

Elcho Early Learning Center 2017-2018 Parent Handbook

August 1, 2017



PHILOSOPHY AND PURPOSE

The Elcho School District's *Early Learning Center* is dedicated to providing quality programs, which meet the needs of our students, employees, and community members. Therefore, a variety of services are available including full-time, part-time, occasional, and before/after school child care for children six weeks of age through sixth grade as well as Head Start slots that are sponsored by Family and Children Learning Center of Northeast Wisconsin. These programs work collaboratively with District 4 year-old Kindergarten and Early Childhood Special Education. ***Children may be enrolled and participate in more than one program.***

It is our goal 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. A wide variety of resources are available to aid us in providing a stimulating environment for the children, including the staff and facility of the school in which the program is held.

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Elcho School District Child Care

PROGRAM DESCRIPTION

Childcare is a fee-based program available for children 6 weeks of age through the sixth grade. Infants, toddlers, preschool, 4 year-old Kindergarten, and school-age children may receive part-time or full-time childcare. Fees are based on an hourly basis so after the first hour, families are only charged for the childcare hours utilized. Childcare is available when school is not in session such as teacher in-service days, spring break, etc.

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. Families who are enrolled in the childcare program will have priority slots. There are no income restrictions for enrollment. Enrollment is on a first come, first served basis. Waiting lists will be utilized when necessary.

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 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 education 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 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 the \$25 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 center director.

PARENT INVOLVEMENT

Elcho Early Learning Center has an open door policy and parents are always welcome at the center. For security we do request parents sign in/out at the school office when visiting at times other than arrival/departure. Parent and community volunteers are appreciated! Contact your child's teacher or the director if you would like to volunteer at the center. Individuals volunteering with the children will be required to complete a volunteer application/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 conference and childcare committee meetings. The childcare committee, a subcommittee of the Elcho School District Board, meets several times a year to discuss handbook changes and to receive updates on Learning Center matters. Committee dates will be posted on the school website and also the

center parent board located between rooms 101 and 105. Parents and other community members are always welcome.

Other opportunities for parent involvement are parent/teacher conferences, assisting with field trips or room celebrations, donating talents to the center (sewing, crafts, etc.) or participating in fundraising activities.

PARENT COMMUNICATION

Information is communicated to parents through letters, newsletters, inserts with invoices, 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 director so that we may address this concern.

CLASSROOM TRANSITIONS

When a child is transitioning from one classroom to another, the parents will be notified of 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. Each child's transitioning needs are different; therefore each child's transitioning schedule may vary.

QUESTIONS AND CONCERNS

At the Learning Center we view parents as our 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 childcare director. The director will work with you and the teacher to come to a resolution.

All billing and scheduling questions should go to the childcare director. The director will answer any questions concerning fees, absence and the scheduling of children. If you work with the director but do not feel the challenge has been resolved, contact the Elementary Principal for further assistance.

The Elementary Principal is available to assist parents if they have worked with the teacher and director but feel the concern has not been adequately addressed. Contact the school office to set up a meeting if you would like to discuss things with the Elementary Principal.

LOCATION & CONTACTS

Classroom numbers are the same as the phone extension.

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

- 101 Infants/Toddlers
- 105 Preschool
- 134 Head Start
- 130 4 Year Old Kindergarten/ School Age Care
- 239 4K- 5th Grade Principal
- 125 Head Start Office
- 250 Child Care Director

DAYS AND HOURS OF OPERATION

Services are offered Monday through Friday from 7:00 a.m. to 5:30 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 cancelled due to weather the center is closed. **The program will be closed New Years Day, Good Friday, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, and Christmas Day.** The program may also close for low enrollment dates surrounding holiday or for building maintenance.

INCLEMENT WEATHER

All 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 childcare program will remain open until all children can be picked up. Parents will be contacted in case of an early dismissal.

When the district has a **two-hour delay** child care will open at **9:30** a.m. We ask that parents call and leave a message on the voicemail in their child's classroom if they will not be coming when there is a two-hour delay.

The After School program will be available all days that school is in session. However, in the case of emergency early release, all after school activities are canceled, therefore, school age students will be sent home. Parents will be notified on days in which the school has not released early, but weather conditions make it necessary to cancel after school activities, including after school care.

Families will not be charged for absence if their children do not attend on days when the center is closed or delayed provided they contact the center with the absence prior to 9:30 A.M.

ENROLLMENT

Families interested in enrolling their children in Elcho Early Learning Center are invited to contact the director at 715-275-3225, ext. 250 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 district's Child Care Web page. 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. An absence from care, without medical excuse, for as least two consecutive weeks will remove that family from the active care lists. The \$25.00 fee will NOT need to be paid for reentry. However, the family may have to go on the waiting list in order to receive a slot.

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.

Families interested in receiving Head Start services need to apply directly to Family and Children Learning Center of Northeast Wisconsin. The Head Start teacher at Elcho School will assist you in this process.

INTAKE INFORMATION FOR CHILDREN

These sheets will assist the staff in becoming more familiar with your child's daily routines. Please update these forms, as your child's needs change. If your child is over 2 please disregard the information on bottles etc. Please be sure to complete the sections dealing with comforting, napping, etc. This information will help us to 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 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

If someone besides the parent or guardian will be picking up your child provide a dated written note to the teacher stating this. **It is important that you remind this individual to bring a photo ID so the childcare teacher can verify their identity.** 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.** You may also e-mail this information to the Director at bmulthauf@elchoschool.org or fax it to us at 715-275-4388.

PHOTO IDENTIFICATION

For the safety and security of the children, with enrollment we are requesting that the parent provides a copy of a photo ID or a family photo would work. 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. 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 bmulthauf@elchoschool.org. Additional childcare schedule forms are available from your child's teacher, at the center office or on the district website.

BILLING

Families that wish to prepay are welcome to do so. Those who do not prepay will be billed on a two-week cycle. Bill will be distributed the Wednesday following each two-week period. A due date is listed on your childcare invoice. All questions on billing should be directed to Becca Multhauf at 715-275-3225 Ext. 250. Rates will remain the same through 12/31/17 a new rate schedule will then be distributed to families.

Infant-2 years: \$4.25 per hour
2 years: \$4.05 per hour
3-4 year olds: \$3.75 per hour
School Age: \$3.25 per hour

All families may receive a \$5 per week discount per family if care is provided for 40 or more hours per week and their bill is paid in full by the due date. This will show up on their bill as a credit on the following invoice.

A minimum one hour fee per day per child is charged when your child/children attend.

After the first hour, rates are calculated to the nearest quarter hour.

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

There is a \$5 fee per child for bringing in your child prior to opening or past closing. An additional \$1 fee will be charged per child per minute after the first 5 minutes early or late.

Due to the prepayment requirement for drop in care, the rate will stay on the half-day/full day fee schedule for drop in families. Payments and other important correspondence may be placed in the center mailbox located on the childcare office door. As the childcare teacher's primary focus is on the children, we ask that you do not ask your teacher to deliver mail to the office for you.

All families using the school food service are required to set up a meal account with the District Food Service Bookkeeper prior to using the lunch program. Contact the Food Service Bookkeeper at 715-275-3225, ext. 137 with questions.

DROP IN CARE

If childcare is needed on a day, which was not previously scheduled, the parent/guardian may contact the school and request attendance for that day. Approval will be based on the availability of space for that day and the staff to child ratio. Families of children four and older who have **not** already been enrolled have the option of doing so, and paying the registration fee on that day.

Those who choose not to enroll will be charged the "drop-in" rates:

Full Day: \$40.00 per child

Half Day (up to 4 hours): \$20.00 per child

Before/After School Care: \$10 each per day

Payment for non-enrolled, drop-in care is required before attendance.

OTHER RATES: Additional rates may apply to accommodate children with unique and multi-program needs.

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 3 weeks will be considered delinquent and considered for discontinuation of childcare services. 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.

Elcho Early Learning Center does work with a collection agency to receive payments on outstanding childcare fees.

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. We also offer Head Start programs for 3 and 4 year olds free of charge through Family and Child Learning Centers. For more information on any of these programs contact the director.

ABSENCE

If a child will be absent or late on a day that they were scheduled to attend notification is necessary. Fees will not be charged for those days, provided the notification of such absence is made prior to the week of attendance (by noon of the Wednesday before). Parents should submit

these schedule changes in writing to the director using the childcare schedule form available from your child's teacher or the center office. For last minute absences a message may be left on the classroom voice mail. 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 and therefore we will allow each child that attends full year four (4) free absence days per year and each child that attends partial year two (2) free absence days per year that they may cancel 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 1st- August 31st.

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:

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

FOOD SERVICE

Infants (six weeks to one year of age)

Parents are required to provide formula, bottles (labeled with name please), and baby food for infants. Children who are eating solid foods, one year and older, are eligible for food service meals with the cost of regular preschool meals being charged to the parent.

State regulations require childcare providers to dump partially consumed bottles of formula or milk. Providers are not allowed to refrigerate and reuse them. State regulation also requires that infants be fed on demand. This means 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 so that we may follow it. Due to the changing needs of an infant, this plan must be updated monthly until the child is one year of age. Formula containers should 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. The school food service does not have whole milk. In order to provide another type of milk (skim, 1%, or 2%) a written order from a physician must be provided.

Parents are also required to supply their own baby food. Jars of baby food need to be brought in their original, unopened containers and labeled with the child's name. Once we have opened a jar it must be used or discarded within 36 hours.

Children one year of age and older

Food Service through the school is available for children one year of age and older. Elcho School has free breakfast and the cost for lunch is listed on the monthly menus or on the school website. Parents are required to put money in their food service account on the first of the month to cover meal expenses for the upcoming month. Meals will be deducted from this account. All families are encouraged to apply for free or reduced meals each school year. Families must complete applications annually. The cost of reduced meals is listed on the application. Since what is served will vary, parents need to inform staff of any food restrictions (allergies) their child may have. (See enrollment forms).

ALTERNATIVE MEALS

Parents may choose to pack a meal for their child. State regulations require that all lunches contain items from the dairy, protein, vegetable/fruit, and grain food groups. This includes lunches packed at home. The center will supplement home lunches if they are lacking in any of the food groups and families will be charged accordingly. 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.

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. 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 pear 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.

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.

AFTERNOON SNACK

A daily snack will be offered in the afternoon to all children one year of age and older. This includes students in grades K-5 who are participating in the after-school program. There is no additional charge for afternoon snack. Be sure staff are notified on the enrollment forms if your child has any food allergies so we can avoid those snack options. 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 bring items containing nuts or nut products due to allergies.

CLOTHING & 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 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. During the summer months the children may wear flip flop sandals but please provide tennis shoes for use in the gym or outdoors to prevent accidents.

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 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 years of age will follow their own sleeping patterns. For children ages one to four-nap mat or child size sleeping bag is recommended. 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. A minimum of 30 minutes of rest time is provided each afternoon for each child age two to four. 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. **WE DO NOT USE CHILDREN'S NAMES ON ANY DISPLAY OUTSIDE OF THE CHILD CARE CLASSROOM.** At other times we may request that you bring in photos from home. 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 children are getting picked up and are not riding a bus home, the older sibling must be in the 7th 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 ESD 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. **An alternate transportation permission form must be completed.**

MEDICATION

Daily medications to be administered by the Early Learning Center, including the hours between 3:10 and 5:30 p.m. for school age children during the school year, need to be recorded on the child's Enrollment Form. It should be noted as to whether the medication will be administered in the school office (before 3:00p.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 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) or an illness or condition having the potential to affect the health of other persons will need to be removed from the school. Examples of such conditions include: sore throat, inflammation of the eyes, fever (temperature of 101 or higher), lice, ringworm of the scalp, rash, vomiting, and diarrhea. 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 doctors 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 at the School Office 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.

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 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 through the school nurse. The school nurse can provide professional, on-site 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 meal 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.

KEEPING YOUR CHILD CARE 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
- *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.

HEAD START

PROGRAM DESCRIPTION

Head Start is a State and Federally funded program that serves children ages three to five and their families. The program has the overall goal of increasing the school readiness of young children in low-income families. Beginning in the 2010/2011 school year, Head Start programming will be provided within the Childcare classroom. Families must apply for these free slots directly through Family and Children Learning Center of Northeast Wisconsin.

PRIMARY CONTACT

Diane Haas- Head Start Teacher
Elcho School
715-275-3225 Ext. 125
dhaas@elchoschool.org

You may also receive Head Start information from the main Head Start Office:

Family and Child Learning Centers of Northeast Wisconsin, Inc.
1860 North Stevens Street
P.O. Box 459
Rhineland, WI 54501
Phone: 715-369-5688
Fax: 715-369-3908

DAYS AND HOURS OF OPERATION

Head Start determines its own calendar apart from the Elcho School District. In general Head Start usually starts in mid September and runs until mid May. Information regarding specific days and hours of operation will be provided to enrolled families when it is available.

REGISTRATION

Families interested in receiving Head Start services need to apply directly to Family and Children Learning Center of Northeast Wisconsin. Income verification is required. The Head Start Classroom Teacher is able to assist in this process.

RATES

The Head Start collaboration with the Elcho School District Child Care is a State funded program that allows eligible families to attend at no cost.

ABSENCE

During the school year so much is happening in Elcho School building as well as in the lives of our children and families. Out of concern for the safe transportation of all students we ask that parents call their child's classroom if you child is going to be late or absent, so we know that they are safe and accounted for. Head Start programs require consistent attendance of each student so that they receive the most benefit from Head Start.

INCLEMENT WEATHER

All 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 cancelled.

When the district has a **two-hour delay** the school will open at 10:00 a.m. 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.

FOOD SERVICE

Children enrolled in the Head Start program are automatically entered into the Free/Reduced Food Service Program as "Free."

TRANSPORTATION

Parents are responsible for providing transportation to and from Head Start.

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

A: No, if the child is **only** enrolled in Head Start programming, as Head Start regulations will not allow them to utilize the school busing as it is offered.

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

- The child is a student enrolled in Early Childhood Special Education or 4K.
- The child is enrolled in the ESD 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. **An alternate transportation permission form must be completed.**

4 Year-Old Kindergarten

The Elcho School District PK-5 Handbook contains more specific information about this program and will be provided to each family.
This handbook provides a general overview.

PROGRAM DESCRIPTION

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

PRIMARY CONTACT

PK-5 Principal
Betsy Gruszynski
(715) 275-3225, Ext. 239

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

DAYS AND HOURS OF OPERATION

4K follows the school year calendar and runs Tuesdays-Fridays when school is in session. The morning section of 4K operates from 8:00 a.m. to 11:15 a.m.; the afternoon section 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.

INCLEMENT WEATHER

All 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 cancelled.

When the district has a **two-hour delay** the school will open at 10:00 a.m. 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. 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 a.m.

REGISTRATION

Families interested in the 4K Program need to enroll their child through the Elcho School Office.

OPEN ENROLLMENT

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, designated annually by the Department of Public Instruction. Typically the “window” for application lasts only a few weeks in the month of February. Late application 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 fee 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:

4 year olds...\$3.75 per hour with a 1 hour minimum when scheduled
School Age (5 years and up).... \$3.25 per hour with a 1 hour minimum when scheduled.

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

ABSENCE

Please review the PK-5 Handbook

FOOD SERVICE

Universally Free Breakfast is provided for all students attending the morning section of 4K. Children will eat in the cafeteria as a class, with teachers modeling appropriate etiquette.

The afternoon section of 4K will have a snack provided by the children in attendance. (The 4K teacher will determine a snack rotation). Milk will be provided by the school for snack 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. Families will be billed monthly basis for their child’s use of food service. All families may apply for free and reduced food service each school year. (Completing new applications annually. One application for the entire family.) The rates for full-pay and reduced price breakfast and lunch are listed on the annual application.

Since what is served will vary, parents need to inform the staff of any food restriction (allergies) their child may have. We ask parent to avoid providing nut or nut products for snacks.

CLOTHING

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 mittens will be a necessity for many months. Be sure to label your child's clothing as many children may have similar apparel. Parents are encouraged to leave a spare set of clothing for their child in case of accidents.

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, HS, ECSE) your child may have additional transportation needs. Please contact the PK-5 Principal for more information about your individual transportation needs.

SCHOOL RULES

School rules outlined in the PK-5 Handbook will be followed and enforced during all Early Learning Center programs.

Early Childhood Special Education

Information specific to the Early Childhood Special Education (ECSE) program will be provided upon acceptance into the program. As an Elcho School District program, PK-5 Handbook guidelines will also be in effect.

This handbook provided a general overview.

PROGRAM DESCRIPTION

Early Childhood Special Education is free public education for children with special needs who are at least 3 years of age. If you have concerns about your child's development, please speak to any of the Early Learning Center personnel. Screening of your child will be provided free of charge.

PRIMARY CONTACT

Director of Special Education
Shawn Rude
(715) 275-3225, Ext. 108

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

DAYS AND HOURS OF OPERATION

Upon acceptance into the ECSE, an Individualized Education Plan (IEP) will be created for your child that will outline the days and hours that services will be provided.

ELIGIBILITY

ECSE personnel must complete a screening process in order to determine a child's eligibility. If you have concerns about your child's development, please speak to any of the Early Learning Center personnel or talk with Jenny in the school office.

INCLEMENT WEATHER

All 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. Parents will be contacted in the case of an early dismissal.

RATES

The Early Childhood Special Education program is free public education for children who are eligible for this service.

If the child will be receiving ECSE services in the Child Care classroom setting, the child will need to go through the Child Care enrollment process.

ABSENCE

Please review the PK-5 Handbook.

FOOD SERVICE

Children receiving ESCE services in the Elcho School building have the option of utilizing the school's food service program. Food service through the school is available for children one year of age and older. Families will be billed on a monthly basis for their child's use of food service, including breakfast and lunch. All families may apply for free and reduced food service each school year. (Completing new applications annually. One application for the entire family.) The rates for full-pay and reduced price breakfast and lunch are listed on the annual application.

Since what is served will vary, parents need to inform the staff of any food restrictions (allergies) their child may have.

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 Early Childhood or 4K.
- The child is enrolled in the ESD Child Care AND has an older sibling who will be responsible for escorting the child to and from the bus everyday of attendance. 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 PK-5 Handbook will be followed and enforced during all Early Learning Center programs.

Non-Discrimination Statement

In accordance with Federal civil right law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil right activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to UDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

Parent Handbook Acknowledgement

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