

# **Immanuel Lutheran Child Care**



**Parent Handbook  
Revised April 2023**

**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

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

Our Lord said, “Let the little children come unto Me.” 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.

## **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.

To enroll a child, a parent/guardian must fill out an application form and submit the registration fee. This fee will be non-refundable. It is an annual fee that is 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
- 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

Each child under 5 must have 3 complete change of clothes labeled with their name to leave at the center. Parents are asked periodically to check the clothing to insure that it fits and is appropriate to the season. Children 5 and younger are also asked to bring in a blanket for the child to use during rest time and take home weekly to wash.

Each child is required to bring a pack of 2 crib sheets each and every year to use on the cots. Children under the age of one are required to bring pack and play size sheets.

### Infant room:

- Diapers - bring in a larger supply to be stored in the classroom
- Wipes - bring in a larger supply to be stored in the classroom
- Diaper cream
- Two full change outfits - labeled
- Pacifier/Nuk, if used - labeled
- Favorite blanket - labeled
- Jar food or cereal - extra supply can be stored in classroom
- Bottles - one bottle for each feeding plus one extra (just in case)
- 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
- Pack of jersey knit pack and play sheets

### 1 year to 2 year old rooms:

- Diapers - bring in a larger supply to be stored in the classroom
- Wipes - bring in a larger supply to be stored in the classroom
- Diaper cream
- Two full change outfits - labeled
- Favorite blanket (labeled) and nap items they may need
- Closed toed shoes
- Cold lunch (with an ice pack, hot lunch is available during the school year)
- Pack of jersey knit crib sheets
- Water bottle or sippy cup (labeled, taken home each day to be washed)
- Back pack
- No bottles
- Pacifier/Nuk only at nap

### 3 year to 4 year old room:

- Three sets of extra clothes - labeled
- Blanket for nap/rest time

- Closed toed shoes
- Cold lunch (with an ice pack, hot lunch is available during the school year)
- Pack of jersey knit crib sheets
- Water bottle or sippy cup (labeled, taken home each day to be washed)
- Back pack
- No baby bottles or pacifiers allowed

**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.

**Maternity Leave/Summer Break**

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 3 months. 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.

### **Schedule Changes**

Permanent schedule changes must be given in writing to the director 2 weeks in advance.

### **Rotating Schedules**

Rotating schedules must be given to the director in writing 2 weeks prior to the upcoming month. 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.

### **TERMINATION**

#### *Parent Termination*

Parents shall notify the center at least 2 weeks prior to child's last day. Failure to provide 2 weeks' notice may result in the forfeiture of 2 weeks' tuition.

#### *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.
  - 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.

## **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. Procure Cloud automatic billing is available through the child care center and can be set up in person, over the phone, or via email. Any invoice not paid by the following Monday will be assessed a \$10.00 late fee each week until the invoice is paid in full. Families with an outstanding balance of \$250.00 or more may 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.

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.

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 on the voice mail, or you may email the child care.

There is an annual registration fee due upon enrollment to the childcare. This fee is non-refundable.

There is a \$250.00 waiting list/hold spot for any family who wishes to enroll during peak enrollment times. This fee is non-fundable, and does not go towards tuition.

## **NUTRITION**

Immanuel Lutheran Child Care provides children with nutritious, well-balanced snacks, and milk. Hot lunches are available through Immanuel Lutheran School during the school year. Payment must be made separate of 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 no school days, lunches are the responsibility of the family, unless you are notified otherwise from the center in advance. Lunches must include an ice pack and be clearly labeled.

Bag lunches 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

Additional guidelines are available from the director.

Snacks are served mid-morning and immediately after school. Snacks are healthy and meet Department of Health and Human Services requirements. They will contain foods from two food groups, one often being milk.

Parents of infants will need to supply their own formula and baby food. The bottles should 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 re-served.

## **REST TIME**

All children who are under the age of 5 are encouraged to rest. After approximately 25-30 minutes of resting, children who are not asleep will be engaged in quiet activities so as not to wake children who are sleeping.

Children are asked to bring a blanket and a re-usable bag to store it in. These items must be labeled with the child's name and are sent home to be washed on a weekly basis.

## **PICTURES**

On occasion, pictures will be taken of the children as they participate in activities related to the child care. These pictures may be used for marketing and publicity purposes. A yearly photo release form must be filled out for each child. If a parent does not want their child's picture taken, please advise the director in writing prior to the child's first day of attendance.



## **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 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
- Severe physical damage to the building

In the event of a closure, notification will be given to local television stations and the Procure 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 along with the billing statement. The newsletter contains information about upcoming events with Immanuel Lutheran Church, School and Child Care. We use the app Procure Cloud 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 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.

## **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 LCMS faith.

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.

## 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** 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 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. Sick children with a fever or vomiting 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 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/oral temperature of 100 degrees or higher.
- 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.
- 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 different 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. 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. A written or 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. A record of the accident/injury will be kept in the center's files and in the medical log. 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 softball field.

Tornado drills are practiced monthly during 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.

## **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 receive 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. On days that children need care for a full day a written request for care will need to be sent to the director two weeks before hand. The care will be billed out according to the rate sheet available on our website.

## **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.

## **ARRIVAL/PICKUP**

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. These times are recorded and used for the weekly billing. 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.

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 we ask that the security code not be given to your child. The code is to be used by the parent picking or dropping off.

## **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 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 re-usable 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 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 re-usable 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

Please initial each statement and sign the bottom to indicate you have read the parent handbook and understand your responsibilities as parent with child(ren) at Immanuel Lutheran Child Care.

\_\_\_\_\_ 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 my responsibilities as laid out in the parent handbook and in the preceding statements.

# KEEP THIS COPY FOR YOUR RECORDS





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Parental Agreement

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Parent's  
signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's  
signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child(ren) name: \_\_\_\_\_