

Days/Hours of Operation:

Monday-Friday

7:00 a.m.-5:30 p.m.

September – August (excluding holidays)

Dates Daycare is Closed:

Labor Day – September 1, 2008

Thanksgiving Day – November 27, 2008

Christmas Day – December 25, 2008

New Years Day – January 1, 2009

Memorial Day – May 25, 2009

Independence Day – July 4, 2009

Dates Daycare is Available Limited Hours:

Christmas Eve – December 24, 2008 (Open 7:00 a.m. – NOON)

Good Friday – April 10, 2009 (Open 7:00 a.m. - NOON)

Full- and Part-Time Vacancies Available:

Full-time daycare is defined as 32 or more hours per week.

Regular part-time daycare is defined as regularly scheduled daycare, adding up to less than 32 hours per week.

Drop-ins:

Drop-ins are welcome, provided the center is adequately staffed and all required paperwork has been completed. Please call ahead to inquire.

Licensure:

Mt. Olive Daycare is licensed by the State of Wisconsin. Our center is licensed for (55) children ages 3-12. (The maximum capacity includes preschool students.) Children *must* be 3 years of age and toilet-trained in order to be enrolled.

Admission:

All enrollment paperwork must be *thoroughly* completed and *returned in a timely manner* in order for your child to utilize daycare services.

*The **Mt. Olive Lutheran Preschool/Daycare Enrollment** form must be returned and accompanied by the \$55.00 non-refundable registration fee (\$35.00 if your child is enrolled in the Mt. Olive Preschool). Class preferences (if applicable for preschool) and daycare needs should be noted.

*Your **Daycare Payment Agreement** and **Tuition Payment Agreement** (if also enrolled in preschool) must be signed, dated, and returned on or before your child's first day of attendance.

*The **Child Care Enrollment** and **Health History** forms must be *thoroughly* completed and returned on or before your child's first day of attendance. New forms must be completed each year. Emergency contacts should include persons that would be available within minutes of notification.

*A portion of the **Child Health Report** is to be completed by a parent, and a portion is to be completed and signed by your child's physician. The examination date on this form is to be dated no more than (1) year prior to your child's first date of attendance. This form is to be returned no later than (90) days after your child's first day of attendance.

*The **Immunization Record** form is to be completed and returned no more than (30) days after your child's first day of attendance. This should be kept current as your child is immunized. It is acceptable to complete the top portion of the form, sign and date the bottom portion, and attach a computer printout of your child's immunization schedule (provided by your child's physician) to the back of this form.

The teachers are required to check all forms carefully and contact parents if forms are missing or additional information is needed.

According to 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.

If your child also attends Mt. Olive Preschool, copies of all forms will be made so that the daycare *and* preschool staff have them on file.

Information included on these forms and all other information concerning your child is kept confidential.

Change of Address:

Please give us prompt notification of any change of address or phone number. It is **extremely** important that we have up-to-date information so that we can contact you immediately should the need arise.

Daycare Payment and Late Fee Policies:

1. Payment is **due on your child's first day of care for the week**. Please refer to your copy of the **Daycare Payment Agreement** for the days, times, and fees we have recorded for your child's daycare. Inform the director of any changes as soon as possible.
2. Regular part-time daycare is charged at the rate of \$5.00 per hour for children attending less than 32 hours per week.
Families using daycare 32-40 hours per week will be charged \$150.00 per week per child.
Families using daycare more than 40 hours per week will be charged \$160.00 per week per child.
3. Children attending daycare 32 or more hours per week are considered full-time. Families using daycare 32 or more hours will receive a 10% discount. When Preschool begins in September, families will receive free Preschool tuition in lieu of the 10% discount
4. After one week of non-payment, a **\$25.00 per week outstanding charge** will be added to your account. This will include days (Monday-Friday) that your child does not attend daycare.

5. Charges for early arrival and late pick-up are as follows:

*\$3.00 per every 5 minutes **past 5:35 p.m.**

*These fees are to be paid *immediately and directly to the teacher.*

6. When your child is present outside of his or her contracted hours, a charge of **\$3.00 per every 15 minutes** will be added to your account. Please set your contracted hours to be as “realistic” as possible, and notify us if a change needs to be made.

If a parent is going on vacation with their child, they are eligible for a credit equal to one week of their contracted time (providing that daycare was previously notified).

Dismissal:

Dismissal of a child from preschool may occur for the following reasons:

1. A child is unable to adjust to school.
2. A child’s behavior is continually disruptive and/or harmful to himself or others.
3. Parents are unwilling to work with the teachers and director in developing and following a behavior modification plan for their child if necessary.
4. Tuition payments are not made promptly.
5. State required health forms are not completed in a timely manner.

Dismissal may be appealed to the Mt. Olive Lutheran Church Preschool Advisory Committee.

Withdrawal:

A two-week written notice to the director is required to withdraw a child from the daycare program. Parents are responsible for the contracted rate for these two weeks, regardless of whether or not daycare services are utilized.

Arrival and Dismissal:

Upon arrival at daycare, parents must bring children *into* the classroom. Children may not be dropped off at the outside doors or in the hallway. A Sign In/Out Sheet must be used every day. Children will be dismissed only after an authorized person signs the sheet and indicates pick up time. After a child is “signed out,” the staff will assume the authorized adult is fully responsible for that child.

All parents and children should enter and exit through the main (NORTH) church doors.

NOTE: *If a parent or authorized person appears to be “under the influence” or incapacitated in any way when he or she picks up a child, the teacher or director will strongly encourage this person to find another means of transporting the child. If this person insists on driving, the Everest Metro Police Department will be informed of our concern.*

Drop-Off and Pick-Up:

Any person authorized to pick up your child must be listed on your child's enrollment form. If a parent is prohibited by a court order from picking up a child, the director must be informed and provided with a copy of the court order.

We cannot allow a child to go with anyone (including relatives) without written authorization by the parent/guardian. It is best to include an *exhaustive list* of the individuals who are authorized to call for your child on the Child Care Enrollment form. However, in the rare case that an individual not on the authorized list would need to call for your child, a note signed by a parent/guardian stating the name of the individual picking up is required, and teachers will ask to see identification before releasing your child to that individual.

If at any time it is necessary that you drop your child off before or pick your child up after his or her regularly specified daycare hours, additional fees will apply. Please refer to the **Daycare Payment and Late Fee Policies** for these fees.

Daily Schedule:

The daycare teachers plan weekly themes and activities for the children. These themes and activities will foster the children's growth spiritually, emotionally, socially, physically, and intellectually, as well as appreciate cultural diversity.

The children and teachers follow a basic daily schedule. There is always flexibility in the schedule, as time spent in each activity depends upon the needs and interests of the children and any extra-special activities that may be taking place on any given day. The following is a list of the activities that your child may be involved in during a normal day:

Grouptime – Welcome, Calendar, Weather, Daily Jobs, Theme-Related Activity

Free Choice/Centers – Math, Literacy, Computers, Creative Art, Small Motor, Science & Exploration, Listening, Dramatic Play/Daily Living, Building/Blocks, Books, Puzzles/Games

Jesus Time/Devotion/Prayer

Snacktime/Lunchtime

Music & Movement

Large Motor/Outdoor Play

Rest Time

Bathroom Breaks

Please read the weekly news and check the parent board and your child's cubby *on a daily basis* in order to stay informed as to the special themes and activities that are being presented in your child's daycare classroom. The daily daycare schedule is also posted on the parent board for your reference.

Illness:

The staff makes every effort to control the spread of communicable diseases. Staff members are required to wash their hands at the following times: before preparing snacks; after helping children with toileting; after coughing or sneezing; after toileting; after helping children blow their nose; before and after administering first aid; and cleaning up after a child vomits. Children wash their hands after toileting, after coughing or sneezing, and before eating snack. Tables are cleaned with a disinfectant before snack times and after exposure to blood or other potentially infectious material. Toys are disinfected once a week or more often if necessary.

HOWEVER, children still become ill. If your child becomes ill at daycare, you will be notified by the teacher or director immediately and asked to pick up your child. If parents cannot be reached, the teacher must be provided with a phone number of another local person to call in the case of an emergency. A written record of illness is kept in the Class Medical Log.

PLEASE KEEP YOUR CHILD HOME IF HE OR SHE HAS ANY OF THE FOLLOWING SYMPTOMS:

- *Fever of 100.5 or greater
- *Vomiting and/or frequent diarrhea in the last 24 hours
- *Undiagnosed or untreated skin rash or sores that cannot be covered
- *Upper respiratory illness with frequent cough/drainage
- *Heavy nasal discharge
- *Contagious virus/condition (such as pink eye, strep throat, head lice, etc.)

Please wait 24 HOURS after symptoms have subsided before sending your child back to daycare.

Parents must report to the teacher and/or director the following communicable diseases that are transmitted through normal contact: chickenpox, German measles, infectious hepatitis, measles, mumps, scarlet fever, or meningitis. The Marathon County Public Health Officer is informed by the teacher, and parents of exposed children are notified by written communication on the next class day. Information concerning a particular child's illness is confidential; teachers will not share this information. A child may return to class with permission of a doctor or after the contagious period of the disease has expired. Staff refers to the Wisconsin Communicable Disease Chart as a guide for treatment, diagnosis, and readmission.

Children who are HIV positive or who have hepatitis may attend daycare. This information is also confidential and may not be shared with other people.

Administration of Medicine, Sunscreen, and Insect Repellent:

On occasion, it is necessary for a staff member to administer medication and apply sunscreen or insect repellent to your child. A **Permission to Administer Medication** form must be completed in order for a staff member to do so. Information on this form includes type of medication, dosage, directions, and date and time of administration. The medication must be in the original container and labeled with the child's name, dosage, and directions for use. Present medications to the teacher to be put into the medication lock box and away from the children. Do not leave them with a child or in a child's backpack.

Emergency Medical Care:

Minor injuries will be treated by the daycare staff in an appropriate manner. Minor cuts, scratches, and scrapes will be washed with soap and water, dried and covered with a Band-Aid. Ice will be applied to bumps and bruises. First Aid supplies are available for use on the premises. Parents will be informed about any injury when they pick up their child. If your child is picked up by someone other than a parent, a note will be sent home with your child describing the injury and the circumstances that caused the injury. Information regarding injuries will be entered into the Class Medical Log.

If a serious injury occurs on the premises or on a field trip, parents will be contacted by the teacher or director (within 5 minutes of the accident), and if necessary, emergency services will be contacted to transport your child to the nearest medical facility. A staff member will stay with an injured child while the rest of the class is moved away from the situation. Support staff or other adults/chaperones will be called on to assist in the supervision of the class while an injured child is attended to. The teacher or director will complete an Accident Report and submit copies to the Department of Health and Social Services and the Mt. Olive Business Manager within 24 hours.

Class Medical Log:

Each classroom has a Class Medical Log. Recorded in this log are the following:

1. Any medications administered by staff, including type of medication, dosage, time, date, and name of person administering medication.
2. Injuries or illness occurring during daycare hours.
3. Injuries or illness observed upon arrival of a child in daycare.
4. Unusual behavior of a child observed during daycare hours.

Upon request, parents are allowed to review information *concerning only their child* in the Class Medical Log.

Child Abuse and Neglect:

Mt. Olive Preschool staff members are required by law to report any suspected cases of child abuse and neglect to Social Services. Penalties are enforced if the staff does not do so.

Rest Time:

To help foster optimum health and learning, a daily rest period is required for all children. Rest time is from approximately 12:30-2:00 p.m. We do understand that not all children take naps, however, each child will be required to rest quietly on his or her mat for the first 30 minutes of the rest period. If after that time a child is not sleeping, he/she may do some "quiet time" activities on his or her mat or at one of the activity tables.

A sleeping bag labeled with your child's name is required if your child attends daycare during the rest time hours. A pillow and stuffed sleeping toy are optional.

Bedding is to be taken home and laundered every Friday and returned to daycare on Monday.

Nutrition:

A copy of the Meal Pattern Requirements for Daycare Children Ages 1-12 (Wisconsin Administrative Code – Appendix B) has been provided for you on the following pages. (Refer to the “LUNCH” and “SNACK” sections.) These requirements are fulfilled at the morning and afternoon snack times and should be fulfilled when planning and preparing your child’s lunch for daycare. 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 lunchtime.

Breakfast is *not* provided by the daycare center. Please make sure that your child eats a nutritious breakfast before arriving at daycare. IF your child is to be in daycare for more than 10 hours in a period of one day and will not receive breakfast at home, please make special arrangements so that your child can be served breakfast.

The daycare teachers will do their best to accommodate allergies and/or special diets, however, they may ask for assistance from parents in cases of severe allergies, extreme/limited diets, etc.

Child Guidance:

A few basic classroom rules have been established and are discussed with the children. The following classroom rules are posted in the classroom:

1. Play safely.
2. Be kind to others.
3. Listen to the teachers and to your friends.
4. Use quiet voices when inside the building.
5. Share toys and materials.
6. Walk in the building.

Additional playground rules are as follows:

1. Wear closed-toed, closed-heeled shoes.
2. Dress appropriately for the weather.
3. Sand and sand toys stay on the ground.

Acceptable behaviors are encouraged by giving positive verbal rewards. This reinforces a child’s good feelings about his or her behavior and serves as an example to other children.

For children who are not following the rules of the classroom, the classroom teachers use the **Green Light, Yellow Light, Red Light** system outlined below.

Classroom Behavior Plan:

The **Green Light, Yellow Light, Red Light** system works like this:

*All children have a “nametag” (clothespin, magnet, etc.) that starts out on a **Green Light** at the beginning of the day.*

1. When a child breaks one of the classroom rules, the teacher gives her (1) verbal reminder of the rule and states the expected behavior. The child’s name remains on the **Green Light**.
2. When a child again breaks one of the classroom rules, the teacher again reminds her of the rule and restates the expected behavior. The child’s name is moved to the **Yellow Light**.
(The teacher may say something like this: “*Lulu, I am moving your name to the Yellow Light because you did not keep your hands to yourself. Please keep your hands in your lap and away from your neighbor so that we can all be good listeners.*”)
3. When a child again breaks one of the classroom rules, the teacher again reminds her of the rule and restates the expected behavior. The child’s name is moved to the **Red Light**, and a consequence immediately follows.
4. The child is moved away from the group for a short period of time. The child is told that this is not a punishment, but a time to think about what behavior(s) were expected that did not take place. A child will be moved away from the group for no longer than 5 minutes, and she will not be moved out of the room without adult supervision.
5. After a short period of time, the teacher will return to the child and ask her if she understood why she was moved away from the group, what the expected behavior(s) are, and if she is ready to rejoin the group using appropriate behaviors. (Children may need some help talking this through.)
6. When the child is ready to rejoin the group, her name is immediately moved back to the **Green Light**.

It is important to know that a child’s name may be moved for breaking *any* classroom rule. This does not necessarily mean the same rule was broken each time her name was moved.

It is also important to know that some behaviors warrant an immediate move to the **Red Light**. These behaviors include, but are not limited to, hurting another person, damaging property, or using inappropriate language.

In the case that behavior problems persist, parents and staff may be asked to conference and discuss what may be helpful in motivating their child to behave in an acceptable way. Parents will then be asked to assist in putting together a behavior modification plan for their child.

Positive guidance and redirection for the children are our policy. Consequences that are aversive and prohibited would include: spanking, hitting, shaking, slapping, twisting, or inflicting any other form of corporal punishment or physical restraint.

Referrals:

We are not trained or equipped to handle severe behavioral or emotional issues with young children. In the case that a severe behavioral or emotional problem persists, a parent-teacher-director conference would be arranged prior to a referral for evaluation. With parental consent, the child may be referred for evaluation to the Early Childhood Department of the school district he or she would be attending. Help may also be sought from other community organizations that specialize in families and children.

Snow Closing and Building Service Loss:

The local television and radio stations will be informed if we close the daycare due to bad weather. We close if the D.C. Everest Schools close. If the D.C. Everest schools are delayed, we operate on a regular schedule. Please use your best judgement when deciding whether or not to transport your child to daycare in inclement weather. If schools close after preschool and daycare are already in session, preschool and daycare staff will contact parents to pick their children up as soon as it is possible for them to do so.

In the rare case that our building would experience a service loss (no heat, no air conditioning, no water, no electricity, plumbing problems, no telephone), the preschool and daycare may close (or parents would be notified and asked to pick up their children if classes were already in session.) This of course would depend on the length and severity of the problem.

Fire/Severe Weather Plans:

In case of fire or severe weather, we will follow a pre-arranged drill/plan of evacuation. These plans are posted in the classrooms. Teachers keep class lists near these plans for attendance purposes during drills/evacuation. The children will practice fire drills monthly so they can react calmly if an emergency occurs.

In case of severe weather, the children will be taken to the basement of the church and kept there until the weather conditions improve. A tote of emergency supplies is kept there for use if needed. Severe weather drills will be practiced twice a year.

Pets:

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

Pet visits must be cleared by the classroom teachers, and an adult owner must be present for the visit.

Outdoor Play:

The children will play outdoors throughout the year whenever the weather permits. Please dress your child appropriately for the seasons. Gross motor activities will take place in the classroom designated for gross motor when extreme weather conditions exist.

Swimming at the Weston Pool is a part of the summer daycare program. It is a gradual depth pool and child care workers with children will keep the children in the area around the slides and no more than waist deep. Certified lifeguards are on duty. While children are in the water of a pool, staff-to-child ratios for who can swim shall be 1:4 for ages 3 and 1:6 for ages 4&5. Children will be within sight and sound of child care workers while in the pool and bathrooms. Children will change into swimwear before walking to the pool.

Clothing:

Please dress your child in simple washable play clothes, as the children will be working with messy materials at times and will be physically active during daycare hours.

It helps *a great deal* if clothing is easy to get in and out of when children are using the bathroom. Please help your child learn to zip, button, snap, and put on clothing that will be worn to school.

For safety reasons, we require closed-toed, closed-heeled shoes – **preferably tennis shoes** (no sandals, flipflops, or shoes with slippery soles.) Especially during outdoor play, children with shoes on that are considered unsafe will be asked refrain from running and playing.

PLEASE LABEL all outdoor clothing and boots to avoid mix-ups. Provide boots large enough to enable your child to put them on easily. A loop on your child's coat for hanging on a hook is helpful.

All children need to bring a season-appropriate change of clothes in their backpacks each day. Please remember to include socks and underwear. Inside temperatures in the classrooms will not be less than 67 degrees F or more than 80 degrees F.

Birthdays:

Since birthdays are such important days for children, we will celebrate birthdays in our classrooms. Summer birthdays will be celebrated throughout the school year. Your children may bring a special treat for each child in the class if they desire. **We strongly discourage candy, sheet cakes, and cupcakes as treats...ever.** We instead encourage items such as pencils, small books, stickers, coloring or activity books, note pads, rulers, etc. *HOWEVER, such treats are not expected and are never required*

Toys:

Please do not allow your child to bring toys from home to daycare, as they are often broken, misplaced, or forgotten. We allow (1) stuffed sleeping toy to be kept with your child's bedding and to be used at rest time only. Toys that are brought to daycare will remain in your child's backpack for the duration of his or her daycare day.

Field Trips:

Field trips to local areas of interest may be made during the school year with the daycare children. Permission slips are sent home and must be signed by a parent before a child is permitted to participate. If for any reason your child cannot participate in a planned field trip, we ask that the teachers be informed and your child be kept

home. Children, teachers, and helpers will walk or be transported by bus for any field trips. Parents will be responsible for any field trip costs unless otherwise notified.

Daycare Supply List:

Large backpack
Lunch
Sleeping bag labeled with your child's name
Pillow (optional)
Stuffed sleeping toy (optional)
Extra change of season-appropriate clothing

Staff:

We have an experienced staff that has been chosen because of educational qualifications, a love of young children, and Christian background. New staff and volunteers are subject to background checks and orientation before being hired. Staff members who work more than 20 hours per week are required to complete at least 25 hours of continuing education each year. Staff members who work 20 hours per week or less are required to complete at least 15 hours of continuing education each year. All staff members are required to be trained in CPR/First Aid. Mt. Olive Preschool and Daycare does not discriminate against job applicants because of age, sex, race, or national origin.

Statement of Understanding and Release of Information:

Please complete the back page of this handbook. It is a statement of understanding of the policies of our center and also a release of information, informing the staff of what information they are authorized to share. It is essential that this be returned to your child's teacher as soon as you have had time to review our center's policies. Thank you so much!

Directory:

Mount Olive Lutheran Church/Preschool and Daycare
6205 Alderson Street
Weston, Wisconsin 54476
Church Phone: 359-5546
Preschool and Daycare Phone: 359-9392
Fax: 359-9245

Mary Schroeder, Preschool Administrator (mary@mtoliveweston.org)
Barb Legner Daycare Director and Teacher
Susan Weber, Teacher in 4K classes
Roxann Schmidt, Teacher in Preschool classes
Sadie Kordonowy, Classroom Aide
Amanda Pendergrass, Classroom Aide
Michelle Mertes, Preschool and Daycare Representative on Mt. Olive Board of Directors, (848-1581)

If you have any questions regarding your account, please call Ruth Fredenberg, our Business Manager at 359-5546.

Pastor Raymond Connor, Senior Pastor

Pastor Lance Hoelscher, Associate Pastor (Youth/Sunday School)

Pastor Brad Hubbard, Associate Pastor (Evangelism/Small Group Ministry)

Statement of Understanding:

I have read the Daycare and/or Preschool Parent Handbook(s) in its/their entirety. I understand the center's policies and know that I may direct questions/concerns to the Preschool and Daycare Director.

Signature of Parent/Guardian

Date

Name of Child – Please Print

Release of Information:

I authorize the following information having to do with my child (named above) to be released:

_____ Child's name

_____ Parent's name(s)

_____ Address(es)

_____ Phone number(s)

_____ Child's photo

_____ displayed in the classrooms

_____ displayed on bulletin boards throughout the church

_____ may be sent to the local newspaper (Wausau Daily Herald)

_____ photo only _____ photo with name printed

_____ Video of child

_____ individual

_____ in a group

_____ for classroom purposes

_____ for church purposes

_____ audio may be included

Signature of Parent/Guardian

Date

