



## Parent Handbook

A Ministry of Good Shepherd Lutheran Church

1500 Sand Lake Road  
Holmen, WI 54636  
(608) 526-4829  
[www.gsholmen.org](http://www.gsholmen.org)

## Mission Statement

The central goal of Good Shepherd Little Lamb Preschool is to share with young children and their families the healing and saving Gospel of Jesus Christ.

## Education Policy & Philosophy

Little Lamb Preschool exists to teach children that God made everyone special and unique. Everyone has similarities and differences that are appreciated. The preschool exists to develop the following skills:

1. Gross motor developmental skills will be taught through running, jumping, hopping, throwing, and catching. The children will also be introduced to a sensory motor program that helps brain development as well as gross motor skills. The children will develop fine motor control through coloring, cutting, painting, and writing activities. The children will learn to bead and to pick up a small manipulative to encourage fine motor skills.
2. Visual skills will be developed by looking at pictures in a book, engaging in academic games that involve matching and sorting, and working with puzzles.
3. Auditory skills will be taught by listening to a set of directions and carrying them out. The students will also listen to songs that give instructions. Listening skills will be practiced through peer interaction.
4. Building the child's vocabulary is done through unit studies, literature, and social communication with one another.
5. Social adjustment to the peer group is done through free play time as the teacher models how to play with another person and how to use words to work out any differences that may come up. This is also emphasized in Bible time as the students are taught how God wants them to treat others. This includes instruction of how our Lord Jesus wants us to love and reach out to people of all nations, cultures, and languages with good news of forgiveness of sins and eternal life in Jesus' name (Mt 28:19, Mk 16:15).
6. The children will discover and learn the elements necessary for a successful school experience. The student will learn how to recognize his/her name, find his/her coat hook, and realize there is a schedule of activities. The class will learn how to line up and clean up after themselves and find out just how fun school can be!
7. The Bible lesson will be taught using the Wisconsin Synod's *Christ Light* curriculum.

## Non-Discrimination Policy

Good Shepherd Little Lamb Preschool admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded to and made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in the administration of its educational policies and other school-administered programs.

## Americans with Disabilities Act Statement

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990, and is an important piece of American civil rights legislation. The ADA prohibits discrimination based on disability in employment, state and local government, public accommodations (Title III), commercial facilities, transportation, and telecommunications. Childcare programs are considered "public accommodations" and are therefore subject to Title III regulations. Title III requires that childcare programs, regardless of size or number of employees, not discriminate against persons with disabilities based on their disability. Therefore, children with disabilities must be provided with equal opportunities to participate in all aspects of the childcare program, including learning activities, services, outdoor spaces, etc.

## Terms of License

The preschool is licensed by the state of Wisconsin for 3-year-olds to 5-year-olds. We operate morning classes from 8:30-11:15 Monday through Friday, with Friday being an optional class if there are 8 or more interested. We also offer an afternoon class on Tuesday, Wednesday, and Thursday from 12:15-3:15. Surround Care is offered Monday - Friday from 7am - 5pm. Our school is licensed for 16 children/class with a teacher and a classroom helper. Surround Care is licensed for 12 children. We operate from September through May. A bulletin board near the classroom door displays the license, rules and any violations plus parent information and brochures.

# ADMISSION

## Admission

A child must be three by September 1st or on their birthday if they wish to enroll in preschool. A child must be toilet trained before they are able to start.

## School Calendar

A school calendar will be sent to parents at the beginning of the school year. Little Lamb Preschool follows the Holmen School District for any holiday days off during the school year. We are in session when Holmen has in- service days.

## Scheduled School Closures

Little Lamb Preschool is closed for major holidays (Thanksgiving, Christmas, and Easter) and for the parochial state teacher's conference (October) and district teacher's conference (February). A schedule for the year will be handed out at the beginning of the school year.

A student may be asked to come to school on a day or time they do not regularly attend. For example, if all the classes are going to a play at Viterbo, all students will be asked to come on a Tuesday morning and the child may not have school on Monday morning or Tuesday afternoon because Tuesday morning counts as one of the child's school sessions.

## Emergency Closings

The preschool will operate in accordance with the Holmen Public School calendar unless otherwise informed. We try to adhere to their schedule around the major holidays but also strive to keep the same number of class periods for each class if possible. We do not close for days when the school district is holding in-services.

In case of inclement weather, very wintry weather, or extremely hot weather the preschool is closed if the Holmen School District is closed. Parents are encouraged to watch television bulletins on the closings of schools. You may sign up for an app at your local television station where you will be notified on your phone of school closings.

If the Holmen School District has a 2-hour late start due to inclement weather, there will be no morning class. The afternoon class will have class in that case. Parents are again encouraged to tune into their local T.V. for information on Holmen School District closings.

If the Holmen School District closes two hours early because of inclement weather, families will be notified by staff that there will be no afternoon class.

If at any time parents feel that the weather conditions are not conducive for their child to attend class, please just call the school (608-526-4829) or text the teacher and notify the school that your child will not be attending.

If our building has a loss of service including, but not limited to, loss of heat, air conditioning, water, electricity, plumbing problem or telephone service, school will be cancelled. The parents will be notified by a phone call by staff.

## Parent Information

A bulletin board near the classroom door displays the license, rules and any violations plus parent information and brochures. Upon enrollment, parents/guardians will be given a copy of the parent handbook and asked to sign a form stating that they understand and have read the preschool policies and procedures. A copy of the policies and procedures will be kept in the office and in the classrooms. Newsletters are sent home weekly via email or in a paper copy form. Newsletters include the schedule for the week, what the children are learning, who the snack person is, and any reminders needed. Families can also check for information on our website.

## Absence

Parents and/or guardians should notify the school by phone or note prior to the start of the school day if your child is going to be absent. If you do not notify the school, a phone call will be made to ensure the safety of your child.

## Attendance

We are a state of Wisconsin licensed preschool with a head teacher/director who is the primary teacher in each of the sessions of 3 and 4-year-old programs. Qualified and caring assistant teachers are present with the primary teacher to ensure that each child receives necessary care and instruction.

- **Class 1** – Monday & Wednesday mornings (8:30-11:15 am) with the option of an additional Friday morning.
  - *The additional Friday morning is dependent upon an enrollment of at 8 students or more.*
- **Class 2** – Tuesday & Thursday mornings (8:30-11:15 am)
- **Class 3** – Tuesday, Wednesday & Thursday afternoons (12:15-3:15 pm)
- **Surround Care** – Monday through Friday from 7am to 5pm

## Confidentiality

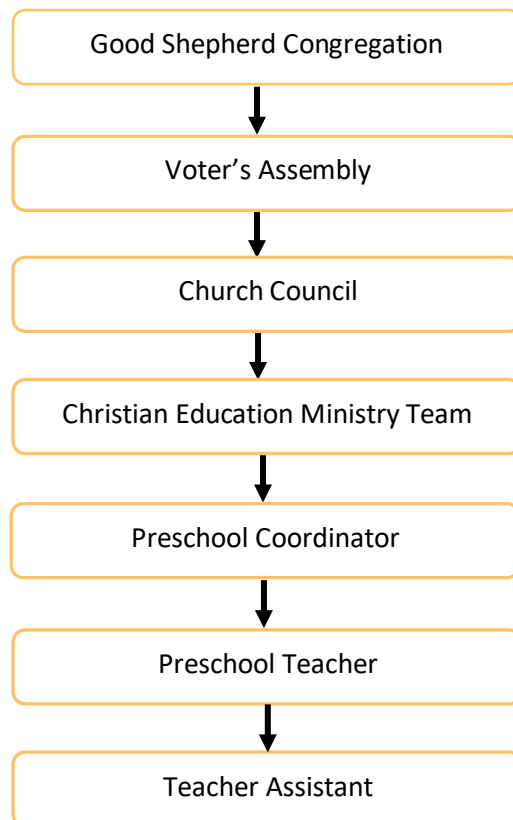
Little Lamb Preschool respects everyone's right to confidentiality in communications and records concerning the care of children or their employment. Prior to the first day of school, parents are asked to fill out several forms for admission. These forms will be in the child's file and are confidential. They will only be seen by the preschool staff and the state licensure representative. A special form will be used to ask for parents' permission if their child's picture can be used for promotional purposes.

## Child Abuse/Neglect

Prior to employment, the staff shall be oriented on child abuse detecting and procedures on reporting any suspected child abuse. The teacher is required to report any suspicions of child abuse or child neglect to the proper authorities.

## Administrative Structure

Little Lamb Preschool is a ministry of Good Shepherd Lutheran Church. The preschool director and teacher will work closely with the pastor and Christian Education Ministry Team. The Christian Education Ministry Team is overseen by the Church Council as a whole and specifically by the Church Council member designated to oversee this area of ministry. The Church Council reports to the Voters' Assembly and the congregation of Good Shepherd Lutheran Church.



## Enrollment Procedure

Children of the congregation members and past preschool families can enroll in the month of February for the next school year. An open house will be held where enrollment is open to the public on a first come, first serve basis until our classes are full. We then will begin a waiting list. Families on the waiting list will receive a call in early August to inform them if we have any openings.

A registration form is to be filled out, accompanied by the non-refundable registration fee, before your child is officially enrolled.

In late July, the preschool will send you the forms that the State of Wisconsin requires us to have on file for every child enrolled in the preschool.

### **The following forms must be completed prior to the child's start date:**

- Form DCF-0062, "Child Care Enrollment"
- Form DCF-2345, "Health History and Emergency Care Plan"
- Signed acknowledgement of receipt of this handbook
- Photo Release
- Form DCF-60, "Child Health Report" (must be returned signed and completed by a medical professional within 3 months of the child's first day of attendance).
- "Childcare Immunization Record"

## Arrival/Departure

Doors will be unlocked during drop-off and pick-up only. If you need to pick your child up at another time, you will have to ring the doorbell located by the back entrance to the preschool. All surround care children will be dropped off and picked up at the door that enters directly into the surround care classroom.

### **A. Arrival/Departure**

The person bringing the child signs in on a sheet of paper with their initials and time of arrival. The child then finds their coat hook, hangs everything up, and takes whatever is necessary out of their backpack. The child then proceeds to the classroom. At pick-up the same procedure is followed. The person picking up signs out on the same sheet of paper with their initials and time of departure. The teacher brings the children out to their backpacks as a group and helps them pack up to go home. They are then allowed to go to the main area to find the person picking them up.

### **B. Release**

- a. Parent or guardian are required to sign each child out of the preschool.
- b. Unless prior written arrangements have been made with the preschool, only parents or legal guardians may take a child from the preschool.
- c. Staff members will ask to see a form of identification for anyone who is not a parent or guardian picking up a child.

### **C. Impairment**

As caretakers, it is our responsibility to protect the health and safety of the children we serve. Use of alcohol or drugs by adults before transporting children can create an unsafe situation. If, in our opinion, the child cannot be safely transported to or from our preschool, we will ask the parent/other adult transporting the child not to transport. Instead, one of the following alternatives will be proposed:

1. We will call the emergency contact on the Child Enrollment Form to transport the child.
2. We will call a cab to pick up the parent/other adult and the child. The parent/other adult will pay the cab fee.

*If the parent refuses to agree to one of the alternatives listed above and transports the child, all Protective Services or the police will be called.*

#### **D. Alternate Release/Unauthorized Pick-Up**

If you ask an individual on your designated pick-up list or any other person and/or agency to be responsible for checking your child out of the preschool, you must give prior written permission, and ensure that all policies regarding admission and release are followed. If you have not notified the staff of an alternate person who is picking up your child, and they show up to pick-up your child, the staff will be calling you to verify a plan of action. Your child will not be released until we have confirmation from you. All persons not known to the staff will be required to show a valid and legal photo I.D.

#### **E. Custody**

A child will not be denied release to a natural parent unless a copy of the custody agreement or court restraining order that relinquishes such rights is on file in the preschool. We will follow the restraining order unless otherwise notified.

#### **F. Locked Doors**

Our door to the preschool entrance will be unlocked during drop-off and pick-up times only. During the rest of the day the door will be locked. All other doors in the building will be locked at all times. If you need to get in at any other time, there is a doorbell by the preschool door to let us know that you are here.

### **What to Bring/What to Wear**

Children can wear whatever parents deem appropriate. Parents are encouraged to think about Christian values and what type of clothing is appropriate for school activities. As an example, your children will use different types of paint and even though paint shirts are used some may get on clothing. Also, any footwear is allowed and must be worn while they are at school. When we go outside tennis shoes are preferred.

### **Visitors**

Parents are encouraged to observe a class at any time. Parents are also welcome to share their talents, hobbies and/or occupations with the class.

Grandparents or other relatives of a student are invited to participate in the classroom environment at any time if the teacher has received written or verbal authorization by the parents or guardian. These visits would be best scheduled ahead of time.

There are times when the teacher will ask parents and/or grandparents or other family members to help such as baking, holiday party times or with special craft times in the classroom. The teacher will notify parents of these special times through the weekly note.

Student visitors of similar age are welcome to attend class session but must be accompanied by a parent. The teacher should be notified in advance.

### **Parent Conferences**

Parent-teacher conferences are scheduled two times a year; one in the fall and one in the spring. The conferences will be signed up for using the site Sly Reply. A link will be emailed to the parents to sign up or a hard copy will be at the school to sign up there. However, parents are encouraged to schedule a time to talk in person, or call, email, or text the teacher, if a question or a concern comes up and needs to be handled promptly. The teacher or assistant teacher will communicate in person, email, text, or phone call as the need arises.

### **Pets**

Little Lamb Preschool will not keep pets on the premises. Any time pets visit the preschool, families will be notified of the date and time pets are present. Notifications will be posted on the family information board.

### **Children's Records, Medical Logbook, Access to Children's Records**

It is the parent's/guardian's responsibility to keep phone numbers, addresses, work information, and all other pertinent information current on file. All records pertaining to an individual child and their family are confidential and are available to the parent/guardian upon written request.

## Photo Policy

Photographs and videos are taken on different occasions. We use these photographs/videos for our website, Facebook, assessments, etc. You will be given a form to complete to allow the center to use your child's photos and videos. If you choose not to sign the form, we will not publish photos or videos of your child.

## DISCHARGE OF ENROLLED CHILDREN

### Child Progress

Parent-teacher conferences are scheduled two times a year; one in the fall and one in the spring. The conferences will be signed up for using the site Sly Reply. A link will be emailed to the parents to sign up or a hard copy will be at the school to sign up there. However, parents are encouraged to schedule a time to talk in person, or call, email, or text the teacher, if a question or a concern comes up and needs to be handled promptly. The teacher or assistant teacher will communicate in person, email, text, or phone call as the need arises.

### Discharge/Withdrawal

If a child's behavior becomes unsafe for the staff and other students physically or educationally, the teacher may ask to meet with both parents to make a plan that would best provide a safe learning environment for all who are enrolled at Little Lamb Preschool.

If the behavior persists the parents may be asked to meet with the teacher, the pastor, and the ministry team chairperson to work out the best course of action.

If a plan cannot be worked out the child may be asked to leave the program.

If a child is withdrawn from the program any fees already paid will not be refunded. One-month notice of a child withdrawing from the preschool, would be appreciated.

## FEE PAYMENTS

### Tuition & Fees

Monthly Tuition for a 2-day-a-week session  
3-Year-Old Classes \$112

Monthly Tuition for a 3-day-a-week session  
4-Year-Old Class \$150

Fees for Surround Care  
\$5 per hour for the first child; \$3 per hour for the second child

Class Field Trips Fee \$30 per child

Tuition fees will be withdrawn by the 15th of each month so parents will always be paying for the month ahead. Families will be done paying for the preschool tuition in the month of May. Payments will be made using an automated payment system. Sign-up for the automated payment system will be in mid-August. If families do not want to participate in the automatic withdraw payment system, please let the director know their reason in writing or via email. Parents can pay for several months or the whole year's tuition if they would like.

### Registration Fee

An initial non-refundable registration fee shall accompany the registration form to hold a spot for a child enrolled in Little Lamb Preschool. The registration fee is \$50 per family.

## Late Payments

If a tuition payment is not received by the 15th of the month, our office administrator will send a reminder email. If for any reason you are unable to make your tuition payment on time, please talk to the office administrator to make special arrangements.

## Returned Checks

If an NSF check is returned, there will be an additional \$20 fee plus any additional costs which the parent will be expected to pay.

## Absences

Because our program and licensing regulations require us to schedule staff based on the number of children enrolled, we cannot refund tuition for days your child is absent.

# CHILD EDUCATION

## Curriculum

Little Lamb Preschool offers a comprehensive Christian curriculum for children ages 3-5 years old with an emphasis on early childhood academics, social emotional growth, and kindergarten readiness. With this in mind, we teach age-appropriate pre-reading, pre-writing math and science skills as well as a variety of social skills.

Children will be introduced to letters and numbers, learn to identify basic shapes, colors, and patterns. They will engage in a variety of fine motor skills designed to develop their hand muscles as well as prepare them for writing. These skills are promoted throughout the school year using monthly themes. They will also work on large motor skills through group activities and outdoor play. Little Lamb Preschool also uses the Learning Without Tears curriculum.

Children are also taught basic social skills that will get them ready for elementary school. Children learn to take turns in games, activities, and in conversations. They will learn independence and how to function in a group of peers. They will be encouraged to explore and try new things and gain confidence in doing so.

Education at Little Lamb Preschool is Christ-centered. Each day children are taught about the love and forgiveness of Jesus their Savior. Each week children are taught different Bible lessons, and they attend chapel once a week.

## Daily Routine

8:15-9:15 (12:00-1:15) Arrival and Free Play Time

9:15-9:20 (1:15-1:20) Clean Up Time

9:20-9:40 (1:20-1:40) Meeting Time, Recall of Play Time, Opening Story, Calendar and Weather.

9:40-10:00 (1:40-2:00) Snack Time

10:00-10:15 (2:00-2:15) Bible Time

10:20-10:40 (2:20-2:40) Outside Time/Large Motor Skills

10:45-10:55 (2:45-2:55) Songs and Stories

10:55-11:10 (2:55-3:10) Project Time

11:10-11:15 (3:10-3:15) Closing

## Walking Field Trips

Weather permitting, we may take walking trips around the neighborhood. Children are always accounted for. A permission statement for participation in walking trips is in your child's classroom.



## Education Philosophy

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1. Gross motor developmental skills will be taught through running, jumping, hopping, throwing, and catching. The children will also be introduced to a sensory motor program that helps brain development as well as gross motor skills. The children will develop fine motor control through coloring, cutting, painting, and writing activities. The children will learn to bead and to pick up a small manipulative to encourage fine motor skills.
2. Visual skills will be developed by looking at pictures in a book, engaging in academic games that involve matching and sorting, and working with puzzles.
3. Auditory skills will be taught by listening to a set of directions and carrying them out. The students will also listen to songs that give instructions. Listening skills will be practiced through peer interaction.
4. Building the child's vocabulary is done through unit studies, literature, and social communication with one another.
5. Social adjustment to the peer group is done through free play time as the teacher models how to play with another person and how to use words to work out any differences that may come up. This is also emphasized in Bible time as the students are taught how God wants them to treat others. This includes instruction of how our Lord Jesus wants us to love and reach out to people of all nations, cultures, and languages with good news of forgiveness of sins and eternal life in Jesus' name (Mt 28:19, Mk 16:15).
6. The children will discover and learn the elements necessary for a successful school experience. The student will learn how to recognize his/her name, find his/her coat hook, and realize there is a schedule of activities. The class will learn how to line up and clean up after themselves and find out just how fun school can be!
7. The Bible lesson will be taught using the Wisconsin Synod's *Christ Light* curriculum.

## Surround Care Program

### A. Program Overview

Surround Care is offered to enrolled preschool families Monday – Friday from 7am – 5pm.

The cost is \$5/hr. for the first child and \$3/hr. for the second child. Families have the option of using surround care even on the days that their child is not attending preschool. Families will sign up a month in advance for the days/times that they will be using surround care. You will receive a monthly bill on the first Friday of every month for the previous month's days. The payment would be due by the third Friday of every month. Families will be allowed to cancel days if they do it the week before. Any cancellations made during the week of care will be billed accordingly. This includes if your child becomes ill since we will already have staffing in place.

Little Lamb will provide an afternoon snack. The snack will consist of two of the five food groups: dairy, meat, vegetables, fruits, and grains. Families are required to provide breakfast and lunch and must have all the food groups required for each meal. Breakfast must have a dairy, fruit/vegetable, and grain. Lunch must contain all five food groups listed above. You will be asked to label the breakfast items. A list of requirements will be given to the parents. Lunch boxes will be stored in a refrigerator. Little Lamb Preschool is required to offer 1% milk for the lunch meal, and it will be available for breakfast if you send dry cereal. We will also provide water or 100% juice for breakfast and afternoon snacks. If your child cannot have milk, you need to submit a signed note from your child's doctor. You will also need to provide a milk substitute.

Parents will pick up their child from Surround Care using the door that is attached to the Surround Care room. If the children are in another part of the building, there is a doorbell next to the door by the preschool entrance.

### B. Daily Schedule

7:00 – 7:45 Table Activities

7:45 – 8:00 Go Outside (children in morning classes leave when children come in)

8:30 – 9:00 Bathroom/Breakfast

9:00 – 9:30 Theme Activity  
9:30 – 10:30 Free Play  
10:30 – 11:00 Music and Movement  
11:00 – 11:30 Learning Activity  
11:30 – 12:00 Bathroom/Lunch (children in afternoon class leave after lunch)  
12:00 – 12:30 Go Outside  
12:30 – 1:30 Devotion/Bathroom/Rest Time  
1:30 – 2:30 Table Activities/Free Play  
2:30 – 3:00 Bathroom/Snack  
3:00 – 3:45 Go Outside  
3:45 – 4:15 Games/Puzzles  
4:15 – 5:00 Free Play

### C. Nap/rest

A child under five years of age who is in care for more than four hours will have a nap/rest period. If a child is not asleep after 30 minutes and any child who awakens will be permitted to have quiet time using equipment and activities that will not disturb other children who may still be sleeping.

Each child will have a sleeping place that is safe, clean, and washable. Children will be separated by two feet. The bedding will be maintained and stored in a clean, organized manner. The bedding will be replaced immediately if it becomes soiled. Bedding will be washed after five uses, minimum.

If your child will be attending a full day, a nap is required. Little Lamb Preschool will provide a cot. The families will provide bedding which needs to be stored in a reusable bag with handles. A sleeping bag would cover the requirement for bedding, otherwise a sheet and blanket would work as well. All bedding will be sent home weekly to be washed, or sooner if there is an accident.

## CHILD GUIDANCE

### Discipline/Guidance

Little Lamb Preschool will use the following procedure to address challenging behaviors. This policy applies to all children in our care.

When a disagreement happens between the students, the teacher will model for the class or the student how to use words to work out the difference. If a child has offended or hurt another child, he/she will be encouraged to listen to what the other has to say and how they were hurt. The offending child will be asked to say, "Sorry that I \_\_\_\_." The other child will be asked to say, "I forgive you" and we will end the encounter with a hug, high five, or handshake.

If the offending child does not want to say sorry or listen to how they hurt the other child, they will be asked to sit on a thinking chair until they are ready to listen and apologize. In one-minute time increments the child will be asked if they are ready to participate in the resolution of the behavior. A time-out will not be used with children under three years of age. A time-out will be offered in a non-humiliating manner and will not exceed three minutes. The child will not be isolated and will not be removed from the classroom.

The following positive guidance techniques will be used to address challenging behaviors:

- **Redirection:** This technique offers an alternative to a child such as suggesting a new activity, or different toy, encouraging independent play, or interacting with the child in a different way.
- **Discussion:** Discussing with the child how their behavior is inappropriate and engaging with the child other words or methods that would suggest a more appropriate response.
- **Reasonable Consequences:** The staff may implement reasonable consequences such as showing the child how to use the toy appropriately instead of using it to hit other children.

- **Take a Break:** The child is separated from the group to calm down and will have access to something else to do. While the child remains supervised, his or her classmates will not immediately influence him or her. This is different from the concept of “time out”, which is often seen as more punitive as the child is isolated and does not have access to other activities. In “take a break” the child will have access to other activities while he or she settles down. Once the child has calmed down, the child can be returned to the group.

When staff observes a persistent unacceptable behavior, they will observe and record the behavior in writing.

If these positive guidance techniques are not effective, we may involve parents/guardians with the following guidance techniques:

- We will inform parents/guardians in writing what behaviors have been observed and what the staff has done to try to modify the behavior.
- If the behavior continues, the director and teacher will meet with parents/guardians to develop a written action plan to address the behavior. We will utilize their input and agree on steps to attempt to modify the behavior. We may suggest involving outside resources to assist with the situation.
- If the behavior persists, the child will need to take a day or two of behavioral leave of absence on the next scheduled days of care.
- After returning to the group, if the behavior continues, we may disenroll the child. We reserve the right to use these guidance techniques at our discretion. It is our goal to work together for a positive outcome. Circumstances may arise when we may immediately disenroll a child if his or her behavior creates a health or safety risk to themselves, other children, or the staff.

Little Lamb Preschool does not allow teachers/staff members to use corporal punishment and humiliating techniques to control behavior. Corporal punishment includes rough handling, shoving, shaking, slapping, pinching, and spanking. Humiliating and emotional abuse include name calling, shaming, derogatory remarks about the child and using language that threatens or frightens the child. Little Lamb Preschool will not withhold or force meals/snacks as punishment. The above-listed actions will not be permitted, even at parent/guardian request.

### **Separation from the Group**

No child may be separated from the group unless the child poses a safety risk to himself/herself, other children, and staff members. A child will be allowed to be separated from the group if they have an Individualized Education Plan that indicates that this is an appropriate way to care for the child. If the child is separated from the group, the child will continue to be supervised by a staff member. All separations from the group will be noted in a daily log. If a child is separated from the group three or more times in one day, the child’s parent will be notified, and the parent notification will be indicated on the daily log. If a child is separated five times or more in one week, or eight times or more in two weeks, the procedure outlined in the persistent unacceptable behavior section will be followed.

### **Biting**

Biting is a normal stage of development and can be common among preschool aged children. When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. If a child forms a habit of biting, staff will look for patterns in the biting incidents and make any changes in the classroom environment that may be contributing. Parents/guardians will be notified when their child is the biter, or their child that has been bitten.

## **EMERGENCY PLANS**

### **Child Tracking**

It is the responsibility of each teacher to know the children assigned to their care and their whereabouts. Staff members will always be responsible for knowing the number and names of the children in their classrooms. Children should be signed in and out each day in the classroom by the parents/guardians and/or teachers. Teachers will always remain within sight and sound of children.

## Emergencies

In the event of an emergency not listed or an active emergency, the center will follow guidance from the local authorities, emergency personnel, and/or local emergency management.

In the event of an emergency, the following responsibilities will be put into action:

- The assistant is responsible for grabbing the emergency backpack, any medication, and the emergency cards for each child.
- The director will be responsible for contacting the emergency personnel needed.
- The lead teacher, assistant, and director will share the responsibility of contacting parents/guardians if that is necessary.

## Fire or Other Evacuations

In case of a fire or other situation that requires evacuation during preschool hours, the children will be directed to the exit out of the side door in the preschool room toward the parsonage. The parsonage garage serves as a meeting point. A fire extinguisher is in the kitchen. When the students reach the parsonage garage, all children will be counted. If the door located in the room is blocked, an alternate door shall be used as an exit. Monthly fire drills will be carried out. In inclement weather, the fire drill will be talked through by the teacher, asking children what to do next. Please refer to the diagram of the facility for shelter and evacuation routes.

## Tornado

In the event of a tornado warning, the children will be directed to the girl's bathroom where they will stay until an all-clear signal is given. At that time all children will be counted. Tornado drills will be held from April through October. Please refer to the diagram of the facility for shelter and evacuation routes.

## Flood

The preschool is in or near a low-risk flood zone. In the event of a flood, the following procedures will be followed:

- Follow advice and instructions of emergency management and public safety officials regarding the potential occupancy of the facility or flooded area(s).
- If needed, professionals will be contacted to assess structural and/or potential health-related concerns due to flooding on/in premises.
- Determine whether an immediate evacuation or early parent/guardian pick up is necessary.
- Determine whether local conditions warrant childcare program closure.
- Contact the Licensing Specialist.

## Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 90°F with humidity considered or less than 0°F degrees with wind chill considered. Additionally, outdoor play will be cancelled if the air quality rating is considered dangerous for young children.

## Missing Child

If a child is not accounted for, the remaining children will be supervised in a controlled area by a staff member, and a search will be conducted by the teacher and any available staff. If the child cannot be located within an appropriate amount of time the teacher will call 911 and notify the parents.

## Loss of Services (heat, water, electricity, telephone)

In the event of an outage, the center will utilize a supply of flashlights and allow the use of cellular phones by staff members, if necessary. The director will contact the utility company responsible for the outage to inquire about a timeframe. If the hazard is expected to last beyond two hours, then the director shall call the licensing agent to explain and determine whether to close the preschool. If closing is necessary, parents/guardians will be called using employee cell phones and all staff will remain at the preschool to see to the children's care and safety until dismissed by the director.

## Threats to the Building and Occupants

- **Dispute** in the building that may escalate to violence such as a distraught parent/guardian or employee. Staff shall remain calm and continue their normal routine but keep children away from the negative activity. Contact the director immediately.
- **Hostile encounter** that has escalated to violence such as a belligerent parent/guardian or employee using a threatening tone/language/action. Alert the director immediately. Police will be called. Staff shall remain calm and keep children away from negative activity. Remember that the children in your care are your number one priority. Be aware of your child counts and prepare to evacuate according to plan if the situation warrants it.
- **Extreme danger** in the building such as a fire, gas leak, explosion, etc. Remain calm. Evacuate calmly following the most logical evacuation route. Continually perform child counts and take the classroom clipboard to the designated Safe Location.
- **Immediate threat** such as a terrorist attack. Remain calm. Assemble the children and prepare to evacuate upon order of the emergency professionals to the childcare center's designated Safe Location. Teachers shall take their classroom clipboards. Parents/guardians will be called and asked to pick up their children as soon as possible.

## Allergic Reactions

1. To keep everyone in the childcare facility safe and healthy, childcare providers must be informed about allergies and be prepared to deal with allergic reactions. To avoid as many allergic reactions as possible, childcare providers will prepare, plan, and know children's history of allergic reactions.
2. If a child has a known allergy, work with parents to create a plan of action in case that child has an allergic reaction, based on the recommendations from the child's doctor. If medication is required, have the parents supply that medication. Be sure parents complete an authorization form specifying when the childcare provider should administer the medication and in what dose.
3. If a child's allergy is severe enough to require an epinephrine auto-injector, all caregivers will know of its location and be able to access it quickly. Store each child's auto-injector in a secure location (out of children's reach) where all staff have quick access.
4. Store food out of the reach of young children. Clean and sanitize surfaces before and after children eat. See that children and adults wash their hands before and after eating and after coming in from outdoor play. Set rules prohibiting certain foods if a child in your childcare setting is highly allergic.
5. Caregivers will learn/know the signs and symptoms of an allergic reaction so that they can respond as quickly as possible. As soon as the caregiver notices symptoms of an allergic reaction, they should follow through with the action plan previously agreed on by the child's parents and doctor.
6. If it is suspected a child is experiencing anaphylactic shock, call 9-1-1 immediately.
7. Contact the Licensing Specialist

## Safe Location

Under the advisement of emergency officials and when readmission into the preschool is not possible, we will proceed to our off-site emergency Safe Location. In case of such an emergency, parents/guardians would be notified as soon as possible and told when and where to safely reunite with their child(ren).

## Communication of Emergencies

In the event of an emergency, the preschool staff will communicate the situation to families via phone or email, depending on the severity of the situation. If children are required to evacuate the building, parents/guardians will be told to pick up their children at our *safe location* (see information on our safe location listed above).

## Head Injuries

In the event of a head injury, the parent/guardian will be notified immediately. If the child needs medical treatment, 911 will be called and the child will be transported to either Gundersen Health System or Mayo Clinic in La Crosse. If the child does not need immediate medical treatment, the child will be monitored for other symptoms. All accidents or injuries occurring in or out of the center will be entered into our medical logbook. Along with logging injuries into the logbook, parents/guardians will also be notified via an *Accident Report*.

State licensing defines a head injury as a bump, blow, or jolt to the head.

## Medications

Little Lamb Preschool will not be responsible for administering medication. If a child should need to have an emergency medication due to an allergy, it will be put in a marked upper cabinet that can be reached quickly but out of the reach of children. If an emergency medication needs to be administered and there is an error in distribution (medicine dosage, wrong medication) the child's parent/guardian will be contacted immediately and the error will be recorded.

## Poisonous Materials

If a child comes into contact with a poisonous material, center staff will call Poison Control. Staff will follow the directions the Poison Control Center gives them. Parents/guardians will be notified.

## Shelter in Place and Lockdown

The shelter in place and lockdown procedures are organized as a standard operating procedure located in the director's office. If you have any questions about these procedures, please contact the director.

# HEALTHCARE

## Illness/Exclusion of Ill Children

Children should be kept home if they have any of the following symptoms or illnesses:

- Any child with a reportable illness or condition as specified by the health department that is contagious and a physician determines has not had sufficient treatment to reduce the health risk to others.
- Chicken pox until the child is no longer infectious or until the lesions are crusted over.
- Vomiting
- Diarrhea
- Contagious conjunctivitis or pus draining from the eye.
- Bacterial infection such as strep throat or impetigo and has not completed 24 hours of antimicrobial therapy.
- Lice, ringworm, or scabies that are untreated and contagious to others.
- Fever 100F or higher before fever reducing medication is given.
- Undiagnosed rash or a rash attributable to a contagious illness or condition
- Requires more care than the program staff can provide without compromising the health and safety of other children in the program.
- Significant respiratory distress; fast, difficult, or different breathing, uncontrolled coughing and/or wheezing.
- Not able to participate in childcare program activities with reasonable comfort.
- Positive COVID-19 diagnosis

If your child becomes ill or injured during the day, he/she will be kept isolated from the other children and under staff supervision. A parent or your authorized pick-up person will be notified and asked to pick up your child. In the event of a medical emergency, 911 will be called and then the parents.

The parents are asked to notify Little Lamb Preschool within 24 hours, exclusive of weekends and holidays, when your child is diagnosed as having a contagious illness. Contagious illnesses will be reported to all parents the same day the information is received.

## Communicable Disease

When a diagnosis of a communicable disease is made, the exposed children shall be watched for symptoms of the disease and all parents will be notified by a notice posted on the parent information board. This notice will describe any symptoms, period of communicability, duration of illness, and any precautions. Parents are asked to notify the program within 24 hours if their child has been exposed to any communicable disease. Little Lamb Preschool will report all communicable diseases, when required, to the local health department as well as to childcare licensing. For a communicable disease that requires a child to be excused from the center, we follow the Center for Disease Control's guidelines with guidance from the La Crosse County Health Department and childcare licensing. In cases of a pandemic, we will follow all required policies put in place on a Federal, State, or local level.

## Medical Logbook

Administered medication, accidents, and injuries occurring in or out of the center while the children are in our care will be entered into our medical logbook. Along with logging injuries into the medical log, parents/guardians will also be notified in writing via an "Accident Report". Parents/guardians will be asked to sign these forms in acknowledgement of being informed of the accident. The medical log is checked every six months by the administrator/director to be sure that all pertinent information is being recorded correctly.

## Medication

Little Lamb Preschool will not be responsible for administering medication. If a child should need to have an emergency medication due to an allergy, it will be put in a marked upper cabinet that can be reached quickly but out of the reach of children. If a child needs to have an emergency medication due to an allergy, it will be put in a marked upper cabinet that can be reached quickly but out of the reach of children. A signed, dated, written authorization from the parent/guardian, including the dosage and direction for administering needs to be on file. Medications administered to a child will be logged in the center logbook. If an emergency medication needs to be administered and there is an error in distribution (medicine dosage, wrong medication) the child's parent/guardian will be contacted immediately and the error will be recorded.

## Universal Precautions

Illness can be prevented or at least reduced when using universal precautions. We are trained in the practice of universal precautions. For the protection of your child, as well as staff members, we use universal precautions when treating injuries and handling body secretions. Gloves are available to staff, located in each first aid kit. Gloves are changed for each occurrence and disposed of properly. Hands are washed immediately afterward.

## Handwashing

Children's hands will be washed with soap and water before and after eating, and after toileting and diapering. People who are working with children will wash their hands with hands with soap and water before and after handling food, and before and after toileting and diapering.

1. Signs are posted at each sink explaining the proper hand washing procedure.
2. Staff and volunteers must wash their hands using warm water and soap, working up a good lather for at least 20 seconds, rinsing, drying their hands with a disposable paper towel, turning off the faucet with a towel (if not automatic), and disposing of in a hands-free trash receptacle:
  - a. Before preparing food
  - b. Before & after eating
  - c. Before & after giving medication
  - d. After coughing & sneezing
  - e. After touching animals
  - f. After using the restroom
  - g. After changing diapers
  - h. After toileting a child
  - i. After blowing one's nose
  - j. After wiping a child's nose
  - k. After handling garbage

- l. After coming in from outside
- m. After handling bodily fluids
- n. After removing vinyl/latex gloves

## First Aid

All Little Lamb Preschool's staff members are trained in CPR, First Aid, SIDS, AHT and containment of blood-borne pathogens. We maintain first-aid kits in compliance with the requirements of the DHS. If a child needs minor first aid, a staff member will assist the child. Simple injuries will be treated with soap and water cleansing.

If an injury requires non-emergency professional medical attention, the family is contacted by telephone. In the event of a health or safety emergency, the Emergency Medical System (911) is activated. The family or responsible adult, as designated in the Emergency Contact Form, is contacted. For this reason, it is crucial that your child's file contains a complete and updated Health History and Emergency Care Plan form.

If a child needs to be transported to a hospital, they will be taken to Gundersen Lutheran Medical Center.

## Injuries

If a child falls, trips, or occurs a minor injury like a scratch, the child or teacher will wash the area with soap and water. A first aid kit is kept in the upper cupboard of the kitchen and will be labeled. Items from the first aid kit will be used to treat the injury as needed. Ice will also be kept on site for any incident requiring a reduction of swelling. The teacher will wear gloves when treating any injury where there is blood or bodily fluids. If first aid is given, the parent will be notified when picking up the child or through a note or a personal phone call. A notebook recording any instances of first aid will be kept.

In the case of injury where the child needs medical care but is not life threatening, attempts will be made to reach the parents and the emergency contact person the parents have provided. If contacts cannot be reached and more advanced care is needed, the First Responders will be called.

In the case of a life-threatening emergency, 911 will be called and if they deem it necessary, they will transport the child to the nearest hospital (either Gundersen Lutheran or Mayo Franciscan – both located in La Crosse). In this case the teacher will accompany the child to the hospital and the preschool aid, the pastor or the emergency contact person will stay with the other students until school is dismissed.

Like most private schools and all public schools, Little Lamb Preschool does not provide student medical insurance coverage for accidents that occur on our property (including the playground) by students. Parents will be expected to assume all responsibility for any medical expenses resulting from an incident requiring medical treatment.

## Special Health Care Needs

Little Lamb Preschool will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs. If your child has an identified need, please include this information on the "Health History and Emergency Care Plan" enrollment form. Once this information is received, a meeting will be set up with the program staff to discuss accommodations that may be needed for your child.

## Health Related Forms

The following health related forms are required by the State of Wisconsin:

- Form DCF-2345, "Health History and Emergency Care Plan"
- Form DCF-60, "Child Health Report" (must be returned signed and completed by a medical professional within 3 months of the child's first day of attendance).
- "Childcare Immunization Record"



## NUTRITION

### Snacks/Meals

A mid-morning snack and a mid-afternoon snack will be served to the class. Parents will be assigned to bring snacks on a rotating basis. The parents are asked to donate a large container of apple juice at the beginning of the year. The school will buy white milk and chocolate milk to serve during snack and will also offer water and apple juice to drink. The child will be using white foam cups from which to drink.

When it is the child's turn to bring snacks, the parents are asked to bring a snack that is large enough for the class for that week. We encourage parents to bring healthy snacks such as: vegetables, fruit, yogurt, cheese, crackers, etc. We do understand there are times when children will bring cookies, muffins, and cupcakes. Parents may bring either purchased or homemade snacks. If you bring fruit snacks, also provide crackers of some sort to go with the fruit snack.

### Allergies

If your child has an allergy, the other parents in the class will be told what type of allergies are in the class. We will encourage parents to try not bringing a snack with items that children are allergic to such as nuts. If a snack is brought where the item may have an ingredient that a child is allergic to or the teacher is unsure, the teacher will error on the side of caution and provide a snack that either the parent has provided or one the teacher has in case of emergencies. The child's first name and the name of the allergy will be posted by the fridge so other workers will be aware of the allergy. If a child's allergy is so severe, the child can bring their own snack at snack time. All snacks that are offered are recorded on a calendar that is hung in the classroom.

### Diet Variations

Any special diet based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written authorization of a child's physician and upon the written request of the parent/guardian.

## TRANSPORTATION

### Transportation

Parents are responsible for providing transportation to and from school. Currently, Little Lamb Preschool does not provide transportation to and from field trips. It is the parent/guardian's responsibility to get their child to and from field trips.

## PARENT ACKNOWLEDGMENT OF RECEIPT OF PARENT HANDBOOK

We hope that you find this handbook informative regarding our policies and procedures at Little Lamb Preschool. Please read the following statement and sign at the bottom indicating your receipt and acceptance of the conditions set forth.

I have received and read the Little Lamb Preschool Parent Handbook. I understand that the policies and practices of Little Lamb Preschool are subject to modification or amendment by the center at any time. When and if any changes need to be made, I will be notified in a timely fashion.

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Please print your name.

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Signature of parent or guardian

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Date

**PLEASE SIGN AND REMOVE THIS PAGE AND RETURN WITH ALL OTHER ENROLLMENT FORMS TO PROGRAM DIRECTOR**