Emergency phone numbers are posted in each classroom and office.

Staff Education/Training

The teaching staff is made up of experienced and trained early childhood educators. Staff 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. All teaching staff are required to have a WI Registry Certificate on file that documents the person has met the educational qualification for their position. The staff is trained in First Aid, AED, Infant/child CPR, SIDS, Abusive Head Trauma Prevention, CAN (child abuse and neglect). Primary caregivers for your child will be consistent. It is important for parents and children to be familiar and comfortable at drop off and pick up times, and throughout the day with the same caregiver.

Transportation of Children/Field Trips

On occasion the children may attend scheduled field trips or activities at the Immanuel Facility or off-site fieldtrips. The LLS- ECC contracts with LLS or a bus company to transport children. ***There will be NO CHILD SAFETY RESTRAINTS when using a contracted bus company.*** Parents are notified before the scheduled day and parents are required to sign a permission form for authorization to participate. Teachers will have emergency information and attendance sheets while away from the center. Staff members will have access to a cell phone. If there is a superficial injury on a trip and it can be managed, parents will be notified at pick up. If the injury is more severe in nature while on a trip, 911 will be called a local emergency personal will handle care. Parents will be notified via a phone call immediately of details.

If a school bus is used for transportation on a field trip, staff will follow this process of ensuring whereabouts and safety of children:

- Prior to leaving the center teacher #1 will conduct a name to face head count and teacher #2 will confirm it with the children listed on the roster sheet to assure they have all assigned children leaving the premises.
- Once everyone is on the bus prior to the bus moving teacher #1 will conduct another name to face head count and teacher #2 will confirm it with roster list. Once all children are accounted for then the driver will be given the ok to transport the children.
- Once the bus has reached its destination and stopped all the children and teachers will exit the bus. Teacher #1 will remain with the children and conduct a name to face recognition while teacher #2 will walk through the bus and visualize EVERY SEAT and floor to confirm NO CHILD is remaining on the bus. Teacher # 2 will then confirm all children against the roster sheet.
- Procedure is then followed upon return to the center.

Walks away from the center are not classified as field trips since there is no destination to stop. Upon enrollment parents sign the statement that their child can participate in walks away from the center without a permission slip. When staff are leaving the center for a walk, they will be required to post a note on their classroom door that describes route, departure and return time. Staff are required to take each child's emergency form and their cellphone.

Inclement Weather

The center will be in accordance with the closures of Lebanon Lutheran School and the Watertown Unified School District due to severe weather. If the Watertown Unified School District calls for a 2 hour delay the 3-year-old preschool and 4K program will be cancelled, however the center will still open at regular time 6am. Tune in to TMJ4, FOX6, WISN12, or visit their corresponding websites for closing information. If the center is closed due to weather, there is no charge in tuition for the day for scheduled children[TS5]. If the center is open and a parent chooses to not send their child and keep them home for the day, there will still be a charge to the child's account unless they use an allotted credit voucher.

Thank you for choosing
Lebanon Lutheran School Early
Childcare Center

Policy Statement of Understanding

Please return this acknowledgement to the ECC office.

Parents/guardians will be required to sign and date a policy statement/parent handbook stating they will abide by all center rules and regulations. This signed copy will be kept in their child's file. If tuition and polices are revised parents will be informed and a new Policy Statement of Understanding will be issued for parents to sign.

I, the parent/guardian have received a copy of the centers polices, read, had opportunity to have clarification if needed and agree to abide by the policies set forth by Lebanon Lutheran School Early Childhood Center.

Parent/Guardian Signature

Date

Print Name:
