

ST. JOHN'S

LUTHERAN

Church, School & Childcare



Parent Handbook

St. John's Lutheran Childcare
Serving Children 6 Weeks-3 Years

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Glendale, WI 53217

414-352-4176

www.stjohnglendale.com

A family of believers living God's word, teaching, caring and sharing His love.

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Welcome to St John's Lutheran Childcare Center!

St John's Childcare is a PLAY based facility that offers full time care in a safe, loving, and nurturing Christian environment for children as young as 6 weeks through 3 yrs old.

We do not discriminate on the basis of race, color, sex, religion, creed, political persuasion, national origin or ancestry.

About Us

About St. John's

St. John's Lutheran Childcare exists for the purpose of providing a Christ-centered environment and education and for assisting families in fulfilling their responsibility of bringing up their children in the way of the Lord. All programs within the school are based on the teachings of the Lutheran Church Missouri Synod. All areas are supervised by loving, nurturing, qualified individuals, whose primary concern is the spiritual and physical well being of the children. Integrated into the curriculum are experiences that help a child understand God's love of ALL people.

Confidentiality Policy

At St John's Lutheran Church, School & Childcare we respect the privacy of children and their families. All personal information relating to children and their families will be treated in a strictly confidential manner. Upon leaving St. John's childcare, student files will be kept for 5 years, after which they will be appropriately disposed of.

Hours

We are open Monday through Friday from 7:00am to 5:30pm.

School year and summer calendars will be shared prior to the beginning of each session and our childcare app will be updated with all calendar dates.

Occasionally childcare will close at 4:30 for staff meetings or trainings, these days will be indicated on the calendars. This will most likely be on Fridays and never more than once a month.

If the school closes due to weather, childcare will also close. In the event of childcare closing due to inclement weather, the following TV stations will be notified and the announcement will be made: "St. John's Lutheran Glendale will be closed." WTMJ Channel 4 WITI Fox 6 & WISN Channel 12 WDJT Channel 58.

Contact Information

Childcare Director: 414-352-4176 x103 jessica.koch@stjohnglendale.com

Zebras Room x136 Lemurs Room x130 Elephants Room x134

Lions Rooms x135 Cheetahs Room x132 Rhinos Room x131

Enrollment Process

Enrollment Periods

St. John's offers two enrollment periods during the calendar year, these are School Year and Summer. The School Year enrollment follows the academic school year (end of

August-early June) and Summer covers the weeks between. Summer enrollment allows families to choose which weeks they will attend during the summer and only pay for the chosen weeks. Families who wish to enroll for School Year and Summer at the same time must indicate Annual Enrollment on their Enrollment Form. For those requesting Annual Enrollment, Summer Week requests will be sent out in March.

Enrollment Process

To enroll your child, schedule a tour of the preschool and obtain an application. Complete application and submit with the \$75 application fee. Confirmation of acceptance or place on the waitlist will be sent via email within 10 business days. Upon acceptance email, pay the attached first month's invoice to secure enrollment spot. If placed on the waitlist, no invoice will be sent until a spot becomes available. Please note families with another child enrolled, or if re-enrolling for the next session pre-payment of invoice may not be required. Subject to space availability, children are considered enrolled after completed applications are processed, application fee, and 1st month's tuition have been received.

All tuition and fees are non-refundable.

Required Forms

The following state required forms must be completed by parents and turned in to the office before their child is admitted to class on the first day of school: Application Form, Day Care Immunization Record, Intake Form (only children under age 2), and Child Health Report—which must be completed by a healthcare professional.

General Program Information

Class Placement

Many factors are taken into consideration when deciding what room a child will be placed in. Children are not transitioned into the next room based solely on age, rather their developmental readiness, maturity, social adjustment and space available. Parents will be notified prior to moving a child to the next classroom. Children will be given the opportunity to visit the new classroom prior to the move. Any questions concerning a child's class grouping should be directed to the lead teacher or director.

Communication

At St. John's we want parents to feel like a part of their child's education. You will receive daily reports, monthly calendars, newsletters and various bits of information through our childcare app, launching late August 2022. Hard copies of important documents will be placed in your child's cubby. It is important that you check the cubby daily. Please also take the time to look over the board outside of your child's classroom for more information regarding special events.

Events that occur at home can often impact your child's behavior at school, either positively or negatively. We would appreciate it if you could keep us informed of any change in illness, injury, or major events (good and bad) that may happen within your home. We look forward to celebrating the good with your family, and will keep you in our prayers during the hard times.

Supplies

You are required to supply any items your child may need during the day (i.e. diapers, wipes, ointment, bottles, food, etc.) Bottles are sent home daily to be washed and sanitized with the expectation that they will be returned the following day. Blankets are sent home each week to be washed. We also ask that an extra set of clothes be left with us. Due to sanitary concerns, we ask that parents not send cloth diapers for their child at childcare. Have all items permanently marked with your child's name.

Snacks/Lunches

At St. John's we encourage healthy eating habits. We ask that parents provide a lunch, morning and afternoon snack for their child that allows options of multiple food groups. We recommend following the CACFP meal requirements. Copies can be found posted on the parent board. St. John's will provide milk for children during morning snack and lunch.

Once a child is able to drink from a lidded cup or water bottle (and no longer takes a bottle), St. John's provides whole milk for children. If you wish your child to have a different variety of milk, a labeled cup with milk from home must be provided each day. Once this cup has been emptied, children will be given water. Due to space constraints we are unable to keep containers of additional milk on site.

Curriculum

At St. John's Childcare we believe children learn best through PLAYful exploration. Teachers are facilitators of the learning process. Our role is to provide materials and opportunities that encourage learning through hands-on experiences. Our curriculum allows for learning through play and developmentally appropriate teacher-led activities. Sample lesson plans can be viewed in the director's office.

Our Lutheran-Based curriculum is designed to take students through the Bible chronologically. It presents the alphabet over the course of these weeks by connecting a different letter to the weekly Bible account. Shapes, numbers, and social-emotional skills are also built into the daily and weekly lessons aligned with the Wisconsin Model Early Learning Standards (WMELS) to ensure that all aspects of your child's development are being met.

Curriculum in the infant and one's rooms is less structured, but equally important. Teachers will also be following the WMELS to ensure children are receiving developmentally appropriate activity on a daily basis. Much of the learning which occurs for infants and one-year-olds comes through their investigation of the world around them.

Teachers will make sure all children get ample time to explore their classroom environment, outside play area, and school by taking walks with strollers and play time. Interactions with teachers and other children will help children reach developmental milestones and build strong relationships. Lesson plans will incorporate different areas of investigation and exploration.

Developmental Checklists

In an effort to help parents better understand what developmental milestones your child should accomplish at different stages, we have incorporated the Ages & Stages ASQ Questionnaire into our program to help assess developmental skills. The checklist examines your child's development in five main categories: problem solving, fine motor, gross motor, communication, and social skills. These checklists are completed based on our observations with your child. In no way do we believe that we are physicians, nor do we consider our thoughts to be absolute truths. These checklists will be discussed with parents at our twice yearly Parent-Teacher conferences starting in the 2023-2024 school year.

Arrival/Departure of Children

All families should enter through the Early Childhood entrance located on the North end of the parking lot. Childcare families will be issued a key card upon enrollment. If you have forgotten your card, ring the bell for entry. All children must be brought in to and taken out of the center by a parent or authorized adult. Contact must be made with a staff member by a parent or authorized adult before leaving the center. All children must be signed in and signed out each day in Brightwheel. If your child will not be in attendance on a scheduled day, we ask that you let us know by 9:00am.

Should someone else besides a parent be picking up your child, please notify us with written or verbal notification. This person will be asked to show ID when they arrive to pick up your child. Drop offs can be difficult for both children and parents, here are some tips for success:

1. **Establish a routine:** Follow the same steps each time you drop off. For example, hang up coat, enter classroom, wash hands while Dad/Mom signs in, give a hug and kiss, say good-bye, leave.
2. **Separate Once:** After you have left the room, avoid coming back until pick up time. The moment of you leaving is the hardest part for your child, and if you return several times, it lengthens the stress and anxiety for your child.
3. **Be Reliable:** Return at a promised time. Teachers can help make visual reminders for when Mom or Dad is returning which will be strengthened by you following through. Children associate best with parts of their schedule, for example after snack, or before nap time.

Late Pick Up Fee

Our center closes promptly at 5:30pm. Any child picked up after 5:30pm will incur a \$2 per minute, per child fee. This fee is not excused even if a call is made notifying the center that you will be late.

Health Procedures and Policies

Health Policy

As each child arrives, staff will be looking for signs of illness or injury. Injuries will be documented and placed in the child's file. Per the state of Wisconsin, all staff are required to report any suspected cases of child abuse or neglect for any child under

18. If the staff of St. John's has reasonable cause a report will be filed with the proper authorities.

Medication

Should you need us to administer medication to your child, an "Authorization to Administer Medication Form" must be completed, and we must have the medicine (either prescription or over the counter) in its original package. Medication forms must also be completed for any diaper creams, bug spray, or chapstick. Please note that staff are not allowed to administer any medication beyond basic first aid without a medication form.

Accidents and Injuries

In the event a child requires immediate medical attention, St. John's reserves the right to call 911 and have the child taken by ambulance to the nearest hospital. Minor injuries will be treated by staff. All incidents will be recorded in a medical/incident log book. Parents will be notified of minor incidents upon pickup. In the event of a more serious injury that could require medical attention, parents will be notified immediately.

Calling in Sick

If your child is ill and unable to attend, please call in and speak to a teacher, the director, or leave us a message stating the child's name, classroom, and date/s he/she will be absent. In the event that your child is out of school with anything contagious, please inform us of the illness so we may follow appropriate cleaning and notification policies to ensure the health and safety of all staff and students.

Illness Policy

In order to maintain a healthy environment for both our children and our staff, children with the following symptoms may not be in care: (See graphic at the end of this handbook)

- Fever-temperature of 100° or more
- Constant discharge from the nose-thick yellow or green color mucus
- Rash-other than diaper rash
- Vomiting and/or diarrhea within a 24 hour period
- Drainage or inflammation of the eyes

Should your child develop one or more of these symptoms while in care, a parent will be called to come pick up the child within the hour. In the event a parent cannot be reached within a reasonable amount of time, one of the emergency contacts will be called. If a child is sent home from care, they may not return the next day. A child who has had a communicable disease must have a note from a doctor stating the child may return to care.

Children must remain free of symptoms for 24 hours without medication before being brought back to the center.

Food Allergies

If your child is ALLERGIC to any foods we must receive written documentation from

your health provider and an Emergency Care Plan must be on file along with any required medications. All snacks will be kept separately in a marked basket. If your child's allergy is to milk we ask that a labeled cup of "milk" (soy, rice, etc) is sent each day. Once gone, we will give your child water. If your child is an infant/toddler please send enough milk substitute for the day. St. John's is NOT a nut free environment. We will do our best to keep children with peanut /tree nut allergies away from potential threats and maintain a safe, clean environment.

Payment Policies and Procedures

Registration Fee

A non-refundable registration fee of \$75 per child is required at the start of each new school year along with the completion of a new application to ensure we have the correct information for each child in our systems.

Tuition Payments

Invoices will be distributed by the first of each month. Payment is due in full by the 15th of each month unless arrangements have been made with the Director. Payment can be made in the form of cash, check, or payment through our childcare app. Delinquent accounts may result in loss of childcare privileges. Returned checks due to insufficient funds will incur a \$35 service fee. All tuition is non-refundable. If there are extreme circumstances, the director and MMC will review these on a case by case basis. Refunds will not be made for vacations, snow days, family events, or short-term illness after your Vacation Days have been used.

Tuition Calculations

Families are billed based on scheduled days as indicated on the childcare calendar. Should St. John's Childcare close any weekdays due to a holiday families will be charged a pro-rated weekly fee.

Rates

Tuition rates for each child will be calculated based off the child's age as of September 1st of the current school year. For Summer Sessions rates will be based off of the child's age as of June 1st of that year. Rates for the sessions will be shared on the application forms.

A multiple child discount of 10% off the oldest child will be available for families with more than one child enrolled in the childcare center.

Vacation Days

St. John's Childcare accepts children on a full time basis only (5 days/week). Each child is granted 10 vacation days for the school year (August-May) and 5 vacation days over the summer (June-August). These vacation days can be deducted from your tuition bill by emailing the director and requesting use of the vacation day/s by specifying the dates the child will be out of care. When informing the childcare of an absence, please indicate your desire to use vacation time or not. Vacation days are renewed at the start of each School Year/Summer.

Any unused days may not be carried over and will be forfeited.

Planned Absences

In order for us to maintain the recommended child/teacher ratio and provide the highest quality of care please notify your child's teacher and the director if you are traveling or have scheduled appointments at least 2 weeks in advance. Vacation Days can be used for planned absences.

Holding Fee

We understand families may take extended leaves from the childcare center. Any child not in care for more than 2 weeks in any given month will be assessed a weekly fee equaling half of the child's typical weekly fee. This will ensure the child's spot is held. Spots will not be held for longer than 6 weeks. (This does not include taking the summer off as that is a separate enrollment.) Any extenuating circumstances should be discussed with the director.

Withdrawal Policy

Parents must notify St. John's in writing if your child will no longer be continuing in the program at least 30 days prior to the student's last day. Any advance fees will be refunded. Any fees owed to St John's are due immediately upon termination. After leaving, all future communication will be sent to the contact information on file.

Toilet Training

The majority of our classrooms for children past the age of 2 have their own bathrooms. It is a requirement of the school K3 program that children be potty trained to enter K3. We will assist families with potty training as children enter our 2-year and up classrooms and children are showing interest in and readiness for potty training. We ask that parents partner with us in potty training by maintaining open communication and following a few guidelines:

1. Your child must wear a diaper or Pull-Up with the velcro side closure in case a change is necessary. No underwear will be allowed until they have gone 1 week keeping their diaper or Pull-Up dry.
2. Please dress in loose fitting clothing that is easy for the child to pull up or down.
3. NO overalls, pants that require the use of a belt, or t-shirts with snaps between the legs.
4. A supply of clothing with no less than 3 changes of clothing including socks be kept at childcare everyday in the event of an accident (Bring an extra pair of shoes if available).
5. St John's does not rinse or wash out soiled clothing. Any clothing that becomes soiled during the day will be sent home to be washed.
6. Encourage your child to tell you when he/she needs to use the bathroom. A key element for success is the child being able to speak up about his/her own needs.

Biting

Sometimes children bite. Biting can happen in the best families and in the best

childcare programs. Children do not always have the ability to verbalize what they want, need, or feel, and use biting as a form of communication. Children also learn through imitation and sometimes may bite because he/she has seen another child bite. We will try to prevent biting in any classroom by modeling kindness, caring and gentleness so that these are the behaviors that are imitated by children.

Despite our best efforts, biting does occur. When a bite occurs we will attend to the injured child first. The affected area will be washed with soap and water. The bitten child will receive comfort and lots of TLC. The biter will be redirected to an appropriate behavior (biting an acceptable toy-as age appropriate, being given words to share their feelings, or removing the child from the triggering situation). We will also use phrases such as "We don't bite" or "Biting hurts" to help remind the child of what happened/ why this was a poor choice.

When a child is bitten, the incident is recorded in the room's medical/ incident log book. An Incident Report will also be completed and both parents will receive a copy for review and signature. The names of the children involved will be kept strictly confidential.

If biting becomes a frequent behavior with a particular child, we will meet with the child's parents to help us establish strategies to deal with the problem. If the behavior persists, the child may be asked to leave the center.

Discipline

We believe in positive reinforcement and redirection. These methods build self-esteem and self-control in children. We praise, role-model, set clear limits, and promote consistency. We also believe it is important to guide children in making choices that are appropriate and encourage them to use communication skills rather than physical aggression to solve problems. Our approach to discipline is based on the Love & Logic Approach by Drs Jim & Charles Fay.

For a child having difficulty with unacceptable behavior or one that is uncooperative, he/she may be temporarily removed from the situation/group for a quiet time. When positive reinforcement and redirection prove to be ineffective a parent/teacher conference will be held with the administrator to determine a future course of action.

Removal from Program

If a child has needs that cannot be met or is negatively impacting the learning environment and safety of others, we reserve the right to terminate the child's enrollment. St. John's reserves the right to dismiss a child:

- When a child's individual needs cannot be met
- When a child's behavior disrupts the functioning of the group
- When parents fail to follow the policies as stated
- When parents fail to pay fees
- When the needs of the parents cannot be met

Legal Custody Issues

Parents with SOLE CUSTODY must provide a copy of the COURT ORDER documenting the other parent's DENIAL of rights. No parent can be denied access to

his/her child UNLESS there is a COURT ORDER on file.

Concealed Weapons

In accordance with Wisconsin's Concealed Carry law, St John's Lutheran School/Childcare prohibits the possession of firearms and other weapons in our facilities.

Health Guide

I NEED TO STAY AT HOME IF....

						
FEVER	VOMITING	DIARRHEA	RASH	HEAD LICE	EYE INFECTION	HOSPITAL STAY AND/OR ER VISIT
Temperature of 100. or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, Itching, and/or "crusty" drainage from eye	Hospital stay and/or ER visit

I AM READY TO GO BACK TO WORK OR SCHOOL WHEN I AM...

Fever free for 24 hours without the use of fever reducing medication i.e. Tylenol, Motrin	Free from vomiting for at least 2 solid meals	Free from diarrhea for at least 24 hours	Free from rash itching, or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home and proof is provided to nurse.	Evaluated by my doctor and have note to return to school.	Released by medical provider to return to work or school.
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