

# Immanuel Lutheran Child Care



**Immanuel Lutheran**  
Church School Child Care

# Parent Handbook

Revised July 2024

13445 Hampton Road

Brookfield WI, 53005

262-781-7342

## **PHILOSOPHY OF IMMANUEL LUTHERAN CHILD CARE**

We believe each child is a unique creation of God. It is our goal to meet the individual needs of each child to the best of our ability. Activities will be age-appropriate and developmentally acceptable enabling children to grow at their own pace.

We believe in providing an environment that is child-oriented, Christ-centered, safe, and clean. Immanuel strives to provide a curriculum to benefit the whole child: spiritually, physically, socially, emotionally, and intellectually. Classrooms are arranged to offer challenging play and learning choices at a range of developmental levels. Activities allow children the opportunity to explore, to experience and to succeed.

We believe in positive discipline embraced in Christian love. We establish consistent, age-appropriate limits that encourage self-control and self-discipline. We expect that children will behave in a way acceptable to our Lord. Realizing that we are all sinful and temptation may overcome us, necessary discipline will be positive guidance to problem solving and a successful, fair resolution.

We recognize parents as the primary educator in the child's life. Immanuel Child Care strives to create and maintain a positive relationship with the parents. We see ourselves as partners with parents so as to benefit the children placed in our care. Daily communication and frequent visits are encouraged.

Blessings,

Kate Jendusa

Child Care Director

## **The mission of Immanuel Lutheran:**

To honor and glorify God as we: equip the saints, reach the lost, and praise the Lord.

## **PURPOSE OF IMMANUEL LUTHERAN CHILD CARE**

Our Lord said, “Let the little children come to Me,” Mark 10:14. He welcomed young children and delighted in their unconditional love, admiration, and faith.

Immanuel Lutheran Child Care, in following with the Great Commission of making disciples of all, was established to carry on the ministry our Lord began. Through a Christ-centered, child-oriented environment, our purpose is to glorify God by equipping children and assisting families to prepare them to witness by their words and actions as they continue to grow in faith and knowledge of God and His creation.

Immanuel Lutheran Child Care maintains the standards set by the State of Wisconsin and promotes quality childcare programs, well-trained professional staff, and family values.

## **Contact information**

Immanuel Child Care Director:

Kate Jendusa 262-781-7342

[kjendusa@immanuelbrookfield.org](mailto:kjendusa@immanuelbrookfield.org)

## **ADMISSION**

Immanuel Lutheran Child Care is open Monday-Friday 6:30 AM to 6:00 PM year-round to children from the ages of 6 weeks through 8th grade.

Children 4k-8th grade must be actively enrolled in Immanuel Lutheran School, excluding summer care.

To enroll a child, a parent/guardian must fill out all forms for registration, submit the registration fees, and be given a start date. Children who are not fully enrolled will be accessed the unregistered fees until fully enrolled. Fees are non-refundable. Annual fees are paid every January (or June 1st for summer only). Parents who enroll their child on or before November 31st will be expected to pay the registration fee again in January for the following year. A meeting with the center director may be set up prior to acceptance.

Upon acceptance, the following forms must be completed and returned prior to the child's first day of attendance.

- Completed physical form — all children must have a complete medical exam not more than 6 months prior to or 3 months after admittance to the program
- Emergency contact information
- Current immunization form
- Enrollment form
- Parental agreement
- Procure Cloud auto-withdrawal form (Mandatory)
- Schedule form
- Intake form (for children under two years)
- Photo release Form
- Child info Sheet

All information and records given to Immanuel Lutheran Child Care are considered confidential and will not be released or disclosed without written request from the child's parent or guardian.

## Supplies

Infant room:(all items MUST be permanently labeled with child's name)

- Diapers -2 full "sleeves"-
- Wipes - minimal of 2 full packs
- Diaper cream/vaseline
- Three full change outfits - labeled in ziplock bag
- Pacifier/Nuk, if used - labeled and attached to a lanyard/keychain/clip
- Favorite blanket - labeled, must not be heavy or thick
- Jar food or cereal - extra supply can be stored in classroom (once they have had exposure to 3 times at home)
- Sippy cup once they start solids.
- Bottles - one bottle for each feeding plus one extra (min of 3 per day)
- Formula in a labeled NEW container, must be sealed
- Breast milk (fresh or frozen) - extra can be stored in the infant room freezer/fridge
- Any item that you use at home you feel we would need at child care
- 2 jersey knit pack and play sheets-they will be added to ours and not returned
- Sippy with milk once on whole milk, then will be offered water once milk is finished.

1 year to 2 year old rooms: (all items MUST be permanently labeled with child's name)

- Diapers - minimal of 2 "sleeves" or packages
- Wipes - minimal of 2 packages
- Diaper cream/vaseline
- Two full change outfits - labeled in a gallon sized ziplock bag
- Favorite blanket (labeled) and nap items they may need-all in a non plastic bag
- Closed toed shoes
- Cold lunch (with an ice pack, hot lunch is available during the school year. On school days, added fee applies)
- Pack of jersey knit crib sheets-they will be added to ours and not returned
- Water bottle or sippy cup (labeled, taken home each day to be washed) No baby bottles allowed
- Back pack
- Pacifier/Nuk only at nap and will be kept in nap bag

3 year to 4 year old room: (all items MUST be permanently labeled with child's name)

- Diapers/pull ups for those not fully potty trained
- Wipes
- Diaper cream/vaseline for those not fully potty trained
- Three sets of extra clothes - labeled
- Blanket for nap/rest time-must be brought in a canvas style bag
- Closed toed shoes
- Cold lunch (with an ice pack, hot lunch is available during the school year)
- Pack of jersey knit crib sheets- that will be added to ours and not returned
- Water bottle or sippy cup (labeled, taken home each day to be washed)
- Back pack
- No baby bottles or pacifiers allowed

BASE:(all items MUST be permanently labeled with child's name)

- Water bottle-daily
- Cold lunch with ice pack
- Bag or backpack
- Closed toed shoes
- Jacket, weather dependent items
- Summer items:towel, swimsuit, sunscreen, water bottle, water shoes, non-plastic bag to hold all items

## **ABSENCES/SCHEDULE CHANGES**

Upon enrollment, all families will fill out the schedule form. These will be the days/times that we plan for your child to attend. You will be held accountable for paying for these days/times. We are reserving a place for your child and our costs remain fixed even when your child is absent. Any change in this original schedule must be given to the director in writing two weeks in advance. This includes, but is not limited to, vacations, addition of days and/or permanent schedule changes. Please see the current rate sheet for further information.

Your child's safety and well-being is our top priority at Immanuel. In order for us to do that we need to make sure that our classrooms are staffed appropriately and that we do not exceed the teacher/child ratios, we are changing and adding some policies in order to help us maintain this high standard of care. We appreciate your partnership and look forward to a great school year.

### **Absence/Vacation Policy (Does not apply to hourly families)**

Our operation is dependent on your tuition payments; therefore, there is no billing adjustment for absences, such as illness, weather, or personal plans. A vacation credit is available for families to use with a planned absence. Credit is based upon your schedule.

- 5 days a week = 10 vacation days
- 4 days a week = 8 vacation days
- 3 days a week = 6 vacation days
- 2 days a week = 4 vacation days
- 1 day a week = 2 vacation days

A vacation credit may only be applied with a 2 weeks' notice to the center director. Unused credits are not rolled over nor may they be applied as payment. Vacation days are not transferable or able to be used by anyone other than the child who they are assigned to. Vacation credits start in Jan and run till the end of Dec. Children who start after June 1 will be given half of their vacation credits listed above due to half the year being over.

### **Maternity Leave/Summer Break (Does not apply to 5k and older)**

For all planned absences longer than 4 weeks we require 2 weeks of paid tuition prior to the start of leave to hold your child's spot. We will only be able to hold a child's spot for a maximum of 12 weeks. Failure to pay prior to the break in care will result in loss of spot, and will require re-registration and possible waiting list if the spot is now filled. If you need more than 12 weeks you will have to pay another 2 weeks of paid tuition to

continue to hold your spot for up to another 12 weeks. Some leaves cannot be granted when there is an active waitlist for the classroom.

## **Schedule Changes**

Permanent schedule changes must be given in writing to the director 2 weeks in advance and will be granted with directors approval as well as based on availability.

## **Rotating Schedules**

Rotating schedules must be given to the director in writing 2 weeks prior to the upcoming month, and are granted only when there are available spots. Rotating schedules will be charged for the max number of days used for care. For example, if your schedule is 3 days one week and 2 days the next week you will be charged for 3 days a week each week.

## **Concerns**

If you have concerns about your child please go directly to the teachers in the classroom. If further concerns or answers have not been given after that, please go to the director. A meeting may take place with all involved parties to resolve any concerns. Your child's teacher will also document any concerns they see throughout your child's time with us. They may reach out to you should they feel a meeting would be beneficial for your child.

Matthew 18:15-20 **15** "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. **16** But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' **17** If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector. **18** "Truly I tell you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. **19** "Again, truly I tell you that if two of you on earth agree about anything they ask for, it will be done for them by my Father in heaven. **20** For where two or three gather in my name, there am I with them."

The 8<sup>th</sup> Commandment says "You shall not steal" (Ex 20:15) and that law is still in effect today and has never been nailed to the cross. There are many ways that we can break this law and not just by stealing something tangible like a DVD or even a candy bar. Stealing begins in the heart when we covet what others have, so stealing is also breaking the law to not covet someone else's property (Ex 20:17). Jesus said, "out of the heart come evil thoughts, murder, adultery, sexual immorality, theft, false witness, slander" (Matt 15:19) so coveting often precedes stealing because sin begins first in the heart and as James writes, "each person is tempted when he is lured and enticed by his own desire. Then desire when it has conceived gives birth to sin, and sin when it is fully



grown brings forth death” (James 1:14-15). The temptation brought on by coveting can give birth to the sin of stealing and like all sin, it leads to death.

## **TERMINATION**

### *Parent Termination*

Parents shall notify the center at least 2 weeks prior to the child's last day. Once a family sends the notice their account will be charged for the last two weeks of care upfront. Failure to provide 2 weeks' notice may result in the forfeiture of 2 weeks' tuition and the ability to attend those two weeks as well as all legal and financial fees associated with obtaining those last two weeks of payment.

### *Center and Parent Mutual Termination Agreements*

If the center and the parent mutually agree that continued enrollment is inappropriate, the family will be released from the obligations that come with enrollment at Immanuel Lutheran Child Care.

### *Center Termination*

Immanuel Lutheran Child Care reserves the right to terminate enrollment of any child for any of the following reasons:

- The needs of the child cannot be met by the program.
- Failures on the parent's behalf to fulfill their obligations as a partner in the child care such as, but not limited to:
  - Failure to pay fees.
  - Failure to submit required forms, including auto-payment form
  - Failure to observe program rules/parent handbook and thereby endangering others.
  - Using our staff for babysitting or nanny options during the hours of operation or during staff required meetings.
  - When not a good fit for continued care based on directors discretion
  - When a child has behavior that is dangerous to others or self. Or is destructive to the environment, not limited to biting, hitting, or kicking.
  - When the child is physically unable to stay safe, such as but not limited to running away from staff.
  - Disrespectful to staff
  - A child who is unenrolled from Immanuel Lutheran School 4k and older program will be unenrolled from our child care program.
  - slander/social media posts against Immanuel and/or staff.

- Failure to address concerns per our concerns policy following the order of commands.

## **FINANCIAL POLICY**

Tuition rates for Immanuel Lutheran Child Care are set to offer parents quality care at competitive rates and to meet the financial needs of the program. The tuition rates will be reviewed annually and are subject to change. Immanuel Lutheran Child Care does not participate in Wisconsin Shares Child Care Subsidy Program. As such, tuition is 100% parental responsibility

Billing statements are emailed the Monday after the service is provided. Billing invoices are to be paid via electronic bank or credit card transaction (3% fee added). We use procare billing for automatic payments. Any invoice not paid will be assessed a \$10.00 late fee each week until the invoice is paid in full. Families with an outstanding balance will forfeit their spot until the balance is paid in full. In order to regain your spot re-registration will be necessary and if your spot is filled, you may be put on a waiting list. There is a \$25.00 fee added to each returned check or declined credit/debit card.

We reserve the right to suspend care until the balance is paid in full or a payment plan is arranged and agreed upon by the director. Any payment plan must exceed any new charges in addition to the payment plan.

Field trips may be taken throughout the year. Parents will be made aware of the trip and the cost in advance. The parent may decide if they would like their child to participate. The parent is then responsible for prompt payment of the field trip costs.

Parents dropping their children off before opening at 6:30 AM or picking up their children after the closing time of 6:00 PM will be assessed a \$5.00 per child, per minute late/early fee.

Notification must be given two weeks prior for extra services needed or scheduled absence. Vacation days can only be used for the child whom they belong to, and they do not roll over to the next calendar year. Vacation days run from January 1 through December 31st. If you change your enrollment days per week your vacation days will be based on the least amount of days per week the child is enrolled.

If your child is ill and will not attend childcare, please notify the childcare within 2 hours of your child's scheduled start time. Messages may be left by voice mail, procare app, or you may email the child care at [childcare@immanuelbrookfield.org](mailto:childcare@immanuelbrookfield.org). The days your child is absent are still charged days as we planned the day for your child to be here, supplies, snacks and staff were present based on your enrollment.

There is an annual registration fee due upon enrollment to the childcare, and then again annually on January 1st statements. This fee is non-refundable. There is a \$250.00

waiting list/hold spot for any family who wishes to enroll as a new family. This fee is non-fundable, and does not go towards tuition.

## **NUTRITION**

Immanuel Child Care provides students in 1k and older two snacks each day if they are here for snack time. (Once snack time is over food will not be offered or given to late arrivals.) One at around 9am and the other after school around 3pm. Hot lunches are available through Immanuel Lutheran School during the school year for children who are 2k, 3k and 4k. Payment must be made separate from your weekly child care bill to cover the cost for lunches. This is a separate fee. Further information can be obtained from the director in the fall of each year. During the summer session and non school days, lunches are the responsibility of the family, unless you are notified otherwise from the center in advance. Cold lunch must include an ice pack and be clearly labeled.

If you forget a lunch for your child a bag lunch will be offered, and your account will be charged a fee. If a bag lunch is not available we will order a lunch from a local restaurant and a \$20 fee will be added to your account. All children must be offered lunch at lunch time. If you arrive after the classroom has had lunch you will need to remain with your child outside the classroom and offer them lunch as the class has moved on to the next part of the day. A bag lunch must meet the nutritional requirements set by the Department of Health and Human Services. Each lunch **MUST** contain:

- One source of protein: meats, poultry, fish, peanut butter, cheese or eggs
- Grain product: bread, rolls or cereal
- 2 vegetables OR 1 vegetable and 1 fruit, OR 2 fruits
- Milk

Parents in the infant room will need to supply their own formula and baby food. The bottles must also be marked with the child's name or initials. New bottles must be brought on a daily basis; used bottles will be sent home to wash. Extra jars of baby food may be kept at the center for your child providing they have not been opened or used. Any unused portions of food/formula will be sent home or disposed of and not reserved, unless parents want it re-served that same day. Any unlabeled breast milk will not be served to any child. Once your child is off of formula or breastmilk you will need to supply whole milk until they move to the one year old room.

Children with food allergies and Epi-Pens will need to bring their own snacks from home.

## REST TIME

Infants: All infants will be offered naps based on their ages and stages of development. Naps will be capped off at 3 hours. Naps will be in the cribs that are provided from the center. Only children who are provided with a blanket from home will be given one. It must not be a heavy or thick blanket. If your child needs a weighted blanket you will need to provide a weighted sleep sack. If your child naps with a pacifier/nuk it will need to be attached to a lanyard/keychain/clip that can be labeled. All naps items will need to go home weekly to wash. We recommend getting two of everything to bring in a clean one the day you take home the dirty one to prevent “forgetting” those items.

One year old room: All children who are 1 by September 1 of the year they are moved to will be offered a nap after lunch. They will sleep on a cot that is provided by the center. A crib sheet will cover the cot to prevent the spread of any germs and those sheets will be laundered daily by the center. Your child will need to come with a blanket that is labeled, they will need to take it home weekly to be washed and brought back. We do not provide extra blankets so we recommend you bring a fresh one on the day you take home the dirty one to rotate it and prevent leaving them at home. Nap time varies based on each child but the goal of the 1k room is to have a 2-2.5 hour nap. Please try to not have your child leave or arrive during the nap time as it disrupts the whole class.

2k-All children who are 2 by September 1 of the year they are moved to will be offered a nap after lunch. They will sleep on a cot that is provided by the center. A crib sheet will cover the cot to prevent the spread of any germs and those sheets will be laundered daily by the center. Your child will need to come with a blanket that is labeled, they will need to take it home weekly to be washed and brought back. We do not provide extra blankets so we recommend you bring a fresh one on the day you take home the dirty one to rotate it and prevent leaving them at home. Nap time varies based on each child but the goal of the 2k room is to have a 2 hour nap. Please try to not have your child leave or arrive during the nap time as it disrupts the whole class.

3k-All children who are 3 by September 1 of the year they are moved to will be offered a nap after lunch. They will sleep on a cot that is provided by the center. A crib sheet will cover the cot to prevent the spread of any germs and those sheets will be laundered daily by the center. Your child will need to come with a blanket that is labeled, they will need to take it home weekly to be washed and brought back. We do not provide extra blankets so we recommend you bring a fresh one on the day you take home the dirty one to rotate it and prevent leaving them at home. Nap time varies based on each child but the goal of the 3k room is to have a 1-2 hour nap. Please try to not have your child leave or arrive during the nap time as it disrupts the whole class.

4k-All children who are 4 by September 1 of the year they are moved to will be offered a nap after recess and lunch. They will sleep on a cot that is provided by the center. A crib sheet will cover the cot to prevent the spread of any germs and those sheets will be

laundered daily by the center. Your child will need to come with a blanket that is labeled, they will need to take it home weekly to be washed and brought back. We do not provide extra blankets so we recommend you bring a fresh one on the day you take home the dirty one to rotate it and prevent leaving them at home. Nap time varies based on each child but the goal of the 4k room is to have a minimum of a 30 minute rest period and up to 1.5 hour nap. Please try to not have your child leave or arrive during the nap time as it disrupts the whole class.

Children are asked to bring a blanket and a re-usable (not a plastic grocery bag) bag to store it in if their classroom has hooks. If their classroom has nap cubbies the nap items including a travel sized pillow (if they want) must fit in the cubby. These items must be labeled with the child's name and are sent home to be washed on a weekly basis.

## **PICTURES/VIDEOS**

Pictures and videos may be taken of the children as they participate in activities related to child care. These pictures may be used for marketing and publicity purposes. A yearly photo release form must be filled out for each child.

## **PETS**

The Lutheran Church Charities has a K-9 comfort dog therapy program. They use purebred golden retrievers due to their unique, calming nature and skills. Sometimes we will call them to see if they can bring in one of their K-9s to do a fun day with the children. An email or a message on procare will go home prior to the visit to alert parents that a K-9 will be in the building.

## **SEVERE CONDITIONS CAUSING CAMPUS CLOSURE**

It is our intent to remain open when possible. However, some severe conditions may force the child care to close. These may include, but are not limited to:

- Loss of heat resulting in an inside temperature below 67 degrees F
- Severe winter weather (especially when outdoors temperature reaches negative 30 degrees)
- Loss of water and/or plumbing facilities
- Loss of electricity
- Physical damage to the building

In the event of a closure, notification will be given through local television stations and/or the Procare app. If the closing needs to occur during the day, parents will be notified to make arrangements to pick up their child. If parents cannot be reached, the child's emergency contacts will then be notified.

## **HOLIDAYS**

The childcare will be closed on the following days:

- New Year's Day
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the Friday after
- Christmas Eve Day
- Christmas Day
- Staff Development Days

Immanuel reserves the right to close the Child Care due to low enrollment during the holidays. Immanuel reserves the right to close early for religious ceremonies. In such instances, notification will be given prior to the date of the early closing. If a holiday falls on a weekend, the Friday before, or the Monday following, will be considered the holiday for closure purposes. Parents will be given a calendar at the beginning of the year with closure dates listed for the entire year.

## **PARENT COMMUNICATION AND INVOLVEMENT**

As parents, it is important to keep current with what is happening during the times that your child is in our care. Whenever possible, we encourage parents to involve themselves through open houses, classroom parties and visits, etc. We want to make this the best environment for both you and your child and we can do this if we work together.

A newsletter is emailed to parents weekly. The newsletter contains information about upcoming events with Immanuel Lutheran Church, School and Child Care. We use the Procare app to track your child's day. You will receive notifications about feeding, diapering, napping, and other fun activities your child does throughout the day. Please use the app as a way to communicate about your child's events such as illness, injuries, or major events that could impact their day at child care. We want to celebrate milestones no matter how big or how small. We also want to pray for your family during times when the family needs extra prayers. So please share negative or positive things that impact your child at home so that we can help your child have the best day they can while in our care. We will do the same throughout the day in the app with events and milestones. These tools will track and keep everyone updated on changes in your child's day. Please feel free to speak with your child's teacher on a daily basis to see

how your child is doing each day. We believe that open communication between the teachers and parents will help us keep as much continuity to your child's life as possible. When communicating in the app to the staff, remember that there is a room full of children so an instant response is not always an option. Please allow for some time to respond. For faster response please call the center, if no message response is available.

## **EDUCATION PROGRAM**

The educational experiences of early childhood should build a broad foundation for future formal education. The early childhood classroom will provide a Christ-centered, child-oriented atmosphere that provides opportunity to grow and learn gradually and naturally in all areas: spiritual, intellectual, physical, social and emotional. The center assumes the view that young children learn through playing, imitating, and experimenting with their knowledge of the world around them.

The organization of the program will therefore be based upon an integrated, thematic approach. Teachers will choose themes that have meaning and are of interest to the children. These themes will incorporate all disciplines and give the children many experiences and opportunities for growth.

This type of educational experience not only addresses learning in the present, but also helps develop the child as a life-long pursuer of knowledge. A positive relationship between home and the center will be vital to the success of the child's learning.

At Immanuel Lutheran Child Care, the children will have the opportunity to begin to discover their own self and the world God created, solve problems and experiment with possible solutions, take on responsibilities, and grow in their relationship with God. We follow the teachings of the Lutheran Church Missouri Synod.

Weekly Bible stories will be shared with the children as they grow in their faith. These stories will be the basis of the religion curriculum and will follow the church year. Children ages 3 and up will also take part in weekly chapel services conducted by the pastors and teaching faculty. Chapel services will be held on Wednesdays during the school year.

## **Classrooms**

- Infant room is for children who are not one year old by the September 1 cut off of the current school academic year. Children will remain in that room until the end of the academic school year.
- 1k is for students who are 1 year old by September 1 of the academic year and will remain in the classroom until the academic year is over.
- 2k is for students who are 2 by September 1 of the academic year and will remain in that room until the end of the school year.
- 3k is for students who are 3 by September 1 of the current academic year or who are enrolled in the 3k Immanuel day school program and use wrap-around services. Students who are not fully potty trained will be in 3k-CC full days.
- 4k is for students who are enrolled in Immanuel Lutheran Day School 4k program and use the before or after school program. All students who are in 4k and older must be potty trained.
- Children who are “retained” will be in the classroom that they are enrolled in with Immanuel Lutheran School so their peers are consistent, and the learning environment is at their level.

## **Arrival and Departure**

- Establish a daily routine. Follow the same steps each day when you drop off, like hanging up your backpack, washing hands, giving a hug and kiss, saying goodbye.
- Separate once. After you have left the room, avoid coming back in until pick up. The moment you leave is the hardest part, if this is delayed or lengthened it makes it harder and causes more anxiety for your child.
- Be Reliable, return when promised. If you normally pick up after recess and your child is waiting for you it's hard on the child and staff to explain why the change in schedule. Children learn by associating parts of their day for example after snack we go outside. So if you are picking up your child early let them know that you will be there after recess and before lunch. It helps them know when you will return.
- Keep your drop off brief so that other parents too can talk with the teacher and share information that needs to be shared.
- Classrooms that have a half door or baby gate will need to have the parents drop off and pick up at the gate/door.
- Parents are responsible for making sure all items that need to go home daily are taken home.
- Parents are required to bring their child to his/her classroom. NO child(ren) are permitted to enter or exit the building without an adult. When each family enrolls at Immanuel Child Care, they will be given a security code that should not be shared with anyone other than the parents of the child enrolled. This code allows them to check their child in and out via the computer system. If the center sees the code is being used by anyone other than the legal parents a new code may



be issued. Please make sure that you sign your child in and out each day. Failure to check a child in or out, may result in additional charges and fees.

- Your child is expected to be brought to the designated classroom that they are in when they arrive. Sometimes rooms are combined until numbers of children are at a level they can split off into separate classrooms. At no time should children be running and playing in the hallways. This unsafe practice will not be tolerated and staff may ask the family to leave. If the behavior continues or becomes a regular occurrence the director can request a meeting to discuss policy and procedures with the family.
- Children will not be released to anyone the staff is unfamiliar with or whose name does not appear on the Enrollment Form, unless the parents have given written permission to the child care staff. At pick up times, the staff will ask to see photo identification in order to verify the individual's identity. Please inform the staff when someone else will be picking up your child.
- For the safety and security of your children, the code cannot be given to any child. The code is to be used by the parent picking or dropping off.

### **Legal Custody Issues**

Parents with Sole Custody of a minor child will need to provide a legal copy of the court order documenting that other other parent's rights are denied. Without the legal copy no parent will be denied access to his/her child.

### **Concealed Weapons**

Firearms and other weapons are strictly prohibited from school/child care.

### **DISCIPLINE**

Discipline at Immanuel Lutheran Child Care is designed to help children:

- Lead a God-pleasing life
- Learn and exercise self-control
- Choose between alternatives
- Identify feelings
- Develop an understanding and respect for the feelings of others

Our goal in the family of Christ is to share our love of the Lord with others in our actions as well as in our words. We do this by treating others with respect and kindness. We also understand that all of us are sinful and that temptation can overcome us. At these times it shall be the responsibility of the parent or teacher to remind and encourage the type of behavior that is acceptable to our Lord.

Discipline is fair, consistent, objective, and respectful. Positive guidance and redirection will be used. Whenever possible, logical and natural consequences will guide decisions.

Teachers will redirect students in a more appropriate direction. Discipline will be done in a spirit of Christian love.

When positive discipline and guidance are not effective, a parent/teacher conference will be held with the director to determine the need for further intervention. Teachers will communicate with you regarding any behavior concerns on a regular basis.

If a child has difficulty with unacceptable behavior or is uncooperative, he/she may be temporarily removed from the group for a “quiet time”. If disruptive behavior continues, parents will be contacted and the child will be sent home for the day.

## **Biting**

Biting can happen in the best families and the best child care programs. Children often use biting as a form of communication when they cannot verbalize their needs. Biting is age appropriate in classrooms where speech and language is not fully formed yet. Sometimes a child will imitate biting after seeing another child bite, or after they themselves have been bitten. We try to prevent biting in any classroom by modeling kindness and caring behaviors. Despite our best efforts biting does happen. When biting occurs we will attend to the injured child first. We will wash the area with soap and water, if needed, an ice pack will be offered. The biter will be redirected to appropriate behavior or removed from the situation that triggered the biting. We will use phrases such as “we don’t bite” or “biting hurts” to help remind the children of what happened.

When biting occurs both parties will receive an incident report in the app. Names of the children will be kept confidential in the report. If biting becomes a frequent behavior with a particular child, we will meet with the parents to help establish better strategies to deal with the issues. If a child bites two children in one day they will be sent home for the remainder of the day. If the behavior persists, the child may be asked to leave the center.

## **MEDICATION**

Children requiring medication while at the child care shall be identified by the parents to the director, who shall assume authority for giving the medicine. If the director is unable to give the medicine, he/she will authorize the lead teacher to do so. No medication shall be given without a proper medication consent form, filled out and signed by the parent/guardian. All medications must be in the original container and labeled with the child’s name, name of medicine, dosage, and directions for administering. All medications shall be kept inaccessible to children.

When medication is given, the director will fill out the required information on the medication authorization form and in the center's medical log. All medication forms will be kept in the child's cumulative file.

At no time may a staff person give any medication to a child without pre-authorization and consent forms signed by the parent/guardian. This includes, but is not limited to, aspirin, cough drops or cough medicine. All medication with the exception of an epi pen must be stored in the director's office.

## **HEALTH POLICY**

Immanuel Lutheran Child Care is not set up to care for sick children. If a child becomes ill during the course of the day, parents will be notified immediately to pick up their child. We will try to have sick children with a fever or vomiting who will be isolated from the other children until a parent/guardian is able to pick them up. Children need to be picked up within one hour of the phone call or message made to parents and the child cannot return for care the next day. If parents do not pick up within an hour, persons on the child's emergency form will be contacted to pick up the child.

### *KEEP YOUR CHILD HOME IF HE/SHE HAS:*

- An axillary temperature of 100 degrees or higher.
  - A fever after vaccinations will still need to be sent home. Setting up vaccinations on Friday's so your child has the weekend to recover may be best if prone to fevers.
- Conjunctivitis, an eye infection commonly referred to as "pink eye". The eye is generally red with some burning. A thick yellow substance is secreted.
- Rashes that you cannot identify or that haven't been diagnosed by a doctor. A signed dr excuse will need to be on file for a rash diagnosed to return to school each time a rash is present.
- Impetigo, a red pimply skin condition. When the blister breaks, the surface is raw and weeping. The rash is usually present in moist areas such as creases of the neck, groin, underarm, face or hands.
- Ear infections where draining from the ear exists.
- Diarrhea, defined as two watery bowel movements within a one-hour time period that look significantly different than normal.
- Vomiting.
- Severe cold with fever, sneezing and/or runny nose.
- A contagious disease such as measles, mumps, chicken pox or roseola.
- Throat infections, either diagnosed or undiagnosed without antibiotic treatment within 24 hours of attendance.

- An apparent illness with or without symptoms. For example, he/she looks or acts differently than usual. The child may look unusually pale, be irritable, tired, or show lack of interest.

For the protection of all the children and workers, children showing any of the above signs will not be allowed to remain in the center. Children may be readmitted after being free of symptoms for 24 hours including the full next day the child was sent home. Children ill from a communicable disease must have a signed doctor's release to be readmitted.

## **EMERGENCIES/ACCIDENTS**

Parents will be notified of all accidents or injuries and procedures followed as soon as possible after an emergency. An electronic report will be filed on all accidents and injuries sustained while your child is in our care. The report will be completed by the staff person in charge of your child at the time the incident occurred and signed by the director. The electronic report through the app allows for us to keep record for any and all incidents. The center's staff will follow appropriate first aid procedures to care for any minor injuries when they occur.

If it becomes necessary to transport an injured child to a medical facility, transportation will be by emergency medical services. The director or lead teacher, in the event of the director's absence, will accompany the child. The child will be taken to Ascension SE Wisconsin Hospital - Elmbrook Campus or Children's Wisconsin – Milwaukee Hospital, depending on the severity of the injury.

## **EMERGENCY EVACUATION**

Fire drills are practiced monthly. Children will be instructed to walk quietly out the south doors, to the outside, where we will gather on the field.

Tornado drills are practiced between the months of April to October.

## **TRANSPORTATION**

It is the sole responsibility of the family to provide transportation to and from the child care.

During field trips, a reputable bus company will provide transportation. Fees will be charged to cover transportation costs for field trips and a permission slip will need to be signed.

## **TOYS FROM HOME**

Please do not bring toys from home. The child care is not responsible for toys brought in from home.

## **DRESS CODE**

It is important that your child wear comfortable yet washable clothes. Gym shoes are best for the kind of play that the children will do. Open-toed sandals are not permitted due to safety concerns. Dress your child in clothes that they can easily manage at bathroom times. Pants or shorts with elastic waists are easiest for young children.

Teachers are always available to help; however, we really encourage the children to develop independence.

Any clothing with pictures or lettering advertising tobacco, alcohol, drugs, rap or rock groups, or displaying vulgarity or suggestive writing/pictures may not be worn at any time. This is to the discretion of the child care staff. All shirts worn must cover the child's entire midriff at all times. Pants must also fit properly at the waist.

## **Potty Training**

Potty training will need to start at home. Once a child is enrolled in our 2k program they will have access to a bathroom. A child is not considered fully potty trained until they are 100% independent with pulling their pants and underwear up and down by themselves, wiping, communicating that they need to use the bathroom, and able to wash their hands. A child who is in 2k/3k can ask for assistance for things like buttoning hard buttons or getting dry clothes after the ones they have are soiled, but they will need to be independent in the bathrooms for most of the time. Children are encouraged to wear clothing that allows for them to be independent. We discourage snaps/buttons that are hard to use, overalls, dresses that may reach the toilet water, tights or leggings that are too tight to pull down for a child, and too many layers of clothing that accidents happen due to too much time taking layers off. We will work with you once your child is potty trained but we will not take them to the bathroom more often due to them not being able to communicate with us. Children will not move up in classrooms due to potty training early. We do not allow for potty chairs in the child care center to be used, we have lower toilets for this reason.

## **Before and After School Enrichment (B.A.S.E Camp) (Full day 5k till 8<sup>th</sup> grade)**

Our after school program allows school age children an opportunity to socialize, as well as receive help on homework. Directly after school, all children will be offered a snack, some large motor time and supervised homework time in which children may do

homework or read following their snack. Staff members plan activities daily in which the children may take part in if they so choose. The rest of the afternoon provides time for social interaction.

There are no vacation days for B.A.S.E. camp. For all non school days that BASE camp is offered there will be a sign up emailed to the parents. Parents will need to sign up for care in advance and will be billed hourly based on what they committed to for days/hours attended. The care will be billed out according to the rate sheet available on our website. During breaks B.A.S.E. camp will be offered as a sign up and first come basis. Families will need to pay the registration fee yearly and the hourly fees weekly.

## **PARKING LOT REGULATIONS**

For the safety of your children, the following regulations have been established for ALL families dropping off and picking up children at Immanuel Lutheran Child Care.

- Cars are NOT allowed to drive or park in the lower lot whenever children are present. Also, when school is in session at Immanuel Lutheran, please make sure that you follow the following procedure during 7:30am-8:15am and 2:30pm-3:15pm:
- Park your car in the upper lot to escort your children into the building. Children going directly to school may be dropped off in the lower lot, but the driver is not to leave the car. An adult MUST accompany children going to child care into the center.
- The child care parking lot gate will close at the first recess of the school which is around 9am. The gate will re-open at 3pm. This gate is to make sure no one enters the area while children are using the parking lot.

## **OUTDOOR PLAY**

Immanuel Child Care has an outdoor playground area. There are also other outdoor facilities available. Strollers are available to take children outside who are unable to walk. As we explore the world God gave us and the wonderful things our growing bodies can do, outside time is very important. Weather permitting; children will go outside each day at least once. Please send appropriate clothing with your child. In the event of extreme heat or cold, the children will stay inside. This may be, but not limited to, temperatures above 90 degrees, wind chills of 0 or below for children age 2 and above or wind chills of 20 or below for children under 2.

During the snow season, please send boots, hats, mittens and snow pants daily. These items should be labeled with the child's name and kept in a reusable bag. This prevents

items from becoming lost. We recommend taking the bag and items home every day for washing and drying as often these items don't dry overnight at child care. We do not wash those items at child care.

During the summer season we often do water activities. Please send a swimsuit, towel, sunscreen, hat, and water bottle. Clearly label all these items and send in a backpack or reusable canvas style bag.

\*\*\*\*\*Any additions and/or corrections needed to be made to the handbook will be brought to the attention of the parents at that time.\*\*\*\*\*

## **Immanuel Lutheran Child Care Parental Agreement**

\_\_\_\_\_ I agree to comply with the rules and regulations of Immanuel Lutheran Child Care regarding fees and payments.

\_\_\_\_\_ I understand that child care fees are to be paid weekly for the anticipated/scheduled time my child is in child care. I agree to pay the annual registration fee in addition to my weekly fees.

\_\_\_\_\_ I have read the policy regarding advance notice of absence or extra child care needs and realize I may be charged for not giving proper notification.

\_\_\_\_\_ I understand that Immanuel Lutheran child care does not accept sick children and I am aware of the guidelines present in the handbook.

\_\_\_\_\_ I am responsible for updating my child's contact information as well as all emergency information the center may need.

\_\_\_\_\_ I understand Immanuel Lutheran Child Care does not participate in Wisconsin Shares Child Care Subsidy Program. As such, tuition is 100% parental responsibility

\_\_\_\_\_ I understand the rules and regulations laid out in the handbook and agree to abide by them.

I understand my responsibilities as laid out in the parent handbook and in the preceding statements.