



EARLY CHILDHOOD

HANDBOOK

KNOW JESUS, MAKE HIM KNOWN

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Dear Parents,

Welcome to Our Redeemer Early Childhood! With your love and encouragement as a guide, your child is about to begin a new learning adventure.

You were the first—you were your child's very first teacher. We as an Early Childhood Center are not taking over this position, but we are thrilled to assist and partner with you in the education of your child. We take this responsibility seriously. We encourage you to participate regularly in our early childhood classrooms. We very highly value participation by parents and family.

As an Early Childhood Center, we are excited to give your child what may be his or her very first school experience, and what a privilege that is. With this in mind, we will strive to instill an absolute love of learning in your child, at the beginning of their educational journey.

In our warm and safe environment at Our Redeemer, your child will find a place to soar in imagination and exploration. It is our goal to educate the whole child: Spiritually, socially, emotionally, physically, and academically. It is our philosophy that every child can learn, and we will provide support to keep your child growing.

As we begin this partnership, we ask God's blessing on our time together. What an honor it is to have the opportunity to get to know your family. It is a privilege to know we have the chance to grow in our faith together. This is the focal point of each day—growing in faith and in the love of our Savior, Jesus!

We encourage you to carefully read this handbook and to ask any questions you may have regarding our program. Thank you for the opportunity to serve your family.

In His Service

Becky Kuepers Director

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orlmadison.org/early-childhood

Our Redeemer Early Childhood Center is affiliated with Our Redeemer Lutheran Church and School. We are also a member of the Wisconsin Evangelical Lutheran Synod and are in full agreement with their teachings. Our Redeemer Early Childhood center has a maximum capacity of 72 and serves children ages 6 weeks-5 years. The center is a full year program that is open Monday-Friday from 6:00am-6:00pm. Please refer to the Schedule of Operations section for holidays and days the center is closed.

All policies are subject to change with a 30-day notice at any time. Exceptions may be made in an emergency situation and at the discretion of the Director.

MISSION STATEMENT

The mission of Our Redeemer's Early Childhood Ministry is to partner with families in nurturing the littlest lambs with God's Word and helping them grow socially and academically in a loving environment.

PHILOSOPHY

Our program is centered around providing a safe, Christian based environment for those in our care.

FEE PAYMENTS AND REFUNDS

Please refer to the Rate Sheet for the most up to date rates, additional fees and sick time policies. The cost of lunch is not included in tuition. Extra fees may be applied for attending field trips off site. Payments will be made using the Brightwheel Online Systems.

ADMISSIONS AND ENROLLMENT

Statement of Non-Discrimination

Our Redeemer Early Childhood admits students of any race, color, sex, age, handicap, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, age, and disability, national and ethnic origin in administration of its educational policies, admissions policies and athletic and other schooladministered programs.

Enrollment Process

- Set up a time to come in and meet the teachers, see the classrooms and learn more about our program. To set up a tour, please call 608.274.2830 or email bkuepers@orlmadison.org
- Complete and submit the enrollment application and fee which can be found at our website: orlmadison.org/early-childhood
- Once the application is received, you will receive a confirmation email from the Director.
- Parents will receive an invite from Brightwheel to set up a parent account for communications along with a billing account to pay tuition.
- Priority will be given to siblings of current families enrolled in the program and to church/staff members.

New families desiring enrollment into our K3 & K4 fall school-year programs, may complete enrollment no earlier than January 1 of the year in which attendance will begin. Enrollment will be granted on a first come first serve basis determined by availability in each classroom.

All parents who are enrolling children under the age of one are required to have a meeting with the child's teacher before the first day of attendance. The following will be determined:

- Scheduling and routine of meals and feeding as well as the timetable for trying new foods.
- Toileting and diapering procedures.
- Sleep and nap schedule.
- The child's way of communication and being comforted.
- Development and health history.

ADJUSTMENT PERIOD

Each new child will be orientated to our program. There is an adjustment period of four weeks. If a parent wishes to withdraw their child during this period, the parent and Director will agree upon a date of withdrawal, and the parents will be responsible for tuition up to that date.

HOLDING A SPOT FOR FUTURE ENROLLMENT

To hold your child's spot for more than 4 weeks, you will be charged a non-refundable \$100 Enrollment Fee and a \$25/week Guaranteed Placement Fee. Upon enrollment, 50% of the Guaranteed Placement Fee will be credited toward tuition. If for some reason the child does not enroll, the Guaranteed Placement Fee will be forfeited in its entirety.

WAITING LIST

If there are no openings currently available, your name (child's name and date of birth) can be added to the waiting list. There is no charge to be put on the waiting list. Placement on the waitlist does not guarantee enrollment.

REFERRAL TUITION CREDIT

Our families do a great job of recommending our program. As a thank you, a \$500 new family enrollment tuition credit will be applied to the referring families account (each subsequent referral is \$250). This tuition credit will be applied through Brightwheel six months after the new family begins attending.

UPDATING FORMS

Parents are required to keep up to date health forms on their child. The Director will contact you if your forms are out of date or are about to expire. Expired paperwork may result in temporary exclusion from the program.

Changes in personal information must be communicated to the Director as soon as possible. It is important to keep the Director current on all phone number and address changes.

CONFIDENTIALITY

All data and records in the children's files is kept confidential. Staff will keep children's information confidential at all times and share information only as needed or required. Federal and state law allows parents and guardians to inspect and review their child's file upon request. A copy of admissions information for infants and toddlers will be known by all caregivers. A copy of emergency contacts information will be available in each classroom and used on field trips. If a parent or guardian wishes to view a child's records, that parent or guardian should speak to the Director.

GRIEVANCE PROCESS

"Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble." 1 Peter 3:8

Our Redeemer's Early Childhood Director and staff work very hard to maintain an environment that nurtures Christian love and academic excellence for our students. Differences of opinions need not create a divisive relationship between school and home. For the sake of the children, there is a mutual benefit if these differences can be resolved through communication and understanding.

Please speak directly to the director/lead teacher regarding any concerns. Every effort will be made to address parent concerns quickly and to resolve concerns so that all involved will be satisfied. If necessary, the Executive Board may become involved.

SCHEDULE OF OPERATION

Hours of Operation: Our Redeemer Early Childhood Center is open from 6:00am-6:00pm, Monday-Friday. It is our recommendation that full-time children not exceed 10 hours of care per day.

Occasionally parents may need to have their children come earlier or depart later than scheduled. Whenever possible, we will do our best to accommodate these requests. We ask that parents call or send a message in Brightwheel first to clear these requests.

Days of Operation: K3 & K4 classes follow a school academic calendar with the option for care during breaks. Our Redeemer Early Childhood Center is open year-round for infants- age 2 with the following exceptions: The center is closed on the following holidays for which the parents are charged:

- Labor Day
- Thanksgiving Thursday and the Friday after
- Christmas Eve Day though New Year's Day
- Easter Monday
- Memorial Day
- Independence Day (The center reserves the right to close either the day before or the day after Independence Day.)
- Second Monday in August for teacher in-service

K3 AND K4 SCHEDULE

September-May: 8:00am-3:00pm

Wrap Care: 6:00am-7:30am

Wrap Care: 3:00pm-6:00pm

K3 & K4 follow the school academic calendar

CHILD SCHEDULE CHANGES

Requests from parents for a change in their child's scheduled hours will be considered only if space is available. All changes in hours must be submitted in writing or via email 2 weeks in advance and be approved by the Director.

MAXIMUM HOURS OF CARE

Children enrolled in Our Redeemer Early Childhood program are recommended to attend no longer than 10 hours per day, maximum 50 per week. Attending longer than 10 hours a day may result in a fee of \$15 per every 15 minutes or portion of a 15-minute period per child until the child is picked up. Exceptions may be made with the director's approval.

ARRIVALS AND DEPARTURES

PARKING

Parents may use any of the parking spaces in the parking lot on the south side of the building, off Brittany Place. Before 8AM and after 3PM, the parking lot near the playground may also be used.

ACCESSING THE CENTER

Our Redeemer Early Childhood Center is a completely secure facility. Access to the center's interior corridor will require approved access for authorized adults. Each parent, guardian or other authorized adult must have identification, approved access with OREC prior to being allowed to drop off or pick up any child(ren).

DROP-OFF

To ensure the safety of each child upon arrival, an adult must accompany the child to the classroom. It is the responsibility of the adult to confirm that the teacher knows that the child has arrived before the parent departs. Parents must check their child into/out of Brightwheel at time of drop off and pick up.

ATTENDANCE

Attendance monitoring will be completed through the use of the Brightwheel software, by the teacher in the child's classroom. Children should be signed in by their parents as they enter the classroom. This is our legal record that the child is in our care for the day and an acknowledgement that a parent or guardian has regained responsibility for the child at the scheduled pick-up at the end of the day.

If a child does not arrive by 8:30am, the child's teacher will try to contact the child's parent via Brightwheel or phone call. If the child is scheduled to arrive at the center after 8:30am and has not arrived one hour after the scheduled time, the child's teacher will attempt to contact the child's parent via Brightwheel or phone call to find out the reason for their absence. At least two attempts will be made to contact the child's parent.

When arriving to pick up a child, it is imperative that the parent/guardian inform the teacher that the child is departing and sign him or her out in Brightwheel. It is essential that children are picked up by 6:00pm, which is when the center closes. Please send a message in Brightwheel to the center if for some reason you are unable to arrive by 6:00pm. Late fees may be assessed for any pick up after 6:00pm.

RELEASING OF CHILDREN

The center will not release a child to anyone other than his/her parent or legal guardian or a person listed on the enrollment form. Written permission, signed by the parent/guardian, must be provided before a child is released to anyone else. Anytime one of the authorized persons on the child's list (other than the parent/guardian) is picking up your child, he/she must show proper identification, such as a valid driver's license, before we will release your child. No one under 16 years of age is permitted to pick up a child from the center.

In circumstances where a custodial agreement is in place, it is important that you indicate on your enrollment form who the custodial parent is and who may pick up your child. Children will not be released to noncustodial parents/guardians unless the center has documentation allowing this. The parent with custody is required to provide a copy of the notarized custody declaration, which will be kept in your child's confidential file. In order to not release a child to a parent due to a court order-we must have a copy of the court order on file. Without this, we cannot refuse a parent who comes to pick up his/her child.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the

child, including offering to call a cab or another contact person. While we cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger.

WHAT SHOULD PARENTS BRING FOR THEIR CHILDREN?

INFANTS

Immunization form (if not already submitted), diapers, wipes, ointment or powder, if desired (permission form required), two changes of clothing, pacifier, formula/breast milk, bottles, cereal, jar food, weather appropriate outerwear, a sleep sack and a photo of your family. The center will provide dishes, bibs, burp cloths and crib sheets. Please do not bring any crib bedding. (Please refer to the SIDS policy for more information).

TODDLERS AND TWOS

Immunization form (if not already submitted), diapers, wipes, ointment or powder, if desired (permission slip required), bedding to use at nap time and comfort item, if desired, two changes of clothes, pacifier, weather appropriate outerwear, a photo of your family, and a daily morning snack and lunch. Our staff works closely with parents to approach toilet training in a consistent and developmentally appropriate manner when the child is ready.

K3 AND K4

Immunization form (if not already submitted), weather appropriate outerwear and shoes, extra change of clothes (to be kept in a backpack), a daily morning snack and lunch, bedding to use at nap time and a photo of your family.

SUNSCREEN

If you wish to have sunscreen applied to your child, please fill out a permission slip. Please be sure that you apply sunscreen to your child before sending them to the center each day. Sunscreen will be applied throughout the day to the child every time the child is exposed to the sun for more than 30 minutes. If you would like to bring a sun hat or sunglasses for your child, we will ensure the child also wears those when going outside.

CLOTHING

Dress for fun and activity in comfortable clothing. Children will be learning through hands-on activities, playing outside and using dramatic play areas each day. During the winter months, please dress your child appropriately with a coat, mittens, snow pants, hat and boots, as necessary (having a second set of mittens and socks available is a great idea too). Please label everything you bring to the center with your child's name. Families are asked to keep an extra set of clothing in their child's backpack at all times. Please check them regularly to make sure they still fit and are appropriate for the current season and that a full set (underwear, socks, pants, and shirt) remains available.

Outside play is an important part of the child's day. Tennis shoes or similar shoes only are allowed when the children go outside or on field trips. Sandals can be worn but should have a strap that goes behind the child's heel.

ENROLLMENT/CONSUMABLES FEE

Each January, all families will be charged a yearly fee of \$100/child. This non-refundable fee will guarantee placement for your child in the program for the upcoming year and/or cover classroom consumables used throughout the year.

BEDDING POLICY

Bedding will be stored in sanitary conditions. If personal bedding becomes soiled, it will be bagged and stored separately and parents will be asked to take it home that day for cleaning. Clean bedding will be needed at the center for the next attendance day. Parents must take their child's personal bedding home every five days to be washed.

PERSONAL BELONGINGS

Children often have security items which they need to bring from home. That is accepted, but we ask that you only bring one security-type item to the center. Please keep in mind that the item needs to fit into your child's cubby or backpack. There may be special event days or show-and-tell days where bringing items is accepted. Your child's teacher will alert you to those events. Please label anything you bring to the center with your child's name. Our Redeemer Early Childhood Center is not responsible for personal items that are lost or damaged.

EDUCATIONAL PLAN AND CURRICULUM

K3 & K4

Our Redeemer Early Childhood Center will use Highscope as our curriculum. The curriculum includes Christian principles and values and will incorporate areas of emotional, cognitive, social, sensory and physical development. Transitions will be planned to reduce standing in lines or waiting in large groups. Programming will also incorporate:

- Old and New Testament Bible lessons
- Social and emotional development
- Large and fine motor development
- Arts and crafts
- Music and dance
- Science and discovery
- Math activities
- Literacy activities

The center will provide a balance between active and quiet play, individual and group activities, and indoor and outdoor activities. Staff will lead some activities and also allow time for children to make their own choices during free play.

Children are assigned to a classroom based on their age, for the majority of the day. The teachers for each class are responsible for planning and carrying out the daily activities.

All children are expected to participate in class activities, including outdoor play. The center does not have extra staff to supervise children who must stay inside. Water activities will be planned in the summer such as sensory bins of water. There will be no wading pools.

Teachers and staff are also encouraged to use various philosophies and curriculum models within their classrooms to provide the most enriching environment for the children. All teachers will also incorporate the following elements into their program:

- Sharing the message of Christ's love throughout the day
- Using the gift of prayer regularly with the children
- Open-ended discussions and questions with the children
- Process-orientated and hands-on projects and activities
- Self-selected activity time (encouraging children to make their own choices and explore new areas)
- Planned time for large group, small group and one-on-one learning activities

- Building activities from the current interests of the children
- Large and small muscle development
- Cultural diversity
- Problem-solving skills development
- Language development
- Outdoor exploration

INFANT/TODDLER

- Staff members will be responsible for promptly responding to a crying child's needs.
- Each infant, along with parent guidance, will be allowed to form and follow his/her own pattern of sleeping and waking.
- Each child under one year of age will be placed to sleep on his/her back in a crib unless otherwise specified in writing by the child's physician. The child will be allowed to assume the position most comfortable to him/her when able to roll over unassisted.
- Emphasis in activities will be given to play as a learning and growth experience.
- Throughout the day, each child will receive physical contact and attention such as being rocked, held, talked to, cuddled, sung to and taken on walks inside and outside the center.
- Routines relating to activities such as taking a nap, eating, diapering and toileting will be used for language development and other learning experiences.
- When a non-mobile child is awake, the staff member will change the child's body position and location in the room periodically. Non-mobile children who are awake will be placed on their stomach occasionally throughout the day.
- The non-walking child who can creep or crawl will be given opportunities during the day to move freely by creeping and crawling in a safe, clean, open, warm and uncluttered area.
- Staff members will encourage children to play with a wide variety of safe toys and objects.
- Children will be taken outdoors for part of each day except during inclement weather or when it is not advisable for health reasons.

TYPICAL DAILY SCHEDULE

INFANTS

6:00am: Center opens

Individualized routines are maintained for all infants. Daily activities may include: Feeding

Diapering

Sleeping

Free play

Structured activities for older children

Outdoor exercise and fresh air

6:00pm Center closes

1-2 YEAR OLDS

6:00am: Center opens

Transitions for drop-off and selected activity

Circle time

Center time

Snack
Outside play
Center time
Jesus Time
Lunch
Nap time
Table time
Small group
6:00pm Center closes

K3 PRESCHOOL PROGRAM

7:30-8:00 Arrival
Table time
Circle time
Outdoor play
Snack
Jesus time
Center time
Lunch
12:00pm Morning dismissal
Rest time
Circle time Table
time
Snack
Small group
6:00pm Center closes

K4 PRESCHOOL PROGRAM

7:30-8:00 Arrival
Table time
Circle time
Outdoor play
Snack
Jesus time
Center time
Lunch
12:00pm Morning dismissal
Rest time
Center time
Outdoor play
Circle time
Snack
Small Group
6:00pm Center closes

PLANNING TIME

Teachers will be given paid planning time throughout each week to plan curriculum activities, ideas and lesson plans. Teachers are required to submit a daily schedule along with written weekly lesson plans to the Director.

WEEKLY CHAPEL

Weekly chapel services are held for K2- K4, along with the K-8 school, every Wednesday morning at 8AM in the sanctuary. This is an opportunity for the student body, faculty, and parents to gather together for worship, singing, and prayer. In addition, while optional, students are encouraged to bring an offering to chapel as a way to show their love to God. Chapel offerings are used to support mission projects in the United States and around the world.

REST & NAPS

Children 5 years and under, who are in our program for four hours or more will be given the chance to rest or nap. The Department of Children and Families requires that all children under the age of five, who attend a full day, must rest for 30 minutes. Children who are awake after 30 minutes are able to get up and play under supervision.

Parents are required to provide a sheet, blanket and pillow, if preferred, for naptime for all children age one and older:

- One year olds who still need a morning and afternoon nap will be given the opportunity.
- A child who does not sleep after 30 minutes or who wakes while others are still sleeping will be able to play with quiet activities.
- Each child will be placed at least two feet away from the next resting child.
- If a parent requests that their child be woken from nap after a certain period of time rather than the child waking on his/her own, a teacher will not attempt this until the child has been asleep for 1 full hour. If the child does not wake easily, the teacher will not insist the child wake up. If the child has a difficult afternoon as a result of not getting complete rest, the child will not be awakened in the future. Enough rest is a very important part of each child's development.

Infant sleep policy includes:

- Infants will sleep on their own schedule.
- Every infant at the center will be placed on his/her back in the crib for sleep. The child will then be allowed to move to his/her most comfortable sleeping position.
- Bumper pads, comforters, large or fluffy blankets, stuffed toys, pillows and other soft items are not permitted in the crib with the child.
- The infant will be placed with feet towards the end of the crib.
- If an infant falls asleep in a caregiver's arms, on the floor, or in an infant seat, the child will be moved to the crib and placed on their back.
- If an older infant (who can lift his/her own head and roll over) is placed on his/her back for sleep and rolls over onto his/her tummy, staff may allow the infant to sleep in that position. ● When an infant awakes, he or she will be taken out of the crib.

PLAYGROUND POLICY

The center has two playgrounds; one that the infants and toddlers share and another that K2-K4 shares. Both playgrounds are spacious with developmentally appropriate safe equipment. Weather permitting, all children will go outside year-round at least once a day, often in the morning and afternoon. Please refer to the inclement weather policy for weather conditions while children will not go outside.

Whenever possible, new activities and equipment will be brought out throughout the year to keep the play areas fresh and interesting. Children must wear shoes at all times, especially outside-preferably a sturdy shoe such as an athletic shoe.

RATIOS

All staff must know and follow state required classroom ratios regarding the number of staff needed to the number of children in each classroom and the maximum group size.

Children will move to the next classroom at the time of their birthday, developmental readiness and classroom availability.

Child's Age	Teacher: Child Ratio	Max # children in group
Birth-2	1:4	8
2-2.5	1:6	12
2.5-3	1:8	16
3-4	1:10	20
4-5	1:13	24
5-6	1:17	32

During the beginning and the end of the day, the enrollment may be low within the center. Groups of children may be combined as state ratio allows. During these times, children will engage in free play, outside play, dramatic play and block play in other classroom center areas.

CHILD GUIDANCE POLICY

Effective discipline stems from careful planning and consistency in a loving, caring environment. Caregivers will strive to develop a positive relationship with each child, set clear limits, and redirect unacceptable behavior. Proper Christian discipline at Our Redeemer will be maintained and exercised in a loving manner keeping with the Law and Gospel. Therefore, our form of discipline will not be physical or demeaning in any way. Our staff will seek to keep the wonderful example of our loving Savior before the children, and will aim to communicate promptly and sincerely with parents regarding any behavior problems.

If a child is crying or distraught the caregiver will attempt to ensure that the child's physical and emotional needs have been met. Children will be comforted with kind words spoken in a soothing and loving tone.

We believe by using the following techniques we will minimize inappropriate behavior while maintaining a positive Christian environment:

- Use transitioning techniques such as sing-alongs, stories, games, music, extra staff, etc., to minimize and ease the waiting time in large groups and lines.
- Redirect negative behavior by changing activities.
- Talking privately with a child, out of earshot of peers.
- Use reflective listening to let the child know we understand how he/she is feeling.
- Give specific, alternative choices.
- Modeling and reinforcing appropriate Christian behavior.
- Praising and promoting behaviors that enhance positive self-esteem, respect, and self-control.
- Provide clear guidelines and promote positive behavior through classroom arrangement and through equipment and materials used.
- Explain consequences of behavior to children.

- Encouraging children to resolve differences, with adult supervision.
- Setting reasonable expectations for children's age.
- Providing interesting, challenging activities.

If these techniques do not work, staff may give the child time in the classroom recovery spot. Recovery time can help a child to relax and regain control of his/her actions and feelings. Recovery will involve separating a child from the group for a period of one to five minutes. Teachers will help them get re-involved in the group's activity.

When recovery technique becomes a frequent occurrence, a conference will be held between parents and the director to discuss further intervention.

In the event that the above listed techniques are having no impact on the child's behavior, that the child has become unresponsive to any interventions, has possibly become aggressive, and is negatively impacting the classroom environment and routine, parents will be contacted and will be requested to come pick up their child. In most situations, and if at all possible, parent and director communication will precede this occurrence.

No child will be spanked, pinched, hit, shaken or verbally abused. They will not be subjected to punishment that is frightening or humiliating. No child will be punished for lapse in toilet training nor will staff withhold or force meals, snacks, or naps. These techniques are prohibited even at a parent request.

Biting is not entirely unexpected when very young children are together in groups. We don't want any of your children to be bitten, and we want any child who bites to learn more appropriate behavior. We will put children's safety first and provide appropriate first aid as well as comfort and support to any child who is bitten.

Staff are to remain calm when dealing with a crying, fussing or distraught child. Staff are trained to view a child's crying as their first step of communication. Caregivers should acknowledge to the child, if developmentally appropriate, why they feel they are crying and take steps to help the child feel better. Teachers will try to pick the baby up, help the child feel better, feed or change the child when appropriate. Staff will be trained using resources from the Department of Children and Families.

PARENT INVOLVEMENT

Our Redeemer Early Childhood has an open visitation policy for parents. Parents are welcome to visit at any time.

CONFERENCES

Parent/teacher conferences for the K3 and K4 classrooms will be offered twice a year, once in the fall and once in the spring. In addition, parents/guardians are encouraged to arrange times to meet with teachers any time that concerns exist.

COMMUNICATION

The Early Childhood staff of Our Redeemer is truly committed to maintaining open channels of communication with parents and/or guardians. The following list outlines some of the important avenues designed to promote efficient and effective home/school communication.

- Weekly classroom newsletters detailing the classroom activities and Bible story for the week

- Drop-off and Pick-up times
- Brightwheel
- Red folder sent home
- Early Childhood Google Calendar (olmadison.org)

GRIEVANCE PROCEDURE

Our Redeemer’s Early Childhood Director and staff work very hard to maintain an environment that nurtures Christian love and care for our students. If you have a question or concern about your child’s class, please discuss it with your child’s teacher, if you feel further discussion or more action is needed, please speak with the Director. Every effort will be made to address parent concerns quickly and to resolve concerns so that all involved will be satisfied.

TERMINATION & WITHDRAWAL

Our Redeemer Early Childhood has a desire to unify parents, staff and children as a family under Christ. Working together in the guidance of Christ’s love is essential.

Parents or guardians must provide written notice of intent to withdraw a child to the early childhood director at least 14 days in advance. Parents or guardians are financially obligated for 14 days from the date of the written notice.

Unpaid days off in the schedule may not be used as part of the two week notice for change in enrollment. Fee payments for the final two weeks are due when notice is given. If parents choose to not bring their child during their final two weeks of care, payment for those two weeks is still required.

If the director and parents mutually agree that the placement of the child is inappropriate, or feel that the center is unable to meet the child’s needs and a more immediate withdrawal is necessary, the two-week notice requirement may be waived.

Our Redeemer Early Childhood may terminate enrollment for the following reasons:

- Parents failure to pay fees
- Parents failure to comply with policies and practices
- Parents failure to submit forms required by the center and the Wisconsin Department of Health
- A child’s behavior is creating an emotional or physical danger to other children in the center. Each situation will be assessed on an individual basis. Timeframes and specific methods will be determined case by case. In all situations, parents will be involved from the beginning.

If the center does decide to terminate a child’s attendance, the Executive Board will make this decision. The parents will be given a written and verbal notice. The notice will be immediate if necessary, but a two-week notice will be given when possible and appropriate for all the children in the center. The steps prior to discharge would be documented and kept in the Director’s office. With the exception of financial matters, the Director would communicate with parents about issues and steps before discharge when possible. Our Redeemer Early Childhood center does not offer an appeal process if the Executive Board has decided to discharge or terminate a child’s enrollment.

LATE TUITION PAYMENTS

The operation of the Early Childhood program is dependent upon tuition received from families; thus, timely payments are essential. It is the family’s responsibility to have a discussion with the Parrish Administrator BEFORE payments become delinquent to avoid any break in service. The key to avoiding breaks in service

or termination is maintaining clear communication with the Parrish Administrator. Financial aid or a modified payment plan may be possible options that prevent service termination if proactive communication is received.

In cases of late or non-payment of fees, the following procedure will be followed:

A week after the first missed payment, written communication, from the Parrish Administrator, will be sent to the family who has neither paid nor made other arrangements. If fees are not paid and a second payment is missed, the Parrish Administrator will contact the family by telephone or in person and inform the family that services will be discontinued until payment is received or satisfactory arrangements are made.

Consistent or repeated late payment of fees will be grounds for discontinuation of services (i.e., removal of the child from the program). Consistent or repeated late payment is defined as more than two times. Our Redeemer Early Childhood center does not offer an appeal process if the Executive Board has decided to discharge or terminate a child's enrollment.

LEAVE OF ABSENCE AND RESERVATION FEE

Children 6 weeks- 2 years

- Families are allowed one two-week leave of absence per twelve-month period. Parents or guardians must provide the Early Childhood Director with written notice of intent to take a leave of absence at least 14 calendar days in advance. A leave of absence should be considered for such times as maternity leave or an extended vacation. Tuition paid for the two-week leave of absence will be reflected as a credit on the first billing statement upon the child's return.
- If a leave of absence longer than two consecutive weeks is scheduled, an additional weekly Reservation Fee of \$75 per child will be assessed for each subsequent week. This Reservation Fee ensures your child's spot in the classroom when they return from the leave and is non-refundable.

Children in K3 & K4

- Families are allowed one two-week leave of absence per twelve-month period. Parents or guardians must provide written notice of intent to take a leave of absence at least 14 calendar days in advance. A leave of absence should be considered for such times as maternity leave or an extended vacation. Tuition paid for the two-week leave of absence will be reflected as a credit on the first billing statement upon the child's return. Note: This policy applies for K3 & K4 students whose leave of absence is the duration of the summer months (as defined and published each school year.) Credit will be reflected on the first billing statement of the fall semester.
- During the academic months (as defined and published each school year), if a leave of absence longer than two consecutive weeks is scheduled, an additional weekly Reservation Fee of \$75 per child will be assessed for each subsequent week. This Reservation Fee ensures your child's spot in the classroom when they return from the leave and is non-refundable. Exceptions may be made in an emergency situation and at the discretion of the Director. This is subject to change at any time with a 30-day notice.
- K3 & K4 students whose leave of absence is the duration of the summer months (as defined and published each school year) will be charged two-week's tuition at the end of the spring semester to hold their spot. This non-refundable deposit will be reflected as a credit on the first billing statement of the fall semester.

WEATHER RELATED CLOSURES/SCHEDULE CHANGES

SNOW DAYS AND INCLEMENT WEATHER

We understand that center closing days are very difficult for families. However, there are circumstances in which the center must close for the safety of its staff and in order to meet licensing ratio guidelines.

The following general guidelines are among the criteria considered when making this decision: A decision to close the center for the day will be made before 5:30 A.M. Parents must use discretion for late arrival or early pick up as circumstances dictate.

If school is canceled for the day, the Brightwheel parent communication app will be used to inform parents:

TORNADO WARNING OR SIMILAR EMERGENCIES

In the event of a tornado warning or similar emergency, children will be taken to a previously assigned safe area of the building. Fire drills are practiced each month, recorded and kept on file at the front desk. Tornado drills are held monthly, April-October. State licensing rules requires evacuation of the building in two minutes if there is a fire, gas leak or other emergency

Outdoor temperatures for inclement weather.

Each day children are to have time to play outdoors unless the weather is inclement or when it is not advisable for health reasons. Teacher's discretion will always be used. Children will not go outside if:

- The temperature or heat index is over 90 degrees
- The temperature and/or wind chill is below 0 degrees. Children under 2 years old will not be taken outdoors if the temperature or wind chill is below 20 degrees.
- It is raining and/or lightning has been spotted.

HEALTH & SAFETY POLICY

SCHOOL VISITOR PROCEDURE

Our Redeemer maintains a closed campus during school hours. For the safety of students, all visitors, including helping parents and relatives of students, are required to check in at the Welcome Desk to obtain a visitor's badge upon entering the school building.

CPR AND SHAKEN BABY CERTIFICATION

All of Our Redeemer's Early Childhood staff hold certifications in SIDS, Shaken Baby and CPR. Knowledge obtained through these courses permits Early Childhood teachers to be ready to handle emergencies due to sudden illness or injury to students.

LIFE THREATENING ALLERGIES

All students with food allergies requiring emergency medications must have a Food Allergy & Anaphylaxis Emergency Care Plan (UW Health and Meriter give these plans with annual visits) provided by the physician and on file at school. All emergency medications must be provided on the first day of school. There is no way to safeguard students with allergies from all risk. ORLEC has adopted an allergen-safe environment. This does not mean an allergen-free environment. However, it means the environment is made as safe as possible from food allergens. Proper planning and organizing procedures for students with any life-threatening food allergy are essential. Faculty and staff are educated accordingly with the goal of preventing and responding to a food allergy emergency.

IMMUNIZATIONS

Our Redeemer requires an up to date immunization record for each child. State law requires compliance with immunization guidelines within 30 days of the beginning of the school year. After 30 days, students on noncompliance may not attend school. Immunization history must indicate that the child has received at least the first dose of each required immunization.

IMMUNIZATION WAIVERS

Immunization waivers are available through the WI Department of Health Service for personal conviction, religious or medical/health reasons. Children for whom waivers are filed are compliant. However, they may be subject to exclusion from school in the event of an outbreak of diseases against which they are not completely immunized. A history of chickenpox is not a waiver. If a waiver is selected, all vaccines the child has already received should be listed on the Student Immunization Record by the parent or guardian.

INDIVIDUAL HEALTH PLANS

Students with severe or life-threatening medical conditions will be given an Individual Health Plan. This plan will outline the concerns of the condition as well as procedures to care for the child in the school setting.

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

Sometimes illness requires a child to be excluded from school to prevent the spread of infection to other children and staff. Time away allows the child to rest, recover and be treated for the illness.

A student with the following conditions should stay home from school:

1. **Fever** greater than 100.4 degrees Fahrenheit, or an elevated temp with a change in behavior (tired, unable to participate comfortably in activities or school, unexplained irritability or persistent crying...) **A child must remain fever free for 24 hours without fever reducing medication before returning to school.**
2. **Vomiting.** Child must have not vomited in the last 24 hour to return to school
3. **Diarrhea.** If child has three loose stools in a two-hour period, they will need to be picked up.
4. **Influenza** (flu) like symptoms (body aches, fever, headaches)
5. **Conjunctivitis** (Pinkeye) (red eyes, green or yellow discharge). If determined by a physician that the infection is bacterial, child may return 24 hours after first dose of prescribed medication.
6. **Impetigo/Staph/MRSA:** Child may return 24 hours after treatment begins.
7. **Pinworm:** Child may return 24 hours after treatment begins.
8. **Rash** with fever or behavior changes.
9. **Scabies:** Child may return 24 hours after treatment begins.
10. **Strep throat:** Child may return 24 hours after treatment begins.
11. **Chicken pox:** Child must stay home until all the lesions have dried and formed scabs, usually within six days of onset of rash.
12. **Coxsackie Virus:** (Hand, foot, mouth) Child may return 24 hours after fever ends and sores are closed and dry. School staff needs to be aware to ensure adequate school cleaning and extra attention can be made toward hand washing among students.
13. **Fifth's Disease:** Child may return when "cold" symptoms have subsided. A child is no longer contagious once rash illness appears.
14. **Head lice:** Children may return to school after treatment and when no live lice or nits are present.
15. **Vaccine Preventable Diseases**
 - a. **Measles:** Child may not return until five days after the rash disappears or the local health department states the patient is non-infectious.

- b. **Mumps:** Child may not return until nine days after onset of parotid gland swelling.
- c. **Pertussis (Whooping cough):** Children may not return until five days of appropriate antibiotics have been completed or until the local health department states the patient is non-infectious.

MINOR MEDICAL ATTENTION

All minor accidents-cuts, scratches, bumps and bites are given First Aid treatment and recorded in the Early Childhood medical log. Parents will be notified of injury at the end of the school day via personal conversation, an accident report, phone call, Brightwheel message or email.

EMERGENCIES

If your child gets injured or becomes ill at school, temporary care will be given by the staff. If the situation is of a higher level of concern a parent or other designated emergency contact person will be immediately notified. If the staff feels the situation warrants, the rescue service will be called. Parents can sign a waiver if there is a pre-existing condition (e.g. seizure). An Individual Health Plan will give direction on when to call an ambulance.

We ask all parents to submit emergency contact information during online registration. Parents must contact the Director throughout the year with any changes or updates in phone numbers or contact people.

In all cases of injury, an Accident Report will be filled out and kept on file in the Director's office.

MISSING CHILD POLICY

In the event that a child is not accounted for while in the care of Our Redeemer Early Childhood program, the following guidelines may be utilized when feasible:

1. Staff person will immediately contact the Director through direct verbal communication. If not within shouting distance, center telephone or cell phone will be used.
2. Staff person will continue to remain calm and search the classroom/playground area and continue to update the Director of any changes.
3. The Director will immediately notify all staff on duty regarding this emergency.
4. The Director will call 911 to contact the police regarding this matter.
5. The Director will call the parents of the missing child. If parents are not reachable, the next emergency contact person shall be called until direct contact has been made.
6. Director and staff will continue to aid authorities as long as necessary.
7. Following the emergency, full written documentation shall be made in the injury/accident log book by the Director and staff directly responsible for the missing child.

MEDICATION

Out of concern for the general health and well-being of our children, we require an updated immunization record and student health records to be on file before enrollment. Wisconsin law mandates a doctor's consent of prescription and parental consent of non-prescription drugs administered at school.

1. **Asthma Inhaler Administration Authorization Form:** Must have a parental and medical provider signature.
2. **Medical Provider Authorization Form:** Must have a parental and medical provider signature.
3. **Parent/Guardian Medication Authorization Form:** Must have a parent or guardian signature. Classroom teachers must continually be made aware of students who are taking any form of

medication during the school day. All medications are secured in a locked drawer or cabinet by one of the Lead Teachers. Please keep in mind all medications must be in their original bottle/package. Do not send in medication in a plastic bag or another container.

CHILD ABUSE/NEGLECT REPORTING

All staff are required by the Wisconsin Department of Health and Family Services to report suspected or known child abuse or neglect to the Dane County Department of Human Services or law enforcement. Employees who know or have reasonable cause to suspect that a child is being abused or neglected are required to report this information to the Dane County Department of Human Services or law enforcement agency. No employee or volunteer will be reprimanded or risk loss of his/her job as a result of such reporting. Any situation, suspected or confirmed, must be documented immediately in the accident/injury log book.

An informal check will be done on each child upon arrival at the center. If the child has evidence of unusual bruises, contusions, lacerations or burns, it shall be noted in the accident/injury log and immediately reported to the Director. If a staff member has reason to believe abuse might be occurring, they will contact the Dane County Department of Human Services or law enforcement and report it immediately. The staff member will also report any suspected abuse to the Director and it will be documented in the child's file. The staff member is ultimately responsible to report any suspected abuse to the Dane County of Human Services or law enforcement.

UNIVERSAL PRECAUTIONS & GLOVE USAGE

During times when a staff member comes into contact with bodily fluids containing blood they must wear single use gloves. Gloves should be worn when changing diapers and dealing with any bodily fluids. Gloves that come into contact with blood must be removed appropriately and disposed of in a plastic bag and hands washed with soap and warm running water. Gloves used in other circumstances must be removed appropriately and disposed of and hands washed with soap and warm running water. Any surface that comes into contact with any bodily fluid spills must be washed and disinfected with the standard bleach solution of one tablespoon bleach to one-quart water, made fresh daily.

Handling bodily fluids: Runny noses, eye drainage, and coughed up matter will be wiped with a tissue and disposed of at once in a plastic lined container. Bodily fluids on any surface will be washed immediately with soap and water and then disinfected with the standard bleach solution of one tablespoon bleach to one-quart water, made fresh daily. Hands must be washed after any handling of bodily fluids.

HAND WASHING PROCEDURES

Children's hands will be washed with soap and running water before and after snack and meals and after diapering and toileting. For children under a year, hands may be washed with soap and a fabric washcloth. Staff will wash hands with soap and warm running water before and after diapering a child or helping a child with toileting, after helping a child with any bodily fluids, and before any snack meal or activity. Staff will wash their hands any time they feel the potential of passing bacteria due to certain tasks. Staff will wash hands after using the restroom themselves. Staff must turn off running water with a paper towel, not their bare hands in all situations.

SIDS POLICY

Every child will be placed on his/her back for sleeping unless there is a written authorization signed by a doctor stating why a different sleep position is required. Non-mobile babies will spend time on their tummies when they are awake to engage and strengthen neck and head muscles, but safe from potential SIDS. All employees must complete SIDS training to learn about SIDS techniques and prevention strategies before working with infants. Even if a staff member does not regularly work with infants, they must still complete SIDS training.

DIAPERING & TOILETING

- Children's diapers will be checked at least every two hours, and/or as needed. Wet or soiled diapers and clothing will be changed immediately.
- Disposable gloves will be available for the staff to use when changing diapers. Staff will use gloves and bleach solution disinfectant immediately to clean up any surface that possibly may have been exposed to spills of bodily fluids.
- Children will not be left unattended on a surface from which they might fall.
- All toileting items will be identified and separated as to each child and kept in sanitary condition.
- Diaper changing surfaces will be cleaned with soap and water and a disinfecting solution before and after each use.
- Soiled disposable diapers and gloves will be placed in a plastic-lined covered container and disposed of frequently throughout the day.
- A separate sink located near the changing table is designated for diapering use only. Staff will wash their hands with soap and running water before and after each diapering or assistance with toileting routines.
- If a parent or child's physicians direct staff to administer lotion, salves or powders, those will be applied to an infant or toddler during diapering. A permission form will need to be signed and kept on file in the classroom.
- After diapering or toileting, children's hands will be washed with a disposable towel used only once.
- Toilet training will be initiated when a child is ready and in cooperation with the parents.
- Toddlers will be given many opportunities to use the bathroom throughout the day and whenever they indicate they have a need to go.
- Preschoolers will have the opportunity to go to the bathroom several times throughout the day (usually before meals, snacks and recess).

SANITATION OF TOYS AND EQUIPMENT

- Tables will be washed with soapy water and sprayed with a bleach solution or another disinfectant solution (1 tablespoon bleach to 1 quart of water, made fresh daily) and wiped clean and dry with fresh paper toweling before each snack or meal, after each snack or meal, after each messy activity and at the end of the day.
- Chairs will be washed with bleach solution at the end of each day.
- Countertops will be cleaned and disinfected daily.
- Classrooms will be swept, vacuumed and/or mopped as needed throughout the day as well as every night.
- Carpets will be cleaned and replaced as needed
- Center-provided cloth toys, blankets, pillows and clothing will be disinfected in the washing machine using the hot, sanitizing cycle with detergent, followed by drying in a hot dryer.
- Water bottles, toys, equipment, rest mats, etc., will be washed and sanitized by running them through the complete dishwasher cycle or with the standard bleach solution (1 tablespoon bleach to 1 quart of water, made fresh daily) as they become soiled. Infant and toddler toys will be sanitized daily or as a child puts them into their mouth. If there is not an opportunity to wash and sanitize toys that day, the dirty toys must be placed into a "dirty toy" container and will not be used again until they are washed and sanitized.

NUTRITION POLICY

INFANT & TODDLER

Parents must provide a fresh supply of formula or daily milk/breast milk and jar food for children not able to consume the daily snacks and lunch. Please label all with the child's name.

Infants will be held while being fed. Bottles will not be propped for feeding and children are never given a bottle in their crib. Bottles are kept in a refrigerator in the classroom. Bottles are heated according to the parent's instructions using a bottle warmer or warm water. Formula, breast milk and baby food are never microwaved. Heating instructions for each child's bottle/food are posted in the classroom. Bottles left overnight at the center will not be used and will be discarded.

Bottle and solid feedings are recorded in Brightwheel for each child. Bowls, infant spoons and sippy cups will be used when appropriate and introduced in conjunction with home introductions. Highchairs or tables with chairs or infant seats will be used for feeding children under the age of one.

When jar food is opened, it will be dated and stored in the classroom refrigerator and used within 2 days. Any unfinished jar food will be discarded after two days.

Children will never be fed directly from the jar. Food must be transferred to a feeding dish before feeding to the child.

Parents may indicate to the teachers when their child is ready for jar food or table food, and the staff may suggest readiness to the parents. Teachers will encourage older infants and toddlers to be self-fed. Ample time is allowed for each child to eat.

PRE-SCHOOL

Snack

Children will have a short snack break in the morning. Each child needs to bring his/her own snack from home. Parents are encouraged to send along nutritious, low sugar snacks for optimal energy, nutrition and focus. A healthy afternoon snack will be provided for your child.

Milk

Our Redeemer participates in the Special Milk Program through the Wisconsin Department of Public Instruction. Daily milk is available at the parent's request for an additional fee.

Lunch

Hot lunch is offered at various times throughout the month. Please visit <http://ourredeemerlutheran.h1.hotlunchonline.net/> to order online. If hot lunch is not ordered, please provide lunch for your child. Microwaves are located in the classrooms and can be used to reheat food. The school is not equipped with refrigeration for students' lunches.

FIELD TRIPS

Field trips are planned during the school year to enrich experiences for the children and expand their educational horizons. Careful thought goes into planning each activity to ensure its educational value and the safety of the children. Examples include trips to theaters, farms, museums and local gymnastics facilities. These educational trips are planned as a supplement to our curriculum; therefore, all students are expected to attend such trips as part of the regular school day. The students in the K3 and K4 class will occasionally attend off campus field trips while the K2 and Toddler class will always have presenters or other opportunities come to campus.

Parent volunteers are needed to assist with student supervision; consequently, all volunteers must adhere to all school policies and are under direct authority of the classroom teacher and have a completed background check on file prior to scheduled field trip. Trip information and permission slips are sent home to the parents prior to each field trip.