

**PARENT HANDBOOK**

# **Wee Love Learning Center**

WWW.WEE-LOVE.ORG



**A Ministry of Eternal Love Lutheran Church**

## **2023-2024**

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# 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 church and community.

## THIS WE BELIEVE

Wee Love Learning Center, a ministry of Eternal Love Lutheran Church, and Little Lambs After School Care follow the teachings of the Bible as confessed by the Wisconsin Evangelical Lutheran Synod (WELS). We firmly believe in the triune God, the Father, Son, and Holy Spirit, and therefore we teach:

- That God has made us and all creatures. (*Genesis 1 & 2; Psalm 139*)
- That all of the Bible is the inspired, inerrant Word of God. (*II Peter 3:20-21; II Timothy 3:15-17*)
- That all people are born sinful. (*Psalm 51:5; John 6:5-6*)
- That God punishes sin with eternal death. (*Ezekiel 18:4; Romans 6:23*)
- That God sent his Son, Jesus Christ, to pay for the sins of all people. (*John 3:16; Romans 4:25*)
- That through faith in Jesus Christ we have complete forgiveness and the gift of everlasting life. (*Ephesians 2:8-10; Romans 3:28; I John 2:1-2*)
- That God makes us his children by giving us faith through baptism and his Word. (*Galatians 3:26-27; Romans 6:23; Titus 3:5-7*)
- That we strive to live in accordance with the Ten Commandments. (*Galatians 5:13-14; I John 5:2-5*)
- That God wants us to share the gospel of Jesus Christ with all people. (*Matthew 28:19-20; I Timothy 2:4*)
- That all who believe in Jesus as their Savior will be saved. (*Mark 16:15-16*)

## TEACHING PHILOSOPHY AND PURPOSE

Jesus said in Matthew 19:14, "Let the little children come to me." Wee Love Learning Center exists to assist parents in guiding each child in the ways and instruction of our Lord.

Wee Love Learning Center and its staff will strive to provide opportunities that help children...

- Develop spiritually by daily hearing and applying God's Word
- Develop intellectually by providing a variety of developmentally appropriate activities in basic language arts, social skills, science, reading, math readiness, and cultural development
- Develop physically through opportunities that use their small and large motor skills and abilities
- Develop socially through opportunities which are based upon Christ-centered, God-pleasing principles of love and concern for each other's safety and well-being
- Develop creatively through opportunities to express themselves through art, music, movement, and creative play
- Develop emotionally by creating an atmosphere in which each child knows he/she is a redeemed child of God

## LICENSURE

Wee Love Learning Center is licensed by the State of Wisconsin as an early childhood education facility to operate from 7:45am to 11:30am, Monday through Friday, nine months a year. This license authorizes the learning center to care for up to ten (10) 3 year-olds or up to sixteen (16) 4 year-olds per teaching session.

Little Lambs After School Care, under Wee Love Learning Center's license, is licensed by the State of Wisconsin as an early childhood education facility to operate from 11:30am to 4:30pm, Monday through Friday, nine months a year. This license authorizes the learning center 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 learning center entrance.

## REGISTRATION/ADMISSION

Wee Love Learning Center follows the teaching of the Bible as confessed by the Wisconsin Evangelical Lutheran Synod (WELS). All programs, activities, and educational philosophies will strive to display and communicate the love of God as revealed in his only son, Jesus Christ. No child shall, by reason of disability, be excluded from participation in or be denied the benefits of services, programs, or activities of Wee Love, or be subjected to discrimination by Wee Love Learning Center. While the 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 in our program to participate in Christian devotional activities, Bible stories, prayers, and songs as practiced and taught by Eternal Love Lutheran Church. Wee Love Learning Center is founded to provide quality care, instruction, and spiritual guidance for children.

### How to Enroll

Enrollments will be accepted from currently enrolled families in December for the session beginning in the fall. We will start accepting all other enrollments the second week of January 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 opening occurs. Please call the office at 749-9744 and request an enrollment form and information packet. Complete the form and mail it or bring it to the office. 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 when a child is placed on a waiting list.

### Child Admission Forms

The following forms must be completely filled out and in the possession of the learning center prior to the child's first day of attendance.

- Wee Love Enrollment Form
- Parent Handbook Acknowledgement Form
- Authorization to Pickup Form
- Permission to Photograph and Video Form
- Student Immunization Record Form (A doctor may print out the child's immunizations in place of filling out each date on this form, however this form still needs the child's contact information and a parent signature.)
- Child Care Enrollment Form
- Health History and Emergency Care Plan Form
- Child Health Report (must be signed by doctor)

- Alternate Arrival/Release Agreement Form (if another child care provider other than family is dropping off and/or picking up)
- Field Trip or Other Activity Notification/Permission Form (this will be given in advance of a trip or activity and must be completed and signed for children to participate)
- Authorization to Administer Medication Form (this form needs to be signed; you may write N/A in the medication area if there are no medications needed at school)
- Little Lambs After School Care Agreement/Contract

### **Admission Process**

- Children in the 3 year-old program must be at least three years of age as of September 1.
- Children in the 4 year-old program must be at least four years of age as of September 1.
- All required forms and enrollment fees must be received before the child's first day.
- All students must be toilet trained prior to the first day. (See Toilet Training, page 18)
- 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.
- An interview between parents and teacher is very helpful prior to a student's first day. During this interview all necessary forms are reviewed for completion, parents have the opportunity to meet the teacher/director, pastor and any questions about the learning center 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 to get acquainted with the teacher and room.

### **Supplies**

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

## **ARRIVAL AND DEPARTURE**

Wee Love Learning Center is open from 7:45am to 5:00pm, Monday to Friday. 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 parent 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 the Learning Center**

Parents should talk with their child ahead of time about coming to the learning center to let him/her know what is happening. Parents should assure their child that they 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 parent 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. We will work closely with families who have children that suffer from separation anxiety to make this as smooth of a transition as possible.

## **Pick-up of Children**

No child will be released to anyone unauthorized to pick up him/her from the learning center. 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.

## **TUITION AND FEES**

### **Enrollment Fee**

An annual enrollment fee of \$70.00 will be charged to each child enrolling in the program. With each child's enrollment, Wee Love Learning Center will provide the child with a Wee Love Learning Center t-shirt to wear for field trips and as they see fit.

### **Monthly Preschool Tuition rates are as follows:**

2 days = \$150 T/TH

3 days = \$225 M/W/F

5 days = \$370 M-F

A 10% discount will be given to families with more than one child enrolled. The first child will pay full price and any additional children will receive 10% off their total tuition. This only applies to our regular preschool program, not After School Care.

### **Little Lambs After School Care**

Little Lambs After School Care Program is an extra program open to the families enrolled at Wee Love Learning Center. This program exists to allow working families the opportunity to enroll their child in our Learning Center preschool program and still have the care needed in the afternoon to allow them to work. This program has independent fees of Wee Love Learning Center's preschool program. Parents will be required to fill out a contract form stating the hours and days they request the program. Late fees will be assessed if a child is not picked up by the end of the contracted hour time. View the Daily Schedule section for a sample of the afternoon routine.

#### **Rates are as follows:**

\$7.25 an hour per day with a max of 5 hours per day (11:30 AM – 4:30 PM) and a minimum of 3 hours per day. Contracted hours will be set at the beginning of the school year. Changes to these times must be given two weeks in advance.

### **Payment Information**

All tuition payments are due by the first day of each month from September to May. Payment options include:

1. Auto Payments Set-up in Brightwheel
2. Cash (Will still be entered into Brightwheel by office staff.)
3. Personal Check (Will still be entered into Brightwheel by office staff.)

Cash and check may be deposited in the Drop Box located right outside the office. You may also mail payments to:

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

Late tuition and aftercare payments (those not received by the 15th of each month) are subject to a \$10.00 late fee. Eternal Love Lutheran will process monthly payments by the 20<sup>th</sup> of each month.

### **Additional Fees**

An additional fee of \$5.00 will be charged to the child's account if a child remains at the learning center 10 minutes after the end of class. An additional \$5.00 fee will be added incrementally to the child's account for every 5 minutes thereafter. Communication with staff is needed if you are running late.

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 fees will be sent home with the child.

## **COMMUNICATION AND CONFIDENTIALITY**

### **Parent/School Communication**

Communication between home and school is a vital part of a child's education. Parents are encouraged to view our parent information board located near the learning center room for postings and information about Wee Love/Eternal Love and our activities. Wee Love will communicate with parents in the following ways: written communication, emails, phone calls, or text messages. Parents will receive monthly newsletters to prepare them for the activities that will be taking place in the month ahead. Each child will have a mailbox where daily work and activities as well as center notes will be placed to be taken home. We rely greatly on the day-to-day communication between the director, the staff, and the parents. If you have any questions or would like to share your concerns, please feel free to speak or schedule an appointment with the director. Your opinions are of great value as we continue to improve the program we offer our families.

Parents are encouraged to 'like' Wee Love Learning Center on Facebook and/or regularly check our website, [www.wee-love.org](http://www.wee-love.org), to receive updates on upcoming events and see the fun your child is having while at the learning center.

We will provide the opportunity twice a year for parents to have a conference with their child's teacher to discuss his/her development. These conferences will take place in fall and spring. An online sign-up will be sent via email for parents to choose a time that works best in their schedule. We want parents to always feel welcome to discuss their child's progress with the teacher and not limit them to these two times but have chosen to set up these two formal times to make a conscious effort to communicate well. We welcome all parents to enter our building, except when prohibited by a court order.

Parents are encouraged to provide suggestions to give input to the Wee Love staff and board at any time. We encourage you to give us feedback in person, by email, or in our yearly program survey.

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 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 about the reasons the response is not adequate, then go to step 3.
3. Call the Learning Center Board Chairman 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 Board Chairman", 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 parents in the manner requested.

### **Confidentiality**

Every staff member who is called or employed by Eternal Love Lutheran Church is expected to keep all information regarding a child and his/her family confidential. A breach in confidentiality is grounds for immediate dismissal.

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 Agency
- Staff consultation regarding spiritual matters with the pastors of Eternal Love Lutheran Church and/or the Wee Love Learning Center Board Chairman.

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

An employee or volunteer at a childcare center who knows or 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 county department of social services or human services or a local law enforcement agency, as required by s.48.981, Stats.

Every employee and volunteer who comes in contact with children at the learning center has received training every two years in the following: child abuse neglect law, how to identify children who have been abused or neglected, and the procedure for ensuring that known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

## **CURRICULUM & EDUCATIONAL OPPORTUNITIES**

Our Wee Love Learning Center curriculum includes a variety of educational opportunities aimed at the overall development of a child. We take into consideration the Wisconsin Model of Early Learning Standards as well as a focus on the spiritual development of the students in our program. Weekly lesson plans are developed and implemented by the teacher under the direction of the director. Please see the sample schedules below. These may be altered some to fit the groups needs.

### **Typical Preschool Daily Schedule**

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

### **Little Lambs After School Schedule**

11:30-11:45 Classroom Transition and Bathroom/Wash Hands for Lunch Break  
11:45-12:30 Lunch (brought by students with guidelines to follow from the state)  
12:30-1:45 Devotion/Quiet Rest Time  
1:45-2:30 Outside Time  
2:30-3:00 Story and Craft Time  
3:00-3:15 Music and Movement  
3:15-4:15 Free Play (Inside)  
4:15-4:30 Table Activities  
4:30 Close

Weather permitting, students will have the opportunity to play outdoors daily. The children will be kept inside if the temperature is below 10 °F, or playground conditions are deemed unsafe.

A variety of activities will be available for the children to participate in on the playground or in the fellowship hall (if inside). Please be sure to send your child with the appropriate clothing daily. When the weather permits, we may spend more time outside and participate in some environmental education opportunities as well.

## **Diversity Training**

Wee Love Learning Center will include cultural and ability diversity training in its curriculum. Children will be provided with toys, activities, and an environment in which they develop an understanding and respect for different cultures and abilities. Teachers will introduce and discuss with the children in a Christian manner how God has made each of us different and how he wants us to love and respect one another.

## **Bible Time Books**

Wee Love Learning Center has purchased a Bible story book for each child in our learning center program. These Bible books are provided to the children and families as a tool to read and grow together in God's Word. Each week the children will focus on a Bible story while at the learning center. At home, the goal is to review the story and use the special Parent Connection section to promote interaction between all members of the family. There is also a song, prayer, and picture to go with every story to enhance the learning experience. We pray this book is a helpful tool for the whole family to engage, learn, and grow together.

## **Field Trips**

The Wee Love students will have the opportunity to enrich their learning and understanding of our world through field trips. Parents will be notified of these special trips and activities through permission slips, calendars, newsletters, or special emails. Before a child can attend a trip, parents must fill out the *Day Care Field Trip or Other Activity Notification/Permission Form* (CFS-58). Parents will be notified of the cost for each trip with the Permission Form. Wee Love Learning Center will always contract a bus to transport our students for these off-site trips. The children will be counted before the bus leaves our facility and the destination. The teacher or director will alert the bus driver when the group is accounted for and ready for travel. We also request no younger siblings to attend our field trips; the possible exception maybe our end of the year trip. However, younger siblings are not allowed on the bus.

## **FAMILY INVOLVEMENT OPPORTUNITIES**

Wee Love Learning Center invites all of our families to be involved in their child's education as much as possible. As extensions of our school day, we offer opportunities for our children: to sing in church several times a year, three to four Family Night/Day events a year, and two Parent/Teacher Conferences a year. Although these events are not mandatory, we do encourage our families to take advantage of these opportunities as they enhance your child's experience.

### **Learning Center Singing Opportunities**

All Wee Love Learning Center children will be given the opportunity to sing Christian songs they have learned in a worship service at Eternal Love Lutheran Church on several occasions throughout the school year. See the yearly calendar for exact dates.

### **Family Meeting Opportunities**

Several times each year, Wee Love Learning Center offers Family Events. 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 or 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 learning center entrance and is available for all learning center families.

## Special Events

In addition to the Family Nights, Eternal Love Lutheran Church offers other family events which you are welcome to attend as our guests. A note or flyer will be put in your child's mailbox before the event.

## NUTRITION & REST PERIOD

### Preschool Nutrition

Wee Love Learning Center and Little Lambs After School Care provide snacks to the children through donated funds from the enrolled families. We ask parents to provide a suggested fee and the staff will purchase snacks with these funds. You can pay snack fee as a lump sum or a little bit each month.

Parents are asked not to send food or drink with a child to preschool unless it is a special treat (e.g., birthday treats). 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/bin.

Snacks will be healthy and consist of a minimum of 2 food groups (vegetable / fruit / grain or bread / meat or meat alternative).

Some examples of great snacks are:

- granola bars, applesauce, and 100% apple juice
- cheese, grapes, crackers, and water
- yogurt, popcorn, and 1% or skim milk

Preschool staff will distribute any snacks (e.g., birthday treats) after washing hands with soap and water.

### Little Lambs After School Care Nutrition

If your child is enrolled in Little Lambs After School Care, parents will need to provide their child's lunch and an afternoon snack. Due to the children, needing milk served at lunch per state guidelines, we ask the parents enrolled to sign up online for providing a gallon of 1% or skim milk (white or chocolate) each week.

For lunch, each child must receive at the minimal on his/her plate for the following: 1 ½ oz meat/meat alternate; a total of ½ cup of at least two different fruit/vegetable items (e.g., ¼ cup peaches and ¼ cup mashed potatoes); ½ slice bread or ½ serving of another bread type item or ¼ cup of noodles or cereal. ¾ of a cup of milk will also be served.

For afternoon snack, please provide a healthy minimum of two food groups snack (same as during the morning session). Water will be provided to drink unless another drink is provided by the parent.

Parents will also receive a hard copy of the state guidelines for snacks and meals to help assist them with approved choices. The children will never go longer than three hours without a snack or lunch while in our facility.

After School Care staff will distribute each child's lunch after washing hands with soap and water.

### **Little Lambs After School Care Rest Period**

Children enrolled in Little Lambs After School Care will receive a nap or rest period. Parents need to provide a sleeping bag stored in a pillowcase or other reusable bag. The sleeping bag will be sent home on the child's last day of attendance each week to be washed before their return the following week.

Children will receive an hour rest period each day they participate in After School Care. If a child does not sleep after 30 minutes, the child will be able to get up and do quiet time activities which will not disturb the other children such as reading a book.

## **ADMINISTRATION**

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 need of families in our church and community and sharing the gospel of Jesus Christ.

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 Wee Love Learning Center Board, under the authority of the Eternal Love Lutheran Church Council, will oversee the Wee Love Learning Center programs, provide support to the Wee Love Learning Center director and staff, all the students and their families. The Wee Love Learning Center Director will manage the daily operations for the programs offered on the Wee Love Learning Center campus.

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

### **Staffing**

Wee Love Learning Center will have a Wisconsin Evangelical Lutheran Synod (WELS) certified teacher or teacher/director in place in each classroom. If a class size grows to more than 10 students, a teacher's assistant (also a WELS member in good standing) will also be present to assist the teacher with the students. Our Little Lambs After School Care will be run by a WELS qualified adult under the direction of the Wee Love Learning Center Director.

All teaching staff have had approved fingerprint background checks according to state guidelines. All Eternal Love staff (pastors and office manager) and Wee Love Learning Center Board Chairman have had regular background checks. These checks are done every 3 years.

### **Insurance**

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

### **Building Accessibility and Maintenance**

The entire learning center 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.

### **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. All doors remained locked while children are in the building.

### **Schedule of Learning Center Closings**

Wee Love Learning Center follows a calendar that is coordinated with Fox Valley Lutheran Schools. Wee Love Learning Center will start after Labor Day and end before Memorial Day. A proposed yearly calendar is attached to this handbook. If the calendar needs to change, parents will be notified as soon as possible and receive an updated calendar to make note of the change(s).

### **Severe Weather Closings/Emergency Closings**

School closings due to inclement weather or other causes will be posted on our website and a mass email will be sent out to parents as well. We will also put out a mass message on Brightwheel if the weather or any other situation causes our program (preschool and/or afterschool care) to close.

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

## **POLICIES**

### **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 learning center 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 learning center teacher within six calendar weeks of admission to the learning center.

In cases where the child has not been properly immunized, and steps are not taken to correct this situation, admission to the learning center 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 learning center office as evidence that each student has received a physical exam at least every two years and is able to participate in learning center activities. All parents are required to have their pediatricians complete this form and see that it is returned to the learning center 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 learning center office prior to the start of school.

## **Health Guidelines**

Illness of children in the early school years can be a challenge for staff and parents. It is inconvenient both for the parents who may have leave work and for staff caring for the individual child and other children in the program. The child's well-being is our first priority. Wee Love Learning Center cannot care for a child who is ill. Parents need to have alternate care plans for an ill child.

In order to facilitate a healthy environment, we ask that you do not send your child to school if he/she has any of the following symptoms:

- Temperature of 101 degrees or higher
- Recurring diarrhea
- Vomiting within the last 24 hours
- Severe nasal and/or chest congestion
- Contagious stage of any communicable disease
- Behavior indicating pain
- Head lice, nits, or scabies
- Any unexplained rash
- Discharge of green or yellow mucous from the nose
- Eye redness or drainage
- Inability to participate in all aspects of the program

A child may return to the center after being symptom free for 24 consecutive hours. If an antibiotic is prescribed, the child may not return to the learning center until they are on the prescribed antibiotic for 24 hours or no longer contagious. When determining the 24-hour period for being fever-free, the child needs to be fever-free for 24 hours without the aid of fever reducers (ex. Tylenol, ibuprofen).

In the event that a child is not well enough to participate in all activities at the center, including outside time, we ask that the parents please keep the child home. State guidelines require outdoor play whenever possible. Wee Love Learning Center is not staffed or licensed to provide care for sick children.

## **Head Lice Policy**

- When a child is found to have lice and or nits, parents will be contacted to pick up the child.
- The child may return 24 hours after treatment has been applied, and the child is free of live lice and/or nits.
- The child will be checked upon return. If live lice and/or nits are found, the child will not be allowed to return until the above conditions are met.
- The child will be checked in 7-10 days for signs of re-infestation.
- When a case of head lice is present at the center, the families will be notified with a note and information sheet. Children in the specific classroom will also be checked for presence of head lice.

## **If Child Becomes Ill While at the Center**

If we find it necessary to take a child's temperature while at the center, it will be taken under the arm. If a child becomes ill at the center, he or she will be isolated from the other children in the office under the supervision of the office manager or the director until he or she is picked up. We are not licensed for sick child care. A sick child must be picked up within one hour of the initial contact of parent or emergency contact by the center. If the child is not picked up within this hour, the late fees for pickup will be applied.

## **First Aid/Universal Precautions**

First aid kits will be kept in the classrooms and brought on field trips. Staff are trained on how to use them and what is available for use. Band-Aids, tape, and bandages will be available in these kits and used at the discretion of the adults in charge. The staff will use universal precautions when dealing with blood or any secretion potentially containing blood.

Gloves will be worn and disposed of in a separate plastic bag and hands will be washed thoroughly. Staff is trained on these universal precautions.

### **Minor Injury**

If your child should receive a minor injury at the center, it will be washed thoroughly with soap and water and a bandage and/or ice pack will be applied. You will be notified of the injury via a note completed by the staff member who administered treatment. Accident/Injury incidents will be written in the room's medical log and signed by the staff member.

### **Serious Injury**

If a child becomes seriously injured while at the center, 911 will be called and the child will be transported to Ascension St. Elizabeth Hospital unless a parent has indicated otherwise on the child's emergency care card. If a parent indicates a different hospital, their instructions will be followed. Parents will be immediately notified. The child will be made comfortable and not be left alone while waiting for medical treatment.

### **Injury That Occurs Off-site**

An injury that occurs to a child off campus will be handled with the first aid kit that is brought along for minor injuries. For a serious injury, 911 will be called and the child's parents will be notified immediately. School personnel will carry cell phones during off-site trips. These phones will be used to make the emergency calls unless someone else is available as the school staff tends to the injured child.

### **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 learning center 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 center, all allergy and special needs information will be noted. This information will be noted in the Red Cross chart near the snack area. All staff will be encouraged to check this information out. Because snacks and lunches for those staying for Little Lambs After School Care are provided by families, we will make sure families are aware of any food allergies to provide appropriate snacks. If a child has severe allergies, we encourage families to provide the snacks they know are 100% safe for their child, and we will see they receive this snack in place of the other snack provided. We want to make sure all of the children are safe in our school environment. Please be sure to follow allergy warnings when providing snacks and lunches.

### **Medication**

Prescription and non-prescription medication will not be administered without the "Medication Authorization" form being completed, dated, and signed by the child's parent or legal guardian. Medications must be in their original containers. The child's name, physician's name, name of medication and the dosage must be on the label. In most cases these medications will not need to be given at school unless the child is a part of our after-school care or has a special medical condition requiring these types of medications.

Staff may give non-prescription medication (such as Tylenol, cough medicine, cold medicine) after the parent fills out the Authorization to Administer Medication form and the package has provided instructions.

Medication will 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".

For staff to apply sunscreen or insect repellent to a child, we will need the following:

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

### **Medical Log**

The medical logbook will be used to record the following:

- Minor injuries
- Serious injuries
- Injuries on and/or off site
- Medicine administered
- Any unusual incident needing further explanation and or documentation

The medical log has directions printed on the inside of the cover. The following information will be included with each entry:

- First and last names of those involved
- Medical attention given/administered
- Administration of any medication given
- Time and date of both accident or medicine administration

Staff is trained on proper use of the medical log. Staff is also trained on signs of abuse or neglect and is required by laws to report these and log them in the medical log book. Suspicion of abuse or neglect of any kind will be reported to the Department of Human Services and/or local law enforcement agencies per the state law.

### **Staff Health Requirements**

All staff members are required to have a physical exam within twelve months prior to being hired or within one month after being hired. Reports will be dated and signed by a licensed physician, physician assistant, or Health Check provider. Staff members also have one month to have a TB test after being hired. Staff will be trained in appropriate health procedures including washing, handling bodily fluids, communicable diseases, emergency procedures, CPR training, and SIDS training.

### **Handwashing and Cleanliness**

Both children and staff will wash hands upon entering the classroom, prior to prepping and eating food, after bathroom visits or assisting with bathroom visits, and after touching bodily excretions (runny noses, etc.). Children will also wipe hands and face after eating and before moving on to a new task.

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

Toys and equipment will be sanitized on a regular basis and upon a toy entering a child's mouth. Tables and counters will be sanitized before and after snacks and meals. We will do our best to help stop the spread of germs and use cleaning products approved by the Health Department.

### **Toilet Training**

All children enrolled at Wee Love Learning Center and Little Lambs After School Care Program MUST be toilet trained. We realize that at this age bathroom accidents will/may happen. As part of our school supply list the parents will have to provide one or two sets of weather appropriate clothes. If an accident occurs, we will try not to bring attention to it and

get the child and the area where the accident occurred cleaned up. Wet clothes will be placed in a bag and parents will be notified of the accident at pickup.

Enrollment fees to reserve a spot for a child that does not meet toilet training guidelines before the start of school will only be reimbursed if another child takes that child's place on the class roster. Parents could also choose to pay the tuition for their child even if they are not toilet trained if they desire. This would keep their child's spot open until their child is ready to come to school.

Please note that pull-ups and diapers are not to be used while your child is at preschool or aftercare. We do not have changing facilities for the removal of these items. Potty trained includes the child being able to wipe himself or herself.

### **Pets**

Children may not bring their own pets to the learning center, unless there has been prior authorization and parents have signed a permission slip providing approval. Any pets kept at the learning center (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 learning center. Certified medical/service/emotional support pets are a possible exception.

## **Fire/Tornado and Other Emergency Policies**

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

In case of an emergency the Wee Love Learning Center or Little Lambs After School Care staff will conduct head counts when the group reaches its "SAFE" destination. Staff will use the attendance sheets they are responsible to take with them to the safety area to make sure their count is accurate.

### **Fire Drill/Evacuation**

In the case of a fire, there will be no stopping for coats, shoes, etc. Staff will take the children to the designated location using the quickest and safest route possible. Everyone will remain outside in the safe area until the "all clear" is given for re-entry into the building. Fire drills will be practiced and recorded monthly to test different scenarios and routes. Building evacuation procedures and exit routes are posted in the learning center classroom.

### **Tornado Drill/Evacuation**

When a tornado warning is in effect, the Wee Love Learning Center or Little Lambs After School Care staff will guide the children to an interior area of the building designated as the Tornado Shelter on the evacuation plan. Emergency supplies (e.g. blankets, radio, food, drink, cell phone) will be gathered as time permits during a tornado watch.

### **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.

### **Emergency Contact Person**

Wee Love Learning Center and Little Lambs After School Care has an emergency contact list that includes at least two adults that can be reached and on site within 5 minutes if needed. This is an extra step in keeping our children and staff safe.

## **Security & Safety**

According to Wisconsin Acts 35, all firearms must be kept inaccessible to children and no person may carry weapons while on the premises during licensed hours. In group licensed childcare centers this means that firearms, ammunition, and other potentially dangerous items may not be kept or carried on the premises.

### **Retention Pond**

Parents/Guardians will escort children to and from the facility. Children will not be allowed to play outside of the fenced in playground area. Play yard gates will be closed at all times.

## **Building Temperature**

A comfortable temperature will be maintained during the center's hours of operation. The inside temperature will not be less than 67 degrees and air conditioning will be used if the temperature exceeds 78 degrees. If these temperatures cannot be met, parents will be notified of the loss of building services.

## **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, 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. Parents will be notified as soon as possible if the center must close. Every avenue of communication will be used to get this information out as fast as possible.

## **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 both toward 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 the learning center will neither be corporal nor 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 involved staff to discuss further intervention. The learning center staff will aim to communicate quickly and openly with parents regarding any behavior problems.

By using the following techniques, we will seek to minimize unacceptable 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.
- Model and reinforce appropriate Christian behavior.
- Praise and promote 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, verbally abused or threatened with such. 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 should a parent request them.

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

## **Termination of Enrollment Policy**

Wee Love Learning Center will strive to retain every child who enrolls. We will work to make all parties involved a part of the process to figure out a resolution using the Bible as our guide. 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 any of the following reasons:

- Failure of parents to observe parent policies and procedures as outlined in this handbook or as presented by the Learning Center Director
- Inability of the learning center to accommodate the high needs of a special-needs child based on the best interests of all children at the learning center.
- 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 practiced by Eternal Love Lutheran Church 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 the learning center.

### **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 the learning center. Discharge of an enrolled child will occur under the following conditions.

#### ***1. Mutual Decision between Parent and Learning Center***

A mutual decision may be reached between the parent and the learning center whereby both parties agree that the placement of the child is not in the best interest of the child, and the child would benefit from different placement. A two-week written notice must be given to the director stating the child's last date of attendance at the learning center. Parents are responsible for payment of fees for the following month if

written notice is not provided. 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 in which 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 learning center. Parents are responsible for payment of fees for the following month if written notice is not provided. If the parent has paid tuition in advance for more than one month, a refund will be given for those months.

**3. *Learning Center Initiated-Involuntary Discharge:***

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

**Steps Prior to Learning Center-Initiated Discharge**

The following steps will be taken prior to discharge:

1. The learning center 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 Wee Love Learning Center Board 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 timeline 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 learning center director will consult with the Wee Love Learning Center Board 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 Wee Love Learning Center Board will be notified of the discharge.
6. When a learning center-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 appeal the discharge in writing. The written appeal shall state the child's name, the reason given for dismissal, the actions taken by the parents to resolve the problem, and the reason(s) the discharge was unfair. The written appeal should then be submitted to the chairman of the Wee Love Learning Center Board who will bring the appeal to the Eternal Love Lutheran Church Council for a decision. The Chairman of the Wee Love Learning Center Board will respond to the parents in writing with the Council's appeal decision within 30 calendar days. The child who was discharged will not be readmitted during the appeal process.

## WE'RE HERE TO SERVE YOU

Wee Love Learning Center, Little Lambs After School Care, and the members of Eternal Love Lutheran Church, want you to know how excited and pleased we are that you chose our center for your child(ren). We encourage you to ask any questions you may have at any time. Communication is key to your child's success and our program's success.

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. May God bless the time we are given together!

Kara Krull, Wee Love Director & Teacher

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