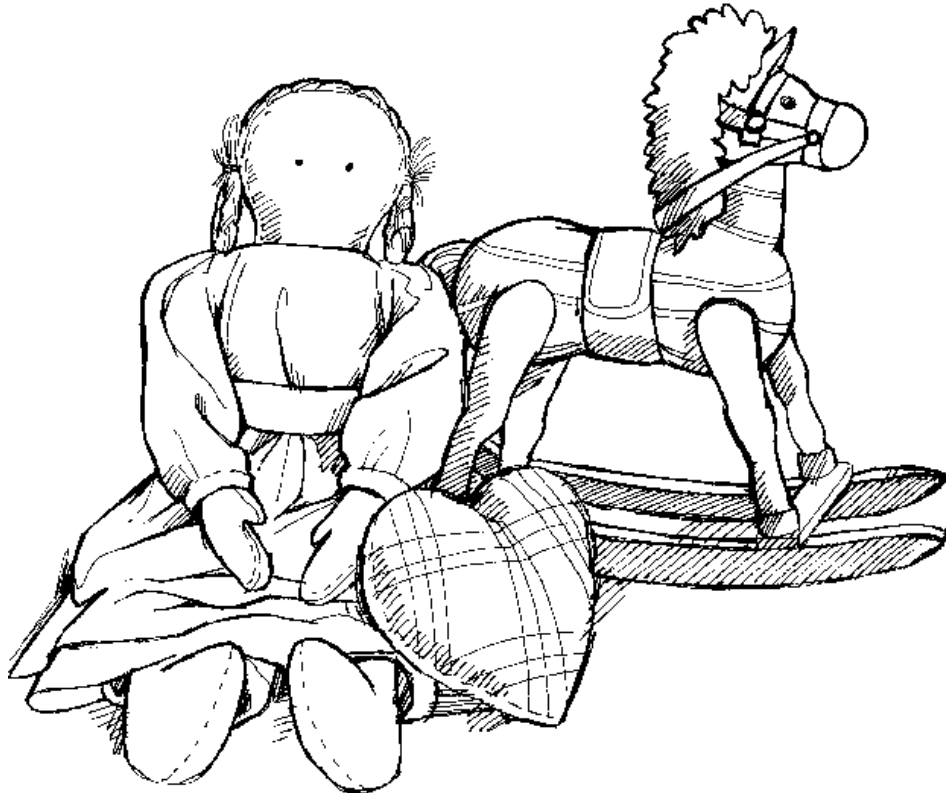


# St. John's School



## Extended Care Program

# ST. JOHN'S SCHOOL DAY CARE PROGRAM

## PHILOSOPHY

St. John's Lutheran School recognizes child care as a present and growing need for families of every size and form.

Our goal is to provide day care and extended care in a relaxing, well-supervised environment for children two years of age through grade 8. Further, our aim is to offer a service to school families that will meet the needs of parents as effectively and efficiently as possible. We welcome your comments/suggestions at any time.

## FACILITIES

The Day Care is located in the lower level of the school. Adequate parking is available for drop-offs and pick-ups. We also have limited access to the school gymnasium, library, and full use of the school playground.

Included with this handbook are the necessary forms for enrollment. Please take the time to read and fill out these forms. They are to be returned with any fees necessary.

## AFFILIATION

St. John's Day Care operates as an extension of the school program. It is ultimately under the direction of the school administrator and the St. John's Board for School and Family Ministry. A certified director will make the daily decision as to relevant programming while promoting the health, safety, and welfare of the children.

## HOURS OF OPERATION

6:00 a.m. - 6:00 p.m. On regularly scheduled school days.

6:00 a.m. - 6:00 p.m. On days when school is not in session (excluding Labor Day, Thanksgiving Day, the day following Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Good Friday, Memorial Day, and Fourth of July.) If a holiday falls on a Saturday or Sunday the day care will be closed on that Friday or Monday. You will be notified.

## FEES

A non-refundable **annual** registration fee of **\$30.00** per family will be charged to all who make use of the day care program. The registration fee is due upon registration.

On days when school is not in session, a survey will be sent home to determine if you need Day Care. **If you indicate your child/ren will be attending on a non-school day you are liable for fees even if your child/ren does not attend that day (if 3 day notice is not given).**

## LATE FEES

Any child who is picked up after 6:00 p.m. will be charged a late fee of \$1.00 for **every minute** after closing. This charge will be added to your bill. If your child attends daycare without 24 hours prior notice, the hourly rate will be \$3.50/hour per child.

## **PAYMENT**

Parents will be billed by the week. Payment for the week will be billed on the Monday of the following week. You will receive a bill on that Monday stating the hours your child attended daycare the previous week and the charges of that week. You must have that bill paid before the next week's billing goes out or your child will not be allowed to attend daycare. **You are financially responsible for the days your child is signed up for daycare.**

Checks can be made payable to St. John's Lutheran Child Care. No cash please, unless you have the correct change. Receipts will be given upon request. We suggest that you keep track of your child care hours. If you should have any questions about your fees, please feel free to contact us immediately.

The day care facility is a non-profit organization. Our intentions are not to make money, but to provide a quality service to the parents of St. John's School. Any proceeds from the service will be used to improve the facility.

**Delinquent fees of 10 days or more could result in a child's spot being forfeited.**

## **ENROLLMENT PROCEDURES**

Enrollments are accepted on a first-come, first serve basis beginning with registration at a predetermined date. All school families will be notified of registration. Parents must register during this time or your families spot in the program will be in jeopardy. An average of three attendance days per week will be considered full enrollment and place your child/ren in the top priority group for admittance. Because the Day Care Program is intended to be a service, we will make every attempt to reserve space for occasional drop-in students. The Day Care director should be notified at least a day ahead of time for drop-ins (however, they must be pre-registered and it will be based upon availability).

## **PHONE CALLS**

The Daycare phone number is 206-7446. Please remember that during Preschool hours, lunch, and sometimes nap time, there may be no one available to answer the phone. The daycare does have an answering machine so please leave a message if no one answers the phone. If you have an emergency please call the school office (261-3756).

## **MOMENTS OF REFLECTION**

Prayers, religious songs, and guidance will be incorporated into the program.

## **DISCIPLINE POLICY**

A friendly, positive attitude will be displayed and encouraged by staff members at all times. Teachers will offer help and companionship to each student, and will work together to create a sharing, cooperative environment. This modeling will help the students to consider the feelings of others, and will also help each student build self-esteem. No staff member shall punish a child in a way that would be physically or verbally abusive. Students will be expected to treat all games and materials with respect, and to participate in group activities in a cooperative manner. Students will be free to choose from a variety of games and activities each day. Any student may be asked to withdraw from an activity if he/she displays destructive or uncooperative behavior. If destructive or uncooperative behavior continues, a parent will be called and asked to pick up their child immediately.

## **EDUCATION POLICY**

We strive to provide a social, relaxing atmosphere and do stress instructional learning. We will provide help with homework, stimulating games, and will take advantage of "teachable moments". We also structure the school days to provide art time, reading time, and organized games. We invite anyone to stop in on these days to share their special talents with the children.

## **EXTRA CLOTHING**

Please bring an extra set of clothing for your child in the event that he/she would have an accident while at the day care. Please put in a paper grocery bag and label with your child's name. You may want to exchange these throughout the year to send weather-appropriate clothing as the seasons change. Please check that the clothes are the correct size as they grow throughout the year.

- 2-4 year olds please bring a pillow and blanket for nap time.

## **NON-DISCRIMINATION**

St. John's Lutheran Day Care will not bar admission to any child because of race, nationality, sex, or physical ability.

## **FIELD TRIPS**

In order for your child/ren to participate on walking field trips you must indicate your approval on the enrollment form. You will always be told if there is to be a last minute field trip. Field trips are considered an important part of the day care program. They include visits to: Public Library, local merchants, bowling alley, parks, and Skate Express.

## **PROCEDURES FOR ARRIVAL AND DEPARTURE**

When you bring your child/ren to the center in the morning, you **MUST** sign him/her in with a Daycare worker. Failure to sign in will mean that the time will be estimated, which could result in additional fees. We are not responsible for a child unless he/she is signed in. When your child/ren come(s) to the center after school, he/she will sign in with the director immediately following the 3:00 p.m. school bell. A Daycare worker will sign the child/ren out when they leave the center. This is for your child(ren)'s protection. Your enrollment form lists any person(s) authorized to pick up your child/ren at the center. We cannot be responsible for any child before he/she is signed in or after he/she are signed out. Your child/ren must be picked up from the center no later than 6:00 p.m.

The day care director must be notified of any changes in a child's schedule.

## **INCLEMENT WEATHER**

If St. John's School is closed due to bad weather, the day care will be open at 6 am and will try to remain open all day. Please call to let daycare know for sure if you will be dropping off children by 7:30 am or the daycare center will close if no children are present or called in by 8 am. Should the schools close mid-day because of dangerous conditions, the day care will be open until each child can be safely picked up. We will open at the usual time if there is a delayed start of school. School closings are reported on the local radio station (Watertown AM1580, WTMJ AM620, WFAW AM940, Lite FM-WSJY 107.3, WKCH-FM 206.5, WISN-TV12, WTMJ-TV4, WISC-TV3, WMTV-TV15).

## **HEALTH POLICY**

If your child becomes ill while at the center, he/she will be isolated from the others to avoid further contamination. A comfortable spot will be provided, and the child will be within sight and hearing of staff persons. The parents will be notified and expected to come and pick up the ill child or to authorize another adult to do so. Please consider the health of other children (and the comfort of your child), and be a prompt as possible. If your child was absent from school because of illness, they may not be at the center that day either. If your child has a communicable disease, such as strep, chicken pox, etc., please notify the staff so that other parents can be informed. When your child is absent from school, please call the school office and specify that your child will not be in day care that day. St. John's Day Care follows the head lice policy of the school.

## **Head Lice:**

Parents should check their children for head lice at home. The Daycare follows a “no lice/nit” policy. That means that if we find head lice or nits (lice eggs) on a child he/she will have to go home. After treating your child and removing all the lice and nits, you will need to call the Daycare Director to make arrangements for your child to be checked by a staff member before they will be permitted to return to the Daycare. We will periodically check those children to make sure they remain lice free. If we find lice/eggs a second time, they must be checked by the health nurse at the Watertown Health Dept. (515 So. First Street, 262-8090) or by your family physician. (Please be sure to inform them of our policy for head lice, “no lice/nit”)

Medications will be given only after the written forms have been filled out and given to the day care staff. All medications must be in the original packaging with the child’s name clearly printed. Prescription medications must also be in the original container bearing the child’s name, dosage, and any special instructions. **YOU MUST ALSO HAVE A SIGNED NOTE FROM THE PHYSICIAN TO ADMINISTER THAT MEDICINE.** The day care has blank medication forms available.

A written record is kept by the staff on all injuries occurring at day care and medications given there.

## **CHILD ABUSE**

Wisconsin State Statute 48.981 requires certain people to report cases of suspected child abuse or neglect. Among those people mentioned in the law are nurses, school teachers, social workers, and administrators. We will comply with the reporting procedures as contained in Section 48.981 of the law.

## **FIRE AND TORNADO PROCEDURES**

Exits are clearly marked and children will have regular drills during center hours.

## **INSURANCE**

St. John’s Day Care carries liability insurance. This insurance does not include medical coverage for injuries resulting from normal supervised activities. We strive to provide a safe environment for your child(ren) and feel that this type of insurance provides adequate protection and helps maintain low day care fees.

## **MEALS AND SNACKS**

Participants may bring in their breakfast or they may purchase breakfast from the kitchen. Breakfast is served from 7:15-7:45 a.m. at a cost of \$1.25/day. Lunch is \$2.25 for students in grades 1-8 and \$1.75 for Kindergarten & Preschool students. Check the school lunch calendar for the menu. Nutritional snacks are offered daily. The snack will consist of food from one of the following food groups: milk, fruits & vegetables, cereals, or grains, or proteins such as peanut butter or cheese. Sugared treats will be given periodically. Juice or milk after school will be provided.

## **GRIEVANCE POLICY**

Should differences arise in interpretation and/or application of Day Care policy, a determined effort shall be made to settle them promptly under the provisions outlined below:

1. First discuss the grievance with the daily coordinator of the program.
2. If feeling the decision is not satisfactory, further discuss the problem with the school administrator, pastor, and Board of Education, in the above order.

## **TAXES**

Form 2441 can be used when declaring child care on your taxes The Church Bookkeeper will give you the appropriate tax number and yearly fee total if requested.

## **TELEPHONE NUMBERS**

Daycare - 206-7446

Daycare Director

Mrs. Tonya Kaulfuerst – 342-5638