

Our Father's Childcare



Where Your Infant, Toddler, Preschool, and School Age Child
is in Our Fathers' Hands

6025 S. 27th Street
Greenfield, WI 53221
(414)282-9057

Updated 3/3/2023

WELCOME TO OUR CENTER

We are pleased that you have selected our childcare program and want you to know that our staff will put forth every effort to make you feel comfortable and secure in your decision.

The teachers at Our Fathers are grateful for the opportunity to help your child grow and learn. We look forward to the endless possibilities of guiding your child as they grow socially, emotionally, physically, intellectually, and spiritually.

Basic information regarding our center will be shared with you throughout this booklet. If you have any additional questions or wish to see a complete set of our policies and procedures, please ask to see a copy of the policy manual located in each center. If you need any of our policy or procedures translated into another language, please contact the director and we will find the resources from the Department of Children and Families to do so. We will provide monthly newsletters to keep you informed of what is happening at our center.

We are looking forward to sharing an exciting and rewarding relationship with you as your child grows in the love of Jesus Christ.

Blessings,

Amanda McGraw- Co Director
Michelle Sroka- Co Director

Mission Statement

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Our Father's Childcare is dedicated to embracing each child entrusted in our care to succeed to their greatest potential.

PHILOSOPHY

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We seek to develop the whole child: the spiritual, physical, cognitive, emotional, and social, aspects of each child. We accomplish this through learning activities and guidance according to developmentally appropriate practices and open-ended experiences. These experiences come from having the children in an engaging and inviting environment where they use their imaginations and creativeness to grow and learn. The teacher will observe the children through their play experiences and develop activities based off their needs, goals, and individual experiences. It can be observed through our purpose and objectives all the different observable ways our philosophy comes to life!

Purpose and Objective

PURPOSE AND OBJECTIVE

Our purpose and objectives are aligned with the Wisconsin Model Early Learning Standards (WMELS) guiding principles. We, along with the state of Wisconsin believe our children learn best through these principles as a foundation of life. We also believe children work and learn through the list of the following nine guiding principles:

- We believe in fostering and nurturing their independence, along with the ability to successfully achieve their goals.
- Provide a loving and caring atmosphere for all children with positive reinforcement and interactions, which helps the child to develop a secure sense of self.
- While observing children at play, we see a variety of domains come to life. We notice how they think, move, interact with others, and how they approach the play they are engaged in. Our curriculum guides our focus on the growth and development of each child.
- Children all grow and develop in different ways.
- We value all cultures and ethnicities, while also nurturing the dual language learners.
- We take your child's development level and expose them to experiences that will expand their learning. Our intentional planning helps children to display not only their current level of skill, but to choose activities that will promote the advancement of their skills.
- We provide a loving and caring atmosphere for all children to learn through a variety of open-ended experiences.
- We value and respect the role of parents, families, and extended family members as the primary and most important caregiver to the child. Working as a team with families allows the children to take advantage of many different learning opportunities.
- Most importantly, we help each child to grow as a child of God, providing an atmosphere and example of Christian love and support.

IN REGARD TO STATE LICENSING RULES AND REGULATIONS

Our Father's Lutheran Childcare is licensed to care for children from 6 weeks to 14 years of age. As a center licensed by the State of Wisconsin, we are required to follow the rules and regulations set by the Department of Children and Family Services. We, as a center, strive not only to meet these basic rules for all childcare centers, but also to exceed them. Many of our policies are based upon the rules we are required to follow as a licensed center. We expect that all parents will cooperate in following these policies to keep the standards and the quality of our center high.

HOURS OF OPERATION

DAYS AND HOURS

The center provides childcare services throughout the year Monday through Friday 6:00 a.m. - 6:00 p.m.

HOLIDAYS AND CLOSINGS

The center will be closed on the following holidays: (Parents do **not** pay for these holidays)

New Year's Day	Thanksgiving <u>and</u> the Friday After		
Good Friday	Christmas Eve	Memorial Day	Christmas Day
Fourth of July	New Year's Eve Day	Labor Day	
Professional development (1st Friday in Aug.)			

The center may also be closed on other days due to various factors: **low attendance around a holiday**, snow days, and/or building emergencies. Families will always be informed in advance of scheduled closing days. For more information on snow or emergency days, please see below.

SNOW DAYS/EMERGENCY DAYS

The childcare center may **not** always close with Our Father's Lutheran School on snow days or extreme cold temperatures. You will see a separate listing for Our Father's Lutheran Childcare. If winter road conditions propose a danger to staff and families, the decision may be made to close the centers. In cases of weather or building emergencies (water main break, heating problem etc.), we will announce if there is a closure no later than 5:30 A.M. on channels 4, 6, and 12.

LATE PICK-UPS AND OTHER PICK-UP/DROP OFF INFORMATION

The center closes at 6:00 p.m. Our license for childcare allows us to care for children from 6:00 a.m. to 6:00 p.m. Parents who cannot be here by 6:00 p.m. will be responsible for paying a late fee in cash to each closing teacher at each center. Although we are sympathetic to the traffic delays, job responsibilities, etc., a grace period of only 5 minutes will be given, unless the late pickup becomes a chronic problem. We ask that parents call if they are going to be later than their scheduled pick-up time.

If late pickup continues to become an issue, the family will be requested to speak with the director to continue services.

The late fee is \$1.00 for each minute past 6:05 p.m. will be paid to each closing teacher at both centers if there are more than 1 child are present. This is to be paid in cash to the teacher staying with the child.

Dropping Off and Picking Up Procedure and Expectations

We ask that parents drop their child by no later than 9:00 AM, unless approved by the center directors. Parents are also expected to drop off their child ready for the day. This includes but is not limited to a clean diaper/ pull up, appropriate clothing, and fed if coming in after a scheduled meal time.

If you have children in both the infant center and the preschool center, we kindly ask that the preschool child be dropped off first and picked up last. Often preschool age children (and older) want to explore in the infant center while the parents are trying to get their other children, leaving them unattended. To prevent this and extra germs being added to the infant center toys we ask that you abide by this request. This also gives the teachers time to discuss how your child's day was, and to share important needs (diapers, wipes, food, etc.) without being concerned about older children being around small infants and children as well. Although we understand this may be an inconvenience, it is being done in the best interest of the children at the center.

UNDER THE INFLUENCE

If a person who is suspected to be under the influence of alcohol or drugs (who is otherwise authorized to pick up the children) attempts to pick up the children, the staff will suggest that the person not take the child/children and, if the suggestion is not followed, the staff will call the local law enforcement authorities.

CELL PHONES WHEN PICKING UP

When you come into the center to pick up your child, we kindly ask that you not be talking on your cell phone. Often the teachers want to tell you how your child's day was, ask a question, or just greet you, and they cannot do that if you are in a conversation with someone else. Your children are very excited to see you when you drive up and cannot wait for you to come in and get them! Even 1-year-olds can recognize your car. Thanks for your cooperation.

Available Resources

Twice a year surveys are given to parents to fill out regarding the program/curriculum of the center. These surveys offer parents the opportunity to share their opinions and give general feedback to the center. Through the results after the initial survey is given, the center can make adjustments and additions to things that may be of concern to the parents, or that the center scores lower in. If anyone desires any additional resources for any issue/behavior/illness, etc., please contact the director for information or direction to obtain resources.

DISCIPLINE, NON-DISCRIMINATION, AND CURRICULUM POLICIES

DISCIPLINE

Effective discipline stems from careful planning and consistency. The teachers strive to develop a positive relationship with each child and redirect unacceptable behavior. State regulations forbid spanking (or other physical punishment) of children by teachers or staff while the child is in the center (even at the parent's request). This includes removing a child from physical activity as a punishment or because of challenging behavior. Communication and consistency with the parents are an important part of this policy. We will strive to give parents an accurate picture of their child's day, not only the "bad" parts, but also the great parts!

NON-DISCRIMINATION POLICY

We extend to every child enrolled in our program all privileges and activities regardless of race, creed, color, national or ethnic origin, and regardless of religious persuasion.

As a part of Our Father's Lutheran Church educational system, we reserve the right to teach Biblical truths as interpreted in the Lutheran Church, Missouri Synod doctrine.

CURRICULUM/ACTIVITIES

The daily routine and lesson plans of the week are posted in each classroom. The progress of your child is very important to us. Our teachers communicate daily with all the parents as they drop off and/or pick up their child. We encourage you to get to know the staff and build up a rapport with your child's teachers.

Because we believe that children learn by "play", we often have activities where children can explore new and different materials. We respectfully request that parents dress their children comfortably in "play" clothes.

Getting messy is a natural part of childhood and the children and teachers can enjoy the day more if they do not have to worry about soiling a special outfit.

Each classroom area tries to go outdoors at least once a day, weather permitting. **Each child attending must have appropriate outdoor clothing for the weather. This includes in Infant/Toddler building as well as the Preschool building.** In the fall/winter/spring, parents must bring appropriate clothing for outdoor play. Boots, snow pants, heavy jackets, hats, and waterproof mittens are **necessary** every day in the winter.

Each classroom area has a time reserved especially for "Jesus Time". As a part of Our Father's Lutheran Church, we teach the children according to the beliefs of the Lutheran Church-Missouri Synod. If a parent or family member would like to discuss either the specifics of our faith or joining Our Father's Lutheran Church, they are encouraged to do so. Please speak with a teacher, the director, or the pastor regarding any questions you may have.

HEALTH AND NUTRITION POLICIES

MEDICAL AND IMMUNIZATIONS

State of Wisconsin regulations require enrolled children to have a medical report on file, as well as an up-to-date record of immunizations. Any child attending childcare must receive a physical and complete a health form every 6 months (under 2 years old) or every 2 years (over 2 years old). If your child is due for a physical or if you are going for a routine visit, medical and immunization forms are available in both centers. Failure to bring the required forms/reports to the center as requested may result in services being suspended until the forms/reports are turned in.

In addition, if your child is going to receive any immunizations or routine vaccines at the doctor's office they will have to remain out of childcare following the appointment until the next day allowing them some time for their body to rest and relax from the tenderness of the injection.

MEDICATION INFORMATION

When necessary, prescribed, and over-the-counter medications may be administered by the teaching staff with the written consent of the parent. Prescription medications must be in their original container with your child's name, name of drug, dosage, and directions for administering, date, and doctor's name on it. Non-prescription medication such as skin creams, gas drops, or teething gel, must be labeled with child's name, dosage, and directions for administering. Children under 2 must have a pediatrician's note confirming the dosage. All medications must be turned over to your child's teacher. They cannot be left in your child's backpack or basket or cubby. Parents must fill out a form, which authorizes the child's teachers to dispense the medication. Fever/pain reducing medications will not be given for a low-grade fever, as to not mask symptoms of an illness. Please ask your child's teacher for a form when medication is needed.

All medication given to the children is recorded on the medication form and in our medical logbook. Information documented includes the name of the medication, the date and time given, the amount given, and the person administering medication. Please keep in mind that fever reducing medicines such as acetaminophen and ibuprofen will not be given as not to mask other potential illnesses.

EMERGENCY/INJURY POLICY

Although we make every effort to ensure that your child is always safe, occasionally accidents do happen. We keep a record of all injuries that happen while your child is at the center. Accidents/injuries are documented on an "accident report" (which parents read and sign at the end of the day) and in our medical logbook. Also reported in the medical log are any bruises, marks, previous injuries, or illnesses the staff may observe upon your child's time at the center. (Teachers and other childcare providers are mandated reporters required by law, to report any suspicions of child abuse or neglect.)

If your child develops a serious medical emergency while at the center (either injury or illness), the staff will follow standard first aid procedures and call 9-1-1 for ambulance transport to Children's Hospital. A staff member will also immediately call parents to inform them of the nature of the medical emergency and any arrangements that have been made. A staff member will accompany the child to the hospital and remain with the child until a parent arrives.

WHEN YOUR CHILD IS ILL

If your child is ill, please do not send them to childcare! If your child will not be attending childcare due to illness, you are responsible for calling to inform us as soon as possible. If your child does not come on their scheduled day, one of our teachers will call to confirm the safety of your child. Our policy states that if a child attending childcare is determined to be ill, the parents will be contacted, and your child will be

sent home. We are not only concerned and responsible for the health of your child, but of all the children and the staff in the center.

Please be aware that the teachers will contact the parents or other emergency contact and request that your child be removed from the center if he/she displays one or more of the following signs or symptoms of illness:

Continuous cough

Vomiting

Fever 100.5 degrees F (underarm) (99.5 plus a degree)

Diarrhea

Hand, Foot and Mouth (must remain out of center until blisters are scabbed over)

Unknown or contagious rashes

Pink eye

Suspected communicable diseases (Chicken Pox, Lice, etc.)

State regulations require that children who are displaying any of the previously mentioned signs of illness must be isolated and sent home to protect the health of the other children and the staff. While we understand that it is difficult for parents to take off work and/or plan for alternative care, we must protect not only the health of your child, but of everyone present in the center.

Our policy states that we will go outside each day. We will, of course, take the weather conditions and the general health of the children into consideration. However, if your child is well enough to attend childcare, then he/she should be well enough to go outside.

If your child is exposed to a communicable disease while at the center, a memo will be placed in each family's mailbox or cubby as well as posted on the center's front door. Should this occur, please direct any questions regarding the illness to the director.

Please note if your child has been exposed to a positive case COVID 19 we ask that you follow your local health department regulations regarding close contact. If after that time they are symptom free they may return to the center. If they return and start to display any respiratory related symptoms after this time, they may be asked to leave and not return until a negative COVID test is obtained.

THE 24-HOUR RULE:

If your child is sent home with observed signs of illness (i.e., vomiting, fever, diarrhea, head lice, ring worm, parasitic diseases, rashes, pink eye, sore throat, bacterial-diarrheal infections), your child will not be re-admitted into the childcare for 24 hours. If your child has been ill, they need to be symptom-free before being re-admitted to the center. Children who are still sick but are being treated for obvious symptoms of illness (previous listed) with fever reducing medicine, will not be re-admitted to the center.

This is not only for the health of your child, but also for the wellbeing of the staff and their families who care for the children.

COVID-19:

Please let the childcare know if you or your child have been exposed to COVID-19. If a positive case is found among children or staff, families will be notified, and Our Father's Lutheran childcare will follow the protocols set by the Greenfield Health Department to comply with the state of Wisconsin regulations.

NUTRITION POLICIES

We will only serve complete and nutritionally balanced meals at the center. We request that parents who provide meals for their child do the same. Our snacks will consist of no less than two food groups. Although we are not peanut free, if your child has a peanut allergy, we will take all precautions to ensure that they do not encounter any food source that may contain peanuts. Please inform the center of any known allergies.

At the Infant/Toddler center, children who are at least 1 year of age, or eating table food, will receive breakfast, lunch and a morning and afternoon snack provided by the center, included in the tuition. We also provide juice and vitamin D milk. However, due to the specialized diets of children under 1 year of age or not yet eating table food, parents are asked to provide all other meals and formula. We also encourage nursing mothers to provide labeled breast milk as well. We are able to keep frozen breast milk in the infant room freezer.

At the preschool and the school age program, meals and snacks are available if purchased with tuition. A menu is posted on the bulletin board located outside the kitchen. 2% milk is served with each meal. If you would like a copy of the menu, please ask the director. Parents can bring a bag lunch for a child who does not like the food served or is not allowed to eat it. We ask that any lunch brought from home include a meat/protein item, a fruit and veggie, along with a healthy grain option. We follow the CACFP guidelines when preparing our meals and ask you to do the same to keep our kids healthy. If lunches brought from home do not follow the nutritional guidelines, the center will supplement the child's lunch with healthy choices being served.

The center encourages you to send treats for your child's special days such as a birthday or class party. Birthdays are special at the center. The birthday child will wear a crown, hand out their treats (if brought), pick the meal prayer and the children and staff will sing Happy Birthday to him/her.

For all allergies and diet restrictions, the center asks that parents speak with the teacher about possible reactions or side effects, and treatments for severe allergies. The health history forms (filled out upon enrollment) should be frequently updated with any new allergies or restrictions. All allergy and diet restrictions are posted for all teaching and kitchen personnel. For severe allergies, the center requires a physician's note with signs, symptoms, and treatment for the allergy.

*Snacks, lunch and milk will be included in the cost of tuition for the Infant/Toddler Center, Preschool, and School Age programs.

PHYSICAL ACTIVITY

Teachers will plan physical activities for your child daily. Please dress your child in such a way that they will be able to participate in indoor and outdoor physical activities. Children will participate in a minimum of 60-120 minutes of a combination of indoor and outdoor play to stimulate both large and small muscle groups. Teachers will be actively involved and encourage safe practices while on or around playground equipment or organized games.

ENROLLMENT, TERMINATION AND FEE POLICIES

ENROLLMENT AND DISCHARGE

Upon starting at our childcare, you must complete the following DCF forms: Health Report, Health History, Enrollment, and Immunizations (or state equivalent). The Family Intake Questionnaire must also be completed and updated every 6 months if there are any changes. These papers, along with a few Our Father's forms that must be filled out, are included in your child's enrollment file. Enrollment papers must be on file by your child's first day. All paperwork must be filled out and kept up to date with current phone numbers (both at work and at home), current addresses, and medical information. **An administration fee of \$75 for full-time care and the first week's tuition must be paid by the child's first day of attendance. Families whose children attend 20 or less a week will be charged \$50 for the administration fee. Families whose children attend 10 hours or less a week will be charged \$25 for the administration fee.** Childcare tuition payment is due by the Friday before the week the child will attend. A schedule of the days your child will be in childcare should be submitted to the center no later than 1 week before the actual attendance. This is necessary for the scheduling of teachers and to stay within the child to teacher ratios.

Many families have a great need for quality childcare, and we make every effort to provide it for them. Therefore, it may become necessary for a child to be discharged for any of the following reasons:

1. **Irregular attendance**
2. **Consistent late payment of fees**
3. **Failure to observe the rules relating to arrival and departure**
4. **Failure to have current physical exam on file and up to date immunizations**
5. **Child demonstrating violent or undesirable behavior**
6. **Failure of WI shares participants to pay the amount of co-payment requested by the childcare and the State of Wisconsin.**

If we are unable to meet your child's needs, you will be given a 2 week notice to find alternative care. This will follow regular payment policy

A two-week notice must be given to the center if you wish to terminate your child's enrollment, or the regular weekly fees will be charged. Exceptions to this rule would be the inability to work due to a job loss or illness. These exceptions would only be made on an individual basis by the director and our Board of Christian Education. This applies to both Wisconsin Shares and private pay families.

TUITION POLICY/FEEES

PLEASE SEE TUITION SCHEDULE FOR CURRENT RATES IN THE FOLDER YOU RECEIVED FOR YOUR CHILD.

Fees are payable in advance on a weekly, bi-weekly, or monthly basis. **Payment for the coming week is due by the Friday before or the last day of attendance for the week.**

Parents have a grace period until noon on Monday. **A \$10/week late fee is charged for payments made after noon on Monday.** Please write the days you are paying for on your check and if it includes other fees (such as field trip payments).

There is a \$30 charge for checks that are returned to us for insufficient funds. Checks will not be accepted after the second returned check. After two occurrences, only cash or money orders will be accepted. **Please do not postdate checks.**

Wisconsin Shares participants must give Our Father's Childcare a minimum notice of 2 weeks to termination/withdrawal. Any monies paid to the center will not be refunded.

Private pay families must give Our Father's Childcare a minimum notice of 2 weeks to termination/withdrawal. As care is to be prepaid, any monies prepaid for care to be given will not be refunded.

VACATION POLICY/SUMMER SCHEDULE POLICY

Although Our Father's is thankful for the time we care for your child, we also understand the importance of being with family. Upon completion of the Enrollment Agreement, it is expected that you maintain the attendance requested. However, because we strive to set ourselves apart from other childcares, we value family time differently. By providing a monthly calendar, we are willing to adjust the child's schedule to accommodate special visits of family members or vacations. You will not be charged for days your child is not in care if this policy is followed.

During the summer months, many families may not require **fulltime** care due to the job they work during the other months. However, if you do not want to bring your child for care in the summer, to keep your spot, you may do one of the following: Drop down to 3 days/week for the summer; give a payment of \$150/week for the infant center and \$75/week for the preschool to hold your spot; unenroll your child from the center and resume enrollment in the fall depending on availability. It is the parent's responsibility to inform the center of their decision by May 1-3. Unless otherwise notified, we will assume the child is maintaining the schedule for the summer they have throughout the rest of the year. Families that currently attend 2-3 days per week that have changes in the summer are asked to speak with the director about their hold fee.

REFUNDS

Our Father's Childcare will only issue refunds in tuition in cases where the child's discharge is by mutual civil decision or center discretion.

No refunds for Wisconsin Shares payments will be given regardless of the child's attendance at the center after the first day of the month.

FIELD TRIPS/ SPECIAL EVENTS

Field trips both in house and away are not included in tuition cost.

MEALS AND SNACKS

Meals and snacks are included in the price of tuition.

MINIMUM ATTENDANCE

There is a minimum attendance of 3 full days or 3 half days. There are no exceptions to this policy except for the School Age No School program. However, permission from the director may be granted before a child may drop below these requirements on an individual basis. If you have requested full time care and your child's attendance drops below 3 days a week for more than 2 weeks without an excused absence, you will be contacted by the director or assistant director to determine your future need for care and our availability to accommodate your needs.

FLEXIBLE SCHEDULES

The center may accept children with flexible schedules at the discretion of the director according to the following conditions:

1. Program availability
2. Advance notice
(Calendars must be returned promptly every month)

NUMBER OF HOURS YOUR CHILD SPENDS DAILY IN OUR CARE

The prices listed on both the Our Father's website and in the information given at the time of admission or tour, is for a **10-hour** day. Families that exceed leaving their child/children at the center for **greater than 10 hours** will be charged an additional \$10 per hour. The exception to this rule is for families that are normally scheduled to work 10-hour days. This will need to be noted on the enrollment agreement as well. This policy (number of hours covered) falls in line with what the state of Wisconsin will pay for with families receiving Wisconsin Shares benefits. Anyone with questions regarding this policy are asked to speak with the director.

PARENT ORIENTATION TO CENTER

When a family begins attending Our Father's Lutheran Childcare, they shall be oriented to the classrooms, teacher's, daily routine check-in locations, location of DCF 251 policy manual, and Our Father's Lutheran Childcare policy and procedure manual. Location of payment boxes in both centers will be identified. Parents will also be shown the location of the food menu and special event location boards in both centers. Parents are encouraged to call the office at any time with any questions, or to speak with their child's teacher.

Parent Resources

In each center, there is a wall/bulletin board that lists ongoing things in the community, on our campus, and other resource fliers that families may be interested in. Please speak with the teachers or director if you have any questions about these things or would like more information on any childcare issue or topic.

GENERAL INFORMATION

PARENT INVOLVEMENT

Parents are encouraged to participate in the program in a variety of ways. Parents are welcome to visit the center at any time, whether or not their child is present. We use volunteers in the following areas:

- Assisting in classrooms and on field trips
- Maintenance/painting
- Donating paper, envelopes, or other "treasures" (If you think we could use it, we probably will! Please check with a teacher.)
- Donating quality toys that are no longer used
- Using your talents to improve our program and facility. Although the State of Wisconsin governs most of our policies and procedures, parents are encouraged to ask to attend a monthly Board of Christian Education meeting held on the last Monday of the month, August through May. These meetings give the parent an opportunity to voice any issues they may have. Parents are also encouraged to be involved with the childcare program by becoming part of the childcare advisory committee and suggesting any changes in policy or informing the board of any issues that need to be addressed. Parent surveys will be administered yearly along with a suggestion box to be used in both centers to get feedback from our families on things we could improve on. Our goal is to hear from parents they may have ideas on ways we can improve our day-to-day activities at the center.

GENERAL INFORMATION FOR PARENTS

Your child's safety

Encourage your child's independence but give the necessary assistance when arriving and departing from the center. Young children should not be crossing the parking lot unattended.

DO NOT leave your car running when you drop off/pick up your child. This is extremely dangerous, not to mention risky. Other children are in the area, and you run the unnecessary risk of having your car stolen. Safety is our main concern--Please turn it off. This is a city ordinance of the City of Greenfield Police Department.

If someone is picking up your child that is not on the permission form, we need a note or phone call from the parent to release the child to that person. Also, have them bring a picture I.D., such as a driver's license, so that we may confirm their identity. Please remind the adult picking up your child that I.D. is needed only for the safety of your child.

From the classrooms

Label all personal belongings.

Whether or not children can bring toys from home is a decision made by each classroom teacher. **Please consult your child's teachers before allowing your child to bring a toy from home** (especially if it is something expensive, breakable, or special to the child). Do not forget to label it. Unless it is a special occasion such as a show and tell, it is usually best to leave personal toys at home, so they are not misplaced or broken. The childcare is not responsible for any lost or broken items.

We appreciate your input into our program. Please contact your child's teacher or the director with questions, concerns, complaints, and compliments or put them in the suggestion boxes located at the entranceway at each center. Please feel free to call or email us at any time.

You are required to sign your child in and out of the center in the Infant/Toddler center.

This helps ensure that correct times are being recorded by both the teacher and parents. At the end of the week or your child's last day of attendance for the week, please initial or sign the attendance sheet in the space provided at the far right of the sheet. All infant/toddler children are located on one attendance sheet.

Communication is the key word for successful cooperation between parents and teachers. We need you to tell us of any changes, good or bad, that may occur in your child's life (new home, new marriage, marital separations, new pet, pet died, had a headache, stayed up late, didn't sleep well, grandparents were visiting for the weekend, etc.) These all play a big role in how your child will react to otherwise normal situations. We will inform you of your child's performance during the day. Together, with the help of the Lord, we will raise bright, happy, confident children.

SLEEPING BAGS

Your child's sleeping bag **must** be washed each week if you are full time, or every 5 days that your child attends childcare.

Office Information

Please inform us right away, if you have a new address or phone number, either at home or the office. It is vital that we know where and how to reach you, or an authorized person, at all times, in case of an emergency.

We will keep you informed as soon as possible to any changes, new information, additions, etc. via the center newsletter or a memo placed in your child's cubby. We also have additional medical forms and vacation requests available in these files. If you would like additional copies to put in your parent file, such as one for each parent, please call and we will be happy to accommodate you.

Our center **will not keep pets on the premises**, except for fish.

It is important to provide an email address that is read regularly. We send weekly statements, newsletters, and other important memos or reminders about the childcare on a frequent basis.

On the following pages are lists of what is needed for your child's first day at Our Father's. Because we believe in consistency, your child will have the same primary teacher in their classroom for the duration of their time in that classroom. This may be up to or more than 12 months, depending on the development level of the child. This will be discussed at bi-annual parent conferences, or meetings called for by either the parent or teacher.

Consistency in the classrooms

Because we want our children to have consistency while they are in our care, they will have the same primary teacher daily. This not only helps the child be comfortable with their teacher but allows the teacher to develop a strong bond with the child and their families. When the child is to move up to the next classroom, the current teacher will set up a conference with the parent to discuss the moving up process and any goals they may have for the child.

*****REQUIRED FORMS AND UPDATES*****

Initially, the forms that must be completed before the first day are: health history, enrollment, health report, immunizations, and under 2 if applicable. The health history and enrollment do not need to be updated. However, all the other forms will need to be. The schedule is as follows:

*Health report-every 6 months for under 2, then every 2 years. School age children are not required to have updated health reports.

*Immunizations-as scheduled by the CDC

*Under 2 intake-initially by the parent, then every 3 months. The teachers may update, but the parents must initial any update.

FIRST DAY AT OUR FATHER'S- Infants

YOUR CHILD WILL NEED THE FOLLOWING ITEMS BROUGHT TO THE CENTER ON OR BEFORE THEIR FIRST DAY OF ATTENDANCE:

- ✓ Disposable/cloth diapers
- ✓ Baby wipes
- ✓ Baby powder (if used by parents)
- ✓ Diapering ointment (if used by parents)
- ✓ Change of clothing to be kept at the center
- ✓ Bottles/Formula or milk (2)
- ✓ A favorite blanket (must be large enough to tuck under the mattress)
- ✓ Diaper bag or backpack (optional)
- ✓ A Pacifier (if used)
- ✓ Food items the child usually eats
- ✓ Please **label all items** with your child's name
- ✓ Parents are to provide these items on a continuous basis.

ABOUT OUR INFANT PROGRAM...

Parents are responsible for bringing in the items their child needs daily (diapers, wipes, ointment, milk/formula, food etc.). The center does provide some snacks (cheerios, crackers, etc.), but we prefer the parents bring in most of the food the kids eat to prevent problems with unfamiliar foods or allergies.

Parents will be asked to complete the under two-intake form to assist the primary (main) teachers in the changes of the child's daily routine. The teachers in the infant room try to follow the schedule for the child recommended by the parents. The teachers will also consider the signs the child gives regarding eating, napping times, and quiet/activity times. Parents may request that teachers attempt to adjust the child's schedule to meet the parents' needs (waiting with the last bottle before pick-up, napping at a certain time, etc.). Teachers, however, must follow the apparent needs of the infant as their guide. Your child will have a primary teacher for the time they are in their specific classroom. Because we believe play, along with teacher and child interactions are the most important part of child development, infants and toddlers will not have access to any electronic/screen devices. We ask that you respect our decision and not ask us to bring these items into the center for your child.

The center requests that your child is brought to the childcare in the same condition that he/she is expected to be picked up in. (i.e., a dry, clean diaper, clean appearance, clothing that fits properly...etc.). Likewise, if upon pick-up your child is soiled, the staff are expected to change the child as well.

When parents drop off their child in the infant room, they will receive an information sheet to fill out. The parent fills in the child's name, time of arrival, medications, and special instructions. Throughout the day, the teachers will fill in the rest of the chart, recording foods, diaper changes, naps, and other important information.

Nursing families

Fed is best. Any way you choose to feed your child is respected by the staff at Our Father's Lutheran Childcare. Nursing accommodations can be made if you wish to feed your child at drop off or pick up at the childcare center. We respectfully request that your family practices bottle feeding your child prior to their first day of attendance. This will assist our staff in helping your child adjust to the childcare environment.

Please label everything you bring to the center with your child's name or initials, especially if it is something important to you or your child.

FIRST DAY AT OUR FATHER'S- Toddlers

YOUR CHILD WILL NEED THE FOLLOWING ITEMS BROUGHT TO THE CENTER ON OR BEFORE THEIR FIRST DAY OF ATTENDANCE:

- ✓ Disposable diapers or pull-ups, cloth diapers (preferable ones with Velcro sides if used)
- ✓ Baby wipes
- ✓ Baby powder (if used by parents)
- ✓ Diapering Ointment (if used by parents)
- ✓ Change of clothing to be kept at the center (socks, shirt, pants, shoes...etc.)
- ✓ A favorite toy for nap time (if needed)
- ✓ A favorite blanket (if needed)
- ✓ A sleeping bag & pillow- toddler sized
- ✓ A Pacifier (if used at naptime)

(Parents are to provide these items on a continuous basis.)

ABOUT OUR TODDLER PROGRAM...

Our toddlers are divided into three age groups: Young Ones 12-18 months old, Older Ones 18-24 months old and 24-36 months old. They are grouped according to similar ages and abilities. This way, the teachers maintain consistency in the classroom and have the same children in their groups, are familiar with them, and can plan activities according to the skill level.

Our goal is to create a "home like" experience for your child. To achieve this, the primary teachers of each classroom communicate with the parents frequently on your child's development in many areas. With toddlers, nothing is the same two days in a row. Food likes and dislikes, diapering and potty-training issues and social skills all fluctuate from day to day. We need parents to keep us informed of the latest changes, and we will inform you of activities and skills we are working on.

When parents drop off their child in the toddler area, they will receive an information sheet to fill out. The parent fills in the child's name, time of arrival, medications, and special instructions. Throughout the day, the teachers will fill in the rest of the chart, recording foods, diaper changes and bathroom breaks, naps, projects, and activities, diapering and clothing needs, and other important information

The center does provide vitamin D milk at breakfast (served until 7:45 a.m.) and lunch (served until 11:30 a.m.), and 100% juice or water with snacks in the morning and afternoon. If your child has allergies or special needs, please make sure you let the teachers know. We will post the information in the kitchen for all staff to see.

In cooperation with parents, the staff will work with your child when they are showing signs of interest in toilet training, so that the child's toilet routine is consistent between home and the childcare center. We will inform you of how it is going at childcare, and of any problems or concerns we may have. We request that parents send along extra changes of clothes (including socks and shoes) when you begin toilet training.

We will determine if your child will be ready to move over to the preschool center based on the following criteria:

- Age (not before 28 months and by the age of 3)
- Developmental readiness

- Other factors (parent input, social readiness, room in the classroom the child is going to, etc.).

**As stated above- The center requests that your child is brought to the childcare in the same condition that he/she is expected to be picked up in. (i.e., a dry clean diaper, clean appearance, clothing that fits properly...etc.).

Likewise, if upon pick-up your child is soiled, the staff are expected to change the child as well.

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FIRST DAY AT OUR FATHER'S- Preschoolers

YOUR CHILD WILL NEED THE FOLLOWING ITEMS BROUGHT TO THE CENTER ON OR BEFORE THEIR FIRST DAY OF ATTENDANCE:

- ✓ Crib sheet and blanket for rest/nap time.
- ✓ Security object (if the child uses one)
- ✓ Complete change of clothing (includes underwear, socks, shoes, pants, and shirt)
- ✓ Snow pants, coat, hat, and water-proof mittens during fall/winter/spring
- ✓ Swimsuit, towel, and sunscreen during summer

ABOUT OUR PRESCHOOL PROGRAM...

The preschool center has three main classrooms. We determine which classroom the children will attend according to age and developmental readiness. Each classroom enhances small motor skills by participating in "family style" eating at mealtimes. The primary teacher in each classroom is responsible for lesson plans, assessments, and observations of each child.

The "youngest" classroom consists of 28 months to 3-year-old children. Children in this classroom work on self-help skills, large and small motor activities, cognitive skills (colors, numbers, etc.) and group/social skills.

The 3-year-old classroom teacher advances the skills taught in the 28-month room to prepare your child for 4K. This includes number, color, and letter recognition as well as lots of playtime to increase social and emotional development skills.

The 4-year-old classroom teacher continues to enhance the skills taught in the 3-year-old room. In addition, the children work on basic concepts within the world around them (name recognition, days of the week, months of the year... etc.). They expand their knowledge base with weekly theme units, giving the children the chance to explore new concepts and ideas.

SCHOOL AGE PROGRAM (AGES 6-14)

During the school year, Our Father's offers a before and after school program, along with care on no-school days. The primary teacher for this classroom is responsible for planning and implementing the day-to-day activities of the children. After assessing each child to determine their needs, lesson plans are created with intentional planning in mind. By observing and documenting the development of each child, we can assist them in attaining new skills or improving on the ones they already use.

During the summer months, Our Father's also offers care on a full or half day basis. Registrations are taken starting in April for the summer program. Please see current rate sheet for pricing.

PAYMENT FOR SUMMER SCHOOL AGE

To ensure proper scheduling of staff and availability of opening for all families, parents will be asked to sign up for care to reserve a spot for their child. At the beginning of summer, the parent must notify the center which days the child will be attending. This can be done verbally, or by returning a monthly calendar. However, if the child does not attend for more than 2 weeks out of the summer, a \$150/week fee will be charged to the account to hold the spot for the child. If you choose to not pay the hold fee, you may withdraw your child, and your summer services will be considered terminated. If you wish to continue services at a later date, it will be considered drop-in care if there is open availability. Drop-in rate for school age children is \$50/day. This policy applies to both private pay and Wisconsin Shares families.

Transitioning from one classroom or building to another/Parent Conferences

When a child is ready to transition from one room or building to another, several things need to happen. First, the teacher that currently has your child will discuss with the new teacher if there is room for the new child in the classroom. This discussion will also involve the child's developmental stage, (walking versus still crawling), and if there may be an issue with a very small, non-crawler surrounded by steady walkers. Once the decision is made to move the child, the parent will be notified either in person, letter, or in an email. The parent will speak with both the new primary and the current primary teacher and discuss when the transition will take place. If there is a change in buildings, the parents will be shown where the child's new classroom will be and meet any new teachers in the building if they are coming from the Infant/Toddler center. For a maximum of 2 weeks, (less if the child is comfortable) the child will "visit" the new classroom during different times of the day to become more acquainted with their new surroundings, routines, and friends. This may take place during center time, lunchtime, or naptime. We want the child to be very comfortable with all the new changes taking place. During this time, the child will also get to know their primary teacher for the time they are in that classroom.

To keep parents informed of the development of their child at the center, parent/teacher conferences will take place twice a year, approximately every 6 months. At this time, teachers will be able to share how your child is progressing and answer any questions you may have. This will also be a time when we can update any forms regarding your child's information.

PROVIDER/PARENT PAYMENT AGREEMENT

This Agreement is Between:

Our Father's Lutheran Childcare
 6025 S. 27th Street/ 6021 Honey Creek Drive
 Greenfield, WI 53221
 Phone # (414) 282-9057

Provider Number & Location:
 8000563948 LOC 001/ LOC 002

Parent Name (First, Last)

Second Parent Name (First, Last)

Parent and Provider Agreed Upon Start Date:

For the Care of (if more than 4 children complete on separate sheet)

Child Name (First, Last)	Child Date of Birth	Childcare Price per Month/Week/Other \$	Payment Schedule
Child Name (First, Last)	Child Date of Birth	Childcare Price per Month/Week/Other \$	Payment Schedule
Child Name (First, Last)	Child Date of Birth	Childcare Price per Month/Week/Other \$	Payment Schedule

Miscellaneous Tuition Fees

Tuition late payment fee: Parents have a grace period until noon on Monday. A \$10/week late fee is charged for payments made after noon on Monday.

Returned Check fee: There is a \$30 charge for checks that are returned to us for insufficient funds. Checks will not be accepted after the second returned check.

Subsidy payments: Parents are responsible for paying the difference between the subsidy amount and the cost of care.

Provider's Days and Hours of Operation:

Center hours of operation are Monday through Friday 6:00 A.M. to 6:00 P.M.

Provider's Policy for Deposits or Holding a Slot:

A \$25 fee is required to reserve/hold a spot for a new child

Provider's Anticipated Closure Dates and Policy for Payment during Closures:

Parents will not be charged for the following:

- | | | | |
|----------------|---|----------------|--------------------|
| New Year's Day | Thanksgiving <u>and</u> the Friday After | Good Friday | Christmas Eve |
| Memorial Day | Christmas Day | Fourth of July | New Year's Eve Day |
| Labor Day | Professional development (1st Friday in Aug.) | | |

Provider's Policy, and Payment Expectations, for Expected Child Absences

By providing a monthly calendar, we are willing to adjust the child's schedule to accommodate special visits of family members or vacations. You will not be charged for days your child is not in care if this policy is followed.

Extended absences: If the child does not attend for more than 2 weeks out of the summer or continue to attend on their regular full-time schedule, a \$150/week fee (for full time-pro-rated for part-time) will be charged to the account to hold the spot for the child. If you choose to not pay the hold fee, you may withdraw your child, and your summer services will be considered terminated. This applies to both private pay and Wisconsin Shares families.

Provider’s Payment Dispute Policy:

Notification of any payment dispute must be presented to the director within 48 hours of receiving the weekly statement.

Provider’s Reasons and Procedures for Termination/Expulsion of a Child(ren)

If we are unable to meet your child’s needs, you will be given a 2 week notice to find alternative care. This will follow regular payment policy

Parent’s Procedures for Termination/Disenrollment of a Child(ren)

A two-week notice must be given to the center if you wish to terminate your child's enrollment, or the regular weekly fees will be charged. Exceptions to this rule would be the inability to work due to a job loss or illness. These exceptions would only be made on an individual basis by the director and our Board of Christian Education. This applies to both Wisconsin Shares and private pay families.

Wisconsin Shares participants must give Our Father’s Childcare a minimum notice of 2 weeks to termination/withdrawal. Any monies paid to the center will not be refunded.

Private pay families must give Our Father’s Childcare a minimum notice of 2 weeks to termination/withdrawal. As care is to be prepaid, any monies prepaid for care to be given will not be refunded.

Discounts or Scholarships Available to Parents/Children (such as sibling discount, etc.)

10% discount applied to oldest sibling.

20% discount to children attending our preschool/school age program that are enrolled at Our Fathers Lutheran School.

Miscellaneous

Late pick up: The center’s late fee is \$1.00 for each minute past 6:05 p.m. This payment will be paid directly to each closing teacher at both centers if there are more than 1 child are present. This is to be paid in cash to the teacher staying with the child.

Field Trips/ Special events: The tuition payment does not include extra charges that may be incurred for items including field trips and special events.

Providers’ Policy, and Payment Expectations, for Unexpected Child Absences

The center does not charge families for absences due to illness.

By signing this agreement, providers and parents agree to abide by the agreement and written policies of the provider. The provider may amend the policies by giving the parents a copy of the new or changed policy.

Provider Contact Name – (Print)	Provider Contact Signature	Date
_____	_____	_____

Parent Name-(Print)	Parent Signature	Date
_____	_____	_____

The provider must retain a copy of each current written payment agreement at the location where childcare is provided. The provider must retain a copy of an expired written payment agreement for 3 years after the agreement is terminated and the child no longer attends. The expired agreement may be kept at a location where it can be made available to the Department of Children and Families within 24 hours.

OUR FATHER'S CHILDCARE CENTER

Parent Agreement

I, _____, parent of _____
have read and received a copy of the updated rate sheet (printed) and parent
handbook (emailed). I agree to follow all policies as printed in the handbook.

Parent's signature

_____ Date

Director's signature

_____ Date

Please sign and return this parent agreement page to the office or payment box.

Thank you!