

CHILD LIFE MINISTRIES

OF MCFARLAND LUTHERAN CHURCH

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**Christian Preschool, Rainbow Center & School Age Care
Family Guidebook**

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Welcome!

Welcome to Child Life Ministries of McFarland Lutheran Church! We are delighted to have you as a part of our Child Life family. Our ministry is a non-profit, Christian, Nationally Accredited organization

serving children and families of all denominations and backgrounds. Our program addresses the needs of children to learn, play, and to interact socially with others. We look forward to serving your family through a well-rounded program full of fun and a variety of experiences.

We are State licensed and maintain exceptional student / teacher ratios. We will provide for each child an atmosphere for growth and development based on love and respect for each other.

Child Life Ministries maintains a tax-exempt status and operates on a tuition supported budget. We have a State licenser that visits to inspect and evaluate our center to assure that we meet standards set by the State of Wisconsin. A copy of HFS 46 "Licensing Rules for Group Day Care Centers" as well as all CLM policies and handbooks are available in the Administrator's office.

We have six class sites - 2 preschool rooms, 3 school age care rooms, and the Rainbow Center Childcare in the annex next to the church building. We have access to the Family Life Center for large motor activities and behind the Rainbow Center is a large outdoor playground for all the children.

History of the Child Life Ministries of McFarland Lutheran Church Christian Preschool

Christian Preschool

In the fall of 1979, the corporation called the Martin Luther Christian Day School was formed. The corporation consisted of four congregations, Hope Lutheran Church of Madison, First Lutheran and Christ Lutheran of Stoughton and McFarland Lutheran of McFarland.

A satellite preschool program for three, four and five year olds was started at McFarland Lutheran Church in September of 1980. The first class began with 8 children that attended school in the morning. By January of that year the enrollment had grown to 14 students. In 1981 an afternoon four-year old class was added. In 1982, the addition of a three-year old program brought the total number of children enrolled to about 50 children. In 1984 another classroom was added and the total school enrollment was 80 children. The school continued to grow in enrollment.

In September 1991, the preschool at the McFarland Lutheran Church became a preschool independent of the Martin Luther Christian Day School organization and became the McFarland Lutheran Preschool. A full daycare program called The Rainbow Center was added.

In 1993, McFarland Lutheran Preschool and Rainbow Center became "Child Life Ministries of McFarland Lutheran Church".

The Preschool presently serves 120 children per school year (on average) with four 4 year old classes and three 3 year old classes.

Rainbow Center Daycare

The parsonage / annex next to the Church was converted into a full-day childcare facility and the Rainbow Center in August of 1992. Only children enrolled in the Preschool may use the Rainbow Center.

School Age Care Program

A Kindergarten Care program was started in August of 1994 to serve afternoon Kindergarten age children before and after school. The Kindergarten Care expanded to a School Age Care Program in the fall of 1995. The School Age Care Program serves children in grades K-3rd.

Philosophy

We believe that in order for children to grow and learn, they must have a program that provides a nurturing, comfortable, environment that is structured to meet the physical, emotional, cognitive and social needs of each individual child. Our program focuses on the development of the whole child. Our philosophy has its roots in our Christian belief that each child is a special and unique gift from God. Our philosophy is also largely based on the work of Erikson and Piaget and so we feel that children develop sequentially from one stage of development to another. Therefore, we provide children with opportunities that will challenge them and aid in their progression from one stage to the next. We also believe that children learn by doing. Active learning and its components are important parts of our curriculum.

Mission Statement

McFarland Lutheran Child Life Ministries is an outreach ministry of McFarland Lutheran Church to the young children of our community and their parents. Academic growth evolves through Christian care, worship, music, art, play, sharing, and story. Our school and childcare center embody a Christian atmosphere of love, acceptance, grace, and forgiveness to each individual child.

Child Life Ministries Programs

About Our Preschool

The McFarland Lutheran Christian Preschool is licensed to serve 36 children at any one time. There are 7 different classes (4 four year old classes and 3 three year old classes). These classes utilize two classrooms although the children do use other space in the church. Our school is a nine-month program building upon skills and interest of preschool children.

3 year old program Thursday and Friday AM 9:00-11:00 PM 12:00-2:00
Class Size: 16 children with 2 teachers

Pre-Kindergarten Monday, Tuesday, Wednesday AM 8:45-11:15 PM 12:00-2:30
Class Size: 18 children with 2 teachers

About the Rainbow Center Child Care Center

The Rainbow Center is a State licensed child care facility established in 1992 to serve children enrolled in the McFarland Lutheran Christian Preschool. We currently serve 10 children ages 3-6 years and maintain a student / teacher ratio of ten children to one teacher.

Hours: Monday - Friday 7:00 AM - 5:30 PM 12 months of the year with vacation days

About our School Age Care...

The School Age Care program offers before and after school care to children in grades Kindergarten through 3rd. The School Age Program is held in the McFarland Lutheran Church building in rooms 220, 221 and 226.

Hours: Monday - Friday 3:00 PM - 5:30 PM 12 months of the year with vacation days

Holidays, Vacations and Staff Development Days

Child Life Ministries follows the same holiday and vacation schedule as the McFarland Public Schools. A school calendar of events and holidays is given to each parent at the parent orientation or time of enrollment. We do not follow McFarland Public School's in-service schedule.

We will be closed 3 days per year due to the need for staff development time. These dates are noted on your CLM Parent calendar. The staff uses this time for continuing education as well as preparation.

The School Age and Rainbow Center program will be closed all day on the following holidays (or a chosen day should the holiday fall on a weekend):

Christmas Eve Day	July 4 th	Christmas Day	Labor Day
New Year's Eve (closed unless attendance mandates remaining open)			New Year's Day
Thanksgiving Day	Good Friday	Memorial Day	
Day After Thanksgiving Day			

Staff

An Administrator is hired by the School Board to implement policy, supervise teaching staff and the day-to-day operations of Child Life Ministries.

The Program Director is responsible for the curriculum and educational components to Child Life Ministries.

Teachers meet the State of Wisconsin licensing requirements in Early Childhood Education and are CPR certified. The minimum of training for our lead teachers is a CDA certificate. All teachers attend workshops and in-services yearly. Teachers are responsible for the curriculum development and meeting children's individual needs.

Please read each of these policies carefully!!!
It is important that you fully understand each one!!!
(in these policies, Child Life Ministries may be referred to as 'CLM')

Admissions

Eligibility and Enrollment

All children are eligible regardless of race, color, religion, gender, national origin, sex, creed, political persuasion, ancestry, or handicapping condition (if it does not restrain participation in most regular program activities). Our center is operated in accordance with the U.S.D.A. policy which does not permit discrimination. Enrollment is not contingent upon geographic boundaries or income limits.

Preschool and Rainbow Center:

Children must be 3 or 4 years old by September 1, depending on the class enrolling in.
Children should be toilet trained

Rainbow Center only:

Children must be enrolled in Child Life Ministries Preschool.

School Age Program:

Children should be enrolled in McFarland School's Kindergarten, 1st, 2nd, and 3rd grade.

Child Life Ministries may use a consultant panel to determine the acceptance of a child with special needs into the program. This panel will include the parent/guardian or other primary care giver, the Administrator, and if necessary and available, the classroom teacher(s), a physician, nurse, or other health care consultant, case manager, social worker, or anyone else who is needed for this child and family.

Withdrawal/Discharge

Parent Initiated Withdrawal

There is an adjustment period of one month.

Preschool: If a parent chooses to withdraw a child during this period of adjustment, they are responsible for a tuition fee for each day the child had been enrolled in the program including those days that your child may have been absent before withdrawal.

School Age/Rainbow Center: If a parent chooses to withdraw a child during this period of adjustment, they are responsible for all childcare fees indicated on the contract including those days that your child may have been absent before withdrawal.

If a parent finds it necessary to withdraw a child after the one month adjustment period, first discuss it with the Administrator. Please give two weeks notice in writing in advance. There are no refunds on tuition.

Child Life Ministries Initiated Withdrawal

Child Life Ministries welcomes children of all backgrounds and needs. If the school cannot meet the child's needs, withdrawal may become necessary. One or more of the factors that might cause CLM to consider withdrawing a child are:

- Child has special needs that the staff is unable to handle effectively
- Continued problematic behavior in the classroom
- Excessive demands on staff to the detriment of other students
- The possibility of danger to the child or others in the class
- Unwillingness of parents to cooperate

When behavior or other concerns arise the child's family will be kept in close, confidential communication; utilized as a resource. Documentation of observations will be completed and kept in the child's file. Prior to CLM initiated withdrawal a conference will be set-up with the family. The administrator may require the family to connect with (phone call or appointment) a resource person (physician, psychologist, etc.) to help establish solutions. At the conference, a timetable will be created for resource consultation, responsibilities, solutions and a follow-up between CLM and the family. If steps are not completed or completed within the established timeline withdrawal will automatically occur. If steps are completed, the Administrator will make the final determination regarding enrollment. If withdrawal is initiated, parents will be given 2 weeks notice, unless the staff and family agree otherwise. In this instance, tuition may be refunded for unattended days. Confidentiality is maintained throughout the process.

Appeal Process

A procedure has been established to allow every family the opportunity to express their objections relating to decisions made regarding the Child Life Ministries initiated withdrawal of their child.

1. Parent(s) provide a written statement of the objection, citing specific decisions found objectionable and the reasons for interpreting the decisions as objectionable. The statement is then submitted to the Administrator. The Administrator must prepare a written response to the parent(s) and schedule a meeting time with them within five working days of the date the statement was received. At this meeting every attempt will be made to resolve and / or clarify the situation. This meeting will be witnessed by the Program Director.
2. If, after meeting with Administrator, the parent(s) is still not satisfied, the initial statement and the Administrator's written response together with the parent(s) reasons in writing for continued dissatisfaction are forwarded to the Child Life Ministries School Board.

Filing a complaint statement with the School Board must occur within ten working days of the Administrator's written response.

Upon receipt of the written complaint, the School Board will hold a special meeting within seven days to consider the merits of the complaint and make a decision by majority vote. A written decision will be given to the family within 14 days after the complaint was filed.

If the school Board's response is still viewed as unacceptable by the parent(s), the parent(s) may request a meeting with the School Board to appeal the decision. The parent(s) must request a meeting within 10 days of receipt of the written decision. The meeting must take place within 10 days of the parent(s)'s written request for a meeting.

If the response from the School Board is still unacceptable to the Administrator, the Administrator may request a meeting with the School Board to appeal the decision. The same time lines apply.

General Information

Child Guidance

If a discipline problem does arise, we encourage children to verbalize their feelings. Staff will model behavior using positive words, gestures, and voices to guide children in a way that builds confidence. Children will receive reassurance that they are cared for and about. The teacher's presence will help reinforce positive behavior. Redirection is a behavior technique most commonly used.

We believe that a positive relationship between teacher and child is a necessity. At Child Life Ministries, we try to create an atmosphere of genuine caring and respect for each child. We also feel that if an interesting and challenging program is offered to a child, then guidance problems can be kept to a minimum. Our guidance techniques encourage children to develop self-control, self esteem, awareness and respect for the rights of others. Respect is shown to children, their belongings, their space needs and to each child as a unique individual. We believe that teaching a child discipline is teaching a child self control. Setting limits can help a child learn self-control. Limits will be consistent for the child's needs, but will be flexible enough to be altered as children grow and develop. Children will be given opportunities for positive choices within the limits. Our goal is to help children become their own problem solvers and to help them understand the behavior that has taken place. Teachers praise the child's good behavior and ignore negative behavior when it is appropriate to do so.

Physical or humiliating punishment is not used. If a rule is broken, the child will be told that his/her action or behavior is not acceptable at our school and an alternative action or behavior is modeled or suggested. If redirection with positive reinforcement is repeatedly not sufficient and there are not physical causes attributing to the child's behavior, the child will then be removed from the group for a short period of time until they have regained control to talk about what has happened. This is followed by guidance and redirection. Only teaching staff is authorized to discipline a child. The most difficult, but most important aspect of guidance, is consistency. As we try to be consistent, we also try to provide a warm and happy atmosphere in which to grow and learn.

Under no circumstances will staff tolerate or use physical force in disciplinary procedures. Hitting, spanking, withholding or forcing snacks or naps, or verbal abuse is not permitted, even at a parent's request.

Diversity

God has made each person in this world unique and worthy of acceptance. We explore the cultural and ethnic diversity of our school, of our community, and of our world. We intentionally encourage children to acknowledge, appreciate, and celebrate the differences in themselves and others. We respect diversity by providing materials that foster respectful attitude toward cultural diversity. We use materials, language, and activities that are void of stereotypes (i.e. racial, ethnic, and gender).

Field Trips

A change of environment is always welcome! Going on field trips provides that change and also offers a learning experience regarding our community that will long be remembered! A consent form will be required for all field trips. A minimum of 48 hours notice will be given for all planned field trips. There may be a small nominal fee charged for certain field trips only if a fee is charged to the school.

Walking Field Trips

Many of our field trips are within walking distance of our school.

All Lead teachers will carry emergency information including field trip permission forms, first aid kit, and list of assigned groups.

Smoking is prohibited.

Supervision of the Children on Field Trips

Lead teachers will see that all rules and procedures are followed.

In the Event of an Accident

The bus driver is responsible for the care and safe removal of children.

The bus driver and Lead Teacher will take control of the situation - assure that emergency help is called if necessary, and that all minor injuries are treated. The safety and well being of all children involved directly and indirectly is of the utmost importance.

The Lead Teacher will contact the Administrator as soon as possible and the Administrator will contact parents of children that are injured.

The Administrator is responsible for reporting a copy of accident to HFS within 24 hours after occurrence.

Holidays

Child Life Ministries joyously celebrates the Christian holidays and observances. Some secular holidays such as Valentine's Day, Thanksgiving, etc. are also acknowledged. The following is our approach to these days:

Halloween

Halloween is often a fun, exciting time. However, it can also be a frightening time to children who are just beginning to distinguish reality from fantasy. We do not have the children wear their costumes to school. Teachers may have dramatic play clothes in the room for the children to wear during free choice time. We do not focus on art/crafts, songs, finger-plays, books or any activities having to do with witches, ghosts, devils or any 'evil'. Our focus is on pumpkins, fall, safety, and other October themes.

Thanksgiving

Thanksgiving is a time to focus on giving thanks to God for all our blessings. We do not focus on the "Pilgrim and Indian" feast but rather concentrate on families, sharing, goods and crops, and fall. Indians, feathers or any other Native American Stereotypes are not appropriate.

Advent

Advent is the four weeks before Christmas in which we focus on waiting for the Christ child to be born and our need for a Redeemer in our world. The idea of waiting for Jesus is introduced to children as well as the message of why we need Jesus. The focus on Advent is shortened considerably because of our need to have a Christmas celebration with the children before the Christmas break.

Christmas Celebration

We focus on the birth of Jesus and do not place emphasis on Santa Claus, understanding that Santa is also a part of children's Christmas experience.

On the last day of school before Christmas break we have a Christmas celebration that includes a gift or book exchange. We also encourage children to think of others at Christmas time and we discuss the attitude of giving to others. Some of the activities we have done in the past to focus on giving are donating to the Food Pantry, contributing to a 'Mitten Tree' and collecting school supplies for community school age children in need .

Valentine's Day

Valentine's Day is celebrated by focusing on friendship, love, and kindness. The children exchange valentines and the teachers give each child a valentine. Although the children receive their valentines on party day, they open their valentines at home and not at school. On the day of or closest to Valentine's Day, the class has a party that may include a special snack, video, games, music, etc.

Lent/Easter

Like Christmas, Lent and Easter are very special observances in our Christian preschool. The focus is on the death of Jesus and then His resurrection. These concepts are difficult, but not impossible for preschool children to comprehend. We place our emphasis on Jesus rather than more secular items such as the Easter Bunny, understanding that the Easter Bunny is a part of children's Easter experience.

Items from Home

In order to avoid possible friction between the children as well as loss or damage of items, do not send money, food, candy, toy or gum to the center. A special doll and/or blanket is permitted.

Parent Communication

We are open to suggestions and help from parents. We believe that we have an excellent program for children, and we are always striving to improve it.

1. One opportunity you have to communicate with your child's teacher is at drop off and pick up times. However, these are very busy times and are not always conducive to conversations. This is more an opportunity to briefly touch base and make arrangements for further discussion if necessary. The school phone number is 838-4425. If you wish to speak with your child's teacher, please leave a message and he/she will return you call.
2. Teachers will send home a newsletter to touch base with you and let you know what happened in your child's week as well as what will be coming up next week for your child. The Administrator also sends home an occasional newsletter.
3. Check the Parent Board for information and brochures on relevant items.
4. It is important for parents to be informed on the progress of their child. We have preschool parent-teacher conferences in the Fall and Spring. Although these are our scheduled conferences, please feel free to request a conference with your child's teacher at any time.
5. Preschool teachers send home a calendar of events, snack people, and other pertinent information every 4-6 weeks.
6. A copy of the CLM childcare policies and the State of Wisconsin licensing rules are available.

Parent Participation

Child Life Ministries Preschool encourages parent participation and interaction. The ways to get involved are limitless. Anytime you have an opportunity to visit your child at school, please feel free to do so. We welcome your suggestions, comments, and the opportunity to talk with you about your child's progress.

How to Get Involved!

Share a Talent

If you have a talent that you would like to share in the classroom or do behind the scenes, please let your child's teacher know. Children are so delighted and proud when someone from their family contributes a special talent! Share your creativity, talents, interests and skills. Sew dress up clothes, mend equipment, paint furniture, stencil a wall, or plant a tree. Donate items for the classroom, gym or playground. Write your child's teacher a nice note. Share your skills and ideas any time! We send home a Parent Helper form for you to fill out if you'd like to help out in any way.

Classroom Volunteer

Parents that would like to be in-room volunteers are required to have at least 2 hours training in child care programming and procedures. This training will be in the form of a two hour training in the Fall. Opportunities will include helping with projects, reading, etc. Volunteers in the classroom should remember that personal information or observations of the other children should be considered confidential. Parents should note that teachers will not discuss another person's child-either problems or progress. Please understand at certain times of the year we will not be able to accommodate volunteers, for example, beginning and ending of the year due to adjustments, and while working on certain special projects.

School Board Parent Representative

The Child Life Ministries School Board has one Parent Representative that serves for one year (August-July). The only requirement is that you have a child enrolled for the term you serve! The Parent Representative is voted on in July (see School Board Parent Representative Selection Process under Administration).

Parent Group

Child Life Ministries has a parent group that gets involved in a variety of ways - fund-raisers to provide equipment and special events for the children, organizing receptions after evening music programs, helping to recognize teachers during Week of the Young Child and other assorted activities.

Open House Night

In October, parents are invited to come to school in the evening with their child. It is an informal night of fun as parents get together to enjoy the room activities, talk with the teachers and each other!

Visitors

Young children, other than those enrolled, may not be left for a visit in the classroom, because state licensing regulations require each child left in our care to have on file all forms mandated by the Department of Health and Social Services. Visits by others may be arranged with the Administrator and teacher. These may include parent visits of enrolled children. Parents are encouraged to visit as often as their schedules allow.

Health and Safety Information

Building Service Loss (due to, for example: flood, fire, tornado, etc.)

Child Life Ministries will close in the event that the building loses:

- heat that creates a temperature less than 67 degrees
- water accessibility
- electrical service
- plumbing capabilities

Parents will be notified by phone to make arrangements for their child's care as soon as possible. In the event of loss of air conditioning, Child Life Ministries will remain open but use fans to circulate the air should the inside temperature reach 80 degrees or more.

Childhood Disease

During your child's enrollment he or she may be exposed to many illnesses and diseases. All communicable diseases are reported to the Department of Health and you will be notified via written communication from the Administrator or your child's teacher. In return, we ask that you notify us when your child has been exposed to, or has a communicable disease. Please remember most communicable diseases are in their infectious state BEFORE the disease is diagnosed and prevention of your child's exposure is unavoidable. In most cases, your child will become exposed to all of the early childhood diseases eventually anyway, and building their immune defense mechanism is normal and good.

A child will be readmitted to school after all symptoms of any communicable disease are cleared and / or incubation period has expired. Parent may be asked by Administrator to provide a medical release for child.

Illness at School

Health is a matter of concern with preschool age children. Colds and upper respiratory infections are quite prevalent. If there is a question about your child not feeling well, please keep him/her home.

Please notify the teacher or Administrator if your child will not be attending school. We do not practice unilateral exclusion of sick children since that policy is not consistent with current information about epidemiology. Often children are no longer contagious when they become symptomatic. To exclude or isolate them can be an unfair and unwarranted hardship on the parents and the child. Children need not be excluded for uncomplicated respiratory illness

Exclusion will be enforced if

Your child has:

- significant fever (101 degrees)
- frank diarrhea (2 abnormal stools in one day)
- Nuisance diseases such as head lice

They may return after:

They are free of symptoms 24 hours
All symptoms are clear and
incubation period has expired.

Such exclusion protects well children.

Upon arrival, please wait with your child and/or children in your car pool until they have been welcomed by the teacher. At this time the teachers (who have been trained to observe signs of illness) will check briefly for common signs of communicable diseases or other evidence of ill health.

When a child with a sore throat, inflammation of the eyes, fever, lice, ringworm of the scalp, rash, vomiting, diarrhea or other illness or condition having the potential to affect the health of other persons is observed, they will be isolated in the CLM office. The child will be provided with a cot and a blanket and a staff member will be within sight and hearing of the child. CLM will make every effort to contact

you or designated care giver as listed on your emergency form. You will need to have your child picked up from school as soon as possible.

Child Abuse and Neglect Reporting

The staff is required by law to report if they know or have reason to have concern that a child has been neglected or harmed. Reports will be made by staff to Dane County Human Services workers (608-261-5437 or 261-6067) for the child's safety. Reports are taken by Social Workers and entered into the data system. Then the report will be screened by a supervisor. The Human Services supervisor is responsible to determine whether it requires assessment by a worker. Upon assessment, a plan will be created and incorporated.

Emergency Closing

In the event that the National Weather Service issues information indicating severe weather conditions that would endanger staff and children's safety, Child Life Ministries will close. Parents will be notified by phone and instructed to pick up their child as soon as possible.

Weather Policy

Child Life Ministries will follow the McFarland School District weather decisions. Please tune to radio stations, WIBA, WTSO, or WTDY or tune to local television stations ABC (7), CBS (9) or NBC (5) for announcements.

For 1 hour delays:

- Preschool will begin class as scheduled.
- Rainbow Center Child Care will open 1 hr. late.

For 2 hour delays:

- AM Preschool will be cancelled, PM Preschool will run as regularly scheduled.
- Rainbow Center Child Care will open 2 hrs. late.

Closures:

- All CLM Programs will close, according to the early morning announcements.
- In the event of a midday closure, CLM will have children transported here, with the understanding that families will arrive as soon as possible for pick-up.

Emergency Evacuation Plan

We have a special procedure in place to deal with such emergencies as fire and natural disaster. Fire drills and tornado drills are practiced regularly. There is an evacuation plan posted near the door to each room that includes a main exit route as well as a secondary route. Emergency cards for each child (hung near the door) will be carried with us.

Fire

In our fire drills, as in the event of a real fire, the fire alarm is sounded. Children meet at the door inside the classroom. The Lead Teacher in each room counts children to make sure all are accounted for and then leads the children out to pre-designated area. The children do not stop to put on coats or any auxiliary clothing or take off any auxiliary clothing i.e. paint smocks, dress up clothes, etc. In the event of a child or staff with special needs, the assistant teacher will assure safe evacuation. The teachers are responsible for getting the children safely out of the building.

Attendance will be taken again when we meet outside and we will return after an all-clear signal from the Administrator (or, in the case of an actual fire, the “Incident Commander”).

Tornado/Severe Thunderstorm

In the event of an actual tornado, Teachers will make every attempt to keep children safe and as calm as possible. The Administrator, office staff, and teachers will contact parents as soon as possible. Teachers will stay with children until parents arrive.

Severe Weather

In the event of severe weather, CLM will take the proper precautions. Children will be moved to the lower level until the threat has passed. Children will only be released to parent/guardian. CLM will stay with children until threat has passed, even if past pick up time.

CLM Safety Policy

The following protective measures have been implemented to ensure the safety of the children and staff at CLM in the event of any of the following:

- an unauthorized individual attempting to pick up a child,
- an impaired, authorized adult attempting to pick up a child, or
- a known or suspected unstable/abusive individual on the premises.

Bearing in mind, that for the safety of the group there should always be two teachers present with the children, the following procedures will be followed:

1. If safe, staff will **move the children to a different location** and the **director/administrator shall be notified.**
2. **One staff shall stay with the individual**, gathering information to resolve the concern.
3. Upon arrival in the situation the director/administrator will determine the remaining course of action:
 - *state that a contact on the emergency form will be notified,
 - *ask the individual to leave,
 - *repeat the request and state that 911 will be notified.**In the event the individual does leave with children, authorities will still be notified.

Emergency Medical Treatment

Child Life Ministries has a supply of bandages, tape, band-aids and syrup of Ipecac on hand. All staff is trained in CPR and first aid procedures. A daily record of all injuries will be kept in the Medical / Injury Log book. Any injury to a child or evidence of unusual bruises, contusions, lacerations or burns received by a child in or out of our care shall be recorded in a medications and injury log book and reported immediately to the Administrator or other person in charge. This includes serious injuries as well as any injury that leaves a mark on the skin of any kind. In any classroom where there is one teacher, there is always a second adult available within 5 minutes. Parents may review medical log entries pertaining to their child.

Injuries at School

Minor Injury: If your child suffers a minor injury, our first step is to administer first aid if necessary. Superficial wounds shall be cleaned with soap and water only and protected with a band-aid. Parents will be informed of injury when they arrive for child.

Serious Injury: Serious injury is defined as one that requires professional medical treatment such as, but not limited to, burns, concussions, wounds, poison, and broken bones. If your child suffers a serious injury, all first aid procedures will be followed. Included in the enrollment forms is an authorization for emergency transportation and treatment should CLM be unable to reach you immediately. In the event your child requires immediate medical attention, we reserve the right to take your child to the nearest clinic or hospital. A rescue vehicle is able to arrive at CLM within 10 minutes of a phone call.

If it is determined that your child needs professional medical treatment, the following procedure will be followed:

- 911 will be called by any person determining it is necessary.
- The Administrator will be notified if not already aware.
- The Administrator will call the parent.
- If the child needs transportation to the clinic or hospital, the teacher tending to the child will go with the child in the ambulance. The tending teacher will stay with the child until parents arrive. The other teacher will stay with the remaining children.
- Should injury occur in the presence of other children, one teacher will tend to children and remove them from the injury scene as soon as possible.
- Administrator will fill out an accident report form whenever child receives professional medical treatment and send to the State Licensor.

Injuries Off Premises

Anytime children are taken off the premises for a field trip, teachers take with them each child's Health History form and a complete first aid kit.

Minor Injury: If your child suffers a minor injury, our first step is to administer first aid if necessary. Superficial wounds shall be cleaned with soap and water only and protected with a band-aid. Parents will be informed of injury when they arrive for child.

Serious Injury: Serious injury is defined as one that requires professional medical treatment such as, but not limited to, burns, concussions, wounds, poison, and broken bones. If your child suffers a serious injury, all first aid procedures will be followed. Included in the enrollment forms is an authorization for emergency transportation and treatment should CLM be unable to reach you immediately. In the event your child requires immediate medical attention, we reserve the right to take your child to the nearest clinic or hospital. The clinic we use in an emergency will be McFarland Family Physician's; 5020 Farwell Street, McFarland, WI 53558. In the case of an emergency in which we would have to make a decision regarding which hospital to go to we would go to U. W. Emergency Room, Madison, WI Phone 262-2398.

If it is determined that your child needs professional medical treatment, the following procedure will be followed:

- 911 will be called by any person determining it is necessary.
- The Administrator will be notified if not already aware.
- The Administrator will call the parent.

- If the child needs transportation to the clinic or hospital, the teacher tending to the child will go with the child in the ambulance. The tending teacher will stay with the child until parents arrive. The other teacher will stay with the remaining children.
- Should injury occur in the presence of other children, one teacher will tend to children and remove them from the injury scene as soon as possible.
- Administrator will fill out an accident report form whenever child receives professional medical treatment and send to the State Licenser.

In case of an accident, please submit all bills to your own group insurance.

Poisoning: Suspected poisoning shall be treated only after consultation with a poison control center. Parents will be notified as soon as possible.

Records of injuries are reviewed by the Administrator at least twice a year in order to determine that all possible preventative measures are being taken.

Emergency Supply Storage: A flashlight, blanket, radio and batteries will be stored in the handicapped bathroom in the church and a set will be stored at the Rainbow Center.

FORMS TO HAVE ON FILE:

Enrollment (CFS-62)

Must be completed and on file for the first day of attendance for all programs.

Health History (CFS-2345)

Must be completed and on file for the first day of attendance for all programs.

Immunization (DPH 4192)

Immunization Forms are required for each child, and must be on file at the school. Immunization forms are provided by CLM and must be completed and returned to the school by the parent within 30 days of enrollment. Effective July 2001, all children are required to be immunized with chicken pox vaccination.

Health Report (CFS 60)

Must be completed and filed for Preschoolers and Rainbow Center children within 3 months of starting date. Each child must have an initial physical examination not more than 6 months before or later than 3 months after admission to school. Evidence of child's most recent physical examination shall be provided by a report signed and dated by a physician. Child Health Report forms are provided by CLM and must be completed and returned to the school by the parent.

CLM Photo Release

Please complete and return within 30 school days.

CLM Transportation Release

Must be completed and filed for all School Age children by the first day of attendance.

CLM Family Guidebook Acknowledgement

Please complete and return within 30 school days.

Child Information Sheet

Please complete and return for the first day of attendance. A form is kept on file with information about your child's interests, about the family, and other pertinent information regarding your child.

Medication

No medication is given at school except with a written order by the parent. A Medical Consent form must be filled out for each medication, complete with dosage, time, and name of medication. All medication must be in original container and labeled with child's name, name of drug, dosage and directions, date of prescription and physicians name. All medication is kept in a locked box. We also require that the Medical Log be filled in by the teacher appropriately each day medication is given.

If you request non-prescription medication be given, please read directions carefully and request only the recommended interval and dosage be given on the Medical Consent Form. The teacher will fill out the Medical Log when administering medication. All drugs must come in original container with child's name, dosage, and directions for use. All drugs are kept in a locked box. Should a Child Life Ministries staff member inadvertently give the incorrect dosage of medicine to a child, the staff member will contact the parent(s) immediately and the Administrator will be notified of the situation. Parents will advise staff member of next step. If staff notices any unusual reaction they will communicate that information to parents immediately.

Other Important Information

Outdoor Play

We believe that going outside is important for a child's health and development. Child Life Ministries maintains a safe playground that includes at least 75 square feet per child. We will not go out if the temperature (or wind chill factor) is zero degrees or below, it is raining, or the temperature or heat index is over 90 degrees. If your child is unable to go outside for medical reasons, send a signed medical statement from a doctor stating the reasons your child should not go out. Please dress your child appropriately for the weather.

Parking

We encourage you to use the lot in the back of the church for parking and as the main entrance to school. Please use extreme caution when driving in and out of the lot. Cars must be turned off during drop off and pick up, and children cannot be left in unattended vehicles.

Pets

No pets are to be brought to CLM to visit. This is done for the children's safety; preventing atypical reactions from pets and allergic reactions. Classrooms may have pets in the room for children to care for and enjoy. These pets are kept and handled in a manner that protects the well being of children and pets.

Transportation

Parents are responsible for transporting and accompanying their own children to and from school or for forming car pools for transportation. Each child is to wear a seat belt and a car seat/booster when being

transported to and from school. If children walk to and from school they must be accompanied by an adult. If you are in a car pool, please submit a car pool schedule at the beginning of the year so we know with whom your child may ride. If you make changes in the schedule, please notify us in writing.

MOTOR VEHICLE AVAILABILITY: CLM owns a 15 passenger van which is inspected and serviced twice a year. When transported in the CLM van, children will be in seat belts and boosters as required by law. If the van is not available, staff vehicles may be used.

NELSON BUS SERVICE: School Age children are transported by Nelson Bus Service, Christopher Arnett, President (608)205-9040. The driver will follow the route designated by the CLM Administrator and the bus service.

ADMINISTRATION

Child Life Ministries Organization

Child Life Ministries preschool is a program of McFarland Lutheran Church, thus the ultimate decision making authority rests with the Church Council and the Senior Pastor. To assist the Council there is a Child Life Ministries School Board that is composed of parents and church members.

School Board

Members are solicited from the McFarland Lutheran Church congregation, nominated by the Child Life Ministries Board, and voted on in the McFarland Lutheran Church annual meeting. The Board seeks to reflect McFarland Lutheran Church's ideas and feelings regarding policies in conjunction with the parents. The Board meets once a month. All parents are encouraged to attend. We want to know what you need and hear from you. Minutes are posted following each meeting. Agenda items must be brought to the attention of the Administrator or Board president at least one week prior to the scheduled meeting. There are 9 board members including a president, vice-president, secretary and treasurer.

Parent Representative

Candidates for the Parent Representative position must have a child enrolled in Child Life Ministries during the time of their term. There is one parent representative on the Board. Notice is given in the April newsletter from the Administrator and notices are posted outside each classroom asking parents interested in serving on the Board for the following year to contact the Administrator or Board president. Names of possible interested parents are solicited from current Board members at the May meeting as well.

The Administrator and / or Board President then contacts interested parents to provide information and answer questions. The Board develops a slate from those remaining interested. The slate is presented to Child Life Ministries' parents in May for a vote. Opportunity is given to write-in candidates as well. The candidate receiving the most votes is announced to parents in a newsletter and welcomed and oriented at the June Board Meeting as a new board member. In the event of a mid-year vacancy, the remaining board members solicit nominations from the parent body, make a nomination, and present it to the parent body for vote.

Administrative Authority

The Administrator of Child Life Ministries is the person in charge of the Center. In the absence of the Administrator, the line of authority for decision-making regarding the daily operation of the center passes to the Program Director and then to the Master Teacher.

Problem Resolution

If for any reason a parent who has a child currently enrolled in the school feels that Child Life Ministries program policies, procedures and/or structure is not in full compliance with State Licensing rules and regulations, it should be brought to the immediate attention of the Administrator and the School Board in a written, dated description of the noted irregularity.

A copy of the filed statement of irregularity will be kept in a permanent file in the school office. In addition, a written description of the arbitration procedure and outcome will be filed. Once the parental statement is filed, the Administrator will look into the matter, act on it appropriately, and respond to the complainant. The complaint / resolution will be discussed at the next board meeting. If satisfactory resolution isn't reached after this process, the complainant may contact a State-licensing agent at 243-2400.

If the concern involves the health, safety, welfare, or emotional or physical abuse of any child, an emergency Board meeting will be called within 48 hours of the time the concern is brought to the attention of the Administrator and immediate action will be taken. If the concern involves a classroom situation, we ask that the teacher(s) first be contacted for discussion. If for any reason you are unhappy or uncomfortable with the services you or your child are receiving, you may also talk with the administrator, a CLM board member, or the Senior Pastor.

PRESCHOOL

Curriculum

Christian Emphasis

The Preschool is an outreach ministry of McFarland Lutheran Church. Its overall direction and operation fall within the work of the church. The support and prayers of the congregation are essential to the overall health of the preschool. The staff is comprised of committed Christians of various traditions who provide strong role models in their own attitudes, actions, and speech.

The preschool program includes a focus on Christian development in the form of daily snack time prayers, songs with Christian content, seasonal activities (Christmas, Easter, etc.) and regular visits with a pastor. Signs and symbols of faith including the cross, altar, posters, and books are part of the preschool environment.

Our program's Christian education is geared toward laying a foundation for the child's eventual awakening of faith. Spiritual growth is a gradual discovery of, and personal relationship with Jesus. Faith, love, and moral formation cannot be imposed from without, but must be fostered so that they grow from within. We believe that when Christian education is based on joy and wonder, children are led to the discovery of a loving God.

Each room has a Worship Display which includes Christian symbols and books which the children are free to explore during free choice time. All discussion of faith and Christianity are ecumenical in nature, keeping in mind that the children come from a variety of religious backgrounds. Worship in the church is once a week for approximately 15 minutes. The worship is lead by ministry staff and teaching staff.

Program Activities and Goals

All activities in our program include opportunities for social interaction and problem solving. Our curriculum also offers experiences that allow for children to develop a positive self-image by providing opportunities to experience positive experiences and by facilitating the development of self-help skills. Social skills are emphasized by empowering children with appropriate skills and language necessary to resolve conflicts, provide opportunities for large and small group peer interactions, and to provide child-initiated time to promote creative social interaction.

Our program is based on the developmental needs of preschool children and the understanding of the way children learn. We base our curriculum on weekly thematic units that change every year. We believe that play should be at the heart of any quality preschool program. Play makes a major contribution to the physical, social, emotional and intellectual development of children.

Children explore, discover, and learn in play. Children make contact with others in play and begin learning about relationships with their peers. Children use play as a means of reducing their fears, anxieties, and aggressive feelings. Play fosters imagination, resourcefulness, and reasoning. Sometimes play is not respected by adults because it does not seem directly productive, yet we need to appreciate the tremendous significance of play for children. At the Child Life Ministries preschool, we incorporate play into the following activity areas.

Art

Art projects are used to encourage creativity. We focus much more on process than product and more on open-ended art (no right or wrong way) than on craft art. Art develops such skills such as eye-hand

coordination, fine motor skills, and ability to follow directions. In art, children become familiar with a wide variety of materials. Children are encouraged to talk about their different art experiences.

Cooking

Throughout the year children are given the opportunity to help prepare and taste different foods. Cooking with preschoolers helps them to experience in a concrete way, many fundamental concepts that are new to them. Examples are: Color, texture, smells, numbers, measuring, comparisons, volume, solids, liquids, and converting substances from one form to another. Social goals include learning to take turns, sharing, listening, learning to vocalize about experiences, and learning about different cultural foods.

Science

Science activities are intended to help children become aware of and feel comfortable with, some of the basic patterns and principles of nature. We explore such topics as plants, animals, seasons, weather, climate, water, magnetism, etc. We encourage curiosity and help to develop a sense of wonder at the world around us.

Dramatics

For self-discovery, we provide a dramatic play area which offers materials for a wide variety of role-playing experiences. Children also have an opportunity to participate in puppet play, acting out stories and creative movement experiences.

These activities allow children to identify feelings and emotions, practice speech, learn problem-solving skills, use their fantasy and imagination, cope with aggression, and have an opportunity to “try on” the adult world they see all around them.

Music

Music is used throughout the day in a variety of ways and for a variety of purposes. Music can be a way to learn, relax, move, and just have fun. We have two music programs during the year-one at Christmas and one in the Spring.

Large Muscle Development

Large muscle development is encouraged indoors through a variety of games, and movement experiences. A well-equipped playground is available for outdoor play and when we must be indoors, we have a large area in which to experience a wide variety of activities from a balance beam to tumbling equipment.

Small Muscle Development

This skill, essential to future writing and other school-related activities, is encouraged in planned activities throughout the day. We provide a wide variety of materials to promote fine motor skills such as puzzles, Legos, bristle blocks, pegboards, crayons, etc.

Reading

We encourage child’s interest in reading by providing an area especially designed for exploration of books of all kinds. Our school has a quality selection of books and we supplement our own collection with books from the Public Library. Children are also read to often, both in groups and individually. Children listen to storybooks at the listening center.

Children are offered pre-reading experiences informally through a variety of activities. Teaching children to read is not a goal at the Child Life Ministries preschool. However, we do attempt to expose children to good reading experiences and help them to develop a positive attitude toward reading. We make a real attempt to expose children to an environment in which reading is a natural part of life, and in which it is viewed as an exciting, and positive experience.

Math

Counting and other math concepts are taught informally in a variety of ways through such activities as cooking, sand and water play, block play and table games. Beginning counting and math concepts are taught more formally in smaller groups.

Health, Safety, and Nutrition

Health, Safety and Nutrition issues are woven throughout our program in every curriculum area intentionally (when dental, doctor, foods, transportation, exercise, etc. units are introduced) and then reinforced as “teachable” moments arise.

We encourage children to make healthy food choices. We provide cooking and good preparation experiences to encourage healthy food habits. We also enforce appropriate health practices such as hand washing with warm water and soap before/after snack eating, after toileting, covering mouth when sneezing, and using tissue when necessary. Children’s hands and faces are washed after snack.

Typical Daily Schedule

(3 yr. old Classes)

9:00	Arrival and Open Choice	12:00
9:45	Clean Up	12:45
9:55	Gathering	12:55
10:05	Bathroom	1:05
10:10	Snack	1:10
10:20	Large Motor Time	1:20
10:40	Worship (R) Music (F)	1:40
10:55	Going Home Prep	1:55
11:00	Dismissal	2:00

Typical Daily Schedule

(Pre-Kindergarten Classes)

8:45-9:15	Arrival and Opening. Large group time, weather, calendar, special person	12:00-12:30
9:15-10:00	Free choice, art, small group activities	12:30-1:15

10:00-10:15	Clean-up, large group time, bathroom	1:15-1:30
10:15-10:30	Monday - Show/Share Tuesday - Worship Wednesday - Music	1:30-1:45
10:30-10:45	Snack and Quiet Time	1:45-2:00
10:45-11:00	Large Motor Time	2:00-2:15
11:00-11:10	Story Time	2:15-2:25
11:10-11:30	Dismissal	2:25-2:30

This schedule is subject to change based on the needs of the children, staff, and special events. Please Note: The schedule for the 3 year olds classes are similar in structure and balance of activities.

Educational Philosophy

THE 3 YEAR OLD PROGRAM

This part of our program involves many spontaneous interactions for the younger children. The quality of play includes both exploration with their large motor skills as well as small motor exploration. Activities such as block play, dramatic play, puzzles, art, dolls, trucks, sensory exploration, pegs, beads and music are encouraged and facilitated by the teachers. Social interaction is very important for this group as they learn to relate to the peers and adults. Much time is spent talking about the activities that the children are engaging in. Children are encouraged to verbally express their needs and desires. The teachers work with the children in color, shape, and number recognition at the level that is appropriate for each child.

THE PREKINDERGARTEN PROGRAM

The four year olds are beginning to control fine motor skills while the large motor skills are still developing. Children are showing interest in things other than themselves and are beginning to reach out to the world beyond the home. At preschool we provide play materials, games, and apparatus for strengthening their large muscles, as well as activities that stretch the mind, express their feelings and encourage cognitive growth. The staff promotes Kindergarten readiness through pre-reading and math activities.

The learning process continues in many ways for the child: a one on one time with his/her teacher to enhance academic learning; a quiet time; time for nourishment; relaxation and physical activities, or outdoors to run, crawl, jump and balance. There is a time to grow, explore, experiment, socialize and play. Each week a new topic is introduced and the curriculum revolves around this topic. Examples of weekly topics include: transportation, occupations, Christmas, Spring, animals, family, health, pizza, and gingerbread week. These units and others are explored through art, stories, snacks, music, dramatic play and field trips.

Please read each of these policies carefully!!!
It is important that you fully understand each one!!!
(in these policies, Child Life Ministries may be referred to as 'CLM')

Admissions

Eligibility and Enrollment

Registration will be for the nine-month academic year (beginning of September to the end of May), with a separate registration for summer school. Registration begins February 1 for current families and mid-February for new families. Registrations will be taken and all placements made based on space available. Children are placed in classes with the following grouping in mind: Requests (when able), gender, and age. Children who are unable to be placed immediately will be placed on a waiting list on a first come, first serve basis.

Upon admission and enrollment to school, you must complete the following forms:

- Registration form with \$35.00 registration fee.
- Child Information form (please note both sides)
- Immunization form (must be returned within 30 days of enrollment)
- Child Health report (must be returned within 30 days of enrollment)
- Health History Form (**must be on file on 1st day of attendance**)

All information in your child's records is kept confidential and is available to you upon request.

It is very important that we have your correct address and phone number. In case of an accident or illness, we need to be able to contact you. Please notify us of any changes immediately.

Parents interested in our school may call, write, or stop in to view our school and meet the staff. Information may be picked up or mailed.

Parent Orientation

A parent orientation meeting is held each year. Parents are given the Parent Handbook, admission forms, and other pertinent information.

1. There is a short presentation explaining CLM policies in detail
2. If you wish to withdraw your child after the explanation of these policies, you must contact the Administrator within 3 days.
3. Parents that enroll their child after the school year has begun will receive an orientation from the Administrator or Program Director.

Child Orientation

Children begin school after Labor Day. They begin their first week on an abbreviated schedule with the first day being one that the parent comes with the child for a short time. The second day the child comes to school one hour without the parent in the room (if this arrangement doesn't work for the child, parent(s) may stay). This gradual introduction allows the child to observe the new environment and teacher in a non-threatening way and allows for the separation process to be completed in as gently a way as possible.

Things to Bring:

1. A very large book bag (the bigger the better for large projects).

Fee Policies

Registration/Materials Fee

There is a non-refundable registration/materials fee that is due at the time of registration along with an enrollment form signed by the parent or guardian. If you are registering more than one child, the fee will be reduced.

Tuition Fee Payment

Rates are based on staff, maintenance, and material costs for each program for the year. Please understand that parents are responsible for the full year tuition. You will receive 9 envelopes at the beginning of the school year. Your tuition payment is due on the first day of each month. Tuition is divided into 9 monthly payments with the knowledge that the preschool is not always in session all of the days in a month. (Snow days, holidays, Christmas vacation, spring break, staff development days and conferences.)

Checks, money orders, or automatic payments should be made payable to Child Life Ministries (or CLM). Receipts for tuition paid are available upon request. You may drop off your payment at the payment box next to the CLM office. You may also mail in your payment.

No credit will be given for illness, holidays, or vacations.

Late Tuition Payment

If your account is two months delinquent, and no arrangements have been made, your child may be excluded from preschool enrollment. A two-week notice will be given to find alternate child care/school arrangements. Please see information below on the Tuition Assistance Program we offer through the generosity of church and community members.

There is a charge for any checks returned to us due to insufficient funds in your account.

Tuition Rates

A reduced rate is offered for families with more than one child in the preschool.

There is no sliding fee scale available.

Tuition Assistance

One way we can follow our mission statements goal that we reach out to young children in our community, is to make our program as accessible as possible financially. Our School Board makes every attempt to keep yearly tuition increases as low as possible, authorizes the Administrator to help parents plan alternative payment schedules if monthly payment is too difficult and to direct parents to outside funding sources for tuition assistance, and has established a Tuition Assistance Committee that awards tuition assistance when necessary and funding permits.

The Tuition Assistance Committee was first established in 1992 by the Child Life Ministries school Board to receive donations. To better ensure the utmost confidentiality, the committee is made up of three members: The Administrator, and two members of the McFarland Lutheran Church congregation. The School Board recommends potential names from the congregation to the Administrator to contact until 2 members are found.

Money for tuition assistance comes from donations from the congregation in the form of scholarships to individual children through a newsletter plea, and memorials. The names of the persons providing a scholarship is kept confidential, as well as the name of the child receiving the scholarship. The names of applicants are known only to the Tuition Assistance Committee and the McFarland Lutheran Church's bookkeeper.

Parents interested in tuition assistance may request a tuition assistance application from the Administrator. All applications are confidential. The completed forms are submitted to the Administrator. The forms are reviewed by the Tuition Assistance Committee. Applicants are notified within 30 days regarding progress on application.

General Information

Arrival and Departure Policy

We require that all children be brought and picked up from the classroom daily. The staff and center cannot be held responsible for children not brought directly to the classroom by an adult. As a reminder, for safety reasons NO vehicles may be left running and no unattended children may be left in vehicles during drop-off or pick-up. The adult must wait with the child until the class door is opened. Children's outerwear should be hung in a designated place outside of the classroom before the driver leaves.

Only those persons authorized in advance on your child's enrollment form or indicated in writing by parent, will be allowed to pick up your child. This is for their protection as well as ours. We will release children to either parent unless we have a court order on file stating not to do so.

If your child is not familiar with the person you have authorized to pick your child up, please prepare your child ahead of time before you bring them to school. Inform your child's teacher of the situation so that the teacher can also help prepare the child.

Your child will be dismissed after a short closing song and prayer. The teacher will excuse children individually.

We appreciate your adherence to our school hours. Children should not be dropped off before the scheduled program hours. It is equally important for our staff to have adequate clean-up and preparation time. At 10 minutes past the scheduled pick-up time, the school will call the child's parent(s). At 15 minutes past the scheduled pick-up time, the school will begin notifying those persons listed on the Health History form as emergency numbers. The school recognizes that sometimes a late pick-up is unavoidable. If you find yourself in this situation, please try to call and let us know you are on your way.

SPECIAL NOTE: If your child is ill or will not be in attendance, please notify the school as early as possible in the morning of the school day. All teachers keep a daily attendance record. Should your child not arrive for preschool and there has been no phone call to the center indicating that the child will not be attending, the Administrator will be notified by the teacher. The Administrator will make every attempt to contact the parents of the absent child to be sure child is not attending that day.

Birthdays

We celebrate birthdays!! Teachers will provide instructions regarding birthday snack if desired.

Clothing

Please dress your child for school, which simply means washable, casual play clothing including tight fitting shoes (ex. tennis shoes or velcro sandals)! Remember: climbing, painting, pasting, crawling, cooking, eating, etc., are all part of our daily program. Although we try to be careful, we do not take responsibility for stained, torn, or lost clothing.

Dress your child for outdoor weather. All auxiliary clothing such as sweaters, sweatshirts, boots, mittens, and scarves must be marked with the child's name. Each child will need to bring a large book bag to school daily. Please label bag.

Snacks (Nutrition)

Snacks and 100% juice are offered daily by CLM. Snacks will meet USDA standards and licensing requirements. A snack schedule will be posted.

Weather Policy

We will be closed whenever the McFarland Public Schools are closed. If conditions are hazardous, please do not drive. Please listen to radio stations WIBA, WTSO, or WTDY for the announcement of school closings, or turn to local television stations NBC 15 (5), CBS 3(9), or ABC 27 (7).

For 1 hour delays:

- Preschool will begin class as scheduled.
- Rainbow Center Child Care will open 1 hr. late.

For 2 hour delays:

- AM Preschool will be cancelled, PM Preschool will run as regularly scheduled.
- Rainbow Center Child Care will open 2 hrs. late.

Closures:

- All CLM Programs will close, according to the early morning announcements.
- In the event of a midday closure, CLM will have children transported here, with the understanding that families will arrive as soon as possible for pick-up.

Field Trip Safety Measures

Before leaving for the trip, the Lead Teacher meets with the children to explain procedures and expectations for the trip. Children and staff will travel in a school bus.

THE RAINBOW CENTER

*This Rainbow Center Parent Handbook is a supplement to the Child Life Ministries Preschool parent Handbook received by all parents with children enrolled in the Child Life Ministries Preschool. The policies in the Preschool Handbook are also followed by the Rainbow Center (where applicable).

Curriculum

Christian Emphasis

The Rainbow Center curriculum shares the same Christian emphasis as that of the Preschool. The children say prayers, sing songs about Jesus, and participate joyfully in the Christian holidays!

Program Activities and Goals

The Rainbow Center activities and goals are based on the developmental needs of preschool children.

The Rainbow Center provides a comfortable and nurturing environment for children. Children are encouraged to make independent choices during their day to involve themselves in child-initiated activities with the teachers serving as facilitators in play rather than directors of play. All activities in our program include opportunities for social interaction and problem solving. As at the Preschool, social skills are emphasized by empowering children with appropriate skills and language necessary to resolve conflict, providing opportunities for large and small group peer interactions and to provide initiated time to promote creative social interaction.

Typical Daily Schedule

7:00-8:20	Rainbow Center Opens/Free Choice
8:20-8:40	Gathering Time & Prepare for Preschool
8:40	Leave for Preschool (M-W)
8:55	Leave for Preschool (Th-F)
8:45-9:00	Quiet Choices and Snack Prep
9:00-9:30	Snack Time
9:30-10:00	Large Motor in Family Life Center or Outside
10:00-10:30	Teacher Directed Art/Music With Weekly Theme
10:30-11:15	Free Choice
11:15	Preschoolers Return (M-W)
11:00	Preschoolers Return (Th-F)
11:15-12:00	Lunch
12:00	Preschoolers Leave (M-F)
12:00-12:30	Outside or Large Muscle Activity in FLC
12:30-12:45	Nap Prep
12:45-2:00	Nap Time
2:00	Preschooler Return (Th-F)
2:15	Snack Time
2:30	Preschoolers Return (M-W)
2:30-3:00	Free Choice
3:00-3:30	Outside or Family Life Center
3:30-4:15	Teacher Directed Activity
4:15-5:00	Outside or Family Life Center

This schedule is subject to change based on the needs of the children, staff, and special events.

Please read each of these policies carefully!
It is important that you fully understand each one!
 (In these policies Child Life Ministries may be referred to as CLM)

Admissions

Eligibility and Enrollment

Registration begins early in the calendar year. Registrations will be taken and all placements made based on space available. Children who are unable to be placed immediately will be placed on a waiting list on a first come, first serve basis. Children are considered enrolled when the contract, along with the registration fee, are received by the Administrator.

Upon admission and enrollment to the Rainbow Center, you must complete a registration form with a registration/materials fee. All other mandatory forms will be copied from your child's Preschool file.

All information in your child's records is kept confidential and are available to you upon request.

It is very important that we have your correct address and phone number. In case of an accident or illness, we need to be able to contact you. Please notify us of any changes immediately.

Parents interested in our center may call, write, or stop in to view our center and meet the staff. Information may be picked up or mailed.

Child Orientation

Children new to care at the Rainbow Center will start on the date indicated on their contract. We encourage parents to bring their child(ren) to the Rainbow Center at least once before they begin care. It is important for them to meet the teachers and see the Center ahead of time. During your child's first week, the teacher will be especially sensitive to the newness of the situation and make an extra effort to describe the daily schedule, restate some policies, and reinforce where everything is (bathrooms, cubbies, etc.) Please let the teacher know if your child needs extra reaffirming or if your child has any questions or concerns.

Things to bring

There are a few items you will want to bring to leave at the Rainbow Center for your child. Those items are:

- a small "couch-size" pillow for your child to sleep with at nap time.
- A crib size sheet for your child's cot
- a blanket to cover your child
- a toothbrush, toothbrush holder, and toothpaste
- an item to sleep with at nap time (optional)
- a complete seasonal change of clothes (underwear, pants, shirt, and socks)

Fee Policies

Registration Fee

There is a non-refundable registration/materials fee due at the time of registration along with an enrollment form signed by the parent or guardian.

Contract Rates

Your fee schedule is determined on your contract.

Fee Payment

Childcare rates are based on staff, maintenance, and material costs for the year. Payment of fees is always due in advance. We prefer payment by check, money order, or automatic transfer payments. Please fill out the remittance form with your check and write down exactly what you are paying for. Checks should be made payable to Child Life Ministries (or CLM). Receipts for tuition paid are available upon request. You may drop off your payment at the payment box in the Rainbow Center or the payment box next to the CLM office. You may also mail in your payment.

You will be expected to pay for each day that your child is contracted for, even if he/she is absent on a particular day. This also includes days the center is closed which fall on a day that your child usually attends.

No credit will be given for illness, holidays, or vacations.

Late Tuition Payment

If your account is two weeks delinquent, and no arrangements have been made, your child may be excluded from preschool enrollment. A two-week notice will be given to find alternate child care/school arrangements.

There is a charge for any checks returned to us due to insufficient funds in your account.

Fee Vacation

Each child, after 50 consecutive weeks of attendance, will be granted two weeks as a “fee vacation”. A “fee vacation” is two weeks in which you do not pay for your child’s care. You will be expected to pay for your child’s contracted schedule whenever you take personal, family vacation.

General Information

Arrival and Departure Policy

Arrival

An adult must accompany children into the center where they will be greeted by a staff member. Under no circumstances are children to be dropped off at an outside door. We cannot be held responsible for your child unless we know that they are at the center. Each child will have a “cubbie” for personal belongings. When you arrive, sign into the log book the time of arrival.

As a reminder, for safety reasons NO vehicles may be left running and no unattended children may be left in vehicles during drop-off or pick-up.

Departure

The center closes at 5:30 PM. When you come for your child, be sure to write the time of departure in the logbook. Remember to check your child’s cubbie and your parent mailbox daily. If your child will not be attending the Rainbow Center on a day you have contracted for, please call CLM. If your child does not arrive on a scheduled day and there is no phone call regarding the absence, the teacher will inform the Administrator and the Administrator will contact the parents to be sure of child’s situation.

It is very important to have your child wait **with** you in the building until you are ready to leave. It is extremely unsafe to have unsupervised children in the parking lot at this busy time at the end of the day.

Only those persons authorized in advance on your child’s enrollment form or indicated in writing by parent, will be allowed to pick up your child. This is for their protection as well as ours. We will release children to either parent unless we have a court order on file stating not to do so.

If your child is not familiar with the person you have authorized to pick your child up, please prepare your child ahead of time before you bring them to school. Inform your child’s teacher of the situation so that the teacher can also help prepare the child.

As a reminder, for safety reasons NO vehicles may be left running and no unattended children may be left in vehicles during drop-off or pick-up.

Late Pick Ups

To ensure your child’s/children’s proper care and protection, parent or legal guardian must make arrangements for care by 5:30 PM

After your child is left at the center 10 minutes past our agreed on time for pick up, the teacher will attempt to call the emergency numbers written on your Health History form as emergency numbers and the Administrator will be notified.

Our late charge is as follows:

1-10 minutes late	\$10.00
11-20 minutes late	\$17.50
21-30 minutes late	\$24.50

We will strictly enforce this late charge policy. If you should need to pay a late charge, please give your payment, in cash, to the staff person who has stayed to care for your child. A receipt will be given and the Administrator will be notified.

If for ANY REASON you will be unable to pick up your child at 5:30, make other arrangements and notify the staff. We strongly suggest you have someone in McFarland (not a CLM staff person) you can call to pick up your child if you are going to be late. This will save you a late fee.

Birthdays

Although your child celebrated his/her birthday at preschool, your child's birthday will be recognized at the Rainbow Center as well.

Clothing

Parents are encouraged to dress their children in comfortable PLAY clothes. During the winter months children should bring all outdoor clothes, we go outside daily (Unless there is incimate weather). An extra pair of mittens and socks is requested for the wet, winter months. All auxiliary clothing such as sweaters, sweatshirts, boots, mittens, and scarves must be marked with the child's name. When your child wears boots to school, he/she must also bring shoes.

Redirection

We use the same procedure for positive redirection at the Rainbow Center that is used at the Preschool. It is an approach based on a positive relationship between teacher and child, genuine care and respect for each other, and choices and consequences. Our goal is to help children become their own problem solvers, and to help them understand the behavior that has taken place.

If a discipline problem does arise, we encourage children to verbalize their feelings. Staff will model behavior using positive words, gestures, and voices to guide children in a way that builds confidence. Children will receive reassurance that they are cared for and about. The teacher's presence will help reinforce positive behavior. Redirection is a behavior technique most commonly used.

Field Trips

The Rainbow Center takes their field trips primarily in the summer, understanding that the Preschool takes your child on field trips during the school year. All procedures outlined in the Preschool Family Handbook are followed at the Rainbow Center.

If your child is scheduled to go on a field trip, you will be notified and asked to sign a field trip permission form to allow your child to go. A minimum of 48 hours notice will be given for all planned field trips. There may be a small nominal fee charged for certain field trips only if a fee is charged to the school. When a field trip is scheduled, all children go on the field trip. Child Life Ministries staff ratios and safety rules are followed at all times.

Items From Home

In order to avoid possible friction between the children as well as loss or damage of items, do not send money, food, candy, toys or gum to the center. A special doll and/or blanket is permitted. If a child wishes to bring a special treat, such as a birthday treat, we ask that he/she bring enough for the entire group, and that it be given directly to one of the staff members. Children may enjoy bringing books or CD's to share at "sharing circle" time. This is encouraged and permissible. The item should be labeled with the child's name and given to a staff member for safekeeping.

Naps

A rest period is required by law. It is important that active children rest in a relaxed atmosphere without disturbance from other children. The children begin their rest time at approximately 1:00 PM. After 30 min of sleep or rest, a child may rise for supervised quiet activity. Cots will be provided by the center.

Each child is asked to bring his/her own pillow, blanket, and cot sheet to leave at the center. All sheets, blankets, and pillowcases must be washed after every 5 uses. The Rainbow Staff will make sure you get these items on schedule. Be sure to wash and return before your child's next nap/rest time. Please mark these items with your child's name.

Nutrition

Food shall be served at flexible intervals with no child going without nourishment for longer than 3 hours.

Health, Safety and Nutrition

Health Safety and Nutrition issues are woven throughout our program in every curriculum area intentionally (when dental, doctor, foods, transportation exercise, etc. units are introduced) and then reinforced as "teachable" moments arise.

We encourage children to make healthy food choices. We provide cooking and food preparation experiences to encourage healthy food habits. We also enforce appropriate health practices such as hand washing with warm water and soap before and after eating, after toileting, covering mouth when sneezing, and using tissue when necessary. Children's hands (and faces if needed) are washed after meals.

Snacks

Snacks will be provided each day. The monthly snack menu is posted on the Family Board and includes diverse types of food. Every effort is made to offer variety and the types of foods children enjoy, while adhering to State food guidelines. We are particularly attentive to choose foods that reflect the culture of the children in our care, as well as food from a variety of cultures! Any changes in the menu as posted shall be recorded on the menu. We serve 100% fruit juice or 1% USDA milk with snack. No artificial sweeteners are used in food preparation. Occasionally children will cook or prepare their own snack as an activity.

Enough food shall be prepared for each meal so that second portions are available.

A special diet may be served only upon written instruction of child's physician and upon request of the parent.

Lunch

Children will bring a sack lunch for their noon meal. We keep all lunches refrigerated until lunchtime. State licensing requires that your child's lunch consist of one item from each of the following categories:

1. Protein sources (meat, poultry, fish, eggs, cooked dried peas or beans, cheese)
2. vegetables or 1 vegetable and 1 fruit, or 2 fruits
3. Cereal, or whole grain or enriched bread products
4. Do not send soda pop in your child's lunch

We understand that your child may have a dislike for some of these foods, but we encourage you to make your child's lunch as nutritious as possible. If you like your child to have some non-nutritional items with lunch, please keep the portion of those foods small and send only on an occasional basis.

Remember: although we encourage children to "take a few more bites" if necessary, we do not force children to eat anything or to eat items in a certain order. If you send too much "junk food", your child may fill up on foods that are not beneficial for good nutrition. We send home all uneaten food (if possible) so that you can see just what your child has eaten. Good nutrition can be a challenge, but we'd like to start children on the right path by promoting delicious-tasting, fun to eat, good-for-you foods. If you would like some suggestions, we'd be glad to help! We provide Grade A pasteurized, 1% milk with lunch. Please make us aware of any special diets, allergies, and any strong likes or dislikes that your child may have. We have a microwave, and oven to use to prepare your child's lunch if necessary.

Breakfast/Lunch

Parents may send a light breakfast with their child on occasion, if necessary. Snack is served at 9:00 a.m. If a child arrives without a lunch, we will make a lunch for a \$3.00 fee. Although we are willing to make these accommodations, we ask that it be on an “emergency” basis and not as a regular routine.

Parking

We encourage you to use the lot in the front of the Rainbow Center for parking and as the main entrance to the center. Please use extreme caution when driving in and out of the lot. **Do Not** park in the driveway by the house.

Weather Policy

Child Life Ministries will follow the McFarland School District weather decisions. Please tune to radio stations WIBA, WTSO, or WTDY, or tune to local television stations ABC 27(7), CBS 3(9), or NBC 15 (5) for announcements.

For 1 hour delays:

- Preschool will begin class as scheduled.
- Rainbow Center childcare will open 1 hour late.

For 2 hour delays:

- AM Preschool will be cancelled, PM Preschool as regularly scheduled.
- Rainbow Center childcare will open 2 hours late.

Closures:

- All Child Life Ministries Programs will close, according to early morning announcements.
- In the event of a mid-day closing, CLM will have children transported here, with the understanding that families will arrive as soon as possible for pick-up.

SCHOOL AGE PROGRAM

Curriculum

Christian Emphasis

The School Age program is an outreach ministry of McFarland Lutheran Church. It's overall direction and operation fall within the work of the church. The support and prayers of the congregation are essential to the overall health of the program. The staff is comprised of committed Christians of various traditions who provide strong role models in their own attitudes, actions, and speech.

The School Age program includes a focus on Christian development in the form of daily snack time prayers, songs with Christian content, seasonal activities (Christmas, Easter, etc.), and regular visits with a pastor. Signs and symbols of faith including the cross, altar, posters, and books, are part of the environment.

Our program's Christian education is geared toward laying a foundation for the child's awakening of faith. Spiritual growth is a gradual discovery of, and personal relationship with Jesus. Faith, love, and moral formation cannot be imposed from without, but must be fostered so that they grow from within. We believe that when Christian care is based on joy and wonder, children are led to the discovery of a loving God.

All discussion of faith and Christianity are ecumenical in nature, keeping in mind that the children come from a variety of experiences. Worship in the church is once a week for approximately 15 minutes. The worship is lead by pastors and, at times, by teachers.

Program Activities and Goals

Our program is designed around the understanding that school age children have been in a school setting for three to seven hours. When they come to our center they may be ready for different activities from what has been offered at school - just as they would if they were going home - so the pace will be different from the pace at school, more leisurely and often stretched over a longer period of time.

Our program takes into consideration the fact that developmentally, school age children:

- have developed interests and skills
- like to attempt and master things that are difficult
- are forming friendships but also enjoy time to be alone
- like to feel competent and be competent

School Age children do not take naps at the center. The teacher is aware of the children's need for balance between active play and quiet activities and will adjust the day's plans to meet the children's

needs. During full day care, after lunch, School Age children have a time called rest and read. This is an opportunity to relax and rejuvenate, preparing for the afternoon by reading or simply relaxing.

Developing a positive self-image is a high priority in our care program. Our curriculum offers experiences that allow for children to develop a positive self-image by providing opportunities to have positive experiences and by facilitating the development of self-help skills.

We recognize the unique characteristics of each child, and allow those special talents to be utilized to their fullest capacity. God has made each person in this world special and worthy of forgiveness and acceptance. We will explore the cultural and ethnic diversity of others in our center, our community, and our world.

All activities in our program include opportunities for social interaction and problem solving. Social skills are emphasized by empowering children with the appropriate skills and language necessary to resolve conflicts, providing opportunities for large and small group peer interactions and provide child-initiated time to promote creative social interaction.

Children explore, discover, and learn in play. Children make contact with others in play and begin learning about relationships with their peers. Children use play as a means of reducing their fears, anxieties, and aggressive feelings. Play fosters imagination, resourcefulness and reasoning. Sometimes play is not respected by adults because it does not seem directly productive, yet we need to appreciate the tremendous significance of play for children. We incorporate play into the following activity areas:

Arts and Crafts

Using real tools and materials, children can create things they feel proud of and which others will enjoy and admire. With art, children can describe their feelings, experiences, wishes, and ideas in ways that have meaning for them. Art projects are used to encourage creativity. We focus much more on process than product and more on open-ended art (no right or wrong way) than on craft art. Art develops such skills as eye-hand coordination, fine motor skills, and ability to follow directions. In art, children become familiar with a wide variety of materials. Children are encouraged to talk about their different art experiences.

Blocks

Blocks give children of all ages to provide opportunities to become masters of space and materials as they build towers, bridges, roads, or tiny structures. There is not any one way to use blocks. Construction helps children learn how to size up problems and to figure out ways of dealing with the problem. Using the many different kinds of blocks, accessories and surroundings that are part of block play, children can begin to understand such abstractions as shape, space, height, similarities and differences, numbers and mathematical relationships and safety.

Cooking

Throughout the year children are given the opportunity to help prepare and taste different foods. Preparing food - and menu planning, shopping, setting the table, serving, eating and clean up that goes with it - gives children wonderful opportunities to use all five senses. Cooking gives children the opportunity to use what they have learned, to do some of the things that adults do, and to turn out products that can be appreciated, admired, eaten, shared or given as gifts. Social goals include learning to take turns, sharing, listening, learning to vocalize about experiences, and learning about different cultural foods.

Science

Children love to learn about the world - light, heat, sound, electricity, animals, plants, earth, and space. Observing and experimenting are included in our science activities.

Science activities are intended to help children become aware of and feel comfortable with some of the basic patterns and principles of nature. We encourage curiosity and help to develop a sense of wonder at the world around us.

Dramatics

For self-discovery, we provide a dramatic play area in which offers materials for a wide variety of role-playing experiences. Children also have an opportunity to participate in puppet play, acting out stories and creative movement experiences.

These activities allow children to identify feelings and emotions, practice speech, learn problem-solving skills, use their fantasy and imagination, cope with aggression, and have an opportunity to “try on” the adult world they see all around them.

Music, Movement, and Dance

Music is used throughout the day in a variety of ways and for a variety of purposes. Music can be a way to learn, relax, move, and just have fun. In our program we sing, listen to music, dance and move our bodies in a variety of fun ways.

Large Muscle Development

Large muscle development is encouraged indoors through a variety of games, and movement experiences. A well-equipped playground is available for outdoor play and when we must be indoors, we have a large area in which to experience a wide variety of activities from a balance beam to climbing equipment.

Small Muscle Development

This skill, essential to writing and other school-related activities, is encouraged in planned activities throughout the day. We provide a wide variety of materials to promote fine motor skills such as puzzles, legos, sewing, weaving, etc.

Reading

We encourage a child’s interest in reading by providing an area especially designed for exploration of books of all kinds. Our school has a quality selection of books and we supplement our own collection with books from the Public Library. Children are also read to often, both in groups and individually. We also encourage children to read to each other. Children listen to storybooks at the listening center.

We expose children to good reading experiences and help them to develop a positive attitude toward reading. We make every effort to expose children to an environment in which reading is a natural part of life, and in which it is viewed as an exciting and positive experience.

Math

Counting and other math concepts are taught informally in a variety of ways through such activities as cooking, sand and water play, block play and table games.

Health, Safety and Nutrition

Health Safety and Nutrition issues are woven throughout our program in every curriculum area intentionally (when dental, doctor, foods, transportation exercise, etc. units are introduced) and then reinforced as “teachable” moments arise.

We encourage children to make healthy food choices. We provide cooking and food preparation experiences to encourage healthy food habits. We also enforce appropriate health practices such as hand washing with warm water and soap before and after eating, after toileting, covering mouth when sneezing, and using tissue when necessary. Children’s hands (and faces if needed) are washed after meals.

Please read each of these policies carefully!
It is important that you fully understand each one!
(In these policies, the School Age Care facility may be referred to as 'the center' and Child Life Ministries may be referred to as CLM)

Admissions

Eligibility and Enrollment

Registrations will be taken and all placements made based on space available. Children who are unable to be placed immediately will be placed on a waiting list on a first come, first serve basis. Children are considered enrolled when the contract, along with the registration fee, are received by the Administrator.

Enrollment (CFS-62)

Must be completed and on file for the first day of attendance for all programs.

Health History (CFS-2345)

Must be completed and on file for the first day of attendance for all programs.

Immunization (DPH 4192)

Immunization Forms are required for each child, and must be on file at the school. Immunization forms are provided by CLM and must be completed and returned to the school by the parent within 30 days of enrollment. Effective July 2001, all children are required to be immunized with chicken pox vaccination.

CLM Photo Release

Please complete and return within 30 school days.

CLM Transportation Release

Must be completed and filed for all School Age children by the first day of attendance.

CLM Family Guidebook Acknowledgement

Please complete and return within 30 school days.

Child Information Sheet

Please complete and return for the first day of attendance. A form is kept on file with information about your child's interests, about the family, and other pertinent information regarding your child.

Medication

No medication is given at school except with a written order by the parent. A Medical Consent form must be filled out for each medication, complete with dosage, time, and name of medication. All medication must be in original container and labeled with child's name, name of drug, dosage and directions, date of prescription and physicians name. All medication is kept in a locked box. We also require that the Medical Log be filled in by the teacher appropriately each day medication is given.

If you request non-prescription medication be given, please read directions carefully and request only the recommended interval and dosage be given on the Medical Consent Form. The teacher will fill out the Medical Log when administering medication. All drugs must come in original container with child's name, dosage, and directions for use. All drugs are kept in a locked box. Should a Child Life Ministries staff member inadvertently give the incorrect dosage of medicine to a child, the staff member will contact the parent(s) immediately and the Administrator will be notified of the situation. Parents will advise staff member of next step. If staff notices any unusual reaction they will communicate that information to parents immediately.

All information in your child's records is kept confidential and is available to you upon request.

It is very important that we have your correct address and phone number. In case of an accident or illness, we need to be able to contact you. Please notify us of any changes immediately.

Parents interested in our school may call, write, or stop in to view our center and meet the staff. Information may be picked up or mailed.

Parent Orientation

A parent orientation meeting is held each year in the summer for parents who have enrolled their child(ren) for the coming school year. Parents will be given the Family Handbook and admission forms, take a tour of the center, and receive a copy of their contract.

1. There is a short presentation explaining CLM policies in detail, answering questions and providing pertinent information about the program.
2. If you wish to withdraw your child after the explanation of these policies, you must contact the Administrator within 3 days.
3. Parents that enroll their child after the school year has begun will receive an orientation from the Administrator or Program Director.

Child Orientation

Children new to care at Child Life Ministries will start on the date indicated on their contract. We encourage parents to bring their child(ren) to the School Age room at least once before they begin care. It is important for them to meet the teachers and see the room ahead of time. During your child's first week, the teacher will be especially sensitive to the newness of the situation and make an extra effort to describe the daily schedule, restate some policies, and reinforce where everything is (bathroom's, cubbies, etc.) Please let the teacher know if your child needs extra reaffirming or if your child has any questions or concerns.

FEE POLICIES

Registration/Materials Fee

There is a non-refundable registration/materials fee due at the time of registration along with an enrollment form signed by the parent or guardian

Contract Rates

Your fee schedule is determined on your contract.

The full time contracted rate is the same every week regardless of in-services and non-school rates including school breaks. The full time rate has been computed by considering days off school and in-services and the regular weekly rate to develop one constant weekly rate for the school year.

There is no sliding fee scale available.

Fee Payment

Childcare rates are based on staff, maintenance, and material costs for the year. Payment of fees is always due in advance. We prefer payment by check, money order, or automatic payment. Please fill out the remittance form with your check and write down the exact dates for which you are paying. Checks should be made payable to Child Life Ministries (or CLM). Receipts for tuition paid are available upon request. You may drop off your payment at payment box next to the CLM office. You may also mail in your payment.

You will be expected to pay for each day that your child is contracted for, even if he/she is absent on a particular day. This also includes days the center is closed which fall on a day that your child usually attends.

There is a charge for any checks returned to us due to insufficient funds in your account. Child life Ministries does not pay refunds under any circumstances.

No credit will be given for illness, holidays, or vacations.

Late Tuition Payment

If your account is two weeks delinquent, and no arrangements have been made, your child may be excluded from SA enrollment. A two-week notice will be given to find alternate child care/school arrangements.

There is a charge for any checks returned to us due to insufficient funds in your account.

In-services and Non-school Days

Weekly payments include scheduled in-service or non-school days. Additional fees may be charged for non-scheduled days.

Fee Vacation

Each child, after 50 consecutive weeks of attendance, will be granted 2 weeks as a "fee vacation". A "fee vacation" is two weeks in which you do not pay for your child's care. Any time in the year that you take family vacation you will be expected to pay for your child's contracted schedule.

Weather Policy

Child Life Ministries will follow the McFarland School District weather decisions. Please tune to radio stations WIBA, WTSO, or WTDY, or tune to local television stations ABC (7), CBS (9) or NBC (5) for announcements.

For 1 hour delays:

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- In the event of a mid-day closing, CLM will have children transported here, with the understanding that families will arrive as soon as possible for pick-up.

General Information

Arrival and Departure Policy

Arrival

An ADULT must accompany children into the center where they will be greeted by a staff member. Under no circumstances are children to be dropped off at an outside door. We cannot be held responsible for your child unless we know that they are at the center. Each child will have a “cubbie” for personal belongings. Kindergarten - 3rd graders will have a place to hang their things and a mailbox. When you arrive, sign the time of arrival in the log book.

If your child will not be attending CLM on a day contracted for, please call CLM to notify of child’s absence. It is especially important to let CLM know if your child’s teacher **DOES NOT NEED TO PICK YOU CHILD UP AFTER SCHOOL. Please call before 2:30 PM on regular school days.** Without this information, the teacher spends a lot of time trying to track down children that are not returning to CLM for that day. If your child does not arrive on a scheduled day and there is no phone call regarding the absence, the teacher will inform the Administrator and the Administrator will contact the parents to be sure of the child’s situation. It is especially important for parents of school age children to inform CLM of children’s absence on a day that they are picked up from school. Often parents remember to call the public school to let them know of their child’s absence, but **please remember to call CLM as well!**

Busing

CLM children are transported from C.E.E.L.C. and the Elementary school to CLM by Nelson’s Bus Service, Christopher Arnett, President (608)205-9040. CLM children from Waubesa are transported to CLM by the CLM van. Parents will need to fill out an Authorization to Transport form to be kept in the children’s folders. We also use Nelson’s Bus Service for field trips.

Children may also be transported by CLM van for some events.

Departure

The center closes at 5:30 PM. When you come for your child, be sure to write the time of departure in the logbook. **Remember to check your child’s cubbie and your parent mailbox daily.**

It is very important to have your child wait with you in the building until you are ready to leave. It is extremely unsafe to have unsupervised children in the parking lot at this busy time at the end of the day.

Only those ADULT persons authorized in advance on your child's enrollment form or indicated in writing by parent, will be allowed to pick up your child. This is for their protection as well as ours. We will release children to either parent unless we have a court order on file stating not to do so.

If your child is not familiar with the person you have authorized to pick you child up, please prepare your child ahead of time before you bring them to school. Inform your child's teacher of the situation so that the teacher can also help prepare the child.

Late Pick-Ups

To ensure your Child's proper care and protection, parent or legal guardian must make arrangements for care by 5:30 PM. If for ANY REASON you will be unable to pick up your child at 5:30, make other arrangements and notify the staff. We strongly suggest you have someone in McFarland (not a CLM staff person) you can call to pick up your child if you are going to be late.

After your child is left at the center 10 minutes past our agreed on time for pick up, the teacher will attempt to call the emergency numbers written on your Health History form and the Administrator will be notified.

Our late charge is as follows:

1-10 minutes late	\$10.00
11-20 minutes late	\$17.50
21-30 minutes late	\$24.50
30+ minutes late	to be determined by Administrator

We will strictly enforce this late charge policy. If you should need to pay a late charge, please give your payment, in cash, to the staff person who has stayed to care for your child. A receipt will be given and the Administrator will be notified.

Birthdays

We celebrate birthdays at CLM! Teachers will provide instructions regarding birthday snack if desired.

Clothing

Parents are encouraged to dress their children in comfortable PLAY clothes. During the winter months children should bring all outdoor clothes so they can play outdoors if they wish. An extra pair of mittens and socks is requested for the wet, winter months. All auxiliary clothing such as sweaters, sweatshirts, boots, mittens, and scarves must be marked with the child's name. When your child wears boots to school, he/she must also bring shoes.

Field Trips

The School Age program takes their field trips primarily in the summer, on in-service days, and during school breaks, understanding that the Elementary school takes your child on field trips during the school year. When your child is scheduled to go on a field trip, you will be notified and asked to sign a field trip permission form to allow your child to go. A minimum of 48 hours notice will be given for all planned field trips. There may be a small nominal fee charged for certain field trips only if a fee is charged to the school. When a field trip is scheduled, **all children go on the field trip.** Child Life Ministries staff ratios and safety rules are followed at all times. An invitation is extended to all parents to join us on field trips.

All children enrolled to come to care on a day that there is a field trip will be required to attend the field trip.

Nutrition

Food shall be served at flexible intervals with no child going without nourishment for longer than 3 hours.

Snacks

Snacks will be offered each day. The monthly snack menu is posted and includes diverse types of food. Every effort is made to offer variety and the types of foods children enjoy, while adhering to State food guidelines. We are particularly attentive in choosing foods that reflect the culture of the children in our care, as well as food from a variety of cultures! Any changes in the menu as posted shall be recorded on the menu. We serve only 100% fruit juice or 1% milk with snack. No artificial sweeteners are used in food preparation. Occasionally children will cook or prepare their own snack as an activity.

Enough food shall be prepared for each meal so that second portions are available.

A special diet may be served only upon written instruction of child's physician and upon request of the parent.

Lunch

On days children are at CLM for a full day, children will bring sack lunch for their noon meal. We keep all lunches refrigerated until lunchtime. State licensing requires that your child's lunch consist of one item from each of the following categories.

1. Protein sources (meat, poultry, fish, eggs, cooked dried peas or beans, cheese)
2. vegetables or 1 vegetable and 1 fruit, or 2 fruits
3. Cereal, or whole grain or enriched bread products
4. Do not send soda pop in your child's lunch

We understand that your child may have a dislike for some of these foods, but we encourage you to make your child's lunch as nutritious as possible. If you like your child to have some non-nutritional items with lunch, please keep the portion of those foods small and send only on an occasional basis. Remember: although we encourage children to "take a few more bites" if necessary, we do not force children to eat anything or to eat items in a certain order. If you send too much "junk food", your child may fill up on foods that are not beneficial for good nutrition. We send home all uneaten food (if possible) so that you can see just what your child has eaten. Good nutrition can be a challenge, but we'd like to start children on the right path by promoting delicious-tasting, fun to eat, good-for-you foods. If you would like some suggestions, we'd be glad to help!

We provide Grade A pasteurized, 1% milk with lunch. Please make us aware of any special diets, allergies, and any strong likes or dislikes that your child may have. We have a microwave oven to use to prepare your child's lunch if necessary.

Although we do have a microwave on the premises, we do not recommend that you send food for lunch that needs to be heated. This is a very time consuming task (especially if we have 10 or 12 of them!) and because it is so important to us to spend time with your child at lunch, having conversation, modeling good manners and supervising, heating lunch drastically takes precious time away from time spent with your child.

Center Provided Lunch

If a child should not have a lunch from home, we will make a lunch for \$3.00, on occasion, if needed. Although we are willing to make a lunch for your child, we ask that you use this convenience on an “emergency” basis, and not as a regular routine.

I _____ have read and
(Parent Names)

accept the CLM Guidebook and agree to the contents therein.

Signature _____

Date _____