



**ST. LAWRENCE
EARLY CHILDHOOD CENTER**

Parent Handbook
Infants/Toddlers, Preschool and 4K
Revised February 4, 2022



Dear Parent:

The following material is presented as a handbook of information for the St. Lawrence Early Childhood Center Infant/Toddler, Preschool and 4K Programs. We have tried to include all information considered important to your child's safety and for the basic operations of the program.

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It is widely known that more learning takes place during the first five years than at any other period in life. With this as our focus, we are excited about the opportunity to provide your child(ren) with a quality program in a safe and caring environment.

We welcome your suggestions as we all work together to make this a happy and worthwhile experience for both child and family. We understand fully the trust you have placed in us for your most precious gift—your child, and we look forward to sharing him/her with you. Welcome to St. Lawrence Early Childhood Center.

Sincerely,

The St. Lawrence Early Childhood Center Staff

Mission Statement

To inspire excellence and personal growth grounded in Catholic principles and tradition.

Statement of Purpose

The St. Lawrence ECC views children as a precious resource, given by God, and acknowledges its responsibility, along with the parents, for their care and nurture.

Therefore, St. Lawrence ECC carries out the mission by establishing and maintaining a program of care, providing a safe, secure, and nurturing Catholic environment for children.

St. Lawrence ECC is State Licensed and an accredited center by the National Association for the Education of Young Children (NAEYC) to serve children ages 3-12.

St. Lawrence Early Childhood Center Information

Location

St. Lawrence Early Childhood Center is located at:
551 Tenth Avenue North
Wisconsin Rapids, WI 54495
Telephone: 715-422-0990

Early Childhood Program

The educational program for children ages 6 weeks to 5 years of age is to provide developmentally appropriate, theme-based learning experiences for the children throughout the day. Children's learning is enhanced in the following areas: large and small muscle development, fine arts, science, social studies, math readiness, pre-reading, oral language, self-help skills, and emotional/social development.

Non-Discrimination Policy

The St. Lawrence ECC welcomes children/students of all religious, social, and national/ethnic origins who have the ability and desire to be part of its sponsored programs.

Christ-Centered Zone

Items which endanger the safety and wellbeing of our students, staff and visitors are not permitted on school premises: weapons, firearms and controlled substances are prohibited.

Admission

Admission to the St. Lawrence ECC is open to any child, regardless of race, creed, or national origin, beginning at 6 weeks. For the Day Care Program, preference will be given to full day enrollees; partial day student will be accepted to the extent that corresponding vacancies exist. Enrollment is on a first come basis.

At the time of enrollment, parents will be required to state the hours of day care they desire and to schedule a meeting to discuss their infant/toddler's needs. Any change in this figure is to be made in writing to the Director of Day Care as soon as possible. It is the responsibility of the parent to escort his/her child into and out

of the program each day. Parents are to sign day care children in and out of the program daily on the sign-in sheets provided. They will not be allowed to leave the center with anyone but the parent or individuals listed on the child's enrollment form as authorized pick-up people. In order for an individual to be placed on the authorized pick-up list the person must be 18 years old and provide a picture ID to staff on first visit. The childcare staff will check ID so please have the ID ready.

Parents or guardians of a child enrolled at St. Lawrence ECC are welcome to visit and observe the programs any time during the hours of operation, unless the visit or observations are contrary to an existing court order.

The admission of each child is provisional, being dependent upon that child's ability to adjust successfully to an early childhood setting.

In family situations where child custody has been granted by the court to one parent, a copy of that portion of the court decree must be provided to St. Lawrence ECC. This is especially necessary if parental access is denied by a court order.

Required paperwork must be completed and on file at the time of attendance or within the stated required time period. Paperwork may include, but is not limited to, such items as: enrollment agreement (contract), general information, health report, immunization, and schedule sheet. Child's records are confidential. Information will not be released without written consent of the parent or guardian. If a child is to be absent, please notify the school office with this information before the child is scheduled to attend.

Program Participation Fees

Program participation fees are the sole support of the Catholic Schools Care programs. They are not subsidized by the school system or the parishes.

Fee/Payment Information

The Infant/Toddler program has weekly rates, the Preschool program has hourly rates, weekly rates, and discounts for children enrolled in full time care. Specific fee information can be obtained from the Director and the fees may change yearly.

Hours of Operation

St. Lawrence ECC is open Monday through Friday, from 7:00 a.m. to 5:30 p.m. The program will be closed on the following holidays:

- New Years Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day

Occasionally during the year there are days of low enrollment due to holidays or days off of school. The program reserves the right to close due to low enrollment. As these days are approached, a sign-up sheet will be distributed to identify the needs of the enrolled families. Notification will be provided in advance if the center will be closed.

St. Lawrence 4K is a 2 $\frac{1}{2}$ hour program that meets Monday through Friday throughout the school year. The 4K program will follow the WRPS school calendar during the school year as to closing dates.

Forms and Agreements

A completed, signed enrollment and policy agreement form must be returned before the first day of attendance. Updated information on home phone numbers, work phone numbers, and authorized pick-up persons should be submitted as changes occur.

Child Health Report

A child health report should also be provided within thirty days of enrollment. This form requires your physician's signature to verify your child's ability to attend the program. A separate immunization form is also required with your signature as verification. **If your child has a food allergy, please inform the childcare staff in writing.**

Immunizations

As a State Licensed childcare facility, St. Lawrence ECC is required to maintain records on your child's immunization history. Every child must be immunized against the following:

- *diphtheria, tetanus, and/or pertussis (DPT or DT)
- *polio
- *measles
- *rubella
- *mumps
- *hemophilus influenza b vaccine (Hib)
- *Hepatitis B
- *Varicella or Chicken Pox Vaccine

A completed Immunization Record form must be completed within thirty days of enrollment.

General Parental Responsibilities

With the child's safety and wellbeing in mind, it is important that the parent fills out an emergency card and adheres to the instructions given. Following are important regulations regarding the child's entering and leaving the premises of each program:

- 1 Parent should not leave children at the center before the staff arrives.
- 2 Children should be escorted directly to the designated care space and checked in by the staff.
- 3 Parents should not take their children from the school site without first notifying the staff and signing the child out (if in Day Care).
- 4 Program personnel will not permit children to leave in taxis presumably sent by parents. If you intend to send a taxi for your child, you must notify the staff in advance, in writing, or have a permanent request on file. The taxi driver must sign the child out. A school age release form must be filled out as well.
- 5 PARENTS SHOULD NOT SEND PERSONS WHOSE SIGNATURES ARE NOT ON THE AUTHORIZED PICK-UP LIST. FOR THE CHILDREN'S SAFETY, RELEASE WILL NOT BE GRANTED.
- 6 Parents may wish to telephone the programs asking that their child be directed to go various places. There is always the possibility that a person/persons other than the parent might telephone; therefore, SUCH REQUESTS WILL NOT BE GRANTED.

Sign In and Out

Each day when you arrive at the center, you are required to sign your child in on the computer (or classroom forms). Our legal responsibility for your child begins at this point. At departure, you are required to sign your child out. Our legal responsibility for your child ends at this point. Our computer or classroom forms give us accurate attendance information, which is used for record keeping, for billing, and in the event of an emergency.

Daily Schedules

Although our daily schedule remains flexible in order to accommodate every child's interest and developmental level, a routine schedule is planned for each classroom. This schedule will provide a balance of active and quiet activities which will include art projects, songs, finger plays, books and storytelling, large motor play outdoors and in the gym, table games and manipulatives such as puzzles, legos, etc, dramatic play, and block building. The daily schedule also includes times for meals and rest time. The schedule of the day for your child's classroom will be posted in the sign-in area.

INFANT/TODDLER SCHEDULE

Infant/Toddler schedules will be similar to the Day Care schedule but will vary due to the needs of each child. Each day will include the following:

- Feeding (according to individual needs)
- Diapering/Toilet Training (every two hours or according to individual needs)
 - Naps (according to individual needs)
- Non-walkers will have opportunities to move freely by creeping and crawling.
 - Outdoor activities when the weather permits or Indoor walks.
- Physical Attention (being held, rocking, talked to, sung to and taken on walks)
 - Language Development (during times of eating, diapering, holding, etc.)

Additional Parental Responsibilities

- 1 Please label each item your child brings to the center.
- 2 It is important to dress children appropriately for the weather since outside activities are planned at least twice a day (weather permitting). Dress your child in washable clothing that allows active play.
- 3 An extra change of seasonal clothing in a bag or tote must be provided for each child to be kept in your child's backpack or at the center—this should include clothes that are comfortable for active play. An extra change includes; shirt, pants, underwear and socks.
- 4 Children must have shoes as well as boots during the winter months.
- 5 Dress, casual, and tennis shoes must be neat and clean. Street shoes or tennis shoes with black soles may not be worn for gym class, due to our white tiled floors. No cowboy boots, flip flops, clogs, thongs, sandals without back straps, or heels beyond one inch may be worn.
- 6 Parents should avoid sending toys to school with their child, unless it is their show-n-tell day.
- 7 Parents are encouraged to visit and observe, and are invited to participate in activities whenever they can.
- 8 Parents are welcome to address any problems or concerns. We value your comments and patronage.
- 9 The staff is eager to meet with parents to discuss the child's adjustment and progress.
- 10 A parent-teacher conference will be offered two times each year to discuss your child's growth and development. A sign up sheet will be posted.
- 11 The staff knows that God is an important part of our lives. Times will be provided each day to acknowledge that through songs, stories, discussion, holiday activities, and mealtime prayers.
- 12 Parental involvement is always encouraged. If parents would like to volunteer their time to assist by sharing a skill or craft, their type of employment, play an instrument, help with bulletin board decorations or share a healthy snack, please contact St. Lawrence ECC at 715-422-0990 or in person.

Payment Procedures

1. **ANY PART OF AN HOUR IS CONSIDERED A FULL HOUR OF CARE (Meaning we do not charge by the half hour.)**
2. All day care payments are to be made each week (generally on Thursday for the following week). The following Monday, if the account is not paid in full, childcare ceases until the account is brought up to date. The Director or Administrator of St. Lawrence ECC will hear special cases. A \$35.00 nonrefundable deposit is required to hold a place for a child for the school year or summer program.
3. A penalty fee of the current hourly day care rate will be charged for each 15 minutes that a child is brought early or picked up later than scheduled. A telephone call or note is needed to avoid the charge. This procedure is to insure that the program can have the proper adult to child ratio.
4. After the program closing time of 5:30 p.m. a late fee of \$5.00 will be assessed for every five minutes. After three such incidents, written notice will be given that if a similar incidence again occurs, the child will be removed from the program.
5. The parent is required to pay for the hours specified on the agreement, unless the Director receives written notice with a change.
6. We understand that sometimes a family emergency may arise. Please call the school as soon as possible in those cases. The Director reserves the right to deny participation in the program if parents take advantage of this.
7. There are no tuition fees for the 4K program.
8. Fees not paid at that time specified will bar the parent from further use of the program until accounts are brought up to date. All payments are to be given to the designated caregiver. Checks should be made out to the Assumption Catholic Schools (ACS). If a check is returned due to insufficient funds, only cash or money order will be accepted after that. There is a \$35.00 charge for any returned check.
9. Parents are responsible for keeping track of the amount owed. St. Lawrence ECC and ACS offices do not do billing. You may check with the Director for information about your account.

Medication Policy

Prescription and non-prescription (over the counter) medications may be administered to a child by the staff under the following conditions from the Department of Health and Family Services:

- Teacher or assistant may give prescription or over the counter medication, or apply (parent provided and labeled) sunscreen or insect repellent only as follows:

A written authorization, (with the child's name, type of medication, time of needed dosage, directions for administering, any possible complications, date and signature of the parent), must be on file.

Any medication must be in original container, labeled with the child's name, name of medication, dosage, directions for administering, date and physician's name.

- Medication administered by teacher or assistant will be recorded in the medical logbook. Each entry will include type of medication, dosage, time, date, and the name of the person administering the medication.
- In case of a missed dosage, teacher or assistant will administer as soon as possible. If too much time has elapsed, the parents will be contacted for instructions.
- Medications will be stored in a locked container inaccessible to the children. Medicines that need refrigeration will be kept in a separate locked marked container, and stored in the refrigerator in the classroom. First-aid supplies will be stored on the top shelf easily accessible for staff use.
- All medication must be given to the staff and stored in a secured area. **NO STUDENT MAY CARRY MEDICATION ON HIS/HER PERSON.**
- No person with a health history of typhoid, paratyphoid, dysentery or other diarrhea disease may work, until it is determined by appropriate tests that the person is not a carrier.

General Illness and Accident Procedures

- Cases, which appear to be of a minor nature, will be taken care of on the premises.
- In cases which appear serious, the Director will make efforts to carry out the instructions as given on the child enrollment form.
- Parents who do not wish their child treated in any way should indicate this on the child enrollment form, and should provide directions to be followed.
- Parents will be expected to make provisions for taking sick children home. St. Lawrence ECC does not have facilities to care for or transport children home.
- If the home does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the program staff will act according to their best judgment for the welfare of the child. Staff will call 911 upon emergency.

Program Communication

The staff will attempt daily verbal or written communication about your child's day. Parent/teacher conferences will be offered during the year to discuss your child's progress. Newsletters will be published to keep you informed. You are encouraged to call anytime you have any questions or concerns about your child at 715-422-0990.

Behavior Guidance

The staff creates an environment and opportunities that promote positive interactions among the children and the children with the staff. The environment is divided into areas that have self-limiting boundaries, thus making it easy for children to understand and enforce the perimeters of their play activities. Rules are developed primarily to insure the health and safety of the children. In addition, these rules are stated positively and simply so that the children understand what behaviors are expected rather than what behaviors are prohibited.

The staff uses a variety of strategies to teach children acceptable behaviors. Examples of these strategies include:

- 1 Using descriptive praise to recognize children's acceptable behaviors.
- 2 Involving children in problem solving activities by having children develop alternative ways to solve a problem.
- 3 Helping children use words to describe feelings.
- 4 Following through with consequences when certain behaviors occur or do not occur.
- 5 Redirecting children's behavior/energy by substituting a positive activities or active play for a negative one.
- 6 Sharing with children's parents the child's positive behaviors on a regular basis.
- 7 Positive reinforcement.

When unacceptable behaviors occur, the staff follows these steps:

- 1 The appropriate or expected behavior is described to the child.
- 2 If the unacceptable behavior occurs, the appropriate or expected behavior is described to the child. The child is also informed that if the unacceptable behavior continues, he/she will need to make another choice of toys, materials, equipment, etc.
- 3 If the unacceptable behavior continues, the child is informed that he/she must make another choice from the choices described by the staff.
- 4 If the child has difficulty making a choice, a staff person will help the child in the decision-making process.

All punishment that is humiliating or frightening to a child is strictly prohibited. There will be no corporal punishment under any circumstances. Children, regardless of age, shall not be scolded or punished for lapses in toilet training.

In circumstances in which a parent and/or the staff is concerned about a child's demonstration of unacceptable behavior, the staff and parent work together to develop and implement a plan to address this type of behavior.

Child Abuse, Neglect and Confidentiality

The State of Wisconsin requires all childcare staff to report suspected child abuse and neglect to proper authorities. The regulation states: "A child care staff person who knows or has reasonable cause to suspect that a child has been abused or neglected shall immediately contact the county welfare agency or local law enforcement agency."

All staff is bound by confidentiality and cannot discuss or disclose personal information regarding a child, or the child's family to outside parties without written authorization from the parent. Information concerning your child or family will be shared with your child's teaching team including assistant and substitute teachers unless you specifically request that it remain with the Director. All files are kept in a locked, fire-proof cabinet in the Director's Office.

Health and Safety Policy

- 1 State regulations require that children with significant illness be excluded from day care attendance. Parents are asked to be sensitive to the potential problems of exposing communicable diseases to other children and staff. Please plan IN ADVANCE for alternate care for your sick child.
- 2 Please use the following information to make your decision:
 - If your child has an oral temperature of 100 degrees or more. It is recommended that the child stay home for 24 hours after the temperature returns to normal. A child **MAY NOT** attend our Day Care program until a minimum of 12 hours of a normal temperature is attained.
 - If your child has vomited or has had diarrhea, the child should stay home until 24 hours after the last episode.
 - If your child has symptoms that require medication (i.e. pink eye, strep throat, rash) follow doctor's orders before re-admission to day care.
 - A thick yellow or green drainage from his/her nose or ears.
 - When in doubt, please call the day care director.
- 3 Children with a sore throat, a fever, rash, lice, vomiting, diarrhea, inflammation of the eyes, or any other suspected communicable illness shall be isolated from the other children, until a parent or guardian can pick up the child from the center. Be observant for white spots on the throat accompanied by a fever, or if the child cannot swallow.

- 4 A child, who, in the judgment of the program staff, is too ill to attend, must be promptly removed from the program by the parent, upon such request. A child with a severe cold and hacking cough belongs at home.
- 5 If the child is excluded because of a suspected communicable disease, such as, but not limited to: chicken pox, German measles, infectious hepatitis, measles, mumps, polio, impetigo, lice, ringworm of the scalp, scarlet fever, whooping cough, diphtheria, or meningitis, the local health office will be notified.
- 6 Complaints of pain: toothache, earache, abdomen, call your doctor for consultation.
- 7 Suspected cases of child abuse or neglect will be reported to appropriate authorities.
- 8 Regular practice of emergency procedures in the event of fire or tornado will be conducted. This practice will involve both staff and children.
- 9 Parents will be informed via phone and radio announcements when the center closes due to severe weather.

If a child becomes ill while at St. Lawrence ECC, parent/guardians will be notified and are expected to pick up their child as soon as possible. State licensing prohibits ill children from returning to the classroom. In emergency situations 911 will be called. Remember, we do not want children kept home unnecessarily, but we also do not want sick children at the center. If for any reason you should have questions or concerns about your child's health, please do not hesitate to call your family physician.

Nutrition/Food Program

This facility is operated in accordance with the US Department of Agriculture Child Nutrition Program policy. Federal law and policy prohibits discrimination against you based on the following: race, color, national origin, religion, sex, disability, age, marital status, sexual orientation, family/parental status, income derived from a public assistance program, and political beliefs. (Not all bases apply to all programs)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of

Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

St. Lawrence ECC offers breakfast, morning snack, lunch and afternoon snack for children attending the various programs. Menus/Snack calendars are sent home and posted in the classrooms. 4K programs offer one snack per session. Special snacks/foods are allowed but, parents are encouraged to bring healthy snacks/foods. Suggestions include: favorite fruits or vegetables, lower fat baked goods, favorite dishes, or special family or cultural dishes. **If your child has a food allergy, please inform the childcare staff in writing.**

Because breastfeeding has been shown to be the superior form of infant nutrition, providing a multitude of health benefits to both infant and mother, and because breastfeeding employees need ongoing support from childcare providers to provide their milk for their babies. This facility subscribes to the following policy:

1. Breastfeeding mothers, including employees, shall be provided a place to breastfeed and/or express their milk.
2. A refrigerator will be made available for storage of expressed breastmilk.
3. Sensitivity will be shown to breastfeeding mothers and their babies.
4. Staff shall be trained in handling human milk.
5. Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.
6. Breastfeeding promotion information will be available to employees and families.

Sudden Infant Death Syndrome (SIDS) Risk Reduction

St. Lawrence ECC staff assigned to the infant/toddler room will participate in SIDS Training and will follow the following policies to reduce the risk of SIDS:

Children under one year of age:

- Infant/toddlers will be placed on their backs in pack-n-plays, unless the child's physician authorizes another position in writing.
- Infant/toddlers will not sleep in a pack-n-play with sheepskin, pillows, quilts, comforters, stuffed toys, bumper pads or other soft items.

Children under two years of age:

- Infant/toddlers will be placed in a safe pack-n-play with a firm tight-fitting mattress and any covering will fit snugly over the mattress. No waterbeds will be used.
- If a blanket is used, the blanket will be tucked around the pack-n-play mattress, reaching only as far as the child's chest, keeping the infant/toddler's head uncovered during sleep.
- If an infant/toddler falls asleep in a car seat or swing, the child will be removed and placed on their back in a pack-n-play.

If you would like more information on Sudden Infant Death Syndrome please let the staff know.

Rest Periods

Children enrolled at St. Lawrence Early Childhood Center under the age of 5 in care for more than 4 hours shall have a nap or rest period. Parents are required to provide a sleeping bag or child size blanket for infants and toddlers. Children may bring one soft item to rest or sleep with, if desired. Sleeping bags, blankets, and soft items need to be clearly marked with the child's name. If the child does not sleep, then books or puzzles may be used. This is a quiet time period. Children enrolled at St. Lawrence Early Childhood Center under the age of 5 in care for more than 4 hours shall have a nap or rest period.

Field Trips

Walking field trip permission slips are included on the child enrollment form and are to be signed at the beginning of the year, and apply only to destinations within walking distance of St. Lawrence ECC.

Field trips requiring a mode of transportation will require an additional signed permission slip listing time, date, destination, and cost (if any). Chartered bussing will be used to take children to and from field trips. Notification will be provided in advance of all trips as they are scheduled.

Asbestos Management Plans

The Management Plans, Surveillance and Training Reports are available in the office of the Director. Interested persons may contact the Director to review the plans.

Insurance

The program carries liability insurance; however, families are encouraged to provide their own accident/liability insurance coverage.

Termination of enrollment at St. Lawrence ECC

Participation in the St. Lawrence ECC may be terminated for the reasons listed below:

- 1 Nonpayment of fees.
- 2 Irregular attendance.
- 3 A decision on the part of the program Director, in consultation with the staff, that the program is not able to effectively serve the needs of a child or cope with a child's behavior patterns.
- 4 Repeated late pick-up of children by parents or other persons given those responsibilities.
- 5 Failure to fulfill the terms of expectations specified in the handbook.
- 6 A two-week termination notice shall be submitted in writing by either party whenever possible.

PHOTO, VIDEO, AUDIO PERMISSION AND WAIVER FOR USE POLICY:

Adult Waiver - As parent/s or guardian/s, I/we agree to permit the Assumption Catholic Schools to collect video and/or audio tape and/or photos in which I/we appear for purposes of producing promotional and informational material. I further permit ACS to distribute this material in its normal course, in commercial form and /or documentary form and allow its showing to audiences. Signature and date on the "Statement of Compliance" form indicates that I/we waive all claims for allowing this use.

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Parent/Guardian Waiver - As parent/s or guardian/s, I/we agree to permit Assumption Catholic Schools to collect video tape, audio tape, or photos in which my minor child/children appear for purposes of producing promotional and informational material. I/we further permit ACS to distribute this material in its normal course, in commercial form and/or documentary form and allow its showing to audiences. Signature and date on the "Statement of Compliance" Form indicates that I/we waive all claims for allowing this use.

SAFE ENVIRONMENT POLICIES

SLECC follows the requirements of the Diocese of La Crosse and the Wisconsin Department of Children and Families in all procedures and policies with regard to child safety and protection.

St. Lawrence Early Childhood Center
551 Tenth Avenue North
Wisconsin Rapids, WI 54495
(715) 422-0990

Dear Parent:

After reading the handbook provided to enrollees in the Assumption Catholic Schools ECC program, please return this form to your child's school office or the Director. The form needs to be turned in by the end of your child's first week of attendance.

I have read and agree to uphold and abide by all policies, regulations, and procedures as stipulated in this handbook. I have discussed pertinent and appropriate sections with my child.

Document:

Parent Handbook	Yes	No
Photo, Video, Audio Permission and Waiver	Yes	No
Safe Environment Policies (Red/Green Books) & Waiver	Yes	No
Save Environment Policies (Video) & Waiver	Yes	No
Infant Meal Notification Letter	Yes	No

Signature of Parent

Date

Signature of Parent

Date