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# Faithbridge Childcare Learning Center Parent Handbook

*Updated 6/17/2024*

# **Faithbridge Childcare Learning Center**

## **Parent Handbook with General Policies**

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### **Philosophy/Mission Statement**

As a Ministry of Faithbridge Church, our goal is to address and serve the changing needs of children ages 8 weeks to 5 yr olds and to meet the needs of the parent or caregiver. Our center will do this by providing quality learning and care in a safe, culturally diverse, and secure Christian environment, conducive to the development of the whole child. Particular emphasis is placed on staying in tune to each child's rate of development.

Further, our goal is also to keep our eyes open to the changing needs of our community, the caregiver, and the child and respond as necessary to keep our program strong.

### **Our Center**

Our brand new facility located at Faithbridge Church in Franksville, offers 4 climate controlled rooms on the main floor which will care for children 2.5 and under. Our lower level offers 2 climate controlled rooms and a shared food area. The lower level will care for children over the age of 2.5yrs. We have two separate outdoor play areas that are both fenced in, as well as two large indoor playspaces. Our center is secured with cameras and all doors need an access key to enter.

### **Administration**

Faithbridge Childcare Learning Center (FCLC), originally established under the name Mother's Day Out in September of 1980, became a licensed childcare center through the State of Wisconsin in July 2023. It is licensed as a preschool and childcare center, serving children from the age of 8 weeks old to age 5. FCLC is an incorporated, non-profit organization operating under a Board of Directors, otherwise known as the FCLC Representatives Committee. The Committee is composed of Faithbridge Church members, FCLC teachers and parents. The Program Director holds a salaried position and is also a member of the Committee, and the center licensee. The Program Director reports to the Board of Directors. The Board of Directors reports to the Board President. The Board President reports to the Ministry Board. The Ministry Board reports to the SPRC of Faithbridge Church. The center is open year round and is divided into two sessions from September- June and a summer program from June-August.

### **Non-Discrimination Information**

Faithbridge Childcare Learning Center (FCLC) is an incorporated non-profit organization serving families with preschool and child care needs. Our services are rendered to all eligible (as determined by the Wisconsin State Department of Welfare License) regardless of sex, race or creed. We embrace all children, even those with special needs and challenges. If additional services are needed to accommodate the special needs of a child, this responsibility will fall on the parents, not the center. We gladly will work with outside care to help successfully meet the special needs of a child. Unfortunately, we will not be able to provide any service to any child whose needs cannot be met by our staff alone or whose behavior endangers the safety of other children.

## **Admission**

### Terms of our License

- Our center will be licensed to serve up to 56 children a day.
- Children are eligible for enrollment if they are between the ages of 8 weeks and 5 years of age providing programming and enrollment space.
- Our center is open Monday through Friday from 6:30am - 6:00pm all year.
  - We do have certain times throughout the year when our center is closed. These dates will be given to families upon enrollment to our center.

### Enrollment at FCLC

- Prior to enrollment the Director will meet with the parents and/ or guardian and they will have the opportunity to confer regarding the developmental and physical needs of their child. The Director will share with the staff providing care for the child any and all information pertinent to the needs of the child.
- A child may be placed on a waiting list depending on availability.
- Current FCLC families and Faithbridge Church members will take priority on a waitlist
- Our methods of enrollment are electronic and paper. You may call or email or stop by the center to obtain the information.
- Parents are required to submit all enrollment forms prior to the child's first day of attendance at Faithbridge Childcare Learning Center (FCLC).
- Completed enrollment forms, the annual registration fee, and the first weeks tuition will be required before the child starts at FCLC
  - Completed Enrollment forms required:
    - Child Enrollment Form
    - Health History Form
    - Child Health Report - this must be signed by a doctor. You do have a 3 month window from when you register your child to complete this form. The information cannot be more than 6 months old.
    - Immunization Record Form
    - Emergency Information with 2nd emergency contact person
    - Enrollment agreement form
    - Walking Field Trip Form
    - Photo Release form
    - Intake form for children under 2 years of age
- All of our children's records are kept confidential and will only be shared with staff who are caring for that child.
- We do not require children to be potty trained while attending FCLC, however once the child turns 3 we will be strongly encouraging the child to be actively potty training.

### Posted Information at our center

- The following are posted by the main office:
  - A copy of our license rules and regulations
  - Current License certificate
  - Current licensing inspection stating any non-compliances and our corrections
  - Center Policies
  - Pet Policy
  - Copy of Parent Handbook
  - Administrative Structure
  - Board meeting monthly minutes
  - Our Yearly Calendar
- The following will be posted in the classroom:
  - Health notices
  - Announcements
  - Board meeting information
  - Monthly calendars and newsletters
  - Safety procedures including Fire, Tornado, and dangerous intruder

### Attendance Methods

- There is a two day minimum for all students.
- Our center offers several different rates to attend our center
  - Full Time 8-10 hours a day
  - Mid Time 5.5-8 hours a day
  - Part Time up to 5.5 hours a day with pick up by noon
- Daily attendance is taken.
  - Parents will be notified by 10:00AM if their student has not been marked present and no notification from parents has been given
  - Parents will be responsible for the tuition for any days missed.
    - Each child will be given two weeks of absent vacation credits of their scheduled days for the school year to be used in accordance with their child's absence. Example: attend 3 days a week you will receive 6 days of absent vacation credits.
    - No absent child credits are given for the summer months
    - These credits will be applied by the director each week until used up.

### **Important information for Parents/Guardians/Caregivers**

#### Center procedures for dropping off and picking up children

- Drop off:
  - Talking with your child about school as a happy place helps aid in the transition of children at school.
  - Parents/family members dropping off will enter our facility from either Northwestern Avenue or Morris Avenue. Please park at the North end of our building. Be cautious of moving vehicles around your children when walking into our center.
  - Parents will be given a code which will allow access into our building.
  - Please take your child to their classroom or designated area for before care.
  - Please say your goodbyes out in the hallway by your child's drop off area. We ask that parents please stay out of the classroom to help avoid unnecessary chaos in the classroom. If you need to talk to your child's teacher please refrain from doing this during drop off but rather send an email or a message in the parent engagement app.
- Pick up-
  - Please park in the parking lot at our center. Use your family door code to enter into the building. Please make sure to collect your child's belongings that they brought with them to the center in the morning. Once your child is in your care they will be marked as picked up and no longer will be in the care of their teacher. Please make sure that your child stays with you throughout the building.
  - The center will only release the child to those authorized by the parent or primary person. This must be indicated on the enrollment form, and they must be over 18 years old. A written note or telephone call to the office is acceptable in emergency cases only. A verbal notice is fine on that day if this person is on the list of those authorized to pick up your child. If there are any custody matters, please supply us with a copy of the court papers.
  - Please inform your emergency contacts that they will be asked for identification. This is not meant to offend anyone, but is simply a measure taken for the child's protection. If you are a new parent, please bring ID until we get to know you well.
  - Anyone picking up or dropping off children cannot be under the influence of either drugs or alcohol.

- Visitor Policy
  - Faithbridge Childcare Learning Center is a secure facility with secured access through all entrances. Any parent/visitor/guardian wishing to visit the center must do so with an appointment .

Parents must provide the following:

- Completed paperwork for child
- Required Daily supplies - ALL LABELED WITH CHILD'S NAME OR INITIALS
  - Backpack with the following items:
    - Clean change of weather appropriate clothing
    - Healthy age appropriate lunch or pre filled bottles if under the age of 1 ( we will store pre filled bottles in a refrigerator once they arrive at school)
    - Clean Refillable water bottle filled with fresh water
    - Any correspondence requested from FCLC or parent
  - Sleeping bag and small pillow for sleeping. These will be sent home each week and will be required to be properly laundered before bringing them back to school. A XL Ziplock bag will be provided for safe storage. Please bring the sleeping bag back in the ziplock bag provided. It will be labeled with the child's name and days of attendance.
  - A lovey needed for rest time. We will be able to transport these items back and forth daily if needed. Please let staff know if it must come home daily.
  - Things not to bring to school:
    - Large stuffed animals
    - Toys that will get lost or broken
    - No toys of destruction which includes toy guns or weapons of any sort, dangerous materials of any sort, drugs, electronic devices
- Monthly snack- the staff will be collecting a 2 part snack enough to feed 8-12 children depending on the amount of children in their class from every child in all the classes except the infant classroom.

### **Pet Policy**

- FCLC recognizes that children learn responsibility and love by having pets. However we do not have any pets at the center. Parents will be notified before any pet is brought into our center.

### **Discharge Information**

If a parent decides to discontinue their child's relationship with FCLC, we require a two-week written notice. Payment is due for the two-week notice period whether or not the child is brought to school. Any outstanding fees must be paid before the child's last day of school. If legal action to collect fees becomes necessary, the parent/ legal guardian will be responsible for any legal fees incurred.

If FCLC feels it can no longer enroll your child for any reason, the Director will notify you in person or phone. The center will share the just cause as to why they feel they can no longer provide care for the child at FCLC. The parents can request a meeting with the Director and or the Board President and or Faithbridge church staff if they feel they are being discharged without just cause. A meeting with the parents will be scheduled prior to discharge to see if we can come to an agreement on how to best meet the needs of the child or family. If no solution is found the center will work with the family during the discharge process.

Examples of reasons for expulsion include and are not limited to:

- Failure to pay tuition in a timely manner
- Failure to provide state and center required paperwork
- Failure of a child to adjust to our center after a reasonable amount of time (generally we give a child 2 months to adjust)
- Our inability to meet the child's needs without additional staff
- Behavior that endangers the safety and well being of other children or staff

### **Financial Information**

#### Registration Fee

- An annual, non-refundable fee of \$50.00 per student is due at time of registration. This payment should be submitted with completed admission paperwork.

#### Tuition Fee

- Tuition is charged on a weekly basis based on the weekly rates your child will be using. Statements will be sent out every Friday and payment is due on the Monday of each week.
  - Tuition payments can be made through Tuition Express or directly through the Procure App.
  - Forms of payment are Credit Card, Debit Card, or ACH through Checking or Savings account. Please do not send cash for payments.
  - Please see the Director for other payment options other than as listed above



**Full Time Weekly Rates (8-10 hrs of daily care)**

Weekly	2 days week	3 days week	4 days a week	5 days a week
Infant/Toddler	\$124.00	\$186.00	\$220.00	\$265.00
Discovery 2-3yr	\$114.00	\$171.00	\$204.00	\$245.00
Pre 3K (potty trained)	\$106.00 3K only	\$159.00 3K only	\$192.00 3K only	\$230.00 3K & 4K

**Mid Time Weekly Rates (more than 5.5 hours and less than 8 hrs of daily care)**

Weekly	2 days week	3 days week	4 days a week	5 days a week
Infant/Toddler	\$103.00	\$154.50	\$192.00	\$235.00
Discovery 2-3yr	\$95.00	\$142.50	\$178.00	\$217.50
Pre 3K (potty trained)	\$89.00 3K only	\$133.50 3K only	\$168.00 3K only	\$205.00 3K & 4K

**Part Time Weekly Rates (more than 3 hours and less than 5.5 hrs of daily care)**

Weekly	2 days week	3 days week	4 days a week	5 days a week
Infant/Toddler	\$82.00	\$123.00	\$151.70	\$186.55
Discovery 2-3yr	\$76.00	\$114.00	\$136.80	\$161.50
Pre 3K (potty trained)	\$72.00 3K only	\$108.00 3K only	\$129.60 3K only	\$153.00 3K & 4K

**Morning Education Only Weekly Rates ( 9AM-11:45AM)**

Weekly	2 days week	3 days week	4 days a week	5 days a week
Infant /Toddler	\$56.00	\$84.00	\$112.00	\$140.00
Discovery 2-3yr	\$54.00	\$81.00	\$108.00	\$135.00
Pre 3K (potty trained)	\$50 3K only	\$75.00 3K only	\$100 3K only	\$125.00 3K & 4K

\* hourly rate of \$12.00 when exceeding contracted hours

- Overdue Tuition
  - Any outstanding balance could result in the denial of childcare services until the account is caught up and once again in good standing. Please notify the Director of any problems with your ability to pay your bill.
- Late Fee
  - All children should be picked up from our center at their designated time their tuition is based on. If a family is late for pick up outside their contracted time rates they may be charged \$1.00 per minute they are late picking up their child.
- Additional Fees
  - If a class does a special activity that requires a fee, this cost may be incurred by the parent. Prior notification of these charges will be given.
- Discounts
  - FCLC offers a 10% discount for the second and third ect child
  - FCLC offers a 10% discount for military families
  - FCLC offers a 15% discount for Faithbridge church members
  - FCLC offers varied discounts for voting FCLC Board members
  - FCLC offers discounts for employees with children
- Absent/Vacation Child Credit
  - FCLC offers 2 weeks of students weekly attendance in absent vacation credits
- Refunds
  - Refunds will only be given at the discretion of the Director on an individual basis.
  - Refunds will not be given for the center closing due to weather, or any emergency which will not allow children to be at our center
  - Refunds will not be given for any COVID related illnesses, or any illnesses that are communicable causing them to be absent from school. Families will have to use their absent vacation credits for this purpose.
- Withdrawals from Program
  - FCLC requires a two week notice of withdrawal from the program.
- Tax information
  - Tax information will be emailed out to all families in attendance at our center before January 30th.

## **Child Education**

The primary objective is to help children acquire academic knowledge and prepare them for their future. Each child is gently guided into learning what he or she can do and is encouraged to take pride in and derive satisfaction from personal achievements. Our goal is to help build a creative foundation for a lifetime of learning. We help develop self-confidence, positive self-image, problem solving, social interaction, self-expression, good communication skills, creative expression, curiosity, initiative, and the ability to concentrate and organize.

Teachers typically meet with parents twice a year to review the student's progress and go through the child's progress throughout the year. Faithbridge Childcare Learning Center will also provide individual assessments at least once per semester. The center currently uses the Doctor recommended ASQ-3 Questionnaire to complete these age appropriate assessments. Any parent may request a conference with their child's teacher to discuss their children's progress. Our program provides stimulation for large and small muscle development, as well as intellectual development. Children experience both active and quiet activities, both in groups and independently, indoors and out.

Routines such as toileting, eating and transitions between activities are planned to avoid keeping children waiting in lines or assembled in large groups. Our program provides enough structure so that the children are able to feel secure in their routines, with regularity in eating, napping, and organization of activities. This helps to prevent both excess fatigue and over-stimulation.

We are focused on promoting and developing positive social skills. Building trusting relationships with peers and adults is very important. Each child is given individual attention based on his or her own needs.

Our Christian center-based program is designed to allow children to learn and grow at their own pace in a Christian environment. We offer weekly Bible Stories and lessons throughout the school year with our children while also sharing the love of Jesus with our students and families. With the children's guidance, we are able to meet the needs of each child's developmental level.

## **Daily Schedule**

6:30am-8:00am	Before Care Arrival/ Breakfast Time/ Free Play
8:00am-8:45am	Table top activities/ small motor activities
8:45am-9:00am	Clean-up Time & hands washed
9:00am-9:30am	Free play
9:30am-10:00am	Circle time
10:00am-10:30am	Bathroom and snack time
10:30am-11:15am	Outside/Gym Time
11:15am-11:45am	Teacher guided activities
11:45am-12:00pm	Clean-up Time & hands washed
12:00pm-12:30pm	Lunch Time
12:30pm-12:45pm	Clean-up and Wash Hands
12:45pm-1:45pm	Nap Time (2-5year olds)
1:45pm-2:00pm	Bathroom

2:00pm-2:30pm	Dismissal for Part Time students / Snack Time
2:30pm-3:15pm	Outside/ Gym Time
3:15-3:30 pm	Bathroom
3:30 pm-5:30pm	Teacher guided activities
5:45 pm-6:00 pm	Bathroom
6:00pm	Center Closes

- Please note this is a general schedule. Each individual class will adjust their schedule to meet the needs of their students. Please see your teacher for your classroom schedule.

Child locations and times are recorded through the Procure App once the child has been placed in the care of staff. The child's location will change throughout the course of the day as the child moves around. This ensures staff have a proper count of the children in their care at all times. Center wide daily attendance is taken each day by 10:00AM. In the event that a child is not at school and the parents/guardians have not notified the center, the center will call or email the family regarding the child's absence. Procure App is available for all our staff and families and is the preferred method of communication. Our center will also communicate through telephone, or email.

### **Developmental Levels**

#### **INFANT**

##### ***8wks - 12 months***

A personal schedule is required for each infant. This is identified through the Intake Form. The teacher will follow this as closely as possible. There is a crib available for each child. High chairs and developmental toys are available. Lots of attention and tender, loving care is given. Each infant will be encouraged to enhance each individual task that they are trying to achieve. When an infant is trying to grasp at an object, sit up, crawl, walk, or manipulate a toy, staff will work individually with each infant to help them achieve their goal. Infants will thrive and grow, as they will receive one-on-one physical contact with language, singing, rocking, snuggling, feeding and playtime. Infants that are non-mobile will have tummy time each day. Parents need to bring the child's food or pre-made formula or breast milk in bottles, disposable diapers, several changes of clothing and any comfort items the child may need. Please label these items clearly.

#### **TODDLER**

##### ***12-24 months***

A personal schedule is required for each toddler. This is identified through the Intake Form. The teacher will follow this as closely as possible. Toddlers will be transitioning from a crib to a sleeping bag/mat at this age for rest. High chairs and developmental toys are available. Lots of attention and tender, loving care is given. Short group activities are planned daily. Attention spans are short at this age, we do not want to discourage children. We prefer to build upon their interests and share the joy of uncovering the mechanics of everyday life. Children are surrounded with meaningful language to enhance the learning value of each new experience. Parents need to bring the child's food or formula (if used), disposable diapers, a change of clothing and any comfort items the child may need. Please label these items clearly.

## **TWO'S**

### ***2-3 years old***

At this age children are given an opportunity for free play as well as having structured learning activities. Activities are geared to language development, creativity, self-identity and beginning cognitive skills. Children are introduced to shapes, colors, counting, and exercises. Art activities introduce painting, cutting with scissors, pasting and coloring. Lessons are often planned around “themed” units; i.e.: family, animals, plants, holidays, colors and more. Children share snack time and lunch time together. Quiet time or naps are reserved for after lunch. Parents will need to bring a lunch, sleeping bag, change of clothing, which will remain at the center, disposable diapers (if needed for under three years), and any comfort items needed for sleeping. Please have everything clearly labeled.

## **THREE'S**

### ***3-4 years old***

Within these Preschool classrooms the children pursue activities, which are considered to be in the realm of the traditional preschool curriculum. At this age children are beginning to develop special friendships. They learn to interact with their peers and develop friendships as well as the ability to share and work together. Group activities are longer and academic introduction begins. Activities are modified according to each child's individual creativity and self-expression. There is ample opportunity for exploration and imaginative play with large blocks, dress up clothing, housekeeping and building equipment (among other toys), as well as structured learning activities. Concepts introduced in the previous classroom are expanded, for example, a child is to complete a definite project, cutting on a line to make a square or circle, drawing between two lines to develop eye/hand coordination and beginning writing skills. Children continue to work on numbers, counting and shapes and the alphabet is introduced. Children in the three year old program who are not potty trained prior to entering this age classroom should be actively in the process of potty training.

## **SUMMER 4-5 year olds**

The curriculum that is designed and developed for this particular class reaches the whole child. We focus on providing cross-categorical learning and development that is “hands-on”. The children learn about a particular subject and then have the opportunity to explore what has just been introduced through various means and learning styles. Our program continues to provide kindergarten readiness and positive socialization through large group, small group, and individual learning opportunities.

Throughout the entire preschool program we work on the following age appropriate developmental focuses for all of the students. For all ages we encourage socialization and exploration!

- Reading Readiness—Oral language development; readiness for books; discrimination of sounds; repeating a pattern; discrimination of letters; ability to recognize their printed names.

- Math Readiness—Concepts of big and small, few and many, more than and less than; basic numbers 1–20; telephone numbers; addresses; simple addition and subtraction; calendars; telling time.
- Art—Primary and secondary colors; cutting, pasting, and gluing; painting with different kinds of media and textures; weaving; paper maché; mobiles; holiday projects; seasonal themes and personal creations.
- Science—Lessons consist of a variety of simple experiments and hands-on experiences. It involves investigating, listening, and manipulating. It also means asking questions. The opportunities are endless.
- Self-help Skills—The children are introduced to a variety of tasks often performed in everyday life. They include folding a blanket, setting a table, washing dishes, pouring water, and washing hands, buttoning, snapping, tying, and buckling.
- Fine Motor Skills: painting, drawing, cutting, gluing, puzzles, books, picking up small items
- Large Motor Skills: games, indoor gym and outdoor activities! These are activities that encourage hopping, jumping, running, throwing/catching and balance.

### **Program of Activities**

Faithbridge Childcare Learning Center uses an educational and environmentally focused curriculum based off of the Wisconsin Early Childhood Association . Our center has been designed to structure the entire program throughout all of the levels of learning. Faithbridge Childcare Learning Center is designed to stimulate creative learning while children play. Multiple uses and specific activities designed for each level of development are used. Our students get hands-on exposure to the sensory table, dramatic play areas, arts and crafts, and fine motor manipulative.

Short walking field trips are planned for fun and learning . In addition to short field trips, we occasionally take all-day field trips for our 3K and 4K classes during the year. Parents are notified in advance of any field trip, and the day before a reminder will be sent home. On such trips, we will ask for family chaperones. Most field trips incur an additional but reasonable surcharge. It is the parents responsibility to transport their child to these excursions.

### **Religious Practices**

Children are engaged weekly learning different bible stories and scripture memorization in the older classrooms. Bible songs are also introduced to children. Prayers during mealtime are practiced at our center.

### **Cultural Diversity**

Faithbridge Childcare Learning Center provides a unique opportunity to instill the values of respect and acceptance into our students. By promoting the principles of cultural safety in childcare we can give children the opportunity to interact with children from different races and cultures in a safe and secure environment and in an acceptable manner. The young child is naturally curious about their environment and the people that they are interacting with on a daily basis. This curiosity and perfectly natural act of comparing themselves to others helps to build their own sense of identity. This curiosity will naturally lead to questions that are not intended to be offensive or to harm. Our center provides a safe environment and opportunity to encourage these questions and to nurture understanding and acceptance for all parties.

### **Child Guidance Policy**

This statement from the Wisconsin Rules for Licensing Family Day Care sums up our policy: "Punishment that is humiliating or frightening to a child and other forms of physical punishment are prohibited. They will never be used even at the request of the parent."

Active and happy classrooms are a key to a good preschool center. Our teachers plan and implement stimulating learning programs designed to keep children challenged and constructively active. In such an environment, the need to address negative behavior with children is minimal, but it does arise. Our main goal is to stress the importance of respect: both for other people and for material possessions. Children are not allowed to hit/ shove other children or verbally abuse them. There is a difference between playing hard, and using a toy for a purpose for which it was not intended. When children must be addressed regarding unwanted negative behavior at Faithbridge Childcare Learning Center, the teachers choose the most appropriate method.

- *Redirection of the Child's Behavior:* The teacher talks with the child, explains the problem, clarifies the "rule" or expectation, and redirects the child to an alternate activity. This is the only guidance you may use with children under the age of three
- *Thinking Time:* To remove the child from a situation in order to discontinue negative behavior, the teacher responds immediately with a brief explanation. The child is moved away from group activities for a period of two to five minutes, depending on the child's age. This may not be used for children under the age of three.
  - If the child's behavior is out-of-control to the extent that he/she can not stand or sit independently, the teacher will assist the child in calming down. Once the child has settled the teacher will then talk with the child about the situation.
  - In extreme cases when the child is out-of-control and is disruptive to the classroom activities, the teacher will ask for the help of another staff member to calm the child while the activities in the classroom resume.

- *Removal of Privilege:* In order to use a consequence as a learning experience for the child, the teacher may remove a privilege that is logical in response to an inappropriate or unacceptable behavior. An example would be to not allow immediate participation in an activity. This helps the child to understand that there are consequences to actions. Children will be allowed to participate in the activity after the appropriate time.
- Parents will be notified when a child is spoken to repeatedly or any other form of discipline has been used during the course of the day. To maintain consistency between the home and preschool environments, Faithbridge Childcare Learning Center will work with each family to determine the most appropriate methods to address negative behaviors and provide a great learning environment for their child.

### **Managing Crying, Distraught or Fussing Children**

When a baby cries, she may be trying to say something. Here are the most basic causes that should be considered first.

Is the baby wet? Is she hungry? Is she gassy? Is she tired? Is she over-stimulated?

Try New Positions, Try Rhythmic Motion, Try Warmth, Try Soothing Sounds or Try Touch,

When a toddler or preschooler cries inconsolably, their emotions sometimes make it difficult to determine what is wrong. Staff will work with the child first making sure the child is physically not hurt or sick. They will help calm the child down through breathing exercises, talking to them, and helping them overcome what is upsetting them.

### **Managing Biting**

Children will bite. All children at one time or another use their mouth to explore and learn about themselves and their surroundings. Some children who do not pass this developmental milestone will engage in mouthing activities for a period of time to follow as it continues to be an innate sensory experience. It generally happens during the toddler years about 16-24 months. Some children never bite and some children may engage in heavy biting behavior for a short period of time. While every positive precaution is taken to monitor the active play of children, biting can still occur in an instant. We ask that parents/guardians fully understand that this may occur and also recognize that this is yet another opportunity to resolve conflict in a very simplistic manner while teaching children to redirect this energy into other activities. The handling of biting situations for students who bite multiple times is handled on an individual basis with possible removal from our program if necessary as a last resort.



**Indoor Play**

Faithbridge Childcare Learning Center toys are cleaned and disinfected daily/regularly and are rotated throughout the year to create interest and to supplement units of study.

**Outdoor Play**

Please dress your child appropriately for the current weather and in play clothes and tennis shoes. According to state law children are encouraged to participate in outdoor activities each day except for inclement weather (if it is under 20° or above 90°). During the school year, outdoor activity time is usually 30-45 minutes. In the summer, much more outdoor play is encouraged.

**Naps**

All children under the age of five are required by state law to have a minimum 30 minute rest time. Each child 1 year and older provides a sleeping bag and are also encouraged to bring a comfort item and pillow from home for rest time. Children who cannot sleep after 30 minutes will be invited to join in on activities that staff has prepared for non-nappers.

**Toilet Training Policy**

Children less than 18 months old will not practice potty training skills. Children through age 3 are not required to be potty trained. Although we currently do not have a policy in regards to children entering the three's class, FCLC staff strongly encourage and will support your efforts to introduce toilet training. It is the policy of FCLC that children entering the summer 4-5 year old class be successfully toilet trained. The child must be successfully out of diapers and pull-ups prior to the start of the summer program unless a medical diagnosis is present and documented by your child's physician.

**Digital Resources**

We believe that digital resources, when used properly, can be a highly effective educational tool. FCLC does have television and computer/internet access for special programs used in conjunction with educational themes. At no time are children required to watch television.

**Drop-In Policy**

Faithbridge Childcare Learning Center allows drop in care to children already in attendance at the center. This is only allowed as space is available and is in addition to the care already provided by the center throughout the course of each week. Drop in charges are at the same rate as the daily preschool rates.

**Emergency Plans**

In order to ensure the safety of children and staff it is the policy of Faithbridge Childcare Learning Center to take immediate action in the case of a natural or man-made disaster. An evacuation plan for fire, tornado is drawn and posted in each classroom. It is the staff's responsibility to be familiar with these escape routes and the following procedures.

Teachers will bring their attendance forms and emergency cards( This information is available in our Procare App) with them at all times so that there is an accurate count of children. The Director is responsible for checking the rooms and giving the “all clear” signal.

An Emergency Contact List will be posted near the telephones located throughout the center. This contact list will have the telephone numbers for ambulance, local police, fire, poison control, health department, licensing, child protective services, as well as two acting personnel who reside within 5 minutes travel time of the center. There will be an emergency vehicle on premises during operation hours at all times.

Emergency Supplies are located in each of the two FCLC offices where the flashlights, batteries, and blankets are stored. The Director is responsible for maintaining and checking these supplies on a regular basis.

In the event of an evacuation, the lower level entrances are ADA approved.

- Fire
  - Fire drills will be practiced/documentated monthly so the children are familiar in the event of a fire. The fire department will be invited to monitor the monthly drills and advised on other fire safety procedures. Faithbridge Childcare Learning Center conforms to all fire regulations as designated by the State Fire Marshal
  - Monthly fire drills are held.
  - Fire extinguishers are checked annually for proper function. All employees know how to use the fire extinguisher
  - In the event of a fire, FCLC is to be evacuated immediately following these procedures:
    - Staff members are to remain calm and escort the children outdoors, following the designated exit that is posted in the classroom.
    - Line each class up at a safe distance away from the building and take attendance of each class.
    - Staff are to take attendance records as well as emergency contact information for each class. Daily attendance and child locations, number and names of children to be known by childcare worker
    - DO NOT USE ELEVATOR
    - Parents will be notified if an actual fire has occurred and will be expected to pick up their children from a designated safe location
  
- Missing Person
  - In the event that a child is missing, all staff not responsible for the supervision of other children will search Faithbridge Childcare Learning Center and the Faithbridge Church, and the areas immediately surrounding the center and church grounds. If the child is not found, the Police Dept. and parent/guardian will be notified while available staff begins to search the surrounding area.

- Tornado
  - Written Plan for responding to a tornado 251.04(2)(h)9
  - Tornado drills are held throughout the year.
  - In the event of a tornado warning, the staff shall tune to the local radio station for emergency information. NOAA radio in FCLC offices.
  - Children are escorted calmly by the staff to the lower level floor interior hallways and sit along the wall.
  - Children are to sit, with heads covered by arms until the emergency is over.
  - Staff are to take attendance records as well as emergency contact info for each class
  
- Flood
  - In the event of a flood all children will be evacuated to the upper level of the building while all parents are contacted to come immediately to pick up their children.
  
- Terrorist Attack
  - In the event of a terrorist attack the children will be kept safe by the means deemed necessary in coordination with the type of threat at hand.
  - If the threat is to the building the children will be evacuated to the playground while authorities are contacted.
  - If the threat pertains to circumstances outside of the building, the children will stay in the building and the building will be “locked down” while the authorities are contacted
  
- Threatening Person or Persons
  - Should a person or persons pose a threat to the physical or emotional well-being of the children or staff, that person will be asked to leave the Center and/or surrounding area.
  - If the person or persons continue to create a threatening environment, the children will be removed from the area and taken to a secured location, the Police will be notified and the person or persons will be escorted off the premises.
  - Further action may occur if the Police deem it necessary.
  
- Other Emergencies
  - In the event of a State Emergency or closure, FCLC will follow the guidelines set forth by the state of Wisconsin. This will be implemented under the discretion of the Director with the FCLC Board consent. Tuition charges will be negotiated at that time depending on the length of the closure.
  - In the event of a minor emergency, i.e.; building services including, but not limited to: no heat, no water, no electricity, plumbing problems, no telephone, FCLC would take necessary actions, including closing the center if needed. At which time these events would occur, the parents

would be contacted via phone and email to make arrangements to pick up children.

- If the center should have to close for any of the above reasons for the safety of the children, the day will not be made up and preschool charges for that day will not be reimbursed.
- Emergent Care Procedures
  - Teaching staff is trained in infant/pediatric CPR and first aid. Minor cuts and abrasions suffered while at FCLC will be washed with soap and warm water, and properly bandaged.
  - Treatment will be logged in the medical log and parents will be notified of any injury. Please note that FCLC is required to log any injuries observed on your child when they arrive that may have occurred outside of the school.
  - First aid kits are kept in each classroom and also go with classes that participate in field trips off site.

If a medical emergency arises parents will be contacted before any emergency treatment takes place, unless doing so endangers the child's life. Necessary steps will be taken, putting the child first (calling hospital, doctor, poison control, and so forth). If a parent is unable to be reached, any other adults listed on the child's Emergency Information Card will be contacted. If needed, the child will be taken to Ascension Hospital. If a medical emergency happens off-site, these same procedures will be followed.

- Snow Day Policy
  - Snow days will be determined in concurrence with the Unified School District and at the discretion of the Director. In the event of a late start through Unified School, FCLC will not be in session.
  - Please listen to WISN 12, our website, and also our Facebook page for closings.
  - Snow days will not be rescheduled, nor will tuition rate be reimbursed. Families may request to use their absent vacation days to offset their costs.

### **Health Care**

Each child two to five years of age must have an initial health examination not more than one year prior to nor later than three months after being admitted to Faithbridge Childcare Learning Center, and a follow-up health examination at least once every two years after admission.

The health examination report shall be on a form provided by the Department of Health and Family Service and shall be signed and dated by a physician, physician assistant, or Health Check provider.

The health examination requirement may be waived if the parent of a child requests in writing that the department grant an exemption based upon the parent's adherence to religious belief in exclusive use of prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect or denomination.

Each infant age 6 weeks to two years old must have a current statement from the parent or an intake for two years and under form completed about the toddler's habits of eating, sleeping, toileting and communication as well as an initial health exam not more than 6 months prior to nor later than 3 months after being admitted. Follow up exams at least once every six months after admission.

A child's health history completed by the child's parent shall be on file at FCLC by the first day of attendance. FCLC maintains a record of immunizations for each child to document compliance with s. 252.04, Stats., and ch. HSS 144 which is completed by the parent.

In all cases the child's confidentiality is protected.

### **Child Illness Policy**

To ensure the health of children and staff, we ask that ill children not attend FCLC. We are not equipped with a separate room to care for mildly ill children. Upon the recommendation of the CDC, DHS, and DCF a child should not be taken from the home for the following reasons:

- Fever 100.4 or above within previous 24 hours
- Cold or flu symptoms including: runny nose, watery eyes, sneezing
- Vomiting
- Diarrhea
- Sore throat or cough
- Any unexplained rash
- Any skin infections such as boils, ringworm, impetigo, fifth disease, pink eye or other eye infection,
- Any symptoms of disease such as scarlet fever, German measles, mumps, chicken pox, whooping cough, hand foot and mouth, COVID-19
- Any other communicable disease that is in a contiguous state.
  
- If your child is on antibiotics, he/she should be on the medicine for at least 24 hours before coming to school.
  
- If your child has had a fever of over 100.4 he/she will not be able to return to school until the child is fever free without fever reducing medicine for **24 hours** or a doctor has released the child back to school with a signed doctor's note.
  
- If your child has been ill but has not exhibited a fever, please refrain from returning to FCLC until your child has been well for at least 24 hours. It is very important if your child is sick please keep them home.

- If your child should become ill or exhibit signs of any of the above symptoms, we will contact you to pick up your child. Your child will not be able to return for 24 hours if sent home with illness. Again please remember, if your child has had a fever of 100.4 or more he/she will not be able to return to school until the child is fever free for 24 hours without the aid of fever reducing medication. We also ask that you please communicate your child's illness to FCLC and your child's teacher in the event of an illness

FCLC does not provide mildly ill child care

### **SIDS Reduction Prevention**

Health Care 251.04(2)(h)5

#### **SUDDEN INFANT DEATH SYNDROME (SIDS) RISK REDUCTION METHODS**

It is the policy of Faithbridge Childcare Learning Center to follow current SIDS risk reduction methods. We follow these methods as follows:

- Infants under 12 months of age shall be placed on their backs on a firm tight fitting mattress for sleep in a crib.
- Sofas, soft mattresses, pillows and other soft surfaces shall be prohibited as infant sleeping surfaces.
- All pillows, quilts, comforters, sheepskins, stuffed toys, and other soft products shall be removed from the crib.
- If a blanket is used, the infant shall be placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest.
- The infant's head shall remain uncovered during sleep.
- Unless the child has a note from the physician specifying otherwise, infants shall be placed on their backs for sleeping to lower the risk of Sudden Infant Death Syndrome (SIDS).
- When infants can easily turn over from the back position to the prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer to sleep.
- Unless a doctor specifies the need for a positioning device that restricts movement within the children's crib, such devices shall not be used.

*These are excerpted from "Sudden Infant Death Syndrome and The Child Care Provider Setting Policy on Infant Sleep Position" of the National SIDS & Infant Death Program Support Center (NSIDPSC). The NSIDPSC is a cooperative project of the SIDS Alliance, Inc. and the Health Resources and Services Administration's (HRSA) Maternal and Child Health Bureau (MCHB) Sudden Infant Death Syndrome/Infant Death Progra*

### **Center Health Regulations**

- Both children and staff will be excluded from the center when determined to be ill. Please see our **Well Child Policy** for determining what is ill.
- Upon entering the classroom each staff member and child should wash their hands with soap and water or use hand sanitizer if no water is readily available.
- A daily health check will be performed on each child before entering the center.
- FCLC staff are mandated Child Abuse and Neglect Reporters. FCLC staff will notify the Director in any case or suspicion of possible child abuse. Director and staff will document in the medical log book any visual suspicion of possible child abuse. Parents or appropriate authorities will be notified of found abuse. Please note, we do understand that children fall and get bumps and bruises, however it

is our responsibility as mandated CAN reporters to keep the safety and well being of your child in our best interest.

- If a child has a communicable illness they will not be allowed to return to the center until they are symptom free and have a note from their primary doctor stating they are cleared to return.
- Parents will be informed of communicable diseases if they should be diagnosed within the center. The city health nurse will then be notified. Children will be readmitted without a physician's statement if the period of time designated by the department is complete. If re-admittance into the center before the time designated by the department has not been met then a physician's statement must be provided to allow the child to re-enter the center. If needed FCLC will comply with county and state regulations in reporting to the city health nurse and or DFS.
- Emergency phone numbers of physicians **and** a person to notify if a family is unavailable **MUST BE ON FILE** for both staff and children in the event of illness or accident.
- Medications will be given only upon the direction of parents and with consent of the director. An "Authorization to Administer Medication" should be filled out and will be kept on file in the director's office. Any missed medicine dosages or errors will be logged on file.
- All medication will be kept and administered in the office, not in the classroom. Medication will only be allowed to stay at the center through the recommended usage period. If this needs to be renewed then an updated Authorization will need to be completed. This mainly pertains to OTC medicine like Tylenol.
- In the event the child is participating in a school sponsored event off FCLC premises, the teachers will maintain a first aid kit, child and center emergency contact information, any medicine that may be appropriately needed for the child's well being (ie epipen, asthma inhaler), and a cell phone to call 911 in the event of an emergency.
- Each classroom maintains a medical log book and is available to parents regarding their child upon request. The medical log book is used to log in any incidences that may occur to a child while under our care. It is verified by the center director on a semester basis.
- Each classroom maintains a first aid kit which will offer minimum first aid care.
- Each class will display on tables as well as on Emergency information sheets any food allergies and or special dietary needs in their classroom. A list of children with allergies will be posted in the classroom with a covered top sheet to protect HIPA laws of children.
- Staff will be instructed in emergency/ CPR-first aid measures as well as Shaken Baby Syndrome training and procedures for reporting Child Abuse and Neglect on a yearly basis.
- Written permission from parents to call the family physician or refer the child for medical care in case of injury shall be on file at FCLC. Parents shall be contacted as soon as possible after an injury has occurred. In the event of an emergency we will contact emergency personnel through 911.

- All children's records are held in the Faithbridge Childcare Learning Center office. They are confidential and only authorized persons may view them. Information pertaining to the individual child will be shared with the child's teacher to better meet the needs of the individual child.
- Daily attendance is taken by staff members in charge of the care of children. They are logged in through the Procure App. Staff has all the children's emergency contact information with them at all times children are in their care.
- Faithbridge Childcare Learning Center does carry a liability insurance policy which is obtained through Faithbridge Church insurance company.
- In the event of an emergency 911 would be called

### **Isolation Policy**

If the child shows any of the previously discussed symptoms while at daycare, he or she will be removed from the group and held in the designated "isolation" area in the main office. The child will be provided with his cot or crib, sheet and blanket. The parent or authorized adult will be notified to pick up the child. If a parent cannot be contacted within thirty minutes, FCLC will contact an alternate from the child's Emergency Card.

### **Cleanliness Policy**

We take all the universal precautions to ensure the safety of the children and staff. Gloves are worn at all times when handling bodily secretions. Soiled gloves and diapers will be properly disposed of in covered garbage cans. Soiled clothes or bedding will be removed and placed in plastic bags and sent home to be washed, or laundered by the center's laundry facilities.

Children and staff wash their hands with soap and running water before and after all food preparation, meals, water table play, helping other children, and toileting or diapering. Toys are cleaned as needed and sanitized daily with a bleach and water solution.

### **Nutrition Policy**

It will be the parent's responsibility to provide their child with a nutritious lunch, which should consist of 1/3 of a child's daily food needs. This should include bread, protein, vegetables and fruit. Please, no candy or excessive sweets. Portions do not need to be large. FCLC will provide 2% milk, which is served at lunch. Parents will be notified if their lunch is inadequate and needs adjusting. We have included the link from the US Department of Agriculture <https://www.myplate.gov/> for good tips about a healthy diet for your child. Noncompliance could result in the dismissal of a child from the program.

Children under 2 years old will be fed on their own individual feeding schedule and no child shall go for more than three hours without nourishment.

Each infant and toddler will follow his or her own feeding schedule. All food and formula brought from home must be labeled with the child's name and dated. Children under the age of 12 months will be given breast milk (from their parents) or formula provided by their parents. Any leftover milk or formula will be discarded after each feeding so ensure you provide enough for the day.

Drinking water will be provided for all children throughout the day. Please provide a refillable water bottle to allow refills throughout the day.



We ask that you provide a nutritional snack for your child's class each month. Generally this is enough 2 part snack to feed 16 children. The snacks should consist of at least two of the following food groups: dairy product, fruit, vegetable, or protein, whole grain or enriched bread or cereal. Water is given at snack time. Extra snack food will be stored in a tightly sealed plastic food grade container, away from hazardous products.

Meals and snack time will provide opportunities for consideration of cultural patterns and food practices, nutrition education, socialization and developmental needs of children.

FCLC does not prepare food or heat food up for children. Please plan appropriately when sending your child to school with lunch. If you would like your child to have warm food, please prewarm their food and place it in a thermos from home.

The staff will eat with children in their group. A prayer is offered before each meal. Allergies of children will be conspicuously posted in their classrooms. Parents shall meet the needs of any allergy restrictions or medications for their child.

Snacks are recorded daily in a snack journal. Parents are also informed about what snack is served through Procure or any other daily communication.

If a child would like to bring in a treat to celebrate his/her birthday this is an acceptable practice however it must be a store bought treat. We do ask that you provide some form of a healthy snack included in the birthday treat ie. if you bring cupcakes.

### **Transportation**

FCLC does not provide transportation to any students. It is the parents responsibility to transport their children to and from our center.

### **Days Closed**

Faithbridge Childcare Learning Center is closed at different times throughout the year. A calendar will be given to your family with the specific dates of closing. Please note that these are some of the time periods when the center will be closed. Families are not charged for closures that are listed on the calendar. Make sure to get a copy of our School Year Calendar

- Week of 4th of July
- Friday before and Labor Day
- Wednesday-Friday of Thanksgiving
- Christmas through New Year- Determined by RUSD school closings
- Good Friday and the week after Easter Sunday
- Memorial Day

**Parents Can Help**

The Board of Directors otherwise known as the FCLC Representatives includes several Parent/Classroom representatives as well as a Board President, and a Board Secretary. If interested in serving on this committee, contact the Director. Certain board positions do allow for a tuition discount. All families are welcome to attend the monthly board meetings. These scheduled meetings are held every other month in the evening via Zoom meetings. Occasionally we will meet in person.

**Faithbridge Church**

Our church welcomes you to participate in other activities of the church. If you do not have a church home and are interested in learning more about Faithbridge we welcome you to contact the Director of FCLC, the church pastors or the church directly at (262) 632-8381

We are excited to have you and your family be a part of Faithbridge Childcare Learning Center. If you have any questions or concerns regarding this parent handbook, please feel free to reach out to the FCLC Director to help with your questions or concerns.

## Faithbridge Church/Faithbridge Childcare Learning Center

### Photo Release Form

I grant permission to the Faithbridge Church and Faithbridge Childcare Learning Center, Wisconsin, to use photographs of my child/children named below or their likeness, for use on their website or other church/FCLC publications without notifying me.

I hereby waive any right to inspect or approve the photographs, publications, or electronic matter that may be used in conjunction with them, now or in the future, whether that use is known to me or unknown.

I hereby agree to release and hold harmless Faithbridge Church and FCLC from and against any claims, damages or liability arising from or related to the use of the photographs of my child/children named below.

I proclaim to be the legal parent and/or guardian of the child/children named in this contract. I am 18 years of age or older and I am competent to contract in my own name.

I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that signing this release is entirely an act of my own free will as the parent/guardian of the child/children named below.

(Please Print)

Child's/Children's Full Name(s):

\_\_\_\_\_

\_\_\_\_\_

Parent/Legal Guardian's Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

City:

\_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Legal Guardian Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Please exclude my child's picture from being on the Facebook page or the website

