



St. John's

Lutheran Ministries

see. believe. receive. serve.

St. John's Child Development Center
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Where we play and
pray together...

St. John's Lutheran Ministries
St. John's Child Development Center

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Philosophy

It is our belief that every child is unique and a special gift from God. We believe that they learn at their own pace and development. We believe parents are their first teachers, but our teachers guide and create diversified experiences where children learn through play and develop positive relationships with each other, their teacher, and the community.



Jesus Loves the Little Children

One day, some mothers and fathers said, “Let’s go see Jesus today.” The children felt happy. They knew Jesus was their friend.

Step, Step, Step. The mothers and fathers walked to see Jesus.

Skip, Skip, Skip. The children hurried to see their friend.

Soon the children got close to Jesus. Then some men stopped them! The men said, “No! Go away. Jesus is too busy to see children.” Oh, how sad the children felt!

Then they heard a special voice. It was Jesus! He said, “Let the children come to me. I love them all so much.”

Jesus held out His arms. The children ran to Him.

Jesus hugged each one of them. He let them sit on His lap. He talked to them. The children felt so happy. They knew Jesus was their friend.

St. John’s CDC Guiding Principles

We Believe:

- First, we believe that every child is unique and a special gift from God.
- Children learn to be children of God from families, mentors, and shepherds.
- It is important for children to know Jesus loves them, is always with them, and forgives them.
- A loving, respectful relationship between children, staff, and families is vital for success.
- When working with children, it is important to be a partner with and supportive of the whole family- not just the child.
- It is important to provide positive guidance in helping children make smart choices by learning through play, regarding feelings and behaviors so they can develop positive self-esteem and self-control.
- Open communication between families and staff is important to be effective partners.
- Children need a safe, clean, healthy environment in which to learn and grow.
- Consistency and routine is important for children’s growth and development.

Programs offered

Yellow Room: Infant to Toddler

The Yellow Room provides care for infants ages six weeks to about two years. We keep a four-children to one teacher ratio with the maximum number of eight children in the classroom. The teachers follow each individual child's growth, development, and schedule. Our teachers are dedicated and educated to help children transition from infants to independent toddlers.

Red Room: Toddler to Three

The Red Room provides care for children around two to three years. Children experience a wide range of activities specific to their development. Children participate in art, circle time, music and movement, physical activities, social emotional experiences, and beginning self-help skills.

Green Room: Three to Four

The Green Room operates as a Preschool classroom. With a wide range of children's skills, the staff create an atmosphere that is inclusive of all child's abilities. Children start working toward their 4K goals through hands on experiences.

4-year Old/4K

4K or 4-year-old Preschool is preparing for Kindergarten. We operate two free 4K programs affiliated with the Portage Public School; AM 4K Monday – Thursday (8:00-11:00) or PM 4K Monday -- Thursday (11:45-2:45). You can register your child to attend only one of the 3 hour 4K Program or enroll them in the Blue Room and have the benefit to stay and play as 4K Wrap Around Care (6:00 AM – 6:00 PM). Children attending 4K Wrap Around Care will be in the Blue Room around the times that they are not enrolled in 4K. All children enrolled in the Blue Room will receive a nap of at least 45 min before or after 4K. The Blue Room follows the 4K lesson plan and activities so that children are receiving educational experience throughout the day.

Before/After School Care

The Before/After School Program is available to children 5-11 years old. Full-time care is available on days that St. John's Lutheran School is closed for all children enrolled in this program. Enrollment is necessary for participation in our Before/After School Program. There is no drop-in care for this program. St. John's CDC provides a quality, Christian environment in which your child can learn, grow, and develop in.

(Monday – Friday)

- Before School Care 6:30 AM to 7:30 AM
- After School Care 3:00 PM to 5:30 PM
- No School Days 6:30 AM to 5:30 PM

School Age Summer Program

We offer full and part-time care during the summer. This program runs eight to ten weeks during the summer. Tuition includes milk, breakfast, lunch, and snack. To participate in Summer Camp children, need to be enrolled in a public or private school program. Summer Camp participates in a variety of experiences including field trips, volunteer work, fundraising, and enrichment activities. Last Day for School Age children not attending St. John’s K-8 in the fall will be the third Wednesday in August.

Enrollment and Rates

Age of Child

6 weeks - 2-year-old Infant/Toddler
 2-3-year-old
 3-4-year-old Preschool
 4-5-year-old Preschool
 Summer Camp
 Daily Rate

Weekly Contract Tuition

\$275.00 per week (FT) \$175.00 per week (PT)
 \$250.00 per week (FT) \$160.00 per week (PT)
 \$230.00 per week (FT) \$150.00 per week (PT)
 \$205.00 per week (FT) \$145.00 per week (PT)
 \$190.00 per week (FT) \$145.00 per week (PT)
 \$55.00 per day

(FT) = Full Time any hours over 21

(PT) = Part Time any hours under 21

4K Preschool Programs:

AM = 8:00-11:00 Monday – Thursday Free
 PM = 12:00-3:00 Monday – Thursday Free

School Age Program Rates 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.
 Full tuition is paid weekly regardless of no show, sick days, vacation, or days the center is closed.

St. John's Lutheran Church members will receive a \$10.00 discount off full time tuition. A second child discount of \$20.00 a week will be given for full time tuition only. One discount per family only.

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 non-refundable \$35.00 re-registration fee per child due every September.
- Tuition payment is due the first day your child attends St. John's CDC for that week. 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.
- Checks should be made out 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 and after 6:00 PM for all other programs. The director will charge this fee 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 WI Shares will have a co-payment that will be paid in full by Monday of every week. All late charges will apply.

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) free days, to be taken consecutively, in one week, 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).

Hours of Operation and Closings

St. John's CDC is open Monday through Friday from 6:00AM to 6:00PM except for the following early release and center-closed days:

- 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 CDC has the right to close the center on any day due to low enrollment, center emergency, or weather conditions. Tuition will be charged for all days listed above. Holidays falling on weekends will be observed on either the Friday before or the following Monday.

Family Orientation and Enrollment Procedures

To secure a position for your child:

1. Schedule a meeting with the Director and tour St. John's CDC.
2. Observe the program and classroom prior to enrollment.
3. Complete the following forms: Registration, Child Schedule, Child Enrollment, Health History, Day Care Immunization Record, Child Health Record, DPI-Child Care Food Program paper work, and Intake Information form or Preschool Intake Information Form.
4. Payment of the non-refundable registration fee of \$55.00 per child.
5. Family expectations: Read and sign the form at the end of the St. John's CDC Parent Handbook stating that you have read, understand, and will comply with the policies listed in the handbook.
6. Complete, sign, and the program contract.
7. Review sign-in and sign-out procedures with the Director.
8. Enrollment procedures and fees must be fully completed and paid before a child may attend St. John's CDC.

Attendance Policy

- Children's attendance must be consistent with the hours and days that were indicated on the 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.
- A two-week notice to the Director is required in writing if a child is to end their enrollment at the 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.
- If your child will be absent for any reason, please notify St. John's CDC by 8:00 AM.
- If your child is not at the center during their regular schedule time and you have not called, we will before 9 A.M. to confirm your child's absent.
- Door codes need to be kept confidential. Please do not allow anyone to use your door code for any reason. This is grounds for termination of care.
- You must sign your child in and out of St. John's CDC everyday using the Procure sign in station and walk them into their classroom.
- "Ten Hour Rule": No child should be in St. John CDC's care longer than ten hours a day.

Daily Admission

- Parents are required to sign their children in and out of St. John's CDC daily. This station is located directly outside the director's office door.
- You must walk your child into St. John's CDC, sign them in, and then walk them to their assigned classroom. There is NO DROPPING AT THE DOOR ANYTIME!
- Your child may be picked up only by those names listed on the Child Enrollment and Health History forms. If someone other than the child's parents listed on the health form is picking up your child, you will need to notify St. John's CDC's Director. We will then require written consent from the parent authorizing the pickup. The person picking up will be required to identify his 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 6:00 PM. Please see the St. John's CDC's Fee Policy section of the handbook for clarification.

Classroom Staffing / Primary Caregiving

In our classrooms, we strive to provide continuity of care. We believe that the children should be taught and cared for by the same teachers. Our classrooms are set up with two to three main teachers that stay the same throughout the school year. All main teachers will share the teaching roles along with the daily care for all the children enrolled in their classroom. This includes observation, assessments, guidance, and maintaining of the portfolios.

Curriculum

St. John's Child Development Center is part of the St. John's Lutheran Ministries. Here at St. John's CDC we provide a quality, Christian environment for all of God's children. Children learn through play to be children of God as we promote interest in the Bible through everyday activities, praise time, chapel, and explain that Jesus loves and cares for us.

Our Early Childhood Program provides opportunities for development in the following areas:

- Spiritual Growth and Development
- Health and Physical Development
- Social and Emotional Development
- Language Development and Communication
- Approaches to Learning
- Cognition and General Knowledge

Our curriculum helps young children learn about Jesus and grow in their understanding of God's love for them. The lessons provide a framework for children to explore, express, create, and relate to one another each day in Christ. These are a few of the valuable resources we use as tools:

- One in Christ
- Wisconsin Model Early Learning Standard
- Early Childhood Environment Rating Scale, ECERS/ITERS/SACERS
- YoungStar
- ASQ-3
- Syracuse Assessments
- State Licensing Rules and Regulations

St. John's CDC uses a thematic approach and children's individual interest to Lesson Plan. Our curriculum is aligned with YoungStar and the Wisconsin Model Early Learning Standards, State Licensing Rules and Regulations as well as using national standards to develop our classroom curriculum. We offer a stimulating environment for your child to grow and develop by offering different learning centers using standards set in Early Childhood Environment Rating Scale, ECERS/ITERS/SACERS. Each classroom develops learning centers and activities based on the age and appropriate developmental stage levels of the children. Specific learning centers and curriculum activities will foster your child's development by focusing on social interaction, self-expression, spiritual growth, small and large motor skills, quiet/ active activities, and outdoor play. 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 will go outside daily, weather permitting. Occasionally we go on small walks around the neighborhood of St. John's CDC to explore and visit the community, neighbors and learn about our surroundings.

Portfolio

A portfolio is a meaningful collection of our child's work over a period of time that shows the interests, range of skills, and development in the Wisconsin Model Early Learning Standard (WMELS) developmental domains of health & physical, social & emotional, language & communication, approaches to learning, and cognitive knowledge. Your child's portfolio may be sent home throughout the year. This is a way to display and communicate what your child has learned in the program.

Screen Time

We believe children learn best from hands on experiences. We do incorporate screen time on our lesson plans to expand concepts, ideas, physical activity, and cultures. Children three to five may be provided with less than 30 minutes of screen time per week. Children under three are not provided with any screen time.

Sleeping and Rest Time

Each infant has a crib and can follow his or her own sleeping pattern. The cribs are positioned so that staff can easily see sleeping children and respond quickly. Every staff person in St. John's CDC serving children under the age of 24 months has received training in SIDS (Sudden Infant Death Syndrome). Children can be transitioned to a cot after they have reached the age of 12 months.

After lunch is “Quiet Time.” Children 2 years and older, lie on a cot or mat and look at picture books and listen to story tapes or music. Children are then allowed to sleep until the end of nap period. Staff will be available to “rub backs” and maintain a restful atmosphere. Children who are still awake after thirty minutes are permitted to have quiet time with activities that will not disturb other children.

Sheets are used on all mats, cots, and cribs. Sheets are provided, and they will be washed once a week and when soiled. Parents will need to supply a small blanket for their child during rest time. This blanket will need to go home every Friday to be washed and returned on Monday. No pillows allowed.

Sudden Infant Death Syndrome Prevention (SIDS)

All children under the age of one year will be placed in a crib on their backs to sleep. Any parent that needs to have their child sleep on their side or stomach will provide St. John’s CDC with written sleeping instructions, specific for that child, signed by a physician. No stuffed animals, extra cloths, blankets or pillows will be allowed in cribs. To reduce the risk of SIDS, DCF requires that infant cribs may not contain soft or loose materials, including blankets.

Transition Policy

When a child transitions to another classroom due to age or availability all parents will be informed with a written paper stating the day for transition to start. The paper will also include the change in the amount of tuition the parents will have to pay once the transition is complete. Children in the infant room transition out of the yellow room at age two. They can start transitioning two weeks before their second birthday per licensing rules and regulations. Children in all other classrooms transition in June or September. All children will go through a two-week transition unless otherwise noted through an IEP or IFSP.

After the parents are notified the child will start transitioning slowly. They will be dropped off in their home classroom and then taken over by their teacher to spend the morning (1-2hr) in the new classroom. When they are taken to the new classroom their home teacher will share important information about the child’s temperament, likes and dislikes and needs throughout the day. The child will then return to their home classroom for the remainder of the day. Each day the child will continue to transition adding a couple of hours every day. This way the child can experience every aspect of their new classroom with our being overwhelmed.

If a family needs to transition out of our program to another program or our center 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.

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, praise, prayer, 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 punishment with children is strictly prohibited even at parent request. 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 CDC 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-solving and an intervention plan. The Director and parents will evaluate the feasibility of continued care for the child at St. John's CDC and possible termination of the child's enrollment may be the outcome.

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 hours of operation, unless access is prohibited or restricted by court order.

Nutrition

Menus will be posted outside the office door and on each classroom Parent Information bulletin board. All food is prepared in the St. John's CDC kitchen. 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 lunch at the center. Please let us know ahead of time so we may tell the cook.

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 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 in the center kitchen, supplemental food selection will be provided as needed.

It is the policy of this center that food may NOT be brought in from home except in cases stated below. Often when families bring in a variety of food, nutritious food items are not brought in, and social

conflicts may occur over sharing the food. Food may be brought in for the following reasons: food allergies or medical reasons or a special diet such as vegetarian or kosher. A doctor's note is required for all allergies.

Children will be offered morning breakfast, lunch, and afternoon snack every day. 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, and independence.

Parent(s) or legal guardian(s) of children ages six weeks to one year old will need to inform the staff when their child is ready to begin eating solid table food provided by the lunch program. We will offer 100% juice, whole milk, and 1% milk at St. John's CDC. All bottles supplied by the parent will need to be labeled with the child's name and date. All other foods will be provided. The center provides formula and baby food. Breastfeeding mothers are welcome to use the rocking chair in your child's room or the Breastfeeding location in the lower level.

School aged children will be provided snack during the After-School Program.

Before each meal, we encourage/allow our children to say a blessing and thank God for their food.

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, audiotope, 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](http://www.ascr.usda.gov/complaint_filing_cust.html), (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

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)	
1	\$ 23,107	<p>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.</p> <p>For determining eligibility based on your household size and income, you must include the following information on the HSIS (a-e):</p> <p>(a) Full names of <u>all household members</u> who share income and expenses, including children, parents, and non-related persons;</p> <p>(b) Income received by each household member identified by source of income and its pay frequency;</p> <p>(c) Total number of household members;</p> <p>(d) The signature of an adult member of the household and signature date; and</p> <p>(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.</p> <ul style="list-style-type: none"> • Disclosure of United States citizenship or immigration status is not required and is not a condition of eligibility for higher meal reimbursement rates.
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 FDPPIR; 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.

Birthday Policy

We understand that birthdays are a special time for our young friends and that families want to make the most of their child's day special. Families are more than welcome to come and join their child for lunch to help them celebrate. However, please refrain from sending a birthday treat as we take pride in our food program requirements. Age-appropriate favors such as bubbles, play-dough, etc. are perfectly acceptable to share with the classroom.

Inside and Outside Temperature

The inside temperature of St. John's CDC 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.

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.

Children under the age of two years will go outside daily unless the wind chill is 20 degrees Fahrenheit or below, or if the temperature is above 90 degrees Fahrenheit

Families must remember to supply their children with proper clothing for outside play. All children will go outside for morning and afternoon play.

Winter Weather Policy

Please remember we do not follow the public schools (except for the 4K program, see below) or St. John's School closings. It is important that you check by the following two ways:

Call (608) 742-9000 any time after 5:15 AM. The answering machine will state if we will be open or closed.

Go to our Facebook group St. John's Lutheran Ministries for an updated status.

Go to www.stjohnsportage.com and it will let you know if St. John's CDC is open or closed.

We will only close St. John's CDC if we feel driving conditions and safety are a concern or if a State of Emergency has been posted.

St. John's CDC 4-K program always follows the schedule of the Portage Community School District. This INCLUDES all closings/delays due to inclement weather.

Family Parking

St. John's wants to be a good neighbor. To help with child safety, traffic congestion, and limited street parking in a residential area, we ask the Child Development Center Families: Parents and Center visitors are encouraged to park using the St. John's Ministries Marion Street Parking Lot. If possible, please take advantage of this. Street parking is discouraged.

Child Abuse and Neglect Reporting

All staff of St. John's CDC including volunteers, who suspects that a child has been abused or neglected or is likely to be abused or neglected shall immediately report by phone or in person to 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 St. John's CDC or on a field trip. The extent of the treatment will be soap, water, ice, cold compress, bandage, and TLC. Parents will be notified of the situation 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 St. John's CDC 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.

Safety

- Cameras are located at all center entrances and overlooking the playground.
- All parents will be given a 4-digit key code for entrance into St. John's CDC. 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.
- When a child is being picked up, all parents and guardians are required to use the front entrance. You will not be permitted into the building by the side entrance.
- All doors are locked during St. John's CDC hours of operation.

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)

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.

Health and Wellness Policy

Wellness policies at St. John's CDC 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 St. John's CDC, 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
- Fever of 100.0 degrees or higher
- Discharge or inflammation of the eyes
- Rash/skin lesion
- Stomachache
- Diarrhea
- Excessive irritability and fatigue
- Complaints of sore throat
- Vomiting
- Persistent coughing
- Excessive discolored runny nose
- Lice

Children may not return to the center within 24 hours of having a fever, strep throat, diarrhea, or vomiting.

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 St. John's CDC only after the longest period of contagion for the disease has ended, per 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 St. John's CDC may administer prescription or non-prescription medication to a child only when an authorization form is 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 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.

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.

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 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 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.

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.

Family Involvement and Center Communication

Building a bridge between home, God, church, and St. John’s Child Development Center plays a fundamental role for the children, families, and staff of St. John’s CDC. We encourage families to observe the program both prior to enrollment and while your child is enrolled. Families are a valuable resource to the children, staff, and center. Please feel free to arrange a time that works best for the children and staff to share story time, chapel time or a family tradition, joining the children for lunch or helping in any way.

In the infant and toddler classrooms, daily notes are written and sent home to inform the parents of how the child ate, diapering/toileting, and notes about their day. In the three and four year old classroom weekly sheets will be kept in the child’s folder. This can be checked daily and in the notes will contain specific information about activities your child has participated in along with names of any classmates they played with.

St. John’s CDC will provide more formal opportunities for discussing your child’s needs/progress twice a year. We offer individual parent conferences at least once per year and strive to be convenient for family schedules. Parent Intake Questionnaires, Family Surveys, and other opportunities will be provided annually. We have a dedicated space for private meetings that we can meet and discuss confidentially.

Please check classroom bulletin boards, Procure messages, emails, children’s folder, daily notes, newsletters, our Facebook group St. John’s Lutheran Ministries, and our website (www.stjohnsportage.com) daily for current St. John’s CDC news. Look for upcoming social family outreach events, fundraisers, and educational classes. We serve our community with the Kids Creation Station during the Taste of Portage, we offer activities at Culver’s Kids Day, and work with the Family Resource Center fundraiser. As a family of St. John’s CDC we welcome you to join us every Saturday evening or Sunday morning for our church services.

We are protecting God’s very special gift at St. John’s CDC. Please display proper behavior and language when around the center.

Family Feedback

It is important to us to receive ongoing feedback. There is a comments and suggestions box located at the sign in desk. At any time, your comments and feedback are welcome, please fill it out and drop it in the box. 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, may be specific questions about policies, staff, and family involvement. Once the opinions and suggestions have been collected we will adjust the policies accordingly.

All families are welcome and encouraged to join our school board that meets at St. John's School on the third Tuesday of every month at 6:00pm. The school board will cover grievances, policies, parents and encourage an active participation in our program. We at St. John's CDC have an Open-Door Policy; contact the director anytime, about anything.

Contact Information

St. John's Child Development Centers Administrative Director is Debbie Drew
ddrew@stjohnsportage.com
or contact our office at cdcoffice@stjohnsportage.com
Phone number is 608-742-9000 Ext. 2

Licensing rules, license certificate, results of most recent licensing inspection, notice of enforcement action, stipulations, conditions, exceptions, or exemption will be posted in the hallway at our Family Bulletin Board.

St. John's Child Development Center Staff invites you and your family to join us for church services. We worship on Saturdays at 5:30 PM and on Sundays at 8:00 AM and 10:30 AM (Contemporary Worship Service). We would love to see you!

Sign and Return

PLEASE SIGN AND RETURN TO CENTER DIRECTOR

I have read, understand, and will comply with all the policies listed in the St. John's Child Development Center Family Handbook 2020.

Name (print)

Name (signature)

Date: _____

Child's Name