

Mount Olive Early Childhood Programs



Parent Handbook

6205 Alderson Street

Weston, WI 54476

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THIS MANUAL HAS BEEN COMPILED AS
A TOOL TO ASSIST THE STAFF OF
MOUNT OLIVE LUTHERAN EARLY
CHILDHOOD PROGRAMS WORK
TOGETHER WITH PARENTS TO
PROVIDE CONSISTENT, QUALITY CARE
TO THE CHILDREN ENTRUSTED TO US.

THIS MANUAL WILL BE CONTINUALLY
UPDATED AND EXPANDED AS NEEDS
CHANGE AND NEW POLICIES ARE
ENACTED.

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SECTION 1: GENERAL INFORMATION

1.1 GENERAL OVERVIEW

Mount Olive Lutheran is licensed by the State of Wisconsin through the Department of Health and Family Services. Our facility is licensed for a maximum of 50 children at any one time. Mount Olive Lutheran is inspected regularly to ensure compliance to all licensing standards.

Mount Olive provides care for children between the ages of 3 and 12 years. Childcare services are available without discrimination on the basis of race, color, creed, political persuasion, national origin, disability, ancestry or sexual orientation.

1.2 OUR MISSION

Mount Olive believes that behind every set of eyes is a soul that matters to God. We partner with families to ensure that their child knows that they are holy, chosen and dearly loved. (Colossians 3:12)

Our program provides a safe, healthy environment that fosters spiritual, social, emotional, and physical development. Our program includes age-appropriate and developmentally sound activities such as art, music, learning centers, Bible Lessons and life lessons, as well as indoor and outdoor large motor activities.

Our program strives to instill self-confidence and build self-esteem in children through the knowledge that their good Shepherd can and still lives to make them precious members of his flock. His love for them is unconditional. We provide a safe and secure Christian environment that will promote the growth and development of children.

Christian values and virtues are modeled and mentored at all times. As a Christian center we seek to help children grow academically, socially and spiritually. It is this aspect of our program that sets us apart from many other early childhood programs.

1.3 TIME AND HOURS OF OPERATION

Mount Olive Wrap Around Care is open Monday through Friday from 7:30 AM to 4:30 PM throughout the school year. The wrap around care program will be closed when the DC Everest School District is closed.

Mount Olive 3K and 4K programs operate under the same calendar as the DC Everest School District. The 3K program is Monday through Thursday from 9:00AM to 11:30AM. Mount Olive offers a morning and an afternoon session of the DC Everest Community 4K Program. The morning session is Monday through Friday from 9:00AM-11:40AM. The afternoon session is Monday through Friday from 12:30PM-3:10PM.

Families will not be charged for days when the center is closed.

1.4 ENROLLMENT OPTIONS

Mount Olive offers options for wrap around care as well as 3K and 4K programs.

Mount Olive offers a full summer program for school-aged children 3 to 12 years old during the summer months when school is not in session. Fees will be assessed prior to field trips as opportunities arise.

1.5 GENERAL STAFF QUALIFICATIONS

The staff at Mount Olive Lutheran was selected based on their understanding of and ability to demonstrate the timeless biblical truths that are taught in the classroom. All teachers model Christian morals, values, and ethics as they interact with the children and with each other.

All teachers at Mount Olive Lutheran meet or exceed the education and/or experience requirements of the State of Wisconsin. All teachers are required to have between 20 and 25 hours of continuing education per year.

SECTION 2: ADMINISTRATION & OFFICE POLICIES

2.1 **PROGRAM RESPONSIBILITY**

The Director of Children's Ministry is responsible for the planning and implementation of all early childhood programs. The Director of Children's Ministry is the supervising authority over all early childhood staff.

The Director of Children's Ministry will designate one staff member to lead the center when he/she is not on site. When the Director of Children's Ministry is gone, messages will be taken on any questions or inquiries that can be handled when he/she returns. If a situation arises needing immediate attention, the Director of Children's Ministry will be contacted by telephone.

2.2 **3K, 4K, AND WRAP-AROUND CARE ENROLLMENT PROCESS**

- 1) Enrollment is open to children of any sex, race, color, creed, handicap/disability, sexual orientation, and national or ethnic origin.
- 2) Enrollment packets are available at the Mount Olive Lutheran. Packets include all necessary forms for enrollment.
- 3) The 3K enrollment form and the \$60 non-refundable registration fee must be submitted for the child to be considered for admission to Mount Olive. Students are admitted on a first come, first served basis.
- 4) The Tuition Payment Agreement for 3K must be signed, dated, and returned on or before your child's first day of attendance. Please contact Darrell Fritzell at (715) 359-5546 ex. 300.
- 5) All enrollment forms must be completed and returned to Mount Olive Lutheran at least one week before the first day of attendance. New forms must be completed each year.
- 6) Mount Olive Lutheran Church and the DC Everest school district is in partnership to offer a community 4K program.

2.3 **ENROLLMENT FORMS**

The following items must be completed for each child and returned to the center by the first day of attendance:

- Childcare Enrollment Form
- Health History and Emergency Plan
- Immunization Record
- Child Health Report
- Handbook Agreement Form
- Tuition Payment Agreement
- Wrap Around Care Contract (if applicable)

It is very important that we have up-to-date emergency information and phone numbers where parents may be reached in an emergency. (Please advise the center of any changes as soon as possible.)

It is vital that the center is informed of the individuals authorized to pick up each child. Parents must provide the name and number of several local contacts who can pick up your child in case of emergency, lateness or illness. This person can be here within 5-10 minutes to pick up your child. This is for the child's protection. Staff cannot release your child to anyone who is not listed on your form unless prior arrangements have been made. Our teachers and staff will ask for identification when the identity of the adult is not known.

Each child must have a health statement prior to admission, dated not more than one year prior to start date, on file in the center office. Mount Olive Lutheran must have updated records of all required immunizations on file. The teachers are required to check all forms carefully and contact parents if forms are missing or if additional information is needed. Teachers also note children's special health needs. According to the State of Wisconsin Licensing Guidelines, enrollment of a child may be terminated if these forms are not completed thoroughly and returned in a timely manner.

2.4 CONFIDENTIALITY

The information in each child's file is confidential. Only authorized staff, parents and licensing personnel have access to this information.

2.5 SCHEDULE CHANGES

Mount Olive Lutheran will try to accommodate changes in regular weekly schedules when possible. Advance notice of changes must be given to the office a minimum of two weeks in advance.

2.6 DISCHARGE OF ENROLLED CHILDREN

A child may be discharged from the center for reasons including, but not limited to:

- Failure to pay fees on time
- Lack of parental cooperation
- Inability to meet the needs of the child
- Actions of the child which endangers him/herself or others
- Failure to complete and return required forms

Mount Olive will give two week's written notice when intending to discharge a child. The Program Director will attempt to inform parents of local resources that may be of help to them. Should a parent remove the child during a notice period initiated by Mount Olive, fees will not be charged for the remaining unused days.

Parents must give two week's written notice of their intent to withdraw their child(ren), and will be required to pay for those two weeks whether or not child(ren) continue to attend. All outstanding fees must be paid.

Dismissal may be appealed to the Director of Children's Ministry.

2.7 BILLING

Tuition for the first week is due upon enrollment of your child, as well as the registration and supply fee.

Tuition is due each Friday by 9:00 am for the following week of care. If at 9:00am Friday there is a remaining balance on a family's account, a late fee of \$15 will be added at that time. If no payment has been made within a two week period, children will not be allowed to return until the tuition is paid in full.

There may be additional charges for special events, field trips, summer programs etc. Parents will be notified in advance of these charges.

Mount Olive accepts cash and checks. Checks should be made payable to Mount Olive Lutheran Church.

2.8 PAYMENT POLICIES

Mount Olive Early Childhood Programs are a ministry of Mount Olive Lutheran Church. We have done everything to possible to keep our rates down. Because of this, we depend on the tuition being paid on time so we can meet our obligations and pay our staff. If you are using the wrap around care, you have contracted hours with the program. That means that you pay for that slot whether your child is present or not. You will be responsible for payment. If you need to change your contracted schedule, please contact Mount Olive immediately so you will not be charged for time you won't be using.

Please be prompt when picking up your child. A fee is assessed when parents are late to pick up their child. Five dollars will be charged for the first ten minutes of wrap-around care and \$1 for each additional minute thereafter.

SECTION 3: PROGRAM POLICIES

3.1 PARENT COMMUNICATION CENTER

A bulletin board can be found in each classroom. This board serves as our Parent Communication Center. The following items will be posted for review on the Parent Communication Center:

- License Certificate
- Results of the latest licensing visit
- Menus
- Center Policies
- Parental Notices
- Observations
- Other Parent Information
- HFS 46 Licensing Rules for Group Child Care Centers

Each individual classroom is equipped with a bulletin board where more classroom information will be posted.

3.2 COMMUNICATION BETWEEN CENTER AND HOME

Mount Olive staff strives to communicate with parents daily about the events of each day. Other means of communication include lesson plans and notes posted on the classroom communication board, and weekly newsletters sent home. Parent-teacher conferences are offered twice each year, but parents are welcome to discuss their child's needs with teachers at any time. Please contact your child's teacher to set up a time to address your concerns. Any changes in daily schedules will be communicated through staff members.

3.3 PARENT VISITATION

All parents are allowed to visit or observe their child(ren) at any time during regular operating hours unless there is court order prohibiting or denying access to the child. **If there are court orders prohibiting child visitations, Mount Olive must have a copy of that order on file.**

3.4 ITEMS NEEDED FROM HOME

Parents must provide a spare change of clothes (seasonally appropriate), a backpack or bag, any other items needed will be on a school supply list. All items brought from home must be labeled with the child's name.

3.5 SUPERVISION OF CHILDREN

At Mount Olive Lutheran, staff members provide children with a safe and secure environment in which clear limits are consistently enforced. Mount Olive follows state-mandated requirements for teacher-student ratios:

- 3 yrs: 1 teacher for every 10 children
- 4 yrs: 1 teacher for every 13 children
- 5 yrs: 1 teacher for every 17 children
- 6 yrs and over: 1 teacher for every 18 children

Teacher-student ratios are adjusted for mixed age groups as needed. These ratios help to ensure that each child receives the appropriate amount of care and attention required. Teachers supervise children at all times to create an environment that is safe and pleasant.

3.6 DEVELOPMENTALLY APPROPRIATE ACTIVITIES

The curriculum at Mount Olive Lutheran seeks to foster healthy spiritual, social, emotional, and physical development. Teachers plan activities to encourage growth in each of these developmental categories. Activities in each classroom will be tailored to each child's individual abilities at their stage of development.

Teachers at Mount Olive Lutheran will provide structured "hands on" activities and active learning opportunities for children in their classrooms. Examples of directed learning include reading time, calendar, arts & crafts time, etc. Teachers will also plan activities to help children develop gross and fine motor skills. Free choice time is an example of self-directed learning and will also be used to encourage social development.

The 3K and Wrap Around educational programs at Mount Olive Lutheran includes the use of Bible stories, songs, prayers, art projects and finger plays that reflect basic Christian beliefs. Christian pictures are displayed in the center and Christian materials such as books, puzzles, and games are also available for the children's use. The DC Everest Community 4K Partnership program uses Creative Curriculum.

3.7 LEARNING OR PHYSICAL DISABILITIES

Mount Olive Lutheran tries to meet the needs of all children. If the staff cannot adequately meet a child's special needs, the Director of Children's Ministry will suggest agencies through which parents can find a program better qualified to meet their needs.

3.8 OUTDOOR PLAY POLICY

As directed by State Code, it is our policy to take all children outside every day as weather permits. If a child is well enough to attend the center, the child is well enough to go outside. A child too sick to play outside should be kept at home.

All children will be kept inside when outdoor temperatures exceed 90 degrees F. In winter months, children ages 2 and above will be kept in the building when the wind chill is 0 degrees F or below.

Children play outside in our enclosed playground under the supervision of their teachers. The playground is equipped with age appropriate slides, climbers, sandboxes, balance beams, and playhouses.

The children also play outside in our designated school age grass field area under the supervision of their teachers.

3.9 PLAYGROUND RULES

- 1) Keep feet on the floor of the climber at all times.
- 2) No balls or other play equipment on the climber.
- 3) All sand toys stay in sand box area.
- 4) Always go UP the ladder and DOWN the slide feet first.
- 5) Sticks and sand stay on the ground.
- 6) All toys are returned to toy box when finished playing.

3.10 REST PERIOD

All children under the age of 5 in care for four or more consecutive hours per day are required to have a rest period. Rest time is between 12:30 and 3:00 daily. All children must stay on their cots and rest for 30 minutes. A quiet table/area with books and/or quiet activities will be open for those children who wake up early.

3.11 FIELD TRIPS

Staff members periodically plan field trips for older children to learn outside the classroom setting. All field trips are approved by the Director of Children's Ministry. Notice will be given to parents at least three days in advance. A general permission form will be kept in each child's file. In some cases additional forms may be required from parents. If a child does not have the required permission form on file, the child must remain at Mount Olive Lutheran.

When weather allows, staff members occasionally take children off Mount Olive Lutheran grounds for walks. On walking trips the children will be accompanied by at least

two adults. When off Mount Olive Lutheran grounds staff members must carry with them all emergency numbers for each child, a cell phone and a first aid kit.

3.12 FIELD TRIP TRANSPORTATION

When travel is necessary children are transported by Mount Olive's school bus operated by a qualified driver with a valid commercial license and training. The bus is inspected annually. A minimum of two staff members will accompany students on outings. Staff members will account for each child by name and sight using the class roster.

When children board a bus, staff members will count the children as they enter the bus. Once the children are all properly seated, a roll-call will be performed in order to ensure that everyone on the class roster is present on the bus. When everyone is accounted for the bus will depart.

Upon arrival at the destination, one staff member will lead the children off the bus and perform a head count outside of the bus. Meanwhile, another staff member will walk to the back of the bus to perform a "sweep" of the bus. A "sweep" is done when a staff member walks down the aisle from the back of the bus to the front and checks every seat to make sure the children are all out of the bus. Once the bus is "swept" the staff member will join the group outside.

These procedures are followed at every place of transition.

3.13 DROP OFF & PICK UP PROCEDURE

Mount Olive Lutheran is a secure facility. For the safety of enrolled children, all doors are locked at all times. Parents of the 4K program must use the Alderson Street doors to drop off and pick up their children. Parents of the 3K and Wrap Around Care Program may use the lower entrance doors through a buzzer system.

Parents must sign their children in and out on a sign in sheet found at the entrance of each room.

3.14 CHILD DROP OFF PROCEDURE

Parents manually sign students in using a class roster. This list will be located on a clipboard in each classroom.

Upon entering the center, parents are asked to walk their children to their classroom and assist the child in putting away belongings in each child's cubby.

3.15 CHILD PICK UP PROCEDURE

Parents manually sign students out using the class roster on the clipboards. When parents pick up their child, they are asked to speak with the staff member present and inquire about daily information.

Persons other than the primary guardian with permission to pick up a child must be listed on the child's emergency information card and enrollment form. The primary guardian **must** inform the center ahead of time if someone not listed on the emergency card is picking up a child. The center will ask to see a photo ID from any person picking up a child if they are not already known by staff.

3.16 HOLIDAY CELEBRATION

One stated goal of Mount Olive Lutheran is to bring the love of Jesus to the children in our care. In keeping with this goal, we emphasize the religious meaning of Christian holidays such as Christmas and Easter. Celebrate with us for the true meaning of these very special days!

3.17 CULTURAL DIVERSITY

It is important to expose children to the diversity that exists within our society. Mount Olive Lutheran staff members share that diversity by reading books with characters from different cultures and races. The children are regularly exposed to pictures, music and food from different cultures.

3.18 PETS

The classrooms currently do not have any classroom pets. Pets do occasionally visit the classroom, provided that we do not have children who are extremely fearful or allergic. Please inform the teaching staff if your child is fearful or allergic to any animals. This information should be included on your child's Health History and Personal Information forms.

All pet visits must be cleared by the Director of Children's Ministry and classroom teachers. An adult must be present for the visit. Parents will be notified of the visitation of pets or acquisition of pets for classrooms. All contact between pets and children shall be under close supervision of Mount Olive Lutheran staff who is close enough to remove the child/ren immediately if the pet shows signs of distress.

SECTION 4: FOOD POLICIES

4.1 **GENERAL FOOD PROGRAM INFORMATION**

Mount Olive Lutheran follows the State of nutritional guidelines for children. These requirements are fulfilled at the morning and afternoon snack times. They should also be filled when planning and preparing your child's lunch for wrap around care. Children in care over the lunch hour will need to bring a packed lunch from home. It is not necessary to pack a beverage in your child's lunch, as Vitamin D, Grade A milk, 100% juice, and water will be provided at snack times and lunch time. Guidelines require that snacks contain (2) of the following:

- Protein (meat, cheese, egg, fish, or peanut butter)
- Bread (grain products)
- Milk
- Fruits and vegetables
- 100% fruit juices

Snack menus are posted on the in each classroom. See section 4.3 for food allergy information.

For More Information:

Childcare Food Program Requirements – See Appendix A

4.2 **3K, 4K and Wrap Around Care Snack Policy**

Mount Olive will supply a healthy morning and afternoon snack for those children in attendance. Meals are served in each classroom every 3 hours while the center is open. The staff will sit and eat with the children for each meal or snack. Children will pray before each meal (3K and wrap around care) and teachers will teach and encourage proper table manners. Food will never be used as a punishment or a reward at Mount Olive Lutheran.

Water will be offered and encouraged every few hours. Extra water will be encouraged during physical activity, very warm or hot weather, and illness. If your child would like to bring a special birthday treat, please check with the classroom teacher. All snacks must be store bought in the original package. No homemade snacks are allowed.

4.3 FOOD ALLERGIES POLICY

Parents of children with food allergies must speak to the Director of Children's Ministry and the teachers about their child's allergy and are required to keep a doctor's recommendation in their children's file. We will work with parents to accommodate food allergies.

4.4 FOOD PROGRAM NONDISCRIMINATION STATEMENT

In accordance with federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC, 20250-9410 or call 800-795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

SECTION 5: EMERGENCY & SAFETY POLICIES

Children's wellbeing is important to Mount Olive Lutheran and its staff. Staff members work with each child's individual physician, the Marathon County Health Department, and local health organizations to promote healthy practices and policies.

For the health of enrolled children and Mount Olive Lutheran staff, this childcare center is a smoke and alcohol free facility.

5.1 EMERGENCY PLANNING

Emergency plans are posted in each classroom showing the procedures for fire and tornado evacuation. All staff members are trained and prepared for emergency situations. Fire and tornado drills are conducted on a regular basis. All teachers will keep class lists and emergency contacts in case of emergency evacuation.

5.2 MEDICAL EMERGENCY

In the event of a medical emergency staff will call 911 for medical assistance. Parents will be notified as soon as possible after contacting 911.

A written permission form from parents will be kept on file for each child, giving permission for Mount Olive Lutheran staff to call a child's physician or refer the child for medical care in an emergency. St. Clare's Hospital is the designated emergency medical facility for Mount Olive Lutheran. When possible, children will be directed to the preferred medical facility designated on the child's enrollment form. Parents are responsible for their child's ambulance and other emergency medical costs.

5.3 CHILD/STAFF INJURY PROCEDURES

Each classroom is supplied with a first aid kit. All staff members are required by law to be certified in First Aid and CPR. In case of emergency staff members will contact 911. All injuries will be recorded and kept on file at the center.

5.4 ACCIDENT & MEDICATION REPORTS

Teachers are required to record all accidents and injuries (both minor and severe) in the medical log book in each classroom. All medications administered (prescription and non-prescription) will also be recorded in the same medical log book. Parents will be notified of each incident involving their child through a completed report and are required to initial the report as proof of their viewing.

5.5 TORNADO EVACUATION AND STAFF RESPONSIBILITIES

If evacuation of classrooms becomes necessary, teachers will line children up by the main classroom door leading into the hallway, do a head count, and evacuate following the tornado evacuation guidelines located in each room, bringing the class list and emergency cards with them. Once in the storm shelter, teachers will perform a head count using the class list to account for each child by name and sight.

5.6 EXTREME OUTDOOR TEMPERATURES

Mount Olive Lutheran follows state regulations concerning safe temperatures for outdoor play. All children will be kept inside when outdoor temperatures exceed 90 degrees F. In winter months, children age 2 and above will be kept in the building when the wind chill is 0 degrees F or below.

5.7 FIRE EVACUATION/STAFF RESPONSIBILITIES

In case of fire, teachers will follow the fire evacuation guidelines posted in each classroom. Teachers will line children up by the emergency exit, do a head count and evacuate the classroom, bringing the class list, emergency contacts and cell phone with them. Upon arrival at the designated meeting location teachers will perform a head count using the class list to account for each child by name and sight. The Director of Children's Ministry will contact the appropriate persons to resolve the issue. Teachers will contact parents if children need to be picked up.

5.8 MISSING CHILD

If a child under the supervision of Mount Olive Lutheran staff is discovered missing, staff members will immediately ask each other if anyone knows the child's whereabouts or when and where the child was last seen. One staff member will begin searching for the child on Mount Olive's property. The Director of Children's Ministry will call 911 and contact the child's parents. The onsite Mount Olive Staff will also be asked to help search for the missing child or take the place of another staff member.

5.9 THREATS

If Mount Olive's building becomes a threat in itself, the staff and children will evacuate in the same manner as a fire evacuation. If there is a person within the building who is a threat to the staff and/or children, the Director of Children's Ministry will call 911 and inform the teachers in each classroom of this threat by a code word. Teachers will then lock each classroom door and take the children to the storage closets in each classroom locking the door behind them. The teachers will take all emergency information with them, count heads and use the

class roster to account for each child by name and sight. Teachers and children will remain in these “safe rooms” until told otherwise by the authorities. If it is safe to exit the building, staff will lead children outside to a safe location.

5.10 PARENTS UNDER THE INFLUENCE

If a parent arrives to pick up their child showing signs that they are under the influence of drugs or alcohol, the director will immediately call the police. Other staff members will distract or stall the parent until authorities arrive.

5.11 BUILDING SERVICE LOSS

Heat, air conditioning, water, electricity, plumbing, and telephone are necessary building services for operation at Mount Olive. In case of building service loss while the center is closed, we will inform families of emergency closure by television, radio and post information at the center. The Director will attempt to notify all families personally by telephone. Mount Olive will reopen as soon as possible.

In case of building service loss while the center is open staff members will take necessary measures to ensure their and their children’s safety. The center is equipped with emergency supplies and staff members have access to mobile phones in case of emergency. Parents will be contacted if necessary.

SECTION 6: HEALTH POLICIES

6.1 COMMUNICABLE AND INFECTIOUS DISEASES

When a child has been diagnosed with a communicable disease (strep throat, chickenpox, pink eye, etc.) notice will be placed on the Parent Communication Center bulletin board located outside the classrooms. Notices will also be sent home with children.

6.2 ILLNESS AND ABSENCES

Parents are requested to inform the center when a child will be absent for any reason. Tuition charges will still apply whether the child is in attendance or not on a regularly scheduled day. If the center does not have notice of a child's absence within 30 minutes from the start of the day, staff will contact the parent and leave a message if they cannot be reached. In case of illness, the staff would appreciate knowing the nature of the illness, especially if it is contagious. In such cases, a release form from a physician may be required in order for a child to return to the center. **A child may not return to the center after an illness until he/she has been symptom free for 24 hours. These symptoms include fever, vomiting, diarrhea or any other contagious conditions.** Parents will be advised of any communicable disease to which their children may have been exposed.

6.3 DAILY EXAMS

Childcare staff will examine each child daily at the time of arrival for signs of illness or injury. Children showing signs of illness will not be allowed to remain at the center. Parents will be encouraged to tell teachers if the child has been injured in any way, been up late the night before, or had any other form of upset.

6.4 SIGNS OF ILLNESS

Signs of illness that will be watched for, recorded and reported to parents include:

- water filled blisters (possible impetigo)
- red raised scaly areas (possible ringworm)
- rectal itching (possible pinworms)
- ear pulling (possible ear infection)
- red, watery eyes and crusted lids (possible "pink eye")
- cracks and itching between toes (possible athlete's foot)
- rash
- runny or blurry eyes
- fever of 100.5 (expect low grade fevers after immunizations or during teething)
- diarrhea

- blood or pus in stool change in appearance of stool (brown, green, or yellow can be normal)
- blood or pus coming from any body opening including mouth, nose, vagina or urethra or anus
- change in frequency of bowel movements
- vomiting
- thick discharge from the nose
- cough – harsh or deep
- child who simply looks or acts different
- a usually active child who is suddenly lethargic
- a usually quiet child who is suddenly restless
- wheezing/labored respiration; crowing, barking
- color change to pale, blue/cyanotic
- easily bruised or skin hemorrhage

6.5 ILL CHILD

If a child becomes too ill during the day to remain at the center parents will be notified by the childcare staff. Parents will need to make arrangements to have the child picked up from the center as soon as possible. A child needing to be taken home will be placed in an isolated area. All items and facilities used by the ill child will be thoroughly cleaned before being used by another child. Parents will be notified when a child's temperature rises above 100 degrees. Parents will also be contacted if their child exhibits signs of other illness such as ear infection, throat infection or upper respiratory infection. If these symptoms are combined with fever, parents will be asked to arrange to take the child from the center and have him/her be seen by a doctor. Parents will also be asked to arrange for any child with a fever over 100 degrees, vomiting, diarrhea, undiagnosed rash, uncontrolled cough or any communicable disease to be taken from the center. As much as is feasible, such a child will be separated from the rest of the children until the parents can arrive. **A child MUST be fever/symptom free for 24 hours before returning to the center.**

6.6 MEASURING TEMPERATURE

Temperatures of the children will be monitored using the axillary (under the arm) method as follows:

- 1) Turn on the digital thermometer.
- 2) Place the bulb end of the thermometer under the child's (dry) armpit.
- 3) Hold the child's elbow close to his side and place his hand on the opposite shoulder to keep the thermometer in place. If you hold the child in your arms or on your lap, you may feed him or read to him during the time you are taking the temperature.
- 4) Keep his arm in this position until the digital thermometer beeps.
- 5) Remove the thermometer and write down the reading. (Remember that temperature readings under the arm are one degree less than actual.)

Parents will be notified if a child's temperature reaches 100 degrees. If the temperature reaches 101 degrees, parents will need to make arrangements to have the child picked up as soon as possible. The child may return to the center after being fever free for 24 hours. Thermometers will be washed and sanitized after each use. Temperatures will be measured and documented at least every hour during periods of observation.

6.7 FALLS

In the case of a fall, if a child is easily consoled and there are no other symptoms the child will be considered okay. The fall will be recorded in the accident log book. If the accident involves a blow to the head, the parents will be notified immediately, even if the child shows no immediate symptoms. If the child vomits, or appears drowsy, the parents will be contacted as well. If loss of consciousness, seizure, or uncontrollable bleeding occurs EMS (ambulance) and the parents will be contacted immediately.

6.8 BURNS

In the case of a burn, if the skin is unbroken and there are no blisters, the teacher will immerse the area in cold water or apply towels soaked in cold water for 5 minutes. For more serious burns, the teacher will cover the area with a loose sterile bandage or a clean, moist cloth. The burn will not be cleaned or covered with ointment. Parents and EMS (ambulance) will be contacted immediately.

6.9 IMMUNIZATIONS

A child may have a slight fever and be cranky for a day or two after receiving an immunization. Soreness and swelling may appear in the area of the shot and are not a cause for concern. Whenever a child is immunized, parents must update their child's record on file.

6.10 CONVULSIONS

If a child has convulsions related to fever, the teacher will lay the child on his/her side. Any objects will be removed from the child's mouth. Parents and EMS will be notified immediately and the teacher will sponge the child with water to lower body temperature.

6.11 VOMITING

When a child has vomited for any reason, the parents will be notified. If vomiting is accompanied by other symptoms or if it continues, the child's parents will be contacted and will need to make arrangements to have the child picked up as soon as possible. If vomiting occurs after a bump on the head, the child will be carefully monitored for possible signs of paleness, drowsiness or loss of consciousness.

6.12 MEDICATION

Medication can be given to the child as stated in the Health Policy section of the Mount Olive Early Childhood Programs Parent Handbook. The center needs a signed medication authorization form completed for each child. All medication will be stored in labeled medication containers in each classroom. Medication needing to be refrigerated will be stored in labeled medication containers in refrigerators located in the infant rooms. The child's teacher will ensure that all necessary forms are completed, administer the medication and record each dosage of medication given to the child. Volunteers will not dispense medications.

6.13 HAND WASHING

Children must wash their hands with soap and warm water before meals and snacks, and after toileting or diapering. Children's hands and faces must be washed after meals.

6.14 SIDS AND SHAKEN BABY SYNDROME

All staff members have bi-annual SIDS and Shaken Baby Syndrome training.

6.15 BEDDING & SLEEP

All children will sleep on a cot during naptime. Cots are labeled for the exclusive use of one child. Cot sheets are provided by Mount Olive and washed weekly.

6.16 ALLERGIES/SPECIAL NEEDS

All allergies will be recorded in the office, and posted in the classroom and snack area on the inside of a cabinet to ensure confidentiality. All staff will be informed of any children with special needs in the center. Specific information on how to care for these children will be verbally passed on to each teacher, and written in the medical log book. The Health History form will be kept with the child at all times.

6.17 DIARRHEA

Diarrhea is usually caused by mild intestinal infection or systemic illness. Symptoms include a change in the color, odor or frequency of stools. It will generally clear up in a few days if no other symptoms are present. If it lasts longer, parents should consult a doctor. Things to watch for and note when diarrhea occurs are pus or blood, unusual odor, a green tinge, eyes that appear weak, sunken eyes with gray circles under them and skin that is warm or dry to the touch. If diarrhea symptoms occur three times within a one hour period the child's parents will be required to pick up their child as soon as possible.

SECTION 7: CLASSROOM MANAGEMENT

7.1 CHILD RELATIONS

Staff members will show a loving, caring, positive, Christian attitude to all children within the center. Staff members will use a soft, calm and caring voice when speaking to children. The safety of the children is the first and foremost concern. All children will be treated equally. A positive relationship will be nurtured by placing oneself at the child's level.

7.2 GUIDANCE/DISCIPLINE

Discipline is a way of correcting undesired behavior to achieve an expected behavior. Classrooms are set up to encourage appropriate behaviors from all children. Transitional activities will be planned to help children move from one activity to another. Praise and positive reinforcement will be used to reinforce acceptable behavior.

Children are given the opportunities to make choices for their own behavior. We intend to use logical and natural consequences, with Biblical teachings when working with children to see the results of their choices.

Jesus taught, "Honor your father and mother," and "love your neighbor as yourself." An atmosphere of Christian love will be maintained at Mount Olive at all times, both in the classroom and on the playground. Children will be gently shown their responsibility to respect God, their parents, teachers, staff, other children and themselves.

Corporal punishment will not be used at any time. Undesired behavior will be handled through gentle verbal correction and redirection to other activities. As a last resort persistent or serious negative behavior will be corrected through use of a "take a break". In a "take a break" children are separated from the group for a period of time not more than one minute per year of age. "take a break" gives the child an opportunity to calm down and to communicate with the teacher afterwards. The child is allowed to return to activities when the behavior is under control. Staff members will stress Jesus' unconditional love and forgiveness to all children.

Parents will be contacted and consulted in the event of persistent discipline problems. If the child is a threat to his/her own safety or the safety of others or exhibits uncontrollable behavior, the parents of the child will be called to pick up the child immediately. If a child's uncontrollable behavior continues, the administration may decide to dismiss the child from the program after consultation with the teachers involved and the parents of the child.

7.3 TAKE A BREAK

A take a break will be used only as a last resort when a child has hurt another person, himself, or property, or when all other forms of discipline have failed. The length of time will be limited to one minute for each year of age, and will never exceed five minutes. A take a break will never be used with a child under three years of age. When used, the take a break will immediately follow the behavior. A teacher will talk with the child and talk about the unacceptable behavior and what the child could have done or said instead. The child will take a break near the other children so the emphasis is on relaxing and/or calming down rather than isolation and punishment. After the take a break, staff members will help the child rejoin the group.

7.4 PROHIBITED PUNISHMENTS

In accordance with HFS 45 Licensing Rules for Child Care Centers, actions that are aversive, cruel or humiliating and actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include:

- Spanking, hitting, pinching, shaking, slapping, twisting or inflicting any other form of corporal punishment on the child
- Verbal abuse, threats or derogatory remarks about the child or the child's family
- Physical restraint, binding or tying the child to restrict the child's movement
- Enclosing the child in a confined space such as a closet, locked room, box or similar cubicle
- Withholding or forcing meals, snacks or naps
- Punishing a child for lapses in toilet training

These forms of punishment will never be used, even at a parent's request.

7.5 BITING

Many young children go through a biting stage; it can be one way they choose to "communicate". Staff members will work with parents to help stop this behavior. Mount Olive Lutheran is responsible for the safety of all enrolled children. If at any time the child's behavior begins to endanger others or if staff members are unable to curb this action, the child will be asked to leave until the behavior has been corrected. This decision will be made on an individual basis in consultation with staff and parents.

SECTION 8: CLASSROOM RESPONSIBILITIES

8.1 LESSON PLANS

The classroom teacher in each classroom is responsible for creating and following weekly lesson plans based on the classroom's theme. General outlines of lesson plans will be included in each weekly newsletter and posted in each classroom.

8.2 GENERAL DAILY ACTIVITIES

Activities will be planned to provide children with a variety of experiences. Some activities will include:

- Language development: Books, music, story time, Bible time, finger plays, flannel board stories
- Large motor skills: Balls, hula hoops, bean bags, swinging, outdoor play
- Fine motor skills: Arts & crafts, stringing beads, pegboards, blocks
- Creative expression: Dramatic play, puppets, music/instruments, flannel board
- Self-help skills: Assist with mealtime preparation, dress self for outdoors

8.3 3K & 4K ACTIVITIES

3K & 4K classrooms follow a daily schedule. Activities are designed to allow students further development in the physical, cognitive, and social areas. Stronger focus is placed on fine motor skills such as writing and use of scissors.

8.4 TOILET TRAINING

All children attending Mount Olive Early Childhood Programs must be toilet trained. Children wearing pull-ups on a daily basis are not considered toilet trained. Any individuals who would like to request an exception to this policy must do so in writing. All written requests for exception will be reviewed on a case-by-case basis by the Director of Children's Ministry.

8.5 SOILED CLOTHING

Soiled clothing will not be washed at the center. Washing them can spread possible disease-carrying germs. Soiled clothes will be placed in sealed plastic bags, labeled and sent home.

8.6 CHILD ABUSE AND NEGLECT

All staff members who suspect, with “reasonable cause”, that a child seen in their professional duties has been abused or neglected are mandated to report their suspicion. If staff members have reason to believe that a child has been threatened with abuse and neglect, and that abuse or neglect of the child will occur, they are mandated to report that belief as well.

All staff members will receive training on recognizing child abuse and neglect during orientation. All suspected cases of child abuse and neglect will be documented in the classroom medical log, and reported to the Wisconsin Department of Children and Families.

8.7 OUTSIDE SUPERVISION

- 1) Safety is our highest priority.
- 2) Adults should spread out so that every area of the playground is being watched at all times.
- 3) One adult should be near any climbing equipment being used in the area.
- 4) If an adult needs to leave the playground, they should notify another teacher and return as quickly as possible.
- 5) Consistently enforce playground rules.
- 6) Encourage children to help return equipment to storage areas.
- 7) Work as a team for the safety and happiness of the children.

SECTION 9: APPENDIX

Appendix A – Childcare Food Program Requirements

CERTIFICATION
OF
UNDERSTANDING

I certify that I have read, understood and agree to abide by the policies and procedures listed in the Mount Olive Early Childhood Programs Parent Handbook.

(signature)

(date)