

ADMISSION POLICY

Admission Requirements

- ***Ages 6 weeks through 12 years***
- ***Child must be enrolled a minimum of two consistent days a week***
- ***Ages 6 weeks to 12 years***
- ***The center does not discriminate on the basis of sex, race, creed, or national origin. The center will use translate.google.com for all forms of communication if English is not understood.***

Enrollment Forms

- ***Medical statement signed by a physician is due 30 days after beginning at the center, school age children are exempt.***
- ***Immunization history and health report***
- ***Parent and child information sheet***
- ***Bus sheet for school age children***
- ***Under 2 intake form, infant/toddler***
- ***Access code sheet (our front door is locked with a security system.)***
- ***Non-private pay forms***

Center Hours

- ***6 a.m. to 6 p.m. - Monday through Friday - year round***
- ***Closed the following days:***
 1. ***Memorial Day***
 2. ***July 4th***
 3. ***Labor Day***
 4. ***Thanksgiving and the Friday after***
 5. ***December 24th and 25th***
 6. ***December 31st and January 1st***

During severe weather conditions, call the center in the morning, we may not close but be later in opening.

FEE POLICY

Registration Fee

- ***A registration fee of \$30 per family will be charged upon start***

Deposit

- ***A nonrefundable deposit for a full time schedule and a two week deposit for a part time schedule is necessary to hold a space for your child until the starting date***

Family Rate

- ***A discount will be given for the second or more child(ren) in the same family***

Additional Cost to Parents

- ***Field trip expenses***
- ***\$5.00 snack fee per child per month - \$9.00 maximum fee per family per month***
- ***Failure to be out of the center by our closing time of 6 P.M. - a \$15.00 charge per child per 15 minutes is to be paid directly to the teacher on duty***
- ***All fees are due on your scheduled day or a late fee payment charge of \$15.00***
- ***Returned check - a \$25.00 charge will be added to your fee***
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Fee Collection

- ***Fees are due two weeks in advance - on the last scheduled day before the two week period***
- ***Fees are to be paid when you bring your child into the center***
- ***All schedule changes are to be in writing and placed in the payment box***
- ***Fees are charged for Holidays if it falls on a scheduled day***
- ***Credit days are days each family receives for each child to be used as needed. Each child receives 2x the amount each child is enrolled during a normal week. Ex: If your child attends the center 3 days a week they will receive 6 days during the calendar year. These days will be pro-rated due to summer months, extended periods of absence, and months enrolled. Please request days off in writing. There will be no charge for sick days that exceed 5 consecutive days, or if a child is hospitalized.***

Rates

- *Checks should be made payable to WEE WELCOME INN and put in payment box by the front door*
- *Receipts are given upon request as are year end tax totals*
- *Fees can be discussed by calling*

Regarding school age children – parents are asked to commit to whether or not their child/children will attend on ALL off days and/or early release days (with the exception of holidays) that their child normally is in attendance. Fees will be charged accordingly. If your child will not attend on one of these days after you have committed to it, you will still be responsible for payment – vacation days may not be used for these days.

WI Shares Payments

- *A child may not attend the center when authorization expires unless the client pays privately. This fee will be reimbursed to the client should authorization backtrack payments. A child's spot may be given away after one week of not attending unless arrangements have been made with the office. Late fees will apply if co-pays are delinquent.*
- *Authorization must precede the starting date*
- *Parents may have a co-pay and are responsible for payment not covered.*

HEALTH POLICY

Ill Children

- *Ill children will be temporarily isolated and must be picked up within the hour.*
- *An authorized person on the enrollment form will be called to pick the child up if a parent cannot be reached.*

Reasons to keep a child home:

- ***-Communicable disease.***
- ***-Fever over 100.4 --a child may not return to the center for 24 hours and until the child has a normal temperature without the aid of medicine, (a doctor's excuse may be used in the case of an ear infection or other noncontaguous infection).***
- ***-Vomiting --a child may not return for 24 hours after last vomiting incident.***
- ***-Eye drainage --according to the Waukesha County Health Department, if there is drainage from the eye, the child will need a doctor's excuse and be free from any drainage to return.***
- ***-Diarrhea --after 2 incidents the parent will be notified that if there is 1 more incident within the next two hours, the child will have to be sent home and may not return until they have a firm bowel movement.***

v Medication

- ***A signed and dated authorization by the parent must be on file before medication can be dispensed. Children under the age of 2 must have authorization by their doctor, with the dosage, before any over the counter medicine can be administered.***
- ***Medication should be given to a staff member when you arrive. All medication will then be kept in a separate medicine container.***
- ***All medicine can only be administered when it is in the original bottle and prescriptions must be from the time period your child is sick.***

v Food Requirements

- ***Grains: (serving size example: 1 slice of bread, 1/2 cup of cooked rice or pasta, 1/2 cup of cooked cereal, 1 ounce of ready-to-eat cereal)***
- ***Vegetables: (serving size example: 1/2 cup of chopped raw or cooked vegetables, 1 cup of raw leafy vegetables)***
- ***Fruits: (serving size example: 1 piece of fruit or melon wedge, 3/4 cup of juice, 1/2 cup of canned fruit, 1/4 cup of dried fruit)***
- ***Milk or Dairy (Calcium): 2 servings a day (serving size example: 1 cup of milk or yogurt, 2 ounces of cheese)***
- ***Meats (Protein): 2 servings (serving size example: 2 to 3 ounces of cooked lean meat, poultry, or fish, 1/2 cup of cooked dry beans, 1 egg counts as 1 ounce of lean meat, 2 tablespoons of peanut butter count as 1 ounce of meat)***
- ***Fats & Sweets: Limit calories from these as they are "empty" calories and often times of little nutritional value. We suggest making your own "sweets" in the form of carrot cookies, trail mixes, dips made from yogurt and fruits etc. The***

new Food Pyramid does include "fats", some in the form of oils - such as olive oil in cooking. The "fats" limit refers to food such as doughnuts, fried foods etc.

If your child does not have the recommended servings we are required by the State of Wisconsin to supplement their lunch. Keep in mind though after one reminder there will be extra charges added to your invoice to cover the cost of these.

DISCHARGE POLICY

Parent Termination

- *Parents are required to give written notice two weeks in advance to withdraw from the center.*
- *No fee is refunded - payment is due for the two weeks following withdrawal notification.*

Mutual Decision Between Center and Parent

- *Whether or not the parents agree, the center reserves the right to make the final decision.*
- *In the event a discovery is made that the child's individual needs cannot be met by the center, the parents will be notified that a conference is necessary to discuss the inappropriateness of the placement. The two week written notice does not apply in this situation.*

Center Termination

- *Parents are uncooperative, such as, but not limited to the following:*
 - *-Failure to pay fees*
 - *-Failure to submit required health forms after ample notification has been given by the center.*
 - *-Failure to observe rules and policies of the center.*
 - *-The center reserves the right to immediately terminate a child who poses a threat either physically or emotionally to another child or a teacher.*

Educational Policy

Mission Statement

- *The center will foster the development of the “whole” child, while providing personal, social, motor, intellectual and language development.*
- *Each spring progress reports are available. Teacher/Parent conferences are available year round upon request by a parent or a teacher, but are scheduled at the center in the fall.*

Daily schedule

2 years – 12 years

In creating preschool experiences children develop relationships and work on their wellbeing, while routines help prepare them for school. Children learn through play.

- *6:00 A.M. – 9:00A.M. Arrival, breakfast, semi-formal group activities, bus departures, free choice*
- *9:00 – 11:30 A.M. Planned activities such as: circle time, snack, art, music/movement, calendar, outside time, centers, skills, story*
- *11:30 A.M. – 3:00 P.M. Lunch, nap*
- *3:00 P. M. – 6:00 P.M. Snack, bus arrivals, outside, informal group activities*

1 year – 2 years

Our toddler program provides activities and experiences that expand their curiosity and independence.

- *6:00 A.M. – 9:00 A.M. Arrival, breakfast, diapering, playtime, snack*
- *9:00 A.M. – 11:00 A.M. Planned activities such as: story, music/movement, finger plays, art, outside, social skills*
- *11:00 A.M. – 3:00 P.M. Lunch, diapering, nap*
- *3:00 P.M. – 6:00 P.M. Snack, outside/playtime, diapering*

Infant Routine

- ***Bedding - The center launders all bedding and blankets. Blankets are provided by the parents.***
- ***Bottles - Parents supply labeled bottles and formula. Bottles may be brought in already made or may be made at the center and are washed and disinfected after each use.***
- ***Food - Parents supply a sufficient amount of food and should take home opened jars on their last day of attendance each week. Bibs are supplied by the center.***
- ***Diapers - Plastic and cloth are supplied by the parents as well as ointment and wipes. If using cloth, a diaper pail is also necessary. As advised by the health personnel, cloth diapers will not be rinsed out by the staff.***
- ***Information sheets - Daily info sheets are completed by the parents and taken home upon pick up.***
- ***Sudden Infant Death Syndrome - Infants under the age of 2 years old, or until the child is able to roll over on their own, will be placed on their backs while sleeping.***

Miscellaneous

- ***Toddler and older children will need a sleeping bag with 3 enclosed sides, which will be stored in a pillow case or plastic bag provided by the parent. Sleeping bags will be sent home weekly to launder.***
- ***Arriving and departing - On arrival you must escort your child into the building, help your child with their things, and make sure their teacher is aware of their presence. When departing please be sure your child's teacher is aware your child is leaving.***
- ***In the event of absence the center must be notified within 2 hours of the scheduled start time we cannot guarantee your child's spot on that day as we may have made other arrangements.***
- ***Please check center information bulletin board, and all cubbies for important information, receipts, and child's artwork or teacher notes.***
- ***No child may participate in field trips until a permission slip furnished by the center has been signed and dated by the parent or guardian.***
- ***When someone other than the parent is to pick up a child please bring in a signed and dated paper stating this person has permission to pick up your child. Remind that person to have picture I.D. as we do ask for identification. Your child will not be released if these things are not provided.***
- ***The children are taken outside daily weather permitting. Because of the child/teacher ratio we must meet it is NOT possible to allow your child to stay indoors. If you feel your child needs to refrain from this activity, please make other arrangements until they are able to resume daily activities.***
- ***We encourage parents/guardians to drop in at any time during the day when their child is present to observe their child/children in various situations such***

as but not limited to art, circle time or outside time. We also encourage them to participate in field trips and special activities we have throughout the year.

- *If at any time you would like to discuss our program policies and/or procedures with us feel free to stop in, give us a call or drop us an email. We appreciate and welcome any input you might have.*
- *A center newsletter, parent resources and community happenings are also available on this site.*
- *'Dancercise' is available every Thursday, at the center, from 11:00-11:30 for a minimal fee.*