



Parent Handbook

Revised 1/12/2024

Classrooms located at People's United Methodist Church

103 N. Alpine Parkway, Oregon, WI 53575

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Mission:

Little Angels Early Learning Center (LAELC) will teach children about a loving and available God in a safe, fun, and stimulating environment, which promotes cognitive, emotional, social, and physical development and kindergarten readiness skills.

Philosophy:

Little Angels Early Learning Center believes that all children regardless of race, color, sex, disability, or religious background should experience a preschool that will encourage kindness, honesty, compassion, and patience. We believe all children should learn to become independent and proactive problem solvers in a loving and positive environment with no harsh words or actions, fostering a strong inner confident self. We also believe teaching faith in Jesus Christ will affect judgments and decisions and will provide a moral compass to our children in a changing world.

We believe God's great love for us in Jesus Christ has called us to create this preschool where faith and love of God are nurtured and freely expressed in the midst of, and not separate from, day-to-day life experiences.

(Please note: Religious components are not part of the 4K classroom/curriculum.)

Our Programs: (updated 1/12/24)

Preschool: Tuesday/Thursday AM 8:30-11:00 or PM 12:00-2:30 (Sept-May)

Students must be at least 3 or turning 3 prior to September 30th of the enrollment year. Classes are limited to 14 students to 2-teacher ratio.

Expanded Preschool: Monday/Wednesday/Friday 8:30-11:00 (Sept-May)

Students must be at least 3 or turning 3 prior to September 30th of the enrollment year. Classes are limited to 14 students to 2-teacher ratio.

4K: Monday-Thursday AM & AM2: 8:00-11:15 or PM: 12:00-3:15

Students must be 4 on or before Sept 1st of the enrollment year. Classes are limited to 14-20 students to 2-teacher ratio and run Sept- early June. (Final decision is made at school district level, not our site.)

Child Care: Monday-Friday 7:00-5:00 Year-Round (Labor Day to Labor Day)

Students must be 3 prior to their first day of care, last day of care is the Friday prior to Labor Day the year they enter 5-year-old kindergarten. Parents must give 30 days' notice to end their childcare contract. Program closing dates are listed on your childcare contract. Full time is any child attending care more than 9 hours 5 days a week, part-time care is less than 9 hours per day and/or less than 5 days per week.

Inclement Weather: (updated 1/12/2024)

Our programs follow the Oregon School District (OSD) calendar. It is the parent's responsibility to watch/listen to the news media for the Oregon/Brooklyn School district on questionable days. Please see the scenarios for how Little Angels (LA) will handle delays and cancellations.

OSD does:	4K will:	Preschool will:	Childcare will:
Closed for the day	Close for the day	Close for the day	Close for the day
Delayed Start	No AM or PM Classes	No AM Class	Delay start of 2 hours
Early Release	PM classes will leave early	NO PM class	Close 1 hour after school closes

Eligibility/Admissions/Enrollment Policies (updated 2/22/23):

Little Angels Early Learning Center will not discriminate on the basis of race, religion, color, national origin, political persuasion, disability, sex, parental marital status, family structure, or any other factor protected by law. Children must meet the following requirements to be enrolled in our program.

- **Toileting:** It is preferred that children are toilet trained; we are however willing to work with families that are seriously attempting or whose children may have physical or medical problem causing a delay in being fully trained.
- **Health Exam/Immunizations:** Children enrolling in the program must be up to date with all immunizations. Children (over 2) must have a physical exam 1 year prior to or within 90 days after the first day of attendance.

Our enrollment for preschool families for the upcoming year begins in February around our annual "spring open house". Current and alumni and People's United Methodist Church families can "pre-register" prior to our open house date. Public registration will begin at the open house and will continue until classes are full. Families interested in enrolling their child/children (mid-year) that

meet the eligibility requirements should contact our center office for registration materials and set up an appointment to tour our location.

Children are considered enrolled in our preschool programs with the completion of the registration form and submittal of the non-refundable registration fee. Enrollment packets containing the following forms will be mailed mid-July and are due at the August Back-to-School night with the 1st month's tuition.

Registration for the 4K program is handled by the Oregon School District. We will receive a class list of registered families in mid-May and by the end of June we will receive an updated list. Enrollment packets containing the following forms will be mailed mid-July and are due at the August Back-to-School night.

The following are forms that will be sent along with information about volunteering, supplies list, and our Back-to School night event. All forms are due on the Back-to-School night.

- Day Care Child Enrollment
- Child's Health History and Emergency Care Plan
- Persons Authorized to pick up child.
- Alternate transportation agreement for 4k bus riders and students leaving the classroom with OSD staff for therapies related to IEPs)
- Immunization form with parent signature.
- Child Health Report-requires a physical and physician's signature and date.
- Permission slips-photos, directory, insect repellent/sunscreen, walking trips.
- Preschool Rate Sheet (not for 4K)

These forms will be stored in individual child files located in the staff office. Information in these files will be shared with staff members that work with your children.

Education Policy:

Our three programs have curriculums that include units/themes for each month/week and includes holidays and seasons. Children will be given the opportunity to experience cultural diversity through books, discussions, and planned activities. Through our programs the children will learn the following:

- A healthy way of living.
- Kindness, caring, honesty, compassion, and patience.
- Problems are a part of life and how to solve problems.
- Everyone makes mistakes and how to learn from your mistakes.
- God loves everyone.
- Everyone is special in their own way & being different is OK.
- God is here for them 24 hours a day.
- How to pray.

***** Religious and Holiday studies are NOT part of the 4K program. *****

Each lead classroom teacher will develop their own lesson plans and will submit a list of supplies needing to be purchased at least 2 weeks in advance. The lead teachers are responsible for communicating with parents about the monthly or weekly themes in their classrooms. Little Angels will offer Parent/Teacher conferences twice a year for preschool and 4K programs to discuss children's growth and development progress. A notice will be sent home to parents announcing

when a conference schedule sign-up sheet will be available on the preschool & 4K class bulletin boards and/or sign-up genius, with dates and times available for parents to meet one-on-one with the teacher. 4K students will also receive progress report/report card twice a year.

Daily Routines & General Learning Goals for the children:

Please note that the schedule below is flexible, and activities will vary. There may be some days that not all items listed above are covered due to project lengths, and children's interest levels. Parents are welcome to visit anytime on any day their child is present unless access is prohibited or restricted by court order.

Preschool (T/TH classes) (updated 2/22/23):

Routine: Class routines vary based on the needs of the class each year; these are posted in the classrooms. Routines include free play, small group, large group, carpet time with stories and songs, as well as outside time weather permitting.

Learning Goals: This program focuses on social and emotional skills and very early academics. The children learn to share, sit/interact through stories, as well as learn about patience, turn-taking, and tolerance all part of learning to be in a group. Children will be exposed to basic shapes (square, triangle, circle, and rectangle); count to five, recognize their names in print, recognize 3 colors (blue, red, and yellow), and be exposed to the capital letters of the alphabet.

Expanded Preschool (M/W/F classes) (updated 2/22/23):

Routine: Class routines vary based on the needs of the class each year; these are posted in the classrooms. Routines include free play, small group, large group, carpet time with stories and songs, as well as outside time weather permitting.

Learning Goals: This program focuses on social and emotional skills such as learning to share, sit/interact through stories, as well as patience, turn-taking, and tolerance all part of learning to be in a group. Children will be exposed to basic shapes (square, triangle, circle, rectangle, heart, star, diamond, oval, and crescent). They will learn to count to 10 and begin some numeral identification. They should be able to recognize the colors blue, red, yellow, white, and black. They will be able to recognize and trace their names, and work on capital letters. Projects in this program will vary from our 2 day a week program.

4K Program (updated 2/22/23):

Routine: The 4K routines vary between our 2 teachers and the AM versus PM section due to needs of the students, site, and licensing requirements. Our routines include handwashing, signing in (name/table job), free Play w/clean up, calendar/star student sharing, snack time with individual book exploration, story time, music and movement, whole group projects, working with phonics and phonemic awareness, numeral awareness, whole group and small group times, as well as outside play weather permitting.

Learning Goals: Through ongoing collaboration between the Oregon School District, community partners and families, the 4K Ready for Learning program is an all-inclusive learning opportunity. The curriculum and assessments are aligned to the Wisconsin Model Early Learning Standards, designed for children birth to first grade. A focus on learning through play and active exploration of the environment will allow children to gain skills in the developmental domains of social/emotional, communication, language and early literacy, mathematics, scientific thinking, self-help and

physical development. Your children will learn through exploring the Heggerty, Bridges Math and Handwriting without Tears pre-K curriculums. The School District/4K sites will be using Oregon School District Report Cards based on the Wisconsin Model Early Learning Standards (WMELS) to monitor student growth.

Child Care (Updated 2/22/23):

Routine: Class routines vary based on the needs of the class each year; these are posted in the classrooms. Routines include free play, small group, large group, project time, nap/rest time, carpet time with stories and songs, as well as outside time weather permitting. This is a Christian childcare center, so prayers are said before breakfast and lunch, there can be some Bible stories/songs/crafts and when available the pastor comes once a week to read to the kids.

Learning Goals:

The learning goals in childcare include participating within a multi-age group, self-help skills, and age appropriate social, emotional, physical, and cognitive growth.

Outdoor play (all Programs):

We have a fenced playground with pea gravel, a paved basketball area we use for riding equipment, we have a huge hill we run up and roll down, and gardens on the premises that we walk through. Children will have an outside recess most days that weather permits. Children will not go outside if there are heavy rain showers, sleet, or if the outdoor real feel temperature is 90° or above, or if the outdoor temperature is 20 ° or below (including wind chill and humidity levels). All staff members are using the Weather Channel app for center wide consistency. On hot summer days children will have the opportunity to play in water via sprinklers; we will not use swimming pools or bins full of water.

Communication/Confidentiality:

Little Angels Early Learning Center respects your rights of privacy and confidentiality. Please remember that your child is participating in a group and their actions affect the other members of our group. There may be times when the Director will be required to disclose those actions to another family. This will be done without giving names.

Our center policies and forms can be found under the forms and policy tab on our website www.littleangelsELC.com. Printed copies will be made available simply by asking your classroom teacher. Other classroom/community information is located on the bulletin and/or white boards in the main hallway.

For health and safety reasons the following items will be posted near our center's exit doors:

- Current license
- Licensing reviews (compliance/non-compliance forms)
- Information on communicable diseases

We strive to maintain the best possible relationship between the children, parents, and preschool staff. The families' and children's happiness with our program is very important to us; therefore, we respectfully request that any concerns are personally brought to our immediate attention, so they may be addressed in a timely and efficient manner. Please request a conference time for a confidential discussion with the Director.

In the event that a child's parents are divorced or separated, Wisconsin Statute states that the information found in the child's file must be shared with the non-custodial parent upon their request. LAELC must abide by this law unless we have a signed court document stating otherwise.

Attendance:

Each child's attendance will be recorded as parents sign in, if your child is absent or going to be late, please call the teaching staff at 835-1945 prior to the start of class if your child will be absent on that day. For your child's safety, if he/she has not arrived at our center by 15 minutes after the start of class, and the staff has not been notified of an absence, the lead teacher or Director will call your home/cellphone. A message will be left if there is no answer. We will also call a parent's work number. If we are unable to make verbal contact with a parent within 30 minutes after their class begins, the office staff will continue calling the parents and/or emergency contacts until we know the child and family are safe.

4K attendance is also reported via Infinite Campus software to the Oregon School District.

Arrivals/Departures:

Your child's safe arrival and departure is very important to us at Little Angels. Please observe the following rules while transporting children to and from our school.

- **Entrance and Exit Policy:** Everyone will enter the lower level of the building through the doors closest to the playground (this is equipped with security measures). All other lower-level doors will be locked for your child's safety.
 - A parent or authorized adult must bring the child to and pick up their child from the classroom each day. A staff member will welcome and dismiss children coming by the Oregon School District buses.
 - Little Angels Early Learning Center is required by Wisconsin State Licensing Rules to keep a daily attendance log. The adult dropping off and picking up your child is required to sign your child in and out. An attendance log is in or near each classroom.
 - Children should never arrive at school more than 5 minutes early, so that proper staff supervision is available.
- **Preschool-4K Procedure for pick-up:** Students must remain seated on the carpet until the adult picking them up has been announced by the classroom teacher. PLEASE do not let your children run out of the classroom without you, if you are talking to the teachers or other parents, your child needs to remain with you. No student should leave the building without an adult.
 - Prompt pick up of children is essential.
 - Children must be closely supervised in the parking lot by a parent or authorized adult.
 - Under Wisconsin's Administrative Code (HFS 46) children may never be left unattended in a vehicle.
- **Early Arrivals for pick-ups:** If you arrive before classes are dismissed (11:00-Preschools, 11:15-4K), you will be asked to wait outside the building or in the hallway with the bathrooms and drinking fountains. This is for all of our programs. If you need to pick your child up before these times, you need to let your teachers know at drop-off time, so your child and our staff are prepared and expecting your arrival. For childcare pick-ups, you can go directly to the room.

- **4K Buses:** We have spoken to the bus drivers. They are to pick up at 11:10 (we will do our best to have the bus rider ready and waiting). If buses arrive before 11:10 they will wait on the side of the church until 11:10. This should help with them “blocking” parents from leaving.

Child Release Safety Policy:

Your child will not be allowed to leave LAELC with any person that is not listed on their enrollment form. Exceptions will be made only if the following steps are taken:

- Parent or guardian has called the director prior to this pick up.
- The person who is picking up the child comes with a note that contains:
 - The name of the person authorized to pick up your child.
 - The name of the child to be picked up
 - The dates that person is authorized to pick up the child.
 - The date the note was written.
 - Parent or guardian's signature.
- The pick-up person must also provide a photo ID

In the case of divorced or separated parents, according to Wisconsin Statute, the child must be released to the non-custodial parent if that parent arrives to pick up his or her child from school and the custodial parent is not present. Little Angels Early Learning Center must abide by this law unless we have on file a signed court document stating otherwise.

To further ensure your child's safety:

- In the event a child seems to be afraid of the person picking him/her up, the director will use her best judgment and a verification call to a parent or guardian may be made.
- No child will be allowed to leave with someone they do not recognize, or that the LAELC staff feels is not able to safely drive the child home. Legally, we cannot deny a parent the right to pick up their child; we will offer to make other arrangements for that child to get home safely. If the parent still insists on taking the child, the director will phone the police and let them know that we suspect a person is driving with a child in unsafe circumstances.

Transportation Policy:

Transportation to and from our center is provided by each child's family (or arrangements they have made), Oregon School District bussing (4K program) and not by Little Angels Early Learning Center or People's United Methodist Church staff members. If any field trips are scheduled for the programs of LAELC, they will be walking unless transportation is provided by each child's family, not the staff of Little Angels Early Learning Center.

Children are to arrive at their enrolled classes no earlier than five minutes prior to class beginning. Please be prompt in picking up children after class because some children become anxious when no one arrives to pick them up. If your child has not been picked up 5 minutes after the end of their class, & our staff has not received word that you are on your way; we will begin calling your emergency contacts, asking for someone to pick up your child. The lead teacher or Director will continue to call parents until a verbal contact has been made. Late fees will be assessed for any child picked up more than 5 minutes late (see fee section).

Any time a phone call is made to parents or the family's emergency contacts regarding transportation issues, the call will be documented in our transportation logbook. This logbook is located in the administrative office.

Parking Lot/Outdoor Supervision Policy

During the center's hours of operation, all children on the premises (in the building, parking lot, and on the playground) must be within sight and sound of an adult. Children may not be in vehicles in our parking lots without adult supervision.

This is a direct violation of the following childcare licensing codes:

- Licensing code 251.04 (1)(b) defines a child being birth-under 18 years old.
- Licensing code 251.05(4)(e)(1) states: One childcare worker shall be within sight **or** sound of each group of sleeping children. If at least one child is awake, sight **and** sound supervision of awake children is required.
- Licensing code 251.08(5)(A) states: children may not be left unattended in a vehicle.

If Little Angels Early Learning Center is found in violation, we will be written up and/or fined.

Because the safety of all children is important to us, we are offering the following suggestions:

- If you have other children with you and don't want to bring them in while dropping off or picking up, ask someone in the parking lot to stay near your car with children in it while you drop-off or pick-up the child attending Little Angels Early Learning Center.
- Ask someone (on their way in) from your child's class to take your child in with them or to pick them up from class and bring them to you.
- Call the center's office at 835-1945 and see if an office staff member could assist you for the day.
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Child Supervision:

Head Counts/Tracking:

Teachers will perform head counts on a regular basis during the day, at each transition; both teachers will compare their numbers to make sure they have every child. The teacher will also use tracking charts throughout the day, calling students by name and checking that they are accounted for.

Classroom Doors:

Rooms and offices not in use during program hours will remain closed. Once all children have arrived at class for the day, the classroom doors will be closed and kept closed. When it is time, one teacher from their class will move to the hall to monitor and count children doing activities such as filling backpacks, getting coats, and/or walking to restrooms, while one teacher is in the class monitoring those children still in the room. Upon returning from activities in hallway, teachers will count/record on tracking sheet and compare numbers to make sure all children are in the room, and then the doors will be closed. When teachers transition kids from hall to classroom they will count and compare...in this fashion...teacher one "Today's total should be 12, I have 9 in the room," and teacher two "I have 3 in the hall that is 12."

Leaving the room as a class:

A head count/tracking will be taken before the class leaves the room. When walking in line there will be one teacher in front and one teacher at the end of the line. Children with wandering tendencies will be at the beginning or end of the line with a teacher. The teacher in back will continually scan the line to ensure no child leaves the group. When they reach their destination, both teachers will do another head count/tracking and they will compare their numbers.

On playground:

Teachers/volunteers will position themselves so that they are not standing together, but rather one on each side of the play-structure, head counts/tracking will be done on a regular basis, as well as double-checking when lining up to head back inside.

In situations when head counts do not equal:

1. Staff will recount (as children sometimes wiggle and move) and compare.
2. Teacher, one stays with class, teacher two calls church office with proper code.
3. Teacher two and downstairs church staff do a sweep of current location (lower level of church inside and out). Upstairs church staff will begin a sweep of the upper level of the church inside and out. If a child is not found on initial sweep, police, childcare licensing, and child's parents will be notified, and then secondary sweep will begin.
4. Parents of child lost/missing will be notified at pick up time if their child went missing and was found with our building/grounds sweep. Individual conferences will happen, and a plan will be put in place with that family to ensure the child's safety.

Supplies:

Our program will provide school supplies such as markers, crayons, glue, scissors, pencils, paper, and art smocks. Parents will be required to bring in the following (may vary year to year based on leftovers from previous years) at the beginning of the school year, and again in middle of the year as supply gets low:

Preschool

Large backpack
Extra Clothing
Cleaning Wipes
2 Hand-Soaps

Expanded Preschool

Large backpack
Extra Clothing
Cleaning Wipes
2 Hand-Soaps

4K

Large backpack
Extra Clothing
Cleaning Wipes
2 Hand-Soaps

At the beginning of the year, we will ask volunteers to make play-dough for us, we are looking for various families per program area. We also will utilize a giving tree for items we may need throughout the year. There may be times when parents are asked to help save items for craft projects.

Meals/Snacks:

Child Care/Wrap Care:

Little Angels Early Learning Center will provide healthy Breakfast (last meal served at 8:00), AM snack (served at 9:20), and PM snack (served at 2:30) to children in the childcare classroom. Breakfast will include 1 serving of dairy, 1 serving of fruit/vegetable, and 1 serving of grains. Snacks will include 1 serving from 2 of the following food groups: dairy, fruits or vegetables, grains, and

proteins. Parents are responsible for sending a healthy lunch daily (served about 11:30). This lunch must follow the following guidelines: 1 of each of the following food groups: dairy, fruits or vegetables, grains, and proteins. A menu is posted in the hallway on the side of the refrigerator closest to the childcare classroom.

Preschool:

Snacks are provided by the family that is scheduled as the star of the week. That family will be responsible for beverage (milk or 100% juice) as well as "snack" for their child's class the entire time that they are star (about 6-7 days/school year). We will notify you of how many children to plan for and of classroom food allergies. These snacks are recorded on a calendar near the tables in our classroom. Snack must consist of 2 out of the 4 major food groups, and children will be offered food in three-hour intervals.

4K:

Little Angels Early Learning Center will be providing snacks for 4K students on their attendance days. These snacks will consist of 2 of the 4 food groups, be served with water, and recorded on the menu posted in the hallway on the side of the refrigerator closest to the childcare classroom. If you choose to supply snacks on your student's star week or birthday, please let the office now 1-week prior bringing, so they have time to adjust/accommodate your snacks into our menus/shopping needs.

Please Note all programs:

- ***All meals and snacks must be in alignment with Department of Public Instruction and State Licensing standards, this includes birthday snacks. We are no longer allowed to serve sweet snacks such as brownies, cupcakes, cookies, and/or fruit snacks as part of the 2 "counting" components of snack. (They may be served in ADDITION to our healthy snack.)***
- ***It is our "Best Practice" to use our fresh produce items within 2 weeks of purchase, other perishables within 30-60 days of being opened and our non-perishable items within 60-90 days of opening. We will do our best to provide a variety of items and to limit the sugar content whenever possible. When milk is served, we will offer 1% or 2%, chocolate milk will be offered once a month.***

Food Allergies:

Allergy information is posted confidentially in each classroom. For children with food allergies in Preschool parents will provide a safe snack for their child (bins are available for storage of a couple days/week supply). In 4K/Childcare/Wrap Care, the allergens are assigned a sticker color for snacks that contain them. All snacks containing that allergen in the cabinet will be marked with that color sticker child have a sticker on them that tells staff which snacks are is not safe for a child with that allergy. This ensures that children with allergies will not be served any foods that contain unsafe ingredients for them.

Alternative arrangements will be made if the child's allergy is severe enough that they cannot be at the same table or in the same room. We can go tree-nut/peanut free for a year if needed for child's safety. Please contact the director for more information.

Food/Allergic Emergencies:

All LAELC staff have been trained in CPR, First Aid, EPI Pen, food allergies, and choking hazards. Our staff knows how to identify a food emergency or allergic reaction, ensure all children are treated properly, and to notify medical professionals if the situation warrants.

Medication:

Preschool/4K ONLY students: No medication (this includes sunscreen and insect repellents) will be accepted or administered to children for any reason due to the short time the children will be attending class. If there is a need for emergency care, (inhalers, Epi Pen), the item must be brought daily, and will be stored in the locked cabinet in the classroom.

Child Care Families: Medication needed must be supplied in original container and labeled with your child's name and dosage. Sunscreen and Insect Repellent can be applied if you fill out the form and supply the item. An authorization to administer medication form must be on file, and the medication must arrive in the original container, with child and medication name, date, dosage requirements and physician's name clearly displayed. Any medication administered will be recorded in our Medical/Injury logbook.

Napping/Quiet Time (Child Care only):

LAELC will provide a cot or 2" thick mat for each child and a clean white sheet to lie on. Parents are to provide a small sheet/blanket to cover with and a small pillow if child needs. These should arrive with your children on Monday and will be sent home on their last day of care for the week for laundering. During the week, LAELC will store the bedding on your child's cot labeled with their name.

Straight from the license rule book:

- A child under 5 years of age in care for more than 4 hours shall have a nap or rest period.
- Childcare workers shall permit a child who does not sleep after 30 minutes and a child who awakens to get up and to have quiet time using equipment or activities which will not disturb other children.
- Each child who has a nap or rest period shall be provided with an individual bed, cot, sleeping bag, 2-inch-thick mat, crib or playpen which is placed at least 2 feet from the next sleeping child. Cribs or cots may be placed end-to-end if a solid partition separates children and an aisle not less than 2 feet in width is maintained between cribs and cots.
- Each child shall be provided with an individually identified sheet and blanket or sleeping bag which may be used only by that child until it is washed.

Our float/office staff will assist with setting cots up for napping daily.

After the initial 30-minute rest period, the non-sleeping children will be taken back to the classroom for quiet activities. The opening teacher will take the non-sleeping children into the classroom for quiet activities such as playdough, coloring, puzzles etc. The closing teacher will stay in the napping room with the sleeping children. Once all children are awake, the cots will be stacked on the wheeled cot rack and kids will be taken to the classroom.

On Thursday and Fridays our float/office staff will assist with removing the bedding and sanitizing the cots as they are able. ALL parent provided bedding is to go home at the end of each week regardless of the number of uses.

Personal Cleanliness:

Children's hands shall be washed with soap and water, as they arrive at our program, before and after having snacks, after toileting, and after messy projects or dirty outside play. Liquid soap will be available at each wash station. Runny noses, eye drainage and coughed up matter shall be wiped away with a tissue and thrown in a plastic lined container. The person doing the wiping shall wash their hands immediately. Persons working with children will wash their hands with soap and water before handling food and after assisting with toileting. **Hand washing following toileting will not be done at the food preparation sink.**

Wet or soiled clothing will be changed promptly. Each child shall have at school an emergency pack containing underpants, shirt, and socks and, if necessary, diapers, to be used for this purpose.

Sanitation of Toys:

All equipment, including toys, will be washed or cleaned when they become soiled. If a child puts a toy into his/her mouth, he/she will be asked to place it into a bucket labeled mouthed toys. A bucket/container for this purpose is located in each classroom. These toys will be cleaned with a disinfectant before returning to play.

Universal Precautions:

All persons exposed to blood or blood containing body fluids and tissue discharge shall wash their hands immediately with soap and warm running water. Bodily secretions are contained using appropriate barriers (i.e., disposable gloves, proper disposal, etc.) as necessary. Hands shall be washed with soap and water and gloves shall be double bagged and placed in the trash receptacle located in the custodial closet, not in classrooms garbage.

Changing tables are cleaned after each use, first with a solution of water and soap, then with a sanitizing agent (Basic G or Bleach and water).

Pets:

Due to health, safety, and liability issues, Little Angels Early Learning Center will not have a class pet. We also ask that when it is your child's week to be the Shining Star/Star of the Week, you do not bring family pets in.

Illnesses (updated 2/22/23):

Parents will be called to pick up their child if any of the following symptoms are shown by the child while at preschool. For the health of the children and staff, please keep your child at home if they show any of these symptoms or have an above normal temperature. A notice will be posted on the bulletin board when the classroom has been exposed to a communicable illness.

- **Communicable Diseases:** Chicken Pox (must stay home until all lesions are covered with scabs), diphtheria, German measles, giardiasis, head lice (free of eggs and live lice), measles, meningitis, mumps, polio myelitis, ringworm, scarlet fever, COVID 19 (must follow latest guidelines on path to return to school) and whooping cough. These cases must be reported to the Public Health office, as required by State regulations.
- **Diarrhea:** Two watery bowel movements in a 4 hour time-frame that look significantly different from normal.
- **Eyes:** Any inflammation, conjunctivitis, pink eye, redness with an itching/burning sensation, or secreting a thick yellow substance.
- **Fever:** An elevated temperature of 100° or higher, if your child has an elevated temp, their body is trying to fight something.
- **Skin -Rash Problems:** Any unidentified rashes, open sores, crusty areas, or blisters that are raw or weeping with yellow-green drainage that cannot be covered.
- **Sore Throats:** When a throat culture has been taken to determine whether or not it is strep throat, the child may not return to preschool until the test results are back from the doctor. If the child has strep throat they must remain at home until they have been on antibiotics for 24 hours.
- **Vomiting:** The child should be kept home until symptom free for 24 hours.
- **Unusual:** Bacterio-diarrheal infections, infectious hepatitis, infectious mononucleosis, staph infection (parent must supply a doctor's permission statement in order to return to LA), and tuberculosis.
- **Miscellaneous:** An apparent illness **with or without** obvious symptoms such as: a severe cold, excessive nasal drainage, paleness, irritability, or unusual fatigue; that would hinder the child's participation in class routines.

If you receive a phone call that your child is ill, you must pick them up from LAELC within 30 minutes. Your child will be removed from the other children and cared for in a separate area. The child will be provided with a mat to rest on, until you arrive, but will not be out of sight or hearing of the staff. Children that have shown any of the symptoms listed above will not be allowed to return to Little Angels Early Learning Center until after they have been symptom free (without the use of medication) for at least 24 hours, or as otherwise noted. Please use your own judgment when allowing your child to return for care. The health of all the other children and the teachers relies on this.

A teacher, teacher's assistant, float teacher, substitute teacher, office staff, high school intern, or parent helpers must also abide by the above illness policy.

Parent Involvement (updated 2/22/23):

Parent volunteers are welcome at our program. We encourage parents to speak with our director to learn about the volunteer options available. Children are often very excited to have mom or dad helping during their class time. Teachers will direct parent volunteers; the following are some of the duties you may be asked to perform:

- Observe and join the children in their chosen activity during free play time.
- Encourage cooperation and sharing.
- Help the teachers gather the children for circle time.
- Assist with snack.
- Assist children with that day's art project.
- Read to a small group of children.
- Assist teacher where needed.

As a classroom parent volunteer, you will assist the staff with the children's needs, interact with them and encourage their play, but most of all we want you to enjoy sharing this day at school with your child and his/her friends. Parent volunteers are not to discipline children. If a behavior

problem arises, parent volunteers should request that the teacher intervene and handle the situation.

Other ways parents can volunteer their time and/or talents if your schedule conflicts with our class time:

- Plan parties (Winter and graduation performances)
- Do project prep work at home (cutting, assembling, etc.)
- Assist in assembling our yearly memory books.
- Be a classroom parent representative on the Parent Advisory Committee or Board of Directors. This requires attending 4-6 evening committee meetings per school year. The director will provide a schedule of upcoming meeting dates.
- Help in cleaning up the center's rooms.

NOTE: A child's behavior will vary when a parent is present or working at school. It is often very difficult for a child to share his/her parent with the other children. This should not embarrass parents, because it is quite normal. Some children become extremely aggressive or shy when either parent is present. Some children cry or become fearful. Some children withdraw or refuse to join in the activities. For the most part, however, being at school with you is special for your child, and overall, a positive experience.

All classroom volunteers are required to complete and submit the following forms:

- Background disclosure form
- Volunteer information form
- Volunteer training checklist (completed with the Director)
- OSD volunteer background check is required for 4K volunteers.

According to Wisconsin Statute, the non-custodial parent must be allowed to volunteer in their child's classroom if they choose, unless the school is given a signed court document stating otherwise.

When volunteering, please respect and protect the confidentiality of all learners in the classroom by refraining from posting classroom/fieldtrip images to social media that include students other than your own.

Child Guidance/Discipline (updated 2/2/23):

Each child learns and grows at his/her own pace. Sometimes a child may have a difficult time sharing, listening, or following directions. The teaching staff of Little Angels Early Learning Center will use positive guidance strategies such as being a good role model, letting children know what is expected of them, arranging a child friendly and safe environment, and being consistent to promote good behavior. If a child is participating in an undesirable action or conversation, the staff will do one or more of the following:

- Ignore the situation (depending on the circumstances).
- Talk to the child about the problem, and help them resolve it.
- Redirect the child to another activity.
- Give the children viable choices on how to solve the situation.

If the items listed above do not successfully solve the situation, a time away from the group may be needed. The following is our "time away" procedure:

- The child will first be given a verbal warning.
- If this does not stop the action or behavior and all other items above have not been successful, the child will be directed to leave the group. The child may be asked to look at a book or do a puzzle in a quiet area to calm their body. Depending on the situation, the child may also be taken (teacher's assistance) to calm down in the office.

We understand that there will be times when a child will become distraught, fussy or won't quit crying. Our first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. We understand that crying is normal, and that children will have times when they cannot stop crying. At these times, we will stay calm and will do whatever we can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when we need your advice or assistance, and we won't hesitate to call you if we feel that it is necessary.

Our staff's child guidance policy, stated above, is consistent with our mission and philosophy statements. We strongly believe children learn best in a positive, loving environment with no harsh words or actions. In accordance with Wisconsin State Group Child Care licensing requirements, the staff of LAELC will not spank, hit, pinch, shake, or inflict any other forms of corporal punishment on a child (this includes tying or binding a child, or locking in a confined area). Verbal abuse, threats, and derogatory remarks towards or about any family enrolled or the teaching staff's family will not be tolerated. We will not withhold meals, toys, or activities as a form of discipline. There will be no punishments for lapses in toilet training.

If constant undesirable behaviors cannot be effectively altered, a planning meeting between parents and teaching staff will be arranged, to discuss the situation and create a plan to help change this behavior.

Child Abuse/Neglect:

The state of Wisconsin requires all childcare workers to report **SUSPECTED** child abuse or neglect. LAELC teachers are mandated to report and cooperate fully with the authorities regarding this matter. Cases of physical, sexual, emotional abuse or emotional neglect will be reported to the Child Protective Services.

Should your child arrive to our program with a bruise, scrape, cut, etc. that looks different than that coming from normal play, we will ask you for an explanation. This explanation will be documented in our Medical/Injury logbook.

Injuries:

Children are involved in many types of activities throughout the day. No matter how hard we try to avoid them, accidents happen. Each accident and/or injury will be recorded in a bound accident logbook, with numbered pages, and no lines will be skipped.

Superficial wounds will be treated with soap and water, bandages, and/or ice. Parents will be notified upon picking up their child.

Minor injuries will be treated with the following procedures:

- 1) Notify parents or emergency contact person if parents cannot be reached.
- 2) Follow the treatment instructions of the person contacted.
- 3) Record the incident in the accident log book with detailed description of the instructions given.

Medical Emergencies:

- 1) 911 will be called.
- 2) Parent or emergency contact person will be called if time allows.
The assistant teacher will notify the PUMC office staff that their assistance is needed in the Preschool.
- 3) Child will be taken to the hospital. The assistant teacher will go with the child to the hospital.
- 4) The lead teacher will call the parents or emergency contact person of the injured child if time did not allow before.
- 5) Once all children have left for the day, the incident and treatment will be recorded in the following ways.
 - LAELC accident form will be completed; one copy stays in the file, the other one goes home with the parents.
 - An entry will be made in the medical logbook.
 - A call to our current state licensing specialist will be made within 48 hours of any incident requiring medical attention

When on walking field trips/outside play, the class will have the backpacks with them; this contains tissue, ice packs, wipes to clean and bandages to cover a wound. Upon returning to the center, the area will be cleaned with soap and water, and then covered with a new bandage. When on field trips, one of the teachers will have a cell phone, so they can call emergency personnel if needed.

Children and/or teachers will be taken to Stoughton Urgent Care (located inside the Stoughton Hospital) for major emergencies unless the medical consent form requests a different location.

Emergency Procedures (updated 2/22/23):

The biggest keys to success in any emergency are to keep calm and have a well-practiced plan. Fire drills are done monthly, year-round, and tornado drills are done once a month during tornado season. The evacuation routes are posted in all lower-level rooms. The practices/drills will be done on random days. These drills are recorded in our office, our office personnel also check the alarm command center each month to make sure it is operating properly. Due to the complexity of our alarm system (and that it ties directly in with the fire department), a battery-operated smoke detector will be used to signify a fire alarm. We will use a whistle to signify tornado drills we are practicing. Children of varying abilities attend our center for a variety of programs. All children and adults are expected to evacuate per drill/emergency protocol. Evacuation accommodations (as needed per ability or IEP) will be made to ensure the safety of all our students/adults.

Due to the safety of our children and staff, we do not include actual procedures in our parents' handbook. These are listed in our personnel handbook and shared with Oregon School District, 4K

administrator, Oregon Police Department, and our Advisory Council. All emergency plans and procedures are reviewed and/or practiced annually with amongst staff.

Fees, Refunds, Payment (updated 2/22/23):

Registration Fee: Little Angels Early Learning Center requires an annual registration fee per child, per class/program. This fee cannot be applied towards tuition, and it is non-refundable. This fee is due when submitting the registration form (or within 48 hours of being notified that your part-time childcare spot has been confirmed). The amount of this fee is listed on the rate sheet included in the enrollment packet. (These fees do not apply to 4K children **not** attending childcare or preschool programs.)

Tuition: The Advisory Council sets the monthly for Preschool and hourly for childcare tuition fees by December 31st for the upcoming school year. Please see the rate sheet enclosed in the enrollment packet for the current tuition fee amounts.

Preschool Families: Full monthly tuition is due the 1st of the month (regardless of holidays, vacations, or any other absences). Please make your tuition checks payable to Peoples Church, and in the memo section write Little Angels Early Learning Center (LAELC) and the month/class you are paying for (TTH AM-OCT). The first month's fees are due at Back to School Night, the second month is due the 1st week of School.

Childcare Families: Tuition is due on the Friday prior to the week care is given. These can be paid weekly or monthly, per your signed contract. Full weekly payment is due even on days your child is not in attendance and on days our center is closed. Please make your tuition checks payable to Peoples Church, and in the memo section write Little Angels Early Learning Center (LAELC) and the date/weeks your payment is covering. **Your family will receive 1 week of sick/vacation time per year. This is based on your "normal schedule" of care**". Vacation starts with the beginning of our fall contracts through the end of the summer. Starting dates that fall between Feb-May your family will receive 1/2 week of the contracted hours until new fall contracts begin. Starting dates of June or later you will not receive vacation until the new fall contracts begins. All vacation times resets with the beginning of our fall contracts. Examples: If your child attends care 5 8-hour days a week, then you will receive 5 8-hour days a year to use as "vacation or sick time". If your child attends 3 10-hour days per week, then you will receive 3 10-hour days per year to use. If your child attends 2 4-hour days, then you will receive 2 4-hour days per year. Ask the director if you have questions. If your family starts in March and has 40 hours of care per week, you will be eligible for 20 hours of vacation to use March-August then resets to 40 hours with the new contract year. If your family starts in June and just needs summer care, you are not eligible for vacation.

Payment fees & Policies for all programs:

A child may be accepted into the program at any time throughout the year until the class is filled. Tuition is prorated for the first month (if it is a partial month) in which a child is newly enrolled into the program. If you should have any questions, please ask the Preschool Director.

Late Payment Fee:

A \$50.00 late fee will be added to payments received 7 days after the due date.

Late Pick UP Fee:

Children must be picked up within 5 minutes of the conclusion of class; otherwise, a late fee of \$5.00 will be assessed at 5-minute intervals thereafter and will be due with the next tuition payment. (This includes 4K families, late fees will not be assessed if the late pick up is due to a delay in the school district busing. 4K families will be asked to pay for their late fees at the next drop off time.)

Payment Policies:

Please put your checks in the black safe mounted to the wall across from the office on or before the due date. Our office manager or director will electronically record each payment received onto your family's account weekly, payments will then be taken upstairs for the church to process.

You will **NOT** receive a printed bill or payment reminders; it is your responsibility to make payments when they are due per your contract. Receipts/statement of accounts for dependent care reimbursements will be printed for those who request them.

Accounts that are more than 2 weeks behind will be submitted to the Advisory Council; a Council member will then be in contact with you to make arrangements for payment. LAELC will terminate families that have accounts with balances that are 30 days past due.

Returned Checks/Payment:

NSF- If a check is returned to us due to insufficient funds, you will be asked to make that payment in cash. We will not charge you a fee; however, if this happens more than 2 times during the year, you will be required to make your remaining payments with cash or money order.

Scholarships:

Scholarships may be available for families needing tuition assistance. A family desiring tuition assistance shall make a written request to the Advisory Council. Scholarships are based on family income needs and the balance in our Scholarship fund. A representative from our Advisory Council and/or Director may make a home visit to help in this selection. Families receiving tuition assistance will be required to assist in their child's classroom, if able, or to provide another form of assistance outside the classroom. Recipients of tuition assistance will be given a contract that should be signed and returned to the Director by the first day of class. Please refer to the "Parent Involvement" section for further information.

Withdrawals:

- We request that parents discuss withdrawals from LA with the Director.
- Parents are then requested to notify the Director in writing when a withdrawal is going to occur. Thirty (30) days' notice is required. Because tuition payment is due and paid one month in advance, with proper notice, the prepaid portion of tuition will be reimbursed. No reimbursement will be made for withdrawals after May first.
- Tuition must be paid through the end of the month during which the withdrawal is made.

Discharge of Enrolled Children:

Little Angels Early Learning Center reserves the right to terminate a child's enrollment for the following reasons:

- 30 Days of Non-payment of fees.

- Failure to comply with stated policies of our center and/or disruptive or abusive behavior by parent/guardian or authorized representative to Little Angels Early Learning Center and its staff.
- Habitual absences without notification (documented on attendance sheets).
- Determination by center that the presence of the child is detrimental to his/herself or the group (through conferencing and review of documentation of staff)
 - A. Will overtax the resources of the teachers, the facilities, and other children in the classroom.
 - B. May be detrimental to his/her health and welfare or that of the other enrollees.
 - C. A child may also be withdrawn from the center after the following procedure is met.
 1. A phone or onsite conference between the director and other pertinent staff takes place with the parents or guardians regarding the concern.
 2. A plan will be set up during the conference if it is a reasonable solution to the problem.
 3. If the plan fails to resolve the problem and/or A,B, C as above described applies notification of discharge will be given to parents or guardian.

Appeal of Discharge Decision:

Parents or guardians can appeal the decision of the staff, by contacting the Advisory Council in writing, within 30 days of the decision. The Advisory Council will make a decision based on conferences with the family, the staff and after review of all documentation. Decision will be made within 30 days of receiving the appeal.

Delegation of Administrative Authority (updated 1/12/2024)

Please see the Chain of Commands below for the organizational and administrative designation of authority. This is in order of least (on top) to most (on bottom) in terms of whom-how-when concerns should be addressed and who is charge at the center.

- Parents
- Substitute Teachers
- High School Interns
- 4K/Preschool/Childcare Assistant Teachers
- Float Person/Office Assistant
- 4K/Childcare/Preschool/Expanded Preschool Lead Teacher
- Office Manager
- Center Director/LAELC Administrator
- Advisory Council and Parent Advisory Committee
- Pastor (Licensee) OR Oregon School District 4K Administrator/Principal

If you have a concern, please talk to your child's teacher first. If you feel you need to discuss the issue further, please contact the director. If she is unable to work out a solution, then please contact a member of our parent advisory committee or Advisory Council. If a solution is not able to be reached in a specified time frame, then parent advisory committee, Advisory Council and director will meet with the Pastor.

Staffing Information:

All staff persons working directly with children must have the following:

- Health Exam done 6 months prior to beginning work or within 30 days after. This exam should show a negative reaction to TB, no illnesses that are detrimental to children, and the person is physically able to work with children.
- CPR training that is current and kept current.
- All staff will complete a course on Shaken Baby Syndrome/Head Trauma Training.
- Background verification form completed and submitted to the state.
- Initial training as required by the state licensing department for their current position, and ongoing continuing education as required by the state.
- The state of Wisconsin requires the teachers to be at least 18 years of age.

Your child will be instructed by a lead teacher/director and an assistant teacher on a daily basis. In the event that one of these staff members is absent, a qualified substitute will be found.

In the event of an emergency during class times, our emergency contact persons are the PUMC office manager and Pastor. These people can be reached within 5 minutes Monday through Friday by calling the PUMC office at 835-3755.

LAELC personnel policies are reviewed each year by the Advisory Council. Copies of the preschool personnel handbook are available at the center office. Each family is welcome to have a copy upon their request.

Advisory Council (updated 2-28-23)

Little Angels Early Learning Center's Advisory Council includes church appointed members, the center director and 1-2 parent representatives. Meetings are held on the last Tuesday, bi-monthly on even months, from 6:30-8 pm. Their responsibilities include aligning our program with the church's mission and vision, setting and revising policies, setting preschool and childcare rates, setting a budget, managing cash flow, setting pay rates and raises, setting job descriptions, as well as hiring, evaluations and termination of employees.

Center parent handbook and personnel policies will be reviewed once a year, prior to mailing registration materials to families and/or renewal of our childcare license.

Parent Advisory Committee

Little Angels Early Learning Center's Parent Advisory committee consists of parent volunteers from each classroom and the center Director. This committee acts as a Parent/Teacher Organization would in the public-school setting. Committee meetings are held bi-monthly on the last Monday of the month. Parents are welcome to attend these meetings. Their responsibilities include planning teacher appreciation events, checking in with teachers/families on how they feel things are going throughout the year, submitting large purchase requests to the Advisory Council, and helping with reorganizing/cleaning toys shelves in the classrooms.