

St. John's Child Development Center
School-Age Program Family Handbook 2020-21



see. believe. receive. serve.

426 W. Emmett Street Portage, WI 53901

Phone: (608) 742-9000

ddrew@stjohnsportage.com ~ Debbie Drew

cdcoffice@stjohnsportage.com

St. John's Lutheran Ministries
St. John's School Age Program Family Handbook

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At any time, parents can request a copy of this handbook translated in their native language.

Philosophy

At St. John's Child Development Center, we believe that children are individuals who should always be respected as such. Children need a safe stimulating and loving environment that will provide them with experiences that will aid them in development. While the home is the most important place for children, St. John's Child Development Center aids parents by providing a structured environment learning and growing. Our school, congregation, staff, and families together build a strong community.

Mission Statement

St. John's School Age Programs provide academic enrichment and recreational opportunities in a safe, caring, and inclusive environment to all students in the St. John's and Portage Public School District.

Education/Activities

St. John's School Age Programs use a thematic approach with children's interest, and national standards to develop our classroom curriculum. During our School-Age Programs we offer a stimulating environment for your child to grow and develop by offering different developmentally appropriate learning centers. Each learning center has activities based on the age and appropriate developmental stage levels of the children. These specific learning centers and curriculum activities will foster your child's development by focusing on social interaction, self-expression, small and large motor skills, quiet and active activities, and outdoor play. Children will go outside daily, weather permitting. We promote cultural diversity within our center by exposing the children to different areas of the world. This is done through creative play with toys, pictures, books, songs, music, language, and foods. Children enrolled at our St. John's School Age Program will gain spiritual growth that fosters a strong relationship with God and the Bible. Daily devotions, teachings, and praying are a part of the curriculum.

School-Age Program's Guiding Principles

Our Program provides opportunities for development in the following areas:

- Language, Literacy, & Numeracy
- Health & Physical Development
- Arts & Culture
- Global Learning
- Environmental Learning
- Service Learning
- Character Development
- Social & Emotional Development
- Science, Technology, Engineering, Math Education & Technology

Hours of Operation

St. John's CDC Office 6:00 AM- 6:00 PM

St. John's CDC center-closed days are:

- New Year's Eve Closed at 12:00 noon
- New Year's Day Closed
- Good Friday Closed
- Easter Monday Closed
- Memorial Day Closed
- Independence Day Closed
- In-Service Days Closed (3rd Thursday & Friday in August)
- Labor Day Closed
- Thanksgiving Day Closed
- Thanksgiving Friday Closed
- Christmas Eve Closed
- Christmas Day Closed

St. John's has the right to close a program on any day due to low enrollment, center emergency or weather conditions. Holidays falling on weekends will be observed on either the Friday before or the following Monday.

Winter and Spring Break / No School Days

During this time, the children are welcome to join our Before and After School program at St. John's CDC. Our 4K program shares a space with the school age program. The schedule for care during these times depends on the 4K schedule. Openings for care during these times will be posted and emailed to families.

Inclement Weather

There will be care available all day when St. John's school is closed due to weather conditions unless the center is closed due to a state of emergency.

Wisconsin Declared State of Emergency

In Wisconsin, emergencies are often associated with weather events such as ice storms, snowstorms, tornadoes and floods. Other types of emergencies that may impact childcare programs include, but are not limited to, fires, electrical outages, vehicle accidents, allergic reactions, and threats to the building or its occupants. In addition to a declared State of Emergency, St. John's CDC reserves the right to close the facility due to any and all emergency related events at the discretion of the director.

Sick Child Policy Amendment: Pandemic Diseases

The safety and wellbeing of all staff, children, and the families at St. John's Child Development Center continues to be of utmost importance to us. We always commit to taking all precautions toward keeping children and staff safe and healthy.

Children will be monitored for signs or symptoms of pandemic diseases (including but not limited to COVID-19, Ebola, SARS and Influenza) daily. **Children will be asked to stay home or return home if any of the following applies:**

- Have a fever of 100.4 or higher
- Have had a fever of 100.4 or higher or other potential symptoms of a pandemic disease, such as shortness of breath or persistent dry cough, within the last 72 hours
- Have come in contact with others who have a pandemic disease

To prevent the spread of a pandemic disease:

- Children with signs/symptoms of a pandemic disease or who have been exposed to others with a pandemic disease will be asked to stay home
- Children who develop signs/symptoms of a pandemic disease while at the program will be immediately separated from others and the program staff will contact the family member and/or emergency contact to pick the child up
- We encourage families to practice frequent handwashing at home
- St. John's Child Development Center will practice handwashing upon arrival to the program, before meals and snacks, after outdoor play, after using the bathroom, prior to going home, after nose blowing or assisting a child with blowing their nose, coughing, or sneezing
- Cover cough and sneezes with tissues, throw tissues in the trash, and clean hands with soap and water or hand sanitizer (if soap and water is not readily available)
- Clean and disinfect frequently touched surfaces at least daily, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks

If an enrolled child or employee tests positive for a pandemic disease:

- The local public health department and the Department of Children and Families Bureau of Early Care Regulation will be contacted. St. John's Child Development Center will follow their guidance for next steps
- The program will post and notify families of any confirmed staff or child cases of a pandemic disease

Returning to a childcare facility after suspected symptoms a pandemic disease

If a staff member or child has symptoms of a pandemic disease or is in close contact of someone a pandemic disease, they can return to the childcare facility if the following conditions are met:

- If an individual has a fever, cough or shortness of breath and has not been around anyone who has been diagnosed with a pandemic disease, they can return to the center no sooner than 72 hours after the fever is gone (without the use of fever-reducing medication) and symptoms get better. If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for a pandemic disease.
- If an individual is diagnosed with a pandemic disease, they must remain out of the program for a minimum of 7 days after the onset of first symptoms. They may return under the following conditions:
 - If they had a fever: 3 days after the fever ends without the use of fever-reducing medication AND there is improvement in their initial symptoms (e.g. cough, shortness of breath)
 - If they did not have a fever: 3 days after they see an improvement in their initial symptoms (e.g. cough, shortness of breath)

Enrollment and Rates

4K Programs (Sep – May):

School Age Program (Sep – May) Contract Weekly Tuition:

	5 Days	4 Days	3 Days	2 Days	1 Day
Before	\$23	\$21	\$18	\$13	\$7
After	\$63	\$57	\$43	\$31	\$16
Before & After	\$78	\$71	\$60	\$41	\$22

Hourly Rate of \$6.00 per hour for additional time needed over contract tuition rates.

School Age Programs (Aug – June):

Before School = 6:30-7:30

After School = 3:00-5:30

Monday – Friday

(FT) = Full Time any hours over 21

Summer Program (June – August):

Full Time Weekly Rate \$190.00

Part Time Weekly Rate \$145.00

One Day Rate \$55.00

(PT) = Part Time any hours under 21

Tuition Review

It is our centers policy to review tuition yearly. Our parents can expect a tuition increase every year between one to five percent. It will be our goal to give you at least six months' notice on tuition increases which will start around the beginning of the new school year (last week in August). All tuition increase will be reviewed and approved by the Board of Education and Church Finance Board.

Fee Policy

- There is a \$55.00 non-refundable registration fee per child upon enrollment in any St. John's CDC program as well as a \$35.00 non-refundable reregistration fee due every September.
- Tuition payment is due the first day your child attends St. John's CDC for that week. All tuition is to be paid prior to services being received. Tuition may be paid for in advance. Prepaid tuition is non-refundable, except for the decision to end the child's enrollment, in which case Board of Education approval is necessary.
- There will be a \$10.00 fee for every week that tuition is past due. If tuition is not paid in full by the end of each week, St. John's CDC has the right to refuse care to your child. Please contact the Director if payment is going to be late.
- There is a \$50.00 fee for all returned checks.
- Full tuition is paid weekly regardless of no show, sick days, vacation, or days the center is closed.
- We accept cash, checks, and credit cards. A 3% charge is added to all tuition credit card transactions.
- Make checks payable to St. John's Child Development Center and placed in the locked payment box located directly outside of the office door. Do not hand tuition to staff or leave on office desk. All checks are to have the child's name added to the memo line of the check.
- There is a charge of \$2.00 for every minute your child is not picked up after 5:30 for the School Age Programs. The fee will be charged directly to your account.
- An account with a history of overdue balance will have grounds for termination of enrollment.
- Any unpaid balance will be sent to Small Claims Court. Late charges will be applied to the account in addition to any legal fees involved.
- County Assistance families must be enrolled through the county before attendance starts.
- Contact your child's school and bus system to let them know they are attending the School Age Program and your child's daily schedule.

Steps to Secure a Position

1. Complete the following forms: Registration, Child Schedule & Contract Tuition signed, Child Enrollment, Health History, Immunization Record, Child Health Record, County Assistance Child Subsidy, Alternate Arrival, and DPI-Child and Adult Care Food Program paper work.
2. Payment of the non-refundable registration fee of \$55.00 per child.
3. Read, sign, and return the form at the end of the St. John's CDC School-Age Program Family Handbook stating that you have read, understand, and will comply with the policies listed in the handbook.
4. Complete and sign the program schedule & tuition contract.
5. Read, sign, and return all permission slips and waivers.
6. Review sign-in and sign-out procedures with the Teacher/Director.
7. Enrollment procedures must be fully completed before a child may attend any of the St. John's CDC School-Age Programs.

Daily Admission

- There is NO DROPPING AT THE DOOR ANYTIME!
- Dropping off your child; you must walk your child into the School-Age Program, sign them in, and then walk them to their classroom. This means a greeting with the teaching staff.
- Your child may be picked up only by those names listed on the Child Enrollment and Registration forms. If someone other than the child's parents listed on the forms is picking up your child, you will need to notify St. John's CDC's Director. We will then require written or email consent from the parent authorizing the pickup. The person picking up will be required to identify him or herself with a picture ID before they will be able to leave with that child.
- Notification to St. John's CDC is required if you are going to be delayed in picking up your child by 5:30 PM. Please see the St. John's CDC's Fee Policy section of the handbook for clarification.
- We go outside to play. At John Muir, families will pick up by walking around the school to the back.

Attendance Policy

- Children's attendance must be consistent with the hours and days that were indicated on the schedule & tuition contract.
- Full tuition payment will be required for the hours and days that were indicated on the contract, even if the St. John's CDC is closed in observance of a holiday and/or your child is not present at the center for any reason.
- Parents must notify the Director in writing two weeks in advance of any changes that may occur in the child's permanent attendance schedule and a new contract will need to be signed.
- A two-week notice to the Director is required in writing if a child is to end their enrollment at St. John's CDC. If a child's enrollment ends without the two weeks' notice to the director, the parents are still required to pay tuition for the two weeks following the child's last week present at the St. John's CDC.
- You must sign your child in and out of their program every day and walk them into their classroom and Hand-in-Hand picking them up. There is NO DROPPING AT THE DOOR ANYTIME!

- If your child will be absent from their standard schedule for any reason, please notify the School Age Program teachers or the CDC Office.
- Door codes provided for the St. John's CDC location only, need to be kept confidential. Please do allow anyone to use your door code for any reason. This is grounds for termination of care.

Free Week

One free week will be granted to families that are enrolled on a **full time/full tuition** basis. These families will be granted 5 (five) consecutive free days in which they will not be required to pay for care. The five free days must be used when the child is absent from St. John's CDC. Free days may not be carried over year to year. Your child must be enrolled in St. John's CDC for six months before you are eligible to use these free days (May be used for Sick days, holidays, and/or snow days, provided they are consecutive).

Transportation

St. John's Center School Age Program

Before School children will be dropped off at St. John's CDC in the Green Room. Children will be dismissed to the school cafeteria at 7:30 am. At that time supervision is provided by the teachers at St. John's School.

After School children will be dismissed by their teachers to our staff member located at the St. John's School Cafeteria. The children will then walk to the St. John's CDC Lower Level accompanied by their School Age Program teachers.

Dress Code

Clothing that is appropriate for School-Age activities and suitable for children in a reflection of good taste. Parents are to use common sense in the choice of clothing that their child wears and should be suitable for the weather. The following guidelines will be in place:

- T-shirts with inappropriate messages cannot be worn.
- Spaghetti strap tank tops or strapless shirts cannot be worn.
- Bare midriffs are not allowed. Clothing should cover this part of the body unless it is a swim suit for the water activities during the Summer School Age Program.
- Sturdy shoes for walking are encouraged. Close toed shoes are required for playing on the climber.
- Skirts and dresses are encouraged to have a pair of shorts underneath.

Nutrition

Menus will be posted on a bulletin board. All food will be provided by St. John's CDC. No outside food or lunch may be brought in for your child without the Director's approval. Food is never used as a reward or punishment. Parents are always welcome to come eat with their child at the programs. Please let us know ahead of time so we may make arrangements.

Cooks, staff members, and child care workers having direct contact with children shall be informed about food allergies of specific children. Special diets may be served only upon written instruction of a child's physician and upon written request of the parent.

Each classroom has an allergy list and medical board for all children in the center. All food allergies and special diets are reviewed with the center cook and a plan is posted.

Children will be offered morning snack, lunch meal, and afternoon snack. Meals and snacks offered at St. John's CDC will meet the U.S. Department of Agriculture Child Care meal requirements. Food will be served at flexible intervals, but no child will go longer than three hours without eating. Enough food shall be prepared for each meal so that second portions of fruit, vegetables, and milk are available to children. Food will be served family style to help the children with self-help skills, fine motor, social skills, and independence.

Building For the Future

This facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving child care, participating in afterschool programs, or residing in homeless shelters.

Each day, more than 2.6 million children participate in the CACFP across the country. Participating facilities are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of child care, afterschool programs, and homeless shelters, and making it more affordable for low-income families.

Meals Participating facilities must follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the five groups:)
Milk	Milk	Milk
Fruit or Vegetable	Meat or meat alternate	Meat or meat alternate
Grains	Grains	Grains
Meat or meat alternate (in place of entire grain max of 3 times/week)	Fruit	Fruit
	Vegetable	Vegetable

Participating Facilities

Many different facilities operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers
- **Family Day Care Homes:** Licensed or certified private homes
- **Afterschool Programs:** Centers in low-income areas providing free meals and snacks to school-age children and youth
- **Homeless Shelters:** Emergency shelters providing food services to homeless children

Eligibility State agencies reimburse facilities that offer services to the following participants:

- children age 12 and under,
- migrant children age 15 and younger, and
- youths through age 18 in afterschool programs in needy areas and homeless shelters

Contact Information

If you have questions about the CACFP, please contact one of the following:

Participating Agency Contact Information	State Agency Contact Information
<i>Contact Person</i> Debbie Drew	Amanda Kane, RDN, CD, Director
<i>Agency Name</i> St. John’s Child Development Center	Community Nutrition Programs
<i>Agency Address</i> 426 West Emmett Street, Portage, WI 53901	Wisconsin Department of Public Instruction
	P.O. Box 7841
<i>Agency phone number</i> 608-742-9000 Ext 2	Madison, WI 53707-7841
	608-267-9129

Dear Parent or Guardian:

St. John’s Child Development Center is enrolled in the CACFP, a USDA program which provides federal assistance dollars to eligible child care centers for serving more nutritious meals. The amount of money our agency receives from this program is based on the income levels of our families. In order to continue providing a quality meal service without additional charge, we request every family of our enrolled children to complete new a Household Size-Income Statement form (HSIS) each year. Please complete and return the attached HSIS form to our office. This information will be kept strictly confidential in our files. Only one completed HSIS is required for all children in your household. Once we have properly approved your HSIS as eligible, our agency will receive the higher (“Free” or “Reduced-price”) meal reimbursement rates for your enrolled children, for 12 months from the *Effective Month of Determination* regardless of any change in your household size and/or income or termination from Benefits Programs.

You are not required to complete this HSIS if no one in your household receives benefits from FoodShare WI (the Supplemental Nutrition Assistance Program (SNAP)), FDIPIR (Food Distribution Program on Indian Reservations), or the W-2 (Wisconsin Works) Cash Assistance Program and your household income is higher than the amount shown for your household size within the table below. In this case, however, we would appreciate you returning the HSIS to us with “N/A” written on it along with your signature and date.

Our agency receives the Free meal reimbursement rate for children in households receiving benefits from FoodShare WI, FDIPIR, or W-2 Cash Assistance.

W-2 Cash Assistance is Wisconsin’s Temporary Assistance for Needy Families (TANF) program. It provides temporary cash assistance through work placement and training programs and IS NOT the Wisconsin Shares Child Care Subsidy Program. W-2 Cash Assistance Programs include Trial Employment Match Program (TEMP), Community Service Jobs (CSJ), W-2 Transitions (W-2 T), Custodial Parent of an Infant (CMC), and At Risk Pregnancy (ARP).

You must include the following information on the HSIS (a-c) for eligibility based on receiving benefits from FoodShare WI, FDIPIR, W-2 Cash Assistance:

- (a) The names of your enrolled children;
- (b) Checked box for the benefit your household receives and its case number;
and
- (c) The signature of an adult member in the household & signature date

- DO NOT list case numbers for:
Medicaid, SSI, OR Wisconsin Shares Child Care Subsidy program AND
- DO NOT list the 16 digit Quest Card number for FoodShare WI

Determining Eligibility by Household Size and Income

Household-Size Income Scale (Effective July 1, 2019 to June 30, 2020)

Household Size	Annual Income Level (at or below)	If your household earns a total income that is less than or equal to the income levels listed within this table, we will receive higher meal reimbursement rates (“Free” or “Reduced-price” meal rate) for your children. For determining eligibility based on your household size and income, you must include the following information on the HSIS (a-e): (a) Full names of all household members who share income and expenses, including children, parents, and non-related persons; (b) Income received by each household member identified by source of income and its pay frequency; (c) Total number of household members; (d) The signature of an adult member of the household and signature date; and (e) The last four digits of the social security number of the adult household member signing the HSIS or an indication he/she does not have a social security number. •Disclosure of United States citizenship or immigration status is not required and is not a condition of eligibility for higher meal reimbursement rates.
1	\$ 23,107	
2	\$ 31,284	
3	\$ 39,461	
4	\$ 47,638	
5	\$ 55,815	
6	\$ 63,992	
7	\$ 72,169	
8	\$ 80,346	
For each additional Household Member, add:	+\$ 8,177	

The respective documentation is required for these children to be eligible for Free Meals. These children's eligibility for Free meals does not extend to other children in your household.

Eligibilities of Foster, Runaway, Homeless, and Migrant Children, and Children enrolled in Head Start: Our agency will receive the Free meal reimbursement rates for foster, runaway, homeless, and migrant children and children enrolled in Head Start who reside in your household, when you provide the respective documentation listed below.

- **Foster children:** Your completed HSIS with the 'Foster Child' box checked next to your foster children's names. When including them on your HSIS completed for your non-foster children, any income reported for your foster children must only be for their personal use. Your foster children will then be eligible at the "Free" meal rate. Your non-foster children's eligibilities will be based on the benefits or income information provided on your household's completed HSIS form.
- **Children Enrolled In Head Start:** Written certification of your child's Head Start enrollment eligibility period from the Head Start administering agency.
- **Runaway, Homeless, and Migrant Children:** Written certification of the child's status from an official of the appropriate Runaway and Homeless Youth Program, Migrant Education Program, or school official.

Use of Information Statement: The Richard B. Russell National School Lunch Act requires the information on this form. You are not required to provide this information, but if you do not, our agency cannot receive higher reimbursement rates for meals served to your children. You must include the last four digits of the social security number of the household member signing the form unless: the HSIS is only for your foster child(ren); you list a case number for receiving benefits from FoodShare WI, the W-2 Cash Assistance Program, or FDPIR; or when the household member signing the HSIS checks "None" for not having a SS#.

Sharing Eligibility Information: Children's eligibility information may be shared in accordance with disclosure protection requirements without prior notification, with education, health, and nutrition programs to assess their eligibility for benefits. The law allows us to share your children's eligibility information with programs such as Medicaid or BadgerCare for ensuring their access to free or low cost health insurance, **unless you tell us not to.** This information may only be used for determining eligibility for their programs; if your children are eligible, they may contact you to offer their enrollment options. Please note that filling out this HSIS does not automatically enroll your children in these programs. **If you do not want your information to be shared with these programs, please notify us in writing. This notification will not change whether your children's meals are eligible for meal reimbursement.** Your eligibility information provided on the HSIS may also be shared with auditors for program reviews and law enforcement officials for the purpose of investigating violations of program rules.

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. 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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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 This institution is an equal opportunity provider.

Children with Severe Allergies

For the safety of your child, families are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the center director.

Parents must also execute a "Health History and Emergency Care Plan" form. This form lists the administering treatment steps to children with severe allergies and taking other necessary actions set forth provided St. John's CDC exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

Inside & Outside Temperature

The inside temperature will not be less than 67 degrees Fahrenheit. If the inside temperature exceeds 80 degrees Fahrenheit, St. John's CDC will provide for air circulation using the central air conditioning unit or fan.

Children **over** the age of two years, will go outside daily unless the wind chill is 0 degrees Fahrenheit or below, or the temperature is above 90 degrees Fahrenheit.

Parents must remember to supply their children with proper clothing for outside play. All children will go outside during After School for play.

Parent Parking

Parents will utilize the schools parking lot for all drop off and pick up needs.

Safety During Drop Off & Pick Up

When a child is being picked up, all parents and guardians are required to use the main entrance to the program. Parents must walk their children into the program and greet the teaching staff. At no time will children be allowed to walk into or out of the school by themselves.

Child Abuse and Neglect

All staff of St. John's School Age Programs including volunteers, who know or has reasonable cause to suspect that a child has been abused or neglected shall immediately contact the Department of Social Services or a local law enforcement agency.

Injury Procedures

Staff members will treat any minor injury obtained by a child while present at any of the St. John's locations or on a field trip. The extent of the treatment will be soap, water, ice, bandage and TLC. Parents will be notified of the situation both verbally and in an injury form. Staff members will document the accident in the injury logbook. In the event of a serious, but non-life threatening injury, the child's parents will be notified immediately by phone. It is then the parent's responsibility to seek medical attention of their choice. While waiting for their parent to arrive, the injured child will be made as comfortable as possible. When an injury requires professional treatment, an "Accident Report" must be filled out and sent to a Wisconsin Day Care Licensing Specialist. Once a child has been signed out at the end of their day, St. John's CDC is no longer responsible for the well-being and care of that child.

Emergency Medical Treatment

The standard medical procedure for a child or adult who requires further medical treatment or hospitalization, will be transportation by ambulance from any of the St. John's locations to Divine Savior Hospital in Portage. In the event of a life-threatening injury to a child, 911 will be called. That child will be transported to Divine Savior Hospital in Portage. A staff member will accompany the child to the hospital. Parents will be notified immediately.

Discipline & Bullying

Discipline should not be considered as punishment, but rather as an understanding and nurturing action. As we strive to meet the individual needs of each child, likewise we need to consider individual needs in regards to discipline. As this School-Age Program is an extension of the home, we hope that parents will become involved and mutually support the ideas and goals of St. John's CDC. The student is to obey and respect all teachers and people in authority.

Guidance Policy

St. John's Child Development Center is aware of the different developmental needs of each individual child. Staff will use a variety of positive strategies and techniques to guide children's behavior including: encouraging statements and praise, noticing desired behavior, redirecting undesirable behavior, offering choices, setting appropriate and enforceable limits, encouraging problem-solving and allowing logical natural consequences set by the teacher.

The use of physical punishment with children is strictly prohibited.

Children who pose a direct threat (a substantial risk of serious harm to the health and safety of others) will be excluded from St. John's programs after meeting with the Director. Safety is our number one concern.

The Director will meet with the parents of the offending child to discuss the situation, problem-solve, and create an intervention plan. The Director and parents will evaluate the feasibility of continued care for the child at the St. John's program and possible termination of the child's enrollment may be the outcome.

Discharge: When St. John's cannot serve the individual needs of a child or program policies are consistently being disregarded, the Director may terminate the child's enrollment in the St. John's program. Such termination will not be made without prior consultation with the child's parents.

Possible reasons for termination of enrollment:

- The child's behavior is having a negative effect on the well-being and development of other children.
- Failure to address complaints through proper procedures.
- Non-payment of tuition and fees.
- Habitual lateness in picking up a child.
- Failure to provide the required St. John's program forms.
- Obscene or lewd behavior or language.
- Possession of dangerous material.
- Flagrant disrespect of St. John's program staff, Director, or other individuals in the center.
- Theft of school property or the property of others.
- Willful destruction of school property or the property of others.
- A parent/guardian's behavior having a consistent, negative effect on the safety and well-being of children, other parents, staff, and director.

Health & Wellness Policy

Wellness policies at the St. John's programs are designed to protect the health and safety for all participants. A child must be kept home if there is any indication that he/she is too ill to comfortably carry out the day's routine (including outside play) or has other symptoms of illness. Each child, upon arrival at a St. John's program, will be observed by a staff person for symptoms of illness and sent back home if ill.

For the health and welfare of our children, parents will be required to pick up their child if the following is displayed:

- Significant changes in the child's activity level, lethargy
- Excessive irritability or fatigue
- Complaints of pain, sore throat, stomach ache, or other
- Inflammation of the eyes
- Fever of 100.5 degrees or higher
- Rash
- Vomiting
- Diarrhea
- Persistent coughing and excessive discolored runny nose

Children may not return to the center within 24 hours of having a fever, strep throat, diarrhea, vomiting, or other communicable disease. Communicable diseases must be reported to the staff so proper notification of the exposure can be given. If a child has a communicable disease, they may return to the St. John's program only after the longest period of contagion for the disease has ended, according to the Department of Health guidelines or a statement from a physician is provided. All children's names will be confidential in this matter.

Staff members of all St. John's programs may administer prescription or non-prescription medication to a child only when an authorization form is filled out completely, signed and dated by a parent. The medication needs to be in the original container and labeled with the child's name. The original label must include the expiration date & dosage directions for administration that pertain to the specific age of the child needing medication. All medication will be kept in a locked box in the classroom. All medication administered will be recorded in a medication logbook.

Screen Time Policy

School-age children are provided with less than 60 minutes of screen time per day.

Pets and Animals Policy

Animals shall be maintained in good health and appropriately immunized against rabies with a current certificate from a veterinarian. Service animals used to assist persons with a disability are not considered pets when they are used as a service animal. Animals that pose any risk to the children shall be restricted from the indoor and outdoor areas used by children. Parents will be notified of any animals in the presence of children in the center. If your child has allergies or you do not wish for your child to be near pets and animals, please let your child's teacher know or contact the center office. We will make sure your child is respectfully

engaged in another activity. All children will be expected to wash their hands after contact and at no time will children be left alone with an animal.

Confidentiality

Staff at St. John's CDC programs having access to your child's records may not discuss or disclose personal information regarding the children and families. This does not apply to:

- The parent or person authorized in writing by the parent to receive such information.
- Any agency assisting in planning for the child, when informed written consent has been given.
- The licensing representative from the Department of Health and Family Services may have access to all necessary records in compliance with licensing standards.
- Parents may have access to their child's records upon request to the St. John's CDC Director. St. John's CDC permits parents to visit and observe at any time during the program hours of operation, unless access is prohibited or restricted by court order.

Dealing with Grievances

Though students, teachers, parents, and staff must always strive to live in peace with each other, there will be times of strife and disagreement. In such times this procedure will always be followed:

- Always assume the best of intention from the other party and his or her intentions.
- Discuss the matter privately with the other person.
- If the matter is unresolved, it may be brought to the next person in authority up to and including the Center Director.
- If the matter remains unresolved, it may be brought to the chairperson of the Board of Education.
- If the matter is still unresolved, it may be brought to the full Board of Christian Education.
- Under no circumstances may personal accusations or criticisms be brought up on the floor of any meeting unless these steps are followed. Only an involved party may bring up a situation, accusation, or criticism for discussion.

Parent and Staff Communication

Parents are encouraged to visit any of the St. John's programs throughout the year and before they enroll their child in a program. We believe parents are most important to their child. Please feel free to arrange a time that works best for your child's teaching staff to share story time, a family tradition, joining the children for snack or helping in any way.

All families are encouraged to participate on our board of education to give their input on policies and procedures. The school board meets monthly at St. John's School.

Please display proper behavior and language when around the center. Please, **no use of cellphones** at drop off or pick up of your child. This is an important time for teachers and parents to communicate.

Please check classroom bulletin boards, newsletters, and our website (www.stjohnsportage.com) for current St. John's CDC news.

Transitioning

If a family needs to transition out of our program to another program, we will provide them with support. At any time, parents can submit a written request to receive their child's personal paper work either for another provider or for their personal records.

Last Day

Thank you for your time in our School Age Program. If you are attending St. John's School we will have care available after the third Thursday and Friday of August until school starts. Please RSVP with the CDC Office. If your child is not attending St. John's School your last day is the last day of the Summer Program. This day is the Wednesday before the third Thursday and Friday of August. We are closed the third Thursday and Friday of August for In-Service Days.

Confidentiality

Individuals at St. John's CDC having access to your child (ren)'s records may not discuss or disclose personal information regarding the children and families at St. John's CDC. This does not apply to:

- The parent or person authorized in writing by the parent to receive such information.
- Any agency assisting in planning for the child, when informed written consent has been given.
- The licensing representative from the Department of Health and Family Services may have access to all necessary records in compliance with licensing standards.
- Parents may have access to their child's records upon request to the St. John's CDC Director. St. John's CDC permits parents to visit and observe at any time during St. John's CDC hours of operation, unless access is prohibited or restricted by court order.

Family Feedback

It is important to us to receive ongoing feedback. Any comments or suggestions can be written and dropped in the comments or payment box or emailed to Debbie DDrew@stjohnsportage.com. Each year we send out a yearly questionnaire to get a better understanding on parent's views of our center and staff. On this questionnaire, there may be specific questions about policies, staff, and family involvement. Once the opinions and suggestions have been collected we will adjust the policies accordingly. We at St. John's CDC have an Open-Door Policy; contact the director anytime, about anything.

Contact Information

St. John's Child Development Center Administrative Director is Debbie Drew ddrew@stjohnsportage.com or contact the office assistant at cdcoffice@stjohnsportage.com the phone number is (608)-742-9000.

Licensing rules, license certificate and results of the most recent licensing inspection, notice of enforcement action, stipulations, conditions, exceptions, or exemption will be posted by our Parent Station.

Discharge

When St. John’s CDC cannot serve the individual needs of a child or program policies are consistently being disregarded, the Director or family may terminate the child’s enrollment in St. John’s CDC. Such termination will not be made without prior verbal or written notice and consultation with the child’s parent or legal guardian in a timely manner.

St. John’s CDC policy and possible reasons for termination of enrollment:

- The child’s behavior is having a negative effect on the well-being and development of other children.
- Failure to address complaints through proper procedures.
- Non-payment of tuition and fees.
- Habitual lateness in picking up a child.
- Failure to provide the required St. John’s CDC forms.
- Obscene or lewd behavior or language.
- Possession of dangerous material.
- Flagrant disrespect of St. John’s CDC staff, Director or other individuals in the center.
- Theft of school property or the property of others.
- The 4-digit key code for entrance into St. John’s CDC is confidential. Codes must not be shared with anyone but the child’s parents. ANY sharing of codes is grounds for termination of your child’s enrollment.
- Willful destruction of school property or property of others.
- A parent/guardian’s behavior having a consistent, negative effect on the safety and well-being of children, other parents, staff, and director.

PLEASE SIGN BELOW AND RETURN FOR ENROLLMENT

I have read, understand, and will comply with all the policies listed in the St. John’s Child Development Center School-Age Program Family Handbook 2020-21.

Parent Name (print)

Parent Signature

Date: _____

Child’s Name: _____

At any time, parents can request a copy of this handbook translated in their native language.