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MISSION STATEMENT

Each child is a precious gift of God. Scripture specifically gives parents/guardians the primary responsibility for nurturing their children. We recognize that parents/guardians are the most important influence in their children's lives. Since there are situations in which care outside the home is necessary, St. John's Lutheran Church has established a childcare program to assist parents/guardians in this task. Parents/guardians using the established childcare program are expected to be an active part of their child's Christian training through church attendance, home devotions, and parenting classes offered.

ST. JOHN'S LUTHERAN CHILDCARE PURPOSE

St. John's Lutheran Childcare is dedicated to providing quality supplementary care to children of families who need this service. Supervised childcare is provided during the program's operating hours. The program is based on the whole child's spiritual, emotional, social, and intellectual development. St. John's Childcare serves St. John's Lutheran congregation as an outreach tool within the congregation and the community.

SCHOOL PARENT HANDBOOK

St. John's Lutheran Childcare is a continuation of the school day. The childcare staff will follow the parent handbook issued by the school. The following guidelines pertain exclusively to the childcare program.

NONDISCRIMINATORY POLICY

St. John's Lutheran Childcare admits children of any race, color, sex, disability, national or ethnic origin to all the rights, privileges, programs, and activities generally made available to children at Childcare.

ADMISSION POLICY

Anyone enrolling children at St. John's Lutheran Childcare will agree in principle to the contents of the school and childcare "*Handbooks*", childcare contracts, policies, and addendums, and also to all school policies and decisions established by the Board of Education of St. John's Lutheran congregation. Children will be admitted to St. John's Childcare in the following order of priority as space is available: (1) families that have paid the childcare registration fee, returned their signed registration form, and are pre-scheduled for that day; (2) families that have paid the childcare registration fee, returned their signed registration form, but are not pre-scheduled for that day (if space permits) will be charged \$3.50 per hour per child; (3) children who have not paid the childcare registration fee and/or returned their signed registration form, and/or are not pre-scheduled for that day (if space permits) will be charged \$4.00 per hour per child.

ENROLLMENT PROCEDURES

- In order to enroll in the St. John's Lutheran Childcare program, a registration form must be completed and returned with a registration fee to the childcare coordinator. Completing the registration process will reserve your space in the program or place you on a waiting list if the program is filled.
- The following forms must be completed and received by the childcare coordinator before your child may attend:

- Registration/Emergency Information Form
 - Authorization to Administer Medication Form if medication is required
 - Permission Form for picture/media release, sunscreen/hand sanitizer and hand lotion, and walking
 - School Age Behavior Contract
- Re-enrollment applications for children already in our program will be available at school registration.
 - Open enrollment, for children who have not been part of our program in the past, is ongoing if space is available.
 - Summer childcare information will be available when the Board of Education decides if a summer program will be offered.
 - Weekly schedules need to be submitted to confirm attendance days and times. **If we do not receive a schedule, we will assume your child is not attending and will not look for him if absent.**

CHILDCARE BATHROOM HYGENE

All children who attend St. John's Lutheran Childcare are to be potty trained. Children are expected to wipe themselves, flush the toilet without clogging, and wash their own hands with soap and water. While we understand that an occasional accident may happen with a young child, continuous accidents may be cause for dismissal from our program. An additional change of clothing, including undergarments, socks and shoes, are recommended.

HOW TO MAKE CHILDCARE PAYMENTS

(Please note St. John's Lutheran Childcare is a non-profit organization whose budget depends solely on fees and registrations.)

- Make checks payable to St. John's for fees and registration.
- Make a separate check payable to St. John's Lutheran School for lunch and milk tickets.
- Fill out a schedule/payment sheet for the upcoming week. Schedule/payment envelopes can be found on the parent/guardian information table inside the childcare room.
- It is the parent/guardian's responsibility to figure out total hours and amount owed for the week. If uncertain how to fill the information out, please ask for help.
- Put schedule/payment envelope in the black mailbox located above the parent/guardian information table in the childcare room or in the white mailbox in the Annex the Thursday prior to the week of attendance.
- Schedules with payment are due by 5:30 P.M. the Thursday prior to the week children will be attending. Schedules received after 5:30 P.M. on Thursday will be charged the "not" pre-scheduled rate of \$3.50 per hour per child. **If we do not receive a schedule, we will assume your child is not attending.**

- Children who have not paid the childcare registration fee and/or returned their signed registration form will pay \$4.00 per hour per child.
- Schedules can be called in via voicemail at 355-3860, or E-mailed at chcare@stjohnsbaraboo.org. If a schedule is called in or E-mailed after 6:30 am. the Friday prior to the week children will be attending, it is deemed late and the appropriate rate will be charged and is due the following business day.
- Childcare time beyond projected time will be billed at \$3.50 per hour per child (registered) or \$4.00 per hour per child (not registered) with the next week's payment.
- Infrequent non-scheduled "*Drop Ins*" (i.e. 1:00 pm dismissal days, delayed start of school, or early release days, etc.) who have not paid the registration fee and/or returned their signed registration form will be charged \$4.00 per hour per child. Payment is due when child is picked up. An additional charge of \$1.00 per day will be added if payment is not promptly made.
- **Projected childcare time is nonrefundable, no credits are given, and days may only be switched inside of the same week with the approval of the coordinator.**
- It will be the parent/guardian's responsibility to notify your child's teacher of days attending childcare and to inform Childcare on days child will be absent on a scheduled day.
- Any account unpaid for two (2) weeks becomes delinquent and the child(ren) may not be able to return to childcare until the account is paid in full. The Board of Education regularly reviews delinquent accounts.
- Tax statement letters for each family paying over \$50 to St. John's Childcare will be provided their total childcare payment amount made from January 1 through December 31. Payments received after December 31 will not be included in the tax amount. If separate amounts are needed for each child's payment, that is the parent/guardian's responsibility.
- COMMUNICATION IS ESSENTIAL

COMMUNICATION

Open communication between home and childcare is encouraged.

- It is necessary that parents/guardians read all notices that are posted at and distributed by school and childcare.
- Notify the coordinator of any changes in your child's normal routine or home life.
- **Make necessary changes on your child's emergency information form when applicable.**
- Notify the coordinator if your child has a communicable disease such as head lice, ringworm, pink eye, etc. Please refer to the Communicable Disease Chart and sick child policy on pages 7 and 8 in this handbook.
- Notify the coordinator in writing if you would like your child dismissed to a person who is not on the Emergency Information Form.

- It is very important for you to advise the staff of any allergies or other medical conditions, such as asthma, etc., your child has.

SCHOOL/CHILDCARE SECURITY SYSTEM

All entrance doors to the school, including childcare's, will remain locked during and after the school day. If you would like to enter the building during or after the school day, go to the back parking lot entrance or the childcare entrance. Both locations have speakers. Press the button and wait for office personnel to answer. You may be asked to identify yourself before entering. The lock will then be opened when you hear the buzzer sound.

SIGN IN/OUT PROCEDURE

- Please enter and exit the school building by the east door (Elizabeth Street childcare door) or the Annex parking lot door entrance (after school).
- An adult must accompany your child to the childcare room. It is the responsibility of the accompanying adult to sign your child in and out each day on the daily sign-in and sign-out sheet. Childcare staff is responsible for signing in children coming after school and signing out children before school.
- The clock in the childcare room will be the official time used for billing and late fees. **Failure to sign out children may result in being billed until 5:30 p.m.**
- A parent/guardian or staff member can change actual time in/out.
- Children will be released only to adults authorized on the registration/emergency information form. St. John's Lutheran Childcare must be given written permission by the parent/guardian who enrolled the child to release the child to another adult. Staff members may ask for verification of the identity of anyone they do not recognize.
- If a child who is signed in cannot be located, the police may be called to assist in locating the child. **Please sign children out!**

LATE PICK UP POLICY

St. John's Lutheran Childcare closes promptly at 5:30 P.M. A late fee will be charged at the rate of \$1.00 per minute per child for children picked up after that time.

CHILDCARE CLOSING POLICY

- If school is closed for emergencies such as power outages or lack of heat or water, childcare must also be closed. Please make alternate arrangements for these emergency situations. If these emergencies occur during childcare hours, you will be notified and childcare will try to use the Annex or church facilities. If the church facilities are not available, you or someone authorized must pick up your child as soon as possible.

- If school closes due to inclement weather, childcare will also be closed. If school starts late or closes early due to inclement weather, childcare will accept children not scheduled for that day if there is space available. Please call ahead to verify.
- Childcare will be open on days when school is not in session with the exception of the days indicated on the childcare calendar. Also, if there will be less than 5 children in attendance full time on those days, childcare may be closed.

SICK CHILD POLICY

- If your child becomes ill at childcare, you or one of your emergency contacts will be notified. Your child must be picked up in a timely manner. Your child will wait for your arrival isolated from the other children so as not to spread the illness.
- Notify the coordinator if your child will not be attending childcare at 608-963-5919.
- If your child contracts a communicable disease (i.e. pinkeye, head lice, ringworm, etc.), a note is required from your child’s physician clearing him/her to return to childcare.
- Please refer to the chart below to find out if your child should be in childcare with their illness:

SYMPTOM/ILLNESS	CONTROL MEASURES
Vomiting/diarrhea	May return 24 hours after symptoms have been resolved
Fever	May return 24 hours after the fever is gone
Strep throat	May return 24 hours after antibiotics begin, if fever free
Conjunctivitis (Pink eye)	May return 24 hours after treatment begins, with a note
Chickenpox	May return after blisters are dry and crusted
Ringworm	May return 24 hours after treatment begins, with a note
Head Lice	May return after being nit and lice free or with a note

For communicable diseases not listed, please refer to the Sauk County Health Department. You may also ask the childcare coordinator.

MEDICATION AUTHORIZATION

Childcare strongly encourages medicine to be given out at times other than childcare. If any medication is to be given (including but not limited to cough drops, aspirin, and prescription medication), an Authorization to Administer Medication Form is to be filled out. Afterschool childcare needs medicine kept in the childcare room and separate from that turned in to the school secretary due to the school office being locked after school hours.

- Allergy medication, inhalers, and Epi-Pens need to be turned in to childcare before child starts attending childcare.
- The medication must be in the prescription box/bottle.

- Always check medication expiration dates (i.e. Benadryl and Epi-Pens)!
- The Authorization to Administer Medication Form must be completed and signed by the parent/guardian and physician.

ACCIDENT/INCIDENT REPORTS

While every precaution will be taken to insure your child's safety, we realize accidents happen. It is the childcare's policy to notify a parent/guardian of any accidents as soon as possible. It will be the parent/guardian responsibility to keep the emergency information form updated. St. John's Lutheran Childcare cannot be held responsible for any delayed treatment to an injury because of incorrect information on an emergency information form.

MEDIA/PICTURE RELEASE FORMS

Pictures and media exposure is an integral part of the childcare program. Each child will need to have a picture/media release form on file in the childcare room.

LUNCH AND SNACKS

Children who will be attending childcare during the school day have the option to purchase hot lunch from the school. Lunch tickets may be purchased on the first morning of each school week from the school secretary. If the choice is made not to purchase hot lunch, a lunch and drink will need to be sent from home. Milk tickets may be purchased from the school office if you would like your child to have milk with his cold lunch.

On days when school is closed, but childcare is open, a lunch and drink will need to be sent from home. There will be no hot lunch provided that day. A reminder that St. John's Lutheran School and childcare are peanut/tree nut smart environments. Please check labels for peanut butter, peanuts, and tree nuts when donating snack items to Childcare.

Due to food allergies, there will be no sharing of lunches with others. It will be the parent/guardian's responsibility to notify childcare of any food allergies.

Childcare will serve a nutritious snack in the morning and afternoon for children in attendance. Children are permitted to bring their own snacks to supplement what is offered. Snacks are to be eaten at designated snack times only. If your child has a food allergy or dental appliances and is sometimes unable to eat the snack offered, please provide childcare with snack items to give your child. Food donations are gladly accepted. Please no products containing peanuts, peanut butter, or tree nuts due to allergies. St. John's Lutheran School and childcare are nut smart environments. Please check all labels carefully for nuts and processing on nut equipment.

PARENT/GUARDIAN INVOLVEMENT

Parents/Guardians are encouraged to spend time with their children in childcare. Spending time in childcare shows your child that it is a comfortable, acceptable, and fun place to be. The staff appreciates your involvement.

HOMEWORK POLICY

- Childcare has an after school study area set aside for children who want to do homework.
- The childcare staff is available to answer questions and offer guidance.
- We ask that parents/guardians continue to follow up on homework assignments with their children on a daily basis.
- The childcare staff cannot be responsible for requiring your child to do homework. This matter is between the parent/guardian and the child.

CHILD ABUSE POLICY

Wisconsin law requires that anyone who SUSPECTS a child is being mistreated report the matter to Human Services or the police. In cases of child neglect, anyone may report the suspected neglect but professionals are required to do so. Childcare staff members are mandated reporters. Any person who, in good faith, makes a report of abuse or neglect is immune from any civil liability or criminal penalty.

POSSESSION OF UNNECESSARY ITEMS

Childcare children should not bring items to school or childcare that would endanger the property or safety of themselves or others. Electronic devices, I-pods, MP3 players, hand held video games, cell phones, etc. are not allowed in school; therefore, they are not allowed in Childcare. Childcare staff has the liberty to make decisions about the appropriateness of any items childcare children may bring. Cell phones must be turned off and left in backpacks. If a child is caught using an electronic device without permission, it will be confiscated. A parent/guardian may retrieve the item from a childcare staff member. **Chewing gum on school property, including childcare, is not allowed!**

CARE OF SCHOOL, CHILDCARE, AND STUDENT PROPERTY

The School Board expects all students and childcare children to practice good stewardship in the care of the school and childcare property. Restitution will be required for any damage done to school, childcare, or personal property of others.

DISCIPLINE POLICY

St. John's Lutheran Childcare's goal is to provide a safe, healthy, stimulating environment for children. The environment is arranged with a variety of activities to appeal to children at all levels of development. Sufficient materials are made available for the children in order to avoid conflict.

- We practice a proactive approach to Christian discipline using positive reinforcement, redirection, distraction, and conflict resolution techniques.
- Rules are simple and worded in a positive Christian manner. They will be reviewed with the children periodically throughout the year.
- Children who do not respond to our discipline strategies may be removed from the group for a short period of time. During this time a staff member will discuss the behavior which was unacceptable and work with the child to resolve the situation.
- Acts of physical aggression, destructiveness, sexual harassment, or behavior that endangers students or staff will merit immediate removal from the group. If the behavior continues to occur, a parent/guardian will be notified and may be asked to remove the child from childcare that day. The child may not return until a parent/guardian/staff/child coordinator/principal conferences have been held.
- If no solution can be reached, School Board will be notified and the child may be dismissed from the program.

GRIEVANCE POLICY

Parents/guardians who have a grievance with childcare personnel that cannot be worked out between them, are to meet with the childcare coordinator and the staff member involved. Minutes are to be kept documenting the concerns and a plan of action developed to address the issues involved. Both parties will have access to the minutes, the plan, and progress.

If the staff member involved is the childcare coordinator, the parties will meet with the school principal, who is the childcare director.

If after three meetings, the parent(s)/guardian(s) still have a grievance, they will present it to the Board of Education in a letter expressing their feelings and position. The coordinator and principal will schedule a special board meeting in which the parent/guardian, staff member and the board will discuss the grievance.

FIRE AND TORNADO DRILLS

In accordance with state regulations, fire drills are conducted at St. John's Lutheran School once each month. The children are taught evacuation routes. The drills are started at the discretion of the custodian or school secretary. Tornado drills are also practiced in the spring of the year. St. John's Childcare participates in these drills during school hours.

SAMPLE OF DAILY SCHEDULE

6:30 a.m. CHILDCARE OPEN/FREE PLAY/STAFF DIRECTED ACTIVITIES

7:15 a.m.	SNACK
7:30 a.m.	DISMISSAL OF SCHOOL AGE CHILDREN TO CLASSROOMS
8:15 a.m.	BIBLE LESSON, WORKSHEETS OR PROJECT
9:00 a.m.	MORNING SNACK
9:15 a.m.	RECESS
9:45 a.m.	CIRCLE TIME/CALENDAR/FINGERPLAYS
10:00 a.m.	THEME RELATED PROJECT
10:30 a.m.	FREE PLAY/STAFF DIRECTED ACTIVITIES
11:00 a.m.	ARRIVAL OF MORNING 4K CHILDREN
11:35 a.m.	LUNCH
12:00 (noon)	RECESS
12:45 p.m.	QUIET TIME
1:30 p.m.	NON-SLEEPERS-QUIET FREE PLAY/STAFF DIRECTED ACTIVITIES
3:00 p.m.	ARRIVAL OF SCHOOL AGE CHILDREN (1 p.m. on Wednesdays)
3:15 p.m.	SNACK
3:30 p.m.	HOMEWORK/FREE PLAY/STAFF DIRECTED ACTIVITIES
5:30 p.m.	CHILDCARE CLOSES

CHAPEL SERVICE

Each Wednesday morning at 7:55 a.m. the entire student body of St. John's Lutheran School and childcare will worship together in the gymnasium for a chapel devotion. Parents/guardians are welcomed! The first day of school service is held at the church, which childcare also attends.

HELPFUL HINTS FOR PARENTS/GUARDIANS

1. An adult must accompany your child to the childcare room. It is the responsibility of the accompanying adult to sign your child in and out each day on the daily sign-in and sign-out sheet. **Failure to**

sign out your child may result in being billed until 5:30 p.m. at the rate of \$3.50 per hour per child or \$4.00 per hour per child if registration fee has not been paid.

2. Children will be released only to adults authorized on the Emergency Information Form. St. John's Lutheran Childcare must be given written permission by the parent/guardian who enrolled the child to release the child to another adult. Staff members may ask for verification of the identity of anyone they do not recognize.

3. If a child is not going to be in childcare, or if the child leaves school early on a scheduled childcare day, please notify the childcare personnel of this change.

4. Staff and volunteers may not leave St. John's Lutheran Childcare until all children have been picked up. Our staff and volunteers have family and other obligations; therefore, promptness in picking up your child is appreciated. A late fee will be charged at the rate of \$1.00 per minute per child for children picked up after 5:30 p.m.

5. Staff members may not disperse any medication (i.e. prescription or over-the-counter such as cough drops, Tylenol, cough syrup) unless a permission form is filled out. If at all possible, please arrange for your child to be medicated at times other than before and after school/Childcare hours.

6. A safe isolation area will be provided if your child becomes ill while at St. John's Lutheran Childcare. The parent/guardian will be contacted as quickly as possible, or we will follow the advice on the Emergency Information Form. Accidents or medical problems resulting from false information given at the time of registration, or lack of proper emergency medication available, or outdated medication on hand will not be the responsibility of St. John's Childcare. Please make sure childcare has current emergency medications available.

7. Nutritional snacks are an important part of the program and are provided in the morning and afternoon. Children are permitted to bring their own snacks to supplement what is offered. Snacks are to be eaten at designated snack times only. If your child has a food allergy or braces and is unable to eat the snack offered, please send something for your child. Food donations are gladly accepted. Please no products containing peanuts or tree nuts due to allergies. St. John's Lutheran School and childcare are nut smart environments. Please check all labels carefully for nuts and processing on nut equipment.

8. Children will be permitted to use all play equipment and participate in all activities deemed appropriate by the coordinator.

9. Children may be included in photographs or evaluations connected with the childcare program.

10. Parents/Guardians are encouraged to spend time with their children in childcare. They may choose to play a game, draw a picture or have a conversation. Spending time in the room tells a child that it is an acceptable and fun place to be.

11. Weather permitting, all children will go outside every day. Please check the weather forecast each morning and send appropriate clothing for outside play (this includes extra jackets, boots, shoes, snow pants, hats and mittens in case the first set get wet as school or recess). If your child is well enough to come to childcare, they are well enough to go outside.

12. St. John's Lutheran Childcare is a hands-on learning experience where the children often get very messy. Please send your child in clothes that you won't mind getting dirty.

13. It is recommended that **ALL** childcare children (but particularly preschool/4K/Kdg.children) have a complete change of clothing, including undergarments, socks and shoes. The preschool/4K/Kdg. children will need a small sleeping bag and pillow enclosed in a plastic tote box on a daily basis. Kindergartners will need these items on non school days. These two items will need to be taken home regularly to be washed and brought back to childcare. Labeling of your child’s clothing and items will make recovery of a lost item easier. Items left at childcare will be placed in the lost and found area. Occasionally unclaimed lost and found items will be taken to a thrift store.

14. St. John’s Lutheran Childcare will accept **pre-scheduled** children from 6:30 a.m. – 5:30 p.m. If no one is pre-scheduled at 6:30 a.m., then staff is scheduled for the time the 1st child is scheduled to arrive. If unscheduled drop-in morning care is needed, please contact the coordinator the day before to make sure staff is scheduled.

IMPORTANT PHONE NUMBERS and E-MAIL ADDRESSES

St. John’s Lutheran School and Childcare	355-3860
Childcare cell phone	963-5919
Pastor Carl Schroeder	477-3374
Church Office	355-3870
Craig Breitzkreutz (principal)	432-3878
Mrs. LaNelle Froehlich (childcare coordinator)	963-6389
Childcare E-mail	chcare@stjohnsbaraboo.org
Church/School Website	stjohnsbaraboo.org

2015 - 2016 RATES

REGISTRATION FEES—Payable with registration form.

One child	\$25
Two children	\$35
Three children	\$45
\$10 for ea. additional child	

PRE-SCHEDULED RATE

(registration fee paid and signed contract returned)

One child	\$3.00 per hour
Two children	\$5.00 per hour
Three children	\$6.00 per hour
Four children	\$7.00 per hour

TIME BEYOND PRE-SCHEDULED TIME AND DROP-IN RATE—Call ahead for availability

(registration fee paid and signed contract returned)

One child	\$ 3.50 per hour
Two children	\$ 7.00 per hour
Three children	\$10.50 per hour
Four children	\$14.00 per hour

NOT REGISTERED RATE - \$4.00 per hour per child

registration fee not paid and/or signed contract returned

**Fees subject to change