



Parent/Guardian Handbook

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General Information

100 **Introduction**

Little Angels Early Learning Center (LAELC) is an educational facility which includes preschool, childcare and Oregon School District (OSD) 4K. We are located in the secured lower level of People's United Methodist Church (PUMC). This Parent/Guardian Handbook is written for you. It provides important information about our programs, policies, procedures, and expectations. No handbook can anticipate every circumstance or question about policies and procedures. Please contact our center director about any circumstances or questions you may have that are not found in this handbook. LAELC reserves the right to review, supplement, or rescind any policies or portion of this Parent/Guardian Handbook as deemed appropriate, at the discretion of our director and/or Advisory Council. Changes will be communicated as they occur.

101 **Mission**

LAELC teaches children life lessons and caring values in a safe, fun, and stimulating environment, promoting healthy cognitive, emotional, social, and physical development, preparing them for lifelong learning.

102 **Philosophy**

LAELC believes that all children regardless of race, color, sex, disability, or religious background should experience a learning environment that encourages kindness, honesty, respect, compassion, and patience. All children should learn to become independent and proactive problem solvers in a loving and positive environment, fostering strong self-confidence and healthy self-esteem. We promote inclusive values that affect children's judgments and behaviors and provide a moral compass in a changing and challenging world.

We recognize and affirm the vision and ministry of our host church, People's United Methodist Church, who welcomes, accepts, and affirms every child of God.

103 **Programs Offered and Educational Policy**

Our programs include:

- **Preschool**: AM 8:30-11:00 (Sept-May)
 - Classes are Tuesday/Thursday or Monday/Wednesday/Friday
 - Students must be 3 on or before September 30th of the enrollment year.
 - Classes are limited to a ratio of 14 students with 2 teachers.
- **4K**: class times will be as follows:
 - Tuesday-Friday: AM & AM2: 8:00-11:15 or PM: 12:00-3:15
 - Students must be 4 on or before September 1st of the enrollment year.
 - Classes are limited to a ratio of 20 students with 2 teachers.
 - Class size and enrollment decisions are made by the Oregon School District, not our site.
- **Child Care**: Monday-Friday 7:00-5:00 Year-Round (Labor Day to Labor Day)
 - Students must be 3 on or before the 1st day of care.
 - Children can enroll through the summer prior to starting kindergarten.
 - Parents/guardians must give a 30-day notice to end their childcare contract.
 - Program closing dates are listed on your childcare contract.

- We offer both full-time and part-time childcare.
 - There is a minimum of 2 days a week and 4 hours a day for part-time care.

Our programs have curriculums that include units/themes for each month/week and include holidays and seasons. Children will be given the opportunity to experience cultural diversity through books, discussions, and planned activities. Through our programs the children will learn the following:

- A healthy way of living
- Kindness, caring, honesty, compassion, and patience
- Problems are a part of life
- How to solve problems
- Everyone is special in their own way
- Being different is OK
- Everyone makes mistakes
- How do we learn from our mistakes
- God loves everyone
- God is here for them 24 hours a day
- How to pray

***** Religious and holiday studies are NOT part of the 4K program. *****

Each lead classroom teacher will develop their own lesson plans and will submit a list of supplies needing to be purchased at least two weeks in advance. The lead teachers are responsible for communicating with parents/guardians about the monthly or weekly themes in their classrooms. LAELC will offer parent/guardian and teacher conferences twice a year for preschool and 4K programs to discuss children’s growth and development progress. A notice will be sent home announcing when conference schedule sign-up sheets or sign-up geniuses are available. This notice will include the dates and times available for parents/guardians to meet one-on-one with the teacher. 4K families will also receive progress report/report card twice a year.

104 Eligibility and Enrollment Procedures

LAELC will not discriminate based on race, religion, color, national origin, political affiliation, disability, sex, parental marital status, family structure, or any other factor protected by law.

Children must meet the following requirements to be enrolled in our program.

- **Toileting:** It is preferred that children are toilet trained; however, we are willing to work with families that are seriously attempting or whose children may have physical or medical issues causing a delay in being fully toilet trained.
- **Health Exam/Immunizations:** Children enrolling in our programs should be up to date with all immunizations. Children aged two and older must have a physical exam one year prior to or within 90 days after the first day of attendance.

New family registration for the upcoming year begins in February at our annual open house and will continue until classes are full. Current, alumni, and People’s United Methodist Church families can register about one week prior to our open house to ensure a seamless transition. Families interested in enrolling their child/children mid-year should contact our center office for registration materials and to set up an appointment to tour our location.

Children are considered enrolled in our preschool programs with the completion of the registration form and submittal of the non-refundable registration fee. Enrollment packets containing the following forms will be mailed to families in mid-July and are due on the August Back-to-School Night with the 1st month's tuition.

Registration for the 4K program is handled by the Oregon School District. We will receive a class list of registered families in mid-May and by the end of June we will receive an updated list. Enrollment packets containing the following forms will be mailed to families in mid-July and are due on the August Back-to-School Night.

The following are forms that will be sent along with information about volunteering, supplies list, and our Back-to School night event. All forms are due on the Back-to-School Night:

- Day Care Child Enrollment with Persons Authorized to pick up child.
- Child's Health History and Emergency Care Plan
- Alternate transportation agreement for 4k bus riders and students leaving the classroom with OSD staff for therapies related to IEPs
- Immunization form with parent signature.
- Child Health Report requires a physical, physician's signature, and date of latest exam.
 - Date must be less than one year prior to or within 90 days of the first day of attendance.
- Permission slips-photos, directory, insect repellent/sunscreen, walking trips.
 - Please note that a child's photo will only be used based on the permission granted by the parents (classroom labels, projects, memory books, websites, etc.)
- Preschool contract (not for 4K)
- Childcare /Wrap care Contract (if applicable)

These forms will be stored in individual child files located in the staff office. Information in these files will be shared with staff members that work with your children. The center director, office and teaching staff have access to student files. Parent/Guardians and state childcare licensers will be granted access to look at a child's file upon request.

Missing or Incomplete Forms: We are required to have all forms on file within 60 days of the first day of attendance. If we have contacted you three times and your child's form file is still not up to date, you will have a two-week grace period from the third contact to submit the completed forms to us. If you fail to bring the forms, your child will not be able to attend until LAELC receives the forms.

105 **Attendance**

Each child's attendance will be recorded as parents/guardians sign in. If your child is absent or going to be late, please call the office staff at (608)-835-1945 prior to the start of class. For your child's safety, if he/she has not arrived at our center within 15 minutes of class starting, and the staff has not been notified of an absence, the office staff will call you. A message will be left if there is no answer. We will also call the parent/guardian's work number. If we are unable to make verbal contact with a parent/guardian within 30 minutes after their class begins, the office

staff will continue calling the parents/guardians and/or emergency contacts until we know the child and family are safe.

4K attendance is also reported by the LAELC 4K teachers to OSD via the Infinite Campus software.

106 Communication and Confidentiality

LAELC respects your rights of privacy and confidentiality. Your child is participating in a class setting and their actions affect the other members of our class. There may be times when the staff will be required to disclose those actions to another family. This will be done without giving names.

Parents can find the parent handbook on the center's website; printed copies will be made available to any parents upon request. Other classroom/community information is located on the bulletin and/or white boards in the center's hallways.

For health and safety reasons the following items will be posted on the bulletin board between the nap room and center office:

- Current license showing the maximum term of our license
 - Hours of operation: January-December, Monday-Friday from 7:00-5:30
 - Serving children from two years six months through seven years of age
 - Maximum capacity is 71 children at one time, during the operational hours above.
 - Please note that while these are the maximum terms of our license, we currently operate Monday-Friday from 7 am-5 pm and serve kids from age three until the year they start kindergarten.
- Licensing reviews (compliance/non-compliance forms)
- Information on communicable diseases

We strive to maintain the best possible relationship between the children, parents/guardians, and staff. The families' and children's happiness with our program is very important to us. Therefore, we respectfully request that any concerns are personally brought to our immediate attention, so they may be addressed in a timely and efficient manner. Please first communicate with your child's teachers. If that does not resolve the situation, then please request a conference time for a confidential discussion with the director.

If a child's parents/guardians are divorced or separated, Wisconsin Statute states that the information found in the child's file must be shared with all parents/guardians upon their request. LAELC must abide by this law unless we have a signed court document stating otherwise on file. It is the responsibility of families who share custody of their children to inform our teaching staff and office of your placement agreements for communication needs.

107 Center Closings and Inclement Weather

LAELC will be completely closed with no programming offered on the following days each year. Actual dates and/or observance days will be made available with the full registration materials.

- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve
- New Year’s Day
- Good Friday
- Memorial Day
- Independence Day
- 3 Full Days in August for Staff Development
- Up to 2 Floating Holiday set by the Advisory Council

Our programs follow the Oregon School District (OSD) calendar. It is the parent’s responsibility to watch/listen to the news media for the Oregon/Brooklyn School district on questionable days. Please see the scenarios for how LAELC will handle delays and cancellations.

OSD does:	4K will:	Preschool will:	Childcare will:
Closed for the day	Close for the day	Close for the day	Close for the day
Delayed Start	No AM or PM Classes	No AM Class	Delayed start of 2 hours
Early Release	PM classes will leave early	NO PM class	Close 1 hour after the OSD elementary schools close

108 **Illness**

Parents/guardians will be called to pick up their child if any of the following symptoms appear. For the health of the children and staff, please keep your child at home if they show any of these symptoms or have an above normal temperature.

- **Diarrhea:** Two watery bowel movements in a 4-hour timeframe that look significantly different from normal
- **Eyes:** Any inflammation, conjunctivitis, pink eye, redness with an itching/burning sensation, excessive watering, or secreting a thick yellow substance
- **Fever:** An elevated temperature of 100° or higher, if your child has an elevated temp, their body is trying to fight something. The child must be kept at home until they are symptom free for 24 hours without the use of medication.
- **Skin-Rash Problems:** Any unidentified rashes, open sores, crusty areas, or blisters that are raw or weeping with yellow-green drainage
- **Sore Throats:** When a throat culture has been taken to determine if it is strep throat, the child may not return to preschool until the test results are back from the doctor. If the child has a strep throat they must remain at home until they have been on antibiotics for 24 hours.
- **Vomiting:** The child must be kept at home until they are symptom free for 24 hours without the use of medication.
- **Unusual:** Bacterio-diarrheal infections, infectious hepatitis, infectious mononucleosis, staph infection, and tuberculosis. In these cases, the parent/guardian must supply a written statement from their physician that returning to school or childcare has been approved.

- **Miscellaneous:** An apparent illness **with or without** obvious symptoms such as a severe cold, excessive nasal drainage, paleness, irritability, or unusual fatigue; that would hinder the child's participation in class routines.

If you receive a phone call saying that your child is ill, they must be picked up at LAELC within 30 minutes. Your child will be removed from the other children and cared for in a separate area. The child will be provided with a mat to rest on until you arrive and remain in sight and sound of an LAELC staff member. Children that have shown any of the symptoms listed above will not be allowed to return to LAELC until after they have been symptom free without the use of medication for at least 24 hours, or as otherwise noted. Please be considerate of other children and our staff. All staff and parent/guardian volunteers must also abide by the above illness policy.

A notice will be posted on the bulletin board in the entranceway when a classroom has been exposed to a communicable illness. These cases must also be reported to the Public Health office, as required by State regulations. We will follow the Public Health Office's and/or Oregon School District's guidance for when to allow students to return to school following a diagnosed case or exposure to any of the communicable diseases listed below.

- | | |
|------------------|------------------|
| • Chicken Pox | • Mumps |
| • Diphtheria | • Polio Myelitis |
| • German measles | • Ringworm |
| • Giardiasis | • Scarlet fever |
| • Head Lice | • COVID-19 |
| • Measles | • Whooping cough |
| • Meningitis | |

109 **Entrance and Exit Policies**

Everyone will enter the lower level of the building through the doors closest to the playground, for security measures. Everyone will exit out the doors between the preschool and 4K classrooms. The elevator and door at the bottom of the stairs will be locked to ensure the safety of your child and our staff.

- A parent/guardian or authorized adult must bring the child to and pick up their child from the classroom each day. A staff member will welcome and dismiss children transported by the OSD buses.
- LAELC is required by Wisconsin State Licensing Rules to keep a daily attendance log. The adult dropping off and picking up your child is required to sign your child in and out. An attendance log is in or near each classroom.

Children should never arrive at school more than five minutes early to ensure that we have proper staff supervision available.

110 **Child Release**

Your child will only be allowed to leave LAELC with an adult that is listed as an authorized pickup person on their enrollment form. Exceptions will be made only if the following steps are taken:

- The parent/guardian called the office prior to this pick up.

- The parent/guardian provides the center with a note that contains:
 - the name of the person authorized to pick up your child.
 - the name of the child to be picked up.
 - the dates that person is authorized to pick up the child.
 - the date the note was written.
 - parent/guardian's signature.
- The pick-up person must also provide a photo ID.

In the case of divorced or separated parents/guardians, according to Wisconsin Statute, the child must be released to all parents/guardians that arrive to pick up their child. LAELC must abide by this law unless we have a signed court document stating otherwise on file. It is the responsibility of families who share custody of their children to inform our teaching staff and office of your placement agreements for communication needs.

To further ensure your child's safety:

- In the event a child seems to be afraid of the person picking him/her up, the LAELC staff will use their best judgment, and a verification call to a parent/guardian may be made.
- No child will be allowed to leave with someone they do not recognize, or that the LAELC staff feels are not able to safely drive the child home. Legally, we cannot deny a parent or guardian the right to pick up their child; but we will offer to make other arrangements for that child to get home safely if needed. If the parent still insists on taking the child, the office staff will phone the police and let them know that we suspect a person is driving with a child in unsafe circumstances.
- Any time a phone call is made to a parent/guardian or the family's emergency contacts regarding transportation issues, the call will be documented in our transportation logbook. This logbook is in the administrative office.

111 Transportation

Transportation to and from our center is provided by each child's family, other arrangements they have made, or the OSD busing for the 4K program. LAELC or PUMC staff members cannot transport children in their vehicles. If any field trips are scheduled for the programs of LAELC, they will be walking field trips unless transportation is provided by each child's family or the OSD 4K busing.

LAELC does not have access to any motor vehicles licensed for center provided transportation, this being the case if a child or staff member needs to be transported for medical attention, this would be the use of emergency vehicles through calling 911.

112 Parking Lot Information

During the center's hours of operation, all children on the premises, in the building, parking lot, and on the playground must be within sight and sound of an adult. Children may not be in vehicles, in our playground, or in our parking lots without adult supervision.

Leaving children unattended is a direct violation of the following childcare licensing codes:

- Licensing code 251.04 (1)(b) defines a child being birth-under 18 years old.

- Licensing code 251.05(4)(e)(1) states: One childcare worker shall be within sight or sound of each group of sleeping children. If at least one child is awake, sight and sound supervision of awake children is required.
- Licensing code 251.08(5)(A) states: Children may not be left unattended in a vehicle.

If LAELC is found in violation, we will be written up and/or fined. Because the safety of all children is important to us, we are offering the following suggestions:

- If you have other children with you and don't want to bring them in while dropping off or picking up, ask someone in the parking lot to stay near your car while you drop off or pick up the child attending LAELC.
- Ask someone on their way in from your child's class to take your child in with them or to pick them up from class and bring them to you.
- Call the center's office at (608)-835-1945 and see if an office staff member could assist you on the day.

We know that drop-off and pick-up time with OSD 4K buses can be a little chaotic in our parking lot. Our top priority is and will always be the SAFETY of all students. Here are a few things to note when you arrive:

- OSD buses will drop off students around 8:00 AM. We will have two or three buses around 11:15 to pick up students from two different 4K classes. The teachers will do their best to be outside at 11:15.
- If the buses arrive early the drivers have been asked to wait on the driveway coming down to our parking lot. If they are parked on the side of the hill with the doors closed, you can drive around them to access a parking spot.
- If you need to leave in a hurry, please park closer to the playground or even on one side of the hill going up the driveway near the playground. This will ensure that you can leave without backing up near the children that are being loaded onto the bus.
- If you are parked in a spot on either side of or behind the bus, you are **NOT ALLOWED** to back up or drive around when the bus door is open, and the stop sign is out.
- If you arrive after the buses are here, it is OK to park on one side of the driveway, going down the hill to our parking lot and walk to the entrance. It is also OK to wait in the car until the buses have left to park in the lot and walk in. Our staff understands that this can happen.

113 Child Guidance/Discipline

Each child learns and grows at his/her own pace. Sometimes a child may have a difficult time sharing, listening, or following directions. The teaching staff of LAELC will use positive guidance strategies such as being a good role model, letting children know what is expected of them, arranging a child friendly and safe environment, and being consistent to promote good behavior. If a child is participating in an undesirable action or conversation, the staff will do one or more of the following:

- 1) Ignore the situation, depending on the circumstances.
- 2) Talk to the child about the problem and help them resolve it.
- 3) Redirect the child to another activity.
- 4) Give the child viable choices on how to solve the situation.

Transitions to unwanted tasks, long waits, classroom layout, routines, materials, or parts of the day can be difficult and may affect some students' behaviors. Teachers will work to meet each student's varied needs to the best of their ability, work to keep routine as consistent as possible and vary materials and layouts as needed.

If the items listed above do not successfully solve the situation, a time away from the group may be needed. The following is our "time away" procedure:

- 1) The child will first be given a verbal warning.
- 2) If this does not stop the action or behavior and items listed above have been unsuccessful, the child will be directed to leave the group. The child may be asked to look at a book or do a puzzle in a quiet area to calm their body.
- 3) If the child cannot recompose themselves, they may be accompanied by a teacher and taken out of the room for a movement break.
- 4) Depending on the situation, the director or 4K administrator may be consulted and/or asked to interact with the child.

We understand that there will be times when a child will become distraught, fussy or won't stop crying. Our first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. We understand that crying is normal, and that children will have time when they cannot stop crying. At these times, we will stay calm and will do whatever we can to soothe the child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when we need your advice or assistance, and we won't hesitate to call you if we feel that it is necessary.

Our staff's child guidance policy, stated above, is consistent with our mission and philosophy statements. We strongly believe children learn best in a positive, loving environment with no harsh words or actions. In accordance with Wisconsin State Group Child Care licensing requirements, the staff of LAELC will not spank, hit, pinch, shake, or inflict any other forms of corporal punishment on a child. This includes tying or binding a child or locking them in a confined area. Verbal abuse, threats, and derogatory remarks towards or about any family enrolled or the teaching staff's family will not be tolerated. We will not withhold meals, toys, or activities as a form of discipline. There will be no punishments for lapses in toilet training.

Some children bite for a variety of reasons; when biting occurs, our teaching staff will work as a team with the child and families to produce alternate solutions for the child before biting becomes a habit. Whenever a child bites, the incident will be recorded into our medical logbook for tracking purposes. The person who was bitten will be consoled, the area cleaned, and parents will be notified as well.

If constant undesirable behaviors cannot be effectively altered (such as biting), a planning meeting between parent/guardians and teaching staff will be arranged, to discuss the situation and create a plan to help change this behavior. If the undesirable behaviors are still not changing, the director or OSD 4K principal will get involved to determine any other steps that could be taken.

114 **Supervision and Child Tracking**

There are a variety of ways that our staff will ensure the supervision and whereabouts of the children assigned to their care each day.

- **Head counts:** Teachers will perform head counts on a regular basis during the day, including at each transition. Both teachers will compare their numbers to make sure they have every child. The teacher will also use tracking charts throughout the day, calling students by name and checking that they are accounted for.
- **Classroom doors:** Rooms and offices not in use during program hours will remain closed. Once all children have arrived at class for the day, the classroom doors will be closed and kept closed. When leaving the room, one teacher from the class will move to the hall to monitor and count children doing activities such as filling backpacks, getting coats, and/or walking to restrooms. The other teacher is in the class monitoring those children still in the room. Upon returning from activities in the hallway, teachers will count and compare numbers to make sure all children are in the room and then the doors will be closed.
- **Leaving the room as a class:** A head count will be taken before the class leaves the room. When walking in line there will be one teacher in front and one teacher at the end of the line. Children with wandering tendencies will be at the beginning or end of the line with a teacher. The teacher in back of the line will continually scan the line to ensure no child leaves the group. When they reach their destination, both teachers will do another head count, and they will compare their numbers.
- **On playground:** Teachers/volunteers will position themselves so that they are not standing together, but rather one on each side of the play-structure, head counts will be done on a regular basis, as well as double-checking when lining up to head back inside.
- **Sign in/out sheets:** When a child leaves one program for another, they will be signed out of one and into the other with time and transporting teacher's initials. Students leaving the LAELC care and into the care of an OSD therapist, EC teacher or EC Para for sensory breaks, quiet learning sessions, or therapies, will be signed out and back into the room as well.

In situations when head counts do not equal:

- Staff will recount as children sometimes wiggle and move and compare.
- One teacher stays with the class; the other teacher calls the center office with proper code.
- One teacher and office staff do a sweep of the current location including all lower level of rooms and outside spaces.
 - If the child has been found during the initial sweep, parents/guardians will be notified that their child went missing and was found.
 - Individual conferences will take place, and a plan will be put in place with that family to ensure the child's safety.
- If a child is not found on the initial sweep, police, childcare licensing, and child's parents/guardians will be notified, and then secondary sweep will begin. All other classes will be placed on a secure hold until the child is found.
 - Individual conferences will take place, and a plan will be put in place with that family to ensure the child's safety.

115 Outdoor Play Policies

We have a fenced playground with pea gravel, large sand filled area, and a paved basketball area we use for riding equipment. We have a huge hill we run up and roll down, and gardens on the premises that we walk through. Students may attend walking fieldtrips as a class; permission slips will be sent home prior to any trip that students leave our premises.

Children will have an outside recess most days that weather permits. On warm summer days children will have the opportunity to play in water via sprinklers. We will not use swimming pools. Children will not go outside if:

- there are heavy rain showers, sleet, or wind.
- the air quality is in or above the red level on the AirNow app.
- the outdoor real feel temperature is 90° or above.
- the outdoor real feel temperature is 20 ° or below.

We use the real feel temperatures as this takes humidity and windchills into account. All staff members are using the Weather Channel and AirNow apps for center-wide consistency. These apps have been installed on the LAELC cellphone that is in the center's office.

116 Meals and Snacks

All meals and snacks must be in alignment with the Department of Public Instruction and State Licensing standards, this includes birthday snacks. We don't serve sweet snacks such as brownies, cupcakes, cookies, and/or fruit snacks as part of the 2 healthy components of snack. They may be served in ADDITION to our healthy snack.

It is our "Best Practice" to use our fresh produce items within 2 weeks of purchase, other refrigerated/frozen items within 30-60 days of being opened and our non-perishable items within 60-90 days of opening. We will not serve anything past the expiration or best by date. We will do our best to provide a variety of items and to limit the sugar content whenever possible. We regularly serve 1% or 2% milk, chocolate milk will be offered once a month.

117 Allergies and Medications

Alternative arrangements will be made if the child's allergy is severe enough that they cannot be at the same table or in the same room. We can go tree-nut/peanut free for a year if needed for child's safety. Please contact the director for more information.

All LAELC staff have been trained in CPR, First Aid, EPI Pen, food allergies, and choking hazards. Our staff knows how to identify a food emergency or allergic reaction, ensure all children are treated properly, and to notify medical professionals if the situation warrants.

118 Pets

Due to health, safety, and liability issues, LAELC will not have pets in our center. We also ask that when it is your child's week to be the Shining Star/Star of the Week, you do not bring family pets in. Photos of pets are very much encouraged.

119 Cleanliness, Sanitation and Universal Precautions

Children's hands shall be washed with soap and water, as they arrive at our program, before and after having snacks, after toileting, after messy projects, and dirty outside play. Liquid soap will

be available at each washing station. Runny noses, eye drainage, and coughed up matter shall be wiped away with a tissue and thrown in a plastic lined container. The person doing the wiping shall wash their hands immediately. People working with children will wash their hands with soap and water before handling food and after assisting with toileting, among other times throughout the day. Hand washing following toileting will not be done at the food preparation sink.

Wet or soiled clothing will be changed promptly. Each child shall have an emergency pack containing underpants, shirt, and socks and, if necessary, diapers at school to be used for this purpose.

All equipment, including toys, will be cleaned when they become soiled. If a child puts a toy into their mouth, they will be asked to place it into a bucket labeled mouthed toys. A bucket or container for this purpose is in each classroom. These toys will be cleaned with a disinfectant before returning to play.

All persons exposed to blood, blood containing body fluids, or tissue discharge shall wash their hands immediately with soap and warm running water. Bodily secretions are contained using appropriate barriers (i.e., disposable gloves, proper disposal, etc.) as necessary. Hands shall be washed with soap and water and gloves shall be double bagged and placed in the trash receptacle located in the custodial closet, not in classrooms garbage.

Changing tables are cleaned after each use, first with a solution of water and soap, then with a sanitizing agent (Basic G or bleach and water).

120 **Injuries**

Children are involved in many types of activities throughout the day. No matter how hard we try to avoid them, accidents happen. Each accident and/or injury will be recorded in a bound medical/injury logbook with numbered pages and no lines skipped. We also send home a written incident report to be read, signed by a parent/guardian, and returned to our center. The signed incident reports are placed in the student's file.

Superficial wounds will be treated with soap and water, bandages, and/or ice. Parents/Guardians will be notified upon picking up their child. If an incident involved a blow to the head, the parent/guardian will be notified immediately, and the center director will notify the licensor.

Minor injuries will be treated with the following procedures:

1. Notify parents/guardians or emergency contact person if parents cannot be reached.
2. Follow the treatment instructions of the person contacted.
3. Record the incident in the medical/injury logbook with detailed description of the instructions given.

When on field trips or outside play, our teachers will have their cell phones and safety backpacks with them. The safety backpack contains tissues, ice packs, wipes to clean and bandages to cover a wound. Upon returning to the center, any injuries will be cleaned with soap and water and covered with a new bandage.

Medical Emergencies:

1. 911 will be called.
2. Parent/guardian or emergency contact person will be called if time allows.
 - a. The assistant teacher will notify the LAELC office staff that their assistance is needed in whichever room the incident happened.
3. Child will be taken to the hospital. The lead teacher will go with the child to the hospital.
4. The LAELC Office staff will call a parent/guardian or emergency contact person of the injured child if time did not allow this before.
5. Once all children have left for the day, the incident and treatment will be recorded in the following ways.
6. LAELC incident form will be completed; one copy stays in the child's file; the other one goes home with the parent/guardian to be signed.
7. An entry will be made in the medical logbook.
8. A call to our state licensing specialist will be made within 24 hours of any incident requiring medical attention or if there was trauma to the head.

Children and/or teachers will be taken to the hospital specified by their medical consent form, if no hospital is listed the EMS will transport them to the nearest hospital based on age and known needs.

121 Child Abuse or Neglect

The state of Wisconsin requires all childcare workers to report **SUSPECTED** child abuse or neglect. LAELC teachers are mandated reporters and cooperate fully with the authorities regarding this matter. Cases of physical, sexual, emotional abuse or emotional neglect will be reported to Child Protective Services.

Should your child arrive at our program with a bruise, scrape, cut, etc. that looks different than that coming from normal play, we will ask you for an explanation. This explanation will be documented in our medical/injury logbook.

122 Parent/Guardian Involvement

Parents/guardians are welcome to volunteer at our program. We encourage parents/guardians to speak with our classroom teachers or office staff to learn about the volunteer options available. All volunteers are required to complete and submit the following forms:

- Background disclosure form
- Volunteer information form
- Volunteer training checklist (completed with the Director)
- OSD volunteer background check is required for 4K volunteers

Please note that according to Wisconsin Statute, all parents/guardians must be allowed to volunteer in their child's classroom if they choose, unless the school is given a signed court document stating otherwise or the person does not pass the background check.

The LAELC staff will direct the volunteers. The following are some of the duties you may be asked to perform:

- Join the children in their chosen activity during free play time

- Encourage cooperation and sharing
- Help the teachers gather the children for circle time
- Assist with snack
- Assist children with art projects
- Read to a small group of children

As a classroom volunteer, you will assist the staff with the children’s needs, interact with them and encourage their play, but most of all we want you to enjoy sharing this day with your child and his/her friends. Our volunteers are not to discipline children. If a behavior problem arises, volunteers should request that the teacher intervene and handle the situation. Children are often very excited to have their parents/guardians helping during their class time. A child’s behavior may vary when a parent/guardian is present or working at school. It is often very difficult for a child to share their special adults with the other children. Some children may become extremely aggressive or shy whenever a volunteer is present. Some children may cry or become fearful. Some children may withdraw or refuse to join in the activities. This is quite normal, and being at school with you is special for your child, and overall, a positive experience.

In addition to being in the classroom, volunteers could:

- Plan parties or help with winter/spring programs, 4K graduation
- Help with collecting items needed for projects at home
- Be a classroom parent representative on the Parent Committee or Advisory Council. This requires attending 4-6 evening committee meetings per school year. The director will provide a schedule of upcoming meeting dates.

When volunteering, please respect and protect the confidentiality of all learners within our center by refraining from posting classroom/fieldtrip images to social media that include students other than your own.

123 Secured Facility and Safety Procedures

LAELC is in the secure lower level of People’s United Methodist Church. For safety and security:

- All lower-level exterior doors are locked. The elevator is locked each morning on the lower level of the building, and the door at the bottom of the stairs is also locked.
- LAELC and PUMC staff are the only people with access to the building by using key fobs. The regular OSD support staff and LAELC substitutes gain access by using the keypad. All other people must ring a doorbell and be acknowledged by our staff to gain access to our building.
- Our entrance door is equipped with a camera allowing our office staff to see who is requesting access prior to allowing them into the building. The office and our childcare room are equipped to communicate with anyone at the door, once identified our staff can choose to walk to the door or let them in with the push of a button.
- Our exit door is separate from the entrance door, when full classes are exiting a staff member is in the hall watching to make sure parents have left the building and the doors have latched behind them.

For the safety of all who attend, children are always within both sight and sound of an adult when they are in our programs. This includes walking between programs, using the bathroom, and getting on or off the bus.

- When children are in a restroom located within a classroom, a teacher is standing outside the door that is just slightly open and listening for any calls for help. When children are using our hallway bathrooms, the teachers wait at the doorway able to see the children's feet and are listening for any calls for help.
- Children moving between classrooms are signed out of the room they are leaving, walk with an adult, and signed into the room they are joining.
- Children arriving at our center via bus are met at the bus and walked into the building and signed in by one of our staff members. Students leaving our program via OSD 4K buses are signed out and walked to the bus by a staff member.

124 Emergency Procedures and Drills

The biggest keys to success in any emergency are to keep calm and have a well-practiced plan. Fire drills are done monthly, year-round. Tornado drills are done once a month during tornado season. The evacuation routes are posted in all lower-level rooms. The practices/drills will be done on random days. These drills are recorded in our office, our office personnel also check the alarm command center each month to make sure it is operating properly. Due to the complexity of our alarm system that is tied directly with the fire department, a battery-operated smoke detector will be used to signify a fire alarm. We will use a whistle to signify tornado drills. Children of varying abilities attend our center for a variety of programs. All children and adults are expected to evacuate by drill/emergency protocol. Evacuation accommodations as needed, per ability or IEP, will be made to ensure the safety of all our students/adults.

Every classroom contains a functional phone, with emergency numbers and the center's location details displayed next to it. Each classroom has an emergency backpack stocked with first aid supplies, parent or guardian contact details for the children, and additional items needed for emergencies. These backpacks along with students' medications are taken with our staff on all safety drills, field trips, and in any emergency situations.

We have two adults scheduled to be on duty whenever there are children present. If a staff member falls ill and there is not another adult present, an emergency contact is designated and notified of their duties. A 5-minute person form must be completed in such situations and maintained for record-keeping purposes. The designated emergency contact is required to be able to reach the center within five minutes of being called.

Due to the safety of our children and staff, we do not include actual procedures in our parents/guardian's handbook. These are listed in our personnel handbook and shared with the OSD 4K principal, Oregon Police Department, and our Advisory Council. All emergency plans and procedures are reviewed and/or practiced during the year amongst staff. We have adopted the use of Standard Response Protocols to be consistent with the Oregon School District and Emergency Responders. Parent information about the Standard Response Protocol can be found in the Appendix of this Handbook.

125 Discharging of Enrolled Students/Appeals of Discharge

Parents can terminate care/preschool with a 30 written notice for any reason. LAELC reserves the right to terminate a child's enrollment for the following reasons:

- 30 days of non-payment of fees.
- failure to comply with stated policies of our center.
- disruptive or abusive behavior by parent/guardian or authorized representative to LAELC and its staff.
- habitual absences without notification.
- the presence of the child may be detrimental to his/her well-being.
- the presence of the child may be detrimental to the welfare of the other enrollees.
- the needs of the child may overtax the resources of the teachers, the facilities, and other children in the classroom.

Before termination happens, we will take the following steps:

- A phone or onsite conference between the director, teachers, office staff and/or OSD staff takes place with the parents/guardians regarding the concerns.
- A plan will be set up during the conference if there is a reasonable solution to the problem. This plan will include clear action steps with a timeline, and all possible outcomes.
- All adults involved will continue to document the progress or lack thereof according to the timeline.
- Another conference will be held to discuss the outcomes of the plan to determine if enough progress has been made to extend the timeline or alter the plan.

If there is a feeling of discrimination from the parent/guardian, child, or LAELC staff member, we will bring in a neutral party to help work through this situation. Feelings of discrimination is a situation to learn from, not to be terminated for.

If the plan to resolve the problem fails, written notification of termination will be given to the parents/guardians.

Parents/guardians can appeal against the decision of the staff, by contacting the Advisory Council in writing, within 30 days of the decision. The Advisory Council will decide based on conferences with the family, our staff and after review of all documentation. A decision will be made within 30 days of receiving the appeal.

Leadership/Staffing

200 **Staff Information**

All staff members must have the following:

- Health Exam was completed 6 months prior to beginning work or within 30 days after. This exam should show: no illnesses that are detrimental to children and that the person is physically able to work with children.
- CPR training that is current and kept current.
- All staff will complete courses on Head Trauma Training and Mandated Reporting.
- Background verification form completed and submitted to the state.
- Initial training for their current position, as required by the state licensing department, and ongoing continuing education as required by the state.
- The state of Wisconsin requires the teachers to be at least 18 years of age.
 - Our high school interns may be under 18 years of age. There will always be an adult with them when children are present, until they turn 18.

Your child will be instructed by a lead teacher and an assistant teacher daily. If one of these staff members is absent, a qualified substitute will be found.

In the event of an emergency during class times, our emergency contact is our Little Angels Early Learning Center's director and office manager. Depending on the situation, church personnel and/or the 4K administrator will also be contacted.

201 **LAELC/PUMC Advisory Council**

The LAELC's Advisory Council includes church appointed members, the center director and parent representatives. Meetings are held on the fourth Tuesday, on even numbered months, from 6:30-8 pm. Their responsibilities include aligning our program with the church's mission and vision, setting and revising policies, reviewing job descriptions, setting preschool and childcare rates, setting the annual calendar, setting a budget, and managing cash flow. When discussing employee payrates, pay raises, and employee-related issues, the parent representatives will be excused from that portion of the meeting.

LAELC's parent/guardian handbook and personnel policies are reviewed once a year, prior to mailing registration materials to families and/or renewal of our childcare license. Copies of the personnel handbook are available at the center office.

202 **Parent/Guardian Committee**

The LAELC's Parent/Guardian Advisory committee consists of parent/guardian volunteers from each classroom and the center director. This committee acts as a Parent/Teacher Organization would in the public-school setting. Committee meetings are held bi-monthly on the last Monday of the month. Parents/Guardians are welcome to attend these meetings. Responsibilities include planning teacher appreciation events, checking in with teachers/families on how they feel things are going throughout the year, submitting large purchase requests to the Advisory Council, and helping with reorganizing/cleaning toys shelves in the classrooms.

203 **Delegation of Authority**

Please see the Chain of Commands below for the organizational and administrative designation of authority. This is in order of greatest (on top) to least (on bottom) in terms of whom-how-when concerns should be addressed and who is charge at the center.

Pastor/4K Administrator
Advisory Council
Center Director/Administrator
Office Manager
Lead Teachers
Float Person/Office Assistants
Assistant Teachers
High School Interns
Substitute Teachers
Parents/Guardians and Volunteers

If you have any concerns, please talk to your child’s teacher first. If you feel you need to discuss the issue further, please contact the director. If he/she is unable to work out a solution, then please contact a member of our parent/guardian committee or Advisory Council. If a solution cannot be reached in a specified time frame, then Parent/Guardian Committee, Advisory Council and director will meet with the pastor.

Preschool Specific Information

300 Arrival/Departures

Your child's safe arrival and departure is very important to us at LAELC. Please observe the following rules while transporting children to and from our school.

Drop-off: A preschool staff member will come to the entrance door around 8:25-8:30 to let you in. If you arrive prior to this time, please wait outside. Teachers are busy setting up the room for the day. Once you have been let in, please take your child to the bathroom and ask them to try to potty.

If you arrive after the normal drop-off time, you will need to ring the doorbell to gain access to the building. Please take them to the bathroom, sign your child in and leave them at the classroom door with a teacher. Other students have begun their learning routines and having additional adults in the room may cause disruptions.

Procedure for pick-up: A preschool staff member will come to the entrance door around 11:00 to let you in. If you arrive prior to this time, please wait outside. The students must remain seated on the carpet until the adult picking them up has been announced by the classroom teacher. PLEASE do not let your children run out of the classroom without you. If you are talking to the teachers or other parents your child needs to remain with you. No student should leave the building without an adult.

- Prompt pick up of children is essential
- Children must be closely supervised in the parking lot by a parent or authorized adult
- Under Wisconsin's Administrative Code (HFS 46) children may never be left unattended in a vehicle

Early Arrivals for pick-ups: If you need to pick your child up before these times, you need to let your teachers know at drop-off time, so your child and our staff are prepared and awaiting your arrival.

Late for Pick-ups: Please be prompt in picking up children after class because some children become anxious when adults are late. If your child has not been picked up 5 minutes after the end of their class, and our staff has not received communication that you are on your way, we will begin calling parents/guardians. The office staff will continue to call parents, followed by their emergency contacts until arrangements have been made for the child to be picked up. Late fees will be assessed for any child picked up more than five minutes late (reference to the payment and fee information section).

301 Daily Routine and Learning Goals

This is a faith-based preschool. Children will hear stories from the Bible and pastors from our church may come to read when available. A thankful prayer is said before snack. We do not include a class schedule in our policies, but rather a list of daily activities as the class routines can change depending on the needs of our center, students and staff. There may be some days

that not all items listed below are covered due to project lengths and children’s interest and developmental levels.

Routine: Class routines vary based on the needs of the class each year and are posted in the classrooms. Routines include free play, small group, large group, carpet time with stories and songs, as well as outside time (weather permitting).

Learning Goals: This program focuses on social and emotional skills and very early academics. The children learn to share, sit/interact through stories, as well as learn about patience, taking turns, and tolerance of all parts of learning to be in a group. Children will be exposed to basic shapes (square, triangle, circle, rectangle, heart, star, diamond, oval, and crescent), counting, recognizing their names in print, recognizing colors, and be exposed to the letters of the alphabet, focusing on the letters in their names.

Thematic projects and stories will be varied between Tuesday/Thursday and Monday/Wednesday/Friday programming. Children attending the three day a week program will hear more stories, participate in more projects and planned learning experiences.

Parents/guardians are welcome to visit our classroom. Please communicate with your child’s teacher about how to sign up to be a volunteer in the classroom.

302 Supplies

Our program will provide school supplies such as markers, crayons, glue, scissors, pencils, paper, and art smocks. Parents/guardians will be required to bring in the following (may vary year to year based on leftovers from previous years) at the beginning of the school year, and again in middle of the year as supply gets low:

<u>T/TH Preschool</u>	<u>M/W/F Preschool</u>
Large backpack	Large backpack
Extra Clothing	Extra Clothing
Cleaning Wipes	2 Hand-Soaps

At the beginning of the year, we ask volunteers to make playdough for us. We are looking for various families per program area. We will also utilize a giving tree for items we may need throughout the year. There may be times when parents are asked to help save items for craft projects.

If providing supplies creates a financial hardship or would hinder your child from being able to participate, please reach out to your teachers for accommodations.

303 Snacks

Snacks are provided by the family that is scheduled to be the star of the week. That family will be responsible for “snack” for their child’s class the entire time that they are the star. We will notify you about how many children to plan for and any classroom food allergies. These snacks are recorded on a calendar in our classroom. Snack must consist of two out of the following food groups: dairy, fruits or vegetables, grains, and proteins and children will be offered food in three-hour intervals.

Snack time is the perfect time to have children practice social skills; children are expected to sit at the tables during this time. Teachers will work to model and give prompts as needed to encourage school appropriate conversations. Teachers will excuse students or tables when it is time to wash for the next activity.

If providing a snack creates financial hardship or would hinder your child from being able to participate, please reach out to your teachers for possible accommodation.

304 Allergies/Medications

Allergy information is posted confidentially in each classroom. When supplying parents are asked to avoid items that contain known classroom allergens.

Alternative arrangements will be made if the child's allergy is severe enough that they cannot be at the same table or in the same room. We can go tree-nut/peanut free for a year if needed for child's safety. Please contact the director for more information.

No over the counter or antibiotic medication (this includes sunscreen and insect repellents) will be accepted or administered to children for any reason due to the brief time the children will be attending class.

If there is a need for emergency care items such as inhalers, epi-pens, or specific medication will be allowed. These items must be brought in with signed medication authorization forms and will be stored in a covered bin on an upper shelf of the preschool classroom.

305 Fees and Payments Information

Registration Fee: LAELC requires an annual non-refundable registration fee per child, per class/program. This fee cannot be applied towards tuition. This fee is due when submitting the registration form. The amount of this fee is listed on the rate sheet included in the enrollment packet.

Tuition: The Advisory Council sets the monthly tuition for preschool by December 31st for the upcoming school year. Please see the current rate sheet enclosed in the enrollment packet for the tuition fee amounts.

Full monthly tuition is due on the 1st of the month (regardless of holidays, vacations, or any other absences).

A child may be accepted into the program at any time throughout the year until the class is filled. If applicable, tuition can be prorated for the first month in which a child is newly enrolled into the program. If you should have any questions, please ask the office manager or center director.

Payment Policies: Please make your tuition checks payable to Peoples Church, and in the memo section, write your child's name and the month you are paying for. The first month's fees are due at Back to School Night, and the second month is due during the 1st week of school. Please put your checks in the black safe mounted to the wall across from the office on or before the due date. Our office manager or director will electronically record each payment received onto

your family's account weekly as payments are received. Payments will then be sent upstairs for the church to process at the end of the week.

You will **NOT** receive a printed bill or payment reminders; it is your responsibility to make payments when they are due based on your contract. Receipts/statement of accounts for dependent care reimbursements will be printed for those who request them.

Late Payment Policies: We will take the following steps if preschool tuition payments have not been received by the due date:

- If your payment is two weeks late and you have not communicated with our office manager, you will receive communication from us that your payment has not been received.
- If your payment is three weeks late and you have not communicated with our office manager, you will receive communication from us that your payment has not been received. We will charge you a late payment fee of \$50, which is due when you make your payment.
- Accounts that are four or more weeks late will be turned over to our Advisory Council; a council member will then be in contact with you to create a plan for paying late tuition and late payment fees.
 - Your child/ren will not be allowed to attend our preschool program until payment arrangements have been verified by the Advisory Council.

LAELC reserves the right to terminate families that have accounts with balances that are 30 days or more past due.

Late Pick Up Fee: Children must be picked up within five minutes of the conclusion of class; otherwise, a late fee of \$5.00 will be assessed at five-minute intervals thereafter and will be due with the next tuition payment.

Returned Checks/Payment: NSF- If a check is returned to us due to insufficient funds, you will be asked to make that payment with cash or money order. We will not charge you a fee; however, if this happens more than two times during the year, you will be required to make your remaining payments with cash or money orders.

306 Withdrawing from the Program

Parents/Guardians should discuss withdrawals from LAELC with the teaching staff, office manager, and/or director. Parents/Guardians are required to give a 30-day written notice. Because tuition payment is due and paid one month in advance, the prepaid portion of tuition will be reimbursed. Tuition must be paid through the end of the 30-day notice period.

Childcare/Wrapcare Specific Information

400 Arrival/Departures

Your child's safe arrival and departure is very important to us at LAELC. Please observe the following rules while transporting children to and from our school.

Drop-off: Please ring the doorbell to gain access to our building. Once inside please sign your child in and help them put their lunch box, backpack, and sleep stuff (beginning of the week) away. Say your goodbyes in the hallway and send your child into the room. Your child should put their water bottle away, sign in and wash their hands before engaging in play.

Procedure for pick-up: Please ring the doorbell to gain access to our building. Once inside please sign your child out and pick up their lunch box, backpack, and sleep stuff (end of the week). PLEASE do not let your children run through the halls. If you are talking to the teachers or other parents, your child needs to remain with you. No student should leave the building without an adult.

- Prompt pick up of children is essential.
- Children must be closely supervised in the parking lot by a parent/guardian or authorized adult.
- Under Wisconsin's Administrative Code (HFS 46) children may never be left unattended in a vehicle.

Late for Pick-ups: Please be prompt in picking up children after class because some children become anxious when adults are late to pick them up. If your child has not been picked up 5 minutes after the end of their class, and our staff have not received word that you are on your way, we will begin calling the parents/guardians. The office staff will continue to call parents, followed by their emergency contacts until arrangements have been made for the child to be picked up. Late fees will be assessed for any child picked up more than 5 minutes late (reference the payment and fee information section).

401 Daily Routines and Learning Goals

This is a faith-based childcare. children will hear stories from the Bible, and the pastor from our church may come to read when available. A thankful prayer is said before lunch. We do not include a class schedule in our policies, but rather a list of daily activities as the class routines can change depending on the needs of our center, students, and staff. There may be days that not all items listed below are covered due to project lengths and children's interest levels.

Routine: Class routines vary based on the needs of the class each year and are posted in the classrooms. Routines include free play, small group, large group, project time, nap/rest time, carpet time with stories and songs, as well as outside time (weather permitting).

- Please note that from 7:00-8:45 am and 3:15-5:00 pm we only have one teacher in the classroom with occasional help from the office assistant or high school interns. At these times students will engage in free-play or tabletop activities.

Learning Goals: The learning goals in childcare include participating within a multi-age group, self-help skills, and age appropriate social, emotional, physical, and cognitive growth.

Parents/guardians are welcome to visit our classroom, please communicate with your child's teacher about how to sign up to be a volunteer in the classroom.

402 Supplies

Our program will provide school supplies such as markers, crayons, glue, scissors, pencils, paper, and art smocks. Parents will be required to bring in the following at the beginning of the school year:

Full extra change of clothing
Nap time bedding
Diapers, Pull-up, and Wipes (if not toilet trained)

At the beginning of the year, we will ask volunteers to make playdough for us. We are looking for various families per program area. We will also utilize a giving tree for items we may need throughout the year. There may be times when parents are asked to help save items for craft projects.

If providing supplies creates a financial hardship or would hinder your child from being able to participate, please reach out to your teachers for possible accommodation.

403 Meals and Snacks

LAELC will provide healthy breakfast with breakfast being put away by 7:45, morning snack served at 9:20, and afternoon snack served at 2:30 to children in the childcare classroom. Breakfast will include one serving of dairy, one serving of fruit/vegetable, and one serving of grains. Snacks will include one serving from one of the following food groups: dairy, fruits or vegetables, grains, and proteins.

Our menus are posted in the hallway on the side of the refrigerator closest to the childcare classroom. These menus are planned to accommodate all known allergens and or dietary restrictions for medical or religious reasons. If a family is choosing to try a specific way of eating or diet that does not come from medical or religious reasons, they may be asked to supply part or all of their children's meals/snacks.

Parents/guardians are responsible for sending a healthy lunch daily to be served around 11:30. This lunch must follow the following guidelines: one of each of the following food groups: dairy, fruits or vegetables, grains, and proteins.

Meals and snacks are a perfect time to have children practice social skills; children are expected to sit at the tables during this time. Teachers will work to model and give prompts as needed to encourage school appropriate conversations. Teachers will excuse students or tables when it is time to wash for the next activity.

404 Allergies and Medications

Allergy information is posted confidentially in each classroom. When planning snacks and meals, we do our best to avoid foods that enrolled students are allergic to center wide. Please see the steps below to show how we monitor our snack supply for allergens.

- All known allergens are assigned a specific-colored sticker for snacks that contain them.
- When purchasing snack items, all items are checked for allergens.
- All snacks containing an allergen of an enrolled student will be marked with the assigned color sticker for that allergen.
- Our class snack carts have class tags on them, a sticker is attached to the class tag noting there is a child in this class that is allergic to this allergen.
- Our staff will cross-check the tag with the snack being served to ensure that children with allergies will not be served any foods that contain unsafe ingredients for them.

Alternative arrangements will be made if the child's allergy is severe enough so that they cannot be at the same table or in the same room as the allergen. We can go tree-nut/peanut free for a year if needed for child's safety. Please contact the office staff or director for more information.

Medication must be in its original container, labeled with your child's name and dosage. Sunscreen and insect repellent can be applied if you fill out the form and supply the item. An authorization to administer medication form must be on file and the medication must arrive in the original container with child and medication name, date, dosage requirements, and physician's name clearly displayed. Every medication administered will be recorded in our medical and injury logbook. If there is a missed dose or other error in the distribution of the authorized medication, the staff member administering the medication will call the parent/guardian of the child to explain the error. This employee will record the medication error in our medical/injury logbook, as well as information from the parent/guardian call.

If there is a need for emergency care items such as inhalers, epi-pens, or specific medication, these will be allowed. These items must be brought in with signed medication authorization forms and will be stored in a covered bin on an upper shelf of the childcare classroom.

405 Nap/Rest Time

LAELC will provide a cot or two-inch-thick mat for each child and a clean white sheet to lie on. Parents/guardians are to provide a small sheet/blanket to cover with and a small pillow if child needs. These should arrive with your children on Monday and will be sent home on their last day of care for the week for laundering. During the week, LAELC will store the bedding on your child's cot labeled with their name.

Childcare licensing states:

- A child under five years of age in care for more than four hours shall have a nap or rest period.
- Childcare workers should permit a child who does not sleep after 30 minutes, and a child who awakens to get up and have quiet time participating in activities which will not disturb other children.
- Each child who has a nap or rest period shall be provided with an individual bed, cot, sleeping bag, two-inch-thick mat, crib or playpen which is placed at least two feet from the

next sleeping child. Cribs or cots may be placed end-to-end if a solid partition separates children and an aisle not less than two feet in width is maintained between cribs and cots.

- Each child shall be provided with an individually identified sheet and blanket or sleeping bag which may be used only by that child until it is washed.

Our office staff will set out the cots for napping daily.

After the initial 30-minute rest period, the non-sleeping children will be taken back to the classroom for quiet activities. The opening teacher will take the non-sleeping children into the classroom for quiet activities such as playdough, coloring, puzzles etc. The closing teacher will stay in the napping room with the sleeping children. Once all children are awake, the cots will be stacked on the wheeled cot rack and children will be taken to the classroom.

On Thursday and Fridays our office staff will assist with removing the bedding and sanitizing the cots. All bedding provided by parents/guardians will go home at the end of each week regardless of the number of uses.

406 Fees and Payments Information

Registration Fee: LAELC requires an annual non-refundable registration fee per child, per class/program. This fee cannot be applied towards tuition. This fee is due when submitting the registration form. The amount of this fee is listed on the rate sheet included in the enrollment packet.

Tuition: The Advisory Council sets the hourly for childcare tuition fees by December 31st for the upcoming school year. Please see the rate sheet enclosed in the enrollment packet for the current tuition fee amounts.

Tuition is due on Friday prior to the week care is given. This can be paid weekly, bi-weekly, or monthly. If you are always paying ahead of care being given. Full weekly payment is due even on days your child is not in attendance and on days our center is closed (except for Labor Day).

Payment Procedure: Please make your tuition checks payable to People's Church and in the memo section write your child's name and the date/weeks your payment is covering. Please put your checks in the black safe mounted to the wall across from the office on or before the due date. Our office manager or director will electronically record each payment received onto your family's account weekly as payments are received. Payments will then be taken upstairs for the church to process.

You will **NOT** receive a printed bill or payment reminders; it is your responsibility to make payments when they are due based upon your contract. Receipts/statement of accounts for dependent care reimbursements will be printed for those who request them.

Late Payment Policies: We will take the following steps if childcare tuition payments have not been received by the due date:

- If your payment is two weeks late and you have not communicated with our office manager, you will receive communication from us that your payment has not been received.

- If your payment is three weeks late and you have not communicated with our office manager, you will receive communication from us that your payment has not been received. We will charge you a late payment fee of \$50, that is due when you make your payment.
- Accounts that are four or more weeks late will be turned over to our Advisory Council; a council member will then be in contact with you to create a plan for paying late tuition and late payment fees.
 - Your child/ren will not be allowed to attend our preschool program until payment arrangements have been verified by the Advisory Council.

LAELC reserves the right to terminate families that have accounts with balances that are 30 days or more past due.

Late Pick Up Fee: Children must be picked up within five minutes of the conclusion of your contracted pick-up time; otherwise, a late fee of \$5.00 will be assessed at five-minute intervals thereafter and will be due with the next tuition payment.

Returned Checks/Payment: NSF- If a check is returned to us due to insufficient funds, you will be asked to make that payment with cash or money order. We will not charge you a fee; however, if this happens more than two times during the year, you will be required to make your remaining payments with cash or money order.

Vacation Time: We understand children get sick, families plan vacations/time away, and other things happen in life beyond our control. Your family will receive one week of vacation per year.

- Vacation time is based on your contracted schedule of care.
- Vacation time is to be used to cover an absence, not to pay for care that your child has attended.
- Vacation time is to be used in a day off format, not used for in a per hour format.
- Vacation time starts with the beginning of our fall contracts and goes to the end of the summer.
- Vacation time restarts in the fall with our new contracts.

Vacation time examples:

- If your child starts with our childcare program at the beginning of the fall contract. and continue through the next school year, their vacation time restarts with the start of a new fall contract.
- If your child/ren start with our childcare program between February-May your family will receive half a week of vacation time based on your contracted schedule of care until the new fall contract begin.
- If your child/ren starts in our childcare program during the month of June or later your family will not receive vacation time until the new fall contracts begin.
- If your family starts in June and just needs summer care, you are not eligible for vacation time.

Labor Day: Labor Day is a FREE holiday. Our center is closed on this day, and this is the only holiday that we do not charge families for.

Ask the office manager or director if you have questions about vacation time/Labor Day.

407 Withdrawing from the Program

Parents/Guardians should discuss withdrawals from LAELC with the teaching staff, office manager, and/or director. Parents/guardians are required to give a 30-day written notice. Because tuition payments are due and paid in advance, the prepaid portion of tuition will be reimbursed. Tuition must be paid through the end of the 30-day notice period.

4K Specific Information

500 Arrival/Departures

Your child's safe arrival and departure is very important to us at LAELC. Please observe the following rules while transporting children to and from our school.

Drop-off: A 4K staff member will come to the entrance door around 7:55-8:00 for the AM classes or 11:55-12:00 for the PM class to let you in. If you arrive prior to this time, please wait outside. Once you have been let in, please sign your child into their classroom and remind them to take their folder (and water bottles 4K AM/PM) with them to class.

If you arrive after the normal drop-off time, you will need to ring the doorbell to gain access to your child's class. Please sign your child in and leave them at the classroom door with a teacher. Other students have begun their learning and routines. Having additional adults in the room may cause disruptions.

Procedure for pick-up: A 4K staff member will come to the entrance door around 11:15 AM or 3:15 PM to let you in. If you arrive prior to this time, please wait outside. The students must remain seated on the carpet until the adult picking them up has been announced by the classroom teacher. PLEASE do not let your children run out of the classroom without you. If you are talking to the teachers or other parents, your child needs to remain with you. No student should leave the building without an adult.

- Prompt pick up of children is essential
- Children must be closely supervised in the parking lot by a parent or authorized adult
- Under Wisconsin's Administrative Code (HFS 46) children may never be left unattended in a vehicle

Early Arrivals for pick-ups: If you need to pick your child up before these times, you need to let your teachers know at drop-off time, so your child and our staff are prepared and awaiting your arrival.

Late for Pick-ups: Please be prompt in picking up children after class because some children become anxious when adults are late. If your child has not been picked up five minutes after the end of their class, and our staff has not received communication that you are on your way, we will begin by calling the parents/guardians. The office staff will continue to call parents, followed by their emergency contacts until arrangements have been made for the child to be picked up. Late fees will be assessed for any child picked up more than five minutes late (see the payment and fee information section).

501 OSD Bus Transportation

Oregon School District provides transportation to students enrolled in the morning classes. Students must live or have childcare within the district parameters for our 4K site. For more information on bus availability please contact the OSD 4K principal or OSD head of transportation.

LAELC 4K staff will meet the bus at drop-off times, walk students to their classes and sign them in. LAELC 4K staff will sign students out of 4K and walk them to their assigned bus.

A parent/guardian must be present when the bus driver arrives at your child's destination. If there is no adult present the child will be returned to school on the OSD 4K bus and parent/guardian will be called to pick up their child.

502 Daily Routine and Learning Goals

We do not include a class schedule in our policies, but rather a list of daily activities as the class routines can change depending on the needs of our center, students and staff. There may be some days that not all items listed below are covered due to project lengths and children's interest levels.

Routine: The 4K routines vary between our two classrooms and the AM versus PM section due to the needs of the students, site, and licensing requirements. Our routines include handwashing, signing in, free play w/clean up, calendar/star student sharing, snack time with individual book exploration, story time, music and movement, whole group projects, working with phonics and phonemic awareness, numeral awareness, whole group and small group times, as well as outside play (weather permitting).

Learning Goals: Through ongoing collaboration between the OSD, community partners and families, the 4K Ready for Learning program is an all-inclusive learning opportunity. The curriculum and assessments are aligned to the Wisconsin Model Early Learning Standards, designed for children aged birth to first grade. A focus on learning through play and active exploration of the environment will allow children to gain skills in the developmental domains of social/emotional, communication, language and early literacy, mathematics, scientific thinking, self-help and physical development. Your children will learn through exploring the Heggerty, Bridges Math, Second Step and Handwriting without Tears pre-k curriculums. The OSD 4K sites will be using OSD report cards based on the Wisconsin Model Early Learning Standards (WMELS) to monitor student growth.

***** Religious and holiday studies are NOT part of the 4K program. *****

Parents/Guardians are welcome to visit our classroom. Please communicate with your child's teacher about how to sign up to be a volunteer in the classroom.

503 Supplies

Our program will provide school supplies such as markers, crayons, glue, scissors, pencils, paper, and art smocks. Parents/Guardians will be required to bring in the following (may vary year to year based on leftovers from previous years) at the beginning of the school year, and again in middle of the year as supply gets low:

- Large backpack
- Extra Clothing
- Cleaning Wipes
- 2 Hand-Soaps

At the beginning of the year, we will ask volunteers to make playdough for us. We are looking for various families per program area. We will also utilize a giving tree for items we may need throughout the year. There may be times when parents are asked to help save items for craft projects.

If providing these supplies creates a financial hardship or would hinder your child from being able to participate, please reach out to your teachers for accommodations.

504 Snacks

LAELC will provide healthy snacks to our 4K students. Snacks will include one serving from two of the following food groups: dairy, fruits or vegetables, grains, and proteins. Our menus are posted in the hallway on the side of the refrigerator closest to the childcare classroom. These menus are planned to accommodate all known allergens and or dietary restrictions for medical or religious reasons. If a family is choosing to try a specific way of eating or diet that does not come from medical or religious reasons, they may be asked to supply part or all of their children's meals/snacks.

Snack time is the perfect time to have children practice social skills; children are expected to sit at the tables during this time. Teachers will work to model and give prompts as needed to encourage school appropriate conversations. Teachers will excuse students or tables when it is time to wash for the next activity.

505 Allergies and Medications

Allergy information is posted confidentially in each classroom. When planning snacks and meals, we do our best to avoid foods that enrolled students are allergic to center wide. Please see the steps below to show how we monitor our snack supply for allergens.

- All known allergens are assigned a specific-colored sticker for snacks that contain them.
- When purchasing snack items, all items are checked for allergens.
- All snacks containing an allergen of an enrolled student will be marked with the assigned color sticker for that allergen.
- Our class snack carts have class tags on them, a sticker is attached to the class tag noting there is a child in this class that is allergic to that allergen.
- Our staff will cross-check the tag with the snack being served to ensure that children with allergies will not be served any foods that contain unsafe ingredients for them.

Alternative arrangements will be made if the child's allergy is severe enough so that they cannot be at the same table or in the same room as the allergen. We can go tree-nut/peanut free for a year if needed for child's safety. Please contact the center staff for more information.

No over the counter or antibiotic medication (this includes sunscreen and insect repellents) will be accepted or administered to children for any reason due to the short time the children will be attending class. Parents should apply to their child before arriving at class.

If there is a need for emergency care items such as inhalers, epi-pens, or specific medication will be allowed. These items must be brought in with signed medication authorization forms and will be stored in a covered bin on an upper shelf of the 4K classroom.

506 **Fees and Payments Information**

There may be fees associated with field trips. Teachers do their best to keep these as low as possible. If paying for a field trip is a financial hardship or would hinder your child from being able to participate, please reach out to your teachers for accommodations.

The only other fee associated with the 4K program is a late pick-up fee. Late fees will be assessed for any child picked up more than five minutes late. Late fees will not be assessed for late pick-ups due to late OSD bus arrivals. Children must be picked up within five minutes of the class conclusion; otherwise, a late fee of \$5.00 will be assessed at five-minute intervals thereafter and will be due at your next drop-off.

507 **Withdrawing from the program**

To withdraw from the 4K program, you must communicate with the OSD 4K principal, in addition to communicating with your classroom teacher and our center director.

Appendix

1: Standard Response Protocol: Parent/Guardian Information Page

2: Standard Response Protocol: Parent/Guardian Guidance Page

1: Standard Response Protocol: Parent/Guardian Information Page



INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



2: Standard Response Protocol: Parent/Guardian Guidance Page



STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

“Get Inside. Lock outside doors”



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

“Locks, Lights, Out of Sight”



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unannounced drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.

