

Here We Grow

– Preschool and Childcare Center –

**A Mission of
Living Hope Church**

**FAMILY
HANDBOOK**

**Revised
October 2022**

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Family Handbook
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Enrollment Agreements

Welcome to Here We Grow Preschool and childcare center.

We are a mission of Living Hope ELCA Church. We are pleased that you have chosen us to care for your child/children. It is our goal that all children and families who enter our doors feel safe, secure and happy here. Your directors are Beki Tetzlaff and Dawn Zirtzloff. If at any time you have concerns, comments or questions about Here We Grow or Living Hope Church please feel free to contact us, or Pastor. Take some time to familiarize yourself with our staff by reading the “teacher profiles” posted at the end of the hallway.

Mission of Living Hope Lutheran Church: To Hear, to Grow, to Serve

Philosophy Statement of Here We Grow preschool and child care center:

To assist children and families in their growth through the enrichment of the mind, body and spirit in a, Christ centered, happy, loving, and safe environment that is developmentally appropriate for each individual child. We thrive in providing a program that encourages social interaction and academic achievement through open ended and teacher guided activities, free play, and exploration in the environment.

Our classrooms are named by God’s creations-

Infants-Sunray room
Older infants-Moonbeam room
Young Toddlers-Little Dipper room
Toddlers-Big Dipper room
2-3 yr olds-Rainbow room
3-4 yr olds-Sunshine room
4-5 yr olds-Star room
Here We Grow summer camp

Here We Grow Board of Directors

Daniel Flucke- Pastor of Living Hope Church
Dawn Zirtzloff-Program director of Here We Grow
Beki Tetzlaff-Personnel director of Here We Grow and member of Living Hope Church
Cortney Bechtel-Parent from Here We Grow and member of Living Hope Church
Dale Herrick-Member of Living Hope Church
Joe Georgeson-Member of Living Hope Church
Jonathen Bradley-Parent from Here We Grow

Living Hope Sunday school and Adult bible study-is available to all visitors and members of Living Hope. Sunday school/bible study takes places before Church services from 9:15-10:00. If you are interested in the Sunday school program or Bible studies please contact a Here We Grow director.

Living Hope Church Services-Sundays 10:30

School Phone No. (262)284-4070

Church Office Phone No. (262)284-7177 Church office manager-Shannon Stoker

Admission and Enrollment

Here We Grow is licensed by the state of Wisconsin for 70 children age's 6 weeks to 11 years old. Here We Grow enrollment is open to children of any race, national or ethnic origin. The center is open from year round from 6:30 am to 5:30pm Monday through Friday. Parents/Guardians who wish to enroll their child should call or visit the center to obtain enrollment forms. All information provided by Parents/Guardians for their child will be kept confidential.

Tuition fees are due prior to child care service, you may pay weekly, monthly, or bi-weekly, a \$5.00 late fee will be assessed for each day the payment is late. There is a \$25.00 returned check fee for non-sufficient funds. There is a late fee of \$5.00 charged for pick up after 5:30pm, and each 15 minute interval thereafter. This fee is to be paid in cash, to the afternoon supervisor.

Tuition rates are amended each January. Parents/Guardians will be given notice of a fee change in the preceding month of December. An extra vacation day for families is offered for referrals that lead to enrollment in our program.

Preschool

Families who wish to enroll their child in the Here We Grow Preschool program will pay a \$100 Preschool Curriculum Fee upon registration.

Child Care

The registration fee of \$100 per family is due at the time of enrollment.

School Age summer camp

\$50 registration fee per child

MyWiChildcare

HWG must have prior authorization from the MyWiChildcare before the first day of attendance for any child whose fees are being covered by the program. HWG must have a current authorization, or Parent/Guardian payment at all times in order for the child to attend. All Tuition Fee Policies as stated above apply

Non Refundable Leave of Absence

Enrollment can be ensured over a leave of absence of 1 to 3 months with a \$200.00 holding fee per month per child.

Non Refundable Holding Fee

Enrollment can be ensured for a temporary schedule change that reduces the number of days in attendance with the intent of returning to the original enrollment schedule with a \$100 holding fee per month per child for up to 3 months.

Admission and Enrollment cont.

It is expected that Parents/Guardians will give all necessary information regarding their child and any special needs for the child at the time of enrollment. In order for us to best serve all children, it is imperative that teachers and directors are aware of any ongoing therapies, diagnosis, IEP's, 504 and other evaluations for your child.

Children may be photographed and or videotaped throughout their time at Here We Grow. On occasion, students or teachers from other schools may visit Here We Grow to observe our classrooms for educational purposes. Permission forms are included in the enrollment packet.

New

Here We Grow, is closed during national holidays and other selected days. **Parents/Guardians are not required to pay for or use vacation days for holidays or other closed days.** Here We Grow is closed on the following days; New Year's Day, Memorial Day, Good Friday, Easter Monday, the week of Independence day, Friday preceding Labor Day (teacher prep day), Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, The week between Christmas and New Year's Day. Here We Grow reserves the right to have additional closed days due to low enrollment. Refer to the school calendar given out each September for center closing details.

Here We Grow reserves the right to close or close early due to inclement weather. HWG will make every effort to contact families in a timely fashion to report the closing. We recommend that if you are questioning a possible closing on a particular day, check TMJ4 News or their website or, call HWG at 262-284-4070 to inquire prior to drop off.

If your child is scheduled to attend, and is ill or will not be coming for the day you must call the center within 1 hour of the child's scheduled arrival time. If an expected child does not arrive within 1 ½ hours of their scheduled arrival time Parents/Guardians will be called to confirm the absence.

Parents/Guardians should always have contact with a staff member during drop off and pick up of their child. Use the sign in and out form during drop off and pick up of your child. Please let the staff person know when you are ready to release your child to them, this allows the teacher to help in the transition when the parent/guardian is ready to leave.

Children 5-11 yrs old who are enrolled in summer camp the assigned teacher will mark the child's arrival and departing time on the attendance sheet. If the child is arriving by bus, but does not arrive at his/her scheduled time, the following will take place to track the child's whereabouts; the child's Parent/Guardian will be contacted, the school will be contacted, the bus company will be contacted until the child is located. Here We Grow does not provide or contract for transportation for children to and from school.

Parent/Guardian bulletin board and files should be checked frequently for important information from teachers and directors. The state license regulation book, center policies, and any non-compliances of regulations are located in the family resource front desk area.

On the first day of attendance please bring:

- Completed enrollment forms
- Complete change of clothing for the child **labeled with the child's name**
- Family photo

PLEASE LABEL ALL ITEMS WITH CHILD'S NAME OR INITIALS

Nap time items

Infants-small (pack&play) size crib sheet/naptime nuk (no strap or stuffy attached)/sleepsack (blankets are not allowed in cribs during naps)

1-5yr olds-standard size crib sheet, small pillow, blanket.

. A small toy/stuffed animal is allowed for nap time only.

Permanent marker will be used to largely label sheets and pillows please label all other items with your child's name.

Diaper needs-provided by Parents/Guardians for daily needs

- diapers and cream or powders needed for diapering with a signed permission slip for use
- wipes are provided (you may choose to bring your own if necessary for sensitivities)

Infant food items-provided by parents/guardians for daily needs

- breast milk, bottles pre-mixed (labeled with name and date), or pre-measured formula and bottles with water, nuks, baby food, blanket, and any other items necessary for the care of your infant. **-label all items with your child's name.**
- Areas are available for mothers who wish to breast feed or pump.

Schedule Policy

Child Care

Infants and toddlers must attend a minimum of four days a week, half days are not offered. For the months of June, July and August parents of infants and toddlers may take advantage of the schedule change holding fees. (see page one)

Children 2 and older in our preschool age program must attend a minimum of two days a week (half or full days), or the equivalent payment, drop off care is not available. Half day rate is available for children in preschool classrooms only, within the time frame of 6:30 am to 12:00 pm or 12:00 pm to 5:30 pm.

At the time of enrollment please state your child's schedule on the enrollment agreement. For part time enrollees, additional days can be requested, using the additional day form.

If your child does not attend on their regularly scheduled day, payment is required. Variations in the drop off and pick up times are allowed when adequate notice is given.

Each family with children in the child care program ages 6wks to Pre-K, will be allotted vacation days to be used for days off including sick days, vacations and national holidays. Please submit vacation requests 5 days prior, except in the case of a sick day. These days are given upon enrollment and if not used by August 31st shall be forfeited. Each September 1st the allotted number of vacation days is reinstated (after the preschool curriculum fee is paid for children in the Rainbow, Sunshine & Star Rooms).

Children enrolled for 2 days receive 4 vacation days

Children enrolled for 3 days receive 6 vacation days

Children enrolled for 4 days receive 8 vacation days

Children enrolled for 5 days receive 10 vacation days

Forms to be used when requesting a scheduling change:

-The Vacation request form is for listing the vacation days you wish to use.

-The Additional Day form is for part time enrollees who wish to add a day, or days to their schedule temporarily.

-The schedule change form is to be used for a permanent change in your child's schedule.

Schedule Policy cont.

Summer Camp School Age (summer only)

At the time of enrollment please state the child's anticipated schedule on the enrollment agreement. The Parent/Guardian is required to fill out a monthly attendance schedule for their school age child. Fees will be charged according to the monthly schedule. Additional days can be added upon request and will be charged accordingly.

Summer & School days off:

Children who will arrive after summer school will be charged the half day rate. Priority for summer camp is given to families whose children are currently enrolled at Here We Grow.

If your schedule is not turned in by the specified date during the summer, you will be charged the full weekly rate.

Child Guidance Policy

Praise and positive reinforcement is used when teachers respond to a child's appropriate behavior. Teachers will respond to inappropriate behaviors with consequences and choices for the child. When possible, the child will be involved in the problem solving process by discussing the negative behavior and choices for discipline.

Types of rewards:

1. Verbal praise
2. Positive gestures and facial expressions (hugs & smiles)
3. Positive notes to go home
5. Stickers, stamps, etc.
6. Helper privileges

Types of Guidance:

1. Verbal reminder
2. Ignoring inappropriate behavior
3. Removal of object causing conflict
4. Re-direction to a different activity
5. Time-out (children 3yrs+ only)

Time –out is used when an inappropriate behavior is repeated or when a child has hurt another child. The child is placed on a chair (or bench outside) for two minutes or less, usually with a book or puzzle.

Prohibited disciplines include, actions which are frightening or humiliating to the child, physical punishments (spanking, shaking, etc.), threats or derogatory remarks about the child or their family, and withholding or forcing meals, snacks, or naps.

Parents/Guardians will be notified of their child's need for excessive guidance and/or discipline.

Parent/Teacher conferences will be set up to discuss options for the child, staff and Parents/Guardians will work together to agree on techniques to be used in the home and at the center. Repeated disruption by a child, who does not respond to guidance techniques, may result in the 3 strikes system. Said behavior happens 3 times with warnings to the child, on the 3rd time the parent will be called and required to pick up their child. The child may return on the next scheduled day for a fresh start in the classroom.

Parents/Guardians who wish to begin potty training their child should discuss with their child's teacher what approach they wish to take. Teachers will work with parents to guide the child into learning toileting skills. Here We Grow will begin to potty train after a child turns two years of age.

Termination Policy

Reasons for discharge include, but are not limited to the following:

1. *Parent/Guardian's Termination of the child*-parents or guardians may voluntarily terminate their child or children for any reason, by giving one week written notice of such intent.
2. *Mutual Decision Between the Center and Parent/Guardian*-The center and parent/guardian can mutually agree the placement is inappropriate for the child or children. In this case, the administrator and the Parent/Guardian will arrive at a mutually agreed upon termination date.
3. *Center Termination*-The Administration shall determine the date for termination based upon the seriousness of the problem. The reason for termination and the termination date will be stated in writing and given to the Parent/Guardian. A child can be terminated at the administration's discretion for any of the following.
 - A. The child's behavior poses excessive danger to the other children or staff.
 - B. A child is unable or unwilling to follow the rules and regulations of the center or adapt reasonably to the child care program.
 - C. Parent/Guardian responsibilities are not met by not filling out and returning required forms, not providing medical treatment state mandates, not observing rules of the center relating to arrival and departures, or not cooperating with reasonable requests of Here We Grow concerning the child, center policies, or disrespecting of staff/teachers.
 - D. Failure to pay childcare/preschool fees resulting in an unpaid balance of more than \$500

Any outstanding balance on your account must be paid at this time, no refund of the registration or tuition fees will be given.

All children's personal items must be picked up within 2 weeks of termination, after which all items left at Here We Grow will be donated.

Education Policy

Christian Education

Here We Grow is a mission of Living Hope Lutheran Church. Our program reflects the teachings of Jesus Christ, his message of love, kindness, caring & sharing is reinforced daily through age appropriate songs, stories, and interactive conversations. It is our goal to encourage these characteristics among all our children and teachers with loving support & guidance. During group time, a child friendly Bible story or lesson may be told, followed by a corresponding prayer, song, or activity. Prayer is also said before snacks and lunch.

JAM time (Jesus And Me) is a special time indicated on the classroom activity plan when the children gather in the church sanctuary. JAM time is a fun, faith building learning experience. Songs, stories, and special moments are shared between the church pastor, classmates and teachers.

Christmas and Easter are celebrated in a traditional manner, including religious themes and teachings. For Birthdays, Thanksgiving, Valentine's Day, and Halloween each classroom will have individual celebrations that may include; special snack treats, art projects, games and costumes. Information regarding holiday celebrations will be included in newsletters and classroom monthly calendars.

Curriculum

Here We Grow follows the guidelines for the Wisconsin Model Early Learning Standards for activity programming, this includes but is not limited to the following domains:

1. Health and Physical Development
2. Social and Emotional Development
3. Language Development and Communication
4. Approaches to Learning (curiosity, engagement, persistence, creativity, imagination)
5. Cognition and General Knowledge (discovery, problem solving, math, science)

Screen Time

Children ages infant to 2 years old are given no screen time. Children 2-5 are allowed no more than 30 minutes a week.

Education Policy cont.

Infant and Toddler Childcare Programs

We have 2 infant classrooms and 2 toddler classrooms, teachers from all 4 classrooms work cooperatively together to ensure they and the children are all familiar with one another.

The infant and toddler classrooms are divided by the children's ages and developmental abilities. Children are assigned a classroom based on both age and developmental abilities. There may be day's based on attendance, ages and abilities of the children where your child will join one of the other infant or toddler classrooms

Infant Program –Sunray & Moonbeam rooms

The goal of the infant program is to provide individualized care for the health, safety, nutrition, and nurturing of each child. The infant daily activities will focus on two areas; interaction between the infant and staff, and interaction between the child and their environment. The experiences offered follow the guidelines of the Wisconsin Model Early Learning Standards and include opportunities for exploration, individual activities, group experiences, and outside time when weather permits.

Parents/Guardians are encouraged to visit their infant at any time of day. We ask though that if your child is napping to please not wake them so as not to interrupt their schedule. Teachers will work with Parent/Guardian to mesh the home and daycare schedule and habits of each child. The state of Wisconsin requires group day care centers to follow the schedule of infants, meaning, to feed a child when they are hungry and allow them to sleep when they are tired. A daily log will be kept for each infant to inform Parents/Guardians of their child's eating, sleeping, diapering, and activities throughout the day. Child portfolios include observations and samples of work throughout the year in addition to intake forms that are updated every 3 months to follow the child's progress in all domains outlined by Wisconsin Model Early Learning Standards

Teachers of infants have met the state educational requirements, including specialized training in infant and toddler care and including the SIDS policy as stated on page 9. If you have questions or concerns please meet with your child's teacher or a center director as soon as possible.

Toddler Program-Little Dipper and Big Dipper rooms

The goal of the toddler program is to provide for the health, safety, and nurturing of each child, and to promote social, language, motor, and cognitive development.

The toddler daily activities have a schedule and activity plan that follows the guidelines of the Wisconsin Model Early Learning Standards including; group times, music experience, large and small muscle activities, sensory/exploration, art experiences, pretend play, outdoor play as weather permits, and free choice toys and activities. Teachers will work with parent/guardian to mesh the home and daycare schedule and habits of each child. A daily log will be kept for each toddler to inform Parents/Guardians of their child's eating, sleeping, diapering, and activities throughout the day. Child portfolios include observations and samples of work throughout the year in addition to intake forms that are updated every 3 months to follow the child's progress in all domains outlined by Wisconsin Model Early Learning Standards. Teachers of toddlers have met the state educational requirements, including specialized training in infant and toddler care. If you have questions or concerns please meet with your child's teacher or the center director as soon as possible.

Preschool Program

We have 3 preschool classrooms, teachers from all preschool classrooms work cooperatively together to ensure they and the children are all familiar with one another.

The preschool classrooms are divided by the children's ages and developmental abilities children are assigned a classroom based on both age and developmental abilities. There may be day's based on attendance, ages and abilities of the children where your child will join one of the other preschool classrooms.

Two through four year old preschool Rainbow room, Sunshine room and Star room

Each month parents will receive a monthly newsletter highlighting weekly units, daily themes, and special activities for their class. Teachers will post daily plans and activities corresponding to the newsletter and following the guidelines of the Wisconsin Model Early Learning Standards. Check bulletin boards and parent files for weekly and monthly information

Observations and assessments as well as work samples will be included in each child portfolio and will be done throughout the school year. Meetings or conferences with teachers can be scheduled at any time throughout the year, and Parents/Guardians are welcome to see their child's portfolio or assessment at any time. Here We Grow encourages family involvement and interaction.

Teachers of the preschool program meet or exceed the state educational requirements, and receive specialized training through yearly continuing education classes focusing on curriculum, preschool planning, child development, and CPR.

Families who have children entering a new preschool classroom will receive a welcome letter and preschool objectives. The curriculum activities used to cultivate the developmental areas listed above will be highlighted in the welcome letter.

Education Policy cont.

Summer camp Program

Kindergarten through 11 year old care-Summer Camp

Independence and cooperation is the goal. The school age program will reinforce your child's need for responsibility of self, problem solving, and social interaction with peers. Through schedule flexibility and child directed activities, the children will feel a sense of security and respect. Many activities and varied environments will be provided to accommodate the child's different needs.

Screen Time

Children in our school age program are given limited screen time with a maximum of 90 minutes a week, including a special movie day not more than once a month.

Classroom Transitions

Before children are moved into a new classroom, a graduation slip will be sent home with parents notifying them of the upcoming change. Children will have the opportunity to transition and visit their new classroom, and meet their primary caregiver/teacher during meals, snacks, naps and group times prior to their move up date. Teachers remain in their assigned classroom for a minimum of one year, in order to provide consistent care.

Parents/Guardians are welcome in the center at any time before and after enrolling, and are invited to make appointments with the teachers and/or director(s) for conferences. The child's teacher and one director will be present to discuss questions, concerns, and classroom adjustment.

Early Morning and Late Afternoon plans

Breakfast is served to children who arrive by 8:00 a.m., during this time free choice activities will be available for all age groups. An early morning outside playtime will occur when weather permits. In the late afternoon any activities not covered in the morning program time can be implemented. This may include outside play, music activities, story time, art, and independent playtime. The afternoon activities do not necessarily follow the weekly themes and will be different than morning program activities.

Outdoor & Large Motor Activities

90 minutes of large motor activities will take place each day for children over 2 years of age and 45 minutes a day for children under 2 years of age. Indoor or outdoor options for large motor play include: Music & Movement, “Big Room” activities—relay games, balance play, large block building- free choice of playground equipment, riding toys, going on walks outside of the playground, but on Living Hope grounds, exploring the outdoor classroom, organized games, teacher lead activities and other seasonal play. All age groups will participate in outdoor play as weather permits. Outside play is part of the Here We Grow curriculum and schedule. If you feel your child is too sick to go outside, please keep them home for the day, as we will go outside every day that weather permits. This includes winter days when the temperature and wind chill are reasonable.

Child Care Daily Schedule

The schedule may vary at times due to special activities, or flexibility of individual teacher lessons.

6:30-8:00	arrival and free choice activities as breakfast is served
8:00-9:00	outdoor play or independent/free choice play time
9:00-11:30	Preschool/School Age planned activities and interest areas
11:30-12:00	lunch
12:00-12:30	toileting, clean up and prepare for nap
12:30-2:30	nap (all children must rest for at least 1/2 hour) School Age planned activities
2:30-2:45	snack
2:45-3:15	clean up and prepare for outdoor or independent/free choice play time
3:15-5:00	afternoon activities; free-play, outdoor play, stories, group activities
5:00-5:30	clean-up and quiet activities (prepare for Parent/Guardian pick up)

Emergency Policy

Teachers are assigned to a classroom or group of children. The teacher takes daily attendance and is aware of the location of her group at all times. During an emergency situation all staff are trained to follow procedure:

In case of fire, take attendance form and exit classroom according to posted evacuation plan. Lead class to meeting area on the opposite side of the parking lot.

In case of tornado emergency, take attendance form and lead classrooms to basement. Staff will remain with their group until the emergency has passed.

In case of loss of building services or flash flood, bring classroom attendance form and lead children to safe area within the building. If flooding/loss of services is on going, Parents/Guardians will be called to pick up their child/children.

In case of emergency evacuation or relocation, take attendance form and lead classroom according to evacuation plan. Lead class to meeting area on the opposite side of the parking lot. Together we will walk to the River of Life Church on Highway 33. Parents/Guardians shall be notified as soon as all of the children are accounted for at the meeting location. In the event of a shelter-in-place situation, take attendance form and lead classrooms to basement. Staff will remain with their group until the emergency has passed. Parents/Guardians shall be notified of a “shelter-in-place” situation at the center no later than at the time of the child’s release on the date of the occurrence. Children who have special medical or dietary needs should have their medical items and equipment brought along during an evacuation, relocation, or room change. Cribs designed to be used as evacuation cribs can be used to evacuate infants and/or children with special health care needs or disabilities. The center entry is locked at all times and requires entry access code, all other doors are secured during indoor playtime—in case of threat to the building and occupants, staff will close and lock classroom doors, turn off lights, pull shades and move to safest area within each room or on the property, including basement, bathrooms and closets. Parents/Guardians shall be notified of a “lockdown” situation at the center no later than at the time of the child’s release on the date of the occurrence.

The inside building temperature will not be less than 67 degrees and not exceed 90 degrees. In the event of loss of heat, air conditioning, water service, telephone service, electricity etc. Parents/Guardians will be notified to pick up their child/children if these occurrences affect the health or safety of the children and or staff. In the event of the following weather conditions outdoor play may be limited; heavy rain, temperatures above 90 degrees, temperature of 0 degrees or below.

Here We Grow staff, are required to become CPR certified within the first 3 months of employment and encouraged to attend first aid training. First aid and emergency procedures are also reviewed during orientation and inservice training. Please see the health care policy for further information on accidents and injuries.

Children will be released from the care of Here We Grow staff only to Parents/Guardian, and those authorized persons listed on emergency cards and/or enrollment forms. If someone other than the parent/guardian, or authorized person, will be picking up the child, a signed and dated note is required. All unfamiliar people picking up any child will be asked for identification, and checked to match with those listed on emergency cards and/or enrollment forms. In the event of custody disputes, copies of court documents should be on file at Here We Grow as to who the child can be released to. Without these documents, permission by either parent for authorized release will be allowed. Children will not be released for transport without a car seat, or to an intoxicated or otherwise impaired person. If the child is taken, the local police will immediately be notified.

Health Care Policy

Illness and accidents

Here We Grow, along with Wisconsin state regulations, require parents to pick up their child from the center if they exhibit any of the following symptoms while in our care: sore throat, inflammation of the eyes, fever (101 deg. or higher and not controlled by medication), lice (evidence of lice nits in the hair), ringworm, rash of unknown origin, vomiting, diarrhea, or other illness or condition having the potential to affect the health of other children or staff in the center. Any child with these symptoms will be provided with a cot for resting in an area separate from the other children, until the time they are picked up by a parent/guardian or contact person. The directors are authorized to determine when a child should be sent home. Please keep your child home if they are sick with any of these symptoms and call the center by 9:00AM to inform us of the absence. Children may return to school when symptoms are gone or with a signed note from a physician stating that the child is no longer contagious, and when the child may return to school.

When it is determined that a child has a communicable disease such as chicken pox, German measles, measles, mumps, scarlet fever, or meningitis the child will not be admitted into the center until a note from a physician states that the child's condition is no longer contagious. A sign will be posted to inform families of possible exposure to a communicable disease. Confidentiality of the sick child will be maintained.

Children who are in need of medication for their illness may have medicines administered at the center by staff. An authorization to administer medication form, signed by the Parent/Guardian, will be kept on file at the center. Prescribed medicines will be given according to specific written instructions on the label of the medicine. Authorized forms will also be used for over-the-counter medications for children. All medicines must be brought in the original container specifying the child's name, date, and dosage. Staff are not allowed to administer essential oils, if your child is in need of oils being applied, please do so before they arrive at the center.

The routine treatment for minor injury of a child includes; using ice for swelling or bumps, washing superficial wounds with soap and water, and applying bandages as necessary. Parent/Guardian will be notified immediately in any of the following situations; head injuries (bumps, blow, or jolt to the head); seizures; consumption of incorrect breast milk; consumption of food or drink that may contain a child's allergen; consumption or contact with poisonous materials; administration of incorrect medication. In the event of a serious injury, the attending staff person will call 911, or the Emergency care unit at Aurora Hospital Ozaukee. The Parent/Guardian will be notified immediately. A staff person will accompany the child to the hospital if necessary. If an ambulance is necessary for transport, parents will be responsible for any costs incurred for this service.

A log book will be kept on site to record all medications administered, accidents, and incidents. Noticeable injury or illness upon arrival to the center, will also be recorded.

Cleanliness

Staff are required to wash their hands with anti-bacterial soap and running water before handling food, after assisting with toileting (diapering), and after wiping bodily secretions from a child with a disposable tissue. The diaper changing surface is sanitized with soap and water and a bleach/water solution before and after each child's diaper is changed. For universal precautions, disposable gloves are available to be used by the staff during toileting, diaper changing, and contact with blood containing body fluids.

In the event a child's clothes become wet or soiled a teacher will help the child change into clean dry clothes. Soiled clothing will be sealed in a plastic bag and should be taken home the same day.

Parents/Guardians should supply a change of clothes for their child. Each child 6wks-5yrs old will have an assigned clean safe cot for naptime. Parents/Guardians should provide a standard size crib sheet, blanket and a small pillow labeled with the child's name. Infants will need a small size crib sheet/pack and play sized sheet. Sheets and cots are washed/sanitized weekly; Parents/Guardians should take home blankets for washing once a month.

Toys used by infants and toddlers that come into contact with bodily fluids will be sanitized immediately after use. All other toys or equipment used by infants will be sanitized daily in the high temperature dish washer and, a set of pre-sanitized toys will be supplied on a daily basis. Toys and equipment used by all other age groups will be cleaned and or sanitized on a weekly basis.

Rest Periods

All children two years and up to five years of age will rest during the scheduled nap time and soothed to sleep by teachers. A child who does not fall asleep after 30 minutes of rest will be allowed to have quiet play time in a designated area. This may include books, coloring, or table toys.

SIDS policy

All parents of infants will receive the SIDS information leaflet.

Infants under 12 months of age shall be placed on their backs on a firm tight-fitting mattress for sleep in a crib. Waterbeds, sofas, soft mattresses, pillows, and other soft surfaces are prohibited as sleep surfaces. The crib itself shall be free of pillows, quilts, comforters, sheepskins, stuffed toys, and

Unless the child has a note signed by a physician specifying otherwise, infants shall be placed on their back for sleeping. When infants can easily turn over, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleep. Positioning devices will not be used unless specified by the child's physician.

Nutrition Policy

Here We Grow serves lunch prepared on site. All meals and snacks meet state requirements for nutrition. The breakfast and lunch menu is posted in the kitchen and on the family bulletin board. We ask that you give your child breakfast at home if they will not be eating what is on our menu. Notes will be posted in the kitchen, in the child's classroom binder and on the microwave as to specific food allergies. Foods will not be served to those children whose Parent/Guardian/Physician have given written notice of food allergies or other dietary restrictions. Parents/Guardians of children with food restrictions will receive the CACFP Meal Pattern Requirements & should complete the Dietary Restrictions form.

Parents of children with dietary restrictions for ANY REASON must supply ALL of their own food on a daily basis regardless of HWG menu, for child safety—day to day food restrictions is not an option. Foods brought from home must be; brought daily, follow state guidelines for nutrition (NO food such as sweets, cookies, candy, chips, flavored milk, is allowed), be labeled with the child's name and kept in the child's cubby. (no refrigeration space is available with the exception of milk alternatives) See below for the exceptions for Infants and Toddlers to this policy.

Infants and Toddlers

For children up to the age of twelve months or until the child is eating table foods, the parents should provide all of the child's food, breast milk or formula. Pre-mixed bottles will be kept in the infant room refrigerator and warmed as needed in microwave (bottle-warmer is available if preferred). Please label all bottles with your child's name and date, all unconsumed portions will be discarded at the end of the day. To substitute another form of milk, a signed note from the child's physician is required. Infants are held by caregivers during bottle feedings. At the time they can hold their own bottle they are sometimes held and sometimes let to eat independently. Parents/Guardians should provide jarred baby food and baby cereal until the time the child is able to eat table foods. Parents may provide "transitional" foods for their infant as they begin to eat table food or choose from the HWG menu as to what food items they prefer for their child's lunch during the transition period.

Toddlers will drink from sippy cups for meals and snacks. For lunch, table foods will be served and teachers will sit at the table with the class; small portions will be served, with seconds available. All toddler foods will be cut to proper sizes to avoid choking.

Preschool and Child Care

Breakfast and lunch are served family style, with the staff interacting and assisting children during the meal. Food is served in small portions, and seconds are offered after children have been encouraged to taste all foods. Snacks served at the center will include nutritious foods; special treats will be served occasionally and for holidays and birthdays. Breakfast is served from 6:30-8:00am. Morning snack is served at approximately 10:00. Lunch is served at 11:30. An afternoon snack is served at 2:30pm. Children are encouraged to practice good table manners and have quiet table conversation during meals and snacks.

Summer Camp

Breakfast and lunch are served family style, with the staff interacting and assisting children during the meal. Breakfast is served from 6:30-8:00am. Lunch time is 12:30, self-serve style, and seconds are available. Snacks served at the center will include nutritious foods; special treats will be served occasionally and for holidays and birthdays. Morning and afternoon snacks will be self-serve style during designated snack times.

Financial Agreement

I have read and completely understand the Here We Grow parent handbook. I agree to comply with all policies, agreements, and schedules. I understand and agree to the financial policies that apply to my child's enrollment in Here We Grow preschool and child care center.

Parent/Guardian signature _____ date

Parent/Guardian signature _____ date

Weekly Schedule Agreement

Child's name _____ Date of Birth _____
Child's name _____ Date of Birth _____
Child's name _____ Date of Birth _____

Monday from _____ to _____ charge \$ _____
Tuesday from _____ to _____ \$ _____
Wednesday from _____ to _____ \$ _____
Thursday from _____ to _____ \$ _____
Friday from _____ to _____ \$ _____

CHILD 2

Monday from _____ to _____ charge \$ _____
Tuesday from _____ to _____ \$ _____
Wednesday from _____ to _____ \$ _____
Thursday from _____ to _____ \$ _____
Friday from _____ to _____ \$ _____

CHILD 3

Monday from _____ to _____ charge \$ _____
Tuesday from _____ to _____ \$ _____
Wednesday from _____ to _____ \$ _____
Thursday from _____ to _____ \$ _____
Friday from _____ to _____ \$ _____

****My child's tuition and fees, (or a portion of it) will be paid through the Wisconsin Cares Program. Yes No
Person Responsible for co-pay if applicable _____
Parent/Guardian