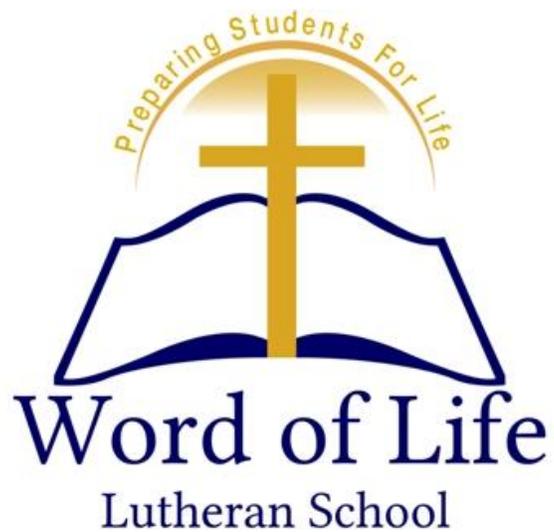


Word of Life Lutheran School Early Childhood

Parent Handbook

Updated: August 2019



Welcome to Word of Life Lutheran School!

Mission

Our mission is to assist parents with the spiritual, physical, intellectual, social, and emotional growth of their child. Our most important goal is to train and nurture children to love their Savior. We do this daily through God's Word.

We Believe

We exist to assist parents in teaching their children the truths of God's Word. Young children will hear how Jesus loves them. He died on the cross to take away their sins, he rose from the dead, and He now again lives in heaven. What a comfort it is for them to know that they will someday live with their Best Friend in heaven! Motivated by love for Jesus, their Savior, young children will learn the desire to speak and act only in ways that please Him. Our mission is to make all of the children enrolled in our program disciples of Jesus!

Philosophy

At Word of Life Lutheran School, the needs of the child come first. As teachers we want children to grow in all areas. Every child is a gift from God and we will love and nurture these children.

Our educational philosophy is child-centered. Early childhood years are the most formative time in human development. The foundation for self-esteem is laid, and children learn to adapt successfully to the world. We encourage the development of critical thinking skills, creativity, imagination, social skills, and self-expression. Our teachers create an environment for learning. On a daily basis, each child spends time in individual and group activities, alternating quiet and active times.

Our Faculty, Staff, and Administrative Structure

Board of Control President: Jeff Prothero

Director: Phil Krueger

Assistant Director:

Teachers: K3:

K4:

Preschool Assistants: K3:

K4:

Substitute Teachers:

Each classroom is led by a lead teacher and an assistant. These teachers are the same every day for the entire school year to provide consistency for the children.

Daily Schedule

7:45- 7:30- Breakfast/Morning Routine

7:40- Do Now Activity

8:00- Bible Story/Devotion

8:20- Morning Meeting/ Calendar

8:40- Math

9:10- Music/Movement

9:20-Social Studies/ Science

Bathroom Break

10:00- Snack

10:15- Recess

10:30- Language Centers

11:20-Bathroom Break

11:35- Lunch

12:10-Recess

12:30- Nap

2:00- Bathroom Break

2:10-Afternoon Snack/ Free play

2:45- Gym/Recess

3:15- Pack up

3:30- Closing

****Wednesday morning we will have Chapel @ 8am****

**** We will have Encore each week****

****Story time occurs throughout the day and is linked into other subjects****

Admission Policy

Terms of License

Days of program: The program will run Monday through Friday from August 22nd through May 31st.

Time of program: The doors will open at 7:00 am and close at 5:00pm. The school day starts at 8:00 am. All children must be in the classroom ready to go at 8:00 am.

School closings: School will be closed on Holidays and conference days. Parents should look at the school calendar to see what days the school has off. When Milwaukee Public School close due to weather, Word of Life will be closed as well. Please follow WTMJ 4, FOX 6, WISN 12, or CBS 58 news to be notified of emergency closings.

Sign-in/Sign-out procedures: When children are dropped for school the adult who dropped them off will need to sign them in by putting the time of drop off and their initials. This is the same when a child is picked up, the adult will need to sign the child out with the time. This paper will be kept in a clipboard by the classroom door. Any time the class leaves the teacher needs to take that clipboard with them.

Capacity: K3 will take a maximum of 20 students and K4 will take a maximum of 22 students.

Limitations to enrollment: All students need to be 3 or 4 years old by September 1st and be fully toilet trained.

Location of Documents

License and Violations: Outside the K3 classroom door will be posted all licenses and violations.

Center Policies and Child Care Rules: The rule book is located right inside the K3 classroom so all parents will be able to see them as they drop their child off for school, as well as a copy of the center policies.

Classroom Documents: All important documents sent out by the classroom teacher will have a copy available on both the K4 bulletin board (right inside the classroom door) and on the K3 bulletin board (right outside the classroom.)

Non-discrimination Statement

Word of Life Lutheran School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made acceptable to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Americans with Disabilities Act Statement

Word of Life Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Regarding handicapping conditions, Word of Life Lutheran School will reasonably endeavor to meet the needs of every child within the scope of its program. The building is handicap accessible and the bathrooms adjoining the preschool classrooms are equipped with assisted bars.

Severe physical or emotional handicapping conditions however are not within the scope of our expertise. If parents of such children were to inquire about application, our limitations would be clearly presented and shared. Parents would be encouraged to seek a facility; which would better meet the special needs of their child.

When to Report Child Abuse

The Wisconsin Child Abuse and Neglect Act, which was passed in 1977, was a major revision of prior child abuse and neglect legislation. Major revisions were again made to the act during the 1983 legislative session. Wisconsin's law defines abuse as: physical injury, sexual abuse, emotional abuse, and neglect. Persons required to report must not only report suspected child abuse and neglect, but also those situations in which they have reason to believe that a child has been threatened with abuse or neglect and that abuse and neglect will occur. Confer with another teacher or with the principal when uncertain if something should be reported. The phone number of the Milwaukee County Child Protective Services is 414-289-6444.

Confidentiality

All student records are kept in the office in a locked file. Only staff members are able to access these records. In staff meetings the principal discusses about student and family confidentiality. These families trust us and we do not want to break that trust. If parents inquire about other students, staff members will inform them that we would be happy to discuss their child but not other people's children.

Attendance Methods

Lead teachers will take attendance every day after 8:00 am using the program "PowerSchool." K3 and K4 are both full day programs with part-time an option.

Forms and Timelines

All new parents are required to take a guided tour around the school with the principal. At this time the principal will go through all the information about the school and pre-registration forms with the parents. Then in August there are two scheduled registration days. All families are encouraged to come in one of these two days to fill out all forms needed for the school year. The parent will fill out forms such as:

- Child Care Enrollment
- Authorization to Administer Medication
- Child Health Report
- Emergency Contact Form
- Health History and Emergency Care Plan
- Immunization Record
- Written Authorization to apply sunscreen

There are pre-made folders for each family so they can come right to school and start filling out their paper work. The principal and/or other staff members look them over right away to make sure everything is filled out properly and that the child is all set to start school. If the parents are unable to come either of those two days, by the first day of school the enrollment form, health history, and emergency contact card must be filled out. The parent has 30 days to fill out the Immunization form and 90 days to fill out the Child Health form.

Items Parent Provides

Parents provide school supplies for K3 & K4; all other items are provided for the child by the school.

Parent Access

Word of Life Lutheran School has an open door policy. Parents are allowed to come and visit at any time they would like. Parents are also strongly encouraged to accompany their child on field trips. K3 parents are required to make three scheduled visits to talk about their child's progress. K4 parents are required to make three scheduled visits a year to talk about their child's progress. If a parent, by court mandate, is not allowed to see a child the parent will be asked to leave. If the parent chooses not to leave the police will be called to handle the matter.

Emergency Medical Source

All students will be protected under the Accident Insurance Policy taken out by the school. Parents will first seek medical coverage under their insurance carrier. Should they not cover the cost, our policy kicks in after a \$25.00 deductible. In the case of an emergency the child will be taken to:

Aurora St. Luke's Medical Center
2800 W. Oklahoma Ave.
Milwaukee, WI 53215

Pets

Currently there are no pets in the classrooms. Before any pets are brought into the classroom all the parents will be notified by a note or phone call to make sure that there is no one allergic to any pets hair or dander.

Child Guidance Policy

Specific Guidance Techniques

Children will be redirected if having problems in a certain situation. For example, if the child is having problems with a certain child he/she will be asked to go play with someone else. If problems continue the child may be asked to sit down and cool off. After a three minute cool off session the child will be allowed to return to his/her activity. If he/she is still having problems the teacher will give the child two choices: the child can cool off again or we can call and have a talk with mom. If the child chooses a cool off session and the behavior is still reoccurring then his/her guardian will be called. If after talking to the guardian does not help the situation then the child will need to go and talk to the principal. The parent, teacher, and principal will all sit down and discuss what is going to be our plan so that the school and home have the same behavioral goals.

Time-Outs

Time-outs can be used if a child is having problems controlling their behavior. The time-outs cannot last longer than the child's age. For example, if the child is three the time out cannot last longer than three minutes. The time-outs will be called cool off sessions, this way it is not viewed as a punishment but more as a time to just relax. Time outs will be used after redirection has not helped the situation. If a child is crying, fussy or distraught the teacher or assistant will make sure they're at eye level with the child, talking in a calm voice to comfort them. If the child needs to he/she can find place in the room to sit until their ready to return to the group.

Prohibited Punishments

Actions that are aversive, cruel or humiliating, and actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include:

1. Spanking, hitting, pinching, shaking, twisting or inflicting any other form of corporal punishment
2. Verbal abuse, threats, or derogatory remarks about the child or the child's family.
3. Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box, or similar cubicle.
4. Withholding or forcing meals, snacks, or naps.

Classroom Arrangement

The classrooms are divided into centers. At each center there is a sign designating how many children can play in that center at one time. Each child has a nametag that he/she can stick on the sign. When the sign is full then the children know that the center is closed. This helps to eliminate all the children going to one center. There are enough toys in each center for the allotted amount of children. If a child is having problems with another child during the day the teacher can regulate the center so that the children do not end up in the same center. This will help avoid any possible problems.

Transitions

If a child finishes their work before others he/she will be offered a book or a small pencil box with tabletop toys, this way the child is not loud or disturbing others. In line a child who may be disturbing the class will be asked to step out of line while the rest of the class proceeds to where ever they are headed. The child who was being disruptive will then follow the class after he/she has cooled off. If the class has to wait in line for something, the teacher or PSA will lead them in songs or finger plays to help pass the time away.

Unwanted Behavior

If a child is displaying signs of unwanted behavior the teacher will need to observe the child to find out when this behavior is happening. It may be happening when the child is tired or when a child gets frustrated. If there is a definitive pattern then it is the teacher's responsibility, to the best of her ability to correct the unwanted behavior. The parent's will also be contacted and given a time frame that the behavior needs to stop or the child will be removed. The teacher will be responsible for documenting the unwanted behavior in a notebook and on Gradelink.

Discharge Policy

Discipline

All staff members, including our Educational Assistants, and our Extended Care Providers, are to be regarded, as representatives of Christ, and as such, must be respected by the entire student body. Any staff member may discipline any child upon disregard of regulations or disrespect of persons.

Arrival, entering the building, and conduct in the halls...

- “Surely, this is none other than the house of God.”
- During school hours, teachers stand in the place of parents.
- Students are not permitted to play outside either before or after school. There is no supervision at these times.
- Boys always remove their hats when entering the building.
- In respect to classes that may be in session, there is no talking or running in the halls.
- No gum chewing.
- No CD players, iPods or cell phones are permitted.
- Students will walk single file when passing through the halls and using the stairs.
- If problems develop during recess, consult the teacher.
- Snowballing is forbidden on the school grounds.
- The lawns of the neighbors are NOT play areas.
- Silence in the lines at the entrance must be the rule for orderly procedure and also for listening to directions that the teacher may give.
- Don’t be a litterbug. You can help keep our school grounds attractive by picking up wastepaper and the like.
- All personal belongings should be taken home each night. The halls are not to be considered clothes closets.

*So whether you eat or drink or whatever you do, do it all
for the glory of God. (II Corinthians 10:31)*

In His wisdom God has chosen us to be the parents of some very special children. Our school stands ready to assist you in the training of your children, particularly so in the study of God's Word.

A child's attitude and actions will be a reflection of the love first shown to him by God. As a family of believers we share this common love from and for God.

When however a child permits himself to be controlled by his sinful nature, he is rejecting the will of God. Disrespect, name-calling, fighting, and attitudes such as these are not appropriate to God's will or our school and simply will not be tolerated. Expect to be notified if such circumstances arise. Remember your child is your responsibility twenty-four hours a day.

Repeated failure to conform to the standards of God's Word and our school will lead to suspension and/or expulsion.

A child may be suspended for:

- despising God's Word
- defiance
- cursing
- being verbally abusive
- using obscene language
- obscene gestures
- disrespect
- damaging property
- continued disruption of teaching
- leaving school property without permission
- being physically abusive toward teachers and students

First suspension - removal from classroom one full day

Second suspension - removal from classroom two full days

Third suspension - results in expulsion if no evidence of progress has been visible

If or when a child is removed or the parents are asked to withdraw their child, the discharge of the child will be immediate. When a child is removed, parents may request future re-admittance at the next regularly scheduled Board of Education meeting.

Where parents have questions, problems, or concerns relating to the school, the pastor should not be approached unless a matter of spiritual guidance or religious doctrine is involved. The parents should first contact the teacher involved. If not satisfied with the result, they should contact the principal. If not satisfied with the result, they should contact the pastor. If not satisfied with the result, they should then contact the Board of Education. If not satisfied with the result, the parents should then bring up the matter to the congregation at a regular meeting of the congregation. In all such matters, the congregation shall be the final authority.

If the parent/guardian wishes to withdraw their child on their own accord, a minimum of a one-week verbal notice is requested. At such time, the parent/guardian will be encouraged to complete an exit survey. Any overpayment of fees paid by the parent/guardian will be refunded on a pro-rated basis.

Failure to Pay

Payment for services provided by Word of Life Lutheran School is expected to be paid in a timely manner, specifically by the end of any given month. This includes tuition, breakfast, lunch, or other fees. A child's seat is placed in serious jeopardy if fees are not paid by the end of any given month. If fees become more than two months overdue, you may expect to be asked to withdraw your child and enroll him/her at a school that does not require timely payments.

Education Policy

Religious Training

Our school has been founded on the firm foundation of God's Word. Therefore, children attending our school receive a thorough course in Religion.

Religion, however, is not just a segregated subject in the day's work. The Word of God radiates and shines through all of the various subject areas, which are taught.

Every subject in a Christian school is informed by the principles articulated in God's Word. Every lesson opens a window into some aspect of God's creation and helps students see God's hand in the world around them. Every day brings new opportunities for students to grow in their knowledge of God, and in their desire to serve Him and their neighbor. Every class helps children and young people prepare to take their place as citizens of God's kingdom, bringing God's reconciling love to a world that should acknowledge Him as Creator, Savior, and Comforter.

All Christian Holidays will be discussed and celebrated in the classroom.

Outdoor Activities

Weather permitting, the children will go outside every day. There is a fenced in area behind the school where the children can play. Teachers provide activities during this time and encourage gross-motor movement.

Developmentally Appropriate Program

The K3 curriculum is done by themes. In each theme social studies, math, music, and art are integrated into the theme. Also, K3 starts to introduce letters and numbers. Each week the teacher must turn in lesson plans demonstrating what they will be doing that week. These lesson plans will be checked against the state standards for Early Childhood. During center time the children are allowed to pick a center they would like to play in. This allows the children to expand their imagination and lets them explore different material used to do different things.

The K4 program uses materials for math instruction that are at the kindergarten level. The Engage New York Math series is used in a developmentally appropriate approach. The language arts materials include a strong base of phonemic awareness, beginning writing skills, and listening skills. The Open Court reading series is used which provides monthly themes in which science, social studies, math and art are integrated. In the afternoon, students move to different learning centers to build social skills.

All Early Childhood classes are scheduled to have recess and play two times a day. This gives the children plenty of opportunities to run around and perform gross motor activities.

Plan for AM and Late Afternoon Care

Children who arrive at school before 7:40 am will go to the cafeteria for breakfast. If a child finishes breakfast before 7:40 am the child will be offered age appropriate activities to do at the table. If a child remains at school after 3:30pm, he/she will go to the K3 classroom where age appropriate activities are given to them. A hired caregiver provides supervision.

Parent Communication

All parents will have the teachers' home phone numbers in order to reach the teacher after school hours. Teachers will contact parents personally if problems arise during the day. Newsletters will go out on the first day of the week to inform parents of themes, notes, and upcoming events. At the end of the first three quarters the parents will be required to come in and speak with the teacher about their child's progress. A portfolio for each child will be put together over the course of the school year. This portfolio will be given to the parents at the end of the year.

Transitioning to Next Grade

To support children and families during transitions within the program, Word of Life does the following things. First, teachers form relationships with children in the grade below them to prepare them for the following year. They do this by visits to their classrooms on a regular basis, or by having activities where grade levels combine and participate together. We also hold "A New Way For A Day" once a year in May. This event gives students a chance to visit their next classroom for 2 hours and have activities with their next teacher. We encourage all families to bring their children in prior to regular attendance of a new school year. Teachers are more than willing to sit down with you and discuss your child's program. This also gives your child an opportunity to visit their new classroom.

If a child transitions to a new school, our program will transfer that child's records to the new setting at the family's request and with their written consent.

Contingency Plans

At the beginning of each day attendance will be taken in order to know who is at school or absent. If a child is missing and no message was left at school, the school office will contact the parent to make sure that everything is ok. A copy of all the children's emergency contact cards will be kept in a binder in the classroom closet. This will give the teacher quick access to the numbers in case of an emergency.

Emergency Planning

In the event of an emergency, the principal, administrators, and administrative assistant will have the capability to be in constant communication with each other. The following page gives procedures for fire, tornado, and intruder alerts.

Responding to a Fire:

- Give directions / follow last pupil from classroom
- Take attendance book / grade book which have children's medical records taped inside
- Lights off / windows & all doors closed
- Proceed to designated area on the parking lot
- Take attendance
- Remain until advised by principal

Responding to a Tornado:

- Give directions / follow last pupil from classroom
- Take attendance book / grade book which have children's medical records taped inside
- Close doors
- Proceed to designated area in basement
- Move away from glass
- Take attendance
- Release no one / no restroom breaks
- Remain until advised by principal
- If there is a tornado supplies like a radio, flashlights, batteries, etc. will be stored in the storage room in a labeled rubber maid container.

Responding to Intruders:

- Lock doors
- Follow communications
- Take attendance
- Move away from glass / doors
- Close blinds if applicable
- Release no one / no restroom breaks
- On floor if gunshots detected
- Remain until advised by principal

Lost Child Procedures

In the event a child becomes lost within the school building known as Word of Life Lutheran School, the following procedure will be followed:

- The classroom teacher will instruct the preschool assistant (PSA) to make a search within the building. If the child is found, the child will be returned to the classroom.
- If the preschool assistant on first attempt is unable to locate the missing child, the classroom teacher will notify the school secretary who will notify the school administrators, and together, they will make a top to bottom search of the entire school building structure, including the adjoining church, as well as surrounding property. If the child is found, the child will be returned to the classroom.
- At this point, if the child has not been located, the parent/guardian will be notified by phone. If the parent/guardian cannot be reached, other persons identified on the child's Emergency Home Contact Card will be contacted. As a joint decision between the administrator and person contacted, the authorities will be notified.

In the event a child becomes lost on a class field trip, the following procedure will be followed:

- The classroom teacher together with the preschool assistant (PSA) will ensure that the adult chaperones take responsibility for the other children and make an initial search within the immediate vicinity. If the child is found, the child will be returned to the rest of the class.
- If the child is not immediately located, the field trip invitee will be notified that a child is missing from the group, and a description will be shared. If the child is found, the child will be returned to the rest of the class.
- At this point, if the child has not been located, the parent/guardian will be notified by phone. If the parent/guardian cannot be reached, other persons identified on the child's Emergency Home Contact Card will be contacted. As a joint decision between the classroom teacher and person contacted, the authorities, as well as administrators at Word of Life Lutheran School will be notified.

Emergency Situation Practice

Within the first week of school, the alarms will be sounded to acquaint the children with the emergency alarm. Classes will practice exit procedure before the practicing of a regular drill. The teacher will take along his/her attendance register and take roll call when children are lined up outside the building in the safe area. The fire alarm is a steady sound; the tornado warning is a repeated on/off alarm.

Word of Life Lutheran School is not located in a flood plain therefore there is no procedure required.

Extreme Weather

If the wind chill is below 0°, children will not be taken outdoors nor will the children be taken outdoors if the temperature is above 90°.

Inclement weather during the winter months occasionally demands that sessions be called off for the day. If such is the case, announcements are broadcast over major radio and TV stations during the morning hours. If possible, the principal will notify each teacher directly. Generally, if Milwaukee Public School closes because of the weather, so will we.

Emergency Contact Person

For morning care Phil Krueger will be in the building and able to come if there is an emergency. For afternoon care the school secretary will be available if there is an emergency. Posted by the phone is their contact information.

Pick Up Procedure

When home visits are done in August procedures on picking up the child will be discussed. Everyone who picks up needs to sign the child out. Parents need to inform the teacher if someone other than the parent will be picking up. If the teacher does not know the person he/she will need to show ID. If the teacher is not informed about the new person picking up, the parent will be called in order to get phone confirmation that this person indeed is supposed to be picking up. If the parent cannot be reached the child will not be able to leave with the person there to pick up. This applies to all non-custodial parents. If an authorized pick-up person appears to be under the influence of alcohol or a controlled substance the child will not be released to that adult. The teacher will let the parent know that we need to talk to the administrator before they leave. The administrator will talk to the person and take care of the situation so that the teacher can be with the child. If the administrator is not in quick sight there are two male teachers who are right outside the school door who will step in and help.

Inside Building Temperature

Each Early Childhood classroom has their own thermostat and each room will be kept at a comfortable 72°. In order to achieve this temperature the heat will be on in the winter and the air conditioning in the summer. Each classroom also has windows that can be opened to help control the temperature.

Service Loss

If the school loses heat and becomes too cold to conduct classes, parents will be notified to come and pick up their child. If the air conditioning goes out, fans will be provided to help cool down the room. If there is no water, parents will be notified to come and pick up their child. Also, if there is a loss of electricity and it will not be restored for a while, parents will be notified to come and pick up their child. Each teacher will have a wireless phone with which to make emergency call with.

Child/Staff Injury

All pupils will be protected under the Accident Insurance Policy taken out by the school. Parents will first seek medical coverage under their health insurance carrier. Should their policy not cover the cost, our policy kicks in after a \$25.00 deductible.

First Aid treatment, which we can perform, is limited to that of cleansing a wound with soap and water and covering with a bandage under OSHA regulations. Ice will be provided in the case of a bump. Injuries, which require the attention of a doctor, must be brought to the attention of the principal, administrator, and of the parents who, unless they are unable to be reached, shall take the child to their doctor. In such cases, be certain to complete a "Student Accident Report." No medication is to be dispensed by a teacher, coach, or other members of the support staff without written permission by the parent or guardian.

If while on a field trip a student gets a minor injury parents will be notified when the class returns to school. If it is a major injury the parents will be notified right away by a phone call. If the child needs medical attention the parents will need to come and get them. The place of the field trip will be asked to fill out an accident report for the school, because the injury accrued on their grounds. Located in the K4 closet is a first aid backpack. In this backpack are a first aid kit, hand sanitizer, tissue, and a set of emergency contact cards for all K3 and K4 students.

All the above procedures also apply to staff members. If a staff member must leave, due to an emergency the next available adult will come and help the remaining staff member.

In a case when medical emergency care is required it is the teacher's job to call 911 to get an ambulance. The parents will be called right away. If the parents can't make it to school by the time the ambulance leaves the PSA will travel to the hospital with the child. The teacher will stay with the remaining children. Arrangements will be made to fill in until the PSA can get back. Teachers will be the first to administer first aid. If the teacher is unavailable the PSA's will step in and do first aid.

Nutrition Policy

Cook Orientation and Training

Word of Life does not have a cook; our food is prepared at another location and brought to us by Milwaukee Center for Independence catering service.

Meal Routines

Lunch for the early childhood classrooms starts at 11:30 am. The children will enter the classroom after a short recess. The children will wash their hands and faces and then sit down to get ready to eat lunch. Their food will be set out and waiting for them. When everyone is done washing their hands the teacher will lead them in a table prayer. At this time the children will start eating. All speaking is “conversational tone” only, which is defined as “heard by the 1-4 with whom you are conversing.” Conversation from table to table is not allowed. When a student is done with his/her food, he/she will throw away his/her tray and use the bathroom, wash their hands, their face, and get ready for nap.

Child Guidance and Food

Children are encouraged to eat all their food. They are not forced to eat their food. A child may say I don't like that or it makes me sick. The child will be encouraged to just try one bite. If a child does not eat it all he/she will not be punished. Children with a lunch brought from home will be encouraged to eat their sandwich first.

Menu Requirements

Each lunch meets the state standards for a meal. There is always a serving of fruit and vegetables. If the class will not be in the school building for lunch, then bag lunches are requested. These lunches are also held to the same standard.

Second Portions

While we believe that the portions served for breakfast and lunch at Word of Life Lutheran School are considered to be adequate and age appropriate, one extra meal will be ordered for every ten meals requested. In this way, second portions, including milk, will be available to the child who so desires one.

Early AM and Late PM

If a child arrives at school between 7:00 am and 7:40 am they will be served breakfast in the cafeteria. Children staying later than 3:30 pm, will be in extended care, and will be served a small healthy snack.

Food Allergies

During registration parents will be asked to fill out a form stating any food allergies the child may have. This way the teacher will be informed and will try to prevent the child from receiving food that he/she is allergic to. On the parent board, a list of food allergies for each class will be posted (no student names, only allergies). That way if parents want to bring in a snack for everyone, the parents will be informed of any allergies.

Specialty Menus

At this time there are no specialty menus made. All the children eat the same thing unless the child brings cold lunch from home.

Health Care

All children's records will be in a locked filing cabinet in the K3 classroom. All preschool teachers will have a key in order to have access to the children's files. This will help ensure that the staff will be informed of any medical needs a child may have.

Universal and General Health Precautions

Universal Precautions means that every incident in the child care setting where blood and/or bodily fluids are involved, are treated by staff as though an infection is present in those substances. Therefore, every staff must wear gloves and any other protective barriers needed, which may include protective eyewear and aprons, every time they attend to an injured or ill child or staff member where blood, urine, vomit, or stool are present. Universal Precautions also require that staff disinfect every surface that may have been contaminated by these fluids.

When spills of blood or bodily fluids occur, the procedure to clean the area effectively is as follows

1. The staff person handling the situation must first put on disposable gloves.
2. Use disposable paper towels to wipe up as much of the visible material as possible, then place the soiled towels and any other soiled materials in a plastic bag that has been securely tied or sealed. If the spill occurs on a hard surface, the entire area must be disinfected immediately with a solution approved by Licensing, typically this is a ¼ C. bleach to 1 gallon water solution.
3. If the spill occurs on carpeting, blot the area with paper towels immediately, and then spot clean the area with a detergent-disinfectant rather than a bleach solution. Additional cleaning with a carpet shampooer or steam cleaner may be necessary. When cleaning of the area is completed, put contaminated gloves into a plastic bag, then securely tie the bag and discard it. Staff must then wash their hands and the hands of any children involved in the incident.

Steps to effective hand washing:

1. Turn on warm water to a comfortable temperature.
2. Wet hand and apply liquid soap.
3. Rub hands together vigorously for no less than 15 seconds, covering all areas of the hands and wrists.
4. Rinse hands under warm water until soap and dirt are rinsed away. Leave the water running while you dry your hands.
5. Dry hands with a disposable paper towel or with a clean, single use cloth towel.
6. Turn water off using a paper towel instead of your bare hands. Turning the taps off with your bare hands will allow germs and bacteria to re-infect your hands.

All staff members must wash their hands with soap and warm running water before handling food, after assisting with toileting, after wiping bodily secretions, and after wiping noses.

Children must wash their hands with soap and warm running water before meals, snacks and after toileting. Children's hands and faces must be washed before meals.

Immunizations

It will be the responsibility of the administrator to make sure that all the proper forms are filled out and returned on time. Immunization records will be filed out and turned in at registration in August.

Definition of Illness

A child who has diarrhea needs to be kept at home. If a child has one case of diarrhea at school the parents will be notified, right away with a phone call, to come and pick up the child. Any child who is running a fever over 101° needs to be kept at home. If the child gets a fever at school the parents will be notified to pick up the child. If a child has signs of a cold the parents are encouraged to keep the child at home. At school if the child is complaining and is miserable the parents will be contacted to come and get the child. Any child who is throwing up must be kept at home. If throwing up occurs at school the parents will be notified and will need to take the child home. If the child has a rash and complains that it is itchy, the parents will be notified to come and take the child to the doctor. The child will not be let back into school without a doctor's excuse saying it is ok.

Who Determines

It is the responsibility of the teacher to determine if the child is ill and needs to be removed from the classroom. If the teacher is unsure of what to do, the director and/or administrator will make the final decision.

Isolation

Each classroom will have a screened area with a cot for the child to rest while waiting for the parent to arrive.

On Medication

A child who is being treated with medication needs to be removed from the classroom for 24 hours. Unless the doctor has said that the child needs to be removed longer. If a child returns to school and needs to be given medication the parent must fill out the medication release form. See Appendix. The medication will be stored in a covered Rubbermaid container in the locked closet. If the medication must be refrigerated then it will be stored in a small Rubbermaid container in the K4 classroom. The PSA will be responsible for administering the medication and logging it into the logbook. This will solely be the PSA's responsibility so that only one person is doing the administering. If there is a missed dosage or an error the parents will be notified right away. This way the parent can notify the doctor and find out what needs to be done. If the parents can't be notified then the doctor will be called.

Log Book

There will be a medications and an injury logbook located in each classroom to record injuries and any medication given to any child. Any injury to a child or evidence of unusual bruises, contusions, lacerations, or burns received by a child in or out of center care will be recorded in a medication and injury log book and reported immediately to the administrator or other person in charge of the center. When recording include the date, time, and name of child, also include name or initials of person recording injury. When giving medication this should also be recorded in the medications and injury log book. When recording medication include type of medication given, dosage, time, date and the name or initials of person administering the medication, entries will be made in the log book on the same day the injury occurs or medication is administered.

Nap

All children in our care for more than 4 hours will have a nap or rest period. A child who does not sleep after 30 minutes and a child who awakens before the rest period is over will be provided with books, file folder games, crayons and drawing paper. All children will be provided with a cot. The cot will be placed at least 2 feet from the next sleeping child. Each child will have a blanket or sleeping bag that needs to be provided by parents or legal guardian. Blankets will be sent home weekly for sanitary reasons.

Communicable Disease

According to the WI Department of Public Health:

“Communicable diseases, sometimes called infectious diseases, are illnesses caused by organisms such as bacteria, viruses, fungi and parasites. Sometimes the illness is not due to the organism itself, but rather a toxin that the organism produces after it has been introduced into a human host. Communicable diseases may be transmitted (spread) either by one infected person to another, from an animal to a human, or from some inanimate object (doorknobs, table tops, etc.) to and individual. Some communicable diseases can be spread in more than one way. “

If the children have been exposed to a communicable disease the teacher will call the Health Department to make a report. A note will be sent home in the children’s folders letting the parents know that their child has been exposed along with a fact sheet with symptoms to watch for, from the WI Department of Public Health. Also a note will be posted outside the classroom on the parent board and on the classroom doors. The note will not give the name of the child who exposed everyone. If a parent asks, the staff will keep this information private and stress the important thing is to watch the children for symptoms. In the Appendix is WI Communicable Disease chart for teacher’s reference.

All staff working directly with the children will have a health exam prior to being hired or within 30 days after beginning work. The exam will state that the staff member is free from communicable diseases, which present a safety or health risk to children, and that the person is physically able to work with young children. Each staff member will also have on file a negative TB test.

HIV/Hepatitis

All preschool teachers and preschool assistants (PSA’s) are trained annually in handling blood borne pathogens in conjunction with OSHA regulations. Currently, a registered nurse provides this annual training.

Cleanliness

The school has a janitorial service, which comes in every night to empty the garbage, sweep the floors, vacuum the carpet, and clean the bathrooms. Tables are cleaned before and after every meal or snack. At the end of the day the tables will also be wiped down one last time. Every Friday the chairs will be cleaned, unless there is a reason for them to be cleaned during the week. For example, if a child would have an accident while sitting in their chair. Counters used for preparing food will also be washed before and after each use. Toys will be cleaned on a need to basis. If a teacher or PSA sees a toy in a child's mouth or a toy that has been sneezed on the teacher will put it in the Rubbermaid container labeled dirty. The toys in this Rubbermaid will need to be cleaned and put away at the end of the day. Otherwise, the toys should be cleaned once a month. The teacher and PSA will work out a cleaning schedule that works for them. If the classroom encounters a communicable disease the toys, tables, and chairs will be cleaned right away.

Fee Payment and Refund

There are no registration fees of any kind. All fees for services provided by Word of Life Lutheran School are expected to be paid in a timely manner, specifically by the end of any given month. This includes tuition, breakfast, lunch, or other fees. Parents pay for the hours their child is scheduled to attend. Checks are accepted unless a history of NSF checks becomes a pattern. In the case of NSF checks, the person signing the check will be responsible for all service charges incurred by Word of Life Lutheran School. Tuition is \$250.00 a week with a co-pay of \$20.00 a week.

If a child is withdrawn from Word of Life Lutheran School at a time other than the end of a month, and fees have been paid through the end of that month, monies will be refunded to the appropriate parties on a pro-rated basis.