



Hales Corners Lutheran School

Early Childhood Parent-Student Handbook

Last Revised: June 2023

PURPOSE

The purpose of Hales Corners School, preschool and extended care program is to provide a safe early childhood learning environment in a Christian atmosphere for families with young children.

GOALS

Our first goal is to provide learning opportunities that will enable each child to reach his/her God-given potential. Our second goal is to create a positive self-image in each child. We focus on teaching the child to respect individual differences. The child will learn to understand and respect physical, sexual, and cultural differences by having the opportunity to experience, question, and interact with diverse people.

PHILOSOPHY

Our program is concerned with the welfare of the whole child. We see a child's developmental needs as physical, intellectual, emotional, social, and spiritual. Teachers will guide the child so that he/she may gain a healthy self-concept and a positive feeling of trust about God and others. The teachers, who have education degrees, are loving, sensitive people who are committed to the needs of young children and to the conveying of God's love through their own actions. In Proverbs 22:6, the author says "Train up a child in the way he should go, and when he is old he will not turn from it." At Hales Corners Lutheran Church and School, we are here to assist you in providing your child with a quality Christian education.

Hales Corners Lutheran School, in partnership with the parents and the church family, provides children with a quality academic education and nurtures them in a Christian environment. The students are encouraged to develop their God-given abilities and to become life-long learners. Freed by the saving grace of Jesus Christ and moved by the Spirit, they will grow in their relationship with God, in responsibility, and in respect for others while serving God and the community.

HALES CORNERS LUTHERAN SCHOOL

MISSION

As God's family we are **CALLED** and **GATHERED** to **WORSHIP, GROW** and be **SENT** to make a difference in the world for Christ!

VISION

Make a difference in the World for Christ, By Living on Purpose!

God's Purpose for our lives! We are **Gathered** in Worship, Schools, Groups and Homes. **Gathered** by God for Worship, Discipleship and School Ministry that transforms, Inspires, Equips, Grows and **Sends**

Us! **Sends** Us on a **Mission** to Homes, Neighborhoods, Communities and the World to make a difference. Our **Mission** is to **Meet need** As a way to open doors for the Gospel, **Share faith** With gentleness and respect and **Invite people** to come with us!

Dear Parents:

A new year is upon us! Our school is a place where the love of Jesus is evident in word and action. A place where parents share their precious gift of a child with teachers who love their Lord so much, they dedicate their professional lives to our school.

We are committed to making decisions as a faculty based upon prayer and we are honored that you chose us to assist you in raising your child in a Christ Centered environment. Our preschool and extended care program is accredited through National Lutheran School Accreditation and holds a State of Wisconsin Child Care License. We are quality rated through the Youngstar program. These certificates ensure your child will participate in a program that is not only safe but that provides an environment that enhances development. It certifies that we have high quality staff and programming for all children. We also participate in the Federal Food Program, which means that we will provide children with nutritious snacks and lunch each day.

We hope that this handbook is of assistance to you when questions arise about our program. If the answers you seek cannot be found here, please do not hesitate to ask any questions of your teacher or director.

Our commitment to serving your family is one that is strongly felt in our school. We hope that throughout the year, we will be able to meet those needs and build lasting relationships. We look forward to serving alongside your family and thank you for sharing your child with us.

In His Service,

Hales Corners Lutheran Early Childhood Staff

Delegation of Authority Hales Corners
Lutheran Church Congregation Hales Corners
Lutheran Board of Directors Executive Pastor
School Principal School Assistant Principal
Extended Care Director Teachers Assistant
Teachers

Staff

The Early Childhood Staff consists of the early childhood teachers and assistants. Teachers are degreed in Early Childhood, Elementary or Special Education. The teacher's continue to expose themselves to current best practices in early childhood education through in-service training and/or credit courses. The teachers work 4-5 days per week, 4.5 hours-8 hours per day

depending on which classroom they are teaching. Assistants will be with the children at various times during the week. We do our best to keep staffing consistent in each classroom.

All staff is trained in the following areas:

- Center policies
- Licensing rules
- Youngstar regulations
- Confidentiality
- Child abuse and neglect
- Staff orientation
- Health and safety
- Contingency plans
- Parent communication
- First Aid, CPR and AED
- Job responsibilities and duties
- Daily schedule
- Child management techniques
- Attendance and global supervision
- Handwashing procedures
- Shaken baby and SIDS
- Blood Borne Pathogens
- Accident reports and medical log entry

Staff

Hales Corners Lutheran School and or the Department of children and Families runs a criminal background screen annually on all staff members using a Background Information Disclosure Form. All staff upon hire are required to do a one time fingerprint background check. Families will be able to know that all persons working with their children do not have criminal histories.

Termination of Staff

Any staff member will be dismissed for including but not limited to:

- Verbal or physical abuse of a child or another staff member.
- Any form of physical punishment, including restraining or other corporal punishment.
- Any form of emotional punishment including embarrassment, derogatory or frightening remarks.
- Withholding food.

Confidentiality

All staff members are committed to maintaining confidentiality and lending support to help families achieve those goals. Children's records are accessible to parents of the child at all times and the program policies are governed by parental/legal guardian need. The children's files are accessible to the program staff, parent/guardian, and the state licensing agent. All staff having access to the children's records and will not discuss or disclose any personal information regarding the children or their families unless authorized by the parent/legal guardian, or by court order.

Unresolved Concerns

Hales Corners Lutheran is a loving, caring Christian environment but also know that conflict can arise. We pride ourselves on being an open environment where families and staff openly discuss concerns that arise. However, there can be times when it may be difficult to resolve a concern. Please refer to the delegation of authority if you need to.

Entering the facility

All early childhood families will park and enter the school by using the north school parking lot and entrance. The left side door for entering will take you into the early childhood reception area.

Phone Number: 414-529-6701

Our phone system is designed to serve the needs of our school families and staff. As we foster classroom environments that are free from unnecessary interruptions, we ask that telephone calls are not made directly to the classrooms during the school day. Our school support staff will assist in relaying messages. Our office hours are 6:30 am to 6:00 pm and after hours our voicemail system will allow you to leave messages for teachers and staff.

Hours of Operation

Extended care hours are Monday through Friday 6:30 am to 6:00 pm. (Available Year Round)
Educational hours: 8:05 am Arrival & Class time 8:15-11:00 (Available from August to June)
We are licensed through the Department of Children and Families for 65 extended care children from ages 2 years to 6 years.

Emergency School Closings

Weather emergency cancellations: For snow days, or any community emergency, please listen to TV Channels ABC, FOX, or NBC and Radio Stations WISN (AM 1130), WTMJ (AM 620), WOKY (AM 920). The principal will contact these stations between 5:30 - 6:30 AM to announce the school closings. We encourage parents to use their own discretion when deciding to send their children to school on days when the weather is hazardous. If an emergency occurs during the school day, we will make every effort to contact you. This is a cooperative effort to communicate important information as quickly as possible. Our website is a great tool to communicate with

parents' current information regarding weather and building emergencies. Please look at www.sycamoreeducation.com for updates.

School Closings

We are closed the following days: Set up days in August between summer program and school year program, Labor Day, Thanksgiving Day and Friday, Christmas Eve, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day, Set up days in June between school year program and summer program, and Fourth of July. (If a holiday falls on a weekend we will be closed the day before or after the holiday.) A school calendar is sent home at the beginning of each school year and lists any additional days for in-service or holidays.

Holidays/Birthdays

All families are made aware of the religious aspects of Hales Corners Lutheran School. We are a Christian organization; we will celebrate Christian Holidays throughout the year.

Hales Corners Lutheran School recognizes that birthdays are special days for students. However, due to the increasing number and variety of food allergies in students, our school is adopting a non-food birthday treat policy. You may choose to recognize your child's birthday in another fashion (i.e. distribute a sticker or a pencil; donate a book in your child's name, etc.). Your child's teacher may have specific suggestions to share regarding ideas to recognize birthdays. We also ask that you not send in classroom food treats for other reasons without prior approval of the teacher.

Chapel

Early Childhood and extended care students will attend chapel twice per month. The school newsletter highlights upcoming chapel times. We encourage parents and family members to join us for our chapel services.

Special Events

Events will be held throughout the year, they will be highlighted on the school calendar. Your teacher will also send home additional details for each event. Some events may be during the day while others will take place in the evening.

National Lutheran School Accreditation

National Lutheran School Accreditation (NLSA) encourages and recognizes Lutheran schools that provide quality Christian education and engage in continuous improvement. It is completely voluntary and is available for every school operated by a single congregation, by an association of congregations, or by a Recognized Service Organization of The Lutheran Church—Missouri

Synod or the Lutheran Church—Canada. NLSA serves a variety of levels of schools — early childhood, elementary and high schools and all combinations of the aforementioned. It helps Lutheran schools evaluate their academic quality and the spiritual dimension of the school. The standards and report forms are similar to other accrediting processes, both secular and religious.

Benefits of Accreditation

- Publicly acknowledges the quality of the school through an objective outside agency
- Employs the expertise of an objective site visit team
- Validates the mission of the school
- Measures a school with a set of objective national standards
- Examines the spiritual component of the school
- Identifies and celebrates the strengths of the school
- Pinpoints weaknesses for correction
- Provides a solid foundation for faculty professional development
- Provides accountability for the school, constituents, congregation, and school community
- Provides the “blueprint” for school improvement for the next five years
- Involves the support and involvement of a broad constituency
- Provides the opportunity for public acknowledgement and celebration
- Connects a school to a network of several hundred LCMS accredited schools

State of Wisconsin License

The Family Handbook, outlining all philosophies, policies and procedures and Wisconsin Administrative Code, HFS 46—Licensing Rules for Group Day Care Centers are available in the early childhood reception office. Our state license and the record of our last licensing visit are posted in the early childhood reception school office.

Youngstar

Youngstar is Wisconsin's child care quality rating and improvement system. We give parents the tools and information they need to raise happy, healthy kids. And, we help preschools and child care providers give children safe, nurturing places to grow.

How do we do it?

- By objectively measuring child care quality. We rate thousands of child care providers, awarding up to five stars for the best quality of care.
- By giving parents an easy way to compare their local child care options and find the programs that match their family's lifestyle, budget, and special needs.
- By supporting providers with tools and training to deliver high-quality care
- By setting a consistent standard for child care quality

Americans with Disability Statement

HCL complies with the applicable provisions of the Americans with Disabilities Act (ADA) and state disability laws. We do not discriminate against qualified individuals with a disability in any phase of the employment relationship, including application for employment, hiring, promotion, advancement opportunity, compensation, benefits, and leaves of absence, training, transfer, demotion, layoff, termination, or any other aspect of employment. We will make reasonable

accommodation to the known physical or mental limitations of qualified applicants or employees with disabilities, to enable them to perform essential job duties, unless such accommodation would impose an undue hardship on HCL. All employees, including employees with disabilities, are held to the same performance and conduct standards. Employees with questions about the ADA or state disability law should contact Human Resources

Non-Discrimination Policy

Hales Corners Lutheran Primary School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the center. It does not discriminate on the basis of race, color, sex, age, disability or national origin in the administration of its educational policies, admission policies or other center-administered programs. We believe that children recognize differences in people at a very early age. Hales Corners Lutheran's goal is to build a foundation for understanding and respect of these differences that the child will carry through life. The Christ-centered curriculum at HCL School will build in our children a sense of trust, a sense of initiative, and a positive sense of self-regarding cultural heritage.

Self-Image

Our goal is to provide experiences that enhance a child's sense of identity and that support his/her group identity.

Personal Identity

- Display photographs of the children and families.
- Address the children by name and encourage them to use their names when addressing others.
- Represent ethnic groups in all areas through the use of dolls, pictures, puppets, informal discussion, etc.
- Represent occupation groups with no discrimination as to race or sex.

Physical Identity

- Use a variety of activities to help children learn to identify themselves.
- Select stories, songs, games, and pictures to represent ethnic differences.

Social Interaction

Our goal is to provide experiences that enhance a child's sense of identity and support his/her group identity.

- Encourage children to show respect for others by respecting their ideas.

Admissions and Enrollment

Step 1: School Tour

Seeing and learning about Hales Corners Lutheran School (HCLS) in person is an important part of the admissions process. We want to meet you and ensure that you have all of the information you need to move forward with the admissions and enrollment process. Children welcome.

Please call the school office at **414-529-6701** to schedule your visit. Allow 30-45 minutes for this visit.

Step 2: Admissions Application

Tuition Aid Data Services (TADS) is a web based program. Link is found through our website www.hcl.org under school/childcare/admissions tab. All online information must be completed

with a valid email address.

Step 3: Enrollment

Once your admissions application is complete and has been reviewed, you will receive a link via email to enroll your child through our TADS system. A one-time \$150 enrollment fee applies to each new student.

Step 4: Tuition Agreement

Your next step will be to complete a tuition agreement. You will receive a link via email to complete this agreement via TADS.

Step 5: Required Paperwork

Your next step in the process will be to complete all the required paperwork provided to you and returned to the director prior to the first day of attendance.

1. Child Care Enrollment (All information on this form needs to be kept up to date, please make sure we have the correct home address and phone number on file at all times.)
2. Health History
3. Student Immunization Form
4. Child Health Report (must be completed by a physician)
5. Federal Food Form
6. Release Form SIGNED for outings, photo release and social media
7. Parent Interview Form

Step 6: School Visit with child

Families are encouraged to visit with their child before their first day of school, especially if the child has difficulty separating. However, a parent or guardian must stay with the child at all times and the school does not accept responsibility for the care of the child until the first day of enrollment. The teacher helps each child feel comfortable in their classroom and works closely with the child and family. Some children only need one visit to feel secure in their new environment, whereas other children may need multiple visits. Each fall we have an Open House to meet the staff, drop off supplies and see the classrooms and school before the first day of attendance.

Enrollment Fees and Billing Procedures

- Enrollment Fees will be charged annually at the time of re-enrollment or at the start of the enrollment process if enrolling mid-year.
- Tuition is due in advance and may be paid annually, semi-annually, quarterly or monthly.
- Meals and field trip costs are included in tuition. Summer field trips may be at an additional cost.
- Full time families enrolled during the school year will be given 10 personal days per child. Part time personal days are prorated and dependent on the number of days of attendance. Personal days can be used for vacation, holiday or sick time by using an Extended Care

Personal Day Form available in the early childhood reception office.

- A late fee of \$25.00 for every 15 minutes will be assessed for children at the school after 6:00 pm or in care for more than 10 hours per day, including instructional time.
- Termination or withdrawing from the program requires at least a two week written notice for the parent/guardian. Final payment is due prior to the last day of attendance.

Leave of Absence

- **Withdrawal:** If you do not want your child to attend or pay while you are home, you can withdraw from the program and re-enroll if space is available.
- **Partial Payment:** If you do not want your child to attend, but would like to guarantee a spot upon your return, you can pay half of your total bill each month for up to two months.

All leaves of absence need to be approved by the director of extended care and the business office.

Tips for the First Day of Attendance

If your child is having trouble separating from you, we suggest that you calmly reassure him/her that you will return. It is sometimes helpful to give a time frame that the child will understand. (i.e. I will pick you up after snack this afternoon) After letting your child know that you will return, even though it may be difficult, we suggest that you say goodbye and leave (and make sure you tell them you love them). We ask that you notify a staff member in that classroom when you are ready to leave so they know it is okay to receive your child from you. This teacher will comfort your child and will reassure them of your return. When goodbyes become long it usually turns into a power struggle and can become a stressful situation for the child, family member and other children in the classroom. Please feel free to call the office throughout the day to check on your son/daughter.

Open Door Policy

Our school has an open door policy for families to visit and observe at any time during regular hours of operation, unless access is prohibited or restricted by court order. Families are welcome and encouraged to come to school and visit anytime. Family members are welcome to participate in our school in several ways. We enjoy having family members join us for snacks or lunch, special days and events and field trips. ALL visitors entering the school building must report to the school office and sign in. Visitors will receive a name tag.

Drop Off

In order to ensure your child's safety, we require that each child be brought into the school building by an adult, and escorted to their classrooms. Extended care students should be signed in and out in the parent book in the early childhood reception office. Please DO NOT leave your child unattended in the hallway. All children need to be dropped

off and in their assigned classroom by 8:15 am for instruction time.

Pick Up

Please enter the school through the north school entrance, if your child is extended care sign your child out in the parent book, and go to your child's classroom for pick up. Please escort your child out of the building, do not leave them unattended at any time.

Sign In/Sign Out (Extended Care Students)

Every child must be signed in and out each day of attendance. The WI State Licensing Department requires this for your child's safety. The sign in sheets are located at the entrance as you enter the school building. The attendance form is used in care of emergencies to tell who is in the building at any given time and to monitor hours of attendance. Failure to sign in or out a child will result in a \$5.00 fee.

Attendance

The teacher marks children on an attendance form in each classroom upon arrival and departure. The attendance list along with your child's enrollment form and emergency card are located inside your child's classroom.

Schedule Changes/Drop In Care

Two weeks WRITTEN notice is required for schedule changes. Changes without written notice may result in additional fees. Families are allowed two schedule changes per year without charge. After the second change you will incur a \$25.00 fee.

Hales Corners Lutheran School does not offer drop in care. One week notice is required for any child wishing to attend on a day that they are not normally scheduled to be in our care, and will only be approved if room is available. This is to allow for proper staffing and meal planning.

Notification of Late Arrival or Absence

Children need consistency in their daily schedule to feel safe and secure in their environment. We would like to encourage families to bring children at the same time each day of attendance. We realize that appointments, meetings, etc. may interfere with drop off times. However, we cannot emphasize the difference in a child's day when they are consistently brought to school at the same time each day. We do request that all 3K and 4K children arrive by 8:05 am so instruction time can begin promptly at 8:15 am. We request that PS2 children are dropped off no later than 9:00 am each morning.

If your child will be absent or arriving later than 9:00 am, we ask families to notify us by calling the school office at 414-529-6701. Please remember it is the family's responsibility to notify the school

if your child is going to be late or absent for any reason. If the child is a no call no show by 10:00 am the school will call to find out where the child is.

Authorized Pick Up

In order for a person to be placed on the Authorized Pick Up List, the person must:

- Be 18 years of old
- Have a child safety seat in the vehicle in which they are transporting the child
- Bring and show a picture I.D.

Parents will be contacted prior to release if not an authorized person, or if a person shows up that is not on the pick up for that day without prior communication.

Children are never released to a parent/legal guardian or other authorized pick up person if the staff is concerned about the safety of the child. Examples of when the child would not be released are:

- Parent/legal guardian/pick up person appears to be too ill to drive.
- Parent/legal guardian/pick up person appears to be under the influence of drugs or alcohol.
- Parent/legal guardian/pick up person does not have a car seat for the child. If any of the above situations occur, another authorized pick person will be contacted. Although we understand that these could be embarrassing situations, our main concern is the safety of all the children and families at our school.

Extended Care and Early Childhood Sample Schedule

Subject to change based on specific class needs

6:30-8:15 am Arrival/Parent Provided Breakfast/Free Play/Mixed Age Group

8:15 am – 11:30 am Instruction Time Table Activities, Morning Meeting, Story Time, Large Motor Time, Music and Movement, Small Group Time, Learning Centers and Jesus Time (Will include bathroom/diapering time and AM snack)

11:30 am-12:00 pm Story Time/Bathroom/Diapering/Handwashing

12:00-12:30 pm Lunch

12:30-1:00 pm Manipulatives, Books and Puzzles (Quiet Time)

Bathroom/Diapering/Handwashing/Prepping for Rest Time

1:00-2:30 pm Rest Time

2:30-3:00 pm Bathroom/Diapering/Handwashing/Prepping for Snack

3:00-3:30 pm PM Snack

3:30-4:30 pm Active Free Play/Outside Time

4:30-5:30 pm Manipulatives, Books, Puzzles and Coloring/Mixed Age Group

5:30-6:00 pm Teacher Directed Activities/Late Evening Snack/Mixed Age Group

Each day is divided into several types of activity periods:

- Morning meeting is a large group time, involving concept development based on goals
- Jesus time may include a bible lesson, prayers, songs and finger plays.
- Small group time will focus on planning learning experiences drawn for all areas of curriculum and is led by the teacher.

- Learning centers allow the children to choose from a variety of centers. The centers are intentionally planned by the teacher to meet child's needs and goals.
- Large motor emphasizes activities involving large muscles, both indoors and outdoors. 60-90 minutes of physical activity is offered on a daily basis. Social interactions are maximized at this time.
- Snack and lunch time is an opportunity to eat together, share conversation and learn appropriate table manners.
- Rest time occurs every afternoon. By state law, all children under the age of 6 in care for more than 4 hours will have a rest period. Those children who have not fallen asleep within 30 minutes will be allowed to quiet activities. The same goes for children who wake early.

Supply Lists

PS2	3K and 4K
Diapers and Wipes	Kleenex
Kleenex	
Nap Items	Nap Items
(blanket, pillow, stuffed animal, pacifier)	(blanket, pillow, stuffed animal)
2 sets of extra clothes	2 sets of extra clothes
Framed Recent Family Photo	Framed Recent Family Photo

*Additional Items may be requested by the teacher. **Please make sure all items are labeled with your child's name.**

Blankets

Children attending extended care will need a blanket at school for rest/nap time. The blanket should be labeled. Please take the blanket home at the end of your child's week to be washed and returned to school the following week.

Clothing

Two sets of complete clothing should be left at school at all times. It should be labeled with your child's full name. If a child does not have extra clothes here and goes home is extra clothes from school, please watch and return as soon as possible.

Outside play is important to children. We provide time in the morning and afternoon for outside activities. Each child should be properly dress for outdoor play during all seasons of the year.

Winter: Jackets, Snow Pants, Boots, Hats and Mittens

Summer: Swimsuit, Watershoes and Towel for water play

All year long students need to have safe and appropriate footwear. Tennis shoes or closed toed shoes are required for outdoor play and field trips. NO CROCS or SANDALS.

Children's clothing should be simple and washable. We suggest that children do not dress in anything that would upset the child or family if it were stained or soiled. Playing is a child's form of work without worrying about their clothing. Smocks are provided but do not fully cover the child's clothing.

Diapers/Bathroom/Changing Clothes

The families of children who wear diapers are responsible for having an adequate supply of diapers and wipes at the school. Diaper packs should be clearly labeled with your child's name. All children are changed as needed and checked every 2 hours. Staff will follow the changing procedures in accordance with licensing rules and posted in the diaper changing area. The changing table is cleaned and sanitized after each child's use. Soiled diapers will be put into the foot operated, lidded container next to the changing table. The container is kept closed and contents are not accessible to the children.

If your son/daughter needs diaper cream or ointment applied, please label the original container with your child's full name and fill out the authorization to administer medication form.

Toilet training is an important self-help skill for young children. It is a process that requires much encouragement and patience. The best possible training experience for young children happens when the child shows some signs of being ready. When the time comes to begin this process please talk with your child's teacher. All children in 3K and 4K need to be fully toilet trained to attend school.

Children are allowed to use the bathroom as needed and will also be taken to the bathroom as a large group throughout their day at school.

HCLS believes in developing positive attitudes about our bodies. Young children are not always separated by gender for diaper changing, using the bathrooms or changing clothes. In keeping with our educational goals for the development of positive self-concept, teachers help supply children with the correct anatomical names for all body parts. In response to children's curiosity about their bodies, questions are answered in an age appropriate and matter of fact way.

Programming

Hales Corners Lutheran School/Early Childhood/Extended Care Program believes children learn through play. The importance of play cannot be overemphasized since a child learns actively through play. The staff provides a well-balanced program in the basic areas of child development. Age appropriate activities are planned for all age levels. Our staff recognizes the importance of self-image of the child as being fundamental to his/her growth as an individual.

Academic goals are achieved only when certain emotional gains have been made; therefore each child is treated with dignity and respect. The topics we study are focused on children's interests and are meaningful to them.

Activities are planned and aligned with best practice and generally the Wisconsin Model Early Learning Standards (WMELS). Our curriculum and assessment are also in alignment with the WMELS guiding principles. <https://www.collaboratingpartners.com/wmels/>

Those principles are:

1. All children are capable and competent.
2. Early relationships matter.
3. A child's early learning and development is multidimensional.
4. Expectations for children must be guided by knowledge of child growth and development.
5. Children are individuals who develop at various rates.
6. Children are members of cultural groups that share developmental patterns.
7. Children exhibit a range of skills and competencies within any domain of development.
8. Parents are children's primary and most important caregivers and educators.

Class Size and Teacher to Student Ratio

Class Name	Class Size	Ratio
PS2	12	1:6
3K	20	1:10
4K	24	1:12

Developmentally Appropriate Practices (DAP)

The earliest years are all about relationships. Infants and toddlers crave and develop attachments to the special people in their lives. Depending on how parents, early childhood educators, and others treat them, children develop expectations about people and themselves.

In child care programs, relationships with families are critical. Caring teachers and caregivers learn from the experiences, knowledge, culture, and childrearing beliefs of family members.

Partnerships grow when teachers value the family as the primary source of information about the child and as the constant in the baby's life, and when families value the knowledge and personal characteristics of their child's teachers. Good communication is essential.

Preschool children learn best when they have positive and caring relationships with adults and other children; when they receive carefully planned, intentional guidance and assistance; and when they can safely encounter and explore many interesting things in their environment.

Children enter preschool with different strengths. One child might love picture books and already know lots of letters but have trouble with social interaction. A classmate may find it easy to initiate play and share toys yet have almost no experience with books and reading.

- Thrive when they can experience new materials, roles, ideas, and activities—especially in pretend play;
- Take great interest in feelings and become better able to express their emotions and identify those of others;
- Make important cognitive gains that invite them to represent their world in pretend play, symbols, objects, drawings, and words; and
- Show astonishing gains in language skills.

Goals

- To provide a loving and relaxed Christian environment where the whole child has their needs met.
- To establish an atmosphere of respect for others, self, materials and equipment.
- To help the students develop self-control and a clear understanding of the expectations in his/her environment.
- To provide an environment where the students will develop an enthusiasm for learning, exploring and creating.
- To provide ample opportunity to develop coordination and large muscle control.
- To support the parents and families through feedback, clear expectations and honest communication.

School/Home Communication

Hales Corners Lutheran School believes it is important to keep families well informed. We will do this the following ways:

- Daily reporting sheets for PS2 students
- Daily boards by classrooms
- Daily communication between staff and family
- Weekly school newsletter
- Notifications by Sycamore and email
- Monthly classroom newsletters and calendars

Parents with concerns should contact the extended child care director or principal.

Mutual communication is a key ingredient in the relationship between school and home.

Toys from home

All classroom materials are selected for specific developmental growth. We would request that children **do not bring toys from home**, as these may be lost, broken or cause difficulty in sharing. Items that we encourage children to bring include books that are culturally diverse, reflect anti-bias or social experiences and nap time cuddles (stuffed animals). If any problem occurs in relation to a toy brought from home, the item will be placed in the child's cubby and returned to the child at pick up time. Please note: HCLS is not responsible for any lost or broken toys brought from home.

Curriculum

Religion: We help children discover their identity as people who are deeply loved by a gracious heavenly Father and God who has shown His love by giving His Son, Jesus Christ. And fills us

with the Holy Spirit to do His work in our daily lives. Included in the daily program are opportunities to hear Bible stories, to learn prayers, and to sing songs with a Christian focus.

Art: Art experiences are usually free and unstructured, encouraging freedom of expression with a wide range of media. This produces creativity, fine muscle development, and perception of color and texture.

Language Arts: Our program encourages receptive language skills such as listening following directions, visual and auditory discrimination, reading readiness and an appreciation of good literature. It also includes productive language concepts such as “words communicate ideas and are also used to label objects/things.”

Math: Our program consists of many and varied opportunities for free exploration for the children throughout their day. Freedom to count objects, sort and classify, weigh and measure are all prerequisites for the development of math concepts such as sets, number, perception of space and shape, and the development of other concepts such as weight, size, volume, temperature and time.

Science: Children need to explore their physical environment through the use of their five senses and to be exposed to the workings of instruments, tools and machines. Our science program helps them to observe cause and effect and to relate seasons and the weather to everyday life experiences. The three areas of life science we explore are plants, animals, and people.

Social Studies: Our children learn about themselves, their own personal worlds, their families, their school and their community. Later, this learning is expanded to include the world, different countries, languages, customs and cultures.

Music and Movement: Our selection of instruments, CDs, and digital music encourages musical and rhythmic participation. Music is an international language that appeals to children of all ages. Participation in singing, creative movement, and the use of instruments develops physical fitness, coordination, vocabulary, visual and auditory discrimination and listening skills.

Physical Well Being: We strive to develop both large and fine muscles through active play and physical activity throughout the day. Physical activity is provided through teacher lead activities and opportunities offered throughout the day both indoors and outdoors.

Assessment

- What is assessment? When we assess young children it simply means that we take a good, solid look at and gather information about what your child is doing and how he/she is progressing in relation to developmental milestones and our program goals.
- Why do we do assessments? Assessment is really the driving force behind everything we do. It helps us, as teachers, to plan, design and establish our curriculum and environment.

Every child at school has a file and portfolio. Teachers record and gather information about each child's interests, activities that they participate in, children that they play with and developmental abilities that are demonstrated while they are at school. Assessment information is shared at least twice during the school year with individual families.

All information that is gathered concerning your child's growth and development is kept in an area accessible only to school staff. All children's records are kept confidential. Access to this information by anyone other than a parent or guardian is done only with the parent's/guardian's written approval.

Parent Teacher Conferences

If you would like a conference with your child's teacher, there are two set conferences during the school year, one during October and one during February. Teachers post schedules for the families to sign up for conferences during those times. However, we would like to encourage families to set up meetings with teacher whenever there is concern about activities in the classroom, discipline, or questions regarding childhood development. Teachers and the principle/extended care director may request having a conference with a family as well. Conferences are an excellent time to work together to best provide for your child and family.

Child Guidance

Children will be expected to follow classroom rules, which are set by the teachers that reflect age appropriateness and opportunities to learn.

In accordance with rules for licensed programs, Hales Corners Lutheran will provide positive guidance, redirection and set clear cut limits. We will give each child skills to develop self-control, self-esteem and respect for the rights of others. Our school uses a combination of prevention techniques, activity planning, room layout, limited choices, logical consequences, gentle reminders and redirection to handle most discipline situations.

At Hales Corners Lutheran we strive to develop positive relationships with the teacher and child. We believe that if an interesting and challenging program is offered to the child, discipline problems will be at a minimum.

If a discipline problem does arise, we use a positive approach, praising the child's good behavior and redirecting his/her activity. Redirection should be the primary approach. The intention of all discipline should be to teach the child self-control. If it is necessary for the child to be removed from the situation completely, the child may receive time to collect him/herself and regain their composure with support of a teacher. The child will then be reintroduced into the activity or play. This will be looked at as a positive experience, one to step back and calm down, not a punishment.

Each child must be dealt with as an individual. What might work for one child may not be effective with another. Since the key to effective discipline is consistency, we try to be as consistent as possible in all areas. We provide the child with a warm and loving atmosphere in

which to grow and learn.

Transitions

Transition techniques are used to ensure that children are active at all times, eliminating the waiting period when switching between activities. Children need to be encouraged during transitions. Teachers can be the best coaches, helping children develop self-control as they learn to cooperate and make good choices.

Disruptive Behavior

Children experience varying difficulties of different stages of their development. While this is quite typical, it is also important that problematic behaviors are not to be shrugged off as being “just a stage”. If responsible efforts by the teacher, program and family, the child’s behavior continues to be disruptive in the classroom, the parents will be counseled to find alternative care arrangements to better meet the needs of their child. In these situations we need to ensure the safety of all children and teachers in the program.

Guidelines for Disenrollment of Children with Behavioral Problems

- If the child is unable to function in the group setting, and the program, teacher and family have had conferences to rectify the situation and it is not resolved, the student will be dismissed from the program.
- With documentation of the unwelcome behavior prior to termination. Each document will be signed by the parent/legal guardian and staff to document the communication.

Termination Policy

We reserve the right to cancel enrollment of a child for any of the following reasons:

- Nonpayment and/or lack of adherence to the program’s tuition payment policies.
- The child has special needs which the program cannot meet, including disruptive behavior which requires a disproportionate amount of one on one attention or is putting the safety of themselves, other children or the staff in jeopardy.
- Failure to provide the required forms for enrollment.
- Abusive behaviors and/or verbal threats by the family towards staff, other families or children.
- Non-compliance with Hales Corners Lutheran policies and procedures.
- Lack of cooperation from the family in adhering to policies and procedures relating to arrival and departure.
- Unwillingness to work with the staff on issues relating to the child.
- Unexplained absences of more than two weeks.

In case of a termination, a one week written, dated notice will be given to the parent/guardian.

Health and Safety

The program wishes to maintain a healthy and safe facility. Every staff member is trained to recognize illness and injury. Observation for symptoms of illness or injury of children will be made daily. Any evidence of injury will be entered into the medical log and the director will be informed immediately.

Sick Child Procedure

In case of a child's illness, the parent or guardian should notify the school, indicating the nature of the illness. If the child's illness is serious, the school should be notified so that the appropriate measures may be taken to ensure the safety of the other children and so that the child can be prayed for by staff members.

A child should not attend school if he/she has a fever (99.6 degrees or higher), rash, sore throat, headache, upset stomach, vomiting, diarrhea, cough, runny nose, lethargy, or respiratory distress. Parents/guardians are asked to keep the child home for the first 24 hours after a fever is sighted and antibiotics are begun to prevent the spread of the illness. The child needs to be fever free for 24 hours with no fever reducing medication before they return to school. A note stating the reason for the absence must accompany the child upon return to school. The note must be signed by the parent/guardian and/or doctor if necessary. This form will be kept in your child's file.

If a parent feels that their child is too sick to go outside, then the child is too sick to be at school and should be kept at home. All of the children who attend school go outside, weather permitting.

A child who is discovered at school with a fever (99.6 degrees or higher), rash, sore throat, headache, upset stomach, vomiting, diarrhea, cough, runny nose, lethargy, or respiratory distress will be isolated. The child will be provided with a comfortable area to rest within sight and sound of a staff member. Parents/guardians or an emergency contact will be notified immediately and are obligated to arrange transportation and care. The child will need to be picked up from school within the hour of the initial contact. The child is not to return to school for the minimum of 24 hours and until they are no longer contagious. Sick child forms will be sent home with the child and one to be kept on file at school.

Communicable Disease

If a child has a communicable disease, it is necessary for the family to notify the school immediately so we can communicate the information to the other families, the public health department and state licensing. The names of the child and family will be kept confidential. A child may be readmitted if the parent provides a statement from the physician that the child's condition is no longer contagious or if the child has been absent for a period of time equal to the longest usual incubation period of the disease specified by the public health department.

Physical Exam

Every child who is enrolled needs to have a physical exam on file. The physical exam needs to

be completed within 30 days of enrollment. If a child has had a physical exam in the past 6 months, a physician can sign the form. Every child needs to have an exam every two years if over the age of 24 months, and every 6 months if under the age of 24 months.

Immunizations

Every child who is enrolled needs to have an immunization record on file. The purpose of this form is to measure compliance with the law and will be used for that reason only. If you have questions on immunization and how to complete this form, please speak to the extended child care director.

Medications

No prescription or non-prescription medication may be given to a child except under the following conditions:

- A signed, dated, and written authorization form of the parent/guardian is on file.
- Prescription medication is in the original container and labeled with the child's full name, name of drug, dosage and directions for administering, date and physician's name.
- Over the counter medication is labeled with the child's name, the dosage and directions for administering. Must come in the original container.
- For medication stating "CONSULT PHYSICIAN – UNDER AGE" and your child is in that age range, we will not dispense any medication without WRITTEN doctor's directions on their letterhead as to the proper dosing directions.
- A written report including the type of medication given, dosage, time, date and the name of the staff member administering the medication will be kept in the child's file and the school's medical log. If there is a missed dosage of the medication the parent or guardian will be notified by phone and will be able to give further directions.

Sunscreen, Bug Spray, Diaper Creams and Other Lotions

From May to September, the center will provide sunscreen with a minimum of SPF 50 and bug spray to the children. Families are required to sign an annual release form to apply sunscreen and bug spray. Should a child need diaper cream, lip balm or other lotions or soap applied, families will need to sign a separate authorization form for each item. The children are not allowed to have those items in their possession during the day, they need to be stored in a locked cabinet with other medications.

Universal and General Health Precautions

Children's hands will be washed with soap and water before and after eating and after toileting. Children's hands and faces will be washed after snacks and meals. Persons working with the children will wash their hands with soap and water before their shift, before handling food and after assisting with body fluids (toilet, wiping noses). Individual washcloths if used will be kept in a sanitary condition. We or soiled clothing will be changed promptly from an available supply of

clean clothing. A complete change of clothes must be supplied by the family for each child.

Minor Injuries

If a child is injured with a scrape, small cut, bump or bruise staff are limited to doing the following:

- Wash the injured area with soap and water and apply a bandage.
- Supply and apply ice. State licensing will not allow any other type of care with a minor injury. First Aid supplies are kept in each classroom and in the school health room.

Injuries

- Written permission from the parent or guardian to call the family physician or to refer the child for medical care in case of injury will be kept on file in the school office.
- The parent or guardian will be contacted as soon as possible after the injury had incurred.
- Our planned source for emergency medical care is the hospital of choice or Children's Hospital of WI.
- The school will call 911 to have the child taken to the emergency medical facility.
- A record of the injury will be kept in the child's permanent file and in the medical log.

Accident Reports and Medical Log

If an accident or injury occurs, and Accident/Incident Report must be filled out with the following information.

- Date
- Time
- Child's name
- Description of accident or incident
- Action taken by staff and name of the staff member reporting the injury

A parent will receive a copy of the report and copy will remain in the child's file.

We are required by state licensing to report all accidents. These reports need to be recorded in the medical log as well as the child's file. This action protects both the parent/guardian and the school. When the staff member observes any accident he/she will notify the program director immediately. It is always best to be overly cautious; if there is any doubt about an accident, we will report it.

Nap and Rest Policy/SIDS (Sudden Infant Death Syndrome)

The extended child care program has a rest policy that is the same for all classrooms with children under the age of 5. Children are offered a 30 minute rest period. We require children to

rest for at least 30 minutes if they are under the age of 5 and in care for more than 4 hours per day. It is not required that they sleep but they do need to lay down and rest. Children who do not fall asleep after 30 minutes will be given quiet activities to do on their cots. Each child is provided with a cot, which is placed at least two feet away from the next sleeping child. We will provide a clean sheet, which is washed weekly or replaced immediately if wet or soiled. The student needs to provide their own blanket and other nap items, including a pillow if they would like one. All nap items need to be taken home at the end of the week to be laundered and returned the following week.

The extended care program will adhere to the health department guidelines for SIDS reduction for children under the age of two. We do not service children under the age of 24 months, specific procedures are not needed.

Reporting Abuse

Each staff member at Hales Corners Lutheran who comes in contact with children will be made aware of identifying signs of abuse and neglect. They are trained annually on these topics. Legally, all staff members have the responsibility of reporting any suspected case of abuse. The staff will report any suspicious behavior to the director and/or principal, who will follow through to the proper agency. By state law, the staff are mandated reporters.

Screen Time and Media in the Classroom

The use of screens in the classrooms is restricted with the following perimeters:

- Age 0-35 months no screen time
- 36 months-5 years limited to 30 minutes per week.

Pets

Please make sure that you note on your child's enrollment form that you have or have not been informed of any pets in the building. Small pets i.e. fish, hamsters, guinea pigs are allowed in our classrooms.

Emergency Plans and Procedures

Since such events are unpredictable, the school will hold an emergency drill with students every month. To ensure the best possible plan from injuries we follow the crisis plan on all emergencies. The crisis plan is available in the school office and hanging in each classroom near the door. This detailed plan goes over all emergency situations, Evacuation, Tornado, Lock Down or other emergency situations that might be encountered during the school day. All staff are trained in these policies upon hire and reviewed semiannually with all staff.

Reporting a Missing Child

In the event a child is reported missing from a classroom, the teacher and/or staff member will immediately notify the director and/or principal as well as any other staff members in the area. A thorough search of the building will be done, looking in all possible places until the child is found. In the event that the child is not found within 30 minutes, the police will be called and the parents notified. If the child is found, the parents will be notified of the event.

Other Emergencies

In care of emergencies such as power failure, no heat or water children will be taken to the site posted emergency evacuation location. Parents and guardians will be notified of the situation by phone, email and Sycamore notification.

Emergency Supplies and Maintenance

- Fire extinguishers, smoke detectors and the fire alarms are checked and maintained routinely.
- Staff is trained to use fire extinguishers at orientation and training is reviewed annually.
- The maintenance staff is responsible for weekly testing of detectors and alarms.
- Each classroom will have a working flashlight.
- The office will maintain a radio for emergency weather alerts.
- There will be a person willing to respond to an emergency within 5 minutes of the school at all times.

Emergency Numbers

Each telephone will have emergency numbers posted.

Transportation

Hales Corners Lutheran Extended Child Care Program does not provide transportation for children to and from the facility. Any transportation is contracted with an outside company for field trips. Parents will be notified of all field trips by permission slip in advance of any bus field trip.

If a child needs to be transported by ambulance from an off site location, emergency procedures will be followed and parents will be notified.

Bus Safety

- Two teachers must do a head count when boarding the bus and compare attendance/counts before departure.

- Teachers must distribute themselves evenly throughout the bus.
- Arms or any items must remain inside the bus at all times, and must not be near the windows. The windows may only be halfway down. No students may sit in the back seats. Students must remain seated at all times.
- Teachers are to be role models of the proper bus behavior and should stand and walk on the bus only when the bus is stopped or necessary.
- When unloading the bus, one teacher will stand outside near the bus door and count each student as they leave the bus. Then double check counts of the students with the number in attendance. The last teacher off the bus must check in and under each seat and physically touch the back door to ensure all students and items are off the bus.
- Last teacher of the bus signs the release form for the bus company. This signifies that they were the responsible person for the final bus check.

Nutrition

- Our program is dedicated to supporting children's growth and development in all possible ways. Hales Corners Lutheran participates and follows Child and Adult Care Food Program (CACFP) guidelines.
- Meal times are as follows: AM Snack (provided by parent) at 9:00 am, Lunch at 11:30 pm and PM Snack at 3:00 pm.
- Meal times are meant to be a time of nourishing our bodies and socializing with our friends. Throughout the year the school provides nutritional pm snacks and lunch to all children enrolled.
- A typical AM Snack includes milk (provided by school), a grain product and a fruit/vegetable (provided by parent). A typical PM snack includes but is not limited to: crackers, fresh vegetables, yogurt, and cheese, muffins served with milk, juice or water. All snacks provided by parent must meet USDA guidelines or the snack will be supplemented by the school and a note sent home.
- Lunches must have a grain product, protein, and will have a fruit and a vegetable. Milk is served at lunch.
- Water is offered to children on demand throughout the day.
- Please let us know if your child has a food allergy or special diet needs. We may be able to serve alternatives that you provide under certain circumstances. Allergies are posted in each classroom so that every staff member is aware of all allergies. All allergies need to be reported by the parent/guardian in a written form provided by your child's physician. This form will be kept in the child's file.
- Whenever possible the lunch staff will make minor modifications to the daily lunch or snack to meet the child's dietary needs. Parents/guardians are asked to monitor the menu closely and offer suggestions as to what minor modifications would meet the child's needs. In the event that a menu cannot be reasonably modified to accommodate the child's needs the meal can be provided by the parent/guardian.
- When meals or snacks are brought from home, staff will supplement this meal or snack if necessary to ensure food offered meets USDA guidelines to provide two components and a note will be sent home to notify parent of the supplement and request that the parent meet USDA guidelines in the future.

- Children will be provided the meals in a family style dining experience for a relaxed and social experience. Teachers will sit down and eat with the children and encourage children to utilize self-help skills to gain independence, as well as encourage children to try all foods offered. Staff model positive mealtime manners and habits for children. The children serve themselves. Children will never be required to eat foods that they are not comfortable eating. Food is never used as a reward or punishment. The Child and Adult Food Program requires children to be served the minimum serving size of each food and beverage on the menu. The Kitchen Supervisor and staff are trained on food preparation and service annually.
- We are able to participate in the CACFP food program to provide two snacks and lunch daily only if all parents/guardians complete the Income Verification Form required by the USDA nutrition reimbursement program. This form is used to determine the amount of reimbursement we receive from the state. This form is kept confidential.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.