

# **Elcho Early Learning Center 2024-2025 Parent Handbook**

**September 1, 2024**



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### **Philosophy and Purpose**

The Elcho School District's Early Learning Center is dedicated to providing young children quality programs that also meet the needs of our students, employees, and community members. The Early Learning Center offers families full-time, part-time, occasional, and before/after school child care for children six weeks of age through fifth grade.

It is our goal of the Early Learning Center to provide a safe and educational environment for our children to grow and learn. Daily experiences are planned and implemented by qualified, trained personnel to provide for the physical, social, emotional and cognitive development of each child. Elcho Early Learning Center participates in the Wisconsin YoungStar quality initiative. The goal of YoungStar is to improve early childhood outcomes and increase access to affordable, high-quality care options to meet the needs of our youngest children. A wide variety of resources are available to aid the Elcho Early Learning Center in providing a stimulating environment for the children, including the staff and facility of the school in which the program is held.

### **Program Description**

Childcare is a fee-based program available for children six weeks of age through fifth grade available for part-time or full-time childcare. Parents/guardians indicate a week in advance what they need for childcare so that staff can be available. Families are charged for services on an hourly basis, rounded to the nearest quarter hour. Seven minutes before or seven minutes after is the guideline used to determine the quarter hour. Childcare is available when school is not in session such as teacher in-service days, spring break, etc.

In following the Licensing guidelines, the number of children served by the program is based on square footage of the classrooms and staff-to-child ratios for specific age groups. These ratios will determine the number of available slots. Enrollment is on a first come, first served basis. Waiting lists will be utilized when necessary. Current families in the childcare program will have priority in registering for daycare space first. There are no income restrictions for enrollment.

### **Student Learning Opportunities**

The teachers at the Early Learning Center plan and implement daily learning activities for all the children. Based upon the Wisconsin Model Early Learning Standards each child is assessed through observation and different learning opportunities are provided. Parents may be asked to complete a parent questionnaire on their child so the staff may better meet each child's individual educational needs. Parent input through daily communication and formal conferences help the teachers to set education goals for the children. Lesson plans are posted weekly in the classrooms and families may be asked to bring items from home to compliment the weekly themes. Parents are encouraged to speak with their child's teacher if they have questions or ideas concerning their child's development or educational opportunities at the center. Parent/Teacher conferences are scheduled twice a year but parents may request a conference at any time. Together we can help your child start on a positive path to school success.

### **Parent Orientation**

New parents interested in using the Elcho Early Learning Center will be invited to tour the center facilities and set up a time for parent orientation. At the orientation, the ELC Director will review the required childcare paperwork and parent handbook. The teachers will be introduced to the family and the parents will be encouraged to set up a time for a classroom visit with their child. All parents must pay a \$25.00 registration fee prior to having their child attend the program.

Any parent needing materials in another language or an interpreter for the orientation should contact the ELC Center Director.

### **Parent Involvement**

Elcho Early Learning Center has an open door policy and parents are always welcome at the center. Parent and community volunteers are appreciated! Contact your child's teacher or the ELC Director if you would like to volunteer at the center. Individuals volunteering with the children will be required to complete a volunteer application, pass a background check and have an orientation with the director. In addition to visiting the classrooms, parents are also encouraged to be involved through attendance at parent/teacher conferences.

Other opportunities for parent involvement include: parent/teacher conferences, assisting with field trips or room celebrations, observation days as mandated by DPI, volunteers donating talents to the center (sewing, crafts, etc.) or participating in fundraising activities.

### **Parent Communication**

Information is communicated to parents through SeeSaw, letters, notices on the parent bulletin board and discussions with your child's teacher. If you do not receive parent communications in a timely manner please bring this to the attention of the Early Learning Center Director to address your concern. The ELC uses SeeSaw as a form of communication with our families which allows parents to communicate with your child's teacher and the director.

### **Classroom Transitions**

When a child is transitioning from one classroom to another, parents will be notified about the transition two weeks prior. During the two week transition time, the child will visit the new classroom periodically during a fun activity, nap, lunch, snack or circle time. The family will be updated daily on their child's progress and will be encouraged to visit the new classroom setting with their child. An updated child assessment will be completed at the start of the child attending a new classroom. Each child's transitioning needs are different; therefore each child's transitioning schedule may vary.

### **Questions and Concerns**

The Early Learning Center views parents as partners in the education of each child enrolled. We hope to avoid conflicts but also know that there may be times when challenges arise. As a parent, if you have any questions or concerns about your child's care we encourage you to speak with your child's teacher to discuss the issue. If you speak with the teacher but do not feel the issue has been resolved, please contact the ELC childcare director. The Director will work with you and the teacher to come to a resolution.

Questions regarding billing and scheduling should be directed to the Early Learning Center Director. The Director will answer any questions concerning fees, absence and the scheduling of children.

If further questions or concerns remain after working with the Early Learning Center Director, please contact the Elcho School District's District Administrator, Rachel Lemanczyk for further assistance.

### **Location and Contacts**

Classroom numbers are the same as the phone extension.

To phone our rooms directly call: 715-275-3225 and the following extensions:

- 1690 Infants
- 1700 Preschool
- 1930 4 Year Old Kindergarten
- 1750 Toddler
- 1790 Wrap Around ( School Age )
- 1670 Child Care Director
- 1080 Rachel Lemanczyk, District Administrator

### **Operation Hours**

Services are offered Monday through Friday from **6:00 a.m. to 6:00 p.m.** Days and hours of service may be modified during the summer months or around holidays due to low enrollment. A two-week notice will be given to families of any unscheduled closure unless it is an emergency such as lack of electricity, water, etc. When school is canceled, due to weather, the center will remain open. In the event there is no power or for any unforeseen circumstances that may arise the ELC will be closed due to licensing requirements.

**The program will be closed on Nationally recognized holidays including the following: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, and Christmas Day. Additionally, the Center will be closed for one day in August so staff can attend Staff Inservice to review building safety measurements.**

The childcare program will close if there is no power to the building or may also close for building maintenance.

### **Inclement Weather**

**The ELC will remain open unless there is no power or roads are closed for service or for any unforeseen circumstances that may arise.** Notification of such school closings can be found on both local radio and television stations along with the District website. Families that provide a telephone number and/or email addresses will receive a message through Infinite Campus and/or SeeSaw. When school closes early the childcare program will remain open until all children can be picked up. Parents will be contacted in case of an early dismissal. Families of school age children that will need care on days that school has an early dismissal or when school is closed need to contact the center director.

### **Enrollment**

Families interested in enrolling their children in Elcho Early Learning Center are invited to contact the Early Learning Center Director at 715-275-3225, ext. 1670 to set up a time for a tour and center orientation. The director will review the required enrollment forms and provide a brief orientation to the center. The enrollment forms may also be found on the School District's website under Early Learning Center. The following forms must be completed prior to the first day of attendance:

- Child Care Enrollment
- Health History and Emergency Care
- Parent Handbook Acknowledgement Form (updated every year)
- Free and Reduced Food Service Application (one per family per year)
- Alternate Transportation Permission (for students using bus services)
- Intake Information for Child
- Family Registration Fee \$25.00

The following forms must be completed and returned within 30 days after your child's first day of attendance:

- Immunization Records
- Child Health Report (signed by a physician or nurse practitioner)

According to State of Wisconsin Licensing Guidelines, enrollment of a child may be terminated if these forms are not completed and returned in a timely manner. Parents will receive a 30 day notice when forms need to be updated.

In order to be enrolled in the program, a \$25.00 registration fee will be paid by each family. This fee ensures that slot(s) in the program will be available. Children will retain their slots as long as they are actively attending the program. Parents are encouraged to visit the child's classroom with their child prior to the first day of regular attendance. This will ease your child into the center setting and allow parents to learn more about the Learning Center. The primary caregiving in each classroom is provided by one or two consistent staff members who lead the group everyday.

### **Intake Forms**

Completed intake forms will assist the staff in becoming more familiar with your child's daily routines and needs. Staff would appreciate having parents/guardians update these forms, as your child's needs change. If your child is over two (2) years of age please disregard the information on bottles and other items that may not apply. Please be sure to complete the sections dealing with comforting, napping, soothing them when upset etc. Any and all information provided will help staff make your child feel at home in the classroom.

### **Physicals and Immunizations**

Wisconsin Licensing Rules and Regulations require that each child under two years of age have an initial health examination not more than six months prior to, not later than three months after being admitted to a center, and that a follow up health examination take place at least once every six months after admission.

Except for a school-age child, each child two (2) years of age and older shall have an initial health examination not more than one year prior to, nor later than three months after being admitted to the center, and that a follow up health examination take place at least once every two years after admission.

If the Child Health Report form is not updated as needed the Early Learning Center may not be able to provide care until all information is compliant with Wisconsin Licensing Rules and Regulations.

### **Authorization to Pick-Up Child**

When someone beside the parent/guardian will be picking up your child on a regular basis, write a note stating this and we will attach it to your child's enrollment paperwork as an additional individual that has permission to pick up. **It is the parent's responsibility to submit in writing any changes concerning permission to pick up by providing a dated written note indicating that. It is the parent's responsibility to inform the person picking up the child** to bring a photo ID so the childcare teacher can verify their identity. This information may also be emailed to the Director at [aschmidt@elchoschool.org](mailto:aschmidt@elchoschool.org) or fax it to us at 715-275-4388 at least two (2) hours prior to pick up, unless an emergency.

### **Photo Identification**

For the safety and security of the children, with enrollment we are requesting that the parent/guardian provides a copy of a photo ID or a family photo if no formal ID is available. This will be put in the child's file to assist the childcare staff to identify the parent.

### **Attendance Requests**

Families will be asked to identify a regular weekly schedule for their child at the time of enrollment. Childcare attendance requests that differ from this set schedule must be submitted by **noon on the Wednesday** prior to that week of attendance. Appropriate staffing is scheduled based on the needs of families. Attendance requests that are received after the Wednesday noon deadline will be on a first come first serve basis. Requests may be denied if they are received after this deadline. Fees will not be charged for a day that we know a child will be absent or coming in late as long as notification is given by the above deadline. Schedule requests should be written and dropped off or emailed to [aschmidt@elchoschool.org](mailto:aschmidt@elchoschool.org). Additional childcare schedule forms are available on the bulletin board by the center director's office or on the district website.

## **Billing**

The Early Learning Center utilizes Infinite Campus for billing. All families will be registered for the Parent Portal to pay for any childcare and/or food service utilized. With the online portal, families can prepay. Those who do not prepay will be billed on a two-week cycle. Bills will be distributed Monday following each two-week period. A due date is listed on your childcare invoice. All questions on billing should be directed to Ann Schmidt at 715-275-3225 Ext. 1670.

- **Rates effective September 1, 2024**

Infant-2 years: **\$5.25** Per hour  
2 years: From \$ **5.00** per hour  
3-4 year olds: \$ **4.75** per hour  
School Age: \$ **4.25** per hour

**These rates are based on our surrounding counties and are adequate to this area.**

***Families will be billed for hours according to what they schedule. A minimum one hour fee per day per child is charged when your child/children attend.***

Absence days are charged according to your scheduled hours. If you have free absence days available, those will be utilized first.

## **Early Drop off/ Late Pick Up**

Elcho Early Learning Center is licensed for operation from 6:00 am to 6:00 pm. If you pick up your child(ren) after 6:00 pm, there will be a flat fee of \$10.00 and \$5.00 per minute per child charged. The ELC licensing is put in jeopardy if we have children past closing time.

If you drop off or pick up your child(ren) after their scheduled time and it causes a staff member to come in early or stay later than their scheduled time, you will be charged an additional flat fee of \$5.00 and \$1.00 per minute. It is expected that parents notify the director if parents anticipate being early or late. All staffing decisions are determined based on the schedule parents provide. Families will be notified the following day after their child/children being dropped off early or staying later than scheduled time, that they will be charged additional fees by the center director.

All families using the school food service are required to set up an account with Infinite Campus. Children can have breakfast and lunch available to them when school is in session.

## **Outstanding Child Care Balances**

Elcho Early Learning Center realizes that emergencies arise that impact your ability to pay your full child care balance by the due date. Please talk with the director to set up a payment plan immediately if this should happen to you. Any past due balances without payment arrangements being made should be paid upon receipt of your childcare bill. Bills over three (3) weeks will be considered delinquent and considered for discontinuation of childcare services. Delinquent bills will be sent to a collection agency to receive payments on outstanding childcare fees.

Any family with a history of delinquent bills that withdraws from the program but wishes to re-enroll at a later date must pay any outstanding balance due and prepay for future childcare services.

## **Child Care Assistance**

Elcho Early Learning Center is a YoungStar participant and works with area child care assistance programs through the Department of Children and Families.

### **Absences**

If a child will be absent or late on a day that they were scheduled to attend, notification is required. If notification of an absence is made prior to the week of attendance (by noon of the Wednesday before), you will not be charged. Schedule changes need to be submitted in writing to the Early Learning Center Director using the childcare schedule form available on the bulletin board by the ELC Directors office, SeeSaw or via email to [aschmidt@elchoschool.org](mailto:aschmidt@elchoschool.org). For last minute absences a message may be left on the classroom voicemail. Parents will be billed for unscheduled cancellations unless they have free absence days available.

### **Free Absence Days**

We understand that plans may sometimes change unexpectedly. When this occurs families are allowed four (4) free absence days if attending the full year and for each child that attends a partial year two (2) free absence days that may be canceled after the Wednesday deadline. The first late cancellation days per child will be used as their free absence days. Free absence days can be used if your child is sick, on vacation or just not in attendance that day. Free absence days will not carry over to the following year. The free absence day's calendar runs similar to the school calendar, September 1<sup>st</sup>- August 31<sup>st</sup>.

### **Daily Schedule**

Infants follow their own daily schedule in regard to eating and sleeping times.

Children 2-4 years of age have the following approximate schedule:

6:00 am	Arrive//Free play
7:00 am	Arrive/Free Play
8:15 am	Clean up/ Wash/Breakfast
9:00 am	Circle Time/Planned Activities and Projects
10:00 am	Large Motor: Multipurpose Room/Playground
11:15 am	Clean Up/Wash/Lunch
11:50 am	Wash/Story
12:15 pm	Nap/Rest Time
2:30 pm	Snack
3:00 pm	Free Play/Outdoors/Multipurpose Room

### **Screen Time Policy**

Because we care about the health and well being of the children in our care, we follow best practice recommendations on screen time. We will be using a smart board for music and movement and on special days when we have a movie party.

- Children under 2 should have no screen time
- Children age 2 and over should watch less than 1 hour per week at child care.

### **Meal Times/ Snack Time**

#### **Infants (six weeks to one year of age)**

Parents are required to provide formula, bottles (labeled with the child's name), and the baby food when your infant is ready. State regulations require childcare providers to dump partially consumed bottles of formula or milk at the end of each feeding. Providers are not allowed to refrigerate and reuse them. State regulation also requires that infants be fed on demand. This means that if a child appears to be hungry, workers are required to provide some form of nourishment. If your child requires a special feeding routine per your medical doctor, a signed (by the physician or nurse practitioner) copy of the feeding plan must be submitted to the center. Due to the changing needs of an infant, any medical plan must be updated monthly until the child is one year of age.

Formula containers are to be labeled with your child's name. Children up to 6 months of age cannot be given milk unless a written order from a physician is provided. Children between the ages of 6 and 12 months may be given whole milk, provided the parent has supplied the milk for their child. Per regulations, the Early Learning Center can only offer your child the whole milk, unless there is a medical order stating otherwise. Parents are required to supply what the medical order indicates.

Jars of baby food need to be brought in their original, unopened containers and labeled with the child's name. Per Childcare regulations, once a jar has been opened it has to be used or discarded within thirty-six (36) hours.

### **Children one year of age and older**

Per Childcare licensing children are required to eat every three (3) hours they are attending childcare.

During the school year, when school is in session, parents have two options to provide meals to their children. They can purchase breakfast and/or lunch from the school's food service program or they can pack meals from home. All snacks need to be provided from parents for their children. If they are non-perishable snack items, parents can bring in a two week quantity for the center to store for a child.

When children bring a meal from home, they need to follow state regulations of required components. State regulations require that all lunches contain items from the dairy, protein, vegetable/fruit, and grain food groups. The center will supplement home lunches if they are lacking in any of the food groups and families will be charged accordingly, on days that school is in session. If parents would like more information on serving sizes and nutrition, please contact the director. Information on nutrition is distributed regularly to assist families in their healthy food choices. Parents will complete the CACFP form regarding alternative food/beverages.

When school is in session, children may access the district's Food Service program for children one year of age and older. Elcho School offers breakfast and lunch, the cost for meals is listed on the monthly menus or on the school website. To utilize this service, parents are required to put money into their food service account in Infinite Campus on the first of the month to cover meal expenses for the upcoming month. Meals children eat will be deducted from this account.

**When school is not in session due to a planned day off, inclement weather, families are required to pack their child/childrens meals including milk and snacks. During the summer months if there is not a summer meal program available, families must pack meals.**

All families are encouraged to apply for free or reduced meals each school year. Families must complete this application annually. Children who qualify will be able to access meals for free or a reduced cost when food service is offered during the school year. The cost of reduced meals is listed on the application and the District's website under the Students & Families tab. The Food Service program requires students to have all the required nutrition requirements including: dairy product, protein, vegetable/fruit and grain group. Meals served will vary on a given day based on what is available. Therefore, parents need to inform staff of any food restrictions (allergies) their child may have and provide medical documentation for a possible substitute available (See enrollment forms).

### **Afternoon Snack**

All families are required to supply afternoon snacks for their child/children. **Milk will not be provided.** Each family will receive a gallon zip lock bag for their child's non-perishable snack to be kept in the child's classroom. Staff will notify parents when their child(ren's) snacks are getting low. If parents want to bring a snack to celebrate a special occasion in their child's life they are welcome to. In keeping with school policies, we encourage healthy snacks brought from home. The snacks brought to share with the class must be prepackaged. We request parents **not** to bring items containing nuts or nut products due to allergies.

### **Food Restrictions**

Parents may request food restrictions (excluding allergies) to their child's diet due to a medical condition. The center must receive a food plan, submitted and signed by the child's physician, so that they may better meet the health needs of the child. The parents should also note this on the child's health and emergency care plan.

### **Food Allergies**

Each child has a health and emergency plan completed by the parent that should list any food allergies and a process that should be started in case of an accidental exposure. In the event your child's health changes throughout the year, please remember to update staff and intake forms. Staff review the health forms and have a listing of food allergies discreetly placed for teachers in the classroom, and they may alert the school chef. If a food is served that a child is allergic to, the staff will substitute a similar non-allergic food for that child (for example they will substitute pears for strawberries). Parents are also encouraged to review menus that are posted in the classrooms and attached to the monthly newsletters. In general, the school kitchen works to avoid foods prone to cause reactions.

### **Clothing and Shoes**

Weather permitting the children will be taken outside daily. It is the parent's responsibility to provide appropriate clothing for the child. Snow pants, boots, hats and water-proof mittens will be a necessity for many months. Be sure to label your child's clothing, as many children have similar apparel. Parents are encouraged to leave a spare set of clothing for their child in case of accidents or being wet from outside.

### **Diapering Procedures**

Parents are responsible for providing diapers and wipes for their children. Parents should bring wipes for their child labeled with their name. It is preferred that an entire package of diapers be brought into the center, where the staff will label and place them on each child's shelf. Diapers are changed every two hours and when necessary. Staff will notify you when your supply of diapers or wipes is getting low, and we request that you bring more supplies at that time. Written parental permission must be provided in order to apply any ointments, salves, or powders. These items must be provided by the parent in their original containers and labeled with the child's name.

### **Toileting Procedures**

Providers will be happy to cooperate with parents in order to follow the child's toilet training routine, provided the child is at least two (2) years of age.

A change of clothes should be available on a daily basis in case of a need. Clothing may be left at the center and should be labeled with the child's name.

### **Rest Time**

Children six weeks to two (2) years of age will follow their own sleeping patterns when they are tired. A minimum of 30 minutes of rest time is provided each afternoon for each child that is between two to four years old.

For children ages one to four (4), child size **sleeping bags** are required for rest time. If your child has a comfort item for resting he or she is welcome to have that during naptime. Please label items with your child's name. Sleeping bags may be left at the school during the week and will be sent home on the weekends to be washed.

### **Photographs**

Occasionally activities in our classrooms involve the use of photographs of your children. We may be taking photos of things the children have completed, dress up days, or for use in projects to send home. We may also use photos/videos of the children for press releases, on the center web page (part of the district website), television broadcasts and other media venues. At other times we may request that you bring in photos from home

Children's names are NOT used on any display outside of the Child Care Classroom. We want to respect each parent's right to request that his or her child's photograph not be taken/used. Please inform our staff, **in writing**, if you do not give permission for such activities.

Parents are welcome to take photos of their child while they attend the center. Out of respect for other families we would ask parents to refrain from taking photos of other children. Photos of children in the center with staff or other children should never be posted on social media venues such as Facebook, etc.

### **Transportation**

Parents are responsible for providing transportation to and from the center.

#### **Q: Can older siblings pick up children from childcare?**

A: Yes, **IF** the children are riding the bus home from school they may be picked up by any of their older siblings-provided they are at least 3 years of age and the parent has informed us that they will be riding the bus. **An alternate transportation form must be completed.**

If the child is getting picked up and is not riding a bus home, the older sibling must be in the 7<sup>th</sup> grade or older and the parent must have written their name under authorization to pick up the child on the child's enrollment sheet.

#### **Q: Can three and four year old children ride the bus?**

A: Yes, provided one of the following is met:

- The child is a student enrolled in Early Childhood or 4K.
- The child is enrolled in the Elcho School District Child Care AND has an older sibling who will be responsible for escorting the child to and from the bus every day of attendance. The bus company reserves the right to refuse service to children who cannot behave appropriately on the bus. School buses do not have seat belts on them. **An alternate transportation permission form must be completed.**

### **Medication**

Daily medications to be administered by the Early Learning Center staff, including the hours between 3:10 and 6:00 p.m. for school age children during the school year. Medication information is required to be recorded on the child's Enrollment Form and regularly updated when needed. For school-aged children, the form should indicate as to whether the medication will be administered in the school office (before 3:00 p.m.), or at the after-school program. **Authorization to Administer Medication forms need to be completed for all prescription and over-the-counter medications, including ointments, salves, and powders. ALL medications must be brought in their original, labeled container and identified with the child's name. Over-the-counter medications cannot be administered for dosage not indicated on the medication bottle or package, unless a signed doctor's note accompanies the request.** (Ex: If the dosage recommendation for a child under two years of age states "Consult Physician," we cannot administer without such authorization.)

### **Minor Accidents**

Should a child sustain a minor injury, (scrape, cut, bruise, etc.), while in our care, an "ACCIDENT/ INCIDENT" slip will be filled out in order to inform the parent/guardian. These slips will be available by the sign-out sheet. The parent/guardian should initial the slip, indicating that they have been informed of the incident, and return it to a staff member. Once completed, forms will remain in that child's folder. Parents can also request a copy of the Accident/Incident form.

### **Sunscreen**

Families are to provide their own sunscreen, in a labeled bottle, for their child's use. Bottles labeled with the child's name may be left at the center. Licensing Rules and Regulations require all children to go outdoors daily except during inclement weather. If your child is unable to use sunscreen please provide cool, lightweight clothing to cover them when outside.

### **Sick Children**

Children with a communicable disease (such as chicken pox, measles, etc.) or an illness or condition having the potential to affect the health of other persons will need to be removed from the school as soon as possible. Other examples of when children can not be at school include: sore throat, inflammation of the eyes, fever (temperature of 100.4 or higher), lice, ringworm of the scalp, rash, vomiting, and diarrhea. Children are required to be twenty-four (24) hours free of vomit, fever and diarrhea without any medication prior to them being able to be at childcare.

Parents/Guardians are expected to pick up their child, after notification, under those circumstances in which it is deemed necessary. We encourage parents to use good judgment when it appears their child may be sick. Elcho Early Learning Center is not a program licensed to care for ill children. If your child requires one on one care because they feel sick, even if they are no longer contagious, we suggest you find alternate care.

### **Child sent home with such conditions may not return to care until:**

- \*They are fever free for 24 hours without the use of fever reducing medication
- \*They are diarrhea/vomiting free for 24 hours
- \*They have a doctor's note stating that they have examined the child and that it is safe for the child to return to care AND proof of medication being administered. Parents should bring in any medications as proof, even if it is not being administered during childcare. (Ex: rash, pink eye)
- \*Children diagnosed with pink eye should be on antibiotics for a full 24 hours before returning to care.
- \*Children diagnosed with Strep throat should be on antibiotics for a full 48 hours before returning to care.
- \*Children with lice will be checked prior to re-admittance. According to school policy, the child needs to be free of all nits. The parent should bring in packaging as proof that the child has been treated with appropriate medicated shampoo.
- \* Covid 19 follows licensing rules and regulations.

**Tylenol , or other fever reducing medications may NOT be used while a child is in our care *unless under physician's order.***

### **Pets**

There will not be any pets on the childcare premises. If pets will be added in the future, a notice will be posted to inform parents in advance, and whether or not children will have access to pet(s). Allergies children may have will be taken into consideration.

### **Health Services**

As part of the Elcho School District, the Learning Center has access to health services that are contracted with the District nurse. The school nurse can provide professional information to help keep your child healthy. Staff may contact the school nurse if they have questions about your child or want clarification concerning an illness or medication. If parents do not want medical information shared with the school nurse, please state this request in writing, and give it to your child's teacher.

### **Discipline**

Our staff provides an environment with a variety of group and individualized activities. Through these activities appropriate behavior amongst the children is encouraged and reinforced. No physical punishment or punishment that is humiliating or harmful will be used. Withholding food at meals and snack times will not be used as a form

of punishment. A child that is acting inappropriately, causing harm to themselves or others will be removed from the situation. The child will be redirected to a more appropriate activity. If redirection does not correct the problem the child will be given a short period away from activities in order to recover. Extreme instances of inappropriate behavior may result in the child being removed from the center until the behavior is corrected. Parents will be notified if such a situation arises.

All childcare staff are mandatory child abuse/neglect reporters. As such, any suspected abuse or neglect must be reported to the Department of Social Services by law. The Department of Social Services will make the decision to follow up with further action if necessary.

### **Biting Prevention**

Unfortunately, when children are enrolled in a group setting, it is not uncommon for children to bite. Toddlers do not have the communication skills to express their feelings appropriately and they must also deal with the pain of new teeth. As a program our goal is to prevent biting from occurring. We do this by monitoring our classroom environment, watching for signs of frustration or boredom and arranging the room to discourage biting. If a bite does occur, both parents will be notified.

### **School Rules**

School rules will be followed and enforced during all Early Learning Center programs. This includes students wearing appropriate attire, the use of appropriate language, and refraining from gum chewing, drinking soda, eating candy, etc. Disciplinary actions will also follow school guidelines. The Elcho School District has cameras to monitor the inside and outside of the building.

### **Keeping Your Childcare Providers Informed**

Remember to update emergency information forms if you move, change phone number, change employment, or need to change the people authorized to pick up your child. Infant information sheets should be updated regularly so that your child's routines may be followed. Please report any changes in your child's eating, diapering, or sleeping patterns.

It is very helpful to our providers if you can keep them aware of events that may have an impact on your child's mood and behaviors. Some examples would include death of a pet or family member, separations in the home, and the birth of siblings.

If your child will be absent because of illness or another reason, please notify the teachers as soon as possible so they may adjust their day accordingly.

A two-week notice is necessary if you wish to remove your child from active attendance in the childcare program. This enables us to contact parents on waiting lists and prepare them for a potential opening in the program.

### **Discharge Policy**

The Elcho School District reserves the right to cancel the enrollment of any child in the Early Learning Center for any of the following reasons:

- \*Failure to pay fees, in a reasonable amount of time.
- \*Failure to observe the rules of the Elcho School District concerning payment, attendance, pick up times and/or keeping a sick child at home.
- \*When the child's behavior is disruptive or dangerous to other children, staff, or property.

## **4 Year-Old Kindergarten**

The Elcho School District Student and Family Handbook contains additional information about the 4K program and will be provided to each family upon admission. This handbook provides a general overview.

### **Program Description**

4 year-old Kindergarten (4K) is free public education for all children at least four (4) years of age by September 1<sup>st</sup> of the given school year. The child(ren) must reside in the Elcho School District or have been accepted through the Open Enrollment application.

### **PRIMARY CONTACT**

District Administrator  
Rachel Lemanczyk  
(715) 275-3225, Ext. 1080

Elcho School District  
N11268 Antigo Street  
P.O. Box 800  
Elcho, WI 54428

### **Operation Time**

4K follows the school year calendar and runs Mondays-Fridays when school is in session. The morning section of 4K operates from 8:00 a.m. to 11:15 a.m. In the event there are enough children for a second session of 4K, it would be provided in an afternoon section, operating from 12:00 p.m. to 3:15 p.m. If both sections are available during the school year, families will have the opportunity to request the section they prefer their child to attend.

### **4k will operate as followed**

Doors open for students	7:35 a.m
Bus Arrival	7:35 a.m - 7:50 a.m
School day for 4k	8:00 a.m - 11:15 a.m

### **Inclement Weather**

**All 4K school services will be canceled on days in which the school is closed for the entire day due to inclement weather or other unforeseen events.** Notification of such school closings can be found on both radio and television stations. When school closes early, the afternoon section will be canceled.

When the district has a **two-hour delay** the school will open at 10:00 a.m. In instances of a two-hour delay, the morning 4K students do not need to report. However, they are welcome to attend, but 4K programming will still end at 11:15 am. We ask that parents call and leave a message on the voicemail of their child's classroom if they will not be coming in when there is a two-hour delay.

### **4K Registration**

Families interested in the 4K Program need to enroll their child through the Elcho School Office and provide proof of residency.

### **Open Enrollment**

Each January, the district is required to determine if there will be any 4K open enrollment seats available. If your child is not a resident of the Elcho School District, families would need to apply for Open Enrollment either during the normal window, generally between February and April. In order to enroll and participate in 4K, children must reside in the Elcho School District or have been accepted through Open Enrollment application.

## **Frequently Asked Questions**

### **What is Public School Open Enrollment?**

Wisconsin's inter-district public school open enrollment program allows parents to apply for their children to attend school districts other than the one in which they live.

### **Who may participate in open enrollment?**

Students in 5- year-old kindergarten to grade 12 may apply to participate in open enrollment. Open enrollment for prekindergarten, 4-year-old kindergarten and early childhood education is limited. Parents should call their resident school districts to find out if their preschool-aged children qualify for open enrollment.

### **How and when may parents apply?**

The open enrollment application period is a very limited period of time, generally between the months of February and April designated annually by the Department of Public Instruction. Late applications will not be accepted for any reason. Parents may apply in one or two ways:

- On-line (recommended) at <https://www2.dpi.state.wi.us/OpenEnrollApp>
- Although on-line application is recommended, paper applications may be obtained from the Department of Public Instruction or any school district during the application period. Please see the PK-5 Principal for more information.

### **Rates**

4 Year-Old Kindergarten is free public education for children who are enrolled. If your child will need to utilize child care wraparound services during the times when 4K is not in session, the following rates will apply: **Rates in effect as of September 1, 2024**

*4 year olds...\$ 4.75per hour , families will be billed for hours according to what they schedule.*

*School Age (5 years and up).... \$ 4.25 per hour, families will be billed for hours according to what they schedule.'*

Please review the childcare portion of the handbook, if you will be utilizing any of the services it provides.

### **School Absence**

Please review the Student and Family Handbook

### **Food Service**

Breakfast available for all students attending the morning section of 4K, breakfast will be charged to your families accounts. Children will eat in the commons as a class, with teachers modeling appropriate etiquette.

The afternoon section of 4K will have snack time, families are required to provide their child's snack. (The 4K teacher will determine a snack rotation). Milk will be available from the school and will be charged to the child's food service account.

If children will be utilizing childcare wraparound services in conjunction with 4K, lunch provided by the school will also be available for a charge or parents may pack a meal that meets the same requirements. Families will be billed monthly for their child's use of food service. All families may apply for free and reduced food service each school year. (Completing one new family application annually.) The rates for full-pay and reduced price breakfast and lunch are listed on the annual application.

The food service menu can be found on the district website, but may vary. Parents need to inform the staff of any food restriction (allergies) that their child may have. We ask parents to avoid providing nuts or nut products for snacks.

**Clothing**

Parents are encouraged to leave a spare set of clothing for their child, in case they have an accident. Be sure to label your child's clothing as many children may have similar clothing.

**Transportation**

Transportation for 4K a.m. or p.m. programming is provided consistent with the K-12 student population. Depending on the 4K section your child is enrolled in and/or other collaborative programs (CC, ECSE) your child may have additional transportation needs. Please contact the PK-12 for more information about your individual transportation needs.

**School Rules**

School rules outlined in the Student and Family Handbook will be followed and enforced during all Early Learning Center programs.

### **Early Childhood Special Education**

If either a childcare teacher or parent has specific concerns about their child's development, please contact the District's Director of Special Education to talk about the concerns and determine if a special education evaluation is warranted. If the child is under three (3) years of age, the Director will help families initiate a Birth-3 evaluation within the county of residence. If the child is almost three (3) years of age, the District of residence would be responsible to conduct any special education evaluation required. If a child meets disability eligibility and is determined to need an Individual Education Plan (IEP) with the Elcho School District, the Student and Family Handbook guidelines would go into effect.

If you do not live within the Elcho School District boundaries, special education services may not be able to be provided to your child. However, your resident school district would be responsible for any services your child may need.

#### **Primary Contact**

Director of Special Education  
Rachel Lemanczyk  
(715) 275-3225, Ext. 1080

Elcho School District  
N11268 Antigo Street  
P.O. Box 800  
Elcho, WI 54428

#### **Transportation**

**Q: Can three and four year old children ride the bus?**

A: Yes, provided one of the following is met:

- The child is a student enrolled in the district's 4K program.
- The child has been identified as a student with a disability and the IEP team identified transportation as a related service. If this occurs, transportation would be provided on the day(s) the child receives special education services.
- The child is enrolled in Child Care AND has an older sibling who will be responsible for escorting the child to and from the bus everyday of attendance. There would need to be seats available and not cause the bus to be over capacity with the normal route. The bus company reserves the right to refuse service to children who cannot behave appropriately on the bus.
- An alternate transportation permission form must be completed.

#### **School Rules**

School rules outlined in the Student and Family Handbook will be followed and enforced during all Early Learning Center programs.

#### **Non-Discrimination Statement**

The Board of the Elcho School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinators are:

Paige Zutavern  
PK-12 Principal  
N11268 Antigo St., PO Box 800, Elcho, WI 54428  
715-275-3225 X 1070

Scott Wilsens  
School Counselor  
N11268 Antigo St., PO Box 800, Elcho, WI 54428  
715-275-3225 X 1160

The Board designates Paige Zutavern/ Principal as the coordinator who is ultimately responsible for oversight of the Board's compliance with its responsibilities under Title IX.

The Board's nondiscrimination policy and grievance procedures can be located at [www.elchoschool.org](http://www.elchoschool.org).

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [www.elchoschool.org](http://www.elchoschool.org)

OCR's regional office in Cleveland can be reached at:

Chicago Office  
Office for Civil Rights  
U.S. Department of Education  
John C. Kluczynski Federal Building  
230 S. Dearborn Street, 37th Floor  
Chicago, IL 60604  
Telephone: 312-730-1560  
FAX: 312-730-1576; TDD: 800-877-8339  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

**Parent Handbook Acknowledgement**

2024 -2025 School year

After reviewing the handbook, please sign and return the agreement below. Thank you.

I have received the Elcho Early Learning Center Parent Handbook. I understand it is my responsibility to read and follow the handbook policies. Please return the signed contract with your enrollment papers. Contact the Learning Center Director with any questions you may have. Failure to follow these policies may result in discontinuation of childcare services.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name(s)

\_\_\_\_\_  
Birthdate