



St Peter's Childcare Center
Parent Handbook

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INTRODUCTION

Thank you for choosing St. Peter's Childcare Center to play a vital role in the lives of you and your child/ren. Please review the following information on our policies, procedures, and philosophy. Communication will be a key factor in creating a positive experience, so please feel free to contact us with any questions you may have, both now and in the future. We are looking forward to continuing to develop a great relationship with your family.

St. Peter's Childcare Center accepts each child, family, teacher and staff member regardless of race, national origin, sex, creed, political persuasion, ancestry, religion, or handicapping condition.

Our center is licensed by the State of Wisconsin Department of Health and Family Services, a Division of Child and Family Services. We are licensed to care for 40 children at our center. Children's ages range from two years to twelve years old. A parent handbook containing the regulations we are required to meet is available in the entry way by the ProCare computer. We ask parents to become familiar with the standards we are required to fulfill, as many of our policies and procedures are in accordance with these guidelines.

All of the information that you provide to us is not passed on to any third party without your permission and will not be discussed outside of the center.

PHILOSOPHY AND MISSION STATEMENT

Here at St. Peter's Childcare Center we provide programs through hands-on experiences and activities to nurture your child's development. The desire is to provide experiences that promote positive social skills, communication skills, creative expression, as well as physical, academic and emotional growth while maintaining a Christian identity.

ADMINISTRATION

Hours Of Operation:

Monday through Friday twelve months a year
6:00 AM - 5:30 PM

Closure Dates:

St. Peter's Childcare Center will be closed New Year's Eve, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, and Christmas Day. If a holiday falls on a Saturday the center will be closed the prior Friday and if it falls on a Sunday the center will be closed the following Monday.

Cancellation Of Enrollment:

A three week written notice is required before withdrawing your child from the center. Failure to give proper notice will result in the charging of tuition for the three weeks.

Termination:

When a child demonstrates repeated behavior that is violent and/or aggressive causing harm or injury to teachers, staff, other children, or property, St. Peter's Childcare has the right to terminate childcare immediately.

Parents are encouraged to communicate with teachers and staff on a daily basis regarding their children. If your child has had an issue on a given day you will be notified in one of the following ways: phone call or conversation at pick-up. In both instances parents will need to sign an incident/accident form documenting the events of the day.

St. Peter's Childcare is willing to work with parents and specialists to change the unwanted behavior. We will attempt to recommend other community resources to families. If we notice a pattern of behavior we will meet with the parents/guardians and together we will come up with an action plan for that child. We will give the parents resources to read about that behavior, we will shadow the

child to try to redirect/or help with solutions for the behavior as it happens, and we will also bring the situation to the class through books and learning experiences to promote what we "should" or what we "want" to see for behavior and discuss it at our group time. If these other options are not working out we will meet again with the parents/guardians to discuss what is best for the child/class moving forward.

If inappropriate behaviors are exhibited daily for a two week period enrollment will be terminated effective immediately. St. Peter's also reserves the right to terminate immediately if a behavior is displayed that is violent in nature and teachers are unable to effectively help the child.

Termination may also result for a continued pattern of late pickup based upon your requested schedule and center closing time.

Failure to make a payment on tuition for two consecutive weeks without speaking with either the director or pastor about your situation to work out some kind of plan moving forward.

Failure to complete and return required forms when due can also result in termination of care. We request these forms because they are required by state for your child to attend our center. Please be understanding that we can receive non compliance forms from the state for not having the paperwork in your child's file.

Treating the staff in a disrespectful, threatening or abusive manner can also result in termination of care. We will talk to you about your child's behavior but if we see it continue we reserve this right.

Grievance Procedures:

Communication is key to having a successful experience at St. Peter's Childcare Center. Any questions you may have are important to us so please do not hesitate to ask them as they arise. If you feel that you are not receiving the information you need or addressing a concern sufficiently, please follow this procedure:

1. Speak to your classroom teacher.
2. Speak to the director.
3. Speak to the Pastor.

4. Speak to the State Licensur.

ENROLLMENT PROCEDURES

A tour of our facility can be scheduled to start the enrollment process. We welcome both you and your child to view our playground, classrooms, meet the teachers, staff and discuss any questions you may have. We will be available to discuss the classroom procedures and schedules, the staff and any individual needs.

We will also review paperwork needed prior to the first day of attendance to remain in compliance with State Licensing.

There is a one-time non-refundable \$25.00 enrollment fee per child. However, if a family terminates enrollment and re-enrolls the same child within a one year period, the family will not be charged the \$25 enrollment fee.

You will also have to pay the first week's tuition on the first day of attendance. Tuition payments are due on Friday the previous week. This means you are paying for the week that will follow. Fees are as follows;

REQUIRED FORMS FOR ENROLLMENT

The following forms must be completed and on file prior to your child's start date:

1. Childcare Enrollment form
2. Child Health Report Form
3. Health History and Emergency Care Plan
4. Day Care Immunization Record
5. Alternate Arrival/Release Agreement
6. Photo Release Form

SCHEDULES

St. Peter's Childcare Center understands that schedules will vary from family to family and we do our best to be as flexible as possible with scheduling options.

Preschoolers:

1. Full Time consists of more than 29 hours a week.
2. Part time care consists of 29 hours or less a week.

Schoolagers:

1. Before and After School
2. Summer School Care/Spring Break/Winter Break

St. Peter's Childcare Center will be open on scheduled school closure days and early release days in accordance with the Poynette School District. Notifying us if your child will or will not be attending on these no school or early release days would be appreciated.

BILLING AND REFUND POLICIES

All payments are due in the payment box by Friday at 5:30 pm as follows:

1. Monthly payments are due the first Friday of the month.
2. Bi-weekly payments are due on the first Friday of the two week period for which you are paying.
3. Weekly payments are due on Friday for the week to follow.

Fees are as follows;

School Age Children: \$7.00 a day for before and after school
\$15.00 per day for 1/2 day (early release)
\$25.00 per day for full days of care (no school days)

Preschool Age Children ages 2-4: \$125.00 for up to 29 hours a week, (part time)
\$150.00 for 30 hours or more, (full time)

A \$10 late payment fee will be applied to all late payments.

If you are two weeks behind in payment, and have not spoken to the director or pastor about your situation to make a plan moving forward, enrollment will be terminated until payment has been made.

All checks are to be made payable to St. Peter's Lutheran Church. A \$25 charge will be assessed for checks returned due to insufficient funds. Please give cash payments to one of the staff, in an envelope, so they are able to give you a receipt.

There is a charge for children who are picked up after closing time at a rate of \$10 per half an hour. This is to be paid to the teacher at pick up the day you are late.

Tuition rates and policies are subject to change on an annual basis. Notice will be given by December 1st and will go into effect January 1st of the following year.

Refunds will not be given on services received.

CHILD ATTENDANCE

Each parent or guardian is required to sign their child in and out on a daily basis upon entering the building on the computer outside the large classroom door. Teachers will sign children in and out in the classroom as well to keep an accurate account of the number of children in their care at all times. At the time all forms are received, you will be registered in our system. You will receive a code to enter the building that we request you not share with anyone unless they are allowed to pick up your child.

We request that you call the office if your child will not be in attendance for a day. If you know in advance please feel free to let your child's teacher know.

If you have not notified us that your child will be absent we will place a call to you two hours after your normal arrival time.

We appreciate your promptness regarding your scheduled times, not only for staffing purposes, but also for your child. Children have a sense of when their normal pick up time is and can become anxious when that time passes and they are still at the center.

We do understand that there will be occasions when life happens and you will be unable to pick up at your designated time. Please notify us if you know you are running late so that we can ensure we have the proper staffing available and so that we can let your child know you are on your way.

MEALS AND NUTRITION

Nutritious foods are an important part of your child's early development and we at St. Peter's Childcare Center want to encourage that by providing breakfast, morning snack, lunch, and an afternoon snack to all children. Meals are provided based upon schedules which meet the requirements of the Federal Food Program.

We will serve breakfast (7:00-7:30), AM Snack (9:30), Lunch (11:30), and PM Snack (3:30). If your child comes after 7:30 please feed them breakfast. If you feel they may be hungry before 7:00 please feed them something so they can wait for breakfast at 7:00.

A weekly menu will be posted on the bulletin board in the main hallway. Any substitutes made on the menu will be noted. All children are encouraged to try the variety of foods that are provided but are never forced to eat food or to clean their plates. We do encourage them to try a couple of foods offered before filling up on one component of the meal.

Please note any food allergies or restrictions due to religious beliefs on the health form. State licensing requires that children with special diets based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, must have a medical statement which includes:

- The individual's disability and why the disability restricts the child's diet;
- The major life activity affected by the disability;
- The food (s) to be omitted from the child's diet;
- The food or choice of foods that must be substituted.

Parents are responsible for bringing in substitutions for food allergies or restrictions. Food substitutes will not be made for a child's food likes or dislikes.

In keeping with having a goal for nutritious foods we request that your child not bring gum, candy, or other non-meal items to school. Any food they bring in we will leave in their cubby and they can have it when you pick your child up.

School aged children will eat before they leave for school, but they will need to be at school at 7:00 am when breakfast is served to have time to eat before the bus comes. They will also receive a snack when they return to St. Peter's Childcare Center after school.

Food is never withheld from a child as a form of punishment.

HEALTH AND SAFETY

Ensuring that your child is safe and healthy while at St. Peter's Childcare Center is our highest priority as any other type of learning cannot be fostered without first having an environment that allows parents, children and teachers to be confident that these needs are being met. There are many ways to provide and promote these needs and we appreciate your cooperation in helping us to achieve this.

Rest Time:

All children under the age of 5 are required to rest. Any child who does not sleep after 30 minutes or who wakes up after 30 minutes will be given quiet activities to work on while others are resting. We still expect that these children are respectful of those that are resting and stay quiet during rest time.

The parents are asked to provide a blanket or sleeping bag along with a red and blue mat to sleep on top of, and a pillow. We also encourage them to bring in a special blanket or stuffed animal that will help them feel secure during resting time. These items should be labeled and will be sent home on a weekly basis to be washed in accordance with state law. We do not allow toys to be taken to their mats during rest time.

Illness:

For the health of everyone in attendance at the center we require that you keep your child home if he/she is showing any of the following symptoms: fever (101 degrees and over), vomiting, unknown rash, sore throat, inflammation of the eyes, diarrhea, or if your child is not up to participating in daily school activities.

Your child can return 24 hours after a fever has broken without medicine to do so, or the last sign of vomiting or diarrhea has been 24 hours prior. If your child has seen a physician and has a signed doctor's note, if they have been on a prescribed medication for 24 hours or they meet criteria on the department of public health communicable disease chart for an illness he/she may return. We request that you notify us of any communicable disease your child may have so that we can post this information for other parents (your child's name will not be attached to this posting). In some instances these diseases must be reported to the Public Health Department.

If your child becomes ill while at St. Peter's Childcare Center we will remove him/her from the classroom and contact you. For the sake of the child, you will be required to pick your child up within an hour.

All children are required to participate in outdoor activities. If they are not well enough to go outside they should not be in attendance.

We realize that it is not always convenient to take time off of work to care for a sick child. If you know your child is sick however, we request that you not send them with symptoms or mask them with Tylenol or ibuprofen, as the sooner we can lessen the contact of germs the more likely we are to prevent the spreading of illness. If we all do our part the number of times we need to take off of work will be minimal.

Medication:

If your child requires medication while at the center you must bring it in its original container labeled with your child's name, dosage, directions for administering, name of drug, date and physician. An Authorization to Administer Medication form must also be filled out. Ask your child's teacher for these forms which are kept in the large room. If the medication is an over the counter medication and the directions on the container indicate that your child's doctor

must be consulted before administering, you must complete the portion of the form that indicates you have already consulted your child's doctor and he or she has authorized the dosage you are indicating. Staff cannot give your child any medication without a properly completed Authorization to Administer Medication form. Both the medication and form are to be given to your child's teacher and will be placed in a box located in the classroom up and out of reach of any children.

Injuries: If your child receives a minor injury while at the center an accident report will be sent home explaining the injury as well as what treatment was given. This would consist of cleaning a scrape, applying a band-aid, or ice.

If your child receives a major injury at St. Peter's Childcare Center, we will either call 911 or transport your child to St. Mary's Hospital or the hospital of choice on your child's forms. You will be contacted immediately in the event of such an injury. An accident report will be filled out and sent home and State would be notified of the extent of the injuries and what happened.

If teachers are unclear as to how to treat an injury you will be contacted immediately to give advice on treatment.

All injuries will be documented in the medical log book.

Biting: Biting is a natural occurrence for young children. However, we know that it is a highly charged emotional issue for parents. Teachers will always comfort the child that was bit and will also discuss with the child that bit why it is an unwanted behavior and monitor them closely. In addition to other techniques, teachers watch for patterns with individual children to determine if there is a time or situation that precipitates the biting and will work with your child to avoid these situations. Open communication between families and teachers is important and it is helpful to know if this is a behavior that a parent sees at home, and if so, what they are doing to stop the biting. This will allow the teachers to reinforce, as appropriate, what is being used at home. As stated earlier an action plan for the child would be put into place and we would continue working with the child.

Due to confidentiality, the teachers will explain to the parents of the children involved, separately, what occurred and what was done to prevent future biting situations. At no point will either parent be made aware of whom the other child in the situation was by a staff member.

Contingency Plans for Fire, Tornado, or other Emergencies:

St. Peter's Childcare Center practices monthly fire drills and tornado evacuations. These times and dates are documented and posted in the lobby. All routes of access are printed and posted in each area of the facility.

Fire extinguishers are checked annually and the facility is open to inspection from Village of Arlington fire inspectors.

CHILD ABUSE AND NEGLECT

St. Peter's Childcare Center teachers and staff are mandated child abuse and neglect reporters. All teachers/staff have training on identifying signs of abuse and neglect and how to proceed if abuse is suspected.

ITEMS TO BRING FROM HOME

Change of clothing: All children need to have a change of clothing available at the center in the event of an accident or spill. These may be kept in your child's cubby. Please make sure items at the center are appropriate for the weather we are currently experiencing. It is helpful to teachers if these items are labeled in a large zip lock bag.

Rest Time: All children need to have a sleeping bag or blanket, and a red and blue mat. These need to be labeled and will be sent home on a weekly basis to be washed.

Outerwear: All children are outside on a daily basis. Please have appropriate attire for the weather we are currently experiencing.

Diapers/Wipes: If your child is using diapers/pull-ups we do request that you provide wipes and the diapers/pull-ups. We will notify you when they are getting low to replace them. You are also required to provide any cream for their bottoms that you may wish for us to use.

CURRICULUM AND PROGRAMMING

Within our curriculum teachers create weekly lesson plans that incorporate the skills needed to progress to the next stage. Children will gain experiences with math, pre-reading skills, science, gross motor, small motor, language, art, and sensory stimulation. We also promote creative expression, responsibility, safety, independence, decision making and social interaction.

Every child is unique; therefore, each child is encouraged to develop at their own pace. We recognize that a child may excel in some areas, need to be challenged in others, or be given additional opportunities to grow in still others. Children are provided all activities in a center format which allows them to proceed through areas on a daily or weekly basis at their own pace.

Free play time is provided every day as this encourages creative thinking, social interaction, independence, and responsibility for personal choices.

At St. Peter's Childcare center we believe that faith is first and foremost in our minds and hearts as we teach these children. We will pray before eating, sing religious songs, and have faith be part of our curriculum. They will have chapel three times a week with Pastor Amen to start the day off. We will also have religious celebrations throughout the year.

GUIDANCE

St. Peter's Childcare Center provides an environment which promotes physical and emotional safety for everyone. This environment can only be achieved when a positive relationship between the children, teachers, parents and staff have been established. Classroom and center guidelines are based upon respect for oneself, others and belongings.

These guidelines are clear and consistently reinforced which allows children to feel secure physically and emotionally.

We believe in giving the children choices in decision making to give them a feeling of ownership in the classroom and having natural consequences for the choices that they make.

Teachers also discuss with the children the feelings that they are experiencing and appropriate ways of handling emotions. Redirection is also used whenever possible.

Guidance is never done in a manner that is aversive, cruel or humiliating, and actions that may be psychologically, emotionally, or physically painful, discomforting, dangerous or potentially injurious are prohibited.

If there is a continued negative behavior your child's teacher will communicate that with you to develop a strategy that can be reinforced both at home and at school. Teachers and staff are required to follow strict guidelines for appropriate interactions with children and use of physical or emotional punishment will not be fostered even at the request of a parent.

With any strategy teachers and staff employ with children it is done with understanding, respect and a willingness to look not only at the behavior but the factors that lead to the occurrence.

OUTDOOR PLAY

Outdoor activities promote good health and children will be outside on a daily basis at least two times for full day care. All children are required to participate in outdoor activities. We will be outside unless the temperature is above 90 degrees or below zero including wind-chill for children two and over.

Make sure your child has appropriate clothing for the weather. Labeling articles of clothing is helpful to teachers, especially in the winter months, to ensure that the proper clothing is placed in your child's cubby.

During the warmer months please be sure to have bug spray and sunscreen as well to protect the children from the sun and bugs.

PARENT INVOLVEMENT

St. Peter's Childcare Center understands that time is a precious commodity and we invite parents to be as involved in your child's preschool experience as your schedule permits. We value the trust that you have placed in our teachers, staff and programming to provide your child with the safest, most nurturing care that they can receive.

St. Peter's Childcare Center has an open door policy and you are welcome at the center any time. If there is a court order in place denying interaction, please give a copy to the Director so all teachers and staff can be made aware and uphold the order.

The classrooms have a bulletin board that shows the daily schedule, weekly lesson plans and will also be where you can find references about upcoming events and reminders.

If your child is still in diapers or is under the age of three we will be filling out daily sheets that will be put in your mail box to inform you about their day.

You will also be receiving a monthly newsletter that shares what we have done the previous month as well as what will be occurring in the months to come. This will be going out in your child's mail box or back pack.

Please check your child's cubby/mailbox on a daily basis to take home notes or artwork that your child has created.

The success of St. Peter's Childcare Center depends upon the close relationships that are built not only between teachers and children but with you as parents as well.

TEACHERS

St. Peter's Childcare Center realizes that we can create the perfect facility and plan a great program and curriculum but we are nothing without great teachers. We hire people that not only have the qualifications to work with your children but also have a passion for working in the early childhood field.

We provide teachers with quarterly trainings and staff meetings to discuss items that affect programming. They are also required to obtain continuing education throughout the year to stay abreast of current educational opportunities.

As of January 1996, Wisconsin licensed centers are required to obtain the result of criminal record searches for employees. All currently employed staff have been subjected to this review and the results of the traces are on file in the office prior to the first day of work.

PETS

Not pets of any kind will be allowed at St. Peter's Childcare Center without express permission from the Director. Even if you believe your pet is docile and harmless, there may be someone who is allergic to your pet, or scared of your pet. Therefore, prior to any pet visiting the center classrooms affected will be notified in advance and written permission will be requested by all parents. If your child does not want to participate, other arrangements will be made during that time frame.

PARENT ACKNOWLEDGEMENT

I have read the St. Peter's Childcare Center's Parent Handbook and understand and agree to the policies and procedures contained within. I also understand that these policies are subject to change at any time but will be notified via hard copy postings in the classroom or parent bulletin boards.

Date: _____

Child's name: _____

Parent signature: _____

*Please sign and remove this page and return it with your enrollment forms.