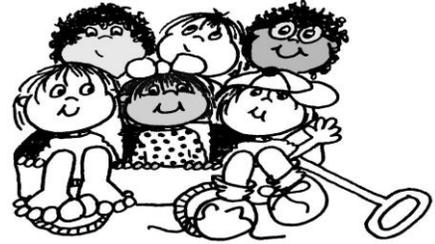




## CHILDCARE HANDBOOK



### OBJECTIVES

- to provide the children with daily opportunities to hear of God's love for them through activities (spiritual development)
- to provide an atmosphere of love and caring for each other based on God's unconditional love for us (social development)
- to provide a stimulating educational environment where children can use all five senses and their thinking skills (cognitive development)
- to help each child feel accepted and confident as a redeemed child of God (emotional development)
- to provide daily opportunities for developing self-expression through music, movement, drama, and art (creative development)
- to provide a safe and happy environment where children can develop their large and small motor skills (physical development)

### CHILDCARE CURRICULUM

Our curriculum is designed to educate the child through a variety of multi-sensory activities that promote growth in all major developmental areas. Teachers act as facilitators as they guide and supervise play to foster learning. Our day consists of active and quiet times; individual, small, and large group experiences; and indoor and outdoor play.

### CHILDCARE ADMISSION POLICY

Christ the Lord Childcare exists to provide spiritual growth and quality childcare to the children who attend. All children are welcome without reference to race, religion, national or ethnic origin, gender or ability.

Our ministry is operated in conjunction with Christ the Lord Lutheran School. Christ the Lord Childcare is available to all preschool, kindergarten, and elementary school students of Christ the Lord Evangelical Lutheran Church & School and is intended to serve children that are at least three years of age.

### CHILDCARE ENROLLMENT PROCEDURE

- Complete the Childcare Request Form available on the website [www.christthelordbrookfield.org](http://www.christthelordbrookfield.org) > School > Childcare Request. Please contact the office if your schedule changes.
- All children must be up-to-date on their immunizations. Refer to the website [www.christthelordbrookfield.org](http://www.christthelordbrookfield.org) > School > Informational Documents > Immunization Law.

## **CHILD GUIDANCE**



Teachers show love and concern for children by letting them know what is expected and setting appropriate limits. The teachers are consistent and state rules in a positive manner. By developing a positive relationship with each child, a teacher can redirect unacceptable behavior. Our guidance is done in a loving way and will not be physically or emotionally demeaning. Teachers may use a variety of techniques and consequences which are intended to be immediate, consistent, and logical. Persistent behavior problems will be brought to the attention of the parents so that we may work together for positive changes.

## **SCHEDULE**

Christ the Lord Childcare will follow the school calendar of Christ the Lord School. Christ the Lord Childcare will not be available on vacation days or on early-dismissal days.

Whenever Christ the Lord School is closed because of inclement weather, Christ the Lord Childcare will be closed as well. On occasions when school closes at mid-day, the parents will be contacted by phone or e-mail. We will try to provide afternoon Childcare whenever possible in the case of early dismissal.

## **CHILDCARE SIGN-IN/OUT**

The hours of operation of Christ the Lord Childcare start at 11:30 a.m. and end at 5:30 p.m. There will be a sign-out binder located on the desk of the Childcare room. The teacher will sign-in your child at the beginning of Childcare. For accountability, staff planning, and for billing purposes, parents/guardians are responsible to sign-out their child at all times. Repeated reminders of neglecting to sign could be a cause for dismissal.

## **PARENT INVOLVEMENT**

It is important for parents to stay current on matters at school. We would like you to work closely with the teachers in order to make your child's experiences as enjoyable as possible. Here are a few things you can do:

- Check your child's cubby daily.
- Check the newsletter and calendar for updated information.
- Let the teachers know when something at home may be affecting your child's behavior at school.

## **GENERAL INFORMATION FOR PARENTS**

1. After school care begins at 3:30 p.m. and ends at 5:30 p.m. School care is held in the Multi-Purpose Classroom.
2. Label all personal belongings.
3. Please notify the school (before 8:20 a.m.) if your child is going to be absent.
4. Toys that represent weapons or violence will not be allowed at any time.
5. Please use the Gym Entrance for pick-up. Parents/Guardians are responsible to sign-out their child at all times.
6. Do **not** leave your car running when you pick up your child; this is illegal and very dangerous.
7. We need to know that your child is safely back with parent, so please make contact with your child's teacher (in addition to signing out your child) as you exit each day.
8. We need a note or a phone call from a parent to release your child to anyone not preauthorized; sufficient identification may be required.
9. You may call Christ the Lord office to leave a message for Childcare.
10. The school newsletter is e-mailed to families weekly for informational purposes.
11. Make payments on time. Invoices are generated the beginning of each month.
12. Notify the office with any change of contact information.

## GENERAL INFORMATION FOR PARENTS CONTINUES...

13. If any parent or authorized person comes to pick up a child while under the influence of alcohol, drugs, etc., the police will be notified.
14. A court ordered custody verification must be on file if a parent wishes that a child is not to be picked up by the other parent.
15. Food allergies will be posted in the room for staff.
16. We appreciate your input into our program. Please contact the teacher or administrator with questions, concerns, and compliments.

## HEALTH POLICY

The state of Wisconsin requires children to have a medical report on file, as well as an up-to-date record of immunizations. Non-compliance with this requirement can result in dismissal.

When necessary, prescribed and over-the-counter medications may be administered by the staff with written consent of the parent. Medications must be in their original container with your child's name, name of drug, dosage, and physician's name written on it. There will be no exceptions. Medication forms that need to be filled out can be found by the log book or obtained from the Childcare Director. We will not administer medication unless a form is filled out.

You will be contacted if your child becomes ill at childcare. You are required to make arrangements to pick him/her up within one (1) hour of notification. **Your child may return to school when free of symptoms for 24 hours.** If you are not able to be reached, we will call one of the parties listed under your EMERGENCY CONTACTS. Some reasons for pick-up could be, but are not limited to: **fever of 100 degrees, diarrhea, and flu-like symptoms.**

There may be times when your child is exposed to a communicable disease while at childcare. Notification will be sent home. You must notify the school if your child has been diagnosed as having a communicable disease.

Communicable diseases include, but are not limited to: chicken pox, strep throat, scarlet fever, German measles, infectious hepatitis, measles, mumps, poliomyelitis, whooping cough, diphtheria, meningitis, impetigo, and ring worm.



## LUNCH AND SNACKS

Lunch is at 12:00 (noon) every day. Please send a nutritious lunch for your child, along with utensils and ice pack if needed. Milk is available for purchase. Hot lunch is not available.

**Parents are responsible to provide snack for their child when they are in after school childcare.**



## DISCHARGE POLICY

Our hope is that any problem can be resolved in any situation that may occur within the Childcare. However, if three attempts have been made in writing and/or verbally, and efforts do not seem to be working, a personal conference will be held with the parent, principal, and childcare director for continued Childcare enrollment. Christ the Lord Childcare reserves the right to cancel the enrollment of a child for the following reasons:

1. non-payment or excessively-late payment of fees
2. not observing the policies and procedures as outlined in the Parent Handbook
3. the child has special needs that Christ the Lord cannot meet (after a trial period has been attempted)
4. physical and/or verbal abuse of staff or children by parents or child
5. medical or immunization records are not up-to-date

## PAYMENT POLICIES AND PROCEDURES

- Fees for Childcare: \$5.00 per hour for the first child and \$2.50 for each additional child; you will be charged by fifteen minute increments.
- After School Care Request: To adequately plan for Childcare, we ask that you register your child. Refer to the website [www.ChristTheLordBrookfield.org](http://www.ChristTheLordBrookfield.org) > School > Childcare Request or contact the office.
- Payment Plan: An invoice will be generated each month. Payment is due upon receipt.
- Late Pick-Up Fee: Children picked up *after* the Childcare closes (after 5:30 p.m.) will be charged \$1.00 per minute, per child. The late charge fee will be billed to your account.
- Parent Volunteer: Childcare is available for parent volunteers during a school day at no charge. Limited to the hours after Preschool is in session. Please complete the request form and indicate you are a volunteer requesting childcare.

## MISCELLANEOUS CHILDCARE INFORMATION

The following requested items refer to younger children attending childcare.

- Extra full set of clothing. Please store items in a large Ziploc bag.
- Blanket or sleeping bag, small pillow, and a sleep-toy if they choose.

All articles that are brought to school MUST be labeled. The bedding items will be sent home for washing periodically.

## AFTER SCHOOL CHILDCARE

Christ the Lord offers Childcare for all students of Christ the Lord. This program provides adult supervision for students needing to stay after the regular school day has ended. Students staying after 3:30 p.m. must participate in this program unless they are at school for sports or other extra-curricular reasons. Those students not picked up by 3:30 p.m. will be brought to the childcare room by a teacher. Childcare will not be available on vacation days.



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