



# Parent Policy Handbook

Wee Love Learning Center

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## **MISSION STATEMENT**

Wee Love Learning Center exists to share Jesus' love with the children and families of our community.

## **TEACHING PHILOSOPHY AND PURPOSE**

### ***Purpose of Wee Love Learning Center***

The purpose of Wee Love Learning Center is to share with young children and their families the good news of God's eternal love in Jesus Christ.

Along with this primary goal, the Wee Love Learning Center program also has the purpose of helping children:

- Learn lessons for life and faith from the Holy Scriptures
- Develop a self-awareness and sense of self-worth centered on God's creative work and redeeming love.
- Increase both gross and fine motor skills through play.
- Expand visual and auditory skills by exploring the world around them and trying new things.
- Build vocabulary and communication skills through interaction with the teacher and fellow students.
- Adjust socially to their peer group, learning cooperation, patience, kindness, and forgiveness.
- Discover and learn those elements necessary for a successful school experience, such as how to listen, how to follow directions, and respect for others.

This purpose is to be carried out in an atmosphere of Christian love and nurture, in accord with the teachings of the Holy Bible.

### ***Teaching Philosophy***

Wee Love Learning Center follows the teachings of the Holy Bible as confessed by the Wisconsin Evangelical Lutheran Synod (WELS). All educational programs and activities will strive to display and communicate the love of God as seen in His only Son, Jesus Christ. While Wee Love Learning Center will not discriminate against anyone because of race, color, national or ethnic origin, it is both logical and necessary to require all children to participate in Christian devotional activities, Bible stories, prayers, and songs as practiced and taught by Eternal Love Evangelical Lutheran Church. Wee Love Learning Center is founded to provide a quality Christian education for children.

## **LICENSURE**

Wee Love Learning Center is licensed by the State of Wisconsin as a part-time early childhood education facility to operate from 7:30am to 3:45pm, Monday through Friday, nine months a year. This license authorizes the preschool to care for up to ten (10) 3-year olds or up to sixteen (16) 4-year olds per teaching session.

Our license, policies, a copy of DCF 251, "*Licensing Rules for Group Child Care Centers*" and any non-compliance notices will be kept in plain view on the parent communication bulletin board located near the preschool entrance.

## ENROLLMENT AND REGISTRATION

### *How to Enroll*

Enrollments will be accepted from currently enrolled families starting the first day back from Christmas Break for the session beginning in the Fall. We will start accepting all other enrollments two weeks later for the session beginning in the Fall. Students are enrolled on a first-come, first-served basis. If there is a waiting list, children will be enrolled as an appropriate age opening occurs. Please call the preschool office at 749-9744 and request an enrollment form and information packet. Complete the form and mail it or bring it to the church. Enrollments are accepted when the form and accompanying registration fee are received.

No registration fee will be received or deposited until a child is enrolled. There is no registration fee required to be placed on a waiting list, should the preschool session be full.

### *Child Admission Forms*

The following forms must be completely filled out and submitted to the preschool teacher/director prior to a student's first day of attendance:

- *Application for Enrollment*
- *Parent Handbook Acknowledgement* form, which indicates that parents have received a copy of this handbook and have had the opportunity to read it.
- *Child Health Report (CFS-60)*
- *Day Care Child Enrollment and Health History* form (CFS-62)
- *Health History and Emergency Care Plan (CFS-62)*
- An *Authorization for Pickup* form which authorizes pick up by anyone other than a parent (if applicable)
- *Permission to Photograph* Form

The following forms must be completed within 6 months prior to the start of preschool or 30 days following the first day of preschool.

- *Physical Exam Report* (must be within 6 months prior to or 30 days after admission)
- *Day Care Immunization Record (DPH 4192)*

These forms are attached at the back of this handbook. If there are any changes necessary to these forms, parents may request a new form and submit it with the necessary changes. A parent may request to see their child's records at any time. They will be made available as soon as is possible.

### *Admission Process*

- Children in the 3 year-old program must be at least three years of age as of September 1<sup>st</sup>.
- Children in the 4 year-old program must be at least four years of age as of September 1<sup>st</sup>.
- All required forms and enrollment fees must be received before the child's first day at the Preschool.
- All students must be toilet trained prior to the first day of preschool. (See *Diapering and Toilet Training*, page 17)
- Children must be fully immunized and must have a physical no more than 6 months prior to or one month following the first day of attendance.
- Parents may bring their child for a short visit before the first day to help the child get acquainted with the Preschool.

- An interview between parents and teacher is very helpful prior to a student's first day at the Preschool. During this interview all necessary forms are reviewed for completion, parents have the opportunity to meet the teacher/director, and any questions about the Preschool can be discussed. The teacher will call to arrange for this interview.
- We encourage all families to come and visit our facility/program prior to the first day of attendance.

### ***Security***

All access to the building will be through the exterior doors adjacent to the church offices located at the southeast end of the building and facing the parking lot.

### ***Supplies***

Each child will be provided with a locker and cubby or tote labeled with his/her name for storage of personal items at the preschool. All personal items should be labeled. Children should come to preschool dressed comfortably for play. Parents should supply an extra set of seasonal appropriate clothes for use in case of a toilet accident, etc. The teacher will inform the parents of any other supplies that are needed prior to the first day of preschool (those supplies may include a child's own box of Kleenex, etc.)

## **ARRIVAL AND DEPARTURE**

Wee Love Learning Center is open from 8:30am to 12:00pm, Monday to Thursday. Refer to the section "Registration and Enrollment Fees" for information about early arrival/late departure fees.

### ***Attendance***

The teacher will take attendance at the beginning of each class period. If a child is absent without prior notification the teacher or office manager will call the parents and emergency contact phone numbers until the child is located. The teacher will monitor the departure of each child to verify that each child is departing with an approved adult. Any person departing with a child must be listed on the *Authorization for Pickup* form in the child's file.

Tuition and Fees are charged on the basis of enrollment rather than attendance.

### ***First Day at Preschool***

Parents should talk with their child ahead of time about coming to the preschool to let him/her know what is happening. Parents should assure their child that you will return after class to pick up him/her. Once a parent is ready to leave, he/she should say good-bye, then leave without stopping. It is important that each parents follows through with their departure even though their child may cry. Many children adapt quickly to this routine, while others may take several days or even weeks to adjust to that separation.

### ***Pick up of Children***

No child will be released to anyone unauthorized to pick up him/her from the preschool. Anyone authorized to pick up a child must be prepared to show a valid driver's license or other photo ID each time they pick up a child. As a courtesy to the child's teachers and to the Director, parents should provide notification in writing or in person that someone on the *Authorization for Pick-up* form will be picking up the child that day.

## **FEE AND PAYMENT INFORMATION**

### ***Enrollment Fee***

An annual enrollment fee of \$50 per student is due upon acceptance of enrollment to reserve a spot for each child. This fee is non-refundable. This fee is separate from the monthly tuition fees. If a child withdraws before classes start, the enrollment fee will only be refunded if a child on the waiting list fills the spot.

### ***Tuition***

2 days	\$110.00 per month
3 days	\$165.00 per month
4 days	\$220.00 per month

Families with multiple children enrolled at the same time will pay full tuition for the first child and receive a 25% discount off of the full tuition for each additional child.

All tuition payments are due by the 1<sup>st</sup> of each month from September to May. Payments should be made by personal check, payable to “Wee Love Learning Center”, and may be deposited in the Drop Box located near the entrance. You may also mail payments to:

Wee Love Learning Center  
1011 E. Midway Road  
Appleton, WI 54915

Late tuition payments (those not received by the 15th of each month) are subject to a \$10.00 late fee.

### ***Additional Fees***

An additional fee of \$5.00 will be charged to the child’s account if a child remains at Preschool 15 minutes after the end of class. An additional \$5.00 fee will be added to the child’s account for every 5 minutes of time that goes by afternoon.

A \$20.00 fee for NSF returned checks will be charged to the child’s account.

Tuition and fees are charged on the basis of enrollment rather than attendance.

Additional fees may be required throughout the year for things such as special snacks and special activities. Notification for such things will be sent home with the child.

## **COMMUNICATION AND CONFIDENTIALITY**

### ***Parent Communication***

All parents are encouraged to check our parent communication bulletin board daily, located at the entrance to the learning center, for postings and information about Wee Love Learning Center and its activities. Each class will post lesson plans, classroom schedules, news, and any other information that pertains to each class on the parent information bulletin board.

Parents will be kept informed through a monthly newsletter and weekly notes from the teacher and preschool staff. Each child will be provided with a space for communication to be sent home

such as newsletters and memos. We will rely greatly on the day-to-day communication between staff and parents. Parents are always welcome at the preschool, except when prohibited by a court order, as in a child custody case.

Parents who have questions or would like to share their concerns, should feel free to speak with or schedule an appointment with the teacher. Parents' opinions are of great value to us as we continue to grow in our ability to serve the spiritual and educational needs of each child. The procedure for presenting comments and concerns follows:

1. Discuss or provide in writing your concerns to the preschool teacher. If the response received from the teacher is not considered adequate, discuss or provide in writing information to the teacher the reasons the response is not adequate, then go to step 2.
2. Discuss or provide in writing your concerns to the preschool Director (when teacher is not the same person as Director, otherwise go to Step 3). If the response received from the Director is not considered adequate, discuss or provide in writing information to the Director the reasons the response is not adequate, then go to step 3.
3. Call the Learning Center Board Chair with concerns, or provide your concerns in writing. Concerns should include information regarding how you wish to be contacted (mailing address, phone number, and/or request for an appointment). Written concerns should be sealed in an envelope, labeled "Learning Center Chair" and placed in the Learning Center drop box. The Learning Center Board Chair will present the concern to the Learning Center Board for discussion, and will provide a response to the parent in the manner requested.

Parent-teacher conferences will be scheduled at least twice per year so that all parents will have the opportunity to have a conference with their child's teacher to discuss his/her development and progress.

### ***Confidentiality***

Every staff member working at Wee Love Learning Center is expected to keep all information regarding a child and his/her family confidential.

This does not apply to:

- The parents or persons authorized in writing by the parent/guardian to receive such information.
- An agency assisting in planning for the child when informed written consent has been given.
- Licensing agents for the State of Wisconsin who periodically monitor our programs.
- Staff consultation regarding spiritual matters with the Pastor of Eternal Love Lutheran Church or the Eternal Love Lutheran Church Christian Education director.

All forms and child documents will be kept confidential. Parents may request a transfer or release of their child's information at any time.

### ***Child Abuse/Neglect Reporting***

Any employee or volunteer at a day care center, including Wee Love Learning Center, who knows or who has reasonable cause to suspect that a child has been abused or neglected as defined in s.48.981(1), Stats., shall immediately contact the Calumet County Department of Social Services or a local law enforcement agency, as required by s.48.981, Stats.

## **ADMINISTRATION**

### ***Administrative Structure***

Wee Love Learning Center is a ministry of Eternal Love Lutheran Church of Appleton, Wisconsin. It is a non-profit ministry dedicated to serving the spiritual needs of families in this community and in sharing the Gospel of Jesus Christ. A statement of the teachings and practices of Eternal Love Lutheran Church is available by request from the church office.

Wee Love Learning Center will comply with all laws of the State of Wisconsin and all policies contained in its policy manuals which govern the facility and its operation. The Board of Christian Education for Eternal Love Church will oversee the Preschool and provide support and guidance for the Preschool Director and staff, as well as all students and their families. The Preschool Director will manage the daily operations of the Preschool.

If the Preschool Director encounters a situation that is not outlined in his/her job description or covered in Wee Love Learning Center's policies, he/she will report that situation to the Christian Education Board, which will make the necessary decisions according to authority provided through Eternal Love Evangelical Lutheran Church's Constitution and Bylaws.

### ***Insurance***

Wee Love Learning Center is insured under the multi-peril insurance contract issued to Eternal Love Lutheran Church of Appleton, WI, by Church Mutual Insurance Company of Wausau, WI. The policy contains a limit of \$1,000,000.00 per occurrence for bodily injury and property damage.

### ***Building Accessibility and Maintenance***

The entire preschool facility, including the outside play area, is ADA accessible. The maintenance of the facility will be the responsibility of the owner – Eternal Love Lutheran Church.

## **FAMILY PROGRAMS**

### ***Preschool Singing Opportunities***

All preschool children will be given the opportunity to sing praise to God in a worship service at Eternal Love Lutheran Church on several occasions throughout the school year. The teacher will prepare a Christian song for the children to sing, and they will be encouraged to share it on a Sunday morning. See the attached schedule for exact dates. Attendance will be encouraged, but not required.

### ***Family Meeting Opportunities***

Several times each year, Wee Love Learning Center offers a Family Event. These 60-90-minute programs offer parents and children the opportunity to do a family project together. Participating in these projects helps to build relationships between parents and children and the shared experiences are an important part of growth in love as a family. Three of these events will be in the evenings and one on a Saturday morning. Attendance at these events is certainly optional, but we hope that many families will take advantage of these opportunities.

### ***Parenting Resources***

In addition to the Family Nights, Eternal Love Lutheran Church offers an excellent lending library for families that includes a wonderful selection of children's materials, and a nice selection of

Christian books for families. This lending library is located at the preschool entrance and is available for all preschool families.

## **SCHEDULE OF PRESCHOOL CLOSINGS**

Generally, Wee Love Learning Center is open for classes on the same days that the Appleton Area School District schools and WELS schools are open for class. There are some exceptions. Wee Love Learning Center classes will typically end sometime the week before Memorial Day. A proposed calendar for the year is attached to this handbook.

### ***Severe Weather Closings***

School closings due to inclement weather will typically occur when Appleton Area School District (AASD) closings occur. When the AASD has a morning delay due to weather, we will cancel our morning session. When they declare an early closing, we will follow suit. Closings can be found on our webpage and will be reported to WBAY: Action 2 News under Wee Love Learning Center. Phone calls will be made if an early closing would happen to give parents a heads-up and make plans.

There is no tuition or fee reduction for weather-related or emergency-related school closings, holidays, student illness, student absences, or student vacations.

## **TERMINATION OF ENROLLMENT**

Wee Love Learning Center will strive to retain every child that enrolls and will work to unify parents, staff, and children as a family under Christ. Our goal is to consistently provide loving care and guidance to each child as we work together under the forgiving love of Christ.

However, from time to time, if a child is persistently disruptive and refuses to conform to the guidelines for acceptable behavior in a classroom, it may be necessary to terminate a child's enrollment. Therefore, Wee Love Learning Center reserves the right to terminate a student's enrollment for one or more of the following reasons:

- Failure of parents to observe parent policies and procedures as outlined in this handbook or as presented by the Preschool director
- Inability of the Preschool to accommodate the high needs of a special-needs child based on the best interests of all children at the Preschool.
- Physical or verbal abuse by a child or parent toward another child or staff member.
- Chronic disruptive behavior that makes it impossible for the teacher to maintain an orderly learning environment for all students.
- Stated inability of a parent to pick up a child within the appropriate time schedule (before 12:15pm), or excessive abuse of scheduled pick-up time.
- Failure by a parent to pay tuition or consistently late payment of tuition.
- Defiance of the teachings of the Bible on the part of a parent or student, or a parent or student discouraging other parents or students to disregard the teachings of the Bible at preschool.

### ***Discharge Policy***

The staff of Wee Love Learning Center works with families to provide the best possible care for their children. We will involve outside agencies if it is in the best interest of the child and preschool. Discharge of an enrolled child will occur under the following conditions.

#### ***1. Mutual Decision between Parent and Preschool***

A mutual decision may be reached between the parent and the preschool whereby both parties agree that the placement of the child is inappropriate, and the child would better profit from another placement. Written notice of two weeks prior to beginning of the following month must be given or parents will be responsible for payment of tuition for the following month. If the parent has paid tuition in advance for more than one month, a refund will be given for those months.

**2. *Parent Initiated- Voluntary Discharge:***

Circumstances may arise when parents voluntarily withdraw their child from Wee Love Learning Center. A two-week written notice must be given to the Director stating the child's last date of attendance at the Preschool. Parents are responsible for payment of fees for the following month if less than two weeks' notice to the start of the following month is provided.

**3. *Preschool Initiated- Involuntary Discharge:***

Wee Love Learning Center may initiate discharge of a child for the reasons listed earlier in this section.

***Steps prior to Preschool-initiated discharge***

The following steps will be taken prior to discharge:

1. The Preschool teacher or Director will notify the parents in writing of the problem and arrange for a meeting with the parents. If the parents fail to respond to the notice within five calendar days, discharge of the child will occur. The chairperson of the Eternal Love Board of Christian Education will be notified of the discharge.
2. During the meeting between the parents and the Director, potential solutions to the problem will be discussed, and a time line will be set for resolving the situation. Solutions may include the involvement of outside assistance. A follow-up meeting will be arranged, if necessary.
3. The Preschool Director will consult with the Director of the Eternal Love Board of Christian Education regarding the potential discharge.
4. In the case of behavioral problems or failure to comply with policies, the Director will monitor the situation for the length of time determined in the initial meeting with the parents and document information.
5. If a second meeting has been arranged, the problem will be reviewed at that time. If the Director has documentation that insufficient progress toward the required solutions has been made, discharge will occur. The chairperson of the Eternal Love Board of Christian Education will be notified of the discharge.
6. When a Preschool-initiated discharge occurs, requirements for the two-week notice prior to the start of the next month will be waived. Only the current month's tuition is required.

***Right to Appeal***

If parents feel that their child has been unfairly discharged, they may submit a written appeal to the chairperson of the Eternal Love Board of Christian Education. The appeal shall state the child's name, reason for dismissal, what actions were taken by the parents to resolve the problem, and why they think the discharge was unfair. The child who was discharged will not be readmitted during the appeal process. The chairperson of the Eternal Love Board of Christian Education will respond to the parents with the appeal decision within 30 calendar days.

## **CHILD GUIDANCE POLICY**

All students enrolled at Wee Love Learning Center will be treated with affection and respect, and they will be taught to do the same toward both their teacher and their fellow students. Proper Christian discipline at Wee Love Learning Center will be maintained and exercised in a loving manner with God's Law and Gospel.

Effective discipline stems from careful planning and consistency. Staff will strive to develop a positive relationship with each child and continually redirect unacceptable behavior. Therefore, any form of discipline needed at preschool will neither be corporal or demeaning. Our staff will help students work through their problems with the guidance of God's word and by seeking to follow and teach the loving example Jesus Christ.

Our teacher and volunteers will provide positive Christian guidance, set clear limits and redirect unacceptable behavior. When these techniques are not effective, a conference will be held between the teacher, parents, and any other affected staff to discuss further intervention. The Preschool staff will aim to communicate quickly and openly with parents regarding any behavior problems.

By using the following techniques we will seek to minimize inappropriate behavior while maintaining a positive Christian environment:

- Provide clear directions so each child knows what is expected of him/her.
- Communicate all rules and expectations clearly and follow them consistently.
- Encourage children to solve their own problems in ways that will show love and respect for others.
- Foster cooperation rather than competition between children.
- Use transitioning techniques such as sing-alongs, stories, games, and music to ease the waiting times in large groups and games.
- Redirect negative behavior by changing activities.
- Give specific, alternative choices that will help the child with self-control.
- Modeling and reinforcing appropriate Christian behavior.
- Praising and promoting behaviors that enhance positive self-esteem, respect, and self-control.
- Provide clear guidelines and promote positive behavior through classroom arrangement and by toys, equipment, and materials used.
- Explaining consequences of behavior.
- Setting reasonable expectations for the child's age.
- Providing interesting and challenging activities.

If the appropriate techniques do not work, staff may give the child a time out. Occasionally, a time out can help a child to relax and regain control of his/her actions and feelings. A time out will involve separating a child from the group for a period of one to five minutes. Teachers will then help them get re-involved in the class's activity.

No child will be spanked, hit, shaken, or verbally abused. No child will be subjected to punishment that is intended to be frightening or humiliating. No child will be punished for lapses in toilet training, nor will staff force naps. These techniques are prohibited even when a parent requests them.

If a child is crying, fussing, or distraught the staff will hold, rock, sing to, and talk quietly with the child to calm them. Under no circumstances will staff ever shake a child.

## **EDUCATION POLICY**

### ***Curriculum***

Our preschool will include a variety of educational opportunities aimed at the overall development of a child. In order to address the spiritual development of the students, the curriculum will include religious instruction each day. The teacher will develop weekly lesson plans, and will incorporate celebration of secular holidays and Christian festivals into lesson plans.

### ***Typical Daily Schedule of Activities***

7:45-8:00 or 11:45-12:00 Arrival and Table Activities  
8:00-8:30 or 12:00-12:30 Bible Time  
8:30-8:45 or 12:30-12:45 Music and Movement  
8:45-9:15 or 12:45-1:15 Calendar/Math Concept  
9:15-9:30 or 1:15-1:30 Bathroom and Snack Break  
9:30-10:00 or 1:30-2:00 Centers  
10:00-10:30 or 2:00-2:30 Language Arts Concept and Story Time  
10:30-10:50 or 2:30-2:50 Recess  
10:50-11:15 or 2:50-3:15 Special (Art, Technology, etc.)  
11:15-11:25 or 3:15-3:25 Clean-up  
11:25-11:30 or 3:25-3:30 Preschool Goodbye

Weather permitting, students will have the opportunity to play outdoors daily. A variety of activities will be available to all children on the playground. On nice days children may be outside for a longer period of time.

Children who arrive early or stay late will be given appropriate activities such as crayons, puzzles, and games.

The Preschool schedule and program will include cultural diversity. The Preschool will provide toys, activities, and environments in which understanding of and respect for different cultures will be addressed and introduced. We also will follow the screen time guidelines for ages 36-60 months which states that these children should receive less than 30 minutes of screen time a week.

### ***Staff***

Wee Love will have a certified teacher or teacher/director in place at all times. If a class size goes larger than 10 students and aid will be in the classroom as well to assist the students and teacher. The teacher and aide will be consistent on a yearly basis unless illness or medical leave is necessary.

### ***Field Trips***

From time to time the students may be taken on a field trip to enrich their learning and understanding of the world in which they live. News about special activities, field trips, and special presentations will be posted on the parent bulletin board and published in a parent newsletter or other forms. Before a student is taken on a field trip, parents are asked to complete and sign the *Day Care Field Trip or Other Activity Notification/Permission* form (CFS-58) provided for each fieldtrip. All fieldtrip costs for the students and chaperones are covered by the monthly tuition. Buses are rented for all off site field trip transportation. The children will be counted upon entering and exiting the bus to ensure that all children are present and accounted for. The bus will not leave until the all clear is given that all children are accounted for and ready for safe travel.

### ***A Christian Education Philosophy***

Parents who are not members of a church in the Wisconsin Evangelical Lutheran Synod will be encouraged to participate in a four-session overview of the Bible's basic teachings. By attending this class parents will become familiar with the basic religious teachings which their children will be taught in the preschool. Attendance does not obligate parents to join our church.

Other opportunities, such as parenting classes and family enrichment workshops, will be offered parents periodically throughout the year since we seek to strengthen the family as well as educate the child.

While church attendance is not and cannot be required, your child will be encouraged to attend worship and Sunday School programs. Faith is strengthened through God's Word. The preschool children will also have the opportunity to sing a song which they have learned in a worship service at Eternal Love Lutheran Church periodically throughout the year. However, such attendance is not mandatory and every family's religious convictions will certainly be respected and honored.

## **HEALTH CARE POLICY**

### ***Immunization Record***

The State of Wisconsin Department of Health and Family Services requires that an *Immunization Record* form (DPH 4192) be completed and kept on file in the preschool office as evidence that each student has been immunized against certain diseases. All parents are required to complete this form and return it to the preschool teacher within six calendar weeks of admission to preschool.

In cases where the child has not been properly immunized, and steps are not taken to correct this situation, admission to preschool may be denied, or the child may be discharged.

### ***Health Report and History***

The State of Wisconsin Department of Health and Family Services requires that a *Child Health Report In-Home, Family Day Care, Day Care Center* form (CFS-60) be completed and kept on file in the preschool office as evidence that each student has received a physical exam at least every two years and is able to participate in preschool activities. All parents are required to have their pediatricians complete this form and see that it is returned to the preschool teacher prior to the first day of school.

Another form that the State of Wisconsin Department of Health and Family Services requires us to keep on file is the *Day Care Child Enrollment and Health History* form (CFS-62). It is attached to this handbook. Please complete it and return it to the preschool office prior to the start of school.

### ***Health Guidelines***

Illness of children in any form of childcare can be a challenge for staff and parents. It is inconvenient for both the parents who may have to leave other responsibilities, and for staff trying to care for the child at the Preschool. The child's well-being is our first priority. The Preschool cannot care for a child who is ill.

To facilitate a healthy environment, we ask that parents do not send their child to Preschool if he/she has any of the following symptoms:

- Temperature of 100 degrees or higher
- Recurring diarrhea
- Vomiting within the last 24 hours
- Severe nasal and/or chest congestion
- Behavior indicating pain
- Head lice, nits, or scabies
- Any unexplained rash
- Discharge of green or yellow mucous from the nose
- Eye redness and drainage
- Inability to participate in every aspect of the program (Including outdoor activities, weather permitting)

The child may return to the preschool after being symptom-free for 24 hours. If an antibiotic is prescribed, the child may not return to the Preschool until they are on the prescribed antibiotic for 24 hours or no longer contagious.

In the event that a child is not well enough to participate in all activities at the Preschool such as outdoor play, we ask that parents keep him/her at home.

### ***If Child Becomes Ill While at Preschool***

If we find it necessary to take a child's temperature while at Preschool, it will be taken under the arm. If a child becomes ill while at Preschool, he or she will be isolated from the other children to the extent possible while still under staff supervision. If a parent cannot be reached and/or cannot pick up a child within one hour, the designated emergency contact (as stated on the *Day Care Child Enrollment and Health History* form will be called.

### ***First Aid***

First Aid kits will be kept in the first aid cabinet, and staff will be trained in its location and in what is available for use. First aid kits will contain a supply of bandages, tape, Band-Aids, and ice packs.

### ***Minor Injury***

If a child should receive a minor injury while at the Preschool, it will be washed thoroughly with soap and water, and a bandage or ice pack will be applied. Parents will be notified of the injury with an "*Ouch Report*" that will be completed by the staff member administering treatment. Accident/Injury incidents will be written in the room's medical log and injury book and signed by the teacher.

### ***Serious Injury***

If a child becomes seriously injured while at Wee Love Learning Center, 911 will be called and the child will be transported to St. Elizabeth's Hospital. Parents will be immediately notified. This child will be made comfortable and not left alone while waiting for medical treatment. The Wisconsin Department of Health and Family Services will receive a copy of the accident report within 48 hours after the occurrence.

### ***Injury That Occurs Offsite***

Any injury that occurs offsite to a student will be handled with a first aid kit brought along for the treatment of minor injuries. For a serious injury, 911 will be called from a cell phone that will be taken on every trip away from the Preschool. The child's parent(s) will be immediately notified by phone.

### ***Communicable Disease***

If a child is diagnosed with a communicable disease such as RSV, rotavirus, chicken pox, German measles, infectious hepatitis, measles, mumps, scarlet fever, or meningitis, parents should alert us immediately. If there are exposed children, they will be watched for symptoms. Parents will be notified of the exposure by posting of signs outside on the Parent board located at the Preschool room entrance. The Wisconsin Department of Health and Family Services will be notified of the illness. The ill child's name will be kept confidential by staff.

### ***Allergies***

When a child enrolls at the Preschool, all allergy and special needs information will be noted. The names of children along with the child's picture and their special needs will be provided to all staff.

### ***Medication***

Prescription and non-prescription medication will be administered only after the form *Authorization to Administer Medication (DCFS Form CFS-59)* has been completed, dated, and signed by the child's parent. This form is included in the back of this handbook. These forms are available from the teacher. Prescription medication must be in its original labeled container. The child's name, physician's name, name of medication, and the dosage must be on the label. Any error in the distribution of medication, including missing a dose, will be recorded in the Medical Log and immediately reported to the parents.

Staff may give non-prescription medication, such as Tylenol, cough medicine, or cold medicine, to a child or may apply parent-provided and labeled sunscreen or insect repellent to a child only under the following conditions:

- A written authorization or request signed and dated by the parent is on file.
- The medication is in the original container and labeled with the child's name, and the label includes the dosage and directions for administration.

Medications shall be stored in a medicine cabinet that is not accessible to the children. Medication requiring refrigeration shall be kept in a refrigerator in a separate, covered container clearly labeled "Medications".

### ***Medical Log***

The Medical Log will be used to record the following:

- Administration of medicine
- Any accident or injury received during Preschool hours
- Observation of injury child received outside the Preschool
- Any other unusual health-related occurrence regarding the child

Instructions will be posted on the inside cover of the Medical Log. Staff members will make entries in the Medical Log at the time of the incident. All entries will be written in ink.

Medicine administration logs will include:

- Child's first and last name
- Name of medication
- Dosage
- Time
- Date
- Name of person administering medication

Any injury to a child or evidence of unusual bruises, lacerations, or burns received by a child in or out of Preschool shall be recorded in the Medical Log and reported immediately to the Preschool Director.

Logs for accidents and injuries obtained at the Preschool will include the following:

- Child's first and last name
- Time
- Date
- Name of person documenting injury
- Description of Injury
- Treatment Administered

Our staff is trained to recognize conditions that indicate the evidence of abuse or neglect. In the event that a condition is noted that causes suspicion of possible abuse or neglect, the observation will be recorded in the Medical Log. We are required by law to report any suspicion of abuse or neglect including visible observations and verbal disclosures to the Department of Human Services and/or local law enforcement agencies.

### ***Staff Health Requirements***

All employees are required to have a physical exam within twelve months of being hired, or within one month after being hired. Reports shall be dated and signed by a licensed physician, physician assistant, or Health Check provider. Employees also have one month to have a TB test after being hired. Staff will be trained in appropriate health procedures such as hand washing, health precautions, handling bodily fluids, communicable diseases, emergency procedures, and CPR AND AED training.

### ***Handwashing and Cleanliness***

Each child will wash his/her hands with soap and water after toileting and after wiping bodily excretions (e.g. runny noses).

Staff will wash their hands with soap and water before and after assisting the children with toileting and after using the bathroom.

### ***Sanitation of Toys and Equipment***

Toys and equipment surfaces will be washed and sanitized on a weekly basis with disinfectant approved by the Department of Health.

### ***Universal Precautions***

Any person exposed to blood or bodily fluids containing blood and tissue discharge will immediately wash his/her hands with soap and water. Disposable gloves will be worn if there is contact with blood or bodily fluids containing blood or bodily tissues. Hands will be washed with soap and water after gloves are removed. Gloves will be discarded in a separate plastic bag. Staff will clean all spills of vomit, urine, feces, blood, and other bodily fluids using gloves. All staff members receive training in these procedures during orientation. Teacher precaution kits are found in the first aid cabinet and in the director's office.

### ***Diapering and Toilet Training***

Children attending Preschool must be toilet trained. If we accept the enrollment fee and the child is not potty trained by the start of classes, the fee will only be refunded if a child on the waiting list fills the vacant spot. In the case of a toileting accident, soiled clothing will be changed immediately and will be sent home with the child.

### ***Pets***

Children may not bring their own pets to the preschool. Any pets kept at the Preschool (e.g. goldfish, guinea pigs) will meet all State requirements for immunization and rabies vaccinations. If a child is allergic to any kind of animal, parents should let us know. If a pet shows any sign of aggression, or if the fish or animal poses any health problem for a child, it will be removed from the Preschool.

## **NUTRITION**

Wee Love Learning Center does not serve meals. Preschool staff will distribute any snacks (e.g. birthday treats) after washing hands with soap and water.

Parents are asked not to send food or drink to the Preschool with a child unless it is a special treat (e.g. birthday treats) or the assigned snack day. Parents should request in writing if certain kinds of food should not be provided due to allergy or other reason. The teacher will keep track of what snack is served each day. This list will be available to view near the snack cupboard. All open snacks will be stored in sealed containers or zip lock baggies in the snack cupboard. Snacks will be healthy and consist of a minimum of 2 food groups. (Examples: milk and crackers or carrots, pretzels, and juice)

## **FIRE/TORNADO AND OTHER EMERGENCY POLICIES**

### ***Accounting for Children in Care***

In case of emergency it is extremely important that staff is aware of the number and names of children in their care. Staff will continually conduct head counts to ensure they are correct in the number of children in their care. In case of emergency, the Teacher will take the attendance sheet to the designated safety area.

### ***Fire Drill/Evacuation***

Building evacuation procedures and exit routes are posted in the Preschool classroom. Fire drills will be practiced on a monthly basis by staff and children. It is the responsibility of staff to guide the children out of the building using prearranged exit routes. Do not stop for coats, shoes, etc. Staff will take all children to the designated location on the evacuation plan. Everyone will stay outside until the Teacher gives the "all clear" for reentry into the building

***Tornado Drill/Evacuation***

When a tornado warning is in effect the Teacher will guide children to an interior area of the building designated on the Tornado evacuation plan. Emergency supplies (e.g. blankets, radio, cell phone) will be gathered as time permits during a tornado watch.

***Flash Flood/Evacuation***

The Preschool is not located in a regulatory flood plain.

***Injured or Missing Child***

In the case of a severely injured or missing child, the teacher will take appropriate measures including calling 911 and notifying parents

***Building Temperature***

A comfortable temperature will be maintained in the Preschool during hours of operation. The inside temperature will not be less than 67 degrees, and air conditioning will be used if inside temperature exceeds 78 degrees.

***Emergency Contact Person***

Wee Love Learning Center has an emergency contact list that includes two adults. One of the adults on the list can get to the Preschool within 5 minutes.

***Loss of Building Services***

In case of loss of building services including, but not limited to: no heat, no air conditioning, no water, no electricity, no telephone, or plumbing problems, the situation will be handled on a case-by-case basis. Whenever possible, the problem will be taken care of in a timely manner so as not to interrupt the daily routine of the children. If the loss of service cannot be remedied in a timely manner we may close the Preschool for the day and resume as soon as we have the service operating as needed.

**CLOSING COMMENTS TO PARENTS**

In closing, Wee Love Learning Center staff wants you to know how very pleased and excited we are to have you and your family involved with our Preschool. We hope that all the information presented in this manual has answered any questions you may have had regarding the operation of the Preschool, and encourage you to discuss any further questions you may have with our staff.

Wee Love Learning Center will attempt to make every reasonable accommodation for you and your family. We hope to be able to fill the spiritual and educational needs of your child, with God's help.

We strive to provide for these needs with quality staff, facilities, and curriculum. We trust that it is the eternal love of God, as evidenced in the life and death of His Son, Jesus Christ, and as revealed to us in God's Word, that is of utmost importance in our Preschool and Family Ministries.

