



# PARENT HANDBOOK

*Jesus said, "Let the children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."*

**Matthew 19:14**

**Trinity Lutheran Church and School**  
**501 Stewart Avenue**  
**Wausau, WI 54401**  
**715-848-0166 ext. 348**  
[www.trinityonstewart.org](http://www.trinityonstewart.org)  
[childdir@trinitynet.org](mailto:childdir@trinitynet.org)

**March 2022**



# **Trinity Lutheran Childcare Parent Handbook**

## **Welcome**

Trinity Lutheran Childcare would like to welcome you and your child to our Trinity family. We would like to extend to you the Love of Jesus Christ, which you will experience through caring, loving and nurturing staff. Together with families, we will provide experiences to help your child continue to grow and develop spiritually, socially, emotionally, physically, intellectually and creatively. Our responsibility is to help your child know and rejoice in God's reassuring love and approach life and its changes with confidence and joy!

## **TABLE OF CONTENTS**

### **Page**

<b>4</b>	<b>Philosophy of the Center</b>
<b>5</b>	<b>Administrative Structure/Admission Policy/Hours of Operation and Days Closed</b>
<b>6</b>	<b>Termination of Enrollment/Class Sizes</b>
<b>7</b>	<b>Schedules/Attendance Methods/Fees</b>
<b>8</b>	<b>Delinquent Payment Policy</b>
<b>9</b>	<b>Arrival and Departure/Security/Daily Schedule</b>
<b>10</b>	<b>Important Information for Parents/Guardians</b>
<b>11</b>	<b>Child Guidance Policy</b>
<b>12</b>	<b>Education Policy</b>
<b>13</b>	<b>Cultural Diversity</b>
<b>14</b>	<b>Health Care Policy</b>
<b>18</b>	<b>Confidentiality of Records/Nutrition Policy</b>
<b>20</b>	<b>Pet Policy</b>

## **Philosophy of the Center**

Mission: Gathering people who grow in faith and share Jesus with all.

Purpose: Trinity's Childcare is committed to providing care and learning experiences to children in a loving, educational, and Christ-centered environment.

Objectives: The Center offers a warm Christian atmosphere where the child can feel safe, secure and stimulated to grow: spiritually, emotionally, socially, physically, intellectually and creatively.

Goals: Through our activities, the children will grow. . .

### *Spiritually and*

- Develop a sense of trust
- Realize their need for God's love
- Know Jesus as their personal Savior
- Respond to God's love
- Feel secure in God's love and care
- See themselves as God's children

### *Emotionally and*

- Develop a positive self-concept
- Be free to risk failure and be comfortable with mistakes
- Develop a sense of security and trust
- Show independence and self-responsibility
- Channel emotions into appropriate and acceptable outlets

### *Socially and*

- Learn to play, work, and communicate with peers and adults
- Adjust to group situations
- Accept others even though they may be different from self
- Develop a sense of community
- Accept change in environment and routines

### *Physically and*

- Develop gross and fine motor coordination
- Develop eye-hand and eye-foot coordination
- Become aware of his/her own body

### *Intellectually and*

- Continue to develop language use and understanding
- Develop pre-reading skills such as visual discrimination, auditory discrimination, understanding of symbols, love of and interest in books
- Develop pre-math skills such as sorting and classifying, understanding of symbols, time and space (spatial relations, time and sequencing)
- Develop an ever-increasing attention span
- Complete tasks begun
- Initiate his/her activities

### *Creatively and*

- View him/herself as a unique individual created and valued by God
- Express ideas in his/her own unique way
- Be free to create artistically using a variety of media
- Develop his/her God-given talents and abilities

## **Administrative Structure**

Trinity's Childcare of Wausau, Wisconsin, is a non-profit organization owned and operated by the members of Trinity Lutheran Church and School. As such they have delegated the authority to make rules and regulations governing the child care to Childcare Ministry Board.

To contact us: call 715-848-0166

Director – **ext.** 348; [childdir@trinitynet.org](mailto:childdir@trinitynet.org)

Administrative Assistant to Director – **ext.** 348 [billing@trinitynet.org](mailto:billing@trinitynet.org)

---

## **Admissions Policy**

### **Admission Information**

Any child aged six weeks thru 8<sup>th</sup> grade may enroll in childcare. The parent/guardian makes contact with the Director by calling or visiting the facility. The Director will give a tour of the facility, talk with the parent/guardian, describe our program and enrollment process, and answer any questions. If requested by the parent/guardian, the enrollment packet is given to them. If a parent/guardian requests to be on the waiting list, a Registration Form and a non-refundable registration fee must be completed. Two weeks prior to attending, the parents/guardians will be invited to an orientation of the classroom and must complete the rest of the enrollment papers. They are given a Parent/Guardian Handbook and other informational materials. A contract between the family and center with the scheduled days and times of attendance will be drawn up and signed by parent/guardian and the Director.

### **Terms of Center**

Trinity admits students of any race, sex, color, differing abilities, national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to all students. Trinity does not discriminate on the basis of race, sex, color, differing abilities, national or ethnic origin in the administration of its educational policies, admission policies, and/or other school administered programs. Trinity is not equipped to handle children with certain special needs; therefore, each case which involves the enrollment of a special needs child will be individually considered. All children who are 6 weeks through 12 years old are eligible for enrollment.

## **Hours of Operation and Days Closed**

The hours of operation of Trinity Lutheran Childcare are 6:30AM to 6:00PM Monday through Friday, twelve months a year.

The Center will be closed New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day & following Friday, Christmas Eve, Christmas Day and New Year's Eve. When a holiday is on a week-end, the center will close either on the Friday before or the Monday after the holiday. If the Wausau Public Schools call off school due to inclement weather, Childcare will remain open with the exception of the rare event of extreme weather (such as an inch of ice). The Parish Administration and Properties Committee will make every effort to keep the parking lot and sidewalks safe. If there is a risk and they cannot ensure the safety of staff and families, closure of the center may be necessary.

## **Termination of Enrollment**

At any point in which termination of enrollment on the part of the parents/guardians is sought, Trinity Lutheran Childcare must be notified at least two weeks in advance in writing. If this procedure is not followed, you will be charged for those two weeks.

Trinity Childcare reserves the right to terminate the enrollment of a child for the following reasons: absence of two weeks without notifying the center, non payment of fees, consistent behavioral or emotional disturbances which may endanger the child or others, difficulty in adjusting to the group setting provided by the Center, situations where parents/guardians and staff agree that the Center is not in the best interest of the child. Parents will receive a maximum of two weeks to find alternative childcare.

Our staff may be able to assist parents in finding appropriate services for special needs if such referrals are deemed necessary.

---

## **Class Sizes**

The Childcare of Trinity Lutheran Church/School does not exceed a maximum capacity of more than 102 children at any given time in its Childcare. The Little Lambs Room admits children ages 6 weeks through 24 months and has a maximum capacity of 16 children at any given time. The Rainbow Room admits children age 2 years and has a maximum capacity of 12 children at any given time. The Butterfly Room admits children age 3 years and has a maximum capacity of 17 children at any given time. The SonShine Room admits children ages 4 and 5 years and has a maximum capacity of 21 children. School Age Care admits children ages 5-12 yrs. and has no more than 36 children in a group. Our facility is open from 6:30 am through 6:00 pm Monday through Friday except major holidays.

Class sizes for adult to child ratios and class sizes are:

Age of Children	Minimum Number of Providers to Children	Maximum Number of Children in Facility
6 weeks-12 months	1:4	8
12 months-24 months	1:4	8
2 years	1:6	12
3 years	1:10	17
4 to 5 years	1:13	21
5-12 years	1:17	36

## **Schedules**

FULL-TIME designates 4-5 days a week.

DAILY designates 2-3 days a week. This is referred to as part time. Part time requires the same set days each week.

Scheduling is completed in advance; we require a submitted request for added time or time off at least two weeks in advance. This can be done by filling out a "Schedule Change" form available in the classrooms or Childcare office. Staffing is done two weeks in advance and notifying us of schedule changes will enable us to have the correct number of staff during the day.

If a situation arises and you need to change your schedule without a two week notice we will make every effort to accommodate your child/children. If you need to contact us by phone, we will fill out the form for you.

A two week notice is required when changing your scheduled contracted time or for voluntary withdrawal from the center.

---

## **Attendance Methods**

Attendance is taken each day and recorded on a weekly roster especially designated for this purpose. Teachers also record attendance on daily sheets. Parents/guardians are required to notify the center **within the hour** of their scheduled drop off time when the child will be absent for the day or will be later than an hour after your scheduled drop off time or if their schedule changes. If no communication has been received one hour after the scheduled drop off time, the center will call the parent/guardian to ensure everyone is safe. Parents/guardians are required to notify the center if going to be later than their scheduled pick up time. Late fees will be assessed, see details in fees section.

---

## **Fees**

A one-time nonrefundable registration fee of \$50.00/child, \$60.00/family is required with paperwork to secure a spot in the Center. This fee cannot be applied to the tuition nor will provisions be made to refund any portion of this fee. Every January a \$10.00 annual supply fee will be collected per family. A \$10.00 administrative fee will be assessed for a change of contract.

Statements will be available on the first business day of the week with charges from the previous week. All tuition payments are made to the Childcare Center, payments are due on the first business day of the following week. If no payment has been received after two weeks, every attempt will be made to set up a payment plan. Failure to do so will result in a withdrawal from the center. See Delinquent Payment Policy.

A 15% service fee will be assessed to accounts that are 30 days past due.

A \$30.00 non-sufficient funds (NSF) fee plus any re-submission fees will be charged for any returned check due to non-sufficient funds. If returned a second time, cash payment is required for replacement of the check.

If the center is not notified of early drop-off or late pick-up, a \$1.00/minute charge will be assessed to your account (after a 5 minute grace period) according to your scheduled contracted time. There will be a \$5.00/minute charge, not to exceed \$25.00 for the first 15 minutes past 6:00 pm and an additional \$25.00 for every 15 minutes after that.

When a child is absent from the Center due to illness or other reasons, full payment of tuition is still expected.

Holidays: Accounts will be charged for holidays if it is one of your scheduled contracted days.

Extended Leave from Center: Parents/guardians not sending their child/children to the center for an extended period of time (more than two weeks) will be charged a non-refundable fee of 20% per week of your contracted fee to maintain your spot.

## **DELINQUENT PAYMENT POLICY**

### **Policy:**

Trinity Lutheran Childcare shall not fail to collect tuition, while maintaining the caring and nurturing Christian environment.

### **Procedure:**

1. The director will report monthly to the Childcare Ministry the status of any significantly delinquent family accounts.
  - a. 1<sup>st</sup> day of each week: Tuition payments are due.
  - b. Payments that are a week past due: The Childcare Administrative Assistant will mail a statement.
  - c. Payments that are two weeks past due: The Childcare Administrative Assistant will make attempts to collect payment through personal phone calls and set up a payment plan if needed.
  - d. Payments that are three weeks past due: The Childcare Director shall contact the family by phone to ascertain when payment will be made. If alternative arrangements are needed, the family will work with the director and/or administrative assistant to create a payment plan.
  - e. A 15% service fee will be assessed to accounts that are 30 days past due.
2. If a family's account becomes 21 days delinquent and either no alternative arrangements have been approved by the director or administrative assistant or such arrangements have not been adhered to, families will receive official Childcare Ministry notification by certified mail:
  - a. Students will be removed from the program immediately due to delinquency of tuition payments.
  - b. The ability to reenroll in the future will be forfeited unless the balance is paid in full.



## Arrival and Departure

Children must be brought into and taken from building by a parent or authorized adult.

Please make sure that a teacher knows your child/children have arrived at or are departing from the Center.

Parents/guardians are responsible for signing their child/children in and out on the sign in/sign out form. These forms will be in your child/children's room and the teachers will inform you on the location of these forms.

If your child/children will be late or will be absent for the day, please call us **by 8:15 am** or within the hour of your scheduled time; this allows us to give an accurate count for lunch, your child is safe and make sure that staffing is appropriate.

Children will not be released to unauthorized persons. If a situation comes up and makes it necessary for someone other than the authorized adult to pick up your child/children, please notify us by the Authorization Form or by phone. Teachers reserve the right to ask for ID from unfamiliar adults requesting access to a classroom or picking up a child.

Prompt pick-up of your child is expected. Call the Center to inform the Teacher if they are unable to pick-up their child at the scheduled pick-up time. At no time will the Director, Teacher, or Assisting Teacher be expected to keep children beyond the scheduled contracted times. Every attempt will be made to notify authorized persons to pick up the child. The child will not be left alone and will be kept busy so as not to become frightened.

## Security

Trinity has a security system in place to restrict access to the children of the Day School and Childcare Center. Families will be issued two badges to allow access between 6:30-8:15a.m. and 3:00-6:00 p.m. Between 8:15-3:00, adults dropping off or picking up children are required to sign in, receive a visitor badge, sign back out and return the badge. During summer hours and school breaks, badges will have access 6:30a.m.-6:00p.m. Little Lambs Room has its own entry from the parking lot. A fee is required for additional badges or lost badges through the Childcare office. Notify the Childcare office immediately if a badge is misplaced.

---

## Daily Schedule

6:30-7:45	Free Play/Arrival Time/Cleanup
7:45-8:30	Gym
8:30-9:00	Bathroom Break & Snack
9:00-10:30	A.M. Educational Session: reading, finger plays, small/large motor skills, science, social studies, math, vocabulary, art.
10:30-11:15	Exercise: gym or outside
11:15-11:45	Lunch (times vary by age) (11:00 in Little Lambs Room)
11:45-12:30	Bathroom Break/Bible Time/Quiet Time
12:30-2:30	Nap/Rest Time
2:30-3:30	Bathroom Break & Snack
3:30-4:30	Outside Play
4:30-5:30	Learning Centers/Free Play
5:30-6:00	Cleanup and center closes.

This is a general schedule; schedules will be age appropriate in each room. Please see your Child's Welcome Packet for a more detailed schedule.

## **Important Information for Parents/Guardians**

### **Parent/Guardian Access to Center**

Parents/guardians are welcome to visit, unless access is denied by court order. We will follow Trinity's policy concerning visitors. Non-professional visitors include parents, congregational officers, police, fire, and health department personnel, and visiting students. Every effort will be made to grant visitors access to the center. In all cases, however, the benefit of the child shall be placed above the benefit of the visitor. All visitations are announced to the director and the teacher in advance.

The faculty may refuse non-professional visitors on several grounds:

1. The proper arrangements were not made in advance.
2. The particular classroom situation would be too greatly disturbed at the time of the suggested visit. If the child is having an initial separation problem, it would be best to postpone a parent's observation.
3. The purpose of the visitor coming is not clear, and may be detrimental rather than beneficial to the public relations of the center.
4. A court order denying access.

### **Safety**

Fire Drills are conducted monthly as required by Wisconsin state law Sec. 118.07 for schools and day care centers. Weather is taken into account knowing children will not always have coats on during colder weather. Time outside is minimized as much as possible. During the event of a real fire, our heated youth house is accessible to us as well as the UW-Marathon Campus. Tornado drills and lock down procedures are also practiced.

### **Communication with Parents/Guardians**

Trinity believes that a "partnership" between home and school is vital for the growth of each child. Communication with the parents/guardians begins when the enrollment process is initiated. The parent/guardian is given the opportunity to talk with the Director and Teacher and obtain information about the center. Written information is provided also.

Once enrolled, the parents/guardians receive a calendar by hard copy or email, a monthly newsletter is also sent home which provides information about upcoming themes, events, and/or dates to note. A review of songs, books, letters, themes, and activities is also shared. Newsletters and other Trinity communications are also posted on bulletin boards.

The parents/guardians are given two opportunities to meet with their child's teacher during the school term. These Parent/Teacher conferences are an opportunity for the teacher to share observations and progress of their child. The parents have the opportunity to share their insights and/or concerns and ask questions about their child's development. Parents/guardians do not have to wait for scheduled conferences to ask questions or voice concerns. Parents/guardians are welcome to contact a teacher or the director at anytime with such issues.

A "Potty Training" Letter will go out to parents/guardians that have a 2 year old at the center.

A "Moving Up" Letter will be sent to the parents/guardians when their child is moving into a different classroom. This letter includes information that will allow for a smooth transition for the child.

### **Items Provided by the Parents/Guardians and Center**

The parents/guardians are required to supply a complete change of clothing for the child (several changes for infants/toddlers), which is kept at school in case of an accident. See classroom teachers for specific items such as diapers, bottles, baby foods, pacifiers, salves, lotions, sunscreen (summertime), naptime blanket, toddler sheets for 2" mat, etc. The Center will provide a crib or playpen for infants or a 2-inch sleep mat for age one to five. Please check your child's supplies each day as appropriate.

Parents/guardians must send a lunch for their child and/or open a lunch account through the day school, which allows the child to participate in the hot lunch program. The center will provide an a.m. and p.m. snack when the child is able to eat finger food. Infants/toddlers will be on their own schedule.

## **Child Guidance Policy**

*“Train a child in the way he should go and when he is old he will not turn from it.”*

Proverbs 22:6

### **Guidance Techniques for all Children**

Child Guidance at Trinity is practiced in a loving, Christ-like manner. Our goal is to develop each child’s self-control, self-esteem, respect for his/her self, and respect for the feelings, rights, and properties of others.

Our program will focus on the use of positive discipline emphasizing techniques such as redirection and positive child guidance. “*Redirection*” means directing the child’s attention to a different program activity,” as stated in the Wisconsin State Licensing Rule Book. Positive reinforcement of desirable behavior will encourage children to behave in a positive manner. If an unacceptable behavior continues, the child/ren will be removed from the situation for a short period of time. No forceful means of punishment will ever be used. Parents/guardians will be informed if an inappropriate behavior persists. In all situations, positive guidance will be used. Children will be reassured that they are loved and forgiven.

### **Staff Guidelines for Use of Time Away**

The staff has been trained to use a *time away* for the child to regain control. According to state law, “*time-away* means removing the child from the situation in a non-humiliating manner and placing the child in a designated location in order to interrupt the child’s unacceptable behavior.” This time away is done with a teacher at age 2 & under. Children ages 3 & up will be redirected to another area and away from the other children. The teacher will discuss with the child why they were redirected and will be able to return to the activity when they are ready. The amount of time will be determined on the demeanor of the child. Use of time-out periods is prohibited for children less than 3 years of age.

### **Prohibited Punishments**

Trinity’s Childcare prohibits any means of physical punishment. Discipline will not be humiliating or frightening to a child. Physical punishment such as hitting, spanking, pinching, biting, or any other form of corporal punishment is not tolerated. Discipline may not include verbal abuse, threats, or derogatory remarks. No child will be confined or enclosed in a closet, locked room, box, or similar cubicle. Restraining movement by binding or tying is not permitted. Snacks or meals will not be withheld as a form of punishment. Children will not be punished for accidents involving toilet training or spilling anything.

### **Techniques for Transitions**

Transitions are kept to a minimum so that there will not be long periods of waiting time. During transitions the use of songs, finger plays, nursery rhymes and the like will occupy the child(ren).

## **Education Policy**

*“If you hold to My teaching, you are really My disciples. Then you will know the truth, and the truth will set you free.” John 8:31-32*

## **Jesus Time**

Trinity believes that a child cannot grow completely unless the child grows spiritually. As a portion of the daily curriculum, each child is instructed in the love of God shown to us in His Son, Jesus, as presented to us in the Bible. During “Jesus Time” children will learn Bible stories, prayers, and songs. They will participate in chapel services. Many classroom theme activities, projects, and decorations witness our Christian beliefs.

## **Outdoor Activities**

The children play outdoors—weather permitting, (children will go outside when the “feel like” temperature is above 10° and below 90°) and should be dressed appropriately. Under normal circumstances parents/guardians should not expect the teacher to keep their child indoors when others are going outdoors. Outdoor winter/snow play should be expected to occur each day. Appropriate outerwear should be brought daily or kept at the center.

## **Developmentally Appropriate Programming**

Trinity’s Childcare is a Christian-based center, which provides opportunities for a child to develop intellectually, physically, emotionally, spiritually, creatively, and socially within a loving and caring environment. Within this atmosphere, the child is given opportunities to explore various aspects of learning to develop to his/her potential. Such an atmosphere combined with successful opportunities will develop within the child a positive self-image. A positive self-image will in turn give the child an advantage to succeed in his/her further educational experiences and in life.

Trinity’s program maintains a play-based curriculum to allow the child a choice of activities. Parents/guardians receive information about the curriculum through newsletters/calendars and the displays in the classroom and hallway.

According to developmentally appropriate practices, play is the most vital component of any early childhood curriculum. Through play, children develop social, emotional, and cognitive skills; children express themselves physically, represent feelings, and acquire fundamental concepts and skills (Bredekamp & Copple, 1995). Music is another essential component to a child’s development.

Play and music are both important for children's cognitive development:

- Songs can be used to teach new concepts and to introduce new vocabulary.
- Songs give children the opportunity to explore adult roles. Children playing with dolls in a dramatic play area will sing lullabies to their dolls or hum while cleaning, emulating what they have seen their parents/guardians do.
- Movement to music develops children's awareness of their bodies and what they can do. It can also help to develop feelings of self-confidence and fine motor skills.
- Listening to music can help teach children about the basic properties of music: loud, soft, fast tempo, slow tempo, and pitch

**Self-Esteem and Positive Self-Image:** Daily activities are planned by the teacher and reaches children of varying abilities and stages of development. The activities are planned to give a successful feeling to each child. These successes will give the child a sense of accomplishment that will build the child’s self-esteem and self-image. At group times, the child’s name can be used in songs and finger plays and the child can be given opportunities to express his/her ideas and opinions. Each child will be called upon to lead the group in certain activities. Being “in the spotlight” will build pride, self-esteem, and a positive self-image.

**Social Interaction:** Because the program is play-based, there is a great deal of social interaction. The child learns to interact with other children as he/she plays in the various centers. Skills of taking turns, sharing, negotiating, following directions, and working with others are developed. Teachers reinforce acceptable and non-acceptable behaviors during these social activities.

**Language Opportunities Through Self-Expression and Communication:** Another advantage of a play-based curriculum is the many language opportunities. During choice time, each child is free to move about and communicate with the other children and the teachers. It is the responsibility of the teacher to assist in the development of these skills by giving assistance to the child who may find difficulty in communicating. Quite often the child just needs a little help with the pronunciation of certain phonemes. Or, in special cases, the teacher will work with the parents to refer the child for evaluation and appropriate assistance.

Other activities that develop self-expression and communication include art projects and large group times. Art and drawing activities are available daily. During group times the child sings songs, recites finger plays, participates in dramatic play, plays games, and is involved in puppet shows.

**Creative Expression:** Many learning centers provide opportunities for creative expression. Centers for art, blocks, manipulatives, drama, books, discovery, etc. encourage exploration and individual expression.

**Gross Motor Skills:** Trinity has a large gym with equipment that fosters the development of each child's large muscles. Trinity also has a playground with climbing structures, slides, and a sandbox.

**Fine Motor Skills:** The development of the fine motor muscle groups is very important for the child to succeed in later school experiences. Trinity offers many activities such as various art media, cutting, play dough, lacing, puzzles, manipulatives, coloring, and dressing themselves and dolls.

**Math/Intellectual/Cognitive:** The child is naturally curious about his/her world. Trinity provides activities for exploration, which enhance this curiosity. Learning centers are available and change frequently. Our thematic curriculum offers avenues for the five senses to be used. Counting, sorting, and learning numbers and patterns are components included in our daily activities.

**Reading Readiness:** Each child is introduced to the letters and their sounds in fun interactive ways. Phonemic awareness is built through the use of rhymes and learning to separate and combine sounds to make simple words. Enjoying literature is a vital part of each day. Using "Big Books," pattern books, rhyming stories and interactive stories as a large group fosters appreciation, understanding, and comprehension of literature.

**Sensory:** Children will explore with their five senses through various experiences. Sand and water teaches concepts of size, shape, volume, empty, full, warm, cool, wet, damp, dry, heavy, and light. It promotes problem solving, exercises the imagination and teaches how to play socially with others.

---

## **Cultural Diversity**

We, as a staff, recognize the importance of recognizing and appreciating other cultures. Cultural diversity will be reflected through literature, art, music, and food experiences. As children play, diversity is represented through tabletop games, dolls, dress-up clothes, books, and tapes. This adds to the richness of the curriculum.

## **HEALTH CARE POLICY**

### **Communicable Diseases**

When a child contracts a communicable disease such as chicken pox, strep, RSV, pink eye, influenza, parents/guardians will be informed of the exposure and probable time of incubation. Communicable Diseases will be posted on parent boards located in each of the classrooms for 2 weeks after an illness has been diagnosed by a physician.

### **Medical Log Responsibilities and Entries**

A record of accidents, injuries, and medications shall be kept in a permanent medical/injury log and the child's permanent file. The record of injuries shall be reviewed by the Director with the staff periodically in order to determine that all possible preventive measures are being taken. The review will be documented in the medical/injury log.

Minor injuries (e.g. scrapes, pinched fingers, bumps, etc.) will be reported to parents when picking up their child. First aid procedures will be followed for minor injuries.

The log is kept in the classroom so that it can be completed as soon as possible following the incident. This log is required by the Wisconsin State Licensing Rule Book DCF 251.04(6) (c). Entries will be made in ink on the day of the injury, dated and signed by the teacher making the entry. Injury reports will need to be signed by the parents/guardians also.

### **Procedure for Sharing Information**

Children who have special health care needs (allergies, asthma, epilepsy, etc.) shall complete a Health History and Emergency Care Plan. The Health History Form is to be read by all related staff and discussed with the lead teacher.

### **Staff Health Requirements**

The Director, teachers, and assistant teachers will have a physical within twelve months prior to being employed by Trinity. The results are recorded on a Department form and kept in the staff member's file. Each staff person will also have a tuberculin test with results recorded on the same form. Each staff member must be physically able to work with young children. These Health forms will be updated periodically as the staff members have physicals. The updates will be added to the file.

No staff member having direct contact with the children will be allowed to work if they become ill with a communicable disease or any other condition that may be harmful to the children. A substitute teacher will be hired until the ill staff member can return to work.

### **Cleanliness**

Children and adults will wash hands with soap and water after nose blowing and toileting, and before handling food or eating. Hand sanitizer may be used also. The temperature of the water may not exceed 105 degrees Fahrenheit.

Wet and soiled clothing will be changed promptly from a supply of clean clothing kept at school. Soiled clothing will be put in a plastic bag and sent home.

The Childcare is thoroughly cleaned periodically throughout the year. Carpets are cleaned monthly, while floors, tables, and bathrooms are cleaned daily. Tile is stripped and waxed once a year that may require classes to move to another room temporarily.

## **Rest Periods**

Rest periods for ages 2-5 occur each afternoon. Our staff will permit a child who does not sleep after 30 minutes to look at books or play quietly until the other children have completed their rest time. Trinity provides a 2" sleeping mat. Each child provides their own toddler sheet, blanket, pillow and comfort toy if desired and items will be stored in a large container (supplied by Trinity) with the child's name on it. Items will be sent home weekly for laundering (Please label items).

Infants and toddlers shall be allowed to form and follow his or her own pattern of sleeping and waking. Trinity will provide infants with their own crib or pack-n-play, sheets and lightweight quilt that will be laundered by the center. Toddlers after age 1 will sleep on a 2" mat and follow the same guidelines as above.

## **Infant Sleep Position Policy**

- Infants under 12 months of age shall be placed on their backs on a firm tight-fitting mattress for sleep in a crib/pack-n-play.
- All pillows, quilts, comforters, crib bumpers, stuffed toys, and other soft products will 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 a physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping to lower the risk of Sudden Infant Death Syndrome (SIDS).
- When infants can easily turn over from the supine position to the prone position, they shall be placed 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.
- Parents will update Form CFS-61 (Intake for Child) stating any changes for child's well-being.

## **Sick Child Definition, Care and Isolation**

Children who are brought to school are assumed to be in good health. When an apparently ill child (one that is not well enough to participate in the daily activities of the center) is observed, the following procedures shall apply:

- Children with sore throats, inflammation of the eyes, fever, lice, rash, vomiting, diarrhea, continuous runny nose, or other illness shall be isolated. The child will always be within sight or hearing of a Trinity staff person. The child's basic needs will continue to be met, and all attempts will be made to keep the child as comfortable as possible.
- The child's parent/guardian or designated responsible person will be notified immediately and arrangements will be made for removal from the center as soon as possible.
- Parent/Guardian of a child who has a fever above 100° will be notified and asked to pick child up from the center.
- Child(ren) must be fever free without the aid of medication for 24 hours including diarrhea and vomiting before returning to center.

## **Notification of Parents**

Parents/Guardians will be informed of their child's illness or serious injury immediately. Information about minor injuries will be given to the parent/guardian when they pick up their child. Confidentiality will be practiced by staff members when dealing with injuries and illness of children in our center.

## **Medication**

As a general rule, no staff person will dispense any medication, either prescription or over-the-counter, to any child of the center. Special arrangements will be made if a child has a condition that requires medical assistance. This will be considered on an individual basis.

If a child needs medication, parent or guardian must fill out the Authorization to Administer Medication Form (CFS-59) prior to any medication being distributed. This form will give all specific directions that would be necessary. The teacher is the only person allowed to distribute the medication. All medication will be stored out of reach of the children in its original container (in the refrigerator if needed and labeled). The medication is not to be left in the child's backpack or in the hallway under any circumstances.

## **Universal Precautions & Handling Body Secretions**

All staff persons shall follow universal precautions when exposed to blood or bodily secretions such as nose mucus, eye drainage, coughed-up material, urine or fecal matter. Disposable gloves are provided in each classroom and in the First Aid kit. Used gloves are disposed of in a plastic-lined, covered trash container and the staff member's hands should be washed thoroughly with warm water and soap. Bodily secretions on surfaces must be washed immediately with soap, water, and sprayed with a bleach solution.

## **Child Biting Health Procedure**

Biting among children usually occurs in toddlers; however at times, three-year-olds or four-year-olds may still have the tendency to bite. The child who is bitten will be cared for first and in a calm manner. The child who bit will be separated from the group and spoken to in a calm but positive manner. "Biting hurts", "Teeth are for eating and not hurting your friends." The teacher will not over react to either child.

The situation will be re-evaluated. Children need social experiences to learn to play in acceptable ways with other children. Teachers will evaluate the number of age-appropriate materials and equipment so that children can play successfully beside one another (parallel play).

Parents/Guardians of both children will be notified of the biting situation in a calm manner. Working as partners—staff and parents/guardians—can identify possible reasons for a child's biting and then respond accordingly to stop the behavior.

## **Reporting of Child Abuse/Neglect**

It is the standard operating procedure of Trinity's Childcare to train its teachers and assisting teachers to identify and report suspected child abuse and neglect as required by law. Not only are these actions against state law but also are more so against God's laws.

**Emergency Medical Source:** Closest hospitals are Aspirus Wausau Hospital, 333 Pine Ridge Blvd., Wausau, WI, 54401; (715) 847-2121 and St. Clare's Hospital 3400 Ministry Parkway, Weston, WI 54476; (715) 393-3000.

## **Diapering and Toileting Procedures**

Toilet training shall be planned cooperatively between the child's assigned teacher and the parent/guardian so that the toilet routine established is consistent between the center and the child's home. These routine tasks are handled in a relaxed and positive manner on an individual basis. Vigorous attention will be given to proper sanitizing of diapering and toileting areas, as well as consistent hand washing (for both staff and children) to prevent the spread of infection. "No routine attempts may be made to toilet-train a child less than 18 months of age" as stated in the Wisconsin State Licensing Rule Book DCF 251.09(4).

The application of lotions, powders or salves to the child during diapering may be done only at the specific written direction of the parent/guardian or physician. The directions shall be recorded and posted in the diapering area. All containers must be the original container and need to be labeled with the child's name.



## **Additional Infant and Toddler Care**

- A child too young to sit in a high chair or at a feeding table shall be held or placed in an infant seat while being fed.
- Drinking water shall be offered to infants and toddlers several times daily.
- Formula and breast milk should be brought to the center in labeled and dated bottles.
- Left over milk or formula shall be discarded after each feeding; bottles shall be rinsed and sent home for sanitization.
- A child unable to hold a bottle shall be held whenever a bottle is given. Bottles may not be propped.
- Commercial baby food containers, which are opened, and foods prepared in the center which are stored, shall be covered, dated and refrigerated. If not used the next day, left over food shall be discarded. If only ½ jar is being fed to the child, the food must be removed from the jar and put in a separate container, so that the remaining food in the jar can be saved for further use.
- The parents are responsible for supplying their child's formula/breast milk, baby food, and diapers.

## **Glove Usage & Disposal**

Disposable gloves will be worn during toileting/diapering of children or when contact will be made with bodily secretions. Gloves shall be disposed of in provided garbage containers.

## **Bathroom Supplies**

Bathroom supplies including soap, toilet paper, disposable paper towels, waste paper containers, and disposable trash bags are provided by Trinity School/Church.

## **Hand Washing Procedures**

Hands should be washed with running water and soap and scrubbed for 2 minutes.

## **Sanitation of Toys and Equipment**

Toys and other equipment used by the children and staff members will be sanitized when they become dirty by washing periodically in the dishwasher, washing machine, or with a soapy solution and disinfected with a bleach solution. Other equipment and storage areas, counter tops, and furniture will be washed and sprayed with a bleach solution daily.

All eating surfaces such as tables and counter tops are washed and sanitized before and after each use.

The bathroom, toilets, and sinks are kept clean and sanitized at all times. The custodian disinfects them at the end of each school day.

## **Confidentiality of Student Records**

Trinity will keep all required forms (see Required Forms below) in the child's permanent file. Parents/guardians may view their child's file upon request. Files will not be permitted to leave the facility. Persons having access to the child's records, such as the teacher and teacher assistant, will not disclose personal information regarding the child and facts learned about the child and his/her relatives. Prior to release of information on a child to any agency assisting in planning for the child's education, written consent will be obtained from the parent or guardian.

**Required Forms:** All required forms must be completed in their entirety to be acceptable and are due one week prior to the child's first day of attendance.

REGISTRATION FORM- This form indicates the schedule your child/children will attend.

SCHEDULE CONTRACT- This form needs to be signed by the parent/guardian to verify the schedule and weekly fees.

CHILD CARE ENROLLMENT FORM – This form must be completed and submitted with the Registration Fee in order for the child to be considered for enrollment. Registrations are welcome throughout the year if space is available in the Center.

HEALTH HISTORY AND EMERGENCY CARE PLAN– This Form must be signed by the parent/guardian.

IMMUNIZATION FORM – This form is obtained from the State of Wisconsin. If it is not available or up-to-date, parents/guardians will need to obtain a copy from their physician or sign the waiver form.

CHILD HEALTH REPORT – CHILD CARE CENTERS - This form must be signed by a licensed physician and turned in **within 3 months of the start date**. Follow-up examinations are due every two years for ages 2 to 5 and every 6 months for children under age 2.

PARENTAL AGREEMENT FORM – This form gives permission to the center for taking photos, to go on field trips, etc. It also explains the financial obligation to the center.

INTAKE FOR CHILD UNDER 2 YEARS *OR* LET US GET TO KNOW YOUR CHILD Form-This form lets the center know about who your child is and their individual needs.

## **Nutrition Policy**

### **Hot Lunch Program**

Trinity Lutheran School offers hot lunch to our center. Parents/guardians receive a monthly menu and an account is set up in the Day School Office. As meals are purchased, the computerized system deducts the amount from their family account. Notices are sent to the families from the office as these accounts become low in funds. If children do not want to eat hot lunch, then a packed lunch from home is required and sent with the child. Hot lunch is offered when the Day School is in session. Hot lunch is not provided during the summer months, Christmas and Spring Break and also announced school closing because of inclement weather.

Our kitchen staff and facility meet state standards. We follow the regulations of the federal government.

### **Hot Lunch Payment Policy**

1) Families will be notified by letter with the youngest student in the family when the amount in the account will not cover a meal each day for each child for that week.

2) Families will be notified by letter with the youngest student in the family when the account has a negative balance.

3) The third Monday a phone call will be made to the family (either at home or at work) informing them of the negative balance. **If not brought to a positive balance within two days, the student(s) will not be allowed a hot lunch meal.** They will need to bring a cold lunch until the account is current.

## **Meal Time Routines**

Trinity School sets up a rotation schedule for all of its classes and adjusts it yearly if needed. Childcare children will be served by the lead teacher and assistant(s) in the school cafeteria. In the event of eating in the classroom, trays are brought to the children and staff will return trays and utensils to the cafeteria.

## **Child Guidance and Food**

At no time will food or drink be withheld from a child as a threat or punishment. No child will ever be forced to eat or drink anything they do not wish to eat. New foods will be encouraged but never forced.

## **Menu Requirements**

Trinity's cooking staff prepares a menu each month that is shared with all school families. These menus follow the federal guidelines for healthy meals incorporating the necessary food groups. Childcare families have the option of using this hot lunch program each day or bringing in a lunch from home.

## **Philosophy on Snacks**

Young children need balanced snacks for growth and good health habits. Meeting their nutritional needs is an important responsibility of our center. It is our aim to encourage the children to eat nutritious snacks. Snacks are included in our curriculum in order to develop healthy eating habits, good hygiene, proper table manners, and socialization skills. Childcare provides and serves healthy snacks two times each day. Sippy/disposable cups and napkins are provided.

Snacks are not given to encourage nibbling or to interfere with a child's appetite. They are, rather, to contribute to a child's total daily food needs. Development of good eating habits for later years can be achieved if the process is started now in the growing, early years.

## **Food Allergies**

Parents are requested to list any food allergies on the child's Health History and Emergency Care Plan form. This information can also be found on the Child Health Report that is filled out by a physician or nurse. All food allergies are posted in clear view of the teachers by the food preparation area. If a child uses an epi-pen, a picture is also posted. Trinity Childcare will work closely with the parents/guardians to ensure healthy food is available for a child with allergies.

## **Special Treats for Birthdays and Holidays**

Parents are asked to give prior notice when bringing in special treats. The following is a detailed list of healthy snacks, and parents are encouraged to follow these guidelines when providing special treats.

Suggested Food and Beverage Guidelines for Snacks, Classroom Activities, and Celebrations

### **I. Beverages**

- Milk, low fat or skim, white or flavored
- 100% Fruit juice or Vegetable Juice
- Fruit Smoothies
- Low fat yogurt drinks
- Flavored water (no sugar) or plain water

## II. Fruits & Vegetables

Fresh fruit, cut up with low fat yogurt dip  
Individually packaged fruit cups or dried fruit (raisins, cranberries, apricots, apples, bananas, etc)  
Apples with low fat peanut butter  
Vegetables-Carrots, Broccoli, Cauliflower, Celery, cut up with low fat dressing or salsa dip  
Celery and low fat peanut butter  
Fruit and Vegetable platters or pizza

## III. Breads, Cookies, Chips, Snacks, Granola Bars, Dairy

100% Fruit Snacks, Fruit Bars  
Tortillas with fresh vegetables or fruit  
Mini Taco's, sliced tortilla wraps (bite size)  
Angel food cake with fruit (2" square slice)  
Dry cereal-individual servings (unsweetened)  
Baked Chips or low fat chips, Taco chips with Salsa, Baked Munchies, Cereal and Pretzel mixes  
Whole grain crackers, with no Trans fat  
Low-fat Sports Bars, Grain Bars, Low fat Granola Bars  
Soft Pretzel (plain or flavored), Hard Pretzel with sweet mustard dip  
Whole Grain Bread items-fruit bread, mini muffins  
Mini whole grain bagels with low fat cream cheese  
Low fat, low salt Popcorn  
Whole Grain Crackers  
Fruit, nut and/or Grain Trail Mixes  
Sunflower seeds or other nuts-low salt  
Low fat cookies, Vanilla Wafers  
Cheese and Crackers, low fat cottage cheese with fruit  
Low fat string cheese with red seafood sauce for dipping  
Low fat natural peanut butter  
Low fat pudding or yogurt parfaits  
Frozen yogurt, real fruit slush's, low fat ice cream

## **Pet Policy**

There are no permanent pets in the Childcare Center.

If a child would like to bring in an animal of any kind for a visit, the center must be notified first. The Center will then notify all other parents. A note will be sent home explaining the type of animal that the child would like to bring in for a visit. If parents do not want their child exposed to the animal, we will abide by the parents request. The adult bringing in the animal must remain present during the entire visit and maintain control over their animal at all times.

Childcare providers will also closely supervise all contact between pets/animals and children and remain close enough to remove the child immediately if the pet, animal, or child shows signs of distress or the child is treating the animal inappropriately.

## **A prayer for our Children**

Almighty God, heavenly Father, you have blessed us with the joy and care of children. As we bring them up, give us calm strength and patient wisdom, which we may teach them to love whatever is just and true and good, following the example of our Savior Jesus Christ. In Jesus' Name, Amen