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Statement of Mission and Objectives

Good Shepherd's Church recognizes that all children are a gift from God, our Father in Heaven. It is therefore the church's mission to use Good Shepherd's Childcare as an outreach to families so they we may teach, share and spread the good news of our Savior, Jesus Christ as He has commanded;

Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." (Matthew 28: 19-20)

The following objectives are the basis for which our program has been developed.

- Show Christian love and support to all children and their families.
- Assist parents in the spiritual training of their children.
- Help meet each child's needs, spiritually, intellectually, emotionally, and physically.
- Offer a thorough, quality Christian program that can begin at birth with our childcare and carry through the eighth grade with our school.

Non-Discrimination Statement and Confidentiality

The teachers at Good Shepherd's Childcare are excited to work with children of all nationalities, race, religion, and ethnic backgrounds. We will not share

personal information about your child(ren) or family with anyone. We do report suspected, documented, child abuse and/or neglect.

Curriculum

Our religious curriculum is based on God's Word, the Holy Bible and Jesus Christ as our risen Savior. Since we operate in conjunction with Good Shepherd's Lutheran Church and School, we reserve the right to talk about God and teach His wonderful truths found in the Holy Bible.

Infants & Toddlers: Each child will be assigned to a caring, trained staff that will work closely with parents to develop a personalized schedule and record all of the child's experiences on a daily progress sheet.

This program includes daily activities to encourage love for our Lord Jesus, socialization, language development, physical activity, problem solving skills, self-help skills, and confidence.

2 & 3 Year old Early Childhood Learning

Programs: Programs rich in Christ that offers developmentally appropriate materials to explore and create! The following activities will be included in the daily schedule:

- Devotion
- Art materials
- Nature & science exploring
- Early math concepts
- Blocks

Dramatic play
Music
Circle time/Language story time
Small muscle
Large muscle
Outside/playground activities

Our Early Learning Programs run during the school year, with our 3K preschool program beginning the first Tuesday after Labor Day.

*** Each child is required to a 2 day minimum attendance.**

Before & After School/ Extended Care:

Extended Care (before & after school care) requires registration and completion of monthly calendars, yearly.

Calendars need to be turned in to properly schedule staff/child ratios.

When you receive the monthly calendar, please mark the hours care is needed on each day. If care is needed on a non-school day, you will be charged for that day according to your calendar.

Childcare needs that are not listed on your calendar need prior approval.

~Please see Extended Care Handbook for more details~

School-age Summer Program

Our Christian summer program includes fun filled learning around themes.

Weather permitting; we go outside to the playground and to a nearby park. During our summer program, children are able to bring bikes & scooters to enjoy in the parking lot area. Parents are responsible for providing safety helmets, elbow and kneepads, and sunscreen for their own children. (Children will not be able to ride bikes, scooters, and etc. without the proper safety gear). Please LABEL all outside equipment and gear with your child's name.

We plan for field trips from June- August. We try to keep the costs to a minimum so everyone may enjoy these trips.

Our summer program follows our payment policy & calendar policies found on pages 6-8. A \$45.00 registration fee applies.

Forms and Enrollment

All parents must read our Policies and Parent Handbook before the first day of attendance and sign a form stating they have done so. All necessary forms such as, enrollment, health history, immunization, emergency medical consent, infant/toddler intake, and transportation forms must be turned in to the Director on or before the first day of attendance. All paperwork must be kept current with emergency numbers, contacts, and immunizations.

Registration and Child Care Fees

A non-refundable registration fee of **\$50.00** is due on or before your child's first day of attendance. This fee will secure your child's spot in our center. For our families, we offer a 25% discount for each additional child enrolled who uses a minimum of at least \$30 of care per week. We charge using a pre-payment policy.

6 weeks through 23 months -
Per hour (up to 8 hours) **\$6.25**
Daily rate **\$53.00**
Full-time weekly - **\$245.00**

24 months through 47 months -
Per hour (up to 8 hours) **\$5.75**
Daily rate **\$49.00**
Full-time weekly- **\$225.00**

4 years through 11 years -
Per hour (up to 8 hours) **\$5.00**
Daily rate **\$40.00**
Full-time weekly- **\$175.00**

3 year-old learning program only
Daily rate **\$15.00**

***Prices are subject to change @ any time.**

Drop-In Care

Drop-in service is **only** available if there is an

opening. You must call the day before or sooner to check for availability. Drop-in care is defined as a child needing care that is not regularly/routinely scheduled. Payment will be billed at time of drop off. The rate for drop-in care is as follows:

\$6.50 per hour (all ages)

Tuition Express

Tuition Express is our automatic payment processing system. The payment policy is to pre-pay for the following billing cycle. You will receive an email and/or a hardcopy of your billing statement the Thursday/Friday the week before payments are due. Processing takes place the 30/31st and the 15th each month. There is a \$1.05 processing fee per month, per family.

Late Fees

Late pick-up fees will be applied to your account when your child is picked up after the closing time of 6:00pm. **The charge for late pick-up is \$1.00 (cash) per minute, per child; It will be given to the staff that cared for your child.**

Example:

6:00pm-6:09pm.....\$ 9.00

Calendar Policy

A Calendar is handed out for each month and must be turned in on time. This ensures the smooth operation of our center. Calendars serve many purposes like informing you of any changes in our center's schedule, field trips, and days we are closed. Upon return, they are used by us to see if your child **will not** be attending their normally scheduled days, billing, scheduling teachers, and for budgeting purposes. * **Each child is required to a 2 day minimum attendance.**

*If calendars are not returned, normal schedule will be used and charges will reflect that. No exceptions will be made.

. You always pay for your calendar schedule. It differs in only two circumstances.

1. You have your child listed on your monthly calendar as, not attending, on a regularly scheduled day; there will be no charge for that day. (However, if altering your schedule becomes a habit you could be subject to forfeiture of all or part of your contracted schedule at the director's discretion.)

***Your calendar needs to be turned in by date requested, for this to apply; otherwise charges will be made for normal schedule.**

2. You use one of your sick days.

Prior approval, by the director, is needed to either bring your child in earlier than the agreed

schedule, have them stay later than the agreed schedule or for them to attend on a day that is not normally scheduled. In the event you bring your child without approval there will be **an extra \$15.00 fee attached** to your bill for **each** instance and **each** child. We follow state Licensing Rules and Regulations for staff/child ratios. This is done to comply with the law and to keep your child safe and properly cared for.

Sick Days & Maternity Leave

Year-round childcare families will receive sick days according to their child's contracted schedule. If your child attends childcare 3 days a week, you receive 3 sick days per year, 5 days a week, you receive 5 days per year, etc. You may use your sick time on a day you or your child may be sick, but you **MUST** call by 8:00am to get credit for the day. 2 weeks are given for sibling maternity leave, then a 2 day minimum attendance and/or pay is required until Mom's maternity leave is over. Sick days may be used.

Discharge and Termination

When you no longer need childcare, you must give a written, dated, 2 week notice stating that you will be leaving. You will be charged for the final 2 weeks payment.

If we find reason, such as, abuse of hours, or a child with continuous behavior problems, we reserve the right to terminate your child's enrollment in our center.

Hours of Operation and Closings

We operate year round, Monday through Friday, from 6:45am-6:00pm.

We are closed for Christian and secular holidays. If the holiday falls on a Saturday/Sunday, we will be closed that Friday/Monday. We differ from other childcare centers, as we do not charge you for the following holidays, even if they fall on a weekday.

New Year's Day

Labor Day

Good Friday

Thanksgiving Day

4th of July

Friday after Thanksgiving

Memorial Day

Christmas Eve and Day

Childcare will also close for staff development the Fridays prior to Memorial Day and Labor Day.

If childcare needs to close due to weather or any other unforeseen issue, we will broadcast on **WTMJ 4** as well as on the front page of our childcare website.

Weather Conditions and Clothing

We ask that parents dress their children in comfortable clothing and shoes. Not only do children love to explore, but they also love getting **MESSY**. Please keep this in mind when dressing your child, as we do not want any good outfits ruined.

During the winter months, please have your child dress in winter gear including, warm coats, snow pants, boots, scarves, gloves, and hats. Please **LABEL** all of your child's clothing. Shoes need to be worn at all times.

Child Guidance

For infants through 3 years of age, no time out will be given. Children at this age do not fully understand their behavior; therefore **redirection** to another activity will be used. Before a time-out is given to a child, 2 warnings will be given to stop the wrong behavior. If changes are not made, your child will be removed from the situation, discuss their behavior with the teacher and will need to sit quietly and think about their actions for one minute per age, with 5 minutes being the maximum time-out period.

There will be no physical or verbal abusive punishment in response to negative behavior. If a discipline problem continues to occur, the parents will be notified and a meeting will be held. The child will be given a time frame in which he/she needs to improve his/her behavior. If the problem is not resolved in this manner, a meeting held between the parents, director, and staff will be held to discuss the situation and the child will be excused from the center for a 3-day period. When the child returns to the center, if improvement is not seen immediately, the child will be removed from the center until further notice.

Biting Policy

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-six months of age. Toddlers bite for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason.

The safety of the children at the center is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs as well as procedure for a chronic biting child.

. The center will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "No...we don't bite people!"
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child shall be assessed and cleansed with soap and water.

- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report).
- Confidentiality of all children involved will be maintained.
- The bitten area should continue to be observed by parents and staff for signs of infection

Both parents will be notified verbally and in writing, about *the 1st -3rd biting incidents when they occur*. Each time, techniques will be discussed among the parents and staff to work through the behavior.

If there is a 4th incident, within 24 hours the director will observe the child. The parents will then speak with the director, the day of observance, to discuss the behavior. They will also receive a written notification that their child will receive a 2 week suspension, should there be a 5th incident.

A 2 week suspension will be effective immediately, with a 5th incident.

Upon returning from the 2 week suspension and going forward, if the child should bite again, they will be permanently terminated from childcare.

Health and Illness

Each child, upon arrival to the center, will be observed by staff for any illness or injury. **If your child is not feeling well and cannot participate in daily activities, please do not bring them to childcare.** We will call you immediately to pick up your child if any of the following symptoms are apparent: fever in excess of **100** degrees, vomiting, 2 or more diarrhea

in an hour, undiagnosed rash, pink eye, physical pain, contagious disease, or a communicable disease. If a contagious disease is found in our center, we will notify you immediately. Please refer to the following for a list of communicable diseases.

Chicken Pox – Measles – Mumps - Scarlet fever – Meningitis - Infectious hepatitis

If you cannot be reached, your emergency contact will be called. When your child is ill, we will supervise, isolate, and make them as comfortable as possible until you arrive.

Injuries

If your child receives a mild injury such as, bruises, scrapes, and slivers, the wound will be cleaned with soap and water and bandaged. The teacher will make you aware of the injury. All injuries will be recorded in the Medical and Injury logbook.

If your child receives a serious injury, any appropriate first aid measures will be taken, **911** will be called and you will be notified. Your child will be transported to **Children's Hospital**.

Medication

Prescription or non-prescription medication may only be given to a child in our care with the following conditions:

1. Parent gives written permission, with full instructions as to dosage and times to administer medication. Forms are available for this purpose.
2. All prescribed medications must have child's name on the bottle.
3. Non-prescribed medications will be administered as per recommended dosages found on the bottle.
4. All medications must be in original bottles.

Medication administration will be recorded in the medical and injury logbook.

Medications should not be left in your child's backpack, bag or lunch box.

Health Precautions

Proper hand washing techniques is a big part in stopping the spread of illness. All persons wash their hands with soap and warm water before handling food, after assisting with toileting and diapering, and after wiping bodily secretions from a child.

Toys are washed and sanitized on a regular basis.

We follow these steps to create a safe sleep environment for your child.

1. Babies will always be placed on their backs for sleep. Back to sleep, tummy to play.

2. Babies will sleep in a safety-approved crib with a firm mattress.
3. There will be no fluffy bedding or stuffed toys in the crib.
4. We will make sure your child's head and face remain uncovered during sleep.
5. When your child awakens from sleep, they will be removed from the crib and attended to.
6. Your child's "tummy time" will never be in a crib.

Nutrition Policy

We ask that parents provide healthy snacks and lunches for their child. We do have refrigerators to keep food cold and microwaves for heating. However, we do not have the space to keep food over-night. All food must go home daily.

Our policy is that children do not share their food with others, as food allergies can be very serious. If your child has an allergy please inform the director in writing.

Birthdays are a special occasion, therefore sweets may be served. Gum is not allowed. Meals and snack times are as follows:

Sample schedule*

AM Snack	9:30 am
Lunch	12:00 pm
PM Snack	3:00 pm

*Schedule is flexible. Infants & toddlers are fed on their own schedule.

We require parents to LABEL everything!! Cups, pacifiers, clothing, bottles, wipes, diapers, boots.....etc.

www.inchbug.com

Childcare Contacts

414-774-8596

childcare@goodshepherds.net

Director, Mrs. Shelly Nardi **x203**

Infant & 1 Year Old Childcare **x208**

2 Year Old Childcare **x209**

3 Year Old & Extended Care **x207**

www.goodshepherds.net/childcare

Good Shepherd's Lutheran Church

1235 S 100 Street
West Allis, WI 53214

414-774-1184

church@goodshepherds.net

Service schedule

Sunday

7:45 am

9:15 am

10:45am

Monday

6:30 pm

Good Shepherd's Lutheran School

1337 S 100 Street

West Allis, WI 53214

414-774-8520

school@goodshepherds.net