Trinity Lutheran
Child Care Handbook

Trinity Lutheran Child Care
904 North 9th Street
Sheboygan, WI 53081
(920) 458-8248
POLICY EFFECTIVE DATE: 12/2/2016
PHILOSOPHY OF TRINITY LUTHERAN CHILDCARE

Above all else, we are a Christ-centered childcare which teaches Lutheran beliefs and behaviors throughout our curriculum and play-based environment. Our philosophy is built upon God’s Word and through our daily routines; all children grow in Christ, knowing His love for them and His forgiveness.

We believe that to provide the best education possible, it takes the collaborative work of all the following people; parents, child, teacher, church, and school! Parents are the first, and most important, teacher in their child’s life, and we encourage active parent participation within our program.

We believe that the educational setting needs to support the growth of the whole child: spiritually, physically, emotionally, cognitively, and socially. We seek to recognize the individual learning needs and interests of each child and we aim to provide the best quality care based on those needs in our loving, safe, and positive environment. We recognize that children learn best when the following factors are in place…

- When children have a positive self-image and know whole-heartedly that they are loved and accepted by God and the adults caring for them
- A rich environment, centered on active play that stimulates whole child development
- When ample learning opportunities are provided to the children where they can discover, explore, be challenged, and work to problem-solve through hands-on, interactive learning
- When guided and supervised by teachers that facilitate authentic learning and interactions with themselves and the students
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LOCATION:
Trinity Lutheran Childcare is located at 904 N. 9th St, Sheboygan, WI 53081 in the Trinity Lutheran Ministry Center; this building also holds Trinity Lutheran School’s 3K-5K classrooms. The child care classroom is located on the top level of the building, on the east wall at the end of hallway. To enter the facility; parents should utilize the lower level entrance by the parking lot and proceed up the stairs. To gain entry, all parents must ring the buzzer to be allowed in.

GOVERNING AUTHORITY:
Our administrative structure is as follows:

CHURCH COUNCIL - Jeff Maletzke (President)
SCHOOL BOARD OF DIRECTORS - Jon Rindt (Board Chairperson)
SCHOOL PRINCIPAL/ ADMINISTRATOR- Greg Becker
DIRECTOR - Ann Rahn
TEACHERS - Ann Rahn, Allison Toerpe, Amy Janke

ADMISSION POLICIES:
Trinity Lutheran Child Care is licensed by the State of Wisconsin, Department of Children and Families. It is owned and operated by Trinity Evangelical Lutheran Church. An onsite Director manages the day-to-day operations and we are inspected regularly to insure that we meet licensing standards.

Trinity Lutheran Child Care is licensed to care for no more than 50 children at any one time. Trinity Lutheran Child Care will provide care for children ages 30 months through ten years.

- Enrollment begins for each child when their paperwork is successfully completed and turned in and the registration fee has been paid. SEE TUITION AND PAYMENT FEE SECTION
  - This includes the signing of the parent contract for Trinity Lutheran Childcare

HOURS OF OPERATION:
Child care services will be provided between the hours of 7:00am - 5:30pm, Monday through Friday, January – December. We are not licensed to provide care between the hours of 9 P.M. and 5 A.M.

- We do not offer programming for infants and toddlers, children under 36 months of age.
- We do not offer evening/night care beyond 5:30pm

No service will be provided on:
- Good Friday/Easter Monday
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day and the day after (Friday)
- Christmas Eve and Christmas Day
- New Years Eve and New Years Day
- On early release and no school days child care will be offered if the need warrants the staffing of child care. A signup sheet will be available two weeks prior to the day/days of no school.
- If Trinity Lutheran School is closed due to inclement weather such as snow days so is Trinity Lutheran Child Care. If Trinity Lutheran School closes early due to inclement weather so does Trinity Lutheran Childcare.

All regular fees will be charged for these holidays. If a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed the Monday following.
ENROLLMENT ELIGIBILITY:

SCHOOL-YEAR CARE

▶ All children must be 30 months to six years, and toilet trained* to enroll in our childcare program.

SUMMER CARE

▶ We offer summer care for children aged 30 months to 4th grade, and toilet trained.

*toilet-trained: this means the child is able to take care of their own toilet needs. Every child care student must bring an extra change of clothes appropriate for the season!

Parents interested in enrolling their children at Trinity Lutheran Child Care must meet with the Director to discuss their child's specific needs and to review program policies. The following items must be completed and returned to the center by the first day of attendance.

- Form DCF-62, "Child Care Enrollment"
- Form DCF-44, "Health History and Emergency Care Plan"
- Form DCF-104, “Alternate Arrival/Release Agreement” (if applicable)
- Form DCF-56, "Child Care Center Transportation Permission" (if applicable)
- Form DCF-61, "Child Care Intake for Child Under 2 Years" (if applicable)

The Director will inform parents when updates are needed, giving 30 days’ advance notice to submit updated forms.

**** Due, completed, within 30 days after child starts attending:
- Form DPH-4192, "Day Care Immunization Record" or an electronic record of your child's immunizations

***** Due, signed by medical professional, within 90 days after child begins attending:
- Form DCF-60, "Child Health Report"

We will never refuse to enroll a child on the basis of race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation.

Parents must meet with the director to discuss their child's specific needs and to review program policies. We will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.

TUITION AND FEES:

Children may be enrolled on either a full or part-time basis:

▶ Full time is up to 47.5 HOURS PER WEEK
▶ Part-time is 20 HOURS OR LESS PER WEEK.
▶ Drop-In Care: Trinity Lutheran Child Care will accept children for drop-in care if: prior enrollment arrangements have been made, enrollment forms are on file, and space is available.

For current fees, see the attached Rate Sheet.
FEE PAYMENT AND REFUNDS:
Fee determination methods:
Trinity Lutheran Child Care will charge a fee based on the child's hours of enrollment. These fees are outlined in the rate sheet. A contract will be drafted and signed by parents with an agreement on the rate per week/month for your child’s care. Additional fees will be assessed for additional hours beyond those outlined in the parent contract. **Parents should review attendance sheets each week and sign them** verifying hours of attendance. There will be **additional fees for field trips and enrichment activities** from time to time. Parents will be advised of any additional fees in writing 2 weeks in advance.

- The Director will establish a regular rate based on each child's hours of enrollment.
- Trinity Lutheran Child Care does charge a registration fee that is non-refundable. A registration fee of $50 must be paid prior to enrollment / or with the first tuition payment. This $50 is also paid annually in January per family.
- Payments must be turned by 5:30pm on Wednesday. There will be an extra fee assessed for **late payment** or **late pick up** of a child. Fee for late pick up is $25 per 30 minute interval per child after 5:30pm. Late fee payment of $40 for not paying tuition on time. No exceptions.
- **Refunds** will not be given for days when children do not attend for illness or other reasons.
- Rates are higher for children that are two years old than for older children.
- There will be no reductions for additional children from one family. **We do not offer a sliding scale fee, discounts or referral bonuses at this time.**
- An additional fee of $45 will be charged for checks that do not clear the bank.
- If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

ATTENDANCE POLICY:
**Child’s absence without notification** procedures are as follows. If a child who is scheduled to arrive at the center, does not arrive within 60 minutes of the specified time on the written agreement signed by the parent, and we have not been informed in advance of the child’s absence, we will attempt to contact the parent or guardian to determine the child’s whereabouts. If a child is transported to the center and does not arrive and we have not been informed they will not be attending we will attempt to contact the facility from which they were transported to determine their whereabouts. All attempted contacts will be documented.

**Attendance records will be kept in each classroom:** daily arrival/departure times will be recorded via accurate documentation for each group of children. During early AM arrival and late PM pick-up, teachers will be kept aware of the children they are responsible for, as rooms are condensed and staff leaves the center. Teachers will know the names of each child and their whereabouts at all times. The parents will sign their child/children out on daily attendance sheets that are located in the green parent binder. The teachers carry a green clip board at all times which contains the attendance sheet that the teachers will mark child arrival and departure time in. Also the teachers will be signing themselves out as well. The staff will also do the name to face policy every 30 minutes. This is where the staff will count the children and mark down how many children they have and initial by their number. This is done every 30 min from 7:00am-5:30pm. The Director also signs children in and out on Sycamore.
ARRIVAL, DISMISSAL, AND PICK-UP:
Parents or authorized adults are required to bring children into the building utilizing the lower level entrance and to sign the children in at the beginning of the day (documenting arrival time) and sign them out at the end of the day (documenting departure time). Staff will maintain classroom attendance records recording children’s arrivals and departures as they occur to ensure an accurate, on-going accounting of the children’s whereabouts at all times. Comparison of the attendance record to the actual children in care will occur at each transition and frequently throughout the day.

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, we need to be notified in writing or by a telephone call in advance. The person picking up the child will need to show a driver's license or other picture ID.

If parents wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity by completing DCF-104, “Alternate Arrival/Release Agreement.” School-age children who leave the center unescorted must be traveling to home, school or another activity where adult supervision is present.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While staff cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger.

Parents are welcome to visit the child care program at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, we will need a copy of the order. Please understand that we cannot legally limit access to a parent if there is not a copy of a court order on file at the center.

COMMUNICATION POLICIES:
Child’s progress communication between center and parents:

It is important that we communicate daily concerning the needs and interests of each child. If there are issues or concerns that need to be discussed, parents should arrange a convenient time to talk with us. If any immediate concerns arrive, parents should contact the Director via phone or email to set up a meeting. To foster communication on a regular basis, Trinity Lutheran Child Care provides written newsletters, a parent bulletin board, and daily conversations.

KEEPING YOU INFORMED:
We also offer…

- PARENT ORIENTATION: Prior to a child starting, we recommend that each family visit the center to get acquainted with the classroom and staff. We are here to help schedule those visits.
- PARENT-TEACHER CONFERENCE opportunities 2 times per year (fall and spring) to discuss the child’s growth and development and adjustment to the program.
- MONTHLY NEWSLETTERS and CALENDARS that share the daily routines, curriculum, and learning taking place in the childcare classroom. Not only are these documents sent home, but they are also posted on our Parent Board.
DAILY COMMUNICATIONS: on a daily basis, the staff of Trinity Lutheran Child Care provides conversation opportunities for all parents. Keeping families informed is a key philosophy of our center.

PARENT BOARD AND NOTES: Other individual student communications that need to take place will either occur through notes sent home, or through digital communication; phone and email, or by being posted on our parent board outside the classroom.

We will post the following items for parents’ review on the parent information board, located outside the childcare classroom:
- License certificate,
- Results of the most recent licensing inspection, including any rule violations cited by the department and any notice of enforcement action including,
- License revocation or denial and any stipulations, conditions, exceptions, or exemptions that affect the license issued by the Department as soon they are received. These items will remain posted until the violation(s) has been verified as corrected and the action is closed.
- We will also post the following items for parents’ review: center policies, parental notices and any other parent information that pertains to the current happenings in the childcare.

CHILDREN’S RECORDS:
Accesses to children’s records: Parents have full access to review their child’s records. Parents should call the main number (920)458-8248 to make a request to review the records so that they can be prepared. All children’s files are confidential and are only shared with Trinity Lutheran Child Care Staff. Photo release forms must be file in order for the Trinity Child Care to take pictures. These pictures will be used for classroom use and advertising purposes.

CHILD EDUCATION POLICIES:
Trinity Lutheran Child Care staff will plan activities and provide children with a variety of experiences to help them grow and develop holistically. Learning through play is the major component of our program. Play is the natural vehicle through which children learn and grow: socially, physically, emotionally, cognitively, and spiritually. Enough time, materials and space will be provided for children to actively explore and play within the world around them. Our plan includes opportunities for children to engage in developmentally appropriate play-based activities which support and enhance the day school curriculum in place in our connecting 3K-5K classrooms. Children will have an opportunity to use a variety of art materials, manipulative supplies and housekeeping equipment. Our curriculum will provide exposure to a variety of cultures through music, stories, games and art, and we will celebrate how God creates us as unique individuals, loved and forgiven by Him.

SPIRITUAL GROWTH:
Our curriculum is structured on the teachings of the Lutheran Church – Missouri Synod and we provide a strong religious component within our program. We offer mealtime prayers and songs, as well as tell daily Bible stories in our classroom. Many of our decorative displays are based on the Bible stories we learn about and the religious holidays we celebrate. Throughout all our activities, lessons, and classroom play we “Make known the love of Christ” to all our children!
SOCIAL/EMOTIONAL GROWTH:
The social/emotional growth of children is a vital focus within our curriculum. It is through our play-based curriculum that children are given the opportunity to learn social and emotional behavior such as; collaboration, sharing, role-play, give-and-take, and self-expression. We are blessed to provide varied age groupings of children, including 3-5 year olds, which supports the growth of these social/emotional skills as well as children learn from each other as peers in our safe environment. Groups of children may be combined at the beginning and at the end of any given day. Being that Trinity Lutheran Child Care is open in the early morning and late afternoon we have a written plan for activities which meet the individual needs of the children during those time periods. Activities at the beginning and at the end of the day will be designed for a wide age range of children working and playing together.

PHYSICAL GROWTH:
Children will go outdoors twice daily when weather permits, so dress your child appropriately for the weather. Make sure they wear sturdy shoes that will let them be very active. Our outdoor, fenced in, playground area includes a climbing structure with slides and a tunnel to support the large motor skill growth and development children in Early Childcare require. Additionally, our outdoor space includes a roadway where non-motor, child-size vehicles are utilized, and an outdoor chalkboard area to inspire creativity and engagement to the arts. While outside, the staff acts as a facilitator to game play, cooperation, and safety. As the authority figure, we ensure all children are included in playtime, in a safe environment, while growing socially, emotionally, and physically. Additionally, during each outdoor session, one staff member leads a game-based physical activity such as tag, parachute fun, and/or movement activities. Routines such as toileting and eating and intervals between activities are planned to avoid keeping children waiting in lines or assembled in large groups.

COGNITIVE GROWTH:
The Wisconsin Model Early Learning Standards are voluntary standards that were designed to help centers develop programs and curriculum to help ensure that children are exposed to activities and opportunities that will prepare them for success in school and into the future. The Standards are primarily intended as guidance on developmentally appropriate expectations and are not intended to be used as a checklist to gauge a child’s progress. The Standards are based on scientific research. Copies of the Wisconsin Model Early Learning Standards are available on the Wisconsin Early Childhood Collaborating Partners website at http://www.collaboratingpartners.com or through the Child Care Information Center at 1-800-362-7353. Trinity Lutheran School and Child Care utilize these standards as a guide to our planning and assessment.

Preschool age children will have opportunities to play and explore their surroundings. They will be given many learning experiences in a variety of developmental areas that are age appropriate. Daily activities will include religion, math, language arts, science, large and small muscle movement, art and literacy.

School age children will have a quiet place to study or relax, access to appropriate materials and activities, and will have ample time for large muscle activities, as well as enhancement of the core subject areas they experience during their school days: religion, math, language arts, science, social studies, and art.

A program of activities is planned a week in advance and a schedule of daily activities is posted in each classroom. Staff uses a variety of resources in their planning. We will also use the services of the Wisconsin Child Care Information Center (800-362-7353) and access their resources to plan activities. The activities focus on a weekly theme based on the interests of the children and lesson plans are available for parents to review.
DAILY ROUTINE:
7:00-8:00  Arrival of Children and Center Time
8:00-8:15  Clean up and Dismissal to Day School
11:30    Arrival of 3K/4K Day School Children
         Attendance and Bathroom Break
11:45am  Lunch
12:15pm  Recess
1:00pmReligion
1:15     Bathroom Break
1:30     Rest Time

❖ Rest or naptime will be provided for all children younger than five years of age who are in our care for more than four consecutive hours. Parents must provide children with a blanket and parents are responsible to launder the bedding after every five uses, or sooner if necessary. Child Care is responsible for providing a mat at rest time. Children who are awake after 30 minutes of resting will be allowed opportunity for quiet play.

2:00     Art
2:30     Circle Time
3:00     Music and Movement
3:15     Arrival of 5K from Day School
3:30     Bathroom Break
3:45     Snack
4:00     Center Time
4:30-5:30 Large Motor Activities

INDIVIDUALIZED CURRICULUM:
With parental consent and consultation, we try our best to coordinate programming activities with the local school district, Birth to Three Agency and/or any other agency for those families who have children who may have an Individualized Family Service Plan (IFSP) or an Individualized Education Plan (IEP)

SUMMER CURRICULUM:
Our school age program is developmentally appropriate before and after school program which focus on socialization through small and large group activities indoors and outdoors. On non school days and summer months we offer field trips that are exciting, age appropriate and fun. We also offer art activities, science activities and if the parents request, we will have home work time for their child. During the summer months we do go to the Splash Pad on South Water Street. When this field trip occurs we will follow the state guidelines and have the correct number of staff on site for the field trip.

PETS:
Trinity Lutheran Child Care does not have pets on the premises. Prior to adding pets to the center, staff will notify parents in writing and then it will be posted on our parent board as well outside the child care classroom. If a family is interested in bringing in a family pet as a show-and-tell to our center, they must discuss this with the Director in advance and notification of the pet visit will be made aware to all other childcare families. Parents of all children that will be in attendance for that pet visit must also sign a permission slip. If your child has pet allergies, please inform the center staff verbally and also be sure to write them down on the Health History and Emergency Care Plan under the non-food allergies section.

CHILD GUIDANCE POLICIES – Positive Behavior Intervention:
Children's behavior will be guided by setting clear limits or rules for children. We will talk with children about expected behaviors and model those behaviors consistently for them, as well as keep a posted list of rules within our classroom. We will state positively what children can do, using specific terms; e.g. "you need to use an inside voice" rather than "don't yell"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others. Opportunities for physical activity are not withheld as a behavior management strategy. Children are redirected to safe physical activities and are involved in discussion about safety concerns, when necessary.

When a child is crying, fussy or distraught, staff will work to calm and comfort the child, in ways that are appropriate for the child's age and personal disposition. This may include stroking, cuddling, rocking; offering a drink; acknowledging the child’s fear, or separation sadness, or conflict; distracting or redirecting to another activity; talking calmly with the child about how s/he is feeling or what has happened. If the unhappiness persists, we may contact a parent to share what is occurring, and inquire if this might indicate onset of an illness.

**“Clip-it Up” Behavior Policy:**
Clip-It Up is the behavior management system Trinity Lutheran Child Care utilizes to help students put their best effort forth and be rewarded daily for going ‘above the line’ with their classroom behavior. As children utilize appropriate behavior, they are clipped-up on a classroom praise chart, or clipped down if the behavior is unwarranted. All children have the ability to clip both directions, multiple times a day. When clipped down for unwarranted behavior, the following procedures are in place as acceptable consequences.

(A more descriptive “Clip-It-Up” Behavior Policy sheet is available, and sent out at the beginning of the year to each family. It is also posted on our parent-board outside the classroom.

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Behavior Procedures:
"Time-Out" is a guidance technique that can be effective when dealing with unacceptable behaviors of young children. Time outs may not be used with children under age 3, and never for more than 5 minutes. The term 'time-out' is short for 'time out from positive reinforcement.' Usually this strategy requires that a child be removed from an ongoing activity for a brief time, typically by having a child sit on the outside of the activity within the classroom until the child calms down and is ready to rejoin the activity and try again. Time-out is intended to be a non-violent response to conflict that stops the conflict, protects the victim, and provides a 'cooling off period' for the child.

*****"Time-out" is only effective when used in the context of a comprehensive approach to behavior support that is designed to teach, nurture and encourage positive social behaviors. Time-out should be used only by well-trained teachers and caregivers when less intrusive discipline procedures have been tried and deemed unsuccessful and only in combination with positive procedures designed to teach new skills and prevent challenging behaviors from occurring. Effective management of behavior should always start with praise and encouragement for pro-social behavior and self-regulation and be accompanied by distraction, redirection, withdrawal of attention, and logical and natural consequences. The child will be praised after completing the time-out and will be helped to rejoin the group.

- We recognize that no single technique will work with children every time. If a child exhibits repeated unacceptable behavior, we will request a conference with parents to consider how to
deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from care. In accordance with "Wisconsin Rules for Group Child Care Centers," actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited.

- Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment on the child; verbal abuse threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement or enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.
- If a child is biting on several occasions a conference will be set up with the parents to discuss the issues. If biting continues, the child may be disenrolled.

HEALTH AND NUTRITION POLICIES:
At Trinity Lutheran Child Care, we promote healthy habits from the earliest years by making physical activity and nutrition a part of daily routines. Children two and older are provided with 120 minutes of physical activity for every 8 hours in care, with 60 minutes being led by a teacher. Our staff regularly encourages children to be active and join others in active play both indoors and outdoors. Our opportunities for physical activity are based in play and are developmentally appropriate. Activities are fun and engaging and draw upon a variety of gross motor skills. Children choose when to participate and when to rest. Preschool age children are rarely seated for more than 30 minutes.

At Trinity Lutheran Child Care we only allow screen time for 30 minutes once a month. On the occasion that screen time is available to children it is aligned with the content of our curriculum. No child is forced to engage in screen time. Other developmentally appropriate activities are made available to children.

MEDICAL RECORDS:
- All children will need to have a Health Report on file. The examination for a child under age 2 needs to be dated not more than 6 months prior or 90 days after the first day of attendance at Trinity Lutheran Child Care. The examination for a child age 2 and older must be dated no more than 12 months prior or 90 days after first day of attendance. Physicals for children under 2 years of age will need to be updated every 6 months. Physical exams for children over 2 years of age will need to be updated every 2 years. School aged children will need only a health history on file.
- Children will need to be properly immunized and an immunization record will need to be on file within 30 days of the first day of attendance.
- Child biting health procedures will be as follows. The area of the bite wound will be washed with soap and water and a bandage applied. If necessary an ice pack will be applied for comfort. The incident will be documented in the medical log book and parent informed upon pick up.

*****If there is a need for emergency medical treatment, 911 will be called. If it is a life-threatening situation, with no time to consult the child’s file or parent, the child will be taken to Aurora Sheboygan Medical Center at 2629 North 7th Street Sheboygan, WI 53083. The number is (920)451-5000. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All staff will have training in infant and child CPR, AED and first aid. First aid supplies will be stored in each classroom.

CHILD ILLNESS:
CARE OF MILDLY ILL CHILDREN:
We are **NOT** licensed to include care of mildly ill children.

Children who are ill are not to be brought to the center. Examples of children who are ill:

- **Have a temperature of 101 degrees F or higher.**
- **Vomiting or diarrhea has occurred more than once in the past 24 hours**
- **A contagious disease such as chicken pox, strep throat or pink eye**
- **An unidentified rash**
- **Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness**
- **Have a constant, thick colored nasal discharge**

Children may return to the center when they are fever and symptom free for 24 hours after they were sent home. **For example if a child experienced their last symptom at 6:00pm, they are not allowed to return to school until after 6:00pm the following day,** and have been appropriately treated, or have been given medical approval to return to child care. We will follow procedures on personal cleanliness and communicable diseases stated in licensing rules and the guidelines for exclusion of children from child care as adapted from the Division of Public Health. All illness will be posted along with symptoms on our parent board.

If a child should become ill or seriously injured while at the center, parents will be contacted immediately. Sick children will be isolated within sight and hearing and made as comfortable as possible. Children should be picked up as soon as possible. **If the child is not picked up within one hour, the emergency contact person on the child’s enrollment form will be called.**

**Other Health/Cleanliness Policies:**

- **The center will maintain confidentiality** of child and family in regard to health care needs. Information will only be shared with legal guardians and those staff that provides care to the child.
- **Cleanliness** will be maintained at all times. Tables will be washed before and after meals and snacks. Floors and bathrooms will be cleaned and disinfected daily.
- **Proper hand washing procedures** will be followed to prevent the spread of disease. Hand washing procedures will be posted at all of the sinks.
- **Glove Usage** – proper glove usage is mandated for all staff to utilize in any event where bodily fluids are present. After all has been cleaned up, all gloves and the used cleaning supplies will be disposed of in the garbage and the garbage will be taken out.
  - **Handling Bodily Fluids** – We are required to follow the health procedures and precautions as mandated by the state of Wisconsin and the local health department.
- **Superficial injuries** will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when they pick their child up.
- **Toys:** All toys will be washed, sanitized and air dried. Toys requiring laundering, such as stuffed dolls or animals, will be laundered weekly or sooner if needed. Toys in classrooms for older children will be cleaned and disinfected on a weekly basis to prevent germs from spreading.
- **Diapering/Accidents:** Since our center does not care for children who are un-toilet trained, we do need proper disposal equipment for diapering. Soiled clothing and naptime bedding will be placed in plastic, sealed, bags and sent home nightly. Children will be immediately changed and cared for after an accident occurs.
- **In the event of a communicable disease** exposure at the center, parents will be informed. Certain diseases must also be reported to the public health department and to our licensing specialist.
We will practice **universal precautions** when handling all blood injuries and bodily fluid. All staff will use disposable gloves when treating blood injuries. Surfaces touched by blood will be washed and disinfected, and all materials used to treat the injury will be wrapped in an airtight plastic bag and disposed of immediately.

**Administrating Medications:**
Trinity Lutheran Child Care will administer medications under the following conditions:

**Prescriptive and non-prescriptive medication will only be given to children if parents have completed the State of Wisconsin Medical authorization form.**

- All medicine must be in its original container, bearing the label with child's name, dosage and administration directions. All medicine will be kept confidential and shared only with staff members. Additionally, prescription medication will bear the name of the doctor and pharmacy. It will be stored in a medication box that is inaccessible to children. Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator.

- We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. If a dose is missed we will not double up. Parents will be notified and missed dosages will be documented in medical log.

**Non-medicinal products:**
Sun screen, insect repellent, lip balm, diaper creams and other non-medicinal products will only be used on a child when a signed authorization is on file, and the specific products are supplied by the parent and labeled with the child’s name.

**Special Health Care Needs:**
When a child is known to have any special health care needs, that information will be shared with those staff who are assigned to care for that child, but will otherwise be treated with confidentiality. Such special needs, including dietary requirements, will be posted on the inside of the staff cupboard door, where medication and medical log book are stored. When specialized equipment is needed, such as nebulizer or Epi-Pen, the child’s parent or a medical professional will train staff in correct procedures.

**Shaken Baby Syndrome (SBS):**
All staff, including substitutes and emergency back-up providers, must have attended an approved training in the identification, prevention, and grave effects of shaking babies, before being allowed to work in the center.

***** **SIDS – our center does not offer care to children under the age of 36 months, therefore no SIDS procedures are necessary to have in place.**

**Medication log procedures are as follows:**
All medication administered, accidents or injuries occurring on-site, marked change in behavior or appearance, or any observation of injuries to a child's body received outside of center care will be entered into the center's medical logbook. The Director will review the medical log book every month and document this procedure. Parents will have access to entries regarding their child.

**NUTRITION POLICIES:**
**Meal time routines/requirements:** At mealtime, childcare students will eat in a family style setting with other Trinity Lutheran students. Children that attend childcare during the school year and summer months for more than 4 hours/day must bring a cold lunch with an ice pack from home or order hot lunch from the SASD. Children who bring in cold lunch also have the opportunity to get milk from the
Sheboygan Area School District. The cold lunches from home must contain a meal that provides 1/3 of the daily nutritional requirements. Lunches should contain at least one item from each line below:

- Protein Source for example: fish, eggs, cheese, meat and poultry
- 2 vegetables or 1 vegetable and 1 fruit or 2 fruits
- Whole Grain or bread products for example cereal
- Milk or 100% juice to drink

Snack Policies: All children will be offered an afternoon snack; either a snack they bring from home or one provided by Trinity Lutheran Child Care. As caregivers we make sure the food we provide is healthy and/or is a nourishing meal, and we understand that it is a child’s role to decide whether and how much to eat.

Child guidance on food consumption: Children will not be forced to eat; they will be encouraged to try new foods as appropriate. Meals will not be withheld as a form of punishment. Children who attend during the early morning or late afternoon hours will be offered a snack to ensure that they never go without food for more than 3 hours.

Meal time socialization: Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners, and develop sound nutritional habits. Our staff model health eating behaviors in the presence of children, eating at the same time as children and refraining from eating or drinking unhealthy foods in front of children. Often times, our staff spend time talking with children about healthy foods and nutrition. Children will be encouraged to clean up after themselves.

School age children and eating: School age children will be offered a snack upon arrival after school. The snack must be brought from home. If a child forgets their snack, Trinity Lutheran Child Care will offer a snack such as goldfish crackers.

Food allergies: If a child has food allergies parents must notify the center in writing. Food allergies will be discretely posted in the classroom and the kitchen.

Special diets: If a child has special dietary needs parents must notify the center in writing. Special dietary needs will be discretely posted in the classroom and the kitchen.

Food delivery: We contract with the Sheboygan Area School District for hot lunch during the school year only.

Menu posting: Monthly menus of the provided meals from the SASD are available on the parent board. The school lunch room is only used for eating lunches that have been brought from home or provided by the SASD. The on-site kitchen is not used to prepare food as it is used only for church functions. Trinity Lutheran Child Care does not have a cook on site so therefore no food service training is needed.

Food storage: Food will be stored off the floor and once opened, in airtight containers. In the lunch room there is a cabinet that is labeled Child Care Snacks. All the snacks that are open will be labeled with date.

Special treats, holidays, etc.
Birthday and holiday treats are allowed. Only treats that are store purchased and factory sealed will be accepted. **We cannot accept anything homemade.** Please try to provide nutritious choices, low in fat and sugar. We encourage nutritious alternatives for special treats.

**TRANSPORTATION POLICIES:**

**Field Trips:**
We occasionally take field trips, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises. Parents will be notified in advance of any field trip requiring transportation.

- **When children or staff goes off-site for a walk or field trip,** teachers will take along emergency contact information, attendance sheets, and a first aid kit in case an injury occurs to children or staff. The injury will be recorded in the medical log book upon return to the center. A cell phone will be carried in case help is needed. If the injury is serious, 911 will be called and the child will be taken to the nearest hospital.

- **Procedure for notifying parents of the date, time, and destination of any field trip which requires the use of a vehicle:** Parents will be notified in advance of any field trip requiring the use of a vehicle. A form outlining the date, time and destination of the field trip will be given to parents. **No child may participate in a field trip without the signed permission form from parents.** Children who are unable to attend a field trip will be given the option to stay home and return to school when the field is over.

- **Required forms:**
All children who are transported must have the following completed and signed forms on file:
  - *Transportation Permission – Child Care Centers*
  - *Field Trip Or Other Activity Notification / Permission – Child Care Centers*
  - *Walking Field Trip Permission Slip*

**OTHER TRANSPORTATION POLICIES:**

**Center provided transportation:** Trinity Lutheran Child Care does not provide transportation for field trips and/or to and from school and/or to and from home.

**Contracted transportation services:** Trinity Lutheran Child Care does contract for transportation services. Contracted transportation services are provided through Prigge’s School Bus Service, Inc. located at 1139 Pennsylvania Ave. They can be reached at (920) 459-2961.

**Use of staff vehicles:** Trinity Lutheran Child Care does not transport children in staff vehicles.

**Child safety restraints:**
Vehicles must be equipped with car seats, booster seats and seat belts, appropriate for the age and size of children being transported. Children under age 13 may not ride in the front seat. Trinity Lutheran School contracts with Prigge’s Bus Service, Inc.

**Driver requirements:**
Drivers must be at least 18 years of age, hold a valid Wisconsin operator’s license for the type of vehicle driven and have at least 1 year experience as a licensed driver. The driving record for all drivers will be checked annually. Smoking is prohibited in the vehicle while children are being transported. Trinity Lutheran Child Care contracts with Prigge’s Bus Service, Inc.

**Volunteer drivers:**
Trinity Lutheran Child Care does not use volunteer divers.

Vehicle inspections:
The vehicle must be registered in Wisconsin, seating area must be enclosed, and vehicle must be inspected annually. All buses from Prigge’s Bus Service, Inc are licensed by the state of Wisconsin and have the proper first aid kit on the bus.

Vehicle alarm requirement:
Trinity Lutheran Child Care contracts with Prigge’s Bus Services, Inc. All vehicles that have a seating capacity of 6 or more passengers in addition to the driver that are owned or leased by the child care center or a contractor of the child care center and are used to transport children are equipped with a child safety alarm that prompts the driver to inspect the vehicle for children before exiting the child care vehicle.

Should there be an accident, the Director will verbally inform the licensing office within 24 hours, and provide a written report within 5 business days after the incident.

Procedure to ensure no child is left unattended in a vehicle:
Children may not be left unattended in a vehicle. A second adult, in addition to the driver, must be present if more than 5 children under age 5 are in the vehicle, or if more than 3 children are under 2 years in age, or with a disability which limits their ability to respond in an emergency. The Driver will make a visual check of the vehicle above and below the seats when children enter or exit.

Tracking policy when transporting children: To be sure no child is left unattended in a vehicle an attendance form will be carried along, with children checked in whenever they board the vehicle and whenever they exit. General emergency numbers, emergency contact information for all children and a cell phone will be carried along by the teacher(s) in charge. A first aid kit will always be in the vehicle. The vehicle(s) will be kept clean and uncluttered, with the aisle open for quick exiting.

When a child is transported to his/her destination, an adult must wait until the child enters the building or is in the custody of an adult designated by the parent, unless otherwise authorized by the parent of a school-age child.

Trinity Lutheran Child Care does not have regularly scheduled transportation.

Transporting children with disabilities or children who have a limited ability to respond in an emergency:
Special care will be given to all children with disabilities or limited ability to respond to an emergency. Staff will ensure that these children receive additional assistance in exiting the vehicle should an emergency occur.

ACCIDENTS/EMERGENCIES POLICIES:
Trinity Lutheran Child Care is covered by liability insurance which provides coverage that meets or exceeds the amounts specified by licensing rules or law as applicable.

To protect each family's confidentiality, Trinity Lutheran Child Care will not share information about a child or a child's family with anyone who is not authorized to receive this information.
Trinity Lutheran Child Care will always maintain the appropriate staff to child ratio in our facility. In the event that we only have one staff person present, that staff person must be trained in Shaken Baby Syndrome (SBS), and sign a document agreeing to serve as an emergency back-up. When there is only one staff person on site with eight or fewer children we will ensure that an emergency provider is available within 5 minutes. Our emergency providers are listed below.

Ann Rahn (920)980-0997    Allison Toerpe (989)714-6334

***** In the event of an on-site or off-site accident, involving any child in our care, an accident report will be filled out by the witnessing staff and signed by one additional staff person as listed on the Delegation of Authority Document. One copy of the incident report will be placed in the children’s file, and one copy will be sent home. It will also be written up in the medical log book.

- The Delegation of Authority Document lists staff members that are appropriately qualified to sign all student documentation when the Director is not on-site. (A copy of this document is on the parent board, in the classroom, and by all phones found in the Trinity Lutheran Ministry Center)

**OTHER EMERGENCY POLICIES:**

- **Reports to the department:** the center will report to the Department of Children and Families any situation as it pertains to Wisconsin State statute 251.04(3) (a-n) or DCF 251 Licensing Rules for Group Child Care Centers.
- **All emergency phone numbers** will be posted in each room occupied by children as well as in the other staff areas in the center. The address and phone number of the facility will appear on the phone list.
- **Emergency supplies** such as radio and flashlight, with extra batteries for both, first aid kit and blankets will be kept in the shelter area at all times. A flashlight is also kept in each classroom at all times.
- **If there is a medical emergency** with a child an adult staff will perform first aid, initialing check, call, and care procedure. Children who are present will be taken from the area calmly by available staff for supervision and safety.
- **Fire and Tornado evacuation** plans will be practiced monthly. The Director will document dates of fire and tornado drills and the weekly testing of smoke detectors on a form provided by the state. The evacuation floor plans are posted by exits in the classroom.

**In the event of severe weather** children will be kept in doors and if necessary tornado evacuation plan will be initiated.

**Procedures for extreme heat or cold:**
The children may be kept indoors during inclement weather such as any of the following:

- **Heavy rain**
- **Temperatures above 90 degrees F.**
- **Wind chills of 0 degrees F. or below for children age 2 and above**
- **Wind chills of 20 degrees F. or below for children under age 2**

**Drills and Evacuation Procedures:**

In the event of a tornado warning, the children will be taken to the lower level of the Trinity Ministry center by all available staff members. Blankets, a portable radio, and flashlight, with extra batteries for both, are kept in the tornado shelter area at all times. The attendance form and emergency contact information will be brought along by the staff member designated to be “in charge”. The Director or person in charge will check classrooms, bathrooms and staff areas to make sure all
persons are evacuated. Staff will engage the children in quiet activities until we are assured by the authorities that the danger has passed. Tornado drills will be conducted monthly from April to October.

In case of an emergency that would require an evacuation, such as a fire the children will be evacuated by all available staff through the nearest exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken out by the staff member designated to be “in charge” to assure that all children are accounted for and all families can be notified. All children will be taken outdoors and walked across the street to Trinity Lutheran Church and School at 824 Wisconsin Ave. The Director or person in charge will check classrooms, bathrooms, and staff areas to make sure all persons are evacuated. The Director or person in charge will call the all clear to re-enter the building once it is safe to do so. If we are unable to return to the building following an evacuation, the children will be taken to Trinity Lutheran Church and School at 824 Wisconsin Avenue until parents or other authorized adult can be reached and come for them.

**** Any child who has a limited ability to respond in an emergency will be identified at time of admission. Staff will be aware of any special evacuation needs the child has and accommodations will be made to ensure their safe removal from the building.

Lost Child Policy:
In the event of a lost child, the Director will check all areas of the center. If the child cannot be found, the child's parents and / or emergency contact and the police will be notified immediately. The Director will notify the Department within 24 hours after the occurrence. If a staff member is alone on the premise they will contact the five minute emergency person.

If there is a threat to the building or occupants we follow the American Red Cross Guidelines available at: http://www.redcross.org/prepare/disaster depending on what the emergency may be. If possible, evacuation of the building will be initiated using the fire evacuation procedure. If it is not possible to evacuate the building each classroom will take cover in a secure area. The main door will be closed and 911 will be called. The teacher will keep children calm and in one area of the room until the threat has passed or police or fire department has arrived. Law enforcement and the parents will be immediately contacted to advise them of the threat.

Loss of building services procedures are as follows; If the center should lose the use of heat, water or electricity before the center opens, parents will be notified by 6:00 AM and will be advised that the center is closed and the parents will be responsible for finding alternate care for their child until the situation is resolved.

If the center should lose the use of heat, water or electricity while children are in attendance, the Director will call the parents of all children to let them know the center will be closing and advise them to pick their child/children up within one hour.

DISCHARGE OF ENROLLED CHILDREN:
Circumstances and procedures for termination of enrollment:
Child related:
Trinity Lutheran Child Care will regularly advise parents on their child’s progress through daily sheets and scheduled conferences. When children have problems adjusting to the center’s daily schedule and classroom rules, parents will be contacted for a face to face conference. At this
meeting, the teacher will state her concerns and discuss observations made of the child’s behavior, and an action plan will be developed. If after two weeks the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services.

Parent related:
If the problem leading up to termination is due to non-compliance to the center’s policies, and the center decides to terminate a child’s enrollment, the teacher will contact the parents for a face to face conference. At this meeting, the teacher will state her concerns and review and clarify agency policies with the parents. Input from parents will be encouraged so that common understanding can be reached. If after 2 weeks the same problems are still present, parents will be advised in writing that their child’s enrollment will be terminated. Parents will be given a minimum 2 weeks’ notice regarding the termination of their child’s enrollment, or *Parents must give a 2 week written notice of their intent to withdraw the child, or children, and will be required to pay for those 2 weeks whether or not the child, or children, attends.*

**Parent initiated mutual decision, center initiated, and involuntary discharge:**
A child may be discharged from the center for many reasons. Often *parents initiate* the termination. Occasionally, after an action plan has been tried without good result, the center and the parents come to a *mutual decision* to end the child’s enrollment. In some circumstances the termination may be *center initiated.*

**Involuntary discharge** of a child could result for the following reasons:
1. Failure to pay fees on time. (*Grounds for immediate termination, without advance notice.*)
2. Lack of parental cooperation
3. Inability of child care program to meet the needs of the child. Staff will consult with the parent concerning how any problems might be solved before ending the care arrangement. *These steps will be documented in the child’s file. The parents will be referred to other community resources.*
4. Repeated failure to pick up the child at scheduled time.
5. Failure to complete and return required forms.

**Behavior related discharges:**
Acting out, inability to follow classroom rules, inability to follow teacher’s directions are all examples of reasons why a child could be discharged due to behavior.

**Steps that will be taken prior to child’s discharge:**
All efforts will be made to work out a plan for behavior management between staff and the parents to see if problematic behaviors can be managed and/or corrected. The teacher will ask for a parent/teacher conference to discuss the behaviors in detail. Input from parent on behavior management is vital. If after two weeks the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services. All meetings, behavior plans and outcomes will be documented and placed in the child’s file.

**Outside agency involvement:**
Prior to any child being terminated, efforts may be made to seek additional services from other care providers to address the problem. For example, children may be referred to a physician for a vision or hearing screening. Referrals to the *Birth to 3 Agency,* speech and language screenings are some of the outside agencies that could be utilized. Should the child require additional services that are not available
directly through the center, an outside agency may be contacted to meet those needs. Staff will consult with parents before contacting any outside agency.

**Decision making:**
All decisions regarding the discharge of enrolled children are summarized in the section above, *Circumstances and procedures for termination of enrollment.*

**Discrimination issues:**
If parents feel their child has been discharged due to discrimination, please bring these concerns to the director for a thorough review. It is our policy to never refuse to enroll a child on the basis of race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation.

**Appeal process:**
Should parents disagree with the termination of their child for any *reason*, please discuss your concerns with the director. The director will then take the concerns to the principal and school board to discuss the steps in helping the child and family.

**Reasons: e.g. fee payment, policy compliance:**
Trinity Lutheran Child Care will give 2 weeks written notice of our intent to discharge a child (and try to inform parents of local resources that may be of help to them), except when due to parent's failure to keep current with fees owed. Parents are expected to comply with all the policies and procedures of the daycare center; failure to comply could result in the termination of your child’s enrollment.

**SAFETY POLICIES:**

**Reporting Policies:**
As a child care center, all staff is required to report any suspected abuse or neglect to the Sheboygan County’s Child Protective Services (CPS) office or law enforcement. If an employee or volunteer is suspected of having mistreated a child that person will be subject to immediate suspension pending the outcome of the CPS investigation. The incident will be reported to the Department of Children and Families within 24 hours of occurrence.

Smoking is not permitted anywhere on the premises of the center, indoors or outside.

**CONCEALED WEAPONS IN GROUP CHILD CARE SETTINGS:**
Trinity Lutheran Child Care, in accordance with licensing rules of the Wisconsin Department of Children and Families, DCF 251.06 (2 (c) addresses the presence of firearms and ammunition in a licensed group child care center as follows: Firearms, ammunition and other potentially dangerous items may not be kept on the premises of the center.

Premises - means the tract of land on which the center is located, including all buildings and structures on that land. Trinity Lutheran Child Care does not allow concealed weapons to be carried on persons (any person or employee entering the building), or on the premises of Trinity Lutheran Child Care. If a person is found to be in noncompliance with this regulation they will be asked to vacate the premises. If a person should refuse to vacate the premises the local authorities will be contacted. Anyone having questions regarding this policy should contact the Department of Children and Families at [http://dcf.wisconsin.gov/memos/BRL/2011/2011_06.pdf](http://dcf.wisconsin.gov/memos/BRL/2011/2011_06.pdf).

Trinity Lutheran Child Care Handbook - Parent Agreement Form
I ________________________________ (parent printed name), have fully and completely read Trinity Lutheran Child Care’s Policy and Procedure Handbook and by signing, authorize that I am in accordance with all stated information and center policies including, tuition and payment, enrollment and discharge, attendance, accidents and emergencies, and all other applicable policies that pertain to my child while in the care of Trinity Lutheran Child Care staff.

____________________________________________________
(Parent Signature)

____________________________________________________
(Date)