

Our Savior's Kids
Early Learning Center



A ministry of
Our Savior Lutheran Church
1120 Draper St 355-0852

Family Handbook

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Family Policy Book

“A Hundred Years From Now...It will not matter what my bank account was, the sort of house I lived in, or the kind of car I drove...but the world may be different because I was important in the life of a child.”

Mission

The Mission of Our Savior Lutheran Day Care is to encourage the spiritual, intellectual, physical, and social development of each child.

Philosophy

“Train up a child in the way he should go and when he is old he will not depart from it.”
Proverbs 22:6

Our Savior Lutheran Day Care is committed to a philosophy of providing a warm, loving Christian environment that will allow children to develop a positive self-concept. They will realize their uniqueness as God has created them, and will develop their spiritual, social, emotional, physical and intellectual skills.

What We Believe

We are a body of believers called by God, gathered together for nurture and mutual support, and sent into the world as witnesses of the Gospel. We believe Jesus is Lord and Savior of heaven and earth.

We believe that Jesus has called us
to go to all peoples everywhere,
to make them His disciples,
to baptize in the Name of the Father, and the Son, and of the Holy Spirit,
to teach them to obey all that He has commanded.

We believe that Jesus Christ is always with us in spirit and in truth and will be to the end of the age.

We believe that God has richly blessed each of us with unique talents and treasures which He enables us to use wisely and sacrificially in His service. He calls us to learn His joy by active service to Him and His church. He empowers us to love kindness, do justice and walk humbly with Him.

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Insurance

We have liability insurance underwritten by Church Mutual Insurance Company, Merrill Wisconsin. This insurance meets Day Care liability. Information will be provided upon request.

No-Smoking Policy

Our Savior Lutheran Day Care Center is a no smoking zone; there will be no smoking allowed in any areas on the grounds or in the building. If you do smoke, please do not discard any of your cigarette butts on or around the Day Care Facility.

Non-Discrimination Policy

All children are eligible regardless of race, color, religion, gender, national origin, creed, political persuasion or disabling conditions. Reasonable accommodations will be made to care for any child with a disabling condition provided the staff is qualified to care for the child's needs.

Admission Policy

Our Savior Day Care is open to all children 6 weeks to 5 years old, Monday through Friday, 6:30 a.m. to 6:00 p.m. Our Savior Day Care is open January through December. Our Savior Day Care will be closed in celebration of the following holidays:

New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day, and December 26th

If a holiday falls on a Saturday, Our Savior Day Care will be closed on the Friday before, and if a holiday falls on a Sunday, Our Savior Day Care will be closed the following Monday in observance of the holiday.

The Wisconsin Administrative Code for Family Day Care Centers and the Our Savior Day Care Parent Handbook will be located just inside the Day Care office for parents to view at any time. The Wisconsin licensing certificate and any violations will also be posted inside the Day Care office as well as a Parents Communication Board, where parents can look for announcements or postings.

Confidentiality

All children's records are kept confidential and will not be released without written permission. You can review your child's record upon request.

Communication

Church: 356-9792

Day Care: 355-0852

Please limit calls to "emergency only" calls

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There are various opportunities for communications, which include:

- Talking with your child's provider at drop-off and pick-up times. However, this is also a busy time and not always conducive to conversations. This is to touch base and make other arrangements for further discussion, if necessary.
- An occasional parent newsletter that will be sent home.
- A Parent Bulletin Board for information and brochures on parenting issues, including a licensing rulebook, state license and any violations, as well as information for the community.
- Reviewing and understanding school policies and State of Wisconsin licensing rules located on Parent Board.

Licensing Information

Our Savior Lutheran Day Care is licensed for 8 children ages birth through 5 years.

The Day Care license and any violations will be posted near the entrance on the Parent Communication Board. Our Savior Lutheran Day Care policies will be available for parents to view. The policy book will be located in the Parent Resource Center also located in the entrance to the Day Care. All policies comply with DHFS licensing standards. A licensing book is available for parents to review on the parents' board.

Parents will receive a summary of the licensing regulations in a booklet--Your Guide to Licensed Day Care. Families with children under 2 years of age will also be given Babies Sleep Safest on their Backs, a book about reducing the risk of SIDS.

Priorities for Enrollment

Enrollment slots will be allocated in the following manner:

- 1st--Families of Our Savior Lutheran Church
- 2nd--Currently enrolled families
- 3rd--Families in need of full time care
- 4th--Families on the waiting list for full time day care
- 5th--The general public

Enrollment Procedures

The Day Care accepts children from 6 weeks to the age of 5 years. We reserve the right to choose the families to be enrolled in the program according to availability and needs of the Day Care, while following the ratio guidelines regulated by licensing rules.

There will be an interview process to discuss the child's specific needs and to review the program's policies.

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In order to be admitted (this is recommended by the state) we will have a written agreement (contract) and a handbook establishing fees, schedules, rules/policies, etc. between the parties and the caregiver.

A non-refundable deposit of the first week's tuition will be required from the parents to reserve the space. This guarantees the provider (and also the parents) that an arrangement has been made and agreed upon. If for any reason, the parents change their plans, the deposit will be considered as compensation for the loss of time, and income and having to turn down other parents who were looking for child care, and would have taken advantage of that space.

Parents will have 5 working days to return the contract and the handbook form signed by both parents, if applicable. Verbal agreement will not be recognized after the 5 working day's deadline. The space will be given to the next waiting family, and the deposit will be kept as compensation.

The first two weeks of day care shall be considered as an adjustment period for the child, the parents, and the provider. During this time, either parents or the provider may discontinue care with a two-week written notice. The contract will be void after this two-week period if care is discontinued.

No later than the first day of use of our facility the following forms must be complete and on file:

- Enrollment form (includes emergency information) +
- Physician's health report (a 30 day grace period can be given). This exam must be repeated every 6 months for children under 2 years. +
- Immunization Record +
- Parental Consent Form +
- Intake Information for Child Under 2 Years
- Authorization to Administer Medications
- Field trip permission slip
- Photo/Video release form
- All About Me information sheet
- All About My Family information sheet

+ If these forms are not turned in, your child will not be able to participate in the program.

Fee Payment and Refund Policy

The fees charged are based upon staff, maintenance, and material costs for the program. Please understand that parents are responsible for all the fees assessed for the use of the program.

Fees could change yearly at the first of the year (January 1) because of rising expenses incurred by the Day Care. We will try not to raise rates.

Families with more than one child in our care will not receive a discount for the second or subsequent children.

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No adjustments are made for holidays, vacation days, sick days, inclement weather or other days when a child is absent (entire or part of the day) for any reason. When a child is absent for more than 6 days due to a long-term illness, a partial refund may be available. A written request, along with a doctor's excuse, will be needed. If a refund is available, it will be applied to the next week's bill.

Family vacation fees are the same as the weekly fee. After one year in care, families will be eligible for a one week of vacation without fees being owed.

Holidays are paid at full daily rate.

After the first week's fee has been paid, subsequent fees are to be paid in advance on Friday for the following week's services. If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged, and details will be in the contract.

Checks are to be made payable to Our Savior Day Care. Receipts for tuition paid are available upon request. A tuition box will be located near the entrance of the Day Care. Checks or cash in payment for services are not to be included in any offerings during church services or left in the office mailboxes. Do not give tuition payments to the Director or other providers.

A NSF charge of \$30.00 will be assessed for any checks returned to the school for insufficient funds in your account.

Withdrawal and Termination Policy

When a child is withdrawn from the Day Care for any reason by the parents, a 2-week written notice of intent to withdraw is required. Fees must be paid through the end of the week in which the withdrawal occurs.

If termination is a possibility, written notice will be given (time frame is variable depending on the nature and necessity of the possible termination) and a meeting between the staff and the parents will be held to discuss the nature of the termination possibilities and to see if a resolution can be made. Community resources and programs may be available to parents to aid them in this process.

Situations that may require possible termination, but not limited to them, are as follows;

- Fee payment is two weeks overdue
- The individual needs of the child cannot be met by reasonable accommodations within the program.
- The behavior of the child or other family members endangers the safety and well-being of the child, other children or staff members.
- The parents are in violation of the policies and procedures of the Day Care (which are mandated by licensing and/or state statutes). Examples: failure to complete immunizations or provide waiver, nonpayment of fees, or persistent failure to follow the rules of the Day Care.

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- Excessive tardiness in picking up your child(ren) from the Day Care after 6:00 p.m.

Grievance Policy

If a parent or family wishes to file a grievance based on a decision of termination, the grievance must be submitted in writing within 10 days of the decision. The grievance will then be reviewed by the Preschool Committee within 7 days, and an answer will follow within 3 business days of the Committee meeting. The Committee reserves the right to consult with state licensing and/or county officials if needed, during the grievance process.

Arrival/pickup Policy

Our Day Care policy requires you to accompany your child in and out of the Day care, and you will be responsible for signing your child in and out for each day of attendance. If your child arrives at the Day Care more than 5 minutes prior to the start time, an adult family member must stay with the child until the session begins.

Your child has to be picked up promptly at the end of the session time, which is 6:00 p.m. Please have a back-up plan in case you are unavoidably detained. If for any reason you have a problem which will delay you in picking up your child(ren), a phone call is a must so that your child doesn't worry. A late fee will be assessed for pick-up later than 15 minutes after the session ends. The late fee of \$5 for any part of every 5 minutes beyond the initial 15 will be assessed and paid at the time of the pick-up to the caregiver providing the after-hours care.

If your child needs to be at the Center earlier or later than the scheduled time, but not after the closing time, please make prior arrangements with the Director. There will be a charge of \$3.25 per hour or part of an hour.

Responsibilities

The Day Care responsibility for the child(ren) begins as soon as the parent or guardian leaves the premises and ends as soon as the parent or guardian arrives back on the premises. This means that any time a parent or guardian is on the premises, Our Savior Lutheran Day Care's legal responsibility is not in effect.

Family's Role and Responsibility

Open Door Policy

You are welcome and encouraged to visit the Day Care at any time during your child's session. Due to safety issues, visitors need to check in and may be accompanied by a staff member during their visit.

Family Partnership

Although volunteer time is not required, it is appreciated. If interested, please see the Director. We strongly feel that young children benefit from their parents' involvement with their early childhood education and the teamwork established between the parents and the provider.

Volunteers will need a brief orientation to become familiar with the Day Care and the schedule.

Responsibilities, Expectations, and Requirements of Volunteers:

- Volunteers will be available to assist the staff with different tasks and activities.
- Volunteers could use their volunteer time to do non-activity tasks such as organizing the library, helping to clean, filling glue bottles, working on activity prep work, etc.
- Volunteers will not assist children with toileting.
- Volunteers will not be left alone with the children, nor counted in adult-to-child ratios.
- Volunteers will not discipline the children.
- Volunteers must be adults who are 21 years of age or older, unless approved by the Director.

Personal Items

Please do not bring toys or items that might get lost within our own collection. If an item is brought, it will be sent back home with the parent or put out of reach until the child is picked up.

We will generally have a Show-and-Tell one day out of every month so the children can bring an item to share.

An exception to this rule might be a soft animal or doll that your child can take with him/her when he/she naps. Please put an identifying mark (child's initials on the tag) on these items.

Parent-Provider Communication

We would like to share with you what your child is doing, learning, and how he/she is dealing with his/her new friends. We would like to tell you how your child is developing in our Day Care. We believe in giving you the whole picture. We will help parents understand what is going on. We would like to know if there are changes within the family that could affect your child's personality. Children are sensitive to situations and do reflect their fears or concerns through play. It is not

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necessary for you to become detailed in your explanation; just let us know the basic things so that we can help and be patient with your child.

We would expect you to let us know if we are doing a good job or not. You are our peers, and we need to know if something is wrong. It will help us be more professional.

Administration

Our Savior Lutheran Day Care is an integral ministry of Our Savior Lutheran Church. Thus, the ultimate decision-making authority rests with the congregation through the Church Council and the Pastor. To assist the Council there is a School Committee that is comprised of parents of the children and church members.

The School Committee consists of 7 members and includes: the Director and the Pastor of the church ex officio, an educator interested in early childhood education, a parent of a child in the programs, (can be a non-member of the congregation), an individual with a financial background, and two members of the congregation not affiliated with the Preschool or the Day Care. The committee officers will include a chairperson (not the Director), secretary, and treasurer. The committee will help to determine the continuing direction of the programs, deal with any issues or concerns of the parents, evaluate the staff, etc. The committee is established to oversee the programs, but is accountable to the congregation through its Board of Education and Youth. The committee will meet on a monthly basis, and emergency meetings will be held if a need arises. Parents interested in serving on the committee need to contact the Director. Parents will be informed of selected members as well as meeting dates and times.

Administrative Authority

The Director is the person in charge of all of the Early Childhood Education Programs. In the absence of the Director, the line of authority for decisions regarding daily operation of the programs passes to the Lead Preschool Teacher and the Pastor.

Health and Safety

Nutrition Policy

Snacks and meals that are provided will comply with DHFS nutrition guidelines. A copy will be included with your enrollment package and can also be found on the Parents Board. The food program ensures compliance with all USDA identified requirements for food storage, preparation, sanitation, clean-up and kitchen guidelines

Meals and Snacks

The Lunch and Snack with drinks must meet the requirements for food groups and quantities specified by the U.S. Dept. of Agriculture Child Care Food Program minimum meal requirements. Please make sure you notify us of any food allergies your child has on the medical history form. The staff will serve the meal and snacks, and the program will provide the drink.

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It is our opinion that children learn by observing other children of their own age. Thus mealtime is a time of socialization, sharing and learning. It is a time for relaxing and pleasant conversation. We hope to expose them to a variety of foods that will reflect cultural/ ethnic diversity. Children will be encouraged to try foods served them, but they will never be forced to eat, nor will food be used as a punishment or reward. Food is served at mealtime, not on demand. However, an infant's eating schedule is treated differently.

Meals served by Our Savior Lutheran Day Care are an A.M. snack, lunch, and a P.M. snack. Children may bring their own breakfast, if they wish. To a reasonable degree, we are flexible in responding to special dietary needs of a child. Because of limited time, parents may need to supply the special food required or make some arrangements, so unreasonable demands are not placed on us.

Your child may bring a snack on his/her birthday. Please check with the Director prior to doing so to get nutrition guidelines that may be helpful in your planning. Our Savior Day Care will also celebrate baptismal birthdays. Birthday celebration information is found later on in this handbook.

Our staff will lead the children in a Christian prayer before both lunch and snack times. A sample prayer will be sent home with your child so he/she can practice it.

Health Policy

Each child must have a physical examination by a licensed physician, conducted not more than six months prior to entering our program, or 30 days past enrollment. (non-compliance will result in exclusion from the program and the child's name will be placed on the bottom of the waiting list). Children are required to have a physical exam every 2 years after the initial enrollment exam.

Wisconsin state law requires all children in child care to be up-to-date on immunizations or on a schedule to complete them. A Department of Health and Family Services (DHFS) Day Care Immunization Record must be on file at the Day Care prior to the first day of coming to the program. Information on the Free Clinic is available and posted on the parent board.

These immunizations can be waived if a properly signed health, religious, or personal conviction waiver is filed with the Day Care.

All medical files will be kept confidential.

Medical Information

No later than the first day of enrollment, the parent/guardian must provide the Day Care with the necessary information to be used in case of emergency or if medical treatment is necessary. A form will be provided for you with your enrollment package.

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Staff will be informed of this, and information on allergies and medications for each child will be kept on file. Any allergy list will be posted in the classroom. However, to preserve the confidentiality of the student, no names will be listed.

Medications

The staff members of the Day Care may have to give medications to the children in their charge using the following guidelines:

- They must be prescription medications. Non-prescription medicines will not be given.
- They must be in the original containers. Please consult with your pharmacy to have an additional container with current prescription information provided for the Day Care.
- They must be labeled with the child's name and dosage.
- The parent must hand the medication to the staff member and discuss the appropriate course of action, i.e., when and under what circumstances the medicine is to be given.
- The appropriate forms must be filled out.
- If the dosage or directions are changed, a new form must be filled out and the container label updated.
- All medications will be locked and out of children's reach. Any medications administered will be recorded in the day care's medical log.

Illness Policy

We follow the criteria developed by the National Centers for Disease Control in dealing with ill children.

Illness

Please make sure your child is well when brought to the Day Care. If your child displays symptoms such as fever, rash, diarrhea, etc., he/she should be kept home. If your child is not well enough to go outside to play, he/she is not well enough to come to Day Care.

If we do see evidence of ill health your child will be removed from the general play area and you will be contacted to come and pick up the child within one hour of the time you are called. If a parent cannot be reached, the school reserves the right to transport the child to a hospital if the illness or injury appears life threatening. St. Clare Hospital in Baraboo is the Day Care's emergency source.

If your child is sick and will be absent, please inform the Day Care of the absence prior to his/her arrival time so we know the absence is illness-related.

Notification of Communicable Disease

Any child who is suspected of, or has been diagnosed with having a communicable disease such as pink eye, hepatitis A, salmonella, measles, mumps, chicken pox, head lice, rubella, pertussis, polio, influenza type B, or meningococcal meningitis, as indicated by signs of symptoms which include ,

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but are not limited to: diarrhea, rash, skin lesions, or a fever over 100 degrees F., as determined by a tympanic (ear) thermometer will be removed from the general play area. The child will not be allowed to return to the Day Care until the signs and symptoms are no longer present and a written statement of good health from a doctor, if required by the Dept. of Health, is provided. Please review our posted communicable disease chart. A child may be re-admitted to the day care if the parents provide a statement from a physician that the child's condition is no longer contagious or if the child has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the department.

A posted notice will notify all parents if there is a contagious disease exposure in the Day Care. The identity of the ill child will be kept confidential. In compliance with state licensing, certain diseases will be reported to the public health department.

Sanitation

Hand-washing is the best prevention for the spread of illness and disease. Children will wash their hands after toileting and before eating. The staff will wash their hands for at least 20 seconds under running water after assisting with toileting, before handling food and after wiping noses.

Staff will wear latex-free gloves when direct contact with blood or other bodily fluids is anticipated, or when providing direct care to a child with an open wound, fecal incontinence, or diarrhea, or when handling wet or soiled clothing items. Gloves will be removed and disposed of properly.

All equipment, toys and surfaces will be sanitized in the following manner: The tables will be sanitized daily before session begins, before snack time, after snack time and at the end of the session. The bathroom sinks will be sanitized daily before and after session, and the plastic toys will be sanitized at the end of each week. A sanitation mixture of one-tablespoon bleach to a gallon of water will be used. Tables and sinks will be sanitized using spray bottles and paper towels.

Diapering and Toileting Activities

The staff shall change wet or soiled diapers and clothing promptly. We will work with you to develop or continue a praise/reward system for proper toileting in the older child. Toileting accidents will be treated as accidents, and no reprimand or punishment will be given. Please send extra clothing, clearly marked with your child's name on it, in case of an accident.

The child will be changed on an easily cleanable surface, which will be cleaned with soap and water and a disinfectant solution of 1 tablespoon of bleach in 1 quart of water after each use.

Soiled cloth diapers will be placed in a plastic bag labeled with the child's name and sent home daily.

Soiled disposable diapers will be placed in a plastic lined, covered container and disposed of daily.

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Staff will wash their hands with soap and water before and after each diapering or when assisting with toileting routines.

Lotions, salves, or powders will be applied only at the direction of the parent or the child's physician.

Nap Time

From the "Licensing Rules for Family Day Care Centers for Children":

- Children under 5 years of age, in care for more than 4 hours per day, shall have a nap or rest time.
- We will permit children who do not sleep, and/or children who wake up early, to get up. We will help them with quiet activities which do not disturb the other children.
- Each child who has a rest time shall be provided with a bed, cot, mat, sleeping bag, crib or playpen which is placed at least two feet from the next sleeping child.
- Each child's sleeping bag or bedding must be clearly marked and may be used only by that child until it is washed. Sleeping bags and bedding shall be stored in a sanitary manner and immediately cleaned if wet or soiled.
- Infants shall sleep alone in cribs.

Sudden Infant Death (SIDs) Prevention Policy

All children under the age of 1 year old will be placed on their backs to sleep. Any parent who needs to have their child sleep on their side or stomach will need to provide Our Savior Day Care Center with written instructions, specific for that child, signed by a physician. All children under 1 year old will sleep on firm, tight-fitting mattresses, and there will be no soft blankets or comforters under the child. There will be no stuffed animals or soft toys in the crib with the child. The child will not sleep on pillows or sheepskin comforters. If a blanket is to be used with a sleeping child, the child is to be placed at the foot of the crib, and the blanket is to remain tucked into the sides of the mattress and is only to reach as far as the child's chest. Children's heads should remain uncovered as they sleep. When the children are awake, they will be provided with time to spend on their stomachs to increase development in such areas.

Accidents

We will take every precaution to prevent injury to your child, but in the event of an accident or medical emergency, we will proceed as follows:

- Staff will be trained in basic First Aid, blood born pathogens and universal precautions. At least one staff member will be CPR and First Aid certified.
- Staff will treat minor injuries by washing with soap and water and using Band-Aids or an ice pack.
- All incidents requiring basic First Aid will be recorded in the medical logbook, and you will receive written notification of any treatment administered to your child. The medical

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logbook will be reviewed twice yearly by the Center Director. Any incorrect information will be identified and corrected.

- You will be notified by phone in case of a serious accident. If the situation warrants, 911 will be called.
- If the injury is severe and hospital transport is necessary, St. Clare Hospital in Baraboo is the Day Care's emergency medical source.
- An accident report will be filled out and the DHFS will be notified.

Evacuation Policy and Procedure

In the event that the Day Care must be evacuated for fire or another emergency, evacuation procedures have been developed. There are evacuation plans posted near the entrance door that indicate a main exit route as well as a secondary route in case of fire. A weather radio will be used to hear of severe weather that would warrant taking cover (tornado approaching) or calling parents to come and pick up their children (blizzard, or flash flood warning).

Attendance Policy for Emergency Procedures

When evacuation procedures are practiced, or in the event of an actual emergency, attendance will be taken to ensure that all children are accounted for at all times. Emergency cards for each child (hung near the door) will be carried with us as will the daily attendance sheet.

Emergency Evacuation

Tornado Procedures

In the event of an actual tornado, teachers will make every attempt to keep the children as safe and calm as possible. The group will be taken to the basement of the Center for quiet games, and they will be kept there until there is an "all clear".

Each teacher will have a flashlight, battery-operated radio, blankets and emergency supplies, including toys. The attendance form and emergency contact information will be brought along. Parents will be contacted as soon as possible. Teachers will stay with the children until the parents arrive or the threat has passed.

Fire Procedures

In our fire drills, as in the event of an actual fire, the fire alarm will be sounded. Children meet at the entrance door. (Drills will be practiced at either exit door in preparation for fire blocking one of the exit routes). The Director/Lead staff member counts the children to make sure all are accounted for and then leads the children out to the pre-designated area. Children do not stop to put on or take off any clothing, such as outerwear, paint smocks, dress up clothes, etc. In the event of a child or staff with special needs, the staff will assure a safe evacuation. Once outside, attendance will again be taken and checked against attendance records for the current day.

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The staff members are responsible for getting the children out of the building safely. In the event of a fire, children will exit the building through the main exit, if possible go down the walk, and go to the left to the Preschool. If the front door is blocked, the children will exit through the door in the kitchen and proceed through the back yard to the Preschool. Parents will be informed of their location as soon as possible.

Fire alarms and smoke detectors will be tested weekly. A qualified person will inspect fire extinguishers yearly, and the staff will receive training in their use.

Emergency Cancellation

In the event of Baraboo School closings for weather, please remember that we are not licensed to care for more than 8 children, and we will be unable to care for school-age brothers or sisters. If you choose to stay home due to inclement weather, please leave a message on our answering machine as soon as you can. All attempts will be made to open the Center. However, if weather makes it impossible to open, we will notify you as soon as possible. Parents are still required to pay for their regularly scheduled day, even if the center is closed due to inclement weather.

The Preschool will be closed in the event Baraboo Schools are closed or delayed. In the case of implement weather in the morning, please listen to the local radio stations, such as WPRQ, or the local news stations on television.

Abuse and Neglect Policy

We are mandated, by Wisconsin Statute §48.981 to report any suspected cases of child abuse or neglect to the county welfare agency or local law enforcement agency.

All staff shall receive training in child abuse and neglect laws, the identification of children who have been abused or neglected, and the process for reporting suspected cases of abuse or neglect.

The same procedure will be followed, as required by State Law, in general reporting of abuse if there is a case of suspected abuse or neglect against a staff member. In addition, the State Day Care Licensing Agency will be notified. The staff member will be removed from contact with children and an investigation will be conducted by the School Committee.

Release of Child Policy

The safety of the children is our utmost concern. Children will only be released to persons indicated on the enrollment form. Parents are responsible to check these authorizations and make sure they are current. The staff reserves the right to ask for identification from individuals when picking up children.

Cultural Diversity

God has made each person with unique gifts and talents, and worthy of acceptance. We will explore the various cultures and ethnicities within our Day Care, our community and our world. It

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^s will tolerate actions acceptable for certain levels of growth, channel actions when necessary, and finally, stop any behavior that interferes with the orderly progress of the Day Care. Children will be taught that happy living requires them to love one another, serve one another, and respect one another's rights, privileges and property.

The following will be used to help teach discipline:

- Modeling, Body language, Redirection, Substitution, Positive Reinforcement, Setting limits and Conflict resolution will be used to help children with behavioral choices.
- Time-outs will not be used at our Day Care as a form of discipline.
- Punishment that is humiliating or frightening to a child, such as hitting, spanking, shaking, verbal or sexual abuse, withholding or forcing food, or punishment for lapses in toilet training and other forms of physical punishment, are prohibited and will never be used, even at the request of the parents.
- Parent conferences may be helpful in solving some behaviors.

Daily Activities

Our Savior Lutheran Day Care is a ministry and part of Our Savior Lutheran Church and our Christian congregation. We will provide a quality Christian environment for your child that will include sharing Bible stories, singing Christian songs, and the celebration of Lutheran holidays. Along with sharing stories, Our Savior Day Care will provide a stimulating environment for your child to grow and develop by offering different learning centers. We will develop learning centers and activities based on the age and stage-appropriate 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 and active activities, and outdoor play. Children will go outside daily, weather permitting.

Children enrolled in Our Savior Day Care will occasionally go on small walks around the neighborhood of the Day Care to visit the community, investigate, and learn about their surroundings.

Our Savior Day Care will promote cultural diversity within the classroom by exposing children to different areas of the world. This will be done in terms of the toys the children play with, items hung on the walls of the Center, and through the use of books and music.

Children over the age of 2 will go outside daily unless the temperature is 0 degrees F., with or without the wind chill, or above 90 degrees F. Children under 2 years of age will go outside daily unless the temperature is below 20 degrees F. with or without the wind chill, or above 90 degrees F. Parents must supply their child with proper clothing for outside play!

Our Savior Day Care will utilize the experience of field trips with the children. Parents will be notified, in advance, when a field trip is going to occur. No child will be allowed to attend a field trip without parental consent in the form of a signed permission slip. Non-walking field trips will be scheduled based on availability of parent drivers. Drivers will need to have on file, at the Day Care, a copy of their driver's license and verification of automobile insurance.

For children under 2 years of age, we will follow the guidelines designed specifically for their routines, found in the intake information on the Child Under 2 form. They will be held, rocked, sung and talked to, and given protected space to be on the floor and free to move and explore. Experiences will be sensory--with activities that enhance smells, sounds, textures, tastes, and interesting sights.

Preschool & Daycare Committee

Pam Zins, Director – 355-0852
Tim McCumber, Chair – 643-6332
Nancy Dvorak, Substitute Teacher
Amanda Stapleton, Parent Representative

Rev. Tim Anderson, Pastor – 356-9792
Jenny Anderson, Treasurer
Cora Podolak

*current as of April 22, 2004

Revised August 7, 2002

We invite you to Our Savior Lutheran Church (Missouri Synod)

Timothy Anderson, Pastor
(608) 356-9792
1120 Draper Street
Baraboo, WI 53913
E-mail: oslcb@chorus.net
Fax: (608) 356-9792
Web Site: <http://www.oursaviorlutheranbaraboo.org>

Our National Affiliation

Our Savior is affiliated with the Lutheran Church-Missouri Synod, and traces its roots to Martin Luther and the 16th century Reformation. Known for its renowned radio program “The Lutheran Hour” (see a church bulletin for local programming schedules), the church also supplies missionaries to countries around the world.

(888) 843-5267
E-mail: infocenter@lcms.org
Web site: www.lcms.org

Our Worship Schedule

Divine Service	Sunday 9:00 a.m.
Additional Service	Wednesday 7:00 p.m.
Sunday School & Adult Bible Study	Sunday 10:30 a.m.
Lenten Service	Wednesday 7:00 p.m.
Advent Service	Wednesday 7:00 p.m.

Holy Communion is celebrated on the 1st, 4th, and 5th Sundays of the month and at other times as announced.

The Purpose of Our Savior

- ❖ To seek the honor and glory of God
- ❖ To carry out God’s will
- ❖ To manifest the unity of our faith in Jesus Christ as God and Savior
- ❖ To spread the kingdom of God
- ❖ To foster Christian fellowship and love

BY:

- ❖ The preaching of the Word of God
- ❖ The administration of the Sacraments
- ❖ The religious instruction of all members

Remember, Jesus expressed His love and care for children in Mark 10:14-16; “Let the little children come to me...then He took the children in His arms...and blessed them”

Revised August 7, 2002

PARENT’S STATEMENT OF ACKNOWLEDGEMENT

I have read and understand the attached Policy Handbook for Our Savior Lutheran’s Family Day Care. I agree to follow the guidelines of this handbook, and understand that these rules are enforced for the safety of my child(ren) and are adhered to by my child’s day care provider because the State of Wisconsin enforces these upon home day care providers. I understand that an infraction of these rules could be cause for termination of the care of my child(ren).

Signature of Parent

Pam Zins, Director

Signature of Parent

Date

Date