

St. John's Lutheran Daycare



Office

**11 N. Walnut Street
Mayville, WI 53050**

**Daycare Administrator
(920)387-9962**

**Infant through 3 years
(920)387-9962**

**St. John's Preschool and Before & After School Daycare
520 Bridge Street
Mayville, WI 53050
(920)387-3929**

MISSION STATEMENT

Reaching, Teaching, and Sharing the Gospel

Admission

St. John's Lutheran Daycare facility is capable of handling up to 87 children at any time. We accept children ages 6 weeks to 12 years of age. Hours of operation for our daycare are 5:00 a.m. until 6:00 p.m.

Infant (referred to as Chipmunks) and Toddler (Turtles) care is provided at the 11 N. Walnut Street location. Two year old children (Koalas) are provided care at both the Chipmunk/Turtle location and in their own Koala room. The Koala room is located across the hall from the church office. Children ages 3 that are potty trained and older (Penguins) will be provided care at the school facility, 520 Bridge Street. Before and After school (Tigers) care is available for children in grades K – 6. After school care is provided in the school building. There is a separate room available for the Tigers.

The following forms must be completed and be on file at the center:

- Daycare enrollment form
- Health Form Report, signed by a physician
- Immunization Record (updated every other year by daycare request)
- Health History and Emergency Care Plan
- St. John's Emergency Information Card
- Intake information for children under 2
- Signed permission slip for field trips or other activities (to go for walks, etc.)
- School-age agreement for children who are leaving the daycare facility with someone other than the parent or guardian (this form may need to be updated by the parents regularly when your schedule changes.)

The forms listed above that pertain to your child(ren), must be filled out and returned prior to the starting date of service. These forms are confidential and are available to the child's parent upon request. They are required by the Department of Health and Social Services.

This center does not discriminate in its acceptance of children for care on the basis of age, race, creed, handicaps, political persuasion, national origin, or ancestry.

St. John's Lutheran Daycare will be open at 5:00 am until 6:00 pm, Monday thru Friday, except for the following holidays:

Good Friday
The Monday following Easter
Memorial Day
July 4th
Labor Day
Thanksgiving and the Friday after Thanksgiving

The Daycare will be closed through Christmas and the New Year, following St. John's Lutheran School's calendar. The Daycare reserves the right to close on any other day where projected attendance is low.

Licensor

As of August 25, 1994, St. John's Lutheran Daycare is not licensed in the State of Wisconsin. Though not licensed by the State of Wisconsin, St. John's Lutheran Daycare operates under state requirements as much as possible. We are accredited by the Lutheran Church Missouri Synod.

Attendance

No Call/No Show: Our daycare reserves the right to charge a family for the scheduled hours if we do not receive a 36-hour in advance cancellation, unless due to extenuating circumstances. In the event you do not call the daycare to cancel your child, we will try to contact you at your home number one time and your work number one time. **A sick day voucher will not be accepted for credit if you do not call to tell us your child will be absent.**

Absence: The daycare must be notified before the scheduled time, if your child will be absent. You may call at any time and leave a message at 387-9962 or 387-3929. Leave a message and the opening staff will retrieve the message and change staffing if need be. Please be courteous to the staff due to the fact that cancellations can affect our staffing needs.

Late pick up: Please keep in mind that our facility closes at 6:00 p.m. However, our staff leaves after the last scheduled child. (i.e., our last child is scheduled for 4:30 p.m., our staff leaves at 4:45 p.m.) Please be advised that we reserve the right to charge a minimum of \$10.00 per hour for any late pick up of 15 minutes or more. Any late pick up that is less than 15 minutes will be charged your regular scheduled rate.

Vacations or time off: Please give notice if your child will be off the schedule for a short period of time. Also, on days the school children are off, please schedule ahead to ensure your child care for that day.

Registration Fees and Billing

A non-refundable registration fee of \$30 per family for all families, is required prior to the first day of service and every January thereafter. If Daycare services are not used within a 6 month period, children must enroll as a new child and pay this registration fee again.

Child Care Fees:

Chipmunk and Turtle room \$4.00 per hour

Koala room \$3.50 per hour

Penguin Room (3 and 4 year olds) \$3.50 per hour

Tiger Room \$3.75 per hour

Drop In Rate (Less than 24-hour notification that your child is coming or you will be late picking up your child) \$10.00 per hour – one hour minimum

Invoices will be printed and put in your mail slot every Monday afternoon. Payment on this invoice should be made by Friday at 3:00 p.m. If payment is made by Friday at 3:00 p.m. it will be reflected on your next invoice. Your invoice is for Monday through Friday of the next week.

Child care expenses are tax deductible. A print out of your year in full will be sent home to you in January. Your tax form will ask for our ID # 39-0905517.

Any return checks will have a \$10.00 charge. If you should have more than 2 return checks, you will be asked to pay either by cashier's check, money order, or by cash. If payment is not received within 30 days, the daycare reserves the right to charge a \$5.00 per week late fee to your account until the bill is paid in full. If you are having difficulty making payments, you will need to contact the daycare administrator at (920)387-9962 to make payment arrangements.

After a payment schedule is set up with the administrator, if payments are not received on the agreed day, termination of enrollment will occur and your child will not be admitted until the bill is paid in full.

All accounts that utilize the daycare throughout the school year only, must be paid in full at the end of the school year, before summer vacation starts. If your account is not paid in full within 30 days of the last invoice, late charges will be added on and it will be sent in for collection.

Parents must provide a 1 month attendance schedule, due in advance for each child. Failure to supply an attendance schedule when due, could result in daycare not being provided for the child or a drop-in rate for daycare services for the first three days of service your child is scheduled.

Any changes to your schedule need to be made by the Friday two weeks prior to the change. Any additions to your schedule will be added to your account for the next billing. Less than 36 hour notice will result in the Drop-In charge for the added hours. Any cancellations made after the Friday two weeks prior, will not be credited without a Sick Day Voucher (see below). The only exception will be on late start days and days off school due to inclement weather.

You will receive 5 Sick Day Vouchers per year per child to be used for sick days or in case of an emergency. Vouchers will be valid from February 1st through January 31st each year. You need to fill one voucher out when your child is sick and turn it in with your payment. You will then receive credit on your account which will show on your next invoice. You will not get credit for a full day of service if your child was at daycare for part of the day. If you do not call in and let us know that your child will be absent, you will not be able to use a sick day voucher for that day.

Meals

Snacks at the daycare will be provided for all age groups. Turtles through Penguin children will have two snacks provided per day. Morning snack is provided at 9:00 a.m. with water, and afternoon snack is provided between 2:30 p.m. – 3:00 p.m. with juice. Tigers (Kindergarten and up) will receive a snack when they get to the Tiger room at 2:50 p.m.

Chipmunks need to supply their own formula, food, bottles, etc. Turtles need to bring a cup of their own to be left at daycare, with their name on it. Chipmunks, Turtles, and Koalas need to bring a cold lunch each day. Lunches that need to be warmed up, need to take less than 2 minutes to make. You also need to provide a drink for your child, or he/she will receive a glass of water. Penguins will need to sign up for hot lunch or bring their own completely cold lunch. If you want your child to have hot lunch, you must purchase a hot lunch ticket from the school office, milk will be provided for your child with hot lunch. A hot lunch card is \$20.00 for 10 lunches. If you wish to send cold lunch with your child, please remember we will not heat any leftovers or microwave meals in the Penguin room. The Penguins do not eat in the penguin room, they eat in the lunch room with the school children. You will need to pack a completely cold lunch and remember a drink for your child. Cold lunch is required on days that St. John's Lutheran school is not in session. We will try to give you ample notice to remind you to pack a lunch for your child on

these days. If you would like to purchase milk for your child to drink with his/her cold lunch, milk cards cost \$6.00 for 20 milks.

Breakfast will be available for an additional charge of \$1.00 per breakfast. You will be billed for this at the end of the month. Breakfast time is 7:00 a.m. until 7:30 a.m. for Turtles and Koalas and 5:00 a.m. until 7:30 a.m. for preschool aged children. If you should bring your child after this time no breakfast will be provided or served. Your child will have to wait until snack time at 9:00 a.m. to eat.

Breakfast \$1.00 per day, optional

Hot Lunch \$20.00 per punch card (10 punches) ****sign-up required in Penguin room only**

Please keep in mind that your child is not allowed to have any gum, candy, or soda in the daycare, unless there is a special event held by the teacher.

Parental Involvement

Parents are always welcome to visit the daycare. We will have Parent's Day and Grandparent's Day following St. John's Lutheran School calendar.

Parents are asked to bring questions, concerns, or suggestions to the lead teacher in each area of the daycare or to the daycare administrator. We welcome your involvement and will take into consideration your suggestion and concerns.

Please label all of your child's belongings that are left at the daycare. This means all articles of clothing including coats, hats, mittens, extra clothing, gym shoes, extra shoes for the playground, and all crayon boxes or other supplies needed to be kept at daycare. Each child is required to have a spare change of clothes at the daycare at all times. We no longer have extra clothes for your child. You need to supply this for your child.

Each child will be asked to provide a box of Kleenex and a box of wipes for daycare use. When our supplies run low, we will notify parents that more donations are needed.

Health and Safety

The following procedure shall apply when a child has a sore throat, fever, rash, vomiting, diarrhea, inflammation and redness of eyes, lice, or other illness that has a potential to affect the health of other children in the daycare:

- The child will be isolated
- The child's parent, guardian, or other designated person when a parent cannot be reached, will be contacted as soon as possible after the illness is discovered and arrangements are made to have the child removed from the daycare.

If your child has a fever of 100 degrees or higher, is vomiting, or has the diarrhea while at the daycare, the parent will be called. You will need to pick up your child within 45 minutes. If your child is ill the night before, please do not bring your child to daycare. Children should be symptom free for **24 hours** before returning to the daycare. St. John's Daycare reserves the right to determine if your child is too sick to attend daycare. To ensure a healthy environment for everyone, please respect our policy to protect your child, as well as other children in our care.

Please notify the staff if you have given your child any medication prior to attending the daycare, on any given day.

Please notify St. John's Lutheran Daycare immediately, if your child has a communicable disease. A child with a communicable disease may not be admitted or permitted to stay at the daycare during the time the disease is communicable. Parents of all children attending the daycare will be notified when a communicable disease has been brought into the daycare. Chicken pox, infectious hepatitis, measles, mumps, German measles, scarlet fever, or meningitis are examples of communicable diseases.

A child may be readmitted to the daycare when the parents provide a release statement from the physician that states the child is no longer contagious, or if the child has been absent longer than the usual incubation period for the disease.

Should your child receive a minor injury, such as a scraped knee, St. John's Daycare Staff will treat the injury with soap and water and cover with a band-aid. The staff member will log the information on the child's record for the day and the parent will be notified when they pick up their child.

More serious injuries will be reported to Mayville EMS. They will provide onsite assistance until the parent is notified and gives permission to transport the child to the hospital. Immediate transportation will be provided if the injury is life-threatening per the EMT onsite.

All injuries will be logged in the Medical Log and on the child's daily record.

Every child at the daycare must have a physical examination upon enrollment in the daycare. Children 6 weeks up to 2 years will need to have this updated every 6 months. You will need to turn in the physical form explaining the child's exam and it needs to be signed by your child's physician. For children 2 years and up a physical form with a physician's signature, needs to be updated every 2 years.

An immunization record for your child needs to be on file at the daycare prior to the first day of attendance. If you are unable to reach your doctor for the information, you can try to go to the Wisconsin Immunization Registry online at: <http://dhfsWIR.org> to retrieve your child's information.

Medication

If your child requires medication, you will need to bring the medication in the original bottle to the daycare and fill out an "Authorization to Administer Medication" form. This form must be filled out prior to the administration of the medication. The medication then is kept in a separate container labeled "medication". If the medication needs to be refrigerated, it will be refrigerated in a container marked "medication". All medication will be stored so that it is not accessible to the children. Please do not leave any medication in your child's diaper bag. You will need to have your child's name on any bottle of medication, whether it is over-the-counter, or prescribed by a physician. When the medication is given to your child, it will be logged on the above form, and a notation will be put on his/her chart for the day.

If you would like us to use sunscreen or insect repellent for your child, you will need to fill out the form listed above and we will keep this form on your child's chart. We will review all authorization

forms every 6 months and have you update the forms as needed. The recording of sunscreen or insect repellent is not required.

If you would like us to use Orajel or any other teething medication on your infant, you will need to fill out the above form for the daycare. We will keep this with your child's daily chart, and it will be noted when we have used it to soothe your child.

Child Abuse and Neglect

Each child will be observed for any evidence of unusual bruises, lacerations, or burns. If evidence is found it will be noted in the Medical Log book and the child's file and reported to the daycare administrator.

An employee, or volunteer at the daycare who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in s.48.02 (1) and 48.981 (1), Stats., shall immediately contact the County Department of Social Services or Human Services or a law enforcement agency, as required by s.48.981, Stats.

Child Guidance Policy

Positive reinforcement will be used as the main means for disciplining. Children need to be praised for their good deeds, and actions. Children learn faster from positive remarks than negative remarks. Your child will first be redirected as a means of discipline. If a positive remark and redirecting your child does not work, they may need a "quiet time" or "time-out". Quiet time or time-outs are timed for each child. They will receive 1 minute per year of age for the length of the time-out, not to exceed 5 minutes. Time-outs will be given to children 2 years of age and older. The staff will continue to redirect your child, if under the age of 2, for unacceptable behavior. For repeated discipline problems, a solution will be worked out between parents and the daycare staff.

Spanking, hitting, pinching, slapping, shaking, twisting, verbal abuse, physical restraint, withholding of snacks or food, punishment for lapses in potty training, or enclosing in a confined space, by any staff member is unacceptable and appropriate discipline measures will be enforced.

Chipmunk, Turtle, and Koala daycare

Children under the age of two will need to have a physical every 6 months. The physician signed report needs to be on file at the daycare. Parents are responsible for turning in a copy of the report to the daycare administrator.

An "Intake" form for any child under the age of 2 needs to be filled out periodically. For the infant room, we would like a new form every 3 months. As your child gets older, you will not need to fill out the form as often. Each child's eating, sleeping, and diapering schedules will be documented daily and given to the parent at the end of the day. Children are not potty trained at the daycare until after the age of 2, unless a parent requests training assistance from the staff.

You will need to bring in your child's supply of formula or breast milk each day. If your child is on formula, you may leave a container here and the staff will notify you when we are running low. Please remember, if you are bringing in a daily supply, send a little extra in case your child has an "off-schedule" day. You will need to supply baby food and any baby snacks you would like your

child to have. Please label all bottles, baby food, formula cans, breast milk bags/containers, diaper bags, packages of diapers, wipes, car seat (if you leave it at the daycare for pick up time), and any other belongings for your child.

Diapers, wipes, and any other diapering products need to be supplied by the parents. Each child's items should be labeled and will only be used for that child. When your supply runs low, you will be notified and you will need to replenish your child's supply within 2 days of service. If you do not replenish your child's supply and staff needs to use the daycare supply, you will be charged \$1.00 per diaper used. This charge will be added to your invoice. If your child needs diaper ointment or cream, you will need to fill out an "Authorization to Administer Medication" form. The ointment or cream will be labeled and kept in your child's basket out of reach of all children.

Please dress your child appropriately for the weather. Please send hats, mittens, snow pants, and boots when necessary. Please bring an extra change of clothes (pants, underwear, socks, t-shirt/sweat shirt) for your child to be kept at the daycare. Label the extra clothing with your child's name. When your child gets excessively dirty, has a potty accident, or gets too wet from a sprinkler or pool, he/she will be changed. Please make sure the spare clothes are season appropriate. The daycare will no longer have extra clothes on hand for the daycare children. Clothing was not returned when loaned out, therefore be sure to send an extra set of clothes for us to keep at the daycare for your child.

When your child is ready to transition from the Chipmunk room to the Turtle room, the daycare administrator will contact the parent. The parent and the administrator will decide when to start the transition period and for how long this period will be. Once the parent, administrator, and child feel comfortable, the child will then be placed into the Turtle group until he/she has outgrown this area of the daycare.

When your child is in the Turtle group and is ready to transition to the Koala room, the daycare administrator will contact the parent. The parent and the administrator will decide when to start the transition period. This transition period will only last 2 weeks and then the child will be placed in the Koala room. If your child does not transition well, he/she may be put back into the Turtle room. We will try to transition again at a later date.

Once your child is in the Koala room, he/she will start the potty training process (if not already started). Your child still needs to be in diapers or pull-ups until he/she is able to tell staff members that he/she needs to use the bathroom. When the teachers feel your child is ready to be wearing underwear to daycare, they will contact the parent and tell you to send them in underwear. Staff members will ask your child periodically if he/she needs to use the bathroom. The children are all taken at a set scheduled time, unless they ask to go at a different time.

The Koala room children take naps or have rest time in the afternoon. Each child is given a cot with his/her name on it to use. Children that do not take naps will still need to lie down and rest on their cot. Children will not be allowed to read books, color, or play during this nap/rest time.

When your child is ready to transition to the Penguin room, the above routine will once again be followed.

Penguin daycare

Children in the Penguin room must be completely potty trained and able to take down and pull up their pants and clean themselves up without any help. We share bathrooms with school children

and the staff is not able to help them in the bathrooms. The staff will help with buttons, buckles, and belts.

When your child is transitioned to the Penguin room, you will need to supply a kinder-mat , a hot lunch card and a milk card (purchased in the Penguin room) or a daily cold lunch with a juice or milk, an extra change of clothes, and a pair of non-marking, white soled tennis shoes for gym use. Please make sure to label all of your child's belongings.

During the summer months, you may be asked to send a towel, swim suit, and sunscreen for your child. An "Authorization to Administer Medication" form needs to be filled out and kept on file at the daycare for sunscreen. Summer sandals may be worn as long as there is a wrap around the back of the ankle, and toes are covered. No open-toed shoes are allowed on the playgrounds. If you send your child in sandals, they need to change into tennis shoes by themselves in order to go out on the playground. If they do not have a safe change of shoes, they will not be allowed on the playground.

The pair of non-marking, white soled tennis shoes for gym use will also be used for preschool. If your child is registered for preschool at St. John's Lutheran School, gym shoes will be shared for daycare and preschool, to allow only 1 pair of gym shoes to be stored at school/daycare.

Please dress your child weather appropriate. Send along hats, mittens, snow pants, and boots to go outside in the winter. Also make sure that your child has a weather appropriate change of clothes in case he/she needs to change after playing outside in the snow.

No toys are to be brought to daycare! Your child may bring a toy for show and tell at preschool, but please remind them that the toy must stay in their back pack during daycare time. Daycare **is not responsible** for lost or stolen toys that are brought from home. No Game boy, Ipod, or Nintendo games are to be brought to daycare.

St. John's Lutheran School is always locked. Please ring the bell to the left of the lower parking lot doors to gain entrance. PLEASE, DO NOT USE UPPER DOOR! Please state your name and who you are picking up, the staff will release the lock and let you in. No child may be dropped off in the parking lot to let themselves in. All parents must bring the child in to the daycare, sign them in, and then they are free to leave. This is also the same requirement for children leaving the daycare. A parent must come in to sign the child out and then we will release the child from daycare.

There is no parking in the lower parking lot on school days. You will need to park on the road out front of school (watch the no parking signs), and walk your child down to the lower level doors. No daycare children will be allowed to enter through the top doors-this is the entrance for school children only. The gate entrance to the lower level will be closed at 6:30 am until 3:15 pm daily. This is for the safety of all daycare and school children. This parking lot is also a playground during the school day. If the gate is open to the lower level parking lot on days there is no school, you may drive down to the entrance to pick up your child.

Tiger daycare

This area of the daycare is for Kindergarten children and older. Your child will be released from school to meet at the preschool daycare doorway at 2:50 pm. Please make sure to use 2:50 pm on your calendars, not 3:00 pm. A daycare staff member will check them in for the day and take

them to the Tiger daycare room. If a child does not report to daycare by 3:00 pm, a staff member will call the parent at the home phone number listed once. We will leave a message to report that your child is missing from daycare. If your child is receiving after school tutoring from a teacher, that teacher will come and pick up your child from daycare. If your child will not be attending daycare, but will be on the school premises, you need to send a note that day to daycare to let us know. No child will be allowed to leave the daycare without a permission slip signed by the parent.

The children enrolled in the Tiger room will be provided snack at 3:00 pm. If you wish your child to have juice or milk, you will need to provide that for them. They will receive water with their snack.

Children will be allowed to play in the gym and use their gym shoes from their classrooms. You will not have to supply an additional pair of shoes for the gym. Children will play outside weather permitting, on the school playground when snack time is over.

Once again, when picking up your child, the parent does need to come in to the daycare and sign out your child. Daycare will not release your child without your proper permission with a signature. Also, remember that if you are sending someone else to pick up your child, the daycare staff will ask for picture identification from that individual. We will not release your child to anyone that we are unfamiliar with, so please remind them to bring their identification with them.

Emergencies

In case of an emergency and parents need to be reached, there must be a contact number at all times. If your contact number is a cellular phone, you must have it on while your child is in our care. **WE MUST BE ABLE TO REACH SOMEONE AT ALL TIMES.** If we attempt to reach you due to an accident or illness and you cannot be reached, late charges will be assessed from 45 minutes after the initial call.

Inclement Weather

If there is a late start, early release, or school closing due to weather the daycare will usually remain open. Please call and let the staff know if you will not be attending or whether you are not going to be there at the scheduled time. If you do not call in your child's absence before their scheduled time, you will not be able to use a sick day voucher for credit for the day. The daycare does reserve the right to close in the event of a major weather event. If the daycare does close due to weather, it will be announced on The Great 98, or WTMJ4. The daycare reserves the right to close the center if the children or staff is at risk of danger. In the event of unforeseen circumstances and the daycare would need to close, we will make every attempt to have it posted ahead of time.

Termination of Enrollment

If you choose to terminate your service at the daycare, a written notice two weeks in advance is required. If a two week notice is not given, you will be billed for the remaining hours on your schedule.

Other termination may include...

- A mutual decision after a 4 week period

- Immediate termination for failure to pay bills
- Failure to submit required health or immunization forms
- Child's behavior is disruptive, unmanageable, or harmful to other children or staff repetitively
- Failure to be supportive of policies and procedures
- A daycare provider is treated in an abusive or derogatory manner

Most terminations will be given a two-week notice unless immediate dismissal is deemed necessary as described in this contract.

We are truly grateful that you have trusted us to care for your child(ren) at St. John's Lutheran Daycare. Through God's grace we hope to help your child grow socially, emotionally, spiritually, and academically. Please sign and return this form to your child's teacher as soon as possible.

If there are ever any questions or concerns, please feel free to contact the daycare administrator at 387-9962.

Thank you for the opportunity to serve you and your family.

Sincerely,

St. John's Lutheran Daycare

Parent Agreement

I have read and acknowledge the policies set forth by St. Johns Lutheran Daycare.

Parents Name: _____

Child/Children's Name(s): _____

Date: _____