

St. Paul Child Care Center and Preschool Policy & Procedures September 2015



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I. Organization

A. Name

The name of this organization is St. Paul's Child Care Center.

B. Licensing

The organization is licensed by The Wisconsin Department of Children and Families (DCF) to provide Child Care and Preschool services for 50 children, ages 2½ through 11 years of age. The license allows the Center to remain open from 6 AM until 6 PM throughout the year. The license was granted only after the Center was determined to have complied with licensing rules as stated in DCF251 Licensing Rules for the Group Child Care Centers. The current license #420793 is posted across from the Preschool classroom. Any licensing code violations and exemptions are posted in the same area.

C. Non-Discrimination

St. Paul's Child Care Center and Preschool admits students regardless of race, color, national or ethnic origin, sex, creed, handicap (unless meeting the need of such students causes the Center undue financial hardship), or any other class protected by law, to all the rights, privileges, programs, activities generally accorded or made available to clients at the Center. It does not discriminate on the basis of race, color, national or ethnic origin, sex, creed, or handicap of the child, in administration of its educational policies, admission policies, athletic policies and other school administrated programs.

D. Government

This organization is a non-profit institution. All funds earned by the Child Care Center and Preschool shall be reinvested in the program.

- St. Paul's Child Care Center and Preschool is a program of St. Paul Lutheran Church and being so, the final authority and responsibility for this program is the Church Council. The President of the Board of Education will be the legal signatory for the Child Care Center program
- The Board of Education sets policy, and is responsible for interviewing, hiring, and supervising the Center Director.
- The Center Director is directly responsible for implementing the policies as set forth in the Policy & Procedure Manual, is answerable to the Board of Education and is chairperson of the Parents-Teachers-Congregation Organization.
- The Staff of the Center are responsible for carrying out their duties faithfully as specified in their job descriptions, to the benefit of the children they serve. They are responsible to the Center Director.
- The Parent-Teachers-Congregation Organization is the combined effort of parents, staff, and congregation to keep a quality program going by joining ideas, talents, and resources for the good of the children.

E. Mission Statement

St. Paul's Child Care Center and Preschool is an intentional response to Jesus' mandate: "Feed my lambs." (John 21:15) We boldly and joyfully reach out in service to families of our community by providing a Christian care option for their children.

We believe that each child is a special creation, loved and cared for by God and deserving of our respect. We recognize the importance of positive experiences early in a child's life that will encourage optimum development of God-given potential. In response to expressed needs of area parents, we have established a safe and nurturing environment where children can develop at their own pace, attended and affirmed by caring and professionally trained staff.

F. Goals

The Center recognizes that God gives all parents primary responsibility for the well being of their children. Our staff is committed to support them in this task by providing quality care for each child entrusted to our program. By means of an excellent age-appropriate Christian curriculum and fully licensed Christian teachers, our goal is to help the child:

- Develop a healthy self-concept as a child of God.
- Learn how to get along with others.
- Have opportunity to develop self-expression and communication skills.
- Explore, discover, and understand God’s wonderful world.
- Grow intellectually through a variety of instructional and hands-on experiences.
- Develop creativity through the exploration of a variety of art materials.
- Grow spiritually through Christian activities, Bible stories and songs.
- Grow physically through play designed to develop small and large muscle coordination.
- Enjoy positive experiences away from home that will ready him/her for school.

II. ADMISSION POLICY

A. Hours of Operation

The Center shall be open throughout the year (except for specified closings) Monday through Friday 6AM-6PM. St. Paul’s Center offers two Preschool programs which meet from 8:30-12:00. The younger children are in Ms Nan’s Little Learners and the older children are in Ms Nancy’s Preschool. Parents of children only attending Preschool may choose the number of days and which days they want their children to attend. Children, ages 2 ½ - 5 in full-time child care will daily attend either the Preschool or Early Learners.

B. Eligibility

- Children must be at least 2½ years of age at admission in order to be enrolled in St. Paul’s Child Care and Preschool.
- The maximum number of children and their age level shall fluctuate in accordance with state requirements regarding child-adult ratios. We are currently licensed for up to 50 children.

C. Enrollment and Registration

- Enrollment shall be on first come, first serve basis. However, priority will be given to full-time students (those attending 30 or more hours per week).
- Parents will meet with the Director prior to enrollment to discuss the Center’s policies and procedures. The Director will share the mission, goals and philosophy of the Center and will stress the importance of communication between parent and Center. Parents will be given a tour of the facility and will have opportunity to meet with the staff. They will also be oriented as to the daily sign-in procedures. Parents are encouraged to observe the program prior to enrolling.
- If needed, an interpreter will come in and translate policies and procedures to parents.
- A complete application form for each child must be submitted to the Center Director/Administrative Assistant before enrollment.
- The non-refundable registration should accompany the application.
- All parents/guardians will be given a copy of the Center Policy & Procedures.
- The Personnel Policy is also available upon request and is on the bulletin board right of the Director’s Office.
- All parents are given a calendar that includes special events, parent-teacher conferences, several family nights, days that our schedule varies and days that we are closed.

D. Students’ Records

The following student records will be kept on file for each child (as mandated by the State of Wisconsin Licensing Board), and will remain confidential.

The following items are needed to complete the registration process.

- Child Care Enrollment Form DCF-F-(CFS-62)
- Health History and Emergency Care Plan DCF-F)CFS 2345
- Student Immunization Record (DPH 4020L) or an electronic printout from a registry maintained health care provider, or parent provided record documenting the child's immunization history.
- Child Health Report DCF-F (CFS-0060) A signed and dated physical is required every 2 years for children over age 2. School age children (5K and above) do not need a physical exam report if they are enrolled in a policy public or private school.
- Parent Permissions, signed and dated with child's name (Parent Information Policy, Permission to Photograph, Permission to make picture public, Permission to put picture on Website, Sunscreen, Insect Repellent, Hand Sanitizer/Lotion)-See Appendix B
- Alternate Arrive/Release Agreement-Child Care Centers DCF 250.04 (6) (a) 3 St. Paul Child Care Center does not provide transportation.
- Authorization to Release Form
- Signed and Dated Parental Permission to Administer Medication (DCF-F (CFS-0059)) if applicable.
- Parent Questionnaire
- St. Paul Child Care Center Parent Contract (Appendix A)

E. Confidentiality

Student records shall remain confidential. Staff with access to these records shall not disclose any information to any person unless authorized to do so in writing by the parents. Staff will have access to students' special health needs.

F. Access to Records

Parents shall have full access to the child's records at any time. In the event that a child's parents are separated, it is the responsibility of the parent with whom a child resides to supply the Center with a certified copy of the court order and to keep the Director informed about any visitation or other restrictions of the non-custodial parent. The Center will make every effort to ensure that such visitation restrictions are carried out. However, the Center cannot accept responsibility for the child once he/she leaves the premises. All records required by the Department of Social Services for licensing purposes are made available to the licensing representative.

G. Reporting Child Abuse

All our staff and volunteers will receive training every two years in child abuse and neglect law and will be taught how to identify children who have been abused and neglected. Any of the Center staff who has reasonable cause to suspect that a child has been abused or neglected as defined in the Wisconsin Administrative Codes .981 (1), Stats. should report immediately to the county Department of Social Services or a local law enforcement agency, as required by law. If a child comes to the Center with an injury, parents should inform the teacher of the cause as the teacher is required to write the information in our Medical Book.

H. Emergency Medical Source

St. Paul's Child Care Center and Preschool is serviced by the Fremont-Wolf River Emergency Services which is reached by dialing 911. An ambulance will take the patient to New London Family Medical Center in New London, or, if possible, to the hospital of parent's choice as specified on the child's registration materials. The Fremont Sheriff's Department will be contacted when necessary by dialing 911. In the event of accidental poisoning, the Center Director or Teacher will call The Poison Control Center at 1-800-815-8855.

The center maintains a signed and dated statement from a second adult available within 5 minutes for emergencies. The statement includes the person's address and telephone number, certifying that the person is available and agrees to serve, if needed.

I. Communication

The importance of communication between the home and the Center cannot be over-emphasized. St. Paul's Child Care Center and Preschool has an open door policy and welcome visits by the parents at any time. Please familiarize yourself with this Policy Manual. Copies may be obtained from the Child Care office. Our telephone number is on the cover of this manual. We are always happy to hear from you. In addition we encourage parents to make use of parent-teacher conferences during which you can discuss the progress of your child. Parent-Teacher Conferences are held twice a year and are listed on our Yearly Calendar. Important daily information will be shared with you via your mailbox and news on the Parent Board located on the right as you enter the Center. Newsletters and calendars will be sent home to keep you informed about upcoming events. We also have several family events each year.

J. Arrival and Departure

- The person who brings the child to the Center shall log in on computer, take child to the appropriate classroom and make eye contact with the child's teacher.
- When the child leaves, the authorized person shall pick up the child at the classroom. They will log out on the computer, and the time will be recorded. If the authorized person does not know the child's code they can record the time on the paper next to the computer.
- This record is used to determine attendance hours.
- If a child does not arrive within 60 minutes of the child's scheduled time, a staff member will notify the parent by telephone, leaving a message if necessary.
- The Center follows all staffing and grouping requirements. (DCF-F (CFS-78))
- Each child care worker will have a written list of children for whom they are responsible and will regular check numbers especially before and after activities.

K. Supplies

Please send the following supplies with your children. Clothes should be labeled with the child's name.

For Child Care

1. One complete change of clothes – appropriate for the season.
2. A clean sleeping bag stored in a cloth bag – brought clean on Mondays, sent home for washing on Fridays.
3. A nutritious lunch, and/or breakfast. Our Center will provide milk for a beverage. (Lunches must contain 1 protein, 1 carbohydrate, 2 fruits, 2 vegetables or 1 fruit and 1 vegetable).

For Preschool and Afterschool Care

A list will be given prior to each school year.

L. Days Closed

The Center will remain closed on the following days:

- Labor Day
- Thanksgiving and the Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

- New Year's Day
- Good Friday
- Memorial Day
- July 4th
- Other changes may be made with advance notification to parents

M. Emergency Closings

Emergency closings due to severe weather will be announced as early as possible on radio station WDUX 800 AM/FM 92.7 and on our website. Please have a back-up plan if our Center has to close.

III. Education

A. General Policy

- The education policy, curriculum, and activities conducted at St. Paul's Child Care Center and Preschool shall reflect the mission statement and goals of the Center as stated in the Policy & Procedure Manual.
- The daily enrollment and child-adult ratio shall meet licensing regulations.
- Individual attention shall be given to each child, every day.
- Television will be used only to supplement the daily plan. Alternative activities will be available for children who do not want to watch TV.

B. Program

- **Program activities shall be in keeping with the sound principles of Early Childhood Education. The Preschool and Little Learners curriculum correlates with the Wisconsin Model Early Learning Standard. The development and application of the Standards were based on the following nine principles:**

- All children are capable and competent.
- Early relationships matter.
- A child's early learning and development is multidimensional.
- Expectations for children must be guided by knowledge of child growth and development.
- Children are individuals who develop at various rates.
- Children are members of cultural groups that share developmental patterns.
- Children exhibit a range of skills and competencies within any domain of development.
- Children learn through play and the active exploration of their environment.
- Parents are children's primary and most important caregivers and educators.

The Wisconsin Model Early Learning reflects attention to the following inter-related domains of a child's learning development:

- Health and Physical Development
- Social and Emotional Development
- Language Development and Communication
- Approaches to Learning
- Cognition and General Knowledge

In order to apply the components of the Wisconsin Model Early Learning Standards to learning and instructions, our teachers use the following Teaching Cycle:

- Ongoing Assessment (gathering information to determine what the child can do and what the child is ready to learn)
- Planning and Curriculum Goals (decide what should be done to promote development and what we want children to learn)
- Implementation (provides meaningful, experiential activities that support individual and group goals guided by supportive interaction and relationships)

If you wish to learn more about the Wisconsin Model Early Learning Standards, stop in and see Sandy for some reading materials

- **Our school-age program correlates with the School-Age Curricular Framework. The school-age curriculum is a combination of what staff teach (goals and objectives), how they teach it (daily routines and activities), and the context in which the learning will take place (human interactions, child choice activities, group experience, outdoor play, and so on). The following content areas have been determined by Wisconsin Afterschool Network (WAN) to be the framework for which school age programs should be exposed to. These complement the core subjects that children learn in school.**
 - **Language, Literacy, and Numeracy** – Language and Literacy include reading, writing, Information on individual children is documented and updated to provide appropriate planning for activities. It is important to demonstrate speaking, gathering information, using information, thinking critically, understanding other, and expressing oneself.
 - **Numeracy is reasoning with numbers and other mathematical concepts.** Aspects of numeracy include number sense, operation sense, computation, measurement, geometry, probability and statistics. Efforts to embed this content across the content areas should be made in school age programs.
 - **Arts and Culture** – dance, theatre, music, visual arts, other types of creative expression
 - **Global Learning** – collaboration and communication with diverse audiences investigate the world; translate ideas into actions to improve global conditions
 - **Health and Wellness** – nurturing of competent, caring and responsible children and youth and promotion of healthy living and well-being
 - **Media and Technology** – exploration of appropriate use of media, building and strengthening children’s ability to make good choices in their daily use of media and technology
 - **Science, Technology, Engineering, and Math Education (STEM)** - increase STEM access and opportunities
 - **Social Emotional Development/Character Education** – integrate character education and social emotional development to reinforce core ethical values of respect, responsibility and citizenship
 - **Environmental Learning** – increase knowledge and awareness about the environment and associated challenges to foster attitudes, motivation, and commitments
 - **Service Learning** – instructional approach to increase knowledge and skills while making positive contributions to the world

The content areas listed above generally take place in this context:

 - **Project-based, hands-on, and inquiry based**
 - **Age Appropriate and developmentally appropriate**
 - **Include 21st century skill-building and leadership activities**
 - **Improve life skills and character education**
 - **Integrated across multiple curriculum areas**
 - **Conducted using a variety of group levels including individual work; small, cooperative group work; and full-group work**
 - **Intentional in scope and sequence**
 - **Appreciating diversity and family support is woven into the framework.**

- **Our One in Christ program helps young children learn about Jesus and grow in their understanding of God’s love for them. Lessons provide a framework for children to explore, express, create, and relate to one another each day**

B. Planning

- The Lead Teacher with the Director shall prepare a Program Overview showing discovery themes for the year.
- The Teacher shall prepare a written record showing daily program activities. These shall be shared with the Director.
- Teachers use intentional planning to improve child outcomes. Information about individual children is used to develop appropriate lesson plans to build individual strengths. Each child

has a portfolio that shows documentation of the child's outcomes. Parents are invited to view the portfolios at any time.

C. Curriculum Planning – Ages 2 ½ to 5

Develop a healthy self-concept as a child of God through:

- Activities that show that each child is a unique and precious creation of God, with talents and abilities that make him/her special and able to relate to the work and to the people around them.
- Activities that help a child learn about himself, his body parts, and functions.
- Respect from the staff for the child, through eye contact, listening to what a child has to say, and allowing the child active participation and creativity in activities.
- Using the child's name in games and songs.
- Eye-level displays of children's artwork and photographs.
- Activities and media relating to the varied ethnic, cultural, sexual, religious, physical make-up of our communities.
- Dramatic play involving the use of multi-cultural dolls.
- Encouraging children to make choices.

Learn how to get along with others through:

- Social-dramatic play and role enactment.
- Opportunity for interactive play with other children.
- Interaction with others while doing a "job" for the classroom.
- Snack & meal time conversations.
- Small group activities and games.
- Playground activities.
- Activities that teach children basic boundary lessons.
- Observation of positive role models

Have opportunity to develop self-expression and communication.

- Children talk about their art activities.
- Opportunity for non-directed creative experiences in art, drama, and play.
- Using questioning to encourage the child to respond.
- Providing opportunities for children to share their ideas.
- Listening and speaking activities.
- Use of stories, poems, nursery rhymes, picture books.
- Puppet play, flannel board play.
- Creative dramatics.

Explore, discover, and understand God's wonderful world through:

- Water and sand play.
- Adventure walks and observation of surroundings.
- Show and tell activities.
- Observation and charting of the weather.
- Field trips into the great outdoors.

Grow intellectually through a variety of instructional and hands-on experiences such as:

- Sensory experiences.
- Discrimination activities.
- Reading and math readiness activities.
- Language development activities.
- Life skills.
- Problem solving & memory building activities.
- Books to read.
- Art materials for creative exploration.

- Special visitors.

Grow spiritually through Christian activities, such as:

- Bible stories told using visuals, drama, finger plays, echoing.
- Prayer time.
- Christian action songs.
- Church Christmas Program
- Weekly Chapel with Pastor Pope
- Celebration of Church Holidays

Develop creativity through the exploration of music & art, such as:

- Music, dance and movement activities.
- Block play.
- Dress-up.
- Non-directed use of art materials.
- Finger painting.
- Child-dictated books.

Grow physically through play designed to develop small and large muscle coordination, such as:

- Use of large muscle equipment such as wheel toys, large blocks, balls, etc.
- Group activities – marching, skipping, jumping, dancing, running, hopping.
- Games which help the child understand how the body moves and which develop coordination, balance, strength and endurance.
- Use of equipment requiring manipulative skill such as scissors, puzzles, interlocking blocks, peg lacing activities.
- Use of pencil, chalk and crayon.

Enjoy positive experiences away from home that will prepare the child for school.

E. Curriculum Planning – Before and After School

- **Before School**

1. Music
2. Reading
3. Breakfast
4. Free Play Activities

- **After School**

1. Homework
2. Outside Play
3. Snack
4. Age-appropriate art, craft, or music activity
5. Skill Building

- **Summer Program**

1. Weekly themes
2. Field trips and visits to our local library and parks
3. Crafts
4. Visiting presenters
5. Snack
6. Water fun (St. Paul's Center only uses a wading pool which is shallow, with sides 15 inches or less in height. The water will be dumped daily and the pool will be disinfected daily.)

F. Outside Agency

If an outside agency comes in to observe or test children, parents must give permission by filling out Form DCF-F CFS0057-E.

IV. Health

A. Staff Health

Staff members are required to undergo a physical examination. The doctor's report, signed and dated, must show that the person is free from communicable disease, have a negative TB test, and is physically able to work with children.

B. Staff Medical Orientation and Training

All staff receives training in basic First Aid procedures and in the recognition of childhood illnesses and infections, disease control, including hand washing procedures and universal precautions for handling bodily fluids. In addition all staff members in regular contact with children shall obtain and maintain a current certification of completion for Child CPR within 6 months after beginning to work with children. If a student has special health needs, all staff working with children will read the information about the needs and sign that they have read the information. All information on special health needs of students will be kept in a binder in the Director's Office. All staff will have access to this binder.

C. Child Health

St. Paul's Child Care Center and Preschool is not licensed to care for children who are sick. A child who shows signs of illness should not be brought to the Center.

Observation

- If a staff member observes that a child upon arrival at the Center has obvious symptoms of illness such as a sore throat, head lice, temperature over 100.5, vomiting, diarrhea, inflammation of the eyes, rashes that are raised or itchy, or symptoms bad enough to have the potential to affect the health of other persons the staff member will record the information in the Medical Log, and the Center Director shall be informed.
- The Director or the Teacher shall decide whether to inform the parents or health officials, or both, and whether to isolate the child.

Isolation

- An isolation area is provided for the care of children who may become ill while at the Center.
- The area is separated from the space used by other children by a partition. The isolated child shall be within the view of staff at all times. Isolation shall be used until the child can be removed from the Center.

Child Procedure

- Children with a sore throat, inflammation of eyes, fever, lice, ringworm, rash, vomiting, diarrhea, or other illness or condition having the potential to affect the health of other persons, shall be kept in isolation.
- The child shall be within sight and hearing of a staff member.
- The child's parents, or a designated responsible person when a parent cannot be reached, shall be contacted as soon as possible after the illness is discovered. Parents are expected to have a place for their child to go in the event the child becomes ill while at the Center and to pick them up within 30 minutes of notification.
- The following time periods will be used to determine when a child may return to the Center: 24 hours after starting antibiotics for ear infections, if symptoms are not present; 24 hours after symptoms disappear for viral infections; and 24 hours after the last episode

of vomiting, diarrhea, or fever. Temperature must be normal without the use of a fever reducer for 24 hours.

D. Communicable Disease

- When a child is suspected of having chicken pox, German measles, infectious hepatitis, measles, poliomyelitis, scarlet fever, whooping cough, diphtheria, meningitis, or other reportable communicable disease, the local public health officer shall be notified.
- Whenever it is determined that a child has a communicable disease, the exposed children shall be watched for symptoms of the disease and their parents shall be notified. The name of the child who brought the communicable disease to Center shall not appear in any communication to other parents unless advised to do so by health officials in the interest of containing the disease. This is to protect the confidentiality of the child.
- A child may be readmitted if the parents provide a statement signed by a physician stating that the child is no longer contagious.
- A child may be readmitted without a statement from a physician after having a communicable disease, only if a child has been absent for a period of time equal to the longest usual incubation period of the disease as specified by the Department of Health.

E. Medication

- No prescription or non-prescription medication including but not limited to pain reliever or cough medicine, shall be given to a child without a written authorization using form DCF-F-CF 50050-E.
- Medications must be in their original containers, with the child's name and administration instructions on the container, and must not be expired.
- Only the staff will dispense medications. **DO NOT SEND MEDICATIONS FOR YOUR CHILD TO SELF DISPENSE.**
- All medications will be kept in a locked box. Medications requiring refrigeration will be kept in the refrigerator in a separate, covered container clearly labeled **MEDICATION**.
- Medication dispensation shall be documented in the Medical Log and shall include the name of the medication, the dosage, time, date, and the name or initials of the person administering the medication on the same day that the medication is administered.
- Sunscreen and Insect Repellent may only be applied upon the written authorization of the parent. The authorization will include brand and strength of ingredient of sunscreen and repellent. These will be reviewed and updated every 6 months.
- The staff will make every effort to dispense the medication correctly and responsibly. If an error in dosage should occur or if a dosage is missed, the parents shall be notified immediately.

F. Medical Log

The staff shall enter the following items in the Medical Log:

- Any incidences of a child arriving at school with symptoms of any illness or signs of injury sustained outside the Center.
- Any incidences of a child becoming sick while at the Center.
- Any administration of medication to a child.
- Any injury, major or minor, sustained by a child while at the Center.

G. Health Precautions

- Cleanliness and good personal hygiene are very important to us. The staff is trained to maintain the highest standard of cleanliness. Parents are encouraged to stress the importance of hand-washing to their children and set an example for them.
- Children's hands shall be washed with soap and running water when arriving at the Center, before and after eating and after toilet use.
- Persons working with the children shall wash their hands with soap and running water before handling food and after assisting with toilet use.

- Wet or soiled clothing shall be changed promptly from an available supply of clean clothing provided by the parents. Soiled clothing shall be kept in a plastic bag labeled with the child's name and will be sent home with the parent for cleaning.
- Bodily secretions such as nasal discharge, coughed up matter and eye drainage shall be wiped with a tissue and place in a plastic container. Hands should be washed immediately.
- Bodily secretions on surfaces shall be promptly cleaned with a bleach solution made from one tablespoon of bleach and one quart of water.
- Children will be properly attired to protect them from the elements, and sunscreen shall be used as necessary.
- Cups, eating utensils, toothbrushes, combs and towels may not be shared.
- Furnishings and toys shall be washed and cleaned weekly, or whenever they become dirty, with bleach solution.
- Dishes and eating utensils shall be washed using the 3-step procedure by washing in hot (110-125 degree F), soapy water; rinsing in clean, hot water; and sanitizing in hot bleach solution for 2 minute before air drying on racks.

H. Universal Precautions

- Staff members have been instructed to use disposable plastic gloves when dealing with situations where there is an exposure to blood or when cleaning up spills of bodily secretions. Hands shall be washed upon removal of the gloves and the gloves shall be discarded in a plastic bag.
- All blood spills shall be immediately scrubbed with a bleach solution made from one tablespoon of bleach and one quart water.

I. Injuries

Treatment of children who sustain injuries while at the Center shall be planned for and treated as follows:

- Written parental permission to call the family physician or to refer the child for medical care in case of injury shall be kept on file at the Center. Parents shall be contacted as soon as possible after an injury has occurred.
- Basic First Aid supplies such as tape, bandages, rubber gloves, shall be kept in the Child Care office.
- Staff Training: All Staff members in regular contact with children shall obtain and maintain a current certification of completion for Child CPR within 6 months after beginning to work with children. In the event of on-site emergency medical care being needed; emergency First Aid shall be administered by the Teacher and the emergency 911 number will be called by the Teacher's Assistant. The Teacher shall remain with the injured child until the arrival of the Emergency personnel. The Fremont-Wolf River Emergency Services ambulance shall take the injured child to New London Family Medical Center in New London, or, if possible, to the hospital of parent's choice as specified on the child's registration materials. The Teacher's assistant shall remain with the other children and continue with scheduled activities in a low-keyed manner and if at all possible, out of sight of the injured child.
- In the event of off-site emergency medical care being needed (such as while on a field trip), the Teacher shall give emergency First Aid and stay with the child until the emergency personnel arrive. The Teacher's Assistant shall seek assistance and call 911 for emergency services. Assisting parent/volunteers shall stay with the other children, continuing activities in a low keyed manner, if possible out of sight of the injured parties.
- For minor injuries, such a scrapes, bumps, minor cuts, etc., staff will provide care such as washing the wound with soap and water and covering it, and/or applying cold/hot compress.
- In the event of accidental poisoning, no action shall be taken until the Poison Control Center has been consulted. Parents will be notified immediately of such an accident.
- First Aid supplies will be taken along on all field trips.
- A record of all injuries shall appear in the Medical Log.
- The Director shall review records of injuries at least twice each year in order to determine that all possible preventative measures are being taken.

J. Notification of Parents

- The Director will notify parents with a notice posted on the parent board when their child has been exposed to a communicable disease, which has been diagnosed or suspected.
- Confidentiality shall be maintained and on no account shall the name of the child who is the suspected source of the communicable condition be released to anyone other than health officials.
- The Director or Teacher will notify parents immediately if their child becomes ill while at the Center. Parents are expected to make arrangements to pick up a sick child within 30 minutes of notification.
- The Director or Teacher will notify parents immediately if their child should suffer a serious injury while at the Center.
- Parents will be notified of minor injuries when they pick up the child.
- Any head injury is considered a serious emergency and our staff is required to notify the parents.
- Parents should notify the Center Director if a child is taken to a Doctor due to an injury that occurred at our Center.

K. Physical Examination

- Each child not enrolled in 5K or above in a private or public school shall have an initial physical examination not more than 12 months before or 3 months after admission to the Center and once every two years after admission.
- Evidence of the child's most recent physical examination, reported on the form provided by the Department of health DCF-F-(CFS-0060), and signed and dated by a physician, shall be provided.
- The Director shall notify parents of the need for them to comply with the physical exam requirements. It is the responsibility of the parents to follow through and to present the Center with documentation. Failure to do so will result in discharge of the child from the Center until this requirement is met. A written request for an exemption of this requirement on the basis of religion may be made to the Department of Health and Family Services.
- A child's Health History must be on file at the Center by the first day of attendance.

L. Immunizations

- An immunization record (F-4192) must be on file for each child within 30 school days of admission. This immunization history must indicate that the child has received the recommended doses according to DPH 4192.
- Immunization requirements are waived upon signature of the parent that the child should not be immunized for personal or religious reasons.
- Immunization requirements may also be waived upon signature of a physician that the child should not be immunized for health reasons.
- Parents are responsible for notifying the Center (in writing) when subsequent doses are given so that the child's immunization record may remain current.
- Failure to comply with immunization requirements will result in the discharge of a child from the Center until such time as the requirements are met.

M. Rest Periods

Each child under 5 years of age who is at the Center for more than four hours shall have a nap or rest period. Parents will provide a sleeping bag identified with the child's name. Children will nap on a cot, with cots placed at least 2 feet apart. Sleeping bags will be brought clean to the Center and regularly sent home for cleaning.

Children who do not nap after 30 minutes or children who awaken from their nap will be allowed to have a quiet time with equipment that will not disturb the other children.

N. Pets

Classroom pets shall be in good health and shall be kept clean. No pets shall be allowed in the food preparation area. Parents should inform the teacher of their child's allergy to animals. Classroom pets will consist of butterflies, moths, fish, caterpillars, tadpoles, and frogs. The staff will supply all pets. Teachers will supervise children's access to pets.

V. Child Guidance

A. Positive Guidance

- St. Paul's Child Care Center and Preschool provides a Christian atmosphere of respect for the child. Each child shall be encouraged to develop self control, self esteem and respect for the rights of others.
- The staff will offer a program that will provide for positive guidance, redirection, the elimination of potential problems, positive reinforcement, encouragement, and the setting of clear cut limits.
- The staff will seek input from the parents about their discipline styles and about motivators that work well with their child. This information will help staff better understand a particular child. When possible, staff will work with parents to address a particular problem area so there is consistency both at home and at the Center.
- St. Paul's Child Care Center and Preschool shall provide possible guidance for children by:
 1. Having adult models being kind, natural, fair, well-groomed, and interesting.
 2. Having staff that are interested in the children, who talk to them at their own level, who establish eye-contact and really listen to what the child has to say
 3. Having consistent, clear rules and consequences which are explained to the child and creatively displayed in the room.
 4. Having a classroom that is cheerful and well laid out, with plenty of age appropriate materials and choices for children, yet with clear expectations for the positive use of these.
 5. Praising children whenever possible.
 6. Helping the child feel successful.
 7. Treating the behavior, not the child.
 8. Providing transition activities such as an action song period during which a child is able to use the bathroom, wash hands, put on outside wear etc., while other children are engaged.
 9. Selecting when to apply negative reinforcement and when to ignore a child's unwanted behavior.

B. Prohibited Punishment

Punishment which is humiliating or frightening to a child is prohibited, even if requested by the parent. Examples of prohibited punishment include:

- Spanking, hitting, pinching, shaking, slapping, hitting, or inflicting any other form of corporal punishment.
- Verbal abuse, threats or derogatory remarks about child or the child's family.
- Binding, physical restraint, or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle.
- Withholding or forcing food.

C. Toilet Lapses and Diaper Changing Procedure

Children will never be punished for lapses in toilet training.

When children are present who have not been potty trained and are wearing diapers, wet or soiled diapers and clothing will be changed promptly.

The procedure for diaper changing is as follows:

All necessary supplies will be gathered prior to picking up the child for diaper changing.

1. Gloves will be worn during diaper changing.
2. Staff will wash their hands before picking up the child.
3. After washing their hands, staff will place the child on the diapering surface. A child may not be left unattended on the diapering surface. A restraint will be used to prevent falling.
4. Proceed with the diaper change and cleanse the child with individual disposable wipes.
5. Remove the child from the changing table.
6. Place diaper, gloves and used wipes in garbage with a lid.
7. Cleanse diapering surface with a soap and water solution and then with a disinfectant.
8. Staff and child will both wash their hands before leaving the bathroom.

D. Discipline

If it becomes necessary to discipline a child, the staff will do so in a manner that assures the child of continued acceptance and care from the staff. Staff will use redirection for children between ages 2½ and 3 years.

• **For children aged 3-5**, the following discipline progression will be used:

1. Re-direction
 2. Discussion of consequence
 3. Loss of privilege
 4. A “quiet time” for the child to calm down and gain self-control.
- Note: “Quiet time” means removing a child from the area of conflict to a quiet area in the room to provide the child opportunity to calm down and to think about his/her behavior
 - Staff guidelines for use of ‘Quiet Time’: “Quiet Time” should be given only when non-compliance persists after the staff has been through the discipline progression of:
 1. Redirection, discussion of consequence, and loss of privilege.
 2. Staff should use a low-keyed approach, a soft voice, and a firm follow through.
 3. Staff should not be drawn into an argument with the child, nor should staff lecture the child.
 4. Staff should lead the child quietly to a chair away from the group, tell the child that s/he needs to sit quietly for a moment to settle down. Assure the child that s/he is welcome to join the group when s/he is ready to be part of the group.
 5. If a child is fussing, crying or distraught, we will sing to them, rock them, talk to them and attempt other calming techniques to calm your child. Under no circumstances will we ever shake a child.
 6. The attitude of staff should in no way show rejection of the child.
 - **For School-Age Children** an attempt will be made to prevent the need for discipline through positive reinforcers, and a program that meets the needs of the child who has been in school all day. However, should it become necessary to discipline, the following will be use:
 1. warning
 2. consequences/loss of privilege
 3. conference with parent and child

E. Severe Behavior

Behavior that hurts others or show a lack of respect for others including, but not limited to, foul language, verbal abuse, obscene gestures, sexual contact, spitting, hitting, kicking, scratching, biting, attacking, hiding from staff, and running away, is considered serious behavior because it puts the child and others at risk. Such behavior will be dealt with as follows:

First Offense:

- The child will be removed from the group. (Ask the child to go to the Director’s office. If s/he refuses, count to five for compliance. If the child continues to tantrum it will be necessary for staff to carry the child to a quiet place away from the other children. When

the child has calmed down, proceed with a "Time Out". The child should sit no longer than one minute for each year of age.)

- Depending upon the severity of the behavior, the staff has the option of notifying parents right away.
- Discuss the behavior with the child and explain why it is inappropriate.
- Fill out an incident report. Fill separate reports for each child who is involved in the incident, using the procedure outlined in the incident report folder. The parents may have a copy. The original stays in the child's file.
- As necessary, staff will set up an appointment with the parents so that a behavior plan may be initiated for the child.

Second Offense: After the steps for dealing with severe behavior have been completed, a meeting with the parents will be requested. A member of the Board of Education will be asked to sit in on the meeting.

Third Offense: After the steps for dealing with severe behavior have been completed, the director, teacher, and a member of the Board of Education will meet with the parents to determine the suitability of our facility in meeting the needs of the child. At this meeting, it may be determined that it is in the best interests of the child to seek alternate placement.

VI. FIRE, TORNADO, AND OTHER EMERGENCIES

A. Preparedness

- All staff are trained to check the daily attendance log frequently during the day, especially during times when children are being dropped off or picked up.
- The day's attendance is recorded on a Visual Attendance Chart which is in the classroom. The staff shall at all times, be aware of the number of children and their location.
- All staff are required to receive in-service and on going training in how to respond to an emergency situation.
- Monthly drills for Fire, and seasonal drills for Tornado, are conducted and documented.
- All staff members in regular contact with children shall obtain and maintain a current certification of completion for Child CPR within 6 months after beginning to work with children.
- Emergency Records containing important medical information and a picture of each child are kept in the Director's office so that they can be taken along in an emergency.
- St. Paul's Child Care-Preschool will use the Fremont-Wolf River rescue facilities and the Poison Control Center.
- Emergency procedures are posted in a visible place in each classroom.
- Exits are clearly marked and children are made aware of them.
- A list of emergency telephone numbers is posted next to each telephone in the center and lists are in the outdoor bags.

B. Fire Evacuation Procedures

- Upon hearing the fire alarm, the teacher and other staff shall gather the children, the Emergency Contact Book, and the telephone, and shall proceed in an orderly manner to the West side of the building (by the basketball hoop in the staff parking lot).
- The teacher will take attendance to determine that all children are out of the building. The teacher shall stay with the children.
- An assistant shall notify the proper authorities of the fire and if anyone cannot be accounted for.
- Any time a fire is suspected, the children shall be evacuated and shall not re-enter the building unless the teacher directs their return.
- Exits are clearly marked and the specific procedures on evacuation are posted in each room used by children.
- Monthly fire drills are conducted and documented

C. Fire Equipment

1. All staff members shall be instructed on how to use the fire extinguishers.
2. Fire extinguishers shall be operable at all times. They shall be inspected once a year by a qualified person and shall bear a label indicating its present condition and the date of the last inspection.
3. Smoke alarms will be tested weekly and the results documented.

D. Tornado Evacuation Procedures

- During the threat of severe weather, the Center staff shall remain aware of the situation by listening to weather updates on the radio.
- During a Tornado Watch conditions are favorable for tornadoes to form. Children shall immediately be brought inside.
- In the event of a Tornado Warning, which means that a tornado has been sighted in the area, staff should account for all of the children, pick up the Emergency Contact book, the emergency kit, and cell phones and move to a safe location in the fellowship hall south of the School Age room. If time, staff may bring blankets/sleeping bags to protect the children from falling items. All staff and children are to remain in the designated safe area until the warning has been lifted.
- Specific procedures for tornado evacuation are posted in the rooms used by children.
- Tornado drills shall be conducted monthly during Spring and Fall and a record is kept of such drills.

E. Loss of Services

- During the loss of services during the day, the responsible staff shall inform a trustee of the church and will evaluate how widespread the situation is and how long it is likely to last. The Director shall make a decision on whether to keep the children at the Center until services are restored, or whether to inform parents of the situation and make arrangements for the children to be taken home.
- In the event of major breakdown of Center equipment causing loss of services, the Center Director shall inform parents immediately of the necessity of closing the Center while repairs are being made.

F. Extremes in Temperature

- Children shall be kept indoors during extreme temperatures of above 90 degrees F or below 0 degrees F or a wind chill of 0 degrees F.
- Staff shall receive training in how to recognize symptoms of heatstroke or impending frostbite and how to provide First Aid for the same.
- Parents shall be asked to provide sunscreen and suitable head coverings for their children in summer and suitable winter clothing.
- Temperatures inside the Center may not be less than 67 degrees F and, if more than 80 degrees F, shall have air circulation by fans.

G. Severe Weather Center Closings

- The safety of your child is very important to us. The Director will determine when the Center will remain closed due to winter snow storms, flash floods, or other inclement weather. The closing will be announced over the radio on WDUX 800 AM/FM 92.7 and on our website.

H. Lost Child Procedure

- Every effort will be made to keep every child at the Center in full view of staff at all times. Children are instructed to ask permission if they need to leave the room for any reason. Staff is responsible for supervising them and for making sure they get back to the room.
- During transitions, such as going out to play, one staff will lead the children and second staff will follow to make sure all children are accounted for.

- In the event of a child becoming lost the following procedure will be followed. The teacher will:
 1. Assess the situation
 2. Check outside so that the child is not endangered by traffic.
 3. Notify the director.
 4. Notify extra staff to search for the child.
 5. Continue with the normal routine with the other children.
 6. Notify the Sheriff's Department with the name, age, physical description and let them know that we have a picture of the child
 7. Notify the child's parents

I. Emergency while on Field Trip

- St. Paul Day Care Center does not provide transportation to and from the center.
- Children will take walking trips or Parent Volunteers or Chartered Buses will take the children on Field Trips.
- On June 1, 2006 the following new requirements for vehicles (not school buses) became effective.
 - A child who is less than one year old or who weighs less than 20 pounds must be properly restrained in a rear-facing child safety seat in the back seat of the vehicle.
 - A child who is at least one year old and weighs at least 20 pounds but is less than four years old or weighs less than 40 pounds must be properly restrained in a forward-facing child safety seat in the back seat of the vehicle.
 - A child who is at least four years old but less than eight years old, weighs at least 40 but not more than 80 pounds, and is no more than 57 inches tall must be properly restrained in a "child booster seat".
 - A child who is under the age of eight who exceeds the weight or height limits specified above must be properly restrained in a seat belt.
- First Aid supplies shall be carried in the car or bus on all Field Trips.
- The Emergency Records and a list of children in each vehicle shall also accompany the children.
- All laws relating to seat belts and child seats should be followed.
- In the event of an emergency resulting in injury to a child, staff shall, as they are able:
 1. give emergency first aid
 2. have someone call 911
 3. keep the other children together and keep them calm

J. Medical Emergencies at the Center

The procedure for dealing with medical emergencies is explained fully in Section IV, HEALTH of this manual.

K. Problems with child pick-up

- In the event that an authorized person who is obviously under the influence of alcohol or other drugs arrives to pick up the child from the Center, the staff will release the child only to the parents and staff will inform the parent that they will be calling the sheriff's department and giving them their license plate number.
- The teacher may ask to see the driver's license of anyone unfamiliar who comes to pick up a child. In the event an unauthorized person arrives to pick-up the child, the teacher will not release the child until all of the following steps have been taken:
 1. The parent is called to check on the situation.
 2. The person presents a valid driver's license for identification purposes.
 3. The person logs the child out for release of the child.

L. Evacuation

In that event that the building has to be evacuated for an extended amount of time, the children and staff will walk to the home of Vern and Jean Oehlke, E7097 Lind St. Fremont. The parents will be notified immediately. The Director will complete a written incident report and notify the licenser at the earliest opportunity.

M. Reporting Emergencies

The Wisconsin Administrative Code requires that the Center reports the following to the Wisconsin Department of Children and Families.

- accident resulting in the death of a child, serious injury or accidental poisoning within 48 hours of incident.
- damage to the premises that may affect licensing, within 24 hours
- a change in administration, within 30 days
- a change in program, 5 days before
- statistical data required for licensing, violations, and any negative findings resulting from the criminal records check of employees.

VII. FEE PAYMENT AND REFUND POLICY

A. Policy

- St. Paul's Child Care and Preschool is a non-profit organization. Financing comes from the tuition receipts. Because of this it is essential that fees are paid promptly.
- Tuition and registration fees are set by the Board of Education. Tuition is subject to change as determined by the Board.

B. Fees Description

- The Registration Fee is non-refundable and may not be applied toward the tuition. The registration fee must accompany the application for enrollment. This fee is collected annually in September.
- The Tuition Fee is based on an hourly rate. Please refer to St. Paul Child Care Center/Parent Contract (See Appendix A).
- Special Program Fees to cover entrance fees for field trips, or special lessons such as learning an instrument, will be announced as these programs become available.
- **Unless other arrangements were made with The Board of Education, students will no longer be enrolled if a bill is not paid by the time listed on the Contract. Students may reenroll if the parents meet with the Board of Education and pay the past due bill.**
- A late Pick-Up Fee is charged at the rate of \$1.00 per minute for each minute after 6:00 p.m. that the child is left at the Center. We will enforce this rule strictly since we are licensed to operate only from 6:00 a.m. to 6:00 p.m. Returned checks because of insufficient funds will be assed a \$35.00 handling fee by the Center.

C. Payment of Fees

- Payment by checks should be made to St. Paul's Child Care and Preschool.
- Fees may be remitted by mail, in person to the classroom teacher, put in the fee payment box located by the check-in-out computer, or given to the director or to the St. Paul Church's Secretary.

VIII. WITHDRAWAL / DISCHARGE OF CHILDREN

- A.** Parents may withdraw their children from the Center at any time by notifying the Center in writing, one week in advance, of the withdrawal of their child. The parents are asked to state the reason for the withdrawal of their child. No refunds will be made to parents who withdraw their child without notifying the Center one week in advance.

- B. The Parents and the Center may mutually decide that it is in the best interest of the child to place the child in a different setting. This decision is reached only after the parents and the Center staff members have had a chance to discuss the progress of the child and have come to the conclusion that the child's needs will be better met in a different setting. In this case the parents will be asked to sign a statement stating that the parents and the center staff have come to a mutually agreeable decision regarding what's best for the child's future.
- C. Withdrawal of services by the Center may become necessary. The withdrawal process is initiated for, but not limited to the following:
- Failure to pay fees within three weeks of the due date unless other arrangements have been made and agreed upon.
 - Failure to submit the child's physical examination and immunization records, or a failure to update these as requested.
 - Lack of cooperation from parents with the program's efforts to resolve differences and /or to meet the child's needs through parent/staff meetings or conferences.
 - Abusive behavior and/or verbal threats by parents toward program staff, children, or other parents. In this event, termination of services will be immediate.
 - Disruption by the child of the programs of the Center and/or a display of severe behavior as described under V(E) "Severe Behavior" of this manual, that becomes a hazard to others. In this case, St. Paul's will, if possible, follow the progression of meetings with the parents as described under V(E.) "Severe Behavior" of this manual.
 - Children with special needs that cannot be met by the Center.
 - In the event the Center closes. In this case, the Center will notify the parents well in advance and refund fees as applicable.

IX.ARRIVAL AND DEPARTURE OF CHILDREN

- Parents or designated guardians are responsible for checking their children in and out using our computer system. If unable to use the system, they should record times in the notebook by the computer. The children should be brought to the Center's classroom and the parent or designated guardian should be certain that the teacher sees the child arriving. Our Center doors will be opened at 6:00 A.M. or when the earliest child is scheduled to arrive. Under no circumstances should parents leave their child in the parking lot. Please communicate any special instructions or concerns about the child at this time.
- Children must be picked up promptly at the end of each session (for Preschool), or by **6:00 P.M.** at the end of the day. A late-pickup fee is charged for each minute you are late. (See Fee Payment and Refund Policy)
- Parents should provide the Center with weekly, monthly, or yearly schedules.
- If you need to use our Center and are not scheduled, your child may attend if enough staff is available.
- Parents or guardians must call the center if there is a change in their child's schedule. **In order to avoid being charged, parents must follow the policy in APPENDIX A of this booklet.**
- We are required to call and notify you or leave a message if a child is scheduled and does not arrive within 60 minutes of the scheduled time.If you ever need to check the schedule of your child ask a staff member. The notebook is kept downstairs.
- **Changes in schedules should be called in or written on schedule change slips and given to a staff member.**
- Children will be dismissed only to authorized persons.
- In the event of an emergency, parents will be required to send a hand-written and signed note authorizing an unfamiliar person to call for the child. Parents may also call the Center. However, the Center has the right to call the parent at work to double check and to ask for identification from the unfamiliar person.
- Separation anxiety is very real both for some children as well as for some parents. Your child may not want to leave you when you bring him/her to the Center. It is very helpful

to prepare the child positively for this experience with visits to the Center and with the staff. At the time of drop-off, a simple “Goodbye” and assurance that you will see the child later will be more of a reassurance to your child than if you show anxiety about the separation. Please feel free to call the Center at any time during the day to ask the staff how your child is doing.

X. TRANSPORTATION POLICY

- A.** St. Paul Child Care Center does not provide transportation. A Weyauwega-Fremont School District bus or a chartered bus is used for field trips. The bus is equipped with a device which must be deactivated by the driver to ensure that no child is left on the bus. In addition, a staff member fills out a form indicating the number of children on the bus before it leaves the site and after it returns to the Center. Children must be properly seated according to the manufacturer’s specifications.
- B.** Parents must sign a field trip authorization for the child to participate in walking trips or when transported for field trips. The form must have the date, time and destination of any field trip that requires the use of a bus.
- C.** Staff members have a list of the children assigned to them on the trip. Staff members also have an address and telephone number where a parent or other adult can be reached in an emergency, physician contact and emergency medical consent in case of an accident involving the bus transporting children.
- D.** Children picked up and dropped off on the Weyauwega Fremont District bus must have an alternate arrival/release agreement on file. The Center will keep on file the lists of stops that the School Bus makes after picking up the children until they arrive at school and the stops made after picking up the children in school until they arrive at our Center. Staff will contact parents by phone (or leave a message on their phone) if their children are not here on time to go on the bus in the morning or if they do not arrive at the center after school.

XI. NUTRITION POLICY

A. Meals served at the Center

St. Paul’s Child Care and Preschool follows the licensing guidelines for meal and snack requirements for each child in a Group Day Care and Preschool setting as follows:

Time a Child is Present	Number of Meals and snacks
At least 2 ½ but less than 4 hours	1 snack
At least 4 but less than 8 hours	1 snack & 1 meal
At least 8 but less than 10 hours	2 snacks & 1 meal
At least 10 or more hours	2-3 snacks and 2 meals

St. Paul’s Child Care will provide AM and PM snacks.

- No child shall be allowed to go hungry. Extra snacks will be available for children who eat a very early breakfast or for children who are picked up at 6:00 P.M.
- The Center will serve two snacks – at approximately 10:00 A.M. and at 3:30 P.M. School age children will be offered a snack in the afternoon.
- Parents are asked to provide a nutritionally sound breakfast for the child that eats breakfast at the Center. Parents are also asked to send a lunch for children who are present at the Center during the lunch hour. This lunch should be nutritionally complete and should meet the U.S. Department of Agriculture Child Care Food Program minimum meal requirements. If a child is missing a requirement, the Center will offer it to the child and a note will be put in the lunch container informing the parent of the missing requirement. Parents will be supplied with this information at

registration. **The Center will provide milk with each meal.** Children's lunches should be labeled with their name.

B. Meal Routine

- Lunch and snacks shall be served in the dining/kitchen area and in classrooms.
- The teachers will engage children in transition activities as hands are washed in preparation for the meal.
- Children will be given opportunity to set the table.
- The teacher and/or other staff will eat with the children and model good socialization skills.
- The teacher will signal when children should leave after the meal to go to the next activity.
- The child guidance policy will be in effect during meal and snack time.
- At no time will staff withhold food from a child as a means of discipline.

C. Meal Preparation

- Meals will be served cold or consist of items that can be heated in a microwave oven.
- Occasional snacks may be prepared by staff, using the electric range.
- Food preparation personnel will be at least 18 years old, be clean & groomed, and will wash hands before and after handling food.
- Staff should wear a hat or hair net when preparing or serving food.
- No one with open wounds or sores may prepare food.

D. Menu Posting

- Snack menus are planned one week in advance and are posted in the kitchen, and on the Parent-Information board.

E. Snacks

- Snacks are nutritious and are served in the dining/kitchen area and in classrooms.
- Parents will notify the teacher if their children wish to bring special treats to celebrate their birthdays.
- On occasion children will help make their snacks.
- Parents must inform the center if their children require specialty menus.
- All staff will be made aware of any students' food allergies.

F. Food Storage

- Food shall be stored at temperatures which protect against spoilage.
- Perishable and potentially hazardous food and any food products likely to spoil quickly if not kept at the proper temperature shall be continuously maintained at 40 F (4 C) or below, or 150 F (66 C) or above, as appropriate.
- Each refrigeration unit is maintained at 40 F (4 C) or lower and each freezing unit is maintained at 0 F (-17 C) or lower.
- Each cold storage facility is equipped with a clearly visible, accurate thermometer.
- Food shall be covered and labeled with the date while refrigerated.
- Food not requiring refrigeration is stored in clean, dry, ventilated and lighted areas. Food shall be labeled and dated.

G. Allergies and Dietary Restrictions

- Parents are to notify the Center of all of their child's allergies or dietary restrictions. The information is in the front of each emergency handbook and is posted on the inside cupboard door next to the refrigerator in the kitchen.

XII. RESPONSIBILITIES OF GOVERNING BODIES

A. The Voters Assembly and the Church Council

The Voters Assembly of St. Paul Lutheran Church is the ultimate authority in deciding programs of the church. The Church Council has been chosen by them to run the programs of the church. The President of the Board of Education is the legal signatory for the church and its programs.

B. The Board of Education – St. Paul Church

1. The Board of Education will be the policy making body of the Child Care-Preschool Center and shall take responsibility for the administration of these policies.
2. The Board shall provide progress reports to the Church Council of St. Paul's Church and to its voting membership.
3. The Board shall consult with the Church Council before making any major policy changes. The Church Council of St. Paul Church shall have the final authority on decisions/recommendations brought forth by the Board of Education.
4. The Board shall be responsible for interviewing and hiring a Center Director.
5. The Board will set salary and benefits.

St. Paul Day Care Center and Preschool also has a Personnel Policy which is available for parents to review.

ST. PAUL CHILD CARE CENTER
September 2015- August 2016 CONTRACT
Name(s) of Child(ren):

RATE SCHEDULE

Initial Enrollment Fee \$50.00 per family (To be paid when enrolling your child(ren).)
Yearly Registration Fee (Billed in September) \$30.00 for a single child \$40.00 for a family.

HOURLY FEES

\$3.40 per child (40 hours or more per week per family)
\$3.45 per child (30 hours or more per week per family)
\$3.95 per child (Less than 30 hours per week per family)
If your child attends the Center for less than an hour a day, you will be charged for one hour. We are not licensed after 6PM. A late Pick-Up Fee is charged at the rate of \$1.00 per minute after 6PM.

Returned checks because of insufficient funds will be assessed a \$35.00 handling fee by the Center.

SEPTEMBER-MAY CANCELLATION POLICY

In order to avoid being charged, parents of preschool children must call by 6PM on the previous day to cancel and parents of school age children must call by 9AM on the same day to cancel. If we do not receive a call you will be charged the amount listed below:

- \$ 6.00 School Age
- \$12.00 Scheduled Time-4 hours or less
- \$24.00 Scheduled Time-more than 4 hours

Parents will be exempt from this charge for 3 times per enrolled child if an emergency occurs and a late cancellation must be made.

JUNE-AUGUST CANCELLATION POLICY

In order to avoid being charged, parents of children must call by 6PM on the previous day to cancel. If we do not receive a call you will be charged the amount listed below:

- \$12.00 Scheduled Time-4 hours or less
- \$24.00 Scheduled Time-more than 4 hours

Parents will be exempt from this charge for 2 times per enrolled child if an emergency occurs and a late cancellation must be made.

By Monday, August 31, all accounts must be paid through August 21, 2015.
Your bill will be in your mailbox or emailed to you on Monday and must be paid by 8:30 AM on the following Monday.

Subsidy Clients must have written authorization that an account has been established in order to begin Child Care. Children may begin earlier but parents are responsible for full payments. Refunds will be given if paid for later with subsidies.

Students will no longer be enrolled if a bill is not paid according to this policy. Students may return when the past due bill is paid in full.

A parent/guardian requesting a different payment plan must meet with the director and the payment plan must be put in writing and signed by the parent and director after receiving advisement from the St. Paul's Board of Education.

I have read and understand the policies of St. Paul Child Care Center, including the Fee Policy and Policies and Procedures Handbook and agree to adhere to those policies.

Parent's Signature _____ Date _____

Parent's Signature _____ Date _____

Director's Signature _____ Date _____

OUR MEAL PRAYERS

SUPERMAN PRAYER

**Thank you Lord...for giving us
food**

**Thank you Lord...for giving us
food**

For the food that we eat

For the friends that we meet

**Thank you Lord...for giving us
food**

Amen

Thank you for the world so sweet,

Thank you for the food we eat.

Thank you for the birds that sing,

Thank you God for everything.

God is great!

God is good!

Let us thank Him

For our food.

By His hands

We are fed

Let us thank him

For our bread.

Amen

Chugga Chugga Choo Choo

Thank you for the food food

X3 Faster

Amen.

Our hands we fold

Our heads we bow

For food and drink

We thank God now.

Amen

Help us God each day

To follow You along the way.

Teach us to be kind like you

In everything we say and do!

Amen

Bless us O Lord,

For these Thy gifts

Which we are about to receive

From thy bounty.

Through Christ our Lord we pray.

Amen

Come Lord Jesus

Be our Guest

And let this food

To us be Blessed.

Amen

Let us pause before we eat

And think about the ones in need

Of food and shelter and of love

Please bless us all dear God above

Amen

The Lord is good to me

And so I thank the Lord,

For giving me the things I need

**The sun and the rain and the apple
seed**

The Lord is good to me

Amen (clap,clap), Amen (clap,clap)

Amen, Amen, Amen

A.....men