

Welcome

Welcome to Faith Child Care! The staff and I are pleased that you have chosen to become a part of our “Faith family.” Being a parent is such a rewarding journey, but I know personally that the journey is also filled with times of concern and uncertainty. Leaving your children in someone else’s care can be a difficult decision. Thank you for trusting us to watch your children while you are away. We will love and encourage them, and keep them safe while they are in our care.

As a staff, we look forward to spending time with your children and sharing the joys of watching them reach developmental milestones. Working together in partnership with you, the parents, during these early years of your children’s lives is also very important to us. There is so much we can learn from each other through open communication. You are always welcome to come and spend time with your child during the day.

This handbook has been designed to share not only our mission and philosophy, but to also give you an overview of our policies and procedures. Please keep it in a convenient place for future reference.

For over twenty years, I have been blessed to be a part of this wonderful center. The best part of my job is sharing God’s love with the children every day! I am committed, with our staff, in providing a warm and nurturing environment where God’s love is always evident to you and your children.

My door is always open to listen and to share the joys or concerns of your family.

God’s Blessings,

Lori Jenks
Administrative Director

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Note:

This booklet is not a complete set of policies for Faith Child Care. A complete set of Faith Child Care policies and DCF 251 Licensing Rules for Group Day Care Centers are located inside the parent time clock cabinet. Copies of the policies are available upon request.

Our Mission and Belief Statements

It is the Mission of Faith Child Care to provide quality Christian child care for families of the Fox Valley community in a nurturing environment that fosters developmentally appropriate growth. These are the belief statements of the Board of Directors and our staff:

- Faith Child Care believes that each child is a gift from God and, therefore, the staff continually seeks to nurture the individual child and support the parents.
- Faith Child Care provides a safe and healthy environment for children, parents, and staff.
- Faith Child Care teaches Christian values through modeling, prayers, songs, Bible stories, and special events.
- Faith Child Care offers a curriculum that aligns with the Wisconsin Model Early Learning Standards to provide developmentally-appropriate opportunities for the physical, social-emotional and cognitive growth of each child.
- Faith Child Care has a professional staff that works together as a cohesive team by cooperating, communicating, and supporting each other to achieve individual and center goals.
- Faith Child Care provides and encourages continual staff development and evaluation for professional and personal growth and for center quality.
- Faith Child Care continually seeks to meet and exceed the criteria for a Wisconsin state-licensed agency.

Our Philosophy

The staff of Faith Child Care believes that God has given each child unique and special qualities. Our major emphasis is to help the children in our care discover their God-given qualities and talents while providing a safe, nurturing environment.

As a Christian child care center, we help children to learn compassion and respect for others and an awareness of the world around them. Religious concepts are woven into our curriculum and daily activities within each classroom. The children are taught daily about God's love for them.

We believe that children learn best in a play-oriented, hands-on environment in which each child develops school readiness skills at his or her own developmental level. Through play, children learn to socialize and communicate their thoughts and feelings to others. They also learn to organize, to problem-solve and to use their imaginations. The activities we provide give children many opportunities to develop their cognitive, social, emotional, physical and spiritual growth.

We believe that the family unit is the most important factor in a child's life. Therefore, building strong relationships with parents is very important to us and we take a partnership approach to child care. Parents are welcome at Faith Child Care at any time to share in your child's day, unless prohibited by court order.

Non-Discrimination Statement

In compliance with federal and state law, Faith Child Care is prohibited from discrimination based on any non-merit factor, including race, national origin, color, religion, sex, sexual orientation, gender identity, disability, age, status as a parent, or genetic information.

Faith Child Care provides an equal opportunity for individuals with disabilities to participate in the center's program and services by following policies and practices of inclusion, integration and reasonable modifications unless we are unable to accommodate in a particular case.

Parents are welcome to come to the administrative staff with concerns if they feel that they or their child have been subjected to or believe they have witnessed unlawful discrimination or harassment.

Confidentiality

Information on any forms received from parents is available to the administrative staff, the bookkeepers, and the teachers who work directly with their child.

All records required by the Department of Children and Families (DCF) for licensing purposes must be provided to the licensing specialist upon request.

Information regarding a child is made available to any agency assisting the child when informed written parental consent is received.

Law enforcement or human service personnel may review information contained in a child's file in cases of suspected abuse or neglect without prior parental consent.

Faith Child Care employees respect the confidentiality of written, verbal and observed information. Any information regarding an individual child is discussed with parents privately.

A parent is permitted to review records or medical logs containing information concerning their child upon written request made to the Administrative Director. Parents may not request or review information regarding the records of other children.

Parents may ask our staff to watch their children outside of Faith Child Care when the center is closed. Parents and staff must maintain confidentiality of Faith Child Care information when a staff member is watching children who are enrolled at the center. Faith Child Care assumes no responsibility for its staff members or their actions during non-work hours.

The Organization of Faith Child Care

Faith Child Care was founded in 1989 as a non-profit corporation providing non-denominational Christian child care for the Fox Valley. The center is licensed by the Wisconsin Department of Children and Families and abides by the Wisconsin Administrative Code DCF 251 Licensing Rules for Group Child Care Centers.

Faith Lutheran Church and Faith Child Care share a ministry of offering spiritual outreach and Christian education to children and families of the Fox Valley community. To assist our center in providing quality care, Faith Lutheran Church leases the child care space at a subsidized rate and offers financial assistance with building repairs.

Faith Child Care is governed by a Board of Directors, which oversees the programming, policies and financial aspects of the center. Parents, members of Faith Lutheran Church and professionals with expertise in various areas serve as Board members. The delegation of authority is as follows:

Board of Directors
Administrative Director
Program Director
Teaching or Support Staff

(Assigned by the Administrative or Program Director
in their absence to oversee the program)

Our Staff

We are blessed to have a loving, dedicated staff with an average of over ten years of employment at FCC. Information on individual staff members can be found on our website.

Our Administrative Director, Lori Jenks, has been a part of the Faith Child Care staff since 1997. Lori initially worked as a lead teacher in the four-year old room before becoming the Program Director in 2002. She held that position until August 2019, when she was named the Administrative Director. Lori has a four-year degree in early childhood education from UW-Stevens Point. Her responsibilities include the center's compliance with the Wisconsin Administrative Code DCF 251 Licensing Rules for Group Child Care Centers, the USDA's Child and Adult Care Food Program, YoungStar, and all federal and state reporting. She is also responsible for the daily operation of the center, including the AASD 4K program, and all aspects of employee benefits and performance. Together with the Board of Directors she develops and annually reviews the policies and budget of Faith Child Care.

Our Program Director, Karen Dreyer, joined the staff of Faith Child Care in 1994. Karen initially worked in the one year old room before moving downstairs to lead the preschool and then the 4K classroom. She has a degree in elementary and special education from Calvin College in Grand Rapids, MI. While teaching 4K here, Karen also obtained her early childhood license from Viterbo College. Her responsibilities include developing the curriculum and overseeing all aspects of the individual classrooms, including the AASD 4K program. In addition, she plans continuing education for the staff and works closely with them to maintain Wisconsin Model Early Learning Standards and YoungStar guidelines. She also plans special events for the center and works closely with the Parent Activities Committee to promote family involvement.

Our teaching staff consists of full-time and part-time teachers, assistant teachers, and float teachers. Our teachers have training ranging from 80 hours of Early Childhood courses to a four-year degree in education. Teachers working with infants/toddlers must complete infant/ toddler coursework. Staff members are required by DCF 251 Licensing Rules to acquire 25 hours of continuing education each year. Training is provided through staff meetings, conferences and workshops, or formal classes at a university or technical college.

All teaching staff receives training in SIDS and Shaken Baby Syndrome upon hire at Faith Child Care. Infant and Child CPR, AED training, and First Aid coursework is taken as needed by the staff to maintain certification. Information on abuse/neglect, child development, communicable disease, sanitation, nutrition, blood-borne pathogens and other health related issues are covered during staff meetings.

In addition to the administrative and teaching staff, we have two part-time bookkeepers and a part-time cook.

Hours of Operation and Licensed Capacity

Faith Child Care's hours of operation are 6:00 a.m. to 6:00 p.m. Monday through Friday, twelve months a year. We accept contracts for child care from 6:30 a.m. until 5:45 p.m. Under the terms of Wisconsin licensing and the rental agreement with Faith Lutheran Church, Faith Child Care's licensed capacity is 99 children.

Classrooms and the AASD 4K Program

Faith Child Care consists of seven classrooms: three classrooms for children under the age of two years, two classrooms for children between the ages of two and three years, one classroom for children between the ages of three and four years, and one classroom for children four years of age and older. In addition, the center leases an additional classroom from Faith Lutheran Church during the summer months for our school-aged children.

Our center is a 4K community partner with the Appleton Area School District. During the school year, our four-year old classroom is used as the 4K room in the morning with Christian wrap-around care offered in the afternoon.

Staff-Child Ratios

Faith Child Care complies with the following staff-child ratios established by the Wisconsin Administrative Code DCF 251 Licensing Rules for Group Child Care Centers:

Age Of Child	Staff-Child Ratio	Maximum Group Size
6 weeks to 2 years	1:4	8
2 years to 2.5 years	1:6	12
2.5 years to 3 years	1:8	16
3 years to 4 years	1:10	20
4 years to 5 years	1:13	24
5 years to 6 years	1:17	32
6 years to 12 years	1:18	32

Days We Are Closed

Faith Child Care is closed for the following holidays: New Year’s Day, the afternoon of Good Friday, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day and the Friday following Thanksgiving Day, Christmas Eve and Christmas Day.

When New Year’s Day, the Fourth of July, or Christmas falls on a weekend, the center may close either the Friday before or the Monday after the holiday. The Board of Directors annually determines the days of closing. These days are provided to the parents annually and posted on the parent bulletin board across from the parent time clock.

If the center closes due to inclement weather or other emergency situations prior to the center opening on any given day, an announcement is made over radio station WHBY (1150 AM) and television stations WFRV-TV, WBAY TV2 , and NBC 26. In the event that the center needs to close while the children are in attendance during the day, parents are notified by telephone or e-mail and a message is sent to the above stations.

Security/Custody Issues

For the safety of the children and staff, Faith Child Care is locked during its hours of operation.

Each family receives two security fobs to access entrance into Faith Child Care through the main entrance doors or the side door by the large play yard. These fobs are programmed to allow entrance into the building during the center’s hours of operation. Visitors may gain entry by ringing the Call Box, to the right of the main entrance of the building or by calling the center. They will be asked to provide identification. Additional or replacement fobs can be purchased from the administrative staff at a nominal cost. We ask that families return any fobs they have received when their child is no longer enrolled at Faith Child Care.

Licensing rules state that firearms, ammunition and other potentially-dangerous items may not be kept on the premises of a group child care center. For the safety of the staff and children, no adult or child may bring a weapon onto the premises of Faith Child Care unless such a weapon is issued and licensed through the State of Wisconsin or other governmental entity and is carried for lawful purpose.

If an adult has been restricted by court order from contact with a child enrolled at FCC, legal documents concerning the restriction must be on file in the center's office. Without a copy of the court order on file, staff members cannot refuse a parent the right to take his/her child from the center. Law enforcement officials are called immediately in the event that a custody battle arises at Faith Child Care.

General Parent Information

A complete set of Faith Child Care policies and the Wisconsin Administrative Code DCF 251 Licensing Rules for Group Child Care Centers are available to parents for review at any time. A center copy of each is located in the parent time clock cabinet. A current copy of our license and results of the most recent licensing inspection with corrections are posted above the parent pockets.

Each family shares a parent pocket located in the main hallway. Information from the administrative staff and notices of field trips or other special events are placed in these pockets. The bookkeeper and the Parent Activities Committee also use these pockets to send information to families. Please check your parent pocket each day that you bring your child to the center.

Faith Child Care is not licensed by the State of Wisconsin to care for mildly ill children. Information of any illness currently occurring at the center is posted on the parent time clock. For the health of all children and adults, Faith Child Care does not provide care for a sick child. Therefore, parents must have alternate child care arrangements for a child who becomes ill while at the center. Please refer to the Illness Policy (page 21) regarding exclusions for illness.

Faith Child Care uses the HiMama app to enter information about your child's day. Parents are welcome to communicate to their child(ren)'s teacher or the Administrative staff through this app. The teachers also include information about the children's activities and meals through this app. They can also take and send pictures in the app.

The parent bulletin board is located across from the parent time clock in the main hallway. A copy of the weekly menu is posted on this board, as well as information relating to parenting workshops and family activities in the Fox Cities.

A parent resource library is located in the office. Books and videos are available on child development and a variety of parenting topics. Kits with reading or large muscle activities are available outside the office for parents to take home to share with their child. These resources may be checked out for a two-week period. Brochures on topics related to child development and parenting are available to parents and can be located to the left of the parent time clock.

Faith Child Care offers educational opportunities to parents by sharing information regarding topics including, but not limited to, nutrition, child development, and guidance techniques during parent-teacher meetings and upon request of a parent. Family activities related to physical activities, community events and other topics of interest are shared through newsletters and workshops.

For the protection of the children, pets are not kept at Faith Child Care. Dogs, cats and animals prohibited by DCF 251 Licensing Rules including, but not limited to reptiles, turtles and wild animals, are not allowed at the center. When special events include pets or animals, parents are notified through notes posted on the parent time clock and in the classroom.

Several times during the year, Faith Child Care may hold fund-raisers to help generate extra funds. Money generated is used to purchase additional equipment for the children or to help defray the cost of improvements. Parents are under no obligation to participate in these fund-raising activities. For parents who do not wish to sell items, the 'un-fundraiser' is an option to make a one-time, tax-deductible donation.

Lost and Found articles are placed in a bucket located at the main entrance. Please check the Lost and Found bucket weekly if you are missing any of your child's belongings.

Parent Involvement

The relationship between parents and teachers is very important to the staff of Faith Child Care. The children in our care are special to all of us, and their well-being is our primary concern. If you have questions or concerns regarding your child or our program at any time, please do not hesitate to ask for a conference.

Faith Child Care believes in an open door philosophy. We welcome and encourage parents to visit their children during the day when work schedules permit, unless restricted by court order. If you would like to join your child for a meal, please let us know a day in advance and we will be happy to make arrangements with the kitchen staff.

Parent-teacher conversations are held in spring and fall each year for children two years of age and older. Parent round-tables are held for parents of children under two years of age. These meetings give the parents and teachers the opportunity to discuss the children's growth and development. In addition, parents or teachers may request a meeting whenever concerns arise during the year.

Parent input is a vital factor in helping Faith Child Care to remain a quality program and to assure that we are meeting the needs of our families. Parents have the opportunity annually to evaluate the center and its teachers.

The Board of Directors consists of seven members and the Administrative Director. Any parent interested in having input into the center's program and policies is eligible for consideration as a Board member. Board members are voted in at the annual meeting each February and serve three-year terms.

The Parent Activities Committee, also known as the PAC, meets several times a year to plan family events and to promote staff appreciation through special activities. This is a great way to meet other parents and provide input into the FCC program. If you would like to be part of planning these types of activities, we welcome you to join.

In addition to the family outings planned by the PAC, Faith Child Care also plans several family gatherings during the year. In spring, we have a Pizza Night during the Week of the Young Child. During the last week of July, we celebrate Faith Child Care's birthday with a potluck picnic. We celebrate autumn with our Fall Festival at the end of October and our Harvest Meal, which is celebrated near Thanksgiving. We finish the year with our Christmas program and birthday party for Jesus. Watch the monthly newsletters for details.

Parents are always welcome to join their child on field trips. We make every attempt to give you advance notice when our trips are scheduled so you can come along and see the world through your child's eyes. Field trips are also a great way to get to know your child's teachers and friends.

If you have any special talents, exciting hobbies, or professions that you would like to share with us, please talk with the administrative staff. We often have 'wish' lists that are just waiting for a parent volunteer.

Enrollment Information

Initial parent contact for seeking enrollment is welcome through a phone call, e-mail or an on-site visit. Parents seeking enrollment for their child at Faith Child Care are invited to tour the center and meet the staff. During the tour, parents are given information about the center, a registration form and a fee schedule. This is also a good time to meet with the administrative staff to ask questions about the program. Parents can place their child on a waiting list by submitting a completed registration form to the FCC office.

Enrollment is considered according to the date on which registration forms and enrollment fees are received. When positions are not available in our classrooms, a waiting list is maintained from which vacancies are filled. Priority is given to families currently enrolled in our program, to families seeking full-time enrollment, and to the children of employees.

Children do not need to be toilet trained to be accepted at our center.

To meet CACFP guidelines, a child is considered enrolled at Faith Child Care if he/she has a completed and approved current enrollment form on file and is in attendance at least one day in the given month.

Admission into Faith Child Care

Parents receive telephone confirmation of admission into the program by the Administrative Director or Program Director. Upon verification of admission, a non-refundable registration fee is requested to confirm enrollment.

Prior to the child's first day of attendance, parents receive a security fob and a packet containing all required forms for entrance into our program. The following completed forms must be on file before a child's first day of attendance:

- Current contract
- Child Care Enrollment Form
- Health History and Emergency Care Plan
- Day Care Immunization Record or parental waiver
- Medical Treatment Consent Forms (two copies)
- Intake form included in each Parent Packet
- Consent and Release for Publicity Purposes
- Authorization to Administer diaper ointment/sunscreen/repellent
- Child and Adult Food Program forms

In addition, a Child Health Report must be completed and signed by a licensed physician, physician assistant or Health Check provider within six months prior to or ninety days after a child begins attending the center.

Orientation to a New Setting

Starting in a new setting is an exciting experience for a young child, but initially it may also be difficult. Even children who are very excited about 'starting school' may suddenly realize that their parents, the most important people in their world, are not going to be there. The apprehension that accompanies that realization is a normal reaction. We would like to offer several suggestions to help you and your child during this transition period. Children sense their parent's apprehension; therefore, it is important that you are comfortable with the routine.

We encourage parents to visit with their child several times before the first day of attendance. These visits help the child and parents to become comfortable with our program, and help the classroom teachers to become familiar with the new family. The transition to a new setting is also easier if the parents and teachers have had time to communicate with each other.

Learn the names of your children's future playmates and the teachers who will be caring for them. It is easier for you to communicate with your children about the events of the day if you know the people with whom they spend their time away from you.

Review Faith Child Care's policies and procedures and ask questions if you are uncertain about them.

Be sure your child has all the belongings we require for personal care and outdoor activities, and be sure all possessions are clearly marked with your child's initials or name.

Actively listen to your children as they talk about the day to gain insight into their world while you have been away. Be enthusiastic about your children's creative art or other projects that come home. Your approval and interest are so important for the development of their self-esteem.

Parent calls are welcome at any time. If you would like to know how your child is adjusting or what kind of day he/she is having, feel free to phone or e-mail us.

Share your thoughts with us – both positive and negative. Both are important to us and help us to provide quality care for your children.

Clothing and Footwear

Since our curriculum focuses on exploration through sensory and creative activities, we encourage parents to dress their child in comfortable, washable play clothing. Please send your child in clothing that is easy to manage. Your child wants to learn to care for himself/herself, and not be dependent on adults. Please do not send your child with a belt, suspenders or overalls unless he/she can fasten and unfasten them without assistance.

Faith Child Care provides a personal space (cubby) for each child enrolled at the center. This space is used for storing extra changes of clothing, outdoor wear and naptime items. All clothing and napping accessories must be clearly marked with your child's name. Personal items are easily lost if they are not properly marked. Please check your child's cubby daily for soiled clothes, and swim clothes in the summer months.

Each child must keep at least one complete change of clothing at Faith Child Care at all times. This clothing should be clearly labeled and placed in a zip-lock bag labeled with your child's name. Since children grow so quickly, please check your child's clothing frequently to make sure the clothes are the right size. Any child in the process of toilet training should have a minimum of three changes of clothing at the center at all times.

Weather permitting, outdoor play activities are part of our daily schedule. Remember your child's comfort for outdoor play. During the winter months, please be sure that your child has boots, snow pants, a hat, scarf and mittens each day that he/she attends the center. Also remember in the spring and fall of the year weather changes very quickly and your child needs to have a jacket or sweatshirt at the center at all times.

To protect your child's feet, shoes worn outside must have closed toes and rubber or non-slip soles. For active play, we prefer that your child wears tennis shoes. Flip-flops, jelly shoes, Heelys, and open-backed shoes such as clogs are not allowed. If shoes have a strap around the heel, the strap must be elasticized or tight-fitting so the shoes fit securely on the feet. Croc-type shoes with a movable strap are not allowed since they do not hold the shoes tightly on the child's feet.

Personal Belongings

It is the responsibility of the parents to provide diapers, diaper ointment, wipes, pull-ups, swim diapers, bottles and pacifiers for their child.

Children are asked to leave all food, money and toys at home. They often have a difficult time sharing personal items or become upset if the item is lost or broken. When children are allowed to bring items from home for special events, the item must be marked with your child's name and given to your child's teacher upon arrival. Books or musical CDs may be brought at any time to be shared with classmates. Please make sure they are clearly marked with your child's name, and we ask that you leave them with your child's teacher for several days.

If your child has an item that gives him/her security, we allow that item to remain with the child at drop-off time. Shortly after he/she has adjusted to the center for the day, the security item is placed in the child's cubby. If it is a quiet toy, your child is allowed to use it at naptime if needed.

Contracts and Schedules

Parents schedule the times when child care is needed by completing and signing a Faith Child Care contract. A contract for each child is completed upon enrollment of the child and renewed annually each January. Contracts are considered binding unless changed with a two-week notice by a parent at any time during the year or unless the center initiates dismissal of a child due to circumstances outlined in the Discharge Policy. If immediate changes in a contract are necessary due to work or school situations, the two-week notice may be waived at the discretion of the Administrative Director.

Contracts are based on full-day care, with the exception of the school-aged summer Program. Children attending two or three days per week are considered part-time. Children attending four or five days per week are considered full-time. A child may be enrolled up to, but not exceeding, ten hours per day.

Rotating schedules are considered on an individual basis. If a parent's work schedule fluctuates weekly or monthly, child care is accommodated by contracting for each day child care is needed.

Faith Child Care does not provide unscheduled, last minute, drop-off care for children not currently enrolled at the center.

Parents are asked to call Faith Child Care by 8:30 a.m. if their child is arriving late or is going to be absent for the day. If a child who is contracted for a day has not arrived at the center by 9:00 a.m., the child's teacher or the administrative staff attempts to reach the parents by telephone or e-mail.

Since scheduling is completed in advance, parents are asked to submit requests for extra time or notify the administrative staff of time off at least two weeks prior to the change in their child's schedule. This may be done by submitting a yellow 'Request' form to the office. These forms are located in the hallway by the parent time clock or outside the office.

If your child needs to deviate from his or her current contracted time for any reason, whether the change is permanent or temporary, please use the yellow 'Request' form to notify the administrative staff.

If an emergency arises and you need to vary your child's schedule during the day, please contact the Faith Child Care office by phone call or e-mail to inform the staff of the change.

Care for School-Aged Children

If a school-aged child needs before or after school care, the parent can contract for the hours of care needed each day. Fees are charged on an hourly basis if the child is in attendance three hours or less each day. Parents are responsible for transportation of their child to and from the center for before or after school care.

Additional time for no-school days may be requested if written notice is provided to the Administrative Director at least two weeks in advance. All requests are subject to availability.

A Summer Program is available for school-aged children during the months of June, July and August. Children less than twelve years of age are eligible for this program when they are entering Kindergarten or elementary grades.

Half-day hours, in addition to full-day hours, are offered for children enrolled in the Summer Program. A half-day is five hours or less and cannot cross the noon hour except on specified field trip days.

Faith Child Care is a Community Partner for the Appleton Area School District's 4-K program. Our center offers a morning 4K session, with Christian wrap-around care provided before and after the 4-K program at an additional cost to families. The morning 4K session runs from 8:30 a.m. - 11:15 a.m.

Payment of Fees

Fees are based on the number of hours requested in each child's contract. Payment of fees is due and payable in advance on the child's first contracted day each week. If a child is absent due to illness, payment is expected on the first day of attendance. When a child is absent for any reason, except earned free vacation, parents/guardians are responsible for the full fee as contracted. A place is reserved for each contracted child and Faith Child Care costs remain fixed even when a child is not in attendance.

Checks or money orders, made out to *Faith Child Care*, are the preferred method for payment of fees. All checks should be placed in the designated fees box outside the office. Parents may also set up automatic weekly payments through their bank to be sent directly to Faith Child Care. If cash payments are necessary, payment must be made directly to the Administrative Director, Program Director or Bookkeeper and a receipt is issued at that time. Cash payments should not be placed in the fee box. Debit or credit card payments are not accepted.

All families have the option of paying their fees bi-monthly or monthly, if they prefer, as long as fees are paid in advance of the days their child attends during that month.

Unless the Board of Directors waives fees for a specific holiday, families are responsible for payment of fees on any holiday that their child is contracted for care even if the center is closed. Eligible families may request to use free vacation days in lieu of payment for the holiday by submitting a note to the Administrative Director. Parents are notified of the holidays Faith Child Care closes at the beginning of each year.

Payments are considered past due at 5:45 p.m. on Friday of each week. Any family not making a payment for a given week by Friday evening is assessed a \$10 late fee which should be added to the following week's payment.

If payment of fees is delinquent for two weeks, child care may be discontinued until full payment is received. If personal circumstances prevent timely payment of fees, parents must contact the Administrative Director within the two-week period. A written agreement between the parents and Administrative Director is drafted in order to resolve the delinquent account.

Parents belonging to a flexible spending or reimbursement program requiring receipts or signed forms must notify the Bookkeeper in writing. Since fees being claimed are verified by the Bookkeeper before the forms are signed, please expect a minimum of two days before forms or receipts are returned.

Any family receiving subsidized child care through a county program is responsible for notifying the Administrative Director of any changes in payments. The parent portion of the child care fee is due the first contracted day of each week.

When withdrawing a child from the center, a two-week written notice must be submitted to the office. Parents are responsible for full payment of fees for the two weeks regardless of whether the child is in attendance. Faith Child Care requires this payment at the time of notice.

A notice of thirty days is given to parents for any increase of fees. Parents are notified of fees upon enrollment of their child and annually when they complete a new contract for their child.

A refund is given to any family who has paid fees in advance and leaves with a two-week notice of withdrawal.

Weather Related Closings or Emergency Situations

If the center closes due to inclement weather parents are responsible for that day's fees. Parents can choose to use earned free vacation, if it is available to them. The Board of Directors decides if fees are waived for the time the center is closed for emergency situations (ex. Tornado damage, lack of heat or water, or licensing issue).

Discounted Fees/ Free Vacation

Families with more than one child regularly contracted at Faith Child Care receive a ten percent discount for their oldest child. This discount does not apply to families with children requiring only occasional care.

If a child is absent for an extended period of time, full payment of fees based on the family's current contracted days is collected for the first week. Payment of fees is discounted by fifty per cent for each complete week a child is absent beyond the initial week.

Any family with a child currently attending Faith Child Care, who refers a new family to the center, receives one free week of child care for one child, based on their child's contract at the time of the referral. Families having more than one child attending the center may apply the free week to the child paying the highest weekly fee. This free week applies after the referred family has been in attendance for ninety days and has notified the Administrative Director in writing of the family who made the referral. If unable to determine a primary referring family, the free week is split between the referring families.

Families who maintain a regularly-scheduled, full year contract for their child earn free vacation days after the child has been enrolled at Faith Child Care for one full year. After a child's first full year of enrollment, free vacation days are earned each year on the child's anniversary date of enrollment. Free vacation days are based on the average number of days the child was enrolled during the previous twelve months. Free vacation days may only be used when a child is not in attendance at FCC and must be used as full days. Vacation days may be used for days that a child is absent due to illness or for days that FCC is closed for holidays.

If a family chooses to withdraw their child from Faith Child Care during the summer months or for an extended period of time during a calendar year (maternity leave, medical leave, job lay-off, etc.), vacation days will be adjusted according to the number of months the child is withdrawn.

Children who are entering Kindergarten become part of the school-aged summer program and, therefore, are not eligible for free vacation days. Once a child becomes part of the summer school-age program, vacation is built into the system of contracted time and no free vacation is earned. Parents sign a monthly contract during the summer months and only pay for the days that the child is contracted for care at Faith Child Care.

Once a family submits written notice to the Administrative Director indicating their child's withdrawal from FCC, no further free vacation is earned.

Requests for free vacation days should be made at least two weeks in advance to the Administrative Director by using the yellow 'Request' form.

Additional Fees

A \$50 registration fee is collected for each child upon enrollment or re-enrollment at FCC and is collected each January thereafter. This non-refundable fee is not applied to weekly fees.

A \$50 registration fee is collected for each child who re-enrolls into our school-aged Summer Program. This fee applies to any child younger than twelve years of age who is entering elementary grades. The fee is waived for any child currently enrolled in the 4K program. This non-refundable fee is not applied to weekly fees.

Parents are responsible for charges incurred for field trip transportation and admission costs or costs related to special events. Parents are notified in advance of these charges.

Parents are responsible for fees related to services provided by an outside contractor, such as computer, music and movement classes, or individual photos.

Any family varying the hours of their contract by fifteen minutes either before or after the contracted time is assessed a \$5 fee for each occurrence. Staff schedules are based on children's contracted times; therefore, it is imperative that families adhere to their contract to maintain staff-child ratios. To avoid this fee, parents are asked to complete a yellow 'Request' form if they need to temporarily change their contracted time.

If a child is not picked up from Faith Child Care by 5:45 p.m., a \$20 late fee is charged for the final fifteen minutes the center is open. After 6 p.m., a fee of \$10 per child is assessed for each five minutes that a child remains at the center. In accordance with the terms of our license, children cannot be in attendance after 6:00 p.m. Faith Child Care administration reserves the right to call the Department of Health and Human Services after 6:00 p.m. if a parent does not notify the center of their late arrival.

If a child attends the center more than ten hours in a day, an additional fee of \$10 per hour is assessed.

If FCC is informed that a client's check had been returned due to non-sufficient funds (NSF), the check is automatically re-deposited by the credit union and a \$10 NSF fee is charged to the client. If the check is returned a second time, cash payment is required for replacement of the check and the client is charged a NSF fee of \$20. The fees are considered past due until the cash is received and the late payment fee of \$10 is applied.

Withdrawal from Faith Child Care

Parent-initiated voluntary withdrawal of a child

Circumstances may arise when a parent voluntarily chooses to withdraw their child from Faith Child Care. A two-week written notice must be given to the Administrative Director stating the child's last date of attendance at the center. Parents are responsible for payment of fees for the remaining two weeks, at the time their notice is given.

If a family chooses to temporarily withdraw their child from FCC and they want a guaranteed place for their child upon return, 20% of the child's weekly fee is collected for a maximum of 12 weeks per year. After completion of 12 weeks, a weekly fee of one day per part time contract or two days per full time contract is collected to continue to guarantee a place for their child. This fee is collected upon withdrawal for reasons including, but not limited to, summer months, medical or maternity leave, or a parent's seasonal work. This fee is collected only for children who withdraw for a period of four weeks or longer. The \$50 re-registration fee is waived when this reservation fee is paid.

Mutual agreement of withdrawal of a child by a parent and the Administrative Director of the center

A mutual decision may be reached between the parent and the Administrative staff of Faith Child Care whereby both parties agree that placement of the child in a group setting is inappropriate and the child would benefit from another placement. If a parent desires, the staff of Faith Child Care assists the parent in finding information for alternate placement of the child.

When Faith Child Care cannot reasonably accommodate the special needs of a child without undue hardship or with current staffing patterns, parents are contacted to discuss the concern. Administrative staff makes every effort to assist the parent in finding appropriate services available through other agencies in the community.

Center Initiated – Involuntary Discharge

Faith Child Care reserves the right to initiate removal of a child or family for:

- Failure to pay fees for two or more weeks
- Failure to submit forms required by licensing, resulting in the center's non-compliance with the state of Wisconsin
- Failure to observe or cooperate with the policies of Faith Child Care
- Behavior endangering staff or children at Faith Child Care by causing severe physical or emotional harm
- Inappropriate behaviors by a parent or child, including, but not limited to, sexually inappropriate behavior directed to the staff or children
- Possession or use of dangerous or illegal items and substances on the premises of Faith Child Care

Removal from Faith Child Care

Prior to removal from the center, the Administrative Director notifies the parents of the pending removal and schedules a meeting with them. During the meeting, the problem is defined. Solutions to the problem are discussed and a timeline, not to exceed one month, is set for resolving the situation. A follow-up meeting is held to review the problem. If the problem cannot be resolved or parents are not willing to attempt resolution, removal occurs. If the parent fails to respond to the written notice within three business days, removal of the child or family occurs immediately.

Arrival at the Center

Angle parking on Alice Street is available when dropping off or picking up a child. For the safety of everyone, parents must turn off their vehicle's engine while they are bringing their child into the center.

A child must not be dropped off unattended at the entrance to the center. Children must be brought into the building by a parent or other authorized adult who is 18 years of age or older. Authorized adults must be listed on each child's Enrollment Form.

Faith Child Care does not assume responsibility for a child unless the child has been clocked in and brought directly to a staff member.

Each parent dropping off or picking up a child will be fingerprinted to gain access to the computer time clock. It is the responsibility of the parent or other designated adult dropping off the child to make sure the child is clocked in. If the parent or other designated adult has not been fingerprinted by the administration or their fingerprint cannot be read, they must sign the child in or out by entering the date and time in the binder to the right of the time clock.

All children arriving at Faith Child Care before 7:00 a.m. must be taken to Room 212 where staff is waiting for them. After 7:30 a.m. all children arriving at the center must be taken to their assigned classrooms.

Sometimes children experience sadness when their parent leaves for the day. Often a 'good-bye' routine is helpful for a child at this time. We suggest that you establish a routine with your child, realizing that this routine may differ for each child. For some, having a parent stay for a long time works well; for others, the 'good-bye' is much easier if the departure happens quickly. If your child is reluctant for you to leave, our staff is always happy to help you and your child through this transition.

Departure from the Center

For the safety of each child, only the following adults are allowed to pick up a child from Faith Child Care:

- Parents or legal guardian of the child, unless prohibited by a court order that is on file at the center
- People 18 years or older designated on the child's enrollment form who have agreed to accept the responsibility of picking up the child
- People authorized by the parent or legal guardian through a phone call or written note. These people are asked to show identification before the child is released to them.

Parents must list one adult, other than the parent, as an emergency contact on the child's enrollment form. Any adult listed on the child's enrollment form as an emergency contact must also be authorized to pick up the child. Adults listed as emergency contacts must be able to reach Faith Child Care within one hour of being called.

If a parent or designee of the parent arrives to pick up a child and appears to be under the influence of alcohol or any drug, staff members will notify an alternate contact before releasing the child into the care of that person. Law enforcement will be contacted upon release of the child, with information regarding the incident including a license number and car model, if possible.

Parents must notify the administrative staff immediately of any changes in residence or phone numbers for emergency contacts or other people authorized to pick up their child.

When children and staff are outside, parents and other authorized adults must come inside the play yard to pick up the child. Children are not allowed to go outside the fenced play area without adult supervision. For the safety of all children, only adults are permitted to operate the safety pin which opens the gate.

If you are going to be detained by more than fifteen minutes in picking up your child at the end of the day, please notify the Faith Child Care office so staff members can reassure your child and arrange necessary staff coverage.

At the end of the day allow a few minutes for your child to transition from the activities of the busy day to reconnecting with you. We understand this may be hard for tired parents, but it makes the transition easier for your child.

If a severe weather warning has been issued, parents who arrive at the center are encouraged to remain with their child inside the building until it is safe to depart.

Daily Schedule of Activities

The teachers in each room have developed a schedule based on the ages of the children and their activities. As part of the Appleton Area School District 4K program, our four-year old children will follow the schedule and activities designated by the district during our morning hours. Afternoon wrap-around care will include a Christian curriculum. The schedule below indicates approximate times for the general group. Please check your child's classroom for their specific schedule. Infants will maintain their own schedules, which may vary from the hours listed below.

- | | |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6:30 a.m. - 8:15 a.m. | Children arrive and enjoy free time with a choice of activities which are rotated daily.
At 7:30 staff and children depart for their individual classrooms |
| 8:15 a.m. - 9:00 a.m. | Breakfast is served for children in their individual classrooms |

9:00 a.m. - 11:15 a.m.	Children participate in learning activities including Jesus Time, weekly and holiday themes, group time, small and large motor activities, creative art, dramatic play, blocks, music and outdoor play
11:15 a.m. - Noon	Lunch is served to all children
Noon - 12:30 p.m.	Children prepare for rest time
12:30 p.m. - 2:15 p.m.	Children participate in rest/nap time as well as quiet activities such as books, puzzles, and creative art
2:15 p.m. - 3:00 p.m.	Snack is served to all children
3:00 p.m. - 5:45 p.m.	Children participate in organized group activities and free choice activities, indoor or outdoor, until they are picked up. Activities are rotated daily.
5:45 p.m. - 6:00 p.m.	Closing of the center

Nap and Rest Time

All children attending Faith Child Care longer than four hours in a day, including children in wrap-around care, must have a nap or rest period. Children who are not sleeping after thirty minutes are allowed to engage in quiet table activities until nap time is over. Faith Child Care provides portable cribs or cots and sheets to cover them. These are washed weekly or more frequently as needed.

Pillows:

Any child over one year of age may bring one pillow no larger than 15x15 inches for naptime. Pillows larger than this do not fit in the cubbies provided for personal belongings.

Blankets:

Blankets brought from home should be made from cotton, flannel or lightweight fleece only. For all classrooms, except the four year old classroom, blankets must not exceed 30 x 40 inches. For the four-year old room, blankets should be no larger than 48 x 60 inches.

In addition, one small stuffed animal may be brought to use at naptime for any child over one year of age. Under DCF 251 Licensing Rules, all nap items must be taken home weekly to be laundered.

For children under one year of age, the following SIDS Risk Reduction procedures are used:

- Infants are placed on their backs in a crib to sleep unless an alternate written authorization for sleeping is provided by the child's physician.
- Infants are not allowed to sleep in a car seat or infant "bouncy" seat without written authorization from the child's physician.
- Parents are asked to bring a sleep sack for their infant. Blankets will not be placed in cribs with infants.
- Soft items such as pillows, blankets and stuffed toys are not allowed in cribs.

- Any positioning device that restricts movement within a child's crib is not used without written authorization from the child's physician.
- When infants can easily turn over from back to tummy, they are put to sleep on their back, but are allowed to assume whatever position they prefer for sleeping.

Outdoor Activities

We incorporate daily outdoor activities as often as the weather permits. There are two play yards which have been designed to separate the children under the age of two years from the older children to keep them safe.

Children two years of age and younger use the smaller of the two play yards where they have opportunities to participate in large-muscle activities, play in sand or water, and socialize with their friends. Our center also has strollers so the infants can go on walks with their teachers.

We have designed an outdoor learning environment for the older children. Each classroom has a garden plot to care for during the summer months. We also provide bikes and scooters for the children to ride, with helmets provided for their safety. The children also enjoy digging and building in the large sandbox we have provided. Best of all there is a lot of room for them to run, climb and play! Since Erb Park is only a block away, they often go there to play as well.

Extreme Outdoor Temperatures

The safety of the children is our primary concern. Therefore, children are not allowed to go outside during times of extreme temperatures. The children remain inside when:

- The temperature or heat index is above 90 degrees F
- The wind chill is 0 degrees F or below for children ages 2 years of age and older or 20 degrees F or below for children under 2 years of age

Field Trips

Children three years of age and older participate in field trips during the year. The children are transported by Valley Transit or chartered buses. Parents are responsible for any fees related to field trips. Parent or staff vehicles are not used to transport children.

Parents are notified of field trips in advance and have the opportunity to chaperone if they wish. When trips cross over the lunch hour, a meal is provided by the center.

To maintain staff-child ratios, any child who is contracted and in attendance on the day a field trip occurs must participate in the trip.

If a child is contracted for a field trip day, the parent may choose to keep their child home and not participate in that trip. Parents are responsible for the fees for that day, but are not charged for any fees related to the trip.

Physical Exams and Immunizations

Faith Child Care maintains an ongoing interest in the health and safety of all children enrolled in the center. Our staff realizes that parents assume the primary responsibility for the health and wellbeing of their children. In partnership

with the families, our staff strives to provide a safe and healthy environment for the children while they are in attendance at the center.

To maintain compliance with Wisconsin Administrative Code DCF 251 Licensing Rules for Group Child Care Centers, Faith Child Care follows these guidelines:

Each child must have an initial health examination not more than six months prior to enrollment nor later than ninety days after enrollment at Faith Child Care.

Children under the age of 24 months are required to have an additional health examination every six months. A child two years of age and older is required to have an additional health examination every two years until he/she enters elementary school. All health examinations must be documented on a form approved by the Department of Children and Families and signed and dated by a licensed physician, physician assistant or Health Check provider. Forms are available in the Faith Child Care office and on our website.

A completed Health History and Emergency Care Plan must be on file for each child by his/her first day of attendance at Faith Child Care. Parents must inform the Administrative Director of newly diagnosed medical conditions, including, but not limited to, allergies and asthma, affecting their child so that current records are maintained and proper care is given while he/she is in attendance at the center.

Current documentation of a child's immunizations must be on file before his/her first day of attendance. Please inform the office staff when your child receives additional immunizations so that current records are maintained. Parents choosing not to immunize their children must complete the waiver on the Immunization Record.

If the Department of Health Services or a city or county Health Department orders schools to exclude students who are not immunized due to the substantial outbreak of a communicable disease (per WI Statute, Chapter 252.04(7)), Faith Child care will exclude non-immunized children until the outbreak subsides. Children will be allowed to return to the center when the Department notifies our administration that the outbreak has subsided. During the first two weeks of exclusion, parents will not be charged for the days their child is contracted. After two weeks, fees and continued enrollment will be at the discretion of the Faith Child Care Board of Directors.

Communicable Disease

Any child with a reportable communicable disease is not admitted or allowed to remain at Faith Child Care during the period of time when the disease may be transmitted to adults or other children. When a child enrolled at Faith Child Care contracts a communicable disease, the administrative staff notifies the local health department, the Department of Children and Families, and the parents of any exposed children.

In the case of any reportable illness, including but not limited to, bacterial-diarrhea, parasitic bowel infection, infectious hepatitis, meningitis, tuberculosis, scarlet fever or vaccine preventable diseases, written notice of release from both the child's physician and the local health department must be submitted to the Administrative Director before the child is allowed to return to the center unless the child has been absent for a period of time equal to the longest usual incubation period for the particular disease.

Notice of any communicable disease or illness that is present at the center is posted on the parent time clock and on the wall near the classroom door. Confidentiality is maintained and no individual names are released when reporting the disease or illness to families.

Guidelines for the Exclusion of Children and Staff from a Day Care, developed by the Wisconsin Department of Health Services, are followed when questions arise regarding communicable disease and isolation.

Illness Policies

Exposure to a new group of children may cause more illness during the first year that a child is enrolled in a child care setting. Since Faith Child Care is not licensed by the state of Wisconsin to care for mildly-ill children, we follow these policies and procedures:

Upon a child's arrival, Faith Child Care staff observes each child for signs and symptoms of illness and continues to observe them throughout the day. Our staff follows the *Guidelines for the Exclusion of Children and Staff from a Day Care Center* when making the decision to send a child home.

Parents must have an alternate plan arranged in advance in the event that their child becomes ill while at Faith Child Care. If a child exhibits any symptoms of illness, parents are contacted and the child must be picked up within one hour of the call. The ill child is cared for by a staff member, away from the other children, until a parent or other authorized person arrives to take the child home.

Parental cooperation is necessary to promote a healthy environment for all the children attending Faith Child Care. A child showing any of the following signs of illness 24 hours prior to arrival should not be brought to Faith Child Care:

- Fever (defined as a temperature 100 degrees (F) or higher taken under the arm)
- Diarrhea stool (defined as stool that is watery or less formed with greater occurrence than usual and is not contained in diapers or toilet use, or stool that contains blood or mucous)
- Vomiting
- Pink or red eyes with inflammation and white or yellow discharge
- Rash with a fever and/or a change in behavior, until a medical exam indicates the symptoms are not associated with a communicable disease
- Any other conditions that may be contagious to other children, including but not limited to, strep throat, hand foot and mouth disease, ringworm, impetigo and head lice
- MRSA with a fever or with lesions that cannot be covered
- Illnesses or symptoms including, but not limited to, colds, coughs or respiratory distress, which interfere with a child's ability to participate comfortably in program activities, including outdoor play
- Illnesses that result in a greater need for care than staff can provide without compromising the health and safety of other children
- Conditions that may indicate a possible severe illness, including but not limited to, persistent crying, lethargy, difficulty in breathing, or unusual irritability

The following time periods are used to determine when a child may return to Faith Child Care following an illness:

- 24 hours after a child's temperature returns to and remains normal without the use of any fever reducer
- 24 hours after a child's last episode of vomiting or diarrhea, except in the case of a communicable disease that needs to be reported to the local health department and DCF

- 24 hours after antibiotics are begun for any communicable illness, including, but not limited to, strep throat or pink eye
- When blisters from hand foot and mouth disease or chickenpox are dried and free of fluid
- When an initial treatment for head lice has been completed and there is no visible evidence of adult lice present on the scalp
- When throat cultures or other tests are taken to diagnose an illness that may be contagious, the child must be kept home until test results are verified and the administration is notified of the negative results through written documentation from a health care provider

Exceptions to the above time periods may be allowed by the Administrative Director on an individual basis if:

- Written documentation is received from a health care provider that a child has been diagnosed with an ear infection but is not contagious to others and if the child is comfortable enough to participate in the daily schedule of the child care
- A child has a chronic illness and written documentation is received from the child's physician indicating that the child will not expose other children
- The local health department notifies the center that a child is clear of a communicable disease and is released to return to child care

The administration of Faith Child Care reserves the right to deny a child's attendance at the center if they feel that the child's illness places other children at risk, even with a written note from the child's physician or a health care provider.

*The illness policy is subject to change at any time according to the City of Appleton Health Department and the Wisconsin Department of Children and Families, Division of Early Care and Education, Licensing Rules for Group Child Care Centers.

Medications

The staff of Faith Child Care dispenses prescription or non-prescription medications such as pain relievers, teething gel or cough syrup to a child under the following conditions:

- Medication is supplied in the original container and the label includes the child's name, the dosage and the directions for administration. Expired medication or medication which is prescribed for another child in the family is not given.
- An Authorization to Administer Medication form has been signed and dated by the parent. This authorization must include the child's name and birth date, the name of the medication, administration instructions, medication intervals and length of time for dispensing the medication. These forms are available in the classrooms or office and on our website.
- A non-prescription authorization form, provided by the center, and signed and dated by the child's physician, is on file when the dosage of medication for the child's age is not included on the container from the manufacturer
- A child does not have a temperature of 100 degrees (F) or higher taken under the arm or other signs of illness which may be masked by giving medication

If a child is on the same medication for more than one week, a new form must be completed by the parent at the beginning of each week. With the exception of treatment for chronic conditions, blanket authorizations for medication are not accepted.

For the safety of all children, items such as lip balm, cough drops and hand lotion must be given to a teacher for storage and administration. Please do not leave them in your child's diaper bag, cubby, or backpack for self-administering.

All forms of prescription and non-prescription medications must be placed in medicine containers that are inaccessible to children. These containers are located in each classroom. Medicine requiring refrigeration is stored in a child-proof container in the refrigerator located in Room 213. Prescriptive and non-prescriptive medications may not be kept at the center without a current, signed authorization on file from the child's parent.

Children are not given medications that affect their behavior except those prescribed by their health care provider and authorized by the child's parent.

Any medications given to a child are logged in a medical journal. Medical information on any child is available only to the parents/legal guardians of that child.

While staff makes every effort to dispense medication as requested by the parent, Faith Child Care does not assume responsibility for missed dosages.

Special Health Care Needs

If a child has medical conditions requiring special health care needs, including any physical, emotional, social or cognitive disabilities, parents must indicate the needs on the Health History and Emergency Care Plan form, stating the child's special health condition and procedures for handling the issue.

If special health precautions, including, but not limited to inhalers, nebulizer treatments, Epi-Pen injections, are prescribed and needed during a child's scheduled care at Faith Child Care, administration and staff works with the child, parents and the child's physician on an individual basis. Faith Child Care staff does not administer any special medical procedures for which they have not been trained.

In cases where staff or children are exposed to or diagnosed with infectious hepatitis or HIV, Faith Child Care staff follows the guidelines of the Center for Disease Control and the local health department.

First Aid for Minor Injuries

First aid kits are maintained at Faith Child Care for treating minor injuries that a child may incur while attending the center. Standard first aid procedures are followed for all injuries.

Superficial wounds are cleaned with soap and water only and protected with a Band-Aid or sterile gauze. To comply with DCF 251 Licensing Rules, no antibiotics are applied to a wound.

Parents are notified of any injury through an Injury Incident Report that describes the nature of the injury and what treatment was given. Staff also calls a parent to inform them of the injury if they feel it is necessary.

Minor injuries, where an immediate call to a parent is not necessary, are documented and communicated in writing to a parent through an 'Ouch Report' that is sent home the day of the injury.

A record of all injuries is kept in the center's medical logs. Any parent may review their child's medical information upon written request to the Administrative Director or Program Director.

Emergency Medical Treatment

In the event of a medical emergency, our staff calls 911 immediately and then contacts a parent. A child is transported to Theda Care Regional Medical Center – Appleton unless parents or legal guardians have noted an alternate facility on their emergency medical treatment forms. A Faith Child Care staff member remains with the child until a parent or legal guardian arrives at the hospital.

Each enrolled child must have two completed Medical Treatment Consent forms on file at the center in case emergency medical treatment is necessary. One form is kept in the child’s classroom and the second one is kept in a master file in the office. It is the responsibility of the parents or legal guardians to keep emergency information current so that medical care can be given in cases of medical emergencies.

Abuse and Neglect Reporting

Any evidence of unusual bruises, lacerations or burns observed by staff are noted in a center medical log and reported immediately to the administration. All teachers of Faith Child Care, by state and federal law, are mandated reporters of abuse or neglect. Any employee of Faith Child Care having reasonable cause to suspect that a child has been abused or neglected by any individual is obligated to contact the Outagamie County Department of Health and Human Services or the Appleton Police Department. Any person participating in good faith in making a report has immunity from any liability, civil or criminal, that results by reason of the action.

Handwashing and Sanitation

Since proper handwashing and sanitation significantly reduce the spread of illness, the staff of FCC follows these procedures:

- Staff hands are washed with soap and warm water when entering a classroom, after changing diapers or assisting a child with toileting, before and after handling food, after using tissues for wiping a nose, when attending an injury, and after using bathroom facilities. Disinfecting hand sanitizers are not used in place of soap and running water for washing hands.
- Staff works with the children to teach them proper handwashing techniques before and after meals, after toileting or diapering and when they return from playing outdoors. Children under six months of age have their hands and faces washed by staff with a soap-based wipe.
- Staff members wear single-use disposable gloves when there is possible contact with blood. Universal procedures for blood-borne pathogen exposure are followed.
- A regular schedule is maintained in each room for sanitation of toys. Any surface coming in contact with bodily secretions is disinfected with a chlorine bleach solution, which is mixed daily.

Emergency Evacuation Sites

In the event that an on-site emergency situation necessitates evacuation from the center, all staff and children will vacate to an alternate site. Faith Child Care staff remains with the children until they are released to their parent or other authorized adult.

Our primary alternate evacuation site is Theda Care Regional Medical Center- Appleton, 1818 N. Meade Street, Appleton, 54911. Our secondary site is Celebration Ministry Center, 3100 E. Evergreen Drive, Appleton, 54913.

Procedure for moving students to the primary evacuation site:

The Administrator Director will call Theda Care Medical Center- Appleton to notify them of our need to evacuate. Students and Faith Child Care staff will walk to Theda Care via Glendale Avenue and remain there until all families are notified and children are picked up. Classroom emergency medical cards and emergency backpacks are the responsibility of the lead teacher in each classroom.

Procedure for moving students to the secondary evacuation site:

The Administrative Director will call Celebration Ministry Center to notify them of our need to evacuate. The Appleton Police or Fire Department will contact Valley Transit or Lamer’s Bus to dispatch buses to the center for transporting all Faith Child Care children and staff to Celebration Ministry Center. All staff will remain at Celebration Ministry Site until all families are notified and children are picked up. Classroom emergency medical cards and emergency backpacks are the responsibility of the lead teacher in each classroom.

Preparation for Emergencies

A list of emergency numbers is located by each telephone in the center. Documentation of an emergency contact person who is available within five minutes is also posted at these areas.

Faith Child Care conducts monthly fire drills during the year, tornado drills during the months of April through October and lock-down procedures several times during the year to help prepare the children for emergency situations that may occur. Emergency plans are posted in each classroom. Each classroom has a supply backpack that is taken each time a group of children leave their classroom, except for outdoor play.

Child Education Policy

Early learning experiences are critical for a child’s development. The curriculum of Faith Child Care is designed to align with the Wisconsin Model Early Learning Standards and to provide learning experiences which enhance every aspect of a child’s spiritual, intellectual, physical, social and emotional growth and development. Goals set for weekly learning opportunities are based on the current needs of the children in each room.

To encourage learning about Christian faith, children are taught about God and His love through the center’s atmosphere and daily activities, including, but not limited to, Bible stories, prayers, music, art, and daily conversations. Christian values, such as sharing and kindness, are incorporated into daily planning and guidance techniques. Holiday celebrations focus on religious rather than secular aspects of the holiday.

Using Jesus as the perfect example of love for all, we offer many opportunities for the children to interact with adults and other children. Individual differences are treated as God’s way of creating each person unique and special. We also provide activities that help children to recognize and to respect personal and cultural differences.

Believing that children learn best through play and active, hands-on exploration of their environment, we offer activities through learning centers, where children become involved in self-directed, teacher-monitored exploration of materials. Once the children reach the toddler rooms, classrooms are arranged in learning centers such as blocks, dramatic play, sensory table, small manipulative materials, creative art, science, literacy and music areas.

Classrooms are arranged with equipment and materials appropriate for the ages of the children in each room based on Environmental Rating Scales (ITERS and ECERS). Tables, chairs and toy shelves are placed low to the ground for the children. Shelves are filled with toys for exploration and learning about colors, shapes, numbers, letters and other concepts. Learning materials are accessible to the children at all times.

Art activities are available every day. We focus on the process of creating rather than the end product. Process involves the child manipulating, experimenting and exploring art materials. The final product is an individualistic and joyful display of the art experience. At times, only your child, the artist, can tell you exactly what the end product is.

The children are introduced to a wide variety of materials and textures to use in their creations. In addition to creative art during 'center time', crayons, washable markers, stencils and paper are available during early and late day activities.

The children occasionally have special activities in the classroom as well. Teachers enjoy cooking with the children and "traveling" to other countries as they learn about other cultures. During our safety and health units, we invite community helpers to visit the children. Field trips are also incorporated into the curriculum to broaden the children's learning experiences.

A component of Young Star is using the Ages and Stages Questionnaire, ASQ-3. It addresses the five developmental areas: communication, gross motor, fine motor, problem solving and personal-social. Social-emotional development is addressed by the Ages & Stages Questionnaire, Second Edition (ASQ:SE-2). Faith Child Care uses both of these parent-completed child monitoring systems. The information is only seen by the classroom teachers and the office staff. The information is then used to guide the teachers in their lesson planning.

Transitions

Teachers strive to maintain a consistent schedule for the children in their room. Children are given advance notice when moving from one activity to another. Activities are arranged so children have minimum waiting time during transitions from one activity to another. Teachers engage the children in songs, finger plays, or conversation as they are transitioning at meal time, bathroom time, or when moving to and from outside activities.

When a child is developmentally ready to move to a new room, the transition is made gradually and as soon as space allows. Parents are notified by the Administrative Director that their child is being considered for a move. The typical period of time for transitioning to a new room is two weeks; however, this time frame may be changed to best assist the child in adjusting. Teachers currently assigned to the child complete transition notes for the child's new teachers to help with the child's adjustment to the room. Parents are also asked to complete an intake form for the new classroom teachers.

Developmentally Appropriate Programming

Infant Rooms:

The most important need of young infants is secure, nurturing relationships. The program in our infant rooms is designed to help this security. Infants learn that their needs are met promptly and they are held and cuddled frequently.

Non-mobile infants are moved from place to place frequently throughout the room to provide a balance of active and quiet time. 'Tummy time' is made available throughout the day.

Feeding and diapering times are used as opportunities in language development and other individual learning experiences. Teachers introduce the infants to language throughout the day by talking, singing, reading books, using sign language and encouraging them to verbalize.

Individual daily activities are planned according to each child's developmental stage and home routines of feeding and sleeping. Toys and equipment offer opportunities for music, movement, fine and large motor development in a safely-monitored environment.

Toddler Rooms:

The need for security and the desire to explore continue into the toddler age. Since this is the age when children seek to be in control, activities are planned to promote cooperation through play.

Teachers help toddlers to increase their language and social skills by guiding them to 'use their words' and express their feelings. Reading stories is a favorite activity in these rooms.

Self-help skills are encouraged, especially in the areas of eating, dressing and toilet training. In the older toddler rooms, short group times are begun. Children take turns in being classroom helpers.

Materials and equipment provide a balance of dramatic play, sensory, large and small motor activities as well as active and quiet times. Children are given opportunities to develop their creativity through dramatic play, process art, music, and movement activities.

Preschool Children:

Teachers help the children learn how to establish positive co-operative relationships with adult and peers through a variety of small and large muscle group activities.

Self-esteem is promoted by planning activities that children can successfully complete. The learning environment is designed to provide active exploration of sensory and manipulative materials. Language and listening skills continue to develop through books, songs and conversations.

Theme activities are incorporated into different learning centers where children are free to choose their own activities under the guidance of the teachers. Creative expression is fostered through a variety of art media, puppetry, dramatic play, and music activities.

4K Children:

Our center offers a morning 4K session in partnership with the Appleton Area School District. The curriculum provided by the school district is aligned with Wisconsin Model Early Learning Standards (WMELS) and the Common Core Standards for Kindergarten. Their morning includes large group and small group instruction, movement and music, outdoor play, as well as child directed play.

Learning experiences are driven by the individual child's interests and encourage creativity, curiosity, exploration and problem solving and foster a love of learning.

School-Aged Children:

Children are encouraged to help with planning, and they work together with the teachers to create a positive learning environment. Christian concepts are incorporated throughout the day in devotions, music and prayers. Scheduling and curriculum allow children to learn through active involvement in various learning experiences with each other. Children are allowed to work individually or in small informal groups much of the time. They are allowed more freedom to work independently under the supervision of adults. Teachers assign tasks to teach the children responsibility for themselves and others. Exploration of science and math concepts is built into planning through cooking, gardening, experiments and sensory activities. Team activities with cooperation, not competition, are encouraged. Children continue to learn about the world and the community they live in through field trips, service projects, and activities that introduce them to other cultures.

Child Guidance and Discipline Policy

The guidance techniques of Faith Child Care are based on the seven skills of Conscious Discipline and on the Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children. These skills assist the staff in responding to conflict and help teach the children the communication and social-emotional skills necessary to manage themselves, resolve conflict and develop pro-social behaviors. The language we use with the children is "Be Kind," "Be Safe," and "Be Helpful." It is used in all areas of the children's day.

The Pyramid Model is a Multi-Levelled System of Support (MLSS) to enhance social and emotional competence in infants, toddlers and young children. It offers evidence-based strategies for parents and professionals to support optimal development and prevent challenging behaviors.

Children are a precious gift from God and we believe they should be treated with respect. Faith Child Care's goals are to help children develop positive self-esteem, respect for themselves and others, and socially acceptable ways of expressing their needs and feelings. This is accomplished through positive guidance and loving, Christ-centered discipline.

While we believe the primary responsibility for raising young children rests with the parents, our staff strives to assist parents in the training and guidance of their children. We provide parents with feedback about their children, both positive and negative, if necessary. Parents are welcome to discuss concerns about their child's behavior with the child's teacher or the administrative staff at any time. Parental support is expected for any guidance techniques used by staff to solve unwanted behaviors.

Staff members offer positive guidance for children by providing an atmosphere in which everyone feels respected and valued. In addition, they create a learning environment based on trust and freedom to explore and develop without fear of humiliation or shame. The staff works to accomplish this by:

- Respecting each child and fostering a trusting relationship by actively listening, acknowledging feelings and meeting the needs of that child
- Maintaining a safe, learning environment that uses developmentally appropriate activities based on each child's ability, attention span and need for movement
- Establishing positive guidelines for behavior that set clear, understandable limits and consistent routines
- Helping children to use language to express their emotions
- Providing a curriculum based on goals for the children according to their development so that each child feels success in their daily routines and activities.
- Maintaining a consistent routine with well-defined expectations and limited transitions
- Providing sufficient materials and activities to avoid overcrowding and to give opportunities for child-directed as well as teacher-led choices throughout the day
- Recognizing children's efforts and using praise through kind words or actions to reinforce desirable behaviors
- Using problem solving techniques instead of punishment
- Anticipating and eliminating potential problems in the environment
- Redirecting a child displaying undesirable behaviors to another activity

When a child becomes upset for any reason throughout the day, staff will help calm and comfort a child by rocking or holding the child and talking with him/her in a calm and soothing voice. Comforting techniques outlined on the child's intake form will be used to provide the child with consistency between home and the center. The child's teacher will attempt to distract the child by removing objects that may be causing the distress or redirecting the child to another activity.

If a child causes physical or emotional harm to self or others, the child is removed from the situation for a short time to calm down and is provided time to talk with the teacher about alternative, appropriate behaviors.

Time-outs are occasionally used for children over three years of age only when all other methods of guidance are unsuccessful. The length of a timeout may not exceed three minutes. Timeouts under the age of three years are prohibited by DCF 251 Licensing Rules. If a child younger than three years of age needs to be removed from a situation, he/she is placed on the teacher's lap or next to the teacher until he/she has calmed down.

At no time are peers, older children or other parents allowed or delegated to administer disciplinary action to a child.

Staff is not allowed to discipline a child using methods prohibited by DCF 251 Licensing Rules, even at the request of a parent. Examples of prohibited actions include, but are not limited to, spanking, hitting, verbal abuse, threats or derogatory remarks about a child or the child's family, physical restraint, actions that are cruel, frightening or humiliating to a child, and withholding or forcing meals, snacks, or naps.

Children are not given medications that affect their behavior except as prescribed by their health care provider and with the specific instructions from the health care provider regarding the use of and reasons for the medication. In addition to documentation from the child's health care provider, parents need to complete an authorization form.

Chronic Disruptive Behavior

The safety and welfare of all the children at Faith Child Care are of primary concern. While the staff makes every effort to work with children and their parents to promote appropriate behaviors, there are situations when additional action may be necessary.

Initial Meeting

If a child's extreme, uncontrollable behavior continues to physically or emotionally endanger staff and other children at Faith Child Care despite positive guidance techniques, or if a parent is uncooperative with staff in working toward their correction of their child's chronic disruptive behavior, a meeting with the child's parents is requested by the Administrative Director and the child's teachers. The problem is defined in writing and goals for correction are established and a date is set to review the issue.

Second Meeting

If, after the predetermined time frame, the initial plan for helping the child fails, a second meeting is requested by the Administrative Director. The problem is identified again and new approaches are defined.

Suspension/Dismissal

Suspension of the child occurs if no progress occurs within the established timeline. Parents are responsible for payment of fees, based on their contracted time, during the length of the suspension. The period of suspension may vary from the remainder of a day to one week depending upon the severity of the problem. Dismissal of the child occurs after three suspensions for the same behavior, or immediately if the child's behavior severely injures a staff member or another child.

USDA Child and Adult Care Food Program (CACFP)

This program is offered through the Wisconsin Department of Public Instruction, Bureau of Food and Nutrition Services. Foods provided reflect Faith Child Care's concern for the children's health, nutrition and development.

In compliance with the guidelines of the USDA, the following is their Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program. Or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, [USDA Program Discrimination Complaint Form](#) which can be found online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (833) 256-1665 or (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

To meet CACFP enrollment criteria, a child is considered enrolled for a given month if he/she has a current completed and approved enrollment form on file and is in attendance at least one day in that month. Daily counts of the children participating in meals are documented at each meal and snack.

In accordance with CACFP guidelines, parents are asked to complete an income statement or qualification statement yearly, or during the year if their income significantly changes.

Nutrition Policy

Faith Child Care provides a nourishing breakfast, lunch and afternoon snack to any child who is enrolled in the program and in attendance during the time when meals are served. The cost of meals and snacks served during the day is included in the weekly fees as a benefit to families. All meals are prepared on the premises. Foods are purchased from local vendors.

Menus are planned in a five-week rotation by the administrative staff and the cook. Guidelines, established by the CACFP, are followed in selecting the types of foods and portions served at each meal and snack. Menus are posted in the classrooms and on the parent bulletin board which is located across from the parent time clock. Any changes in foods served are noted on the posted menus.

Breakfast is served between 8:15 and 8:30 a.m. and includes one serving of fruit or 100% juice, one serving of grains, and milk.

Lunch is served between 11:15 and 11:30 a.m. and includes one serving of meat or meat alternate, one serving of vegetables, one serving of fruit, one serving of grains or breads, and milk.

Snack is served between 2:15 and 2:30 p.m. and includes one serving from each of two different components: grains such as crackers or bread, meat or meat alternate such as cheese, fruits or vegetables, and milk or water.

School-aged children contracted for morning wrap-around care are served breakfast prior to 8:00 a.m. Children contracted for afternoon wrap-around care are served lunch at 11:30 a.m. Any child arriving for after-school care is offered a snack and milk upon their arrival at the center.

Since meals and snacks must be provided every three hours, children who remain at the center after 5:15 p.m. are offered a snack.

Children between one and two years of age are served Grade A Vitamin D whole milk and children over two years of age are served 1% milk.

Meal-time routines, including handwashing, are established by individual classroom teachers to minimize waiting in large groups and to make the transition to and from meals easy for the children.

Meals and snacks are served in your child's classroom. Meals are served 'family style' in all classrooms where the children are over two years of age to give them opportunities to serve their own food in a homelike atmosphere. One teacher sits at each table to assist children as needed and to participate in pleasant conversation while eating. Prayers are said or sung before each meal and snack. Children over two years of age are responsible for clearing their own dishes from the table after they are finished eating.

The children are encouraged to try new foods by taking a 'no-thank-you bite.' Teachers do not force a child to eat, and food is not used as a reward or withheld from a child for any reason.

When children and staff are off-site for a field trip that crosses the noon hour, lunches meeting the requirements of the Food Program are made onsite and taken along in coolers.

In accordance with DCF 251 Licensing Rules, "any special diet, based on a medical condition, excluding food allergies but including nutrient concentrates and supplements, are served only upon written instruction of a child's physician and upon request of the parent." If a parent suspects that their child has a food allergy, they must submit information to the Administrative staff and their child's teachers.

If a child has a special diet and/or food allergies, it must be noted on the back of the child's Health History and Emergency Care Plan form **and** a written statement from a recognized medical authority must be documented in the child's file. This statement must state the food(s) to be omitted and foods that may be substituted. A listing of special diets or allergies is posted in the individual classrooms, the kitchen and the office.

Specialty menus based on a family's eating preference are not provided by Faith Child Care. If a child has a medically documented food allergy, we will work with the family to provide reasonable substitutions. If reasonable substitutions cannot be made by Faith Child Care, the parent will need to provide the missing components.

Infants and Toddlers:

The infant/toddler nutrition policy of Faith Child Care applies to children under twenty-four months of age and is regulated by the Wisconsin Administrative Code DCF 251 and the USDA Child and Adult Food Program. All infants are kept on their own feeding schedules as established by the parent.

Mothers are welcome to breastfeed their infant at the center at any time throughout the day. For more information, please refer to Faith Child Care's Breastfeeding Policy.

The following meal pattern requirements are followed for children ages six weeks through eleven months:

<u>Child's age</u>	<u>Serving Size of Breastmilk, or Iron-fortified infant formula</u>
Six weeks through five months	4-6 fluid ounces
Six months through eleven months	6-8 fluid ounces

Under the guidelines of the CACFP, Faith Child Care must offer an iron-fortified formula until a child is one year old. The brand we have chosen is Parent's Choice® Milk-Based Infant Formula with Iron. Upon registration, parents are asked to complete a form indicating whether they are providing an alternate type of formula or if they would like the center to provide the specified Parent's Choice® formula. If a parent wishes to have their child drink milk before the age of one year, a physician's written statement is required.

Drinking water is offered to infants and toddlers several times per day upon recommendation of the parents and the child's physician.

Teachers hold an infant who is unable to hold his/her own bottle whenever a bottle is given. The child is positioned with his/her head higher than the body when being fed a bottle. Bottles are never propped.

Leftover breast milk or formula is discarded after each feeding and bottles are rinsed after use. Bottles are not re-used during the day. Parents are responsible for taking home used bottles at the end of each day their child is in attendance.

Bottles of breast milk and formula are heated in a bottle warmer unless otherwise indicated by the parent. When needed, baby food is heated in a microwave.

Solid foods are introduced as directed by a child's parent and the recommendation of the child's physician. Gerber® cereals, strained fruits and strained vegetables are provided by Faith Child Care until a child is developmentally ready to eat table foods served from the weekly menu.

Infants and toddlers are encouraged to experiment with self-feeding by using their hands and eating utensils.

Treats for Birthdays or Special Celebrations

We care very much about the health of your child. Due to the rising rates of childhood obesity, we ask you to carefully consider the nutritional value of any food you bring to share with your child's classmates. We ask that you consider bringing in healthy foods or alternate treats for special occasions. A list of preferred healthy treats and snacks is available from the administrative staff.

All treats brought by families to share with the children must be purchased pre-packaged or provided in the original package from a store or local bakery. Birthday treats are shared after lunch or during afternoon snack time.

Please check with your child's teachers regarding food allergies of classmates before bringing special treats.

To avoid serving the children multiple treats on the same day, we ask that you speak with your child's teachers to arrange a date before bringing treats.

Any treats or snacks served in addition to foods posted on the menus are visibly posted in the individual classrooms serving the treats.

Biting Policy

Faith Child Care recognizes that biting is, unfortunately, an unavoidable occurrence in a group day care setting. Biting incidents occur primarily in the infant and toddler rooms, and often occur in a repetitive manner.

Most of the reasons for a child biting are not related to behavior problems. Our program, therefore, has an established policy to work toward resolution of the individual issues related to biting, with staff and parents working together.

When repetitive biting incidents occur, the staff in the specific classroom and the administrative staff observe the child and document incidents. Staff looks for patterns in the biting incidents and makes any changes in the classroom environment that may be contributing to the biting issue.

The parents are asked to contact the child's physician for suggestions to control the biting. Information on the observations is communicated to the parents of the biting child during a meeting with the classroom teachers and the Administrative Director. A plan and timeline is developed between parents and teachers to help the child learn more appropriate behavior instead of biting, and to ensure there is consistency between home and the center in methods used to reverse the biting behavior. Input from outside resources may include staff from the Birth – Five program through the Appleton Area School District or a staff member from the Birth to Three Program through Outagamie County. A meeting is held to discuss the recommendations of these specialists.

Special circumstances that may lead to the dismissal of a child who is biting include:

- Unwillingness of the parents to work with the classroom staff and Administrative Director to resolve the biting problem
- Recommendation of specialists that the child needs a different setting to meet his/her needs
- A child who has reached the age of three years when biting is no longer a developmentally-appropriate behavior

Additional information may be found in our Child Guidance Policy.

Breastfeeding Policy

Faith Child Care is recognized by the WI Breastfeeding Coalition and the Appleton Health Department as a breastfeeding-friendly child care provider. We are committed to providing on-going support for mothers who choose to breastfeed their infants. Mothers are welcome to breastfeed their infant at the center at any time throughout the day. If a mother prefers to feed her infant privately in a room other than the infant's classroom, she may use the church nursery or an alternate room as directed by the staff.

A refrigerator is available in the infant's classroom for storage of expressed breast milk. Mothers are asked to bring sufficient individual-serving bottles of non-frozen breast milk each day their infant attends the center. Each bottle should contain the amount of breast milk the infant needs for one feeding. Bottles must be clearly marked with the infant's full name, the current date and the date the milk was expressed. Any bottle of breast milk that has not been given to the infant must be taken home at the end of each day.

We ask that one individual-serving bag of frozen breast milk or one additional individual-serving bottle of expressed breast milk is available daily for emergency situations. Either must be clearly labeled with the infant's full name and

the current date. The staff considers frozen breast milk expired after it has been stored at the center for three months. Infant formula, provided by the center, is not given unless requested by the child's mother.

Any mother who is breastfeeding is asked to complete a form with instructions for warming the breast milk and with procedures to be followed if her infant becomes hungry prior to her arrival or if the daily supply of expressed breast milk is gone. We ask that each mother updates this form whenever her infant's feeding schedule changes.

Toilet Training

There is no set age at which toilet training should begin. The appropriate time depends on each individual child's physical and psychological readiness. Some children show signs of readiness between eighteen and twenty-four months, but others may not show signs until thirty months or older. The staff of Faith Child Care encourages children to attempt going to the bathroom around the age of thirty months if they have not expressed an interest at an earlier age.

Communication is important between parents and teachers when toilet training begins. Consistency in techniques between home and the child's teachers is important for a child's success.

Once the child has repeated successes, the teachers encourage the use of underwear. We suggest that the change of underwear begins at home on a weekend and continues for one week. When a child is beginning the transition from diapers to underwear, the child wears diapers or pull-ups at nap time until he/she is consistently dry upon waking. If a child who is wearing underwear has three accidents during a day, the teacher puts the child back into diapers or pull-ups for the remainder of the day so the child's level of frustration does not increase. Additional information may be found in our full Child Guidance Policy (located in the timeclock cupboard).

Screen Time and Video Policy

Faith Child Care adopts the philosophy that children learn best through interactive, hands-on activities; however, children love to watch videos and we do occasionally watch them together. At times, we feel videos may enhance a particular concept in our lessons, and sometimes we watch 'just for fun' videos on days when the weather prohibits outdoor play. Children are given the choice of choosing an alternate activity whenever videos are watched. Additional information may be found in our Wellness Policy.

Wellness Policy

With childhood obesity on the increase, Faith Child Care has adopted the following nutrition and physical activity program policies in an effort to provide the best possible environment for the children attending our center. The staff believes that teaching children the importance of healthy food choices and daily physical activity will instill life-long habits toward wellness.

Nutrition

The nutrition guidelines adopted by Faith Child Care are based on the standards of *Healthy Bites ~ a Wisconsin guide for improving childhood nutrition*.

Our center has established a seasonal five week cycle menu. This cycle ensures that the children receive balanced and varied menu items. A copy of the menu is posted in each classroom and on the parent bulletin board in the main hallway. The children are encouraged to try new foods, but are never forced to eat. Menus and food choices provided are reviewed by the Department of Public Instruction every three years to ensure compliance with the USDA CACFP (Child and Adult Care Food Program).

Foods on the menus provide healthy choices of grains and breads, meat and meat alternatives and fruits and vegetables. Whole milk is provided for children one year of age. 1% milk is provided for children two years of age and older. 100% juice is served only one time per week, and fruits served are fresh or canned in light juice. Processed and pre-fried foods are kept to a minimum. Whole grain breads and pastas are used frequently.

Meals and snacks are served in a safe, clean and pleasant setting that provides children with a relaxed and enjoyable environment. Meals are served family style, and children over two years of age are responsible for serving themselves and clearing their dishes after meals and snacks.

To give children the opportunity to experience where foods come from, FCC has gardens for the children to help tend to and harvest vegetables.

The children receive nutrition education once a week or more. Included are reading books related to food, games that promote healthy eating, cooking and tasting experiences.

We respectfully request that no foods are brought from home unless there is a medical reason. Foods from home are not allowed when a child does not like what is on the menu. When foods are provided from home, parents must provide meals that meet the USDA CACFP meal patterns.

Our program realizes the importance for children to celebrate special occasions such as birthdays or holidays. Parents are asked to carefully consider the nutritional value of any food that they bring to be shared with their child's classmates for special occasions. A list of preferred healthy treats or alternate celebration ideas is available in the office. Due to possible allergies, foods brought from home must be store bought only. Foods must have a label containing ingredients so any allergens can be identified.

Faith Child Care recognizes that breast milk meets all the nutritional needs of an infant and promotes health and development. Breastfeeding is accepted at the center and staff works with mothers to provide a comfortable environment for breastfeeding.

Physical Activity

The physical activity guidelines adopted by Faith Child Care are based on the standards of *Active Early ~ A Wisconsin guide for improving childhood physical activity*. Physical activities include, but are not limited to, aerobic exercise, music and movement, ball-handling activities, parachute play, non-competitive group games, and gross motor equipment such as bicycles and climbing equipment.

Infants

Daily teacher-led activities provide interactions that encourage physical activity and active exploration for each child. Teachers help individual infants to reach new developmental milestones through the use of equipment and activities.

Infants are placed in safe settings that promote the development of movement skills. They are not placed in equipment that restricts movement for longer than fifteen minutes at a time, unless they are sleeping.

Daily outdoor play is provided, weather permitting. Outdoor activities include stroller rides and independent gross motor play.

Children under the age of two years are provided a play yard separate from the older children so they have freedom to safely explore at their individual developmental levels.

Toddlers

Teacher-led physical activities are provided at least thirty minutes per day and child-initiated unstructured physical activity is provided at least thirty minutes per day for a total of sixty to ninety minutes per day. Physical activity is never withheld for misbehavior.

Outdoor play is offered twice daily, weather permitting. When weather prohibits outdoor play, additional active play opportunities are offered in the classroom.

Daily classroom schedules are established so the children are not sedentary for more than fifteen minutes at a time, unless they are sleeping, for a total of no more than sixty minutes per day.

Classroom equipment is provided to ensure a variety of active play activities that promote physical development for each individual child.

Preschoolers

Daily classroom schedules are developed to provide one hundred twenty minutes of active play for children three years of age and older. A minimum of sixty minutes of teacher-led physical activities and a minimum of sixty minutes of child-initiated active play, both indoors and outdoors, is provided daily. Physical activity is never withheld for misbehavior.

Classroom schedules are developed so children are not sedentary for more than fifteen minutes at a time, unless they are sleeping. Children have no more than sixty minutes of sedentary time per day.

Outdoor play is offered two to three times daily, weather permitting. When weather prohibits outdoor play, additional active play opportunities are offered in the classroom.

Each classroom is equipped with a physical activity cart to provide a variety of activities that promote physical development and gross motor skills.

Screen Time

Believing that children learn best through interactive, hands-on activities, we have adopted the following guidelines for screen time, which includes television, videos and computers.

Children under the age of two years are not offered screen time so they have maximum time to explore their environment and socialize with their peers.

Limited television time for children ages two through five years may be offered on days to enhance a particular concept they are learning or when weather prohibits outdoor play. Children are allowed to choose an alternate free-choice activity during screen time.

Computer time for children aged four and five is limited to ten minutes per day. Only educational computer programs are offered. Hand-held video games are not allowed. School-aged children are limited to less than one hour of screen time per day. This includes television, computer and hand-held video games.

Movies brought in for special movie days in the pre-kindergarten or school-aged rooms are reviewed by the classroom teachers before the children are allowed to watch them. Parents are asked to bring videos that are short in length, since the majority of the day is planned with alternate activities.

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