

Parent Handbook



Preschool

& Childcare Center

East Sawyer Street

Rice Lake, Wisconsin

715-234-7505

kidsatfirst@firstlutheranricelake.com

MISSION STATEMENT OF KIDS AT FIRST CHILDCARE CENTER

- To be an outreach program to young family members of our congregation and community by providing a Lutheran Church-Missouri Synod spiritually based curriculum.
- To provide an introduction to God's love and Bible stories.
- To provide an environment designed to promote spiritual, mental, social, emotional, and physical growth which stimulates and challenges the children as individuals.
- Promote kindergarten/school readiness skills.

PURPOSE

With God's love and guidance, the purpose of Kids at First is to "plant the seed" for learning in young family members of our church and the community by providing a Christian-based program. Encouragement is given to each individual in spiritual, emotional, physical, social, and cognitive growth. With our small class sizes, we can focus on the individual child and prepare each for a school environment.

PHILOSOPHY

Kids at First Preschool & Childcare Center is established to provide a Christian environment for our young children and assist our families in providing quality care.

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GOALS**For the Child:**

1. To provide opportunities for socializing with other children in a Christian, developmentally appropriate setting.
2. To provide learning experiences and activities that help each child attain a healthy self-concept.
3. To provide each child with a setting and program which encourages growth in the intellectual, physical, emotional, social, and spiritual areas.

For the Families:

1. To provide families with the security of knowing their child is in a happy nurturing environment.
2. To provide families with the opportunities for their children to experience activities which prepare them as loving Christians in God's world.

LICENSURE:

Kids at First Preschool & Childcare Center is licensed by the State of Wisconsin, Department of Children and Families. The preschool is inspected regularly to ensure that licensing standards are being met. The license from the State of Wisconsin is posted in the hallway and includes the following information:

Capacity: 32

Hours of Operation: 6:30 a.m. to 5:30 p.m.

Ages: 2 years, 9 months up to 8 years of age. Children must be toilet trained.

Days of Operation: Monday through Friday

Months of Operation: January through December

Other information (such as center policies, parental notices, and the DCF 251 licensing rulebook, results of most recent licensing inspection and notice of enforcement action, stipulations, conditions, exceptions, or exemptions) is posted on the Parent Information Board in the hallway. Some types of information will be sent home in form of a letter.

ADMISSION

Children are admitted who can benefit from a preschool and/or childcare experience. Admission is not denied because of race, color, creed, gender, national or ethnic origin. Before the admission of a student with a known special need, a conference will be held with the director, teacher, and representative from the Kids at First board to determine how the child can benefit from the program. If a child were found to have a special need after admission, the same process would be followed.

REGISTRATION

A completed rate sheet/contract form and a non-refundable registration fee will hold the student's place at Kids at First Preschool & Childcare Center. Registration forms may be obtained online or in person. The following forms are mandated by state licensing regulations:

- Child Care Enrollment Form-required on or before the first day of school
- Health History- required on or before the first day of school

- Child Health Report (to be signed by a doctor)-required within 30 days of enrollment
- Immunization Report-required within 30 days of enrollment

All records will be kept confidential and in a locked cabinet when school is not in session. Persons having access to children's records do not discuss or disclose personal information regarding the children and the facts learned about the children and their relatives. A parent, upon request, has access to all records and reports maintained on his or her child.

ARRIVAL PROCEDURES

The Center is open for daycare at 6:30 a.m. When parents arrive for childcare, they should be sure the staff member acknowledges the child's presence before leaving.

Preschool begins at 8:30 a.m. When parents bring their children, they are asked to wait in the hallway with their children until a staff member acknowledges them. This is a great time for children to use the restrooms.

ABSENCES

If your child will not attend on a regularly scheduled day, please let us know before your child's scheduled arrival time by calling your child's teacher at 715-234-7505 ext. 223 or send message via REMIND.

If a child who is scheduled to arrive at the center does not arrive within 15 minutes after the specified time on the written agreement signed by the parent, and we have not been notified in advance of the child's absence, we will attempt to contact the parent or guardian to determine the child's whereabouts. All attempts, whether successful or unsuccessful, will be documented.

If a child is expected to arrive at the center from someplace other than home (e.g. school, etc.) and does not arrive as scheduled, we will immediately attempt to contact that facility, and/or the parent if necessary, to determine the child's whereabouts.

We will maintain an accurate written record of each child's daily attendance.

DISMISSAL PROCEDURES

Only adults on the enrollment form will be able to pick up the students without a note from the parent. Adults not on the enrollment form, but picking up a child with parent permission, should be prepared to show an ID.

TERMINATION OF ENROLLMENT

1. Incomplete Forms: If all health and enrollment forms are not completed and in our records within 30 days of the first day of school, the child will be dismissed until forms are up to date.
2. Overdue Payment: If payments are not made in a timely manner, the child may be dismissed. Please contact the financial director with any concerns about fees so other arrangements can be made. Please see tuition policies for other information.
3. Lack of parental cooperation.
4. Inability of childcare program to meet the needs of the child. We will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
5. Repeated failure to pick up the child at the scheduled time.
6. Failure to comply with the terms of the childcare contract.

DAYS AND HOURS OF OPERATION

Preschool schedule will, for the most part, follow the Rice Lake School District calendar. **Childcare** will be open Monday through Friday, 6:30 a.m. to 5:30 p.m.

The Center will be closed the following holidays:

- New Year's Eve Day (Monday or Friday if it falls on a weekend)
- New Year's Day (Monday or Friday if it falls on a weekend)
- Good Friday
- Easter Monday
- Memorial Day
- The Center will be closed one week during the observance of the Fourth of July
- Labor Day
- Thanksgiving
- The Day after Thanksgiving
- Christmas Eve Day (Monday or Friday if it falls on a weekend)
- Christmas Day (Monday or Friday if it falls on a weekend)

The actual observances of these holidays will be posted.

STAFF DEVELOPMENT DAYS

Two days for staff training and development will be determined on a yearly basis. Parents will be notified, and substitute teachers will be provided. Children's schedule will remain the same.

CLOSURE POLICIES

On days when the Rice Lake School District is closed, our preschool will automatically be closed. (These dates will be noted on the monthly calendars.) If the District starts one hour late, preschool will be held as usual, if the district starts two hours late, preschool will be cancelled. Teachers will not be calling each individual student unless special circumstances arise. Please be sure to listen to local radio stations:

WJMC Radio (96.3 FM/1240), WAQE Radio (97.7 FM), WAFX Radio (99.1 FM), Facebook, REMIND

Our facility will remain open for childcare on school designated snow days or early dismissal days if Director deems necessary. If staff is not able to safely arrive at the center, parents will receive a phone call, text message or an email. In the event of extremely hazardous weather conditions, announcements of closing will be given on the local radio stations listed above.

When inclement weather occurs during the day, parents will be called and asked to pick their children at their earliest convenience.

DAILY CLOSING TIME POLICY

Our Childcare Center has a specific closing time of 5:30 p.m. We expect the children to be picked up by that time. If an emergency delays you and you are going to be late picking up your child, please call the Center before the 5:30 closing time.

A fee of \$1.00 will be charged for each minute your child is at the center after closing time.

In the event that your child is still at the center after closing and we have not heard from you, we will take the following steps:

1. Attempt to reach you at home, work, or by cell phone.
2. Call the people listed on the child's emergency form.
3. Call the authorities after 30 minutes.

TRANSPORTATION

Parents must provide or arrange for transportation to and from the center. If transportation other than parents is to be used (i.e., school bus, taxi, etc.), an Alternate Transportation form must be filled out, signed by child's parent, and placed in child's file. Kids at First does not transport. Staff members cannot provide transportation.

Kids at First Staff are NOT allowed transport students at any time.

This section applies to transportation for field trips that are under the auspices of the Center.

General:

(a) The Center shall be responsible for a child between the time the child is placed in the vehicle and the time the child is returned to the Center.

(b) The following emergency information shall be carried in the vehicle for each child transported:

- 1. an address and phone number where a parent or other adult can be reached in an emergency.*
- 2. The name, address and phone number of the child's physician or medical facility.*
- 3. Written consent from the child's parent for emergency medical treatment (Transportation Permission – Child Care Centers).*

(c) Smoking is prohibited in the vehicle while children are being transported.

(d) The Center Administrator shall submit a copy of any accident report to the department within 5 days after the occurrence of an accident involving a vehicle transporting children.

Driver:

(a) The driver of a vehicle shall be or have all the following:

- 1. At least 18 years of age.*
- 2. A valid Wisconsin operator's license for the type of vehicle driven.*

3. At least one year of experience as a licensed driver.

(b) The licensee shall obtain a copy annually of the driving record for each driver and shall place the record in the staff file. The licensee shall review each driving record to ensure that the driver has no accidents or traffic violations that would indicate that having children ride with the driver could pose a threat to the children. (www.dot.wisconsin.gov/drivers/drivers/points/abstract.htm)

(c) A driver whose driving record poses a threat to the children may not transport children.

Vehicle:

(a) A vehicle used to transport children shall be:

1. Registered in Wisconsin
2. Clean, uncluttered, and free of obstructions on the floors, aisles, and seats.
3. Enclosed. Children may not be transported in a truck except in the cab.

(b) Each child_:

1. __ who is under 4 years of age or weighs between 20 and 40 pounds shall be properly restrained in a forward-facing individual child car safety seat when being transported in a vehicle.

2. __ who is between 4 and 8 years old and weighs not more than 80 pounds or taller than 4' 9" shall be properly restrained in a shoulder-positioning child booster seat when being transported in a vehicle.

3. __ who is not required to be transported in an individual childcare safety seat or booster seat when being transported in a vehicle shall be properly restrained by a seat belt. Each adult in the vehicle shall be properly restrained by a seat belt. Seat belts may not be shared.

(c) Passenger doors shall be locked at all times when a vehicle transporting children is moving.

(d) Children under 13 may not ride in the front seat of a vehicle.

Vehicle capacity and supervision:

(a) Children may not be left unattended in a vehicle.

(b) A seat in the vehicle shall be provided for each child.

(c) The Center shall develop and implement a procedure to ensure that all children exit the vehicle after being transported to a destination.

INSURANCE

Kids at First Preschool & Childcare Center is covered by general liability insurance with total limits of \$1,000,000 for each occurrence (bodily injury and property damage combined). To make an insurance claim, parents should contact the Day School Board and/or the Director.

FEES AND BILLING

Kids at First is a non-profit organization, which operates primarily on fees, which are charged by the month (for children in preschool only) or by the week (for children in childcare). Payments may be made in cash or by check (made out to Kids at First).

For children enrolled in Preschool only, tuition is due on the first Preschool Day of the month.

Please attach your check to the paper clip in the student's folder. If paying in cash, please enclose it in an envelope with your child's name.

For children enrolled in Childcare, fees are to be paid on a weekly basis on the last scheduled day of the week BEFORE the week of needed daycare. Payment obligation is based on the hours

agreed upon, not on actual attendance. There is no change in fee due to your child's absences. Late payments: If payment is not received before Monday of the following week, an additional \$5 fee per day will be charged. Your child will not be permitted to return to our care until both payment and late fee are paid within one week unless other arrangements are made.

A personal check or cash will be accepted for payment; however, if a check is returned for any reason and we incur any bank charges from the bank from the return of your check, those charges will be added to the fees of a following pay period. After two check returns, all further payments must be made in cash. Non-payments or consistent late payments may result in termination without notice.

Other tuition details:

A 12 discount will be given to children of active members of First Lutheran.

A \$10.00/month discount will be given to families with more than one child enrolled.

A 50% discount will be given for children of staff who work 20 hours or more/week.

A 25% discount will be given to children of staff working less than 20 hours/week.

A "Tuition Hardship Fund" is available for families in need. Please request an application from the financial director or a member of the Kids at First Board.

Receipts will be made available on request.

For a complete list of related charges please see Rate and Contract sheet.

BEHAVIOR GUIDANCE POLICY

At Kids at First, we acknowledge that children have been entrusted to our care. With that comes the responsibility of providing a safe physical, social, emotional, intellectual, and spiritual environment. Teachers will actively and consistently teach positive behavior, dissuading aggression or harassing behavior, using Jesus as the model of behavior. The teachers at Kids at First are to explain and implement the discipline policy. Students must learn there are consequences for their choices, but also know there is always forgiveness. It is the students' responsibility to know and follow these rules.

Kids at First uses methods of behavior management for the purpose of helping children develop self-control, self-esteem, and respect for the rights of others. To guide students toward appropriate behavior, the following techniques will be used: redirection, explanation, problem solving, and discussion.

Time Out:

A "time out" may be used when other techniques have not been successful. A time out will be used to remove a child from a situation so that a child can not hurt themselves or others. Time outs never exceed 5 minutes. When used, the time out will immediately follow the inappropriate behavior. The teacher will then discuss with the child what behavior was unacceptable and what the child might have done instead. Times outs will not be used for children under the age of three.

In accordance with "Licensing Rules for Group Childcare Centers" punishment that is humiliating or frightening to a child, such as hitting, spanking, verbal, or sexual abuse, withholding or forcing food or

punishment for lapses in toilet training, and other forms of physical punishment are prohibited. These forms of punishment will never be used, even at the parent's request.

Discipline issues fall under the authority and discretion of the classroom teacher. For parents to properly address questions or concerns about behavior, clarification is to be sought with the teacher. If the situation cannot be resolved it should be taken to the Director or other appropriate adult first. (Based on Matthew 18:15 – 20) If the situation still cannot be resolved, a request may be made in writing to the Kids at First board to consider the issue including concerns and action requested. The Board will consider the request and the Director will communicate the Board's decision in writing to the parents.

Children with Special Needs:

If a child with special needs is enrolled, the teacher, director, board members and/or other specialist/experts can meet to discuss how those special needs will be met. Teachers will work closely with parents to meet the needs of each student.

Distraught children:

Staff will use thoughtfulness and care when managing crying, fussing, or distraught children. First, staff will acknowledge the child's feelings. Next, the staff will offer comfort with soothing words, and kind and loving touch. Last, the teacher will redirect the child to another activity.

STUDENT DISCHARGE:

Kids at First is a place to learn and grow. If a student is unable to follow classroom rules and/or poses a threat to other students, the student may be asked to leave the program.

If behavior issues are causing disruptions and posing threats to other students, the teacher, director, board members and possibly parents, will meet to devise an action plan.

1. This plan will include behavior management methods to try and a timeline for improvement.
2. The plan will be discussed with parents. If the behaviors continue, discharge may occur as designated by the timeline. The teachers and director will work closely and support families to monitor student behavior.
3. Discharge or Removal of a student, initiated by our staff, will be brought to the Kids at First Board for approval.

CHILDREN'S BELONGINGS

Clothing:

Please dress your child in simple, washable play clothes as we are very active at school. In helping our youngsters gain independence, it is best to dress them in clothing that he/she can get on and off when using the bathroom.

Parent provided items

- Complete change of clothes. A complete set of extra play clothes (including socks) is to be stored in a zip-lock bag in the child's backpack and replaced as needed.

- Sleeping bag, pillow, and pillowcase for nap time. (For childcare children). If needed, he or she may bring one small toy for naptime.

All items brought into our center should be labeled. This includes boots, clothing, mittens, sleeping bags, pillows, etc. Items of value should remain at home. We cannot assume responsibility for materials brought from home.

All children shall be taken outdoors for part of each day except during inclement weather. Please make sure that your child is properly dressed for the weather. This includes hats, mittens, boots, snow pants, etc. in cold weather.

Items from home

At times, children will be asked to bring something from home to correlate with our themes. Please be sure that these items are not fragile or valuable. Toys that encourage violence or aggressive play (guns, knives, army men, etc.) will not be allowed in the classroom. Please label items that are being shared with our classroom. Because our rooms are also used for other church functions, we **are not responsible** for any personal items left in the room or adjacent areas. There is a lost and found in the church office.

Pets

Pets are fun to share but must be cleared with the teacher before they can visit. All contact between animals and the children should be under the close supervision of a teacher who is close enough to remove the child immediately if the animal shows signs of distress or the child shows signs of treating the animal inappropriately. Reptiles, amphibians, turtles, ferrets, poisonous animals, psittacine birds, exotic and wild animals may not be accessible to children. No pets reside in classrooms. Teachers will notify parents if an animal will be in school.

SAFETY REGULATIONS

Child Abuse Protection

All childcare providers are mandated reporters of suspected abuse and neglect. A licensee, employee or volunteer at a childcare center who knows or has reasonable cause to suspect that a child has been abused or neglected shall immediately contact the county department of social services or human services or local law enforcement agency, as required by law. If the need for such a report arises, parents may be assured that all information regarding the report will be kept strictly confidential. Each staff member has gone through a background check upon hiring in compliance with Wisconsin State licensing regulations.

Concealed Firearm Free Zone

It is the policy of Kids at First that this facility is a Gun Free Zone. No firearms are permitted at any time on its premises or within 1,000 feet of all points of entry. The director and any staff member will have authority to enforce this policy.

Arrival and Departure Procedures

At the time of enrollment, parents will provide the Center with the names and telephone numbers of people authorized to drop off or pick up their child. It is the parent's responsibility to notify the Center of any changes in this authorization. In the case of a court order, it must be on file in the office otherwise we have no other recourse than to release the child to the other parent.

Divorced or Separated Parents

The Center tries to be aware of and sensitive to the families we serve. Divorced or separated parents must provide the Center with a custody agreement if custody is restricted. Parents should let us know if there is any way we can accommodate their family. Parents are reminded that without legal documentation, we must assume each parent has equal access to the child.

Appearance of Impairment

If a parent or any person authorized to pick-up their child appears to be unable to safely assume responsibility for a child, the Center will offer to arrange transportation by calling the child's emergency contacts. If we feel the child is in danger, we will notify the proper authorities for assistance.

Safety measures for unusual conditions:

- Tornado: When the U.S. Weather Bureau issues a TORNADO WARNING prior to arrival time, the Center will be cancelled. If the Center is in session when a TORNADO WARNING is issued, students will be moved to an area where there are no windows in the church basement. A battery-operated radio and flashlight will be available in case of a power outage. Tornado drills are conducted monthly between April and October.
- Fire: An evacuation diagram is posted in each classroom. Two exits are available from each classroom and are marked with red EXIT signs. In case of a fire, staff members will evacuate the children through the safest exit. After taking attendance, the students will walk to Town and Country Barber Shop, 615 So. Main Street where parents will be called. Fire drills are conducted monthly in compliance with state licensing requirements.
- Parent pick-up during severe weather: Once a child's parent/guardian has arrived, they are responsible for the child. The parent/guardian can choose to take a child during severe weather, or stay with the child at school, but the responsibility of the child lies with the parent.
- Loss of building services: If First Lutheran Church loses building services parents will be called to pick up children. If the indoor temperature drops below 67 degrees and/or plumbing service loss becomes an issue students will walk to Town and Country Barber Shop to await pickup.
- Missing Child: If a child is missing, all adult staff in the building will be notified. The other students will stay in the care of another teacher while the child's teacher looks for the student. If the child is not found within 5 minutes, the police and the child's parents will be called.

HEALTH POLICIES

Smoke Free Premises

Kids at First is a smoke-free facility. Smoking is prohibited on the premises.

Policies regarding children's illness

Children who are ill are not to be brought to the center. The following are examples of children who are ill:

- A temperature of 101 degrees. F or higher
- Vomiting or diarrhea has occurred more than once in the past 24 hours
- A contagious disease such as chicken pox, strep throat, or pink eye
- An unidentified rash
- Has not been on a prescribed medication for at least 24 hours or continues to have symptoms of illness
- Has a constant, thick, colored nasal discharge.

If a child should become ill or seriously injured while at the center, parents will be contacted immediately. If your child develops a fever while at the center, parents will be contacted. Sick children will be isolated within sight or sound of a staff member and made as comfortable as possible. Children should be picked up within 30 minutes. If the child is not picked up within 30 minutes, the emergency contact person on the child's enrollment form will be called.

Children may return to the Center when they are symptom free, have been appropriately treated or have been given medical approval to return to childcare. We will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for exclusion of children from childcare as adapted from the Department of Health Services, Department of Public Health.

We will report all communicable diseases when required, to the regional licensing office of the Department of Children and Families, to the local health department and to parents of all enrolled children. If there is a need for emergency medical treatment, children will be taken to Lakeview Medical Center.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about a minor injury through a note or in person when they pick up their child. In case of a serious injury, parents will be called

Medications

We will administer medications under the following conditions:

- Prescriptive and non-prescriptive medications will only be given to children if parents have completed the authorization form provided. (Please request a form)
- Prescription medication must be in its original container, bearing the pharmacy label with child's name, dosage, and administration directions
- Over-the-counter medicine must be in its original container, labeled with the child's name and dosage, and be within the expiration date.
- We will not exceed the age-related dosage on the label of any medication without a doctor's authorization.
- Blanket authorizations, such as dispensing pain relievers at our discretion, are not allowed.
- The Center will not be responsible for applying sunscreen and/or insect repellent. It is the parent's responsibility to do so.

All medication administered, accidents or injuries occurring on site, marked change in behavior or appearance, or any observation of injuries to a child's body received outside of our care will be entered into the Center's medical logbook.

If your child is unable to participate in the normal activities of the day (**including outdoor play**) then your child must stay home. Outdoor play is required by state licensing rules for children in care 3 hours or more, except in inclement weather.

Please remember that your child will not have a productive day at the Center if he/she is not feeling well.

ACADEMICS

A. PRESCHOOL PROGRAM

Preschool Curriculum

At Kids at First Preschool, we will provide each child with opportunities and experiences in the following areas. All of these will be presented according to age-appropriate and/or individual needs.

- Early-literacy development using Guided Reading principles
- Spiritual growth with Hands-On Bible curriculum
- Beginning Math skills using Everyday Math curriculum
- Individual, small and large group activities
- Creative expression through music, imaginative play and directed activities
- Development of large and small muscle groups through indoor and outdoor play
- Development of positive self-image
- Development of expressive and receptive language skills
- Development of social interaction skills
- Development of self-help and practical life skills
- Intergenerational experiences through service projects and Prayer Pals
- Cultural awareness
- Active and quiet activities

Three-Year-Old Class

In this class, much emphasis is placed on social skills. As these little ones enter what is usually their first large group situation, they are exposed to social skills. These skills include sharing, taking turns, and using problem solving strategies. Physically, large, and small motor skills are challenged by movement games, moving to music, and fine motor activities. Academically, each child is accepted at his or her own level and encouraged to continue from that point with pre-reading and pre-math activities, artistic expression, and verbal skills. Spiritually, the child is introduced to God who loves and cares for them through Bible stories and verses. Children are given many opportunities for dramatic and creative play each day.

Academic Goals for 3-year-old class:

- Numbers: Counting 1-10, counting to 5 objects using one-to-one correspondence
- Colors: Naming basic colors
- Shapes: Naming basic shapes
- Literacy Skills: Identifying first and last name by sight, writing first name, reciting alphabet, introduction to letter names, formation, and sounds
- Other Skills: Scissor's skills, correct pencil hold, self-help skills
- Bible Verse memory work

Four/Five-Year-Old Class

This class seeks to meet the changing developmental needs of each child. The children are encouraged to progress in various skills and feel pleased with their accomplishments. Socially, children are encouraged to share, take turns, solve problems, and treat others with respect. There are activities in the areas of pre-reading and pre-math, and many activities to encourage small and large motor development. Spiritually, the students are exposed to God who cares for them and shows His love in many ways. They are encouraged to respond to this in songs, prayers, and Bible verses.

Academic Goals for 4–5-year old's:

- Numbers: Counting 1-30, Counting to 10 objects using one-to-one correspondence, Identifying and writing numerals 1-10. Introduction to counting backwards 10-1
- Colors: Naming basic colors
- Shapes: Naming and drawing basic shapes
- Literacy Skills: Identifying first and last name by sight, writing first and last name, identifying and writing letters, and producing letter sounds.
- Memory work through monthly Bible verses
- Other Skills: Scissor's skills, proper pencil grasp in writing, directionality, sorting, patterns, self-help skills

Daily Activities for 3-, 4-, and 5-year old's - Sample Day

- **Opening Circle Time:** During this time, the children are welcomed, the Pledge of Allegiance is said, the calendar and weather are discussed and special activities for the day are introduced. Stories, songs, and/or finger plays that go along with daily themes may be shared.
- **Learning Centers:** Purposeful PLAY is a major part of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Specific learning centers may be set up to relate to certain themes. Children will have the opportunity to explore the housekeeping center, writing center, block center, library, water, sand or rice tables, and many other manipulative and sensory toys.
- **Arts and Crafts:** Most days, during or after center time, an art activity is offered to the students. We allow children to express their creativity through many different types of art mediums.
- **Clean Up:** All children help with cleaning the room after center time. This develops pride in the classroom and a sense of each child's importance.
- **Snack Time:** Snack time begins with a prayer. It is a time of nourishment and informal interaction between the adults and children. Table manners are stressed and each child is encouraged to try one small bite of each food we are having.
- **Outdoor Play:** Weather permitting, we will go outside with the children. Please dress your children appropriately to be outdoors for 10-15 minutes per day.
- **Closing:** Each day we close with a prayer.

*****Use of bathroom:** The children may use the bathroom as needed and will be accompanied by an adult. Students wash hands with soap after each trip. Before snack time, the entire class makes a trip to the bathroom together to wash hands.

B. CHILDCARE PROGRAM

The Childcare program will encompass a variety of educational and recreational learning experiences within a faith-based environment. Activities may include large muscle, small muscle, sensory, math, language, dramatic play, music, art, outside play, social and cognitive skill building, as well as culturally diverse activities.

A typical day:

- Arrival, greeting and hand washing
- Table prayer
- Breakfast and clean up
- Bathroom
- (PRESCHOOL)
- Lunch and clean up
- Rest/quiet time
- Free choice in activity areas
- Snack and clean up
- Teacher directed, developmentally appropriate activities
- Outdoor and Indoor activities

REST TIME (CHILDCARE CHILDREN)

Children ages 3-5 years old will have nap/rest time after lunch. If a child is awake after 30 minutes of rest time, they may get up to do quiet activities while the other children nap. The length of the naps will be determined by the needs of the children. Each child will sleep on a sleeping bag. Parents will need to provide the sleeping bag and a small pillow and pillowcase for their child. Bedding will be sent home with child on last day of attendance for the week and parents are to wash bedding on a weekly basis.

MEALS AND SNACKS

A light breakfast will be available for those children arriving first thing in the morning (school age children must be done eating breakfast in time to get ready to ride the bus). Snacks will be provided as scheduled. Breakfast and snack menus will be posted each month. Families are asked to bring sack lunches each day which include a protein, vegetable, grain and fruit. (The Center will provide parents with information about requirements for food groups and quantities specified by the U.S. Department of Agriculture.) Lunches will be refrigerated until lunch time.

Children are encouraged to do as much as possible for themselves at mealtime, such as: serving, feeding themselves and clearing their dishes. One staff member will sit with the children. Staff and children pray before eating and are encouraged to engage in appropriate mealtime conversations.

Food allergies

Children with diagnosed food allergies must have a completed Eating and Feeding Evaluation: Child with Special Needs form on file. (See Director to obtain a copy of this form.) This form requires a

signature from the child's doctor. Depending on the type and severity of the allergy or special diet, the center may or may not be able to make menu accommodations.

Food Brought from Home:

Occasionally, families may wish to bring treats for their child's birthday (or half-birthday if they have a summer birthday) or other special occasion to share with their child's class. Please always check with child's teacher prior to bringing in food from home. When snacks are provided by parents for all children, a record of the snack served shall be posted in an area accessible to parents.

HOLIDAYS:

Christian values will be emphasized during Thanksgiving, Christmas, and Easter, as well as the entire school year. Halloween is not celebrated at our Center, but we do have a "Fall Harvest Party" to celebrate the changing of the seasons.

PROGRAM PLANNING:

1. **Videos** may be used only to supplement the daily plan for children. No child may be required to watch videos. Other activities shall be available.
2. Sufficient **indoor play equipment** which allows each child the choice of at least three activities involving equipment when all children are using equipment.
3. Sufficient **outdoor play equipment** which allows each child with the choice of at least one activity involving equipment when all children are using equipment.
4. **Trampolines** and inflatable bounce surfaces on the premises shall not be accessible to children.
5. **Release of child at the end of the day:** Children will be released individually as their ride is identified. Children will not be released to any individual that is not authorized to pick up the child. Staff will ask to see identification of those who are not recognized.

SUPERVISION OF CHILDREN:

Children will be always under sight and sound supervision of a teacher, indoors and outdoors. When using the bathroom, children will be afforded privacy; the teacher should be aware of the time and check on the child if they are taking an unreasonably long time.

PARENTAL INVOLVEMENT

Communication

Teachers communicate with parents through yearly calendars, monthly calendars and weekly newsletters. They may wish to help with a special event, party, or a daily program. If parents have a special hobby, talent or profession that would be educational for the students, we would love to have parents share it with the class.

Teachers are available for any comments or concerns parents have about our program. Parent-teacher conferences will be held in the fall and in the spring.

Letters and notes to and from parents should be kept in the student's folder to protect privacy.

We have a monthly PRAISE TIME in the church sanctuary. At this time, the children will perform songs and/or finger plays and a Bible verse they have learned. We start shortly before the end of our class time, and we encourage parents and other family members to join us for this short program.

Field Trips:

Field trips to local areas of interest may be scheduled during the school year. If possible, the excursions will be walking trips. In most cases, volunteers will be recruited to join us. A signed permission slip will be necessary before any trip. Only children enrolled in the program will be allowed on the field trip. During walking field trips, teachers need to be aware of each child at all times by counting the children before leaving and occasionally during the walk. Teachers will carry a list during walking field trips to make sure all children are accounted for. During field trips off school grounds, each family is responsible for getting their child to/from the activity. Example: shopping for the Spirit of Christmas. Staff will not transport students to/from field trips.

GRIEVANCE PROCEDURE

To address a concern about a staff member, please follow the course of action presented below:

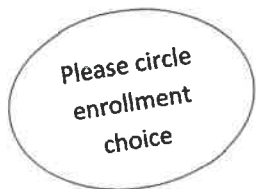
- The parents should first attempt to discuss their concern with the staff member through verbal or written communication.
- If the parent is uncomfortable addressing the problem directly with the staff member, the preschool or daycare director should be contacted.
- If this is not satisfactory, or the parent is uncomfortable with this means, the parent should contact the church Pastor. His office is in the church office.
- If a solution is not reached through one of these three methods, the problem should be brought to the Kids at First Board. Any decision reached by the board will be considered final.
- Any concerns presented to the staff, director, Pastor or Board will be handled confidentially and discussed in a timely fashion with on-going communication between all parties.

DEDICATION:

Kids at First Childcare Staff are dedicated to the mission of serving our Lord through the caring of children and their families. We thank our families for giving us the opportunity to help you in the task of providing quality care to your children.

May God bless our time together!

Kids at First Preschool



15 E Sawyer Street, Rice Lake, WI 54868
Call: 715-234-7505 - Email: kidsatfirst@firstlutheranricelake.com

2021-2022 Preschool Rates

(Effective September 2021 - May 2022)

Child's name: _____ Gender __ Birthdate: _____

Non-refundable registration fee charged to each student upon enrollment. \$ \$60

3K Preschool Options & Rates

Hours 8:30am-11:30am

3-Year-Old Class

- 2 days per week (Mon. & Wed.) \$110/month
- 2 days per week (Tues. & Thurs.) \$110/month
- 4 days per week (Monday-Thursday) \$160/month

4K Preschool Options & Rates

Hours 8:30am-11:30am

4-Year-Old Class

- 3 days per week (Monday-Wednesday) \$135/month
- 4 days per week (Monday-Thursday) \$160/month

If you would like your child to attend childcare during school in-service/holiday dates, there will be a \$30 per day charge.

My child will be at Kids at First on:

Circle days: Mondays, Tuesdays, Wednesdays, Thursdays, Fridays

Fill in time: From _____ to _____

***Please read and sign the contract on the back of this sheet.**

Tuition:

* The parent/guardian is responsible for the tuition billed according to the rates indicated on the reverse side of this form **regardless of if the child attends each scheduled day or not.**

* **Tuition is due on the first of every month.**

Schedule Changes:

* In order to change your child’s schedule, you must talk with the Director and submit a Schedule Contract Change Form, along with \$10 per form, at least one week prior to the effective date of change.

* The Parent/Guardian is responsible for tuition according to the old schedule contract, until the proper paperwork is completed, submitted with the \$10 change fee and one week notice is provided.

By Signing this Contract:

* I understand that the policies outlined in the Kids at First Parent Handbook apply to all participants and it will be my responsibility to be aware of the policies.

* I understand my child WILL NOT be able to attend until ALL enrollment materials are complete and returned with the registration fee.

* I understand that I am responsible for tuition billed according to the rates indicated on the reverse side of this form regardless of if my child attends each scheduled day or not.

* I understand that it is my responsibility to pay my child’s tuition according to the scheduled due dates or my account will be assessed a late payment fee if payment is not submitted on time.

Parent’s name _____ Phone _____

Address _____ Email _____

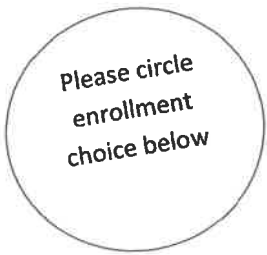
Parent’s signature _____ Date _____

Director’s signature _____ Date _____

Referred By _____

A \$12 discount will be given to active members of First Lutheran Church





Kids at First

2021-2022 Childcare Rates

(Effective September 2021- May 2022)

Child's name: _____ Gender _____ Birthdate: _____

Registration fee is included with your Preschool Registration

Before & After School Rates
Hours 6:30-8:30 & 3:30-5:30

1 day per week
\$5/week
2 days per week
\$10/week
3 days per week
\$15/week
4 days per week
\$20/week
5 days per week
\$25/week

After Preschool Rates
Hours 11:30-3:30

1 day per week
\$15/week
2 days per week
\$30/week
3 days per week
\$45/week
4 days per week
\$60/week
5 days per week
\$75/week

After Preschool Rates
Hours 11:30-5:30

1 day per week
\$30/week
2 days per week
\$60/week
3 days per week
\$90/week
4 days per week
\$120/week
5 days per week
\$150/week

My child will be at Kids at First on:

Circle days: Mondays, Tuesdays, Wednesdays, Thursdays, Fridays

Fill in time: From _____ to _____

Fill in time: From _____ to _____

If you would like your child to attend full day childcare during school in-service/holiday dates, there will be a \$30 per day charge.

Tuition:

- * The parent/guardian is responsible for the tuition billed according to the rates indicated on the reverse side of this form regardless of if the child attends each scheduled day or not.
- * Tuition is due on the beginning of every week.

Schedule Changes:

- * In order to change your child's schedule, you must talk with the Director and submit a Schedule Contract Change Form, along with \$10 per form, at least one week prior to the effective date of change.
- * The Parent/Guardian is responsible for tuition according to the old schedule contract, until the proper paperwork is completed, submitted with the \$10 change fee and one week notice is provided.

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- * I understand my child WILL NOT be able to attend until ALL enrollment materials are complete and returned with the registration fee.
- * I understand that I am responsible for tuition billed according to the rates indicated on the reverse side of this form regardless of if my child attends each scheduled day or not.
- * I understand that it is my responsibility to pay my child's tuition according to the scheduled due dates or my account will be assessed a late payment fee if payment is not submitted on time.

Parent's name _____

Address _____

Email _____ Phone _____

Parent's signature _____ Date _____

Director's signature _____ Date _____