

St. John's West Bend Early Childhood Center



**Quality, Christian care
for infants through K4
and school age extended care**

**Parent Handbook
2023 - 2024**

Welcome to St. John's Early Childhood Center. It is a privilege for us to partner with you in providing an environment that promotes Christian values, spiritual growth, and child development through age appropriate education. We are confident God will bless the leadership of our staff and your partnership with them. It's a joy to have you with us.

PROGRAM GOALS

1. To assist parents in their important role of raising children in the ways of the Lord.
2. To allow children the opportunity to interact with other children in positive ways that lead to friendships and the ability to cooperate with each other.
3. To provide a structured environment that promotes Christian values and spiritual growth.
4. To encourage children to grow socially, emotionally, and intellectually through play and learning time opportunities.

PARENT PARTNERSHIP

1. Provide and encourage your child to eat a good breakfast. Sugary cereals, doughnuts and sweet rolls should be replaced by food high in protein, such as eggs, cheese, yogurt, meat, or peanut butter.
2. Establish a regular bedtime. It is important that your child be well rested to handle a busy day at play with other children. Fatigue can spoil your child's school experience.
3. Provide clothing suitable to the weather. **TENNIS SHOES** are best on our playground. Sunscreen should be provided for each child (labeled with name). Winter clothing should include: hats, gloves and boots.

PROGRAM DESCRIPTIONS

Infants & Toddlers: St. John's Early Childhood staff will provide loving and individualized care to aid in the development of your child. We will provide physical, emotional, social, and fine motor skills development. Both infants and toddlers will engage in gross-motor and outdoor activities.

Infants will function on an individual schedule submitted in writing by their parents. Any changes must be communicated to the teacher and noted on the child's schedule. Ultimately infants will be fed and napped based on their needs and the capabilities within the room. All attempts will be made to coordinate the schedule of infants with their schedules at home up to 10 months of age (eating and sleeping schedules). At 10 months, gradual transitioning begins for moving up to the 1 year old room. As each child transitions to the next room; they continue to work towards growth milestones such as functioning without a pacifier, using a regular cup versus a sippy cup, to potty training. Each transition leads to more independence and personal growth. Staff and parent communication is key to successful transitions for each age level.

All items for infants & toddlers need to be labeled with the child's name on it. (Diapers (package), wipes, pacifier, formula/breast milk, cups, backpacks, food, etc...)

Pre K3 & Pre K4: Children will be provided with scheduled programming including Jesus time, group activities and projects, letter/number recognition, color recognition, development of writing skills, gym time (physical development), and creative free time. Our early childhood teachers will be helping you develop your child's God-given talents as he or she is equipped to serve as a disciple of Jesus.

Below are suggestions to help prepare your child:

Pre K3 & Pre K4.

1. Maintain supervision of your child's television viewing and computer game selections. Limit the time spent in front of the television and computer. Know what your child is watching and playing.
2. Guide your child to show independence in taking care of his/her toilet needs. Children must be fully toilet trained to attend our Pre K3 and Pre K4 programs.
3. Develop the attitude that school is a happy place and the teacher is a special friend. We want our school to be a happy, loving place, where your child experiences the love of Jesus each and every day.

Mission Statement

St. John's West Bend Educational Ministries carry out the congregational mission of Connecting, Caring, and Sharing in Christ and vision of Discipleship in as many places as possible. Partnering with parents, St. John's Lutheran Education Ministries:

Nurture Faithful Disciples

Inspire Academic Excellence

Equip Christian Leaders

Three Truths

It's All His

He Saves

His Will is What's Best

Philosophy

St John's Lutheran congregation recognizes that the prime responsibility for training children rests with the parents. Parents begin and nurture this training by regularly and faithfully attending church as a family and Family Discipleship Hour, and participating daily in family devotions, Bible study, and prayer.

St John's Lutheran Church has developed an effective ministry to support and nurture spiritual growth. Worship, the sacraments, and Bible study are a vital part of our program for the edification of the entire family. Paul writes in Ephesians 4:16, "From Him, the whole body, joined and held together by every supporting ligament, grows and builds itself up in love."

To help parents provide a Christian education for their children, St John's West Bend maintains a Christian Early Childhood Center, an Elementary School and a Middle School. Our education curriculum integrates the Christian faith throughout our academic studies and includes daily Christian Education and Discipleship classes, devotions, and worship experiences. It is the all-day Christian setting that gives the children the opportunity to practice their Christianity while developing thinking and academic skills, knowledge, and communication tools.

We believe that Christian education is a lifelong process of growing in faith through God's Word. As God's Word is taught, the Holy Spirit actively works to produce faith in the heart of the hearer. Therefore, our entire curriculum is centered on God's powerful Word. We believe that an education apart from Christ is incomplete.

Discipleship is most effective when we work in partnership with the family to develop the child spiritually, socially, physically, emotionally, and intellectually. Parents and teachers working together provide the best form of Christian education.

It is our prayer and purposeful goal that all students of St. John's Lutheran School grow in Christian discipleship, stewardship, and citizenship.

Joyfully Serving,

Nicole Janisse, Administrator

"Train a child in the way he should go, and when he is old, he will not turn from it."
- Proverbs 22:6.

SERVICES PROVIDED

- St. John's Early Childhood Center is open from 6:30am to 5:30pm Monday – Friday.
- Care provided for children ages 6 weeks to 5th Gr.
- Early Childhood Education is provided in the morning for children ages 2-4.
- The center will provide half day care in the am between 6:30am-12:00pm (up to 5 hours per day), full day care between 6:30am-5:30pm (5-10 hours per day) and Before/After school extended care between 6:30am-7:30am and 3:00pm-5:30pm.
- Morning drop-offs need to be completed by 10:00 am. No pick-ups between 12:00pm – 2:30pm daily.
- The Before/After school "Hourly Rate" will be incurred for all child care over 10 hours per day.
- Part-time care is available based on availability with a minimum of **3 days** per week.
- A summer school-age camp is offered June-August from 7:00am-5:00pm for children age K5-5th Gr.

Pre-K3 and Pre-K4 Programs

Morning only classes (Pre K3am and Pre-K4am)

- Classes run during the school year only – September through June
- All children must be fully potty trained
- Children must be 3 or 4 prior to September 1st
- K3am is Tuesday and Thursday 8:00-11:30
- K4am is Monday, Wednesday & Friday 7:45-12:00
- Annual tuition invoiced July through June
- No extended care options

K3 & K4 with Extended Care

- Classes run all year (closed on holidays)
- All children must be fully potty trained
- Children must be 3 or 4 prior to September 1st
- Hours available are 6:30-5:30 Monday – Friday (see "Services Provided" above for center rules)

Before/After School Program (K5-5th Gr.): Children will be provided with a space for studying or reading and have the opportunity to socialize with friends through activities like games, puzzles, art, and outside play. After school snack is provided. Upon the parent's request, we will encourage your child to work on homework while in attendance. Please indicate this preference on the Emergency and Health Information Form and discuss this with your child.

Summer School Age Camp/ JUNE, JULY, & AUGUST (K5-5th Gr.):

Our summer camp runs Monday – Friday from 7:00am-5:00pm. Every summer we have a theme in which children will learn fun facts, create art projects, make delicious snacks, participate in fun-filled fieldtrips, and enjoy plenty of outdoor fun! Cold lunches are required unless provided through the field trip.

(NO heatable lunches)

REGISTRATION

Mail your registration or drop it off at the St. John's Early Childhood office located at 899 S. 6th Avenue, West Bend, WI 53095. A \$50 registration fee per family is required upon registration. If registering one month or more prior to the start date, a \$200 deposit is due (along with the registration fee) to reserve your spot. The \$200 will be applied to the first week(s) of care. Upon cancellation, these funds are non-refundable. Pre-K3 and Pre-K4 morning classes utilize online enrollment.

FEES

Annual Registration Fee: \$50 per family (non-refundable), per program. Childcare and the before/after school program are considered separate programs.

Family Discount:

A 10% discount will be given to families with 2 or more children enrolled in early childhood w/extended care program. **Family Discount does not apply to K3/K4 am, before/after school care, or summer camp.**

Refunds:

Refunds are NOT given if your child does not attend on a day they are scheduled or if there is inclement weather and school is cancelled. You may use the Vouchers provided in July.

6 weeks – 2 years old:

Full Time - \$310.00 per week
Full Days - \$67.00 per day
Half Days - \$38.00 per day

2 – 3+ years old

Full Time - \$300.00 per week
Full Days - \$65.00 per day
Half Days - \$35.00 per day

Pre K3 & Pre K4 w/extended Care (Children must be age 3 or 4 by Sept. 1 and fully potty trained)

Full Time - \$275.00 per week
Full Days - \$57.00 per day
Half Days - \$28.00 per day

Pre K3am (September – June)

(8:00-11:30am) Tuesday & Thursday

\$1608.00 (annual tuition)
\$134.00 per month/July 2023-June 2024

Pre K4am (September – June)

(7:45-12:00pm) Monday, Wednesday, Friday

\$2280.00 (annual tuition)
\$190.00 per month/July 2023-June 2024

BEFORE/AFTER School-Age Program (K5-6th Gr.)

\$8.00 per hour (we **do not** pro-rate for ½ hour services) There are no credits for sick days or after school extracurricular activities.

Summer School-Age Camp offered June-August (K5-5th Gr.)

PAYMENTS

- All weekly fees for early childhood with extended care are pre-paid and due to be paid on the **Monday** of the week of attendance. All monthly fees for Pre K3 AM & Pre K4 AM are due on the 1st of each month, July through June. **All fees payable online or make checks payable to St. John's Church.** Pre-K3am & Pre-K4am have a monthly ACH payment option.
- No service will be provided without following the prepay procedures.
- The "Before/After School" hourly rate will be charged for each additional hour over 10 hours. (We do not pro-rate to the ½ hour.)
- The center will provide a statement of fees paid at the end of the year for tax purposes.
- All hot lunch payments require a **SEPARATE** payment payable online or checks made payable to **St. John's Church.**

Late payment

A **\$10.00 late fee** will be charged for payments not received on time. When payment is late, the \$10 fee will be added to the next week's invoice. Payments past due 14 days will result in a verbal warning requiring ALL past due payments to be received within 24 hours. If payment is not received within 24 hours, early childhood services will not be provided. **Special payment arrangements can be requested through the Administrator.**

Late fee for drop-off/pick-up

To maintain the teacher-to-child ratios, an additional fee will be assessed for care beyond your scheduled drop-off/pick-up times at the rate of \$8.00 (regular hourly rate). This fee will be charged for any time extending 15 minutes beyond your child's scheduled drop-off/pick-up time. **Any time** extending beyond 5:30pm will be charged \$8.00 **per minute** due at the time of pick up. Our center closes promptly at 5:30pm and there is no grace period beyond this time. Prompt pick-up is appreciated in consideration of our staff and their families.

CERTIFICATE VOUCHERS

Children enrolled in our early childhood with extended care program will be issued vouchers which may be used for **vacations, illness or holidays** (see holiday closings). Vouchers are based on the child's weekly schedule and are effective July 1st through June 30th. Vouchers are pro-rated according to which month your child starts. All vouchers need to be submitted at least 1 week prior to requested time off, unless used for an unexpected illness. Unused vouchers will not be applied to past due or end of year (June) balances. **The voucher will be credited on the next month's bill.**

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|--------------------------|----------------------|
| a. Attending 3 days/week | 6 vouchers per year |
| b. Attending 4 days/week | 8 vouchers per year |
| c. Attending 5 days/week | 10 vouchers per year |

CLOSINGS/DELAYS

- **Holidays:**
 - **New Year's Day** (when Federally observed)
 - Good Friday
 - Memorial Day
 - **Fourth of July** (when Federally observed)
 - Labor Day
 - Thanksgiving Day **and** the day after Thanksgiving
 - Christmas Eve Day (does not qualify if it falls on Friday)
 - **Christmas Day** (when Federally observed)
 - New Year's Eve Day (does not qualify if it falls on Friday)

If a **federally observed holiday** falls on a Saturday, it will be observed on the previous Friday. If a **federally observed holiday falls** on a Sunday, it will be observed on the following Monday. **Childcare fees are incurred for all holidays if it falls on your child's regular scheduled day.**

- **Inclement Weather:**
 - a. St. John's Early Childhood **w/ extended care programs** will be **CLOSED** if the West Bend Public and Private Schools are closed due to inclement weather conditions. Closings only apply to weather conditions that affect traveling, not COLD weather conditions. However, the Administrator reserves the right to close early based on extreme weather conditions.
 - b. **Pre K3am (8:00-11:30am) and Pre K4am (7:45-12:00pm)** will be CANCELLED if there is a 2 hour delay due to inclement weather and/or if the West Bend Public & Private Schools close due to "cold weather" conditions.
 - c. **All cancellations care communicated through TMJ4, St Johns Facebook page and e-mail through Sycamore.** Refunds are not issued for school closings due to inclement weather **AND we are unable to provide care for school-age children when school is closed due to inclement weather.**

SCHEDULING

Half or Full days: A schedule of your child's attendance is submitted at time of registration. Monthly invoicing is based on days and hours reserved for your child. It is our policy that days may be added with a 48 hour notice, based on availability. However, **we do not allow "switching" or "instead ofs"**. Any **permanent changes** to your child's schedule must be submitted at least 2 weeks prior to any change in schedule, including removing your child from care. **Refunds are not issued for cancellations unless a voucher has been submitted.**

Summer schedules (June – August): Families with children ages 6 weeks to 4 years old that use our center on a full time basis may adjust their child's schedule to a minimum of 3 full days or 5 half days per week. Any full time family not using the center over the summer months for a minimum of 3 full days or 5 half days per week will incur a fee of **\$50 per week per child** to reserve a spot for their child to return in the fall. Children who attend our center on a part-time basis may adjust their schedule to a minimum of 3 half days per week. If they will not be using the center over the summer months, you will incur a fee of **\$30.00 per week per child** to reserve a spot for fall. Failure to pay the "per week" fee will result in a withdrawal of registration from St. John's Early Childhood Center.

School-Age Program: Before and after school care will be provided for children K5-5th grade. Care is **NOT available** for early release, no school days, or when school is delayed or closed due to inclement weather. Fees are billed according to schedules submitted and refunds are not given for cancellations.

Summer School-Age Program: Schedules for children who attend our summer school-age camp are submitted on a monthly basis. Refunds are not given for daily rates or field trips for cancellations.

Maternity/Family Leave: Up to a 12 week leave is granted as follows: Full time schedules can be adjusted to 3 full or 5 half days. Part time schedules can be adjusted to 3 half days. The Director reserves the right to adjust schedules based on the centers availability.

ATTENDANCE

No refunds will be issued if your child does not attend on a day you have scheduled them to attend due to illness or family reasons. Vouchers can be applied for credit.

ABSENSES

To report a late arrival or absence, contact the ECC office by emailing ecc@stjohnswestbend.org or calling 262-429-1061 within 1 hour of your child's scheduled drop off time. If your child will be arriving later than scheduled, contact the center with a definite time of arrival. *(Please see ILLNESS for specific conditions in which your child may not attend the center.)* Notify the ECC office of any scheduled vacations.

CHILD DROP OFF AND PICK UP

To assure the safety of all the children we serve, we ask that you follow these procedures:

- When arriving at the center, a parent or guardian must walk their child to their specific classroom.
- Parents or guardians dropping off and picking up children will sign them in and out at the classroom door, noting the times and initials of the adult. No drop offs after 10:00 am; unless delayed by a doctor appointment.
- Children are to **remain with parents at all times**. Children are not allowed to enter or leave the building without a parent and should stay with parents when dropping off/picking up siblings.
- Do not allow children to run in the hallways
- No toys from home will be allowed in the room with your child due to disputes between children; the only exception to this rule is a sleep buddy toy (*allowed only during sleep time up to Pre-K3*) Please have your child leave all other toys in the car, at home, or in their cubby.
- Parents are to notify the ECC office when someone different is picking up, even if on contact list.
- Children will only be released to adults authorized to pick them up.
Please provide us with a list of the adults authorized to pick up your child (*see Emergency and Health Information Form*), updating us in writing whenever any changes occur. The center must have written verification for anyone specifically **NOT** authorized to pick up your child in cases of separation or divorce. A copy of the custody agreement is required to be kept on file at the center. (*All records you provide to us will be placed in your child's file and kept confidential.*)
- Please make all authorized adults aware that they should be prepared to show identification if requested by the staff. This is a measure we are taking for your child's protection.
- Children attending before school care will be walked into St. John's School by a staff member at 7:30am.
- All children registered for after-school care will gather in the after school designated gathering area. A staff member will take them to the ECC 2nd floor Resource room for snack and activities.
- Students must use bus transportation with the class to and from field trip sites

PHYSICAL EXAMS AND IMMUNIZATIONS:

Physical exams are recommended of all students new to the ECC. Prior to first day of care, children must have an accurate and satisfactorily completed immunization history on file indicating he/she has received the minimum immunizations required by Wisconsin law.

INSURANCE

- St. John's Lutheran Church, School and Early Childhood Center do not assume responsibility for financial expenses incurred due to injuries incurred during school related events. Therefore families are encouraged to purchase their own health and accident insurance.

INJURIES

- **Minor cuts or scrapes** are tended to using first aid protocols.
- **Child Bites** – All child bites are washed with soap and water and iced. All bites will be recorded in a medical log and parents will be notified.
- **Injuries** – All injuries will be reported to parents on an injury report form. A copy of the injury report will be given to parents and kept on file. If an injury requires care that staff is not equipped to give, parents will be contacted as soon as possible and emergency assistance will be called.

ILLNESS

- Parents will be **notified** when the following situations occur:
 1. Illness
 2. Fever of up to 100.4°
 3. Injuries, depending on the extent of the injury
- A child may not attend the center when ill. If your child is suffering from any of the following, please do not send them to the center:
 - fever of 100.4° or higher
 - flu/vomiting
 - diarrhea (2 or more loose bowels in one hour)
 - unknown or undiagnosed rash
 - head lice
 - communicable diseases- See attached chart
- Parents have the primary responsibility to assess their children's health before bringing them to the early childhood center. If your child should become ill while at the center, they will be isolated from other children and kept under watch by staff until an authorized adult can pick them up. **Children must be picked up within 1 hour of being notified by the center** in the best interest of their child's comfort and in consideration of staff and other children. **In the event of a serious emergency, the school may contact the family physician listed on the emergency form or the nearest emergency care facility. The cost of any emergency care is a parental responsibility.**
- We reserve the right to request a doctor's permission slip to return to the center if a situation arises that we deem unhealthy or a threat to other children or teachers of the center. The director reserves the right to overrule a doctor's note as needed.
- An Emergency and Health Information Form must be filled out prior to the first day of care and kept current as part of the center's files. If a name, phone number, insurance, or health condition, including food or other allergies should change, notify us immediately.
- Be sure to consult with individuals that you list as emergency contacts so they are aware that our center may be calling them in the event of an emergency.
- If your child should experience symptoms of a communicable disease, please inform us. In the instance of some communicable diseases, it may be necessary that an occurrence be reported to the health department and parents of other children in attendance.
- If a child is vomiting, they may return to the center **24 hours after the final time vomiting occurs,** providing drop off is before 10:00 am.
- If a child is sent home due to a high fever (100.4° or higher), they may return to the center **24 hours after their temperature drops below 100.4° without fever reducing medication,** providing drop off is before 10:00 am.

MEDICATION

Any child who needs to take medication during the school day must bring it from home in its original container. Parents need to follow the following policy:

- All medication shall be given to the classroom teacher for safekeeping and needs to be accompanied by a completed Medication Form (see your teacher for form) that includes:
 - a) name of the medication
 - b) dosage
 - c) time it needs to be given
 - d) measuring device if needed (teaspoon, measuring dosage cup)
 - e) potential side effects
- Administering fever reducing medication (dosage) will be approved verbally on an as needed basis.
- Parents shall in writing request and authorize St. John's personnel to give the medication in the dosage prescribed by the physician. St. John's Early Childhood personnel shall administer the medication to the child.
- Regular medications need to be listed on the Emergency and Health Information Form that is a part of your child's file.
- ALL MEDICATIONS must be in its original container received from the pharmacy or doctor and include information and instructions regarding how medication should be given and whether the medication needs to be refrigerated.
- Prescription medications need to be picked up at the end of the child's attendance day and brought back the next day as needed.
- If your child has a severe allergy, an epi pen needs to be kept on hand at the center and an allergy action plan with when/how to administer to child should be provided in writing.
- Information regarding all medications (including any pain or fever reducers, prescriptions such as antibiotics, allergy medication, etc...) given at home before your child comes to the center need to be shared in writing with the teaching staff on the day of attendance.
- Fever reducing medications are kept on hand in the child's classroom.

FOOD

- **Breakfast:** **The center will serve and provide breakfast foods from 6:30-7:30am Monday-Friday.** Breakfast will not be served after 7:30am.
- **Snacks:** Children who attend early childhood with extended care programs will be provided with a mid-morning and mid-afternoon snack and drink, depending on their time of attendance. Parents have the option of always providing snack for their child **or** always using snack provided by center. Children who attend after school will be provided with a snack and drink.
- **Lunch:** Parents will provide Infants and one year olds with a cold bag lunch or a **heatable lunch** (leftovers served at lunch may be reheated once if not eaten at lunch; after that leftovers will be discarded). Parents with children ages 2-4 years old will purchase a school hot lunch or provide a cold bag lunch from home (**NO heatable lunches**). Milk is provided by the center for lunch. St. John's Early Childhood Center provides hot lunch through the West Bend Public School's hot lunch program from September – May for an additional fee on days school is in session. **All payments for hot lunch must be separate from early childhood fees and made payable to St. John's Church.**
- Dinner or late snacks will not be served at the center.
- **Food Allergies** – A record of any allergies is kept and posted so that alternate foods can be offered. ***It's extremely important to keep us up-to-date in writing regarding any food allergies your child experiences so those foods can be avoided. Parents may be required to provide own snacks.***
- **Hand Washing** – All children will be required to have their hands washed/sanitized before and after food handling.

SAFETY AND CLEANLINESS

Required Certification

St. John's Early Childhood staff will be certified in CPR and First Aid and Child abuse/Neglect. SIDS and shaken baby certification is also required of infant/toddler teachers. There will also be staff on hand who have received training on caring for a child with diabetes.

Handling of Infants

For the safety of all infants, only teachers, parents, or other adults specified to drop off/pick up will be allowed to handle the infants while in our care at the center.

Hand Washing

Teachers are required to wash their hands after changing diapers and assisting a child with toilet needs. Teachers and children are required to have their hands sanitized/washed upon entering the classroom, before and after food handling and coming in from outdoors.

Sanitizing Toys - Toys are sanitized daily after use in all classrooms.

Soiled Clothing – All clothing or bedding that is soiled will be sent home in a plastic bag. The center will make every effort to spot clean soiled items.

Water Bottles – Water bottles will be sent home nightly to be washed.

Diapering and Toileting – Early Childhood staff will do the following:

- Check diapers at least every two hours
- Change a wet or soiled diaper and clothing promptly
- Change the child on a washable surface, which is cleaned with a disinfectant solution immediately after every use
- Dispose of disposable soiled diapers immediately and place them in a plastic-lined, covered container
- Plan toilet training in cooperation with the parents so the child's toilet routine is consistent between the center and the child's home
- Place soiled clothing in a plastic bag and send home with parent (center will make effort to spot clean)
- Wash hands after every diapering or assistance with toileting, and help wash the child's hands
- Never leave a child unattended while changing a diaper, one hand on child at all times

Field Trips

Parents are welcome and encouraged to attend class field trips. When children participate in field trips, they are required to leave and return with the class. Parents will come to school with their child and ride to field trips (based on bus transportation availability), and parents do have the option of meeting at and leaving from the field trip site. For the safety of all parties, a background check is needed for all chaperones, and the children must always remain with the class.

Sudden Infant Death Syndrome Risk Reduction Methods

- Infants under 12 months of age shall be placed on their backs on a firm tight-fitting mattress for sleeping in a crib/portable play pen
 - Unless a note has been submitted by a physician, infants shall be placed on their back for sleeping to lower the risk of SIDS
- When infants can easily turn over from the back lying position to the front, swaddles will no longer be used, they will be put down to sleep on their back, but are allowed to roll over and change to whatever position they prefer to sleep
- All pillows, stuffed toys, and other soft products shall be removed from the crib (unless directed otherwise by parent)
- The infant's head shall remain uncovered during sleep
- Infant teachers will visually check on sleeping infants every 15 minutes
- All the staff in the infant/toddler area is required to have SIDS Certification

PARENT COMMUNICATION

We feel that it is in your child's best interest for parents and staff to communicate openly and freely about their experience with our program. The center provides a number of opportunities for parents to interact with teachers and staff. Parents are always welcome to call the Administrator or speak with staff any time during the working day regarding any questions or concerns you may have. Teachers communicate with parents about their child's day through conversation, phone calls, email and/or daily sheets. Personal social media messaging is not an approved means of parent/teacher communication. A monthly newsletter which provides details of "what's happening" at the center will be posted in classroom Facebook pages and on parent boards for all families to see at the start of each month. Other opportunities for parents and teachers to meet include our K3/K4 Open House and various family events throughout the year.

Parent/teacher conferences will be offered every year for our Pre K3 and Pre K4 classrooms. Teachers will post a sign-up sheet for parents to schedule individual conferences. When infants and toddlers move up to the next age-appropriate classroom, parents receive a welcome letter informing them of any schedule or classroom changes. A smooth transition for your child is a priority for our staff.

CONCERNS

Since we are all human, misunderstandings and mistakes will happen. If at any time this occurs, please go to the teacher and discuss the situation. If after speaking with the teacher you are not satisfied, then you should talk to the Administrator. In all such matters, the people involved should always act out of Christian love and concern.

BEHAVIOR CONCERNS

We are committed to do everything we can to provide the best early childhood environment possible for all children under our care. Staff will communicate with parents over any problem areas and document them. Outside assistance will be obtained to help deal with any situations as needed. If behavior problems are present during a child's attendance at the center, a behavioral report will be sent home and the following steps will be taken:

- The child will be asked to stop the inappropriate behavior.
- If the behavior doesn't stop, the child will be taken aside by the staff. They will ask again that the behavior be stopped, ask the child how they can help make sure the behavior becomes positive, and warn that if it does not stop the child will have to sit out of the activity.
- If the need to have a child sit out does occur, the child will be required to do so for 1-10 minutes, depending on what is developmentally appropriate. Before allowed back to the activity, staff will again discuss how the behavior can become positive and practice forgiveness through prayer.
- If inappropriate behavior reoccurs frequently or endangers the safety or positive involvement of other children, parents will be consulted and child may be sent home.
- If inappropriate behavior problems are not able to be solved through the partnership of staff, the child, and parents, we may recommend that outside resources be consulted.
- If the above steps do not lead to positive behavior, we reserve the right to release a child from our early childhood program (*see Release Policy below*).

EMERGENCY POLICIES AND PROCEDURES

Child Information

Each classroom has a weekly schedule of children attending the center and a copy of the emergency form submitted by the parents which lists all emergency information pertaining to each child enrolled.

Emergency Evacuations

- Staff training in fire evacuation and emergency weather procedures will be reviewed annually and practiced with the children monthly.
- Lock-in, Lock-out and Facility evacuations will be practiced annually.
- The Director and Lead Teachers are responsible for practicing drills at designated times.
- Each classroom will have a flashlight on hand for emergency use.

Fire Procedures

- During fire drills and evacuation, the children will be taken to the designated area outside the building until further instructions from the Director are given.
- The Director or Assistant Director will make a final check of the entire building to ensure all children are evacuated.
- When leaving for an evacuation, a classroom teacher will take the "sign-in" clipboard and emergency info rings, and the office staff will take the emergency forms binder for the children. Roll call will be taken once safely outside and parents will be contacted as soon as possible.

Tornado Procedures

- While a tornado watch is in progress, the Director or Assistant Director on duty will monitor the situation.
- When a tornado warning is announced, the children and staff will be taken to a designated area.
- Children and staff will crouch down, closely grouped together, with arms and hand placed overhead and chin lowered to chest

Missing Child

- If a child is missing, all available adults in the building will be notified to assist in the search.
- If the child is not found in a reasonable amount of time, police will be called and parents will be notified.

RELEASE / WITHDRAWAL POLICY

If the following situations occur, it may become necessary to release a child from our early childhood program:

- The child exhibits physical or emotional needs that prevent the center staff from realistically serving his/her needs.
- The child exhibits behavior that is dangerous to self or other children or is destructive to property. (i.e. biting, hitting, inappropriate language)
- Lack of cooperation of parents to follow the center policies outlined in this booklet, including:
 - Completion and return of current health and emergency information
 - Following scheduling and payment for care
 - Arrival and departure times; absenteeism procedures

A one-week written notice will be provided when it becomes necessary to release a child from our center.

We reserve the right to immediately release a child if there is significant risk or harm to the health or safety of other children or staff. Parents may withdraw a child from the center at any time with a two-week advanced notice required. Your account balance must be paid in full upon completing the termination of childcare services form.

RECORD CONFIDENTIALITY

- All records you provide to us will be placed in your child's file and kept confidential.

1 Year Room Daily Schedule

6:30 – 8:45am Arrival/Free Play
* Breakfast will be served from 6:30-7:30

8:45-9:00am Circle Time
- Bible story
- Shape & Color
- Sign language
- Books



9:00-9:15 Morning Snack

9:15 – 9:30am Diapers/Sunscreen/Get Ready for outside

9:30 – 10:30am Outside Play/Indoor Gym (10:00-10:30 activity room when raining/snowing)

10:30 – 11:00am Movie while getting ready for lunch and nap

11:00 – 11:30am Lunch

11:30 – 11:45am Diapers

11:45 – 12:00pm Movie/music/get ready for nap

12:00 – 2:30pm Nap

2:30 – 2:45pm Afternoon Snack

2:45 – 3:00 Diapers/Sunscreen/Get ready for outside

3:00-4/4:30pm Outside or Indoor Gym

4/4:30-5:30pm Free Play (Change diapers as needed)



2 Year Old Daily Schedule

"Transportation Room"

6:30 – 8:15	Children Arrive/Free Play (Breakfast will be served from 6:30-7:30)
8:15 - 8:30	Clean-up for Morning snack/ Diapers/ Potty
8:30 – 8:45	Jesus Time / strategies for calm body
8:45 – 9:00	Morning Snack (Milk)
9:00-9:30	Outside Play/Activity Room *If we go outside, we may stay out till 10:00
9:30-10:00	Stations/Fine Motor practice
10:00-10:30	Morning Welcome & Circle Time <ul style="list-style-type: none">• “Who came to school today” song• Counting/Attendance (counting/numerals)• Concept for the week (shape/color)• Read aloud related to weekly theme
10:35 – 11:00	Music & Movement/Signing time/Prepare for lunch *Change Diapers/Bathroom as needed (Every 2 hours)
11:00 – 11:30	Lunch <ul style="list-style-type: none">• Set up nap mats and blankets while children are eating lunch
11:30 – 11:45	Change Diapers/Potty (If Needed)
12:00 – 2:30	Nap time / Quiet time (Lights out) *Diapers/Bathroom-time after nap as needed (When children wake up) (Movie gets turned off at 12:20)
2:30-3:00	Afternoon snack (Water)
3:00-3:30	Outside Play/ Activity Room *If we go outside, we can stay out till 4:00
4:00-5:30	Free Play *Diapers/Potty (As Needed)



EPK's Daily Schedule

6:30-8:30 – Arrival/Free Play/Breakfast (served until 7:30)

8:15-8:30 – Bathroom

8:30-8:50 – Jesus Time

8:50-9:30 – Snack/Get Ready for Outside

9:30-10:00 – Outside/Gym Time

10:00-10:15 – Music and Movement/Bathroom

10:15-10:30 – Circle Time

- Review letter, number, shape, color for the week
- Sing letter song with sign language
- Calendar
- Weather
- Theme book
- Explain the craft and stations

10:30-11:00 – Work Stations

11:00-11:15 – Movie/Get ready for lunch

11:15-11:50 – Lunch

11:50-12:00 – Bathroom

12:00-12:15 – Movie/Get ready for nap

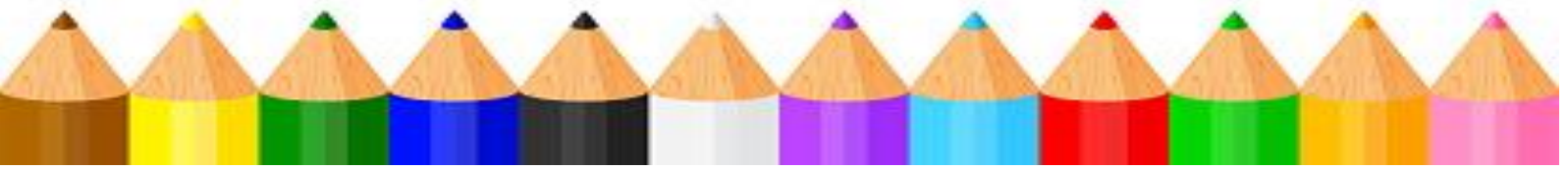
12:15-2:30 – Nap

2:30-3:00 – Bathroom/Snack

3:00-3:30 – Free Play

3:30-4:00 – Outside (or 4:00-4:30 Gym Time if inclement weather)

4:00-5:30 – Free Play (Bathrooms as needed)



3K's Daily Schedule

6:30-8:30 – Breakfast (served until 7:30) and Free Play

8:00-8:30 – Bathroom

8:30-8:50 – Jesus Time

8:50-9:05 – Snack

9:05-9:15 – Music and Movement

9:15-9:30 – Circle Time

- Review letter, number, shape, color for the week
- Calendar
- Weather
- Theme book
- Explain the craft and stations

9:30-10:30 – Work Stations/Bathroom

10:30-11:00 – Outside/Gym

11:00-11:05 – Wash Hands

11:05-11:25 – Movie/Get ready for lunch

11:25-12:00 – Lunch

12:00-12:20 – Bathroom

12:20-12:40 – Movie

12:40-2:15 – Nap

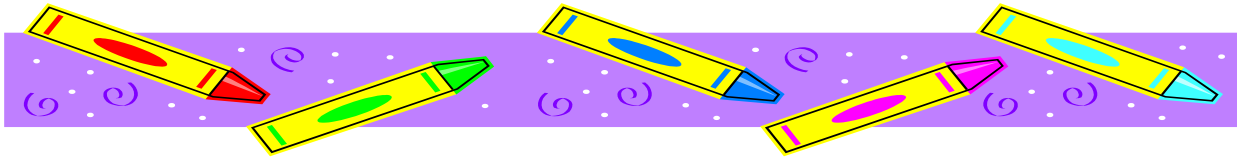
2:15-2:30 – Bathroom/Books

2:30-2:45 – Snack

2:45-4:00 – Free Play (Bathrooms as needed)

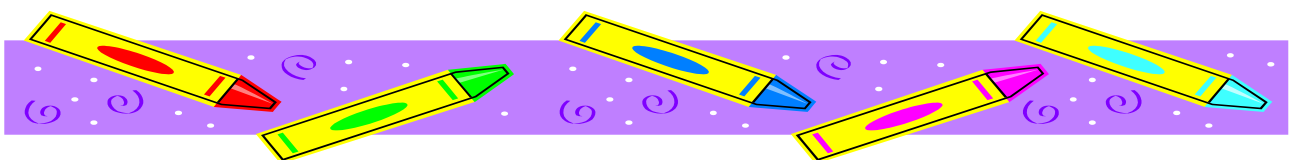
4:00-5:00 – Outside (or Gym at 4:30 if inclement weather)

5:00-5:30 – Free Play



Pre-K4 Daily Schedule

6:30-8:15	Arrival & Free Play (Fridays: Devotions 8:10-8:30)
8:15-8:30	Picking Jobs & Jesus Time
8:30-9:00	Happily Ever After (Literacy Curriculum)
9:00-9:20	Bathroom break, snack, and books
9:20-10:00	Morning Message & Circle Time (Calendar, weather, letter/number/word of the week, and theme story)
10:00-11:00	Guided Centers: Theme Projects & Specials (MWF- Literacy, Sensory/Science T/TH- Math, Music)
11:00-11:30	Physical Activity- Outdoor play or indoor gym time
11:30-11:40	Clean up and prepare for lunch
11:40-12:15	Lunch
12:15-12:35	Bathroom break and unwind for rest time
12:35-2:30	Rest Time (As children wake they will have individual activities followed by free play)
2:30-3:00	Physical Activity- Outdoor play or indoor gym time
3:00-3:20	Bathroom break and snack
3:20-4:00	Guided centers, Activities, or Songs
4:00-6:00	Indoor or Outdoor Free Play



Our Daily Schedule

St. John's Lutheran Pre-K3 AM Class

Please note that our schedule can shift slightly based on classroom and student needs, so all times are approximate.

7:50-8:00 Arrival

8:00-8:30 Morning Greeting, Free Play & Teacher Time

8:30-9:00 Indoor Gym Time

9:00-9:30 Circle Time (Jesus Time, calendar, weather)

9:30-10:00 Bathroom* & Snack

10:00-10:30 Outdoor Time **weather permitting

10:30-11:30 Themed Lesson of the Week, Projects

* Our class will use the bathroom hallways. Please help minimize our bathroom breaks by taking your child to the bathroom before dropping them off at school. If children cannot yet zip or snap pants after using the bathroom, please send them to school in clothing that they can dress themselves in easily! Children must be completely potty trained and self-sufficient in the bathroom.

Mrs. Steger's
4K AM CLASS - Daily Schedule - St. John's ECC

K4 AM Class (7:45 – 12:00) Monday, Wednesday, Friday

Arrival & Welcome 7:40 – 7:55

Free Choice Time (Centers) & Daily Project(s) 7:45 – 9:15

K4 AM Centers throughout the school year will include: Math Centers, Literacy Centers, Small Manipulative Centers, Construction Center, Books and Puzzles Center, Science Center, Farm Center, Doll House Center, Community Helpers Center, Playdough Center, Sensory Table Center, Coloring and Writing Center

Daily Project(s) – Teacher/Student – One on One or in Small Group – E.g. - Themed Project Work, Letter of the Week (recognition, writing, and sound), Numbers, Patterns, Rhyming, Opposites, Positional words, Art, Monthly Scholastic, etc.

Wednesday's – St. John's School Chapel – **K4 AM will attend the St. John's School Chapel service twice a month, beginning in October (St. John's Church Sanctuary – K4 through 8th grade)**

Clean Up 9:15 – 9:25

Jesus Time 9:25 – 9:45

Bathroom Break 9:45 – 9:55

Snack 9:55 – 10:15

Reading/Writing (Happily Ever After Curriculum) 10:15 – 10:40

Small Group Time 10:40 – 11:00

Large Group Time - Calendar/Weather/Storytime 11:00 – 11:25

Letter of the Week/Letter Sounds/Numbers/Music/Flannel Boards

Specific Wednesday's – Alphabet Show and Tell – "Letter of the Week"

(Show and Tell dates will be listed in my newsletter.)

Large Motor Play (Gym/Outdoor Time) 11:25 – 11:50

Get ready to go home (Backpacks, folders) – 12:00 Dismissal 11:50 – 12:00

All times are approximate – flexibility is a key feature in the program.

Children should not arrive before 7:40 a.m.

St. John's Early Childhood

Health Information Sheet

<u>Illness</u>	<u>Onset</u>	<u>Symptoms</u>	<u>Return to School</u>
Chicken Pox	2-3 wks after exposure	slight fever, Irritability, itchy rash with small blisters	7 days after rash begins or when sores have crusted
Diarrhea		Two episodes within 1 hour	24 hours diarrhea free
Fever		100.4 Temperature	24 hours fever free without medication
Fifth Disease	4-14 days	fever and “slapped cheek” appearance	when fever is gone
Hand, foot and mouth disease	3-6 days after exposure	sore throat and fever, small blisters inside the mouth and later on the feet and hands or body	when fever is gone and sores are scabbed over, NO blisters present (based on staff evaluation)
Head Lice	1-6 weeks after exposure	tiny, pearl white egg- shaped objects on the scalp and neckline and around ears, “itchy scalp”	day after treatment has begun or removal of lice
Impetigo	1-3 days after exposure	sores or pimple-like spots develop fluid-filled blisters, crusted yellow scabs	24 hours after treatment has begun and lesions are crusted
Pink Eye (Conjunctivitis)	1-3 days after exposure	redness of eye and eyelid with yellowish discharge making the eyes sticky	24 hours after treatment has begun
Pinworms	2-3 weeks	itching of the anal area, disturbed sleep and irritability	24 hours after treatment has begun
Ringworm	4-14 days	rounded, reddish area with scaly or blister border, may be itchy, cracking/peeling	day after antifungal treatment has begun and lesions are covered
Scabies	2-6 weeks	intense itching, red bumps or blisters commonly on skin folds	after treatment is complete *contagious after initial treatment
MRSA (Staph Inf)	4-10 days	redness, warmth, swelling, pain pimple/boil	doctor’s approval, when wound can be covered and contained with dry bandage
Strep Throat Or Scarlet Fever	2-5 days after exposure	sore throat, fever and general skin rash, chills/sweats	24 hours after antibiotic treatment has begun & fever gone
Whooping Cough	7-10 days after exposure	severe coughing spells, sometimes followed by vomiting	5 days after antibiotic treatment has begun, or 21 days

Director reserves the right to overrule doctor’s note