

Lifting up the growth
of the
whole child,
body
mind
&
soul



St. Peter's Child Care & Preschool Family Handbook

Host site for Poynette School District 4-K Program

303 Park Street
PO Box 45
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Monday-Friday 6AM - 5:30PM

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Child Care with a family emphasis

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INTRODUCTION

Welcome and thank you for choosing St. Peter's Child Care & Preschool to play a vital role in the lives of you and your child/Children.

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 & Preschool 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, DCF251 for group child care centers. We are licensed to care for 40 children ranging in age from 2 to 13 years old. We are also a host site for the Poynette school District's 4-K Program.

A state handbook containing the regulations we are required to meet is available on our information board at the center entry door. We ask parents to become familiar with these standards, as many of our policies and procedures are in accordance with these guidelines.

All of the information you provide at St. Peter's Child Care & Preschool will not be passed on to any third party without your permission and will not be discussed outside of the Center.

PHILOSOPHY AND MISSION STATEMENT

At St. Peter's Child Care & Preschool we provide learning 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 thru Friday, twelve months a year 6:00 AM - 5:30 PM

Center Closure Dates: New Year's Eve New Year's Day Good Friday
Memorial Day Fourth of July Labor Day Thanksgiving
Day after Thanksgiving Christmas Eve Christmas Day

*If a holiday falls on a Saturday we will close the prior Friday and if it falls on a Sunday we will close the following Monday.

CANCELLATION OF ENROLLMENT:

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

TERMINATION:

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

Parents are encouraged to communicate with teachers and staff on a daily basis regarding their children. If your child has an incident you will be notified by phone or in person at pick-up time. A parent/guardian will need to sign a report that will document the occurrence.

Disruptive Behavior: St. Peter's Child care staff is willing to work with parents and specialists to handle disruptive behaviors. If we notice a pattern of behavior we will meet with the parents/guardians to create an action plan together. We will give the parents resources to read about that behavior, we will model appropriate behaviors and shadow the child to try to redirect/or help with solutions as it happens, and we will also bring the situation to the class through books and learning experiences to promote expected behaviors. If our action plan goals are not being met, 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. As stated above, St. Peter's reserves the right to terminate immediately if a behavior is harmful in nature.

Contracted Hours and Payment:

Termination may result with a habitual pattern of late pickups based upon your requested schedule and center closing time.

Failure to make a tuition payment for two consecutive weeks without contacting the director, payment coordinator or pastor to create a financial plan may result in termination. Failure to complete and return required forms when due can also result in termination.

Treating the staff in a disrespectful, threatening or abusive manner will not be tolerated and can result in termination.

GRIEVANCE PROCEDURES:

Communication is key to having a successful experience at St. Peter's Child Care & Preschool. 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 a teacher.
2. Speak to the director.
3. Speak to the Licensee.
4. Speak to the Board President.
5. Speak to the Licenser.

ENROLLMENT PROCEDURE

We welcome both you and your child to view our playground and classrooms, meet the staff and discuss questions you may have. A tour of our facility can be scheduled to start the enrollment process. We will discuss classroom procedures and schedules, introduce staff and discuss individual needs and will review required paperwork needed prior to the first day of attendance.

There is a one-time non-refundable \$75.00 enrollment fee per child due with your paperwork to hold a spot in our center. The first week's tuition is due prior to your child's start date. Subsequent tuition payments are due on Friday of the previous week.

ENROLLMENT FORMS:

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

1. Child Care 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 Child Care & Preschool understands that schedules vary from family to family and we will be as flexible as possible with scheduling needs.

Preschool Center: :

1. Full Time care will consist of 3 or more days a week.
2. Part time care for one or two days a week

School Age Program;

1. Before and After School
2. School Days off
2. Summer School Program

St. Peter's Child Care & Preschool operates in accordance with the Poynette School District and will offer care on late start and early release days, PD days and additional school closure days. Families will need to notify us in person or in writing one week prior to the day that additional care is requested.

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:

- A non-refundable registration fee of \$75.00 is due with application for enrollment consideration.
 - A 10% discount will be given to families with 3 or more full time children.
 - Part time (2 days or less/week) child care & Preschool: \$125.00/week
 - Full time care (3+days/wk) & Preschool fully potty trained children: \$175.00/week
 - Full Time child care & Preschool un-potty trained children: \$185.00/week
- * St. Peter's staff is highly motivated and trained to assist you in this process. When your child shows interest and is physically ready we will encourage and guide your child through this life skill.
- Before and After School care: \$50.00 per week.
 - Additional \$20.00 on each Late Start or Early Release Day
 - Additional \$35.00 on each No School day
 - School Age Summer School: \$175.00 per week
 - These rates are for a maximum of 10 hours per day
 - An additional fee will be charged for children picked up after their contracted time at a rate of \$5.00 per 10 minutes with an additional \$25.00 fee if after Center closing of 5:30pm.
- * This is to be paid directly to the teacher on the day you are late.
- A \$20.00 fee will be applied to all late payments.
 - A \$40.00 fee will be applied per check returned for insufficient funds
 - If you are two weeks behind in payment, and have not spoken to the Director to create a financial plan, enrollment will be terminated until full payment has been made with added late fees.
 - All checks are to be made payable to St. Peter's Child Care & Preschool.
 - Please give cash payments directly to a staff member in an envelope with your name, so a receipt can be provided.
 - Refunds will not be given on services received.
 - Tuition rates and policies are subject to change at the center's discretion.
 - Notice will be given to all families of policy or fee changes.
 - An updated signature page will be required to acknowledge and agree with center policy or fee changes.
 - You will not have to pay the Cancellation Of Enrollment fee if you decide not to continue care due to center changes.

CHILD ATTENDANCE

- St. Peter's staff will sign in and out each child on a daily basis.
- Each family 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 Center within 15 minutes of your contracted drop off time if your child will not be in attendance that day.
- If you have not notified us that your child will be absent we will contact you 15 minutes after your normal arrival time.
- Please let staff know in advance if your child will not be in attendance for appointments or vacation days.
- We appreciate your promptness regarding your scheduled times, but 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 are running late so that we can ensure proper staffing is 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 so our center will provide breakfast between 6-8AM, morning snack at 9AM, lunch at 11:30AM, and an afternoon snack at 3PM to all children.
- A weekly menu of the current and upcoming week will be posted on the bulletin board in the main hallway and any substitutes will be noted.
- All children are encouraged to try the variety of foods that are provided and we will encourage them to try multiple foods offered before filling up on one component of the meal, but will never be forced to eat a certain food or to clean their plates.
- Food will never be withheld as a form of punishment.
- Please note food allergies or restrictions on the health form.
- State licensing requires that children with special diets based on a medical condition must have a medical statement that 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 and; 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, with the exception of a treat for each child on their own birthday.
- Families will be notified in newsletters when treats are needed for Holiday parties or special occasions for those interested in volunteering.

HEALTH AND SAFETY

Ensuring your child's health and safety while at St. Peter's Child Care is our highest priority as any other type of learning cannot be fostered without 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.

Families are asked to provide a sleep mat, blanket or child size sleeping bag, and pillow. We also encourage you to send a special stuffed animal that will help them feel secure during rest time. These items should be labeled and will be sent home weekly 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, persistent cough that disrupts their day, 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 Child Care 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.

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. 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 locked box.

Injuries:

If your child receives a minor injury while at the center an incident 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 Child Care Center, we will either call 911 or transport your child to St. Mary's Hospital or the hospital of your choice per the 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 the 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. Staff will 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 to determine if there is a time or situation that precipitates the biting and will work to avoid these situations. Open communication is important and it is helpful to know if this is a behavior present outside of school, and if so, what actions are taken to stop the biting. This allows teachers to reinforce the same actions used at home. As previously stated, an action plan for the child would be put into place.

Due to confidentiality, 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 Child Care & Preschool practices monthly fire drills and tornado evacuations. These times and dates are documented and posted in the hallway. 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 Child Care & Preschool teachers and staff are mandated child abuse and neglect reporters. All teachers and 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 including socks available at the center in the event of an accident or spill. Items will be kept in your child's cubby, please label each item or store in a labeled zip lock bag. Please check often to make sure items are appropriate for current weather conditions.

Rest Time: Each child needs a mat, pillow and blanket that are labeled. Items will be sent home weekly to be washed.

Outerwear: All children are outside on a daily basis. Please have appropriate attire for current weather conditions.

Diapers/Wipes: If your child is using diapers/pull-ups we request that you provide them and water based wipes. 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 would like 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 Child Care & Preschool we believe that faith is first and foremost in our minds and hearts as we teach your children. We will pray before eating, sing religious songs, read bible stories, attend weekly chapel time with Pastor Juhl and have faith be part of our daily curriculum. We will also enjoy religious celebrations and parties throughout the year.

GUIDANCE

St. Peter's Child Care & Preschool 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 will 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 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

Large motor activities and fresh air promote good health, therefore, all children are required to participate in daily outside activities. We will be outside unless the temperature is above 90 degrees or below zero including wind-chill, so please make sure your child has appropriate clothing for the weather, including extra items in case they get wet, especially socks and mittens. Labeling articles of clothing is helpful to teachers, especially in the winter months.

During the warmer months please provide bug spray, sunscreen and sun hats as well.

PARENT INVOLVEMENT

- St. Peter's Child Care & Preschool 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 Child Care & Preschool 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 monthly updates. This is also where you can find updates and sign up sheets for upcoming celebrations.
- If your child is still in diapers and under the age of three we will fill out a daily sheet and put it in your mailbox 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 and will be in your family's mailbox.
- 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 Child Care & Preschool depends upon the close relationships that are built not only between teachers and children but with you the parents as well.
- Please follow our private Facebook page, St. Peters Childcare and Preschool Arlington. We will include reminders, updates and photos of all the fun we have during the day to keep you connected.

TEACHERS

St. Peter's Child Care 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 training and monthly staff meetings to discuss items that affect programming. They are also required to obtain continuing education annually to stay informed of current opportunities.

Wisconsin licensed centers are required to obtain criminal record searches for employees. All currently employed staff have been subjected to this review and these reports are on file in the office.

PETS

No pets are allowed at the Center without Directors permission. Prior to any pet visiting the center families will be notified & written permission will be requested. If your child does not want to participate, other arrangements will be made.

PARENT ACKNOWLEDGEMENT

I have read the St. Peter's Child Care & Preschool Family 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 and notification will be given to all families prior to policy changes.

Name of each child:

Date:

Parents Names:

Parent signature:

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