

Dear Parents,

This is our vision at Elmbrook Church Child Enrichment Center. We are glad you have chosen to be a part of it with us.

Since 1975, the staff of E.C.C.E.C. has committed themselves to assist each child develop his/her God-given potential to be responsible, caring, creative, spontaneous and happy. We strive to accomplish this in a Christian environment where we role-model these qualities. It is our goal to provide your child with quality experiences that develop social, emotional, intellectual, physical and spiritual growth.

You will find qualified personnel who are sensitive and mature individuals concerned about your child and his/her needs. Although we are a large school, we make every effort to personalize education.

We are eager and willing to assist you in "parenting" whether it be simply a "listening ear" or through a structured event. Further information on parenting is available. There are books, DVDs and pamphlets to borrow on topics ranging from toilet-training and eating habits to discipline techniques and Christian principles for raising children. Contact the office if there is something you would like to borrow. We also provide monthly newsletters and individual conferences.

Hopefully, this Parent Handbook proves useful to you in understanding the philosophies and inner workings of the Center. Please use it for the length of your stay with us.

You are part of the family now. Welcome!

Sincerely,

Administration and Staff of ECCEC

## OUR PHILOSOPHY

We believe in the child as a whole individual. We strive to enable the child to develop in all areas including self-esteem, a sense of responsibility, and independence in learning. This is done in a Christian environment where self-expression is encouraged and tempered with the development of self-discipline. We feel that these goals can best be accomplished by providing a place where every child is actively involved in learning. One of the most effective ways to meet these needs is through a learning center approach.

**A LEARNING CENTER** is a place where children are actively involved in learning, where they learn in a natural and enjoyable way through personal experience. It is a place where a child “works” handling and manipulating familiar objects before dealing abstractly with the concepts on paper.

**A LEARNING CENTER** is a place where children are free to make mistakes and to learn directly from these mistakes; where errors are used as clues by the teacher to help discover what each child needs to learn; a place where children learn to problem solve and make choices; where they are free to “try” things as an expression of creativity and individuality.

**A LEARNING CENTER** is a place where children move around freely and still learn; where sitting still need not be what is thought of as “good” and movement and noise as “bad.” It is a place that recognizes the talent for learning the child brings from home, and uses this talent to produce more learning for the child.

**A LEARNING CENTER** is an important component of a developmentally appropriate program which has been found to be more beneficial to child’s cognitive development than direct academically oriented programs. Necessary school skills are balanced with an environment which responds to what children enjoy.

**A LEARNING CENTER** takes into consideration the skills and interests of the children. The process of learning takes on great importance. In other words, the creative activity of painting is more important than what is painted.

**A LEARNING CENTER** is an opportunity for a Christian teacher to create a Christian environment where each child gains self-confidence and a feeling of worth, regardless of ability, background, or maturity level; where the child is successful at every step in the learning process.

## **GENERAL POLICIES**

### **ADMISSION**

Our main school year program serves children ages 1 through 6 years old. We also accept children ages 4 through 9 years old for predetermined schedules for non-school day camp sessions. During the summer months we serve children ages 2 through 7 for our summer program. Space in our summer session is for our one year olds from the school year or those that will be starting with us in the upcoming school year. We will not admit children 12-24 months for a summer only session. The Center does not discriminate by race, color or creed. Children will be accepted until classes are filled. Once classes are filled a wait list will be established.

### **ENROLLMENT**

Return all forms completed with a non-refundable registration fee per family to the Center to reserve a place for your child. This fee does not apply towards tuition. A re-enrollment fee will be required each school year for a family to continue with us. A summer enrollment fee is charged per child to help cover additional scheduling and administrative tasks as well other special summer activities.

### **FORMS TO BE COMPLETED**

Enrollment, immunizations, contract, emergency card, health history, health report, child history, and media consent. It is extremely important that all information be kept current in case of emergencies. Please notify the office if there are any changes in phone numbers, e-mails, addresses, work situations, or authorized pick up persons.

### **STATE LICENSING**

Although the Center falls under the umbrella of Elmbrook Church's ministries, we believe that state licensing and adherence to those standards are in the best interest of children. We are subject to inspection by state/city health, fire, and licensing officials.

*Our history has been one of exceeding expectations in the areas of facility, staff, health and safety, and record keeping.*

### **STAFFING**

We believe that highly qualified personnel is one measure of our success. From the office staff to the snack aide to the classroom teacher, we provide adults who role model integrity, love for children, and a desire to partner with you. All staff receives ongoing training throughout the year, are certified in CPR, and have a state of Wisconsin and federal background check on file.

### **TUITION/FEES**

A fee schedule is supplied when you enroll. A 10% reduction is extended to families for each additional child that is enrolled. No prepaid tuition refunds will be issued. Fees are due on the first of each month. Payment is accepted at the Center by cash or check. Online bill pay via ACH bank transfer or credit card are also accepted. Please note a convenience fee will be added to accounts paid by credit card. No credit is given for absences or vacations. There are no late fees for late tuition. However, if tuition is not received by the 10th of each month, services will be interrupted until tuition is paid.

## **HOURS OF OPERATION/CALENDAR**

- ECCEC preschool starts the week before Labor Day (late August/beginning of September) and goes until the end of May (a 9-month program).
- A summer program is offered for children age 2 to 6. Children ages 1-2 will only be accepted if they have been with us for the school year or will be starting for the new school year and there is an opening. A minimum of 15 registered days are required for the summer session.
- Preschool hours are from 9:00am-1:00pm with drop off beginning at 8:45am and pick up ending at 1:15pm.
- Extended care available before and after preschool times.
- Hours of operation are 7:15am-5:15pm.

## **HOLIDAYS/STAFF WORK DAYS**

ECCEC is closed on Labor Day, Thanksgiving Day/Friday after, Christmas vacation, Good Friday, Easter Monday, Memorial Day and the week of July 4<sup>th</sup>. School is closed to students one week between programs for time to make all the necessary transitions. School closes early once a month to provide time for professional development for the staff. These dates are given with advance notice.

## **PERSONAL BELONGINGS**

Teacher's may periodically ask for loan of items to enrich your child's experiences here at the Center. We cannot assume responsibility for loss or damage to any personal possessions, but we will treat all such items carefully as if they were our own.

Please label all children's clothing, lunch and nap items with your child's first name and last initial. It is much easier to identify items which are marked with your child's name. Children are required to have a set of extra clothing, preferably in a zip lock bag, marked with child's name.

We have a "lost and found" located by the office.

## **REPORTING ABSENCES**

If your child is going to be absent for any reason (illness, vacation, family in town, etc.), please notify the center by calling 262.796.5721 or by e-mailing us at [info@eccec.com](mailto:info@eccec.com). You may also use the feature on our parent app (ELV Parent). If your child is ill, you should notify us of the nature of the illness, particularly if it is contagious. We will then notify the parents of children in the class.

## **VACATIONS/ILLNESS**

Wisconsin licensing rules limits the number of children per teacher per day. Therefore, it is necessary that your child only attend on assigned days. No substitute or make up days will be allowed for times absent. You may add a day providing there is space in the class, but it will result in additional fees.

## **LATE CHILD PICK UP**

Charges will be assessed to parents who leave their children beyond scheduled pick up time. Parents who pick up their child after the Center is closed (5:15pm) will be charged per child \$5.00 for 1-5 minutes late, \$10 for 6-10 minutes late, \$15 for 11-15 minutes late and so forth. **This fee must be paid in cash to the afternoon teachers at the time of pick up or before your child's next scheduled day at the Center.**

## **TERMINATION OF SERVICES**

- Parent notifies Center of withdrawal or a mutual decision is reached between the parent and Center that placement is inappropriate.
- Center may terminate services if a problem develops that prevents the staff from serving the child's needs, i.e. excessive absenteeism, behavior.
- If parents are uncooperative in regards to completing forms, paying fees, observing Center policies or falsifying records, the Center may terminate services.
- Closing the Center or a class and notifying the parents would also terminate services for a specified period.

## **SAFETY**

### **ARRIVAL**

To ensure a safe environment, Elmbrook is a secured building with entrance doors unlocked only during specific times. Our main entry is the Upper Lobby Entrance (W2). If you arrive outside of these times, please use the Family Entrance (W6).

We request that you take your child directly to the classroom where he/she will be greeted by the teacher. This provides time for a brief exchange to convey information. Our responsibility begins when you place your child in the care of the teacher. Parents who arrive early in the day or pick up later in the evening will find the children grouped together when attendance is lower, allowing children of different ages to interact.

Please use the West parking lot spaces. Do not block the ramps at the curbs or leave siblings unattended in the car. We appreciate prompt arrival and pick-up. Arriving late means your child will miss important beginning session activities. Late pick-ups may make the teachers late leaving school and getting home to their families. Late fees will be assessed.

### **SIGN IN/OUT**

Parents/Guardians will have a personalized security code that is required to sign your child in and out. Authorization for someone other than a parent can be managed in your parent app (ELV Parent).

## **PICK UP PROCEDURES**

Please remember to check your child's file daily for newsletters, field trip notices, bills, contracts, art work and notes. You may also leave items for the office in the return file. The Center will ask for proper identification before releasing a child to someone other than a parent or guardian. Please be sure to have ID with you as we get to know each parent. All authorized pick up persons must have an ID with them so the staff can verify the individual.

## **EMERGENCIES/DRILLS**

We recognize our responsibility for the safety of your child while in school. Be assured your child will be adequately supervised at all times. We keep an incident/accident book in each classroom and review it twice a year. Fire drills are part of our monthly routine and tornado drills are done from April through October. While we will not practice active shooter drills with the children. The staff are trained annually for all emergency procedures.

## **FIRST AID**

First Aid is administered for minor injuries at the Center. All teachers carry an emergency bag which contains items that will be helpful in situations where first aid is required. Basic first aid and blood-borne pathogen training is required of our staff each year. All staff are all CPR certified.

You will be notified immediately if your child sustains any major injury at school. If emergency care is needed, 911 will be called.

## **INSURANCE**

Elmbrook Church, the school, and any of its employees are not responsible for any liability in connection with school activities. We assume each child is covered by the family's health and accident insurance.

## **TRANSPORTATION**

The Center does not provide daily transportation. We charter school buses for field trips in which we will ask for a permission slip to be signed.

## **SCHOOL CLOSINGS**

During inclement weather, school closings will be announced on **Channel 4 (tmj4.com)**, **Channel 12 (wisn.com/weather/closings)** and **Fox 6 Storm Center (fox6now.com/weather/closings)**. Notice will also be given via email, the message on our voicemail, Facebook status and sent through our messaging system.

## **REPORTING CHILD ABUSE**

We are required by law to report suspected incidents of possible child abuse or neglect and will cooperate with the Department of Health and Human Services.

## **EDUCATION**

### **CHRISTIAN EDUCATION**

One of the distinctive features of the program here at the Center is our emphasis on Christian education. Daily, children hear non-denominational Bible stories through hands-on activities, art, role play, or books. The whole school learns a verse, song and Bible theme with a weekly focus. Teachers are chosen for their ability to communicate these truths on the child's level, as well as for their personal integrity. Teachers begin their day in prayer and children are encouraged to pray before snack/meals.

### **CLASSROOM ENVIRONMENT**

Each child is assigned to his/her own classroom, depending on age, where he/she remains for the school year. On occasion some students may transition classrooms at the semester when agreed upon by parents, teachers and administration. In summer, children are combined in a more mixed age group. We provide a clean, safe, and well planned classroom environment. Child-sized furniture, equipment, and toilets in each room assist children in developing self-reliance.

Classroom activities and learning experiences are designed to meet each child's needs, abilities and developmental level. Our teachers utilize our Resource Room to provide a wealth of materials for their classrooms, ranging from books, puppets and CD's to games, manipulative toys, building materials, and prop boxes for dramatic play. iPads, Apple TV's and Chrome Cast are used as a supplemental resource in the classroom.

### **OUTDOOR/INDOOR PLAY**

Our playground structure has been specifically designed to accommodate children of preschool ages. Safety surfaces that absorb falls cover that portion of the playground under equipment. The rest of the playground covering exceeds the recommended depth for shock absorbency. Under the watchful supervision of our skilled staff, your child will be safe and happy with friends the same age.

We include outdoor time during the preschool day as well as in the afternoon extended care, weather permitting. Children who are well enough to attend school must be well enough to participate in all activities, including outdoor play. Only a written doctor's excuse will allow a child to remain inside for a specified period.

Please make sure your child has adequate outdoor clothing that can be buttoned or zipped easily. Children ages 1-2 do not go outside if the temperature with the wind-chill is less than 20 degrees F. Children ages 3-6 do not go outside if the temperature with the wind-chill is less than 0 degrees F. Likewise, if the temperature exceeds 89 with the heat index we will remain indoors.

During scheduled physical education time, the children will use the gym. The special floor in the gym requires that children wear gym shoes. Since no child is allowed to be on the gym floor without shoes, we encourage children to wear gym shoes to school each day.

Motor lab is scheduled on days opposite a classrooms gym days. Through a circuit of timed of activities, the children are given opportunity to build focus, large and fine motor skills, and brain connections.

### **POSITIVE GUIDANCE**

In a developmentally appropriate program which meets the needs of children, there will be minimal discipline problems. Our program is planned to prevent discipline problems; but when external discipline is warranted, we will intervene and re-direct the child.

If we use “time-out” (no more than 3 minutes), it is for the child to reflect on his/her behavior. The child is helped to understand why s/he is in “time out” and what can be done to address the behavior problem. S/he is then returned to the group. If a problem continues, parents are informed and involved in developing a plan of action. A “time-out period” if used is only for children ages three and older.

### **FIELD TRIPS**

Field trips provide an opportunity for children to learn more about their community, as well as extended classroom learning. Each class is encouraged to take at least two field trips per year. Parents are notified of field trips and asked to provide admission/bus fees. We use licensed school bus companies for all field trips. Adult supervision is provided by teachers and parents. Children under the age of three (3) do not ride on a bus or leave school premises; these classes are included in our in-house field trips.

### **SCHOOL BAG**

It is very important to provide a school bag or backpack marked with your child’s name. Please make sure the bag is large enough to hold art projects and a change of clothes, but small enough for the child to handle.

### **LUNCH BAG**

Please provide a lunch bag with a handle so that the child is able to carry it. An ice pack should be kept in the lunch bag to keep the child’s lunch cold as we do not refrigerate individual child lunches. If food is to be served warm a thermos may be used as we do not heat individual child lunches. We encourage self-help skills, so please use child friendly containers that will not break if dropped (ie plastic or stainless steel, not glass). Teacher’s will help children open difficult items as needed.

## **HEALTH**

### **STATE REQUIREMENTS**

Immunization records must be provided upon enrollment and must be kept current according to State requirements. Each child must have a current physical exam form on file. It must be signed by a physician and dated not more than **1 year** prior to or **30 days after** the beginning of school. A follow up exam is required every 2 years. Records for children under 24 months old will need updates every three months.



## **ILLNESS**

If a child appears sick upon arrival at school, the parent will be asked to take the child home. Children with sore throat, inflammation of eyes, lice, rash, vomiting, diarrhea or a fever of 100.4 degrees shall be isolated. Arrangements shall be made for the removal of the child from the Center. If your child is sent home because of illness, he/she must be free of any of the above or be on medication for at least 48 hours before returning to the Center.

## **MEDICATION FOR CHRONIC ILLNESS**

While medication is not administered to children who attend for less than 4 hours, we understand that some children require on-going medication. If your child requires such medication for bee-stings or allergies, the prescription can be kept at the Center for those situations. An authorization form must be signed. Expired medication will be returned to parent.

## **MEDICATION**

Children who are in our care **for more than 4 hours** per day may receive medication if needed. We must comply with the following state regulations: signed medication form, medicine in original bottle or package, given according to directions on prescription or container.

## **CONTAGIOUS DISEASE**

State law requires that if your child develops a contagious disease you must inform the Center so we can notify families of other children who have been exposed.

## **CLEANLINESS**

Concerns about cleanliness in a group setting are as important to us as they are to you. We promote good hygiene both in staff and children. Hand washing is required before and after eating and after toileting. Tables are often disinfected throughout the day and the church's custodial staff assists us in maintaining a clean environment.

## **FOOD/NUTRITION**

You may hear your children speak of the "snack lady," a member of our staff who plans and provides healthy snacks for your child. We strive to encourage sampling of new foods, as well as provide proper nutrition. Children enrolled for preschool only will receive a morning snack. Children enrolled full time will receive 2 snacks per day. Menus are posted in halls as well as on our parent app. Individual allergies are taken into account.

## **BREAKFAST/LUNCH**

We ask that you feed your child breakfast before dropping him/her off in the morning, as we do not serve breakfast.

Children need to bring a nutritionally balanced lunch from home. Food from each of the four food groups should be included and portions appropriate for your child. Please label all lunch boxes with child's name. Milk is provided for lunch. There is no refrigeration available for individual lunches; ice packs are recommended. Please cut grapes in half and do not send peanuts, popcorn, carrot pennies, fruit by the foot or similar products which may cause choking.

## **TOILET TRAINING**

A plan is to be communicated between the parents and staff on the progress of a child's toilet training journey in order to keep it as consistent as possible for the child. No routine attempts will be made for a child under the age of 18 months. A child will be considered fully toilet trained when s/he can go to the bathroom (urine and bowel movements) with little to no assistance. Our four to five year old class requires children to be fully toilet trained.

## **REST TIME**

Any child under the age of 5 years, who is enrolled for more than 4 hours is required by the State to rest. A cot and flannel sheet are provided for each child, the sheet is laundered weekly.

Your child may bring one favorite soft toy and blanket to have during rest time. Please be sure to label with child's name.

## **PARENT COMMUNICATION**

### **BE PART OF THE LEARNING PROCESS**

We encourage you to get involved in your child's learning and development. You will receive monthly newsletters regarding school-wide news and events and Learning Links from your child's classroom. A Weekly Focus is posted on each classroom parent board where you can learn about various activities your child will be doing throughout the week.

There will be opportunities for you to participate in class activities i.e. reading a story, making play dough, providing props for learning centers, or sharing a talent or occupation. Feel free to ask the office about books available for you to borrow on parenting issues.

### **ELV PARENT APP**

When you enroll we will ask you to download the Parent App. You need to create a security code that you will use to manage your child's information, check in and out, access billing and receipts and communicate with your child's teachers. If you need assistance with the app please contact the office.

### **PARENT CONFERENCES**

Fall and Spring Conferences are scheduled for each class. In the fall, we discuss your child's adjustment in the classroom and goals for the school year. In spring, the conference will focus on your child's developmental levels and knowledge acquired.

### **CLASS LIST**

A class list will be published to encourage parent interaction. If you do not wish to be included you must indicate so on your media consent.

### **FACEBOOK**

Our Center has a Facebook page in which we can connect with former, current and potential families. We only post pictures for children we have received consent for and never attach names or allow tagging for security reasons.

