

Child Life Ministries OF McFarland Lutheran Church



Family Guidebook



Ministry of MLC



Member of Evangelical
Lutheran Education Assoc.

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Welcome!

Welcome to Child Life Ministries of McFarland Lutheran Church! We are delighted to have you as a part of our Child Life family. Our ministry is a non-profit, Christian organization serving children and families of all denominations and backgrounds. Our program addresses the needs of children to learn, play, and to interact socially with others. We look forward to serving your family through a well-rounded program full of fun and a variety of experiences.

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

Child Life Ministries maintains a tax-exempt status and operates on a tuition supported budget. We have a State licenser that visits to inspect and evaluate our center to assure that we meet standards set by the State of Wisconsin. Licensing documentation (from visits) is available outside the CLM office. A copy of HFS 46 "Licensing Rules for Group Day Care Centers" as well as all CLM Family Guidebook (which includes policies) are available in the Administrator's office and at the Family Welcome area. The Family Guidebook is updated annually in the summer.

We have six class sites - 3 preschool rooms, 2 school age care rooms, and the Rainbow Center Childcare in the annex next to the church building. We are state licensed to have 80 children present at one time. We have access to the Family Life Center for large motor activities and behind the Rainbow Center is a large outdoor playground for all the children.

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

Christian Preschool

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

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

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

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

The Preschool presently serves 70 children per school year (on average) with one 4 year old class, three 3 year old classes and one Toddler-3s Preschool class. During 2012-13, CLM will host district 4K for approx. 36 children.

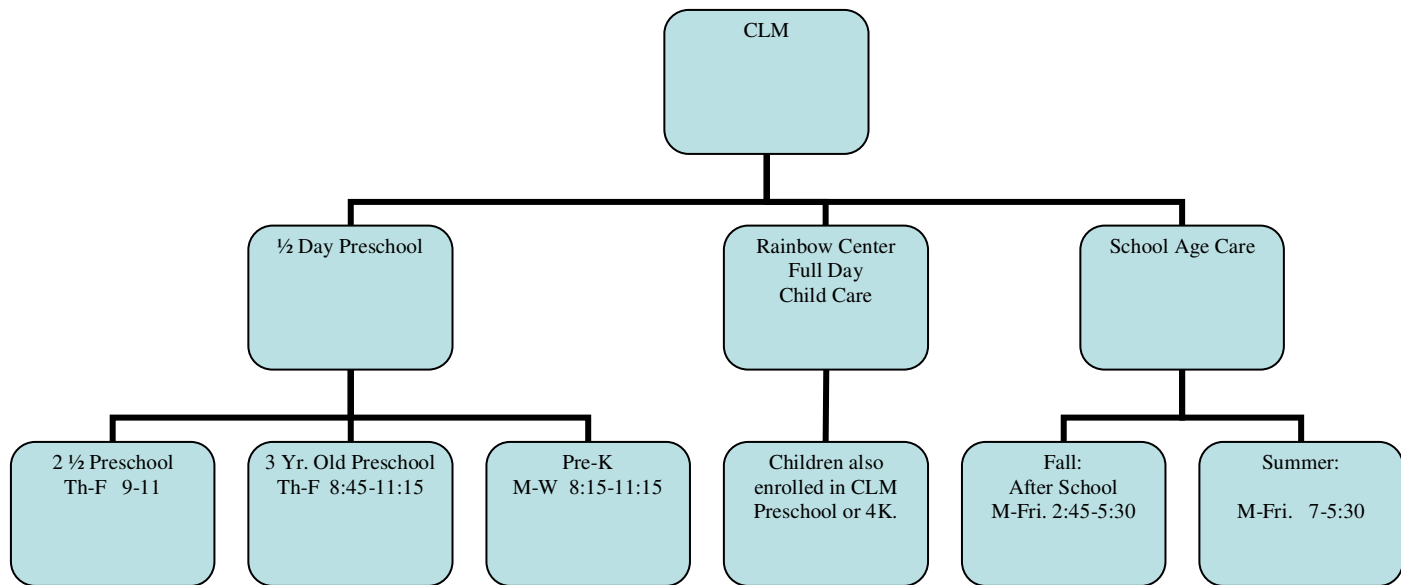
Philosophy

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

Mission Statement

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

Child Life Ministries Programs



Additional Preschool Programming

Lunch Bunch: An optional, extended time for preschool children bring their lunches from home and stay at school for an extra hour~lunching, playing and learning with friends. Registration for this drop-in program will be emailed monthly (or available for pick up at the Family Info. Board) in advance for sign up (first come, first filled).

Available on the following schedule:

- Monday-Wednesday, for children enrolled in PreK/4K, 11-12am or 11:15-12:15pm, based on child's class schedule.
- Thursday-Friday, for children enrolled in Tots or 3s Preschool, 11-12 am or 11:15-12:15pm, based on child's class schedule.

Enrichment: An opportunity for continued learning and Christian programming for 4-5 yr. olds Monday, Tuesday and Wednesday from 12:15-1:45pm. Registration for this drop in program will be emailed monthly (or available for pick up at the Family Info. Board) in advance for sign up (first come, first filled). There will be an over-arching weekly theme and each day will have a specific class focus.

- Monday: God's Wonderful World
- Tuesday: Music N' Motion
- Wednesday: Faith and Fun

After Care: This program is available Monday, Tuesday and/or Wednesday from 1:45-5:30 pm for children attending CLM's enrichment program or PM 4K. Registration for this drop in program will be emailed monthly (or available for pick up at the Family Info. Board) in advance for sign up (first come, first filled).

Admissions

Eligibility and Enrollment

All children are eligible regardless of race, color, religion, gender, national origin, sex, creed, political persuasion, ancestry, or handicapping condition. Our center is operated in accordance with the A.D.A. policy which does not permit discrimination. Enrollment is not contingent upon geographic boundaries or income limits. Enrollment forms can be obtained by calling CLM to request them or downloading them from www.mcfarlandlutheran.org (Child Life Ministries section). Forms will be accepted on registration dates stated on the form.

Preschool:

- Children must be 30 mo., 3, or 4 years old by September 1, depending on the class enrolling in.
- We encourage children to be toilet trained, but accept children utilizing training pants.
- Registration is annually in mid-February.
- Registration will be taken and all placements made on available space. Classes with low enrollment may be cancelled.
- Children are placed in classes with the following grouping in mind: requests (when able), gender, and age.
 - If necessary a waiting list will be created and children will be placed on the list in the order in which their form was received. If the session you desire is full, but there is space available during an alternate time slot you will be given a space in that session, while remaining on the list for your preferred spot. If space becomes available and your family is next on the list, the space is yours; if you decline you will be invited to register with the public.
- Registration will be for the 9 month academic year (Sept-May), with a separate registration for summer school.

Additional Preschool Programming:

- Lunch Bunch, Enrichment and After Care Programs require preschool eligibilities to be met.
- Additionally, sessions for Lunch Bunch, Enrichment and After Care programs require registration and fees to be submitted monthly. Sessions require a minimum of 4 participants to run. Sessions are filled on a first completed registration form and fee, first filled basis.

Rainbow Center Child Care (3-5 yr. olds, full day):

- Children must be enrolled in Child Life Ministries Preschool for 3 yr. olds, Pre-K Pgm or 4K. Priority preference will be given to families seeking CLM programming (3 yr. old PS or PreK).
- Registration will be for the Fall (Sept. to May) or Summer (late May to late August).
- Additionally, families who do not enroll for summer session, but desire to maintain a space in the fall must pay a \$100 holding fee to maintain their fall enrollment.
- If necessary a waiting list will be created and children will be placed on the list in the order in which their form was received. If the session you desire is full, but there is space available during an alternate time slot you will be given a space in that session, while remaining on the list for your preferred spot. If space becomes available and your family is next on the list, the space is yours; if you decline you will be invited to register with the public.

School Age Program (after school care):

- Children attending Kindergarten, 1st, 2nd, 3rd and 4th grade are eligible to participate.
- Registration will be for Fall (late August-early June) or Summer (mid-June to late August).
- Additionally, families who do not enroll for summer session, but desire to maintain a space in the fall must pay a \$100 holding fee to maintain their fall enrollment.
- If necessary a waiting list will be created and children will be placed on the list in the order in which their form was received. If the session you desire is full, but there is space available during an alternate time slot you will be given a space in that session, while remaining on the list for your preferred spot. If space becomes available and your family is next on the list, the space is yours; if you decline you will be invited to register with the public.

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

Orientation

A family orientation meeting is held each year for all programs. **Preschool** has evening orientation in August. **Rainbow Center and School Age** families are invited for orientation to the center on the same evening as the preschool orientation. Parents are given the Family Guidebook, admission forms, and other pertinent information. There is a short presentation explaining CLM policies in detail. If you wish to withdraw your child after the explanation of these policies, you must contact the Administrator within 3 days.

Parents that enroll their child after the school year has begun will receive an orientation from the Administrator or Program Director.

Child Orientation

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

Rainbow Center Child Care sessions begin one week in advance of the preschool session, which provides opportunities to adjust to one schedule before the addition of preschool. **School Age** care begins one week in advance of public school beginning, or one week after public school ending, which allows for opportunities to adjust to the schedules.

FORMS TO HAVE ON FILE: (All information remains confidential.)

Enrollment (CFS-62)

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

Health History (CFS-2345)

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

Immunization (DPH 4192)

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

Health Report (CFS 60)

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

CLM Photo Release

Please complete and return within 30 school days.

CLM Transportation Release

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

CLM Family Guidebook Acknowledgement

Please complete and return within 30 school days.

Child Information Sheet

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

Medication

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

If CLM staff member inadvertently gives the incorrect dosage of medicine to a child, the staff member will contact the parent(s) immediately and the Administrator will be notified of the situation. Parents will advise staff member of next step. If staff notices any unusual reaction they will communicate that information to parents immediately.

Withdrawal/Discharge

Parent Initiated Withdrawal

There is an adjustment period of one month.

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

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

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

Child Life Ministries Initiated Withdrawal

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

- Child has special needs that the staff is unable to handle effectively
- Continued problematic behavior in the classroom
- Excessive demands on staff to the detriment of other students
- The possibility of danger to the child or others in the class
- Unwillingness of parents to cooperate (including not following policies set forth)
- Non-payment of fees

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

Appeal Process

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

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

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

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

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

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

Fee Policies

Registration/Materials Fee

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

Tuition Fee Payment

Rates are based on staff, maintenance, and material costs for each program for the session. **Please note No credit will be given for illness, holidays, vacations or closures (unless they exceed 24 hrs.). No credit will be given if the Department of Public Health would mandate a closure (in this case we will attempt to adjust the schedule to recoup the lost days).**

Checks, money orders, or automatic payments should be made payable to Child Life Ministries (or CLM). There is a charge for returned checks. Receipts for tuition paid are available upon request. You may drop off your payment at the payment box next to the CLM office or mail your payment. In the event of overpayment, a refund check will be issued for the difference.

Preschool: Please understand that parents are responsible for the full year tuition. You will receive 9 envelopes at the beginning of the school year. Your tuition payment is due on the 15th day of each month, beginning in August, the last payment is due April 15th, the session ends in May. Complete payment is always due in co-payment arrangements, each responsible party must pay their portion (ex. 50/50 or 60/40) on the 15th of the month. Tuition is divided into 9 monthly payments with the knowledge that the preschool is not always in session all of the days in a month. (snow days, holidays, Christmas vacation, spring break, staff development days and conferences).

Rainbow Center and School Age Care: Please understand that parents are responsible for the complete session's tuition. We offer a full time enrollment rate only, attendance will be based on your family's schedule. Payment of fees is always due one week advance. Complete payment is always due in co-payment arrangements, each responsible party must pay their portion (ex. 50/50 or 60/40) weekly. We prefer payment by check, money order, or automatic transfer payments. Please fill out the remittance form with your check and write down exactly what you are paying for. Checks should be made payable to Child Life Ministries (or CLM). Receipts for tuition paid are available upon request. You may drop off your payment at the payment box in the Rainbow Center or the payment box next to the CLM office. You may also mail in your payment.

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

Fee Vacations for Child Care: Each child, after 50 consecutive weeks of attendance, will be granted 2 weeks as a "fee vacation (FV)". A FV is two weeks in which you do not pay for your child's care, children may attend care during fee vacations. One week of FV may be used during the fall session (school year) and one may be used during the summer session. Any time in the year that you take family vacation you will be expected to pay for your child's contracted schedule, unless you are eligible for and use a fee vacation. Fee vacations may only be used if you account is current.

Late Tuition Payment

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

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

Tuition Rates

A reduced rate is offered for families with more than one child enrolled. There is no sliding fee scale available.

Tuition Assistance

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

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

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

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

Other Fee Information

There is no sliding fee schedule available. There is a 10% discount if more than one child per family is enrolled (for the same session, not necessarily same class/time). Additional fees are required to participate in lunch bunch and may be required for field trips.

Health and Safety Policies

Child Tracking/Accountability

At Rainbow Center Child Care and Preschool:

If staff have not previously been notified of a child's absence and the child has not arrived by the usual drop-off time the parents/guardians are contacted.

Throughout the day a binder with each child's emergency action plan and contact information remains with the teacher at all times. This prevents unpreparedness in the event of an emergency and meets licensing requirements HFS 45.04 (6)(a)1 and HFS 46.04 (6)(a)6.

In addition, a list of children for each class accompanies the binder daily. The teacher has information of the number and names of the children in attendance immediately available to them at all times. This list is updated immediately with any changes. Children are checked in when their name is circled and have left for the day when their name is crossed off. Numbers are recorded at the bottom of the sheet. This check in system is in addition to the center policy to have parents/guardians sign their children in and out daily for attendance records purposes.

School Age (After School Care):

During pick-up time children are met by the teachers and accompanied back to Child Life Ministries. Permission to transport children back to CLM is noted on the child's enrollment form as well as a separate sheet that CLM requires.

- Children from The Early Learning Center and the Primary School ride bus (# determined annually in late August) to CLM after school.
- Children from Waubesa Intermediate ride the CLM van to CLM.

If a child has not met at the designated meeting location and the staff has not previously been notified staff will follow the procedure noted above.

An attendance list of student's names accompanies staff at all times. This list checks children in to enter the bus or van. Upon exiting the bus or van the list is used again to ensure that all children are accounted for during and after transport, as well as use of a child-check alarm. Also, a staff member will do a walk through of the vehicle to check all of the seats, and then deactivate the alarm. Upon arrival to CLM the procedure is the same as listed above under the "Preschool Child Tracking."

During off school times or the summer session the procedure is the same as noted above.

All Programs:

For field trips, a check list with the student's names accompanies staff to their destination. This list checks children in to enter the bus or van. Upon exiting the bus or

van the list is again used to ensure that all children are accounted for during and after transport, as well as use of a child-check alarm. Also, a staff member will do a walk through of the vehicle to check all the seats, and then deactivate the alarm.

Medical Emergency

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

Injuries

Minor Injury: If your child suffers a minor injury, our first step is to administer first aid if necessary. Superficial wounds shall be cleaned with soap and water only and protected with a band-aid. Parents will be informed of injury when they arrive for child and the incident will be documented in the Accident Log Book (reviewed twice annually by the Administrator or Program Director).

Serious Injury: Serious injury is defined as one that requires professional medical treatment such as, but not limited to, burns, concussions, wounds, poison, and broken bones. If your child suffers a serious injury, all first aid procedures will be followed. Included in the enrollment forms is an authorization for emergency transportation and treatment should CLM be unable to reach you immediately. In the event your child requires immediate medical attention, we reserve the right to take your child to the nearest clinic or hospital (if occurs at CLM: UW Clinic 1050 East Broadway, Monona WI 53716 and UW Hospital). A rescue vehicle is able to arrive at CLM within 10 minutes of a phone call. Staff will make arrangements for the injured child as well as the remaining group. CLM follows state licensing policies for injuries, including paperwork.

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

Poisoning

Suspected poisoning shall be treated only after consultation with a poison control center. Parents will be notified as soon as possible. Records of injuries are reviewed by the Administrator at least twice a year in order to determine that all possible preventative measures are being taken.

CLM Safety Policy

CLM takes protective measures to ensure the safety of the children and staff (ex. not releasing children to unauthorized pick-up persons or persons appearing impaired, etc). Procedures are followed in accordance to state requirements and additional training is provided for staff annually. An emergency supply storage with flashlight, blanket, and radio is stored in the staff bathroom and a set is stored in the hall closet at the Rainbow Center.

Child Abuse and Neglect Reporting

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

Illness

Upon arrival, please wait with your child and/or children in your car pool until they have been welcomed by the teacher. At this time the teachers (who have been trained to observe signs of illness) will check briefly for common signs of communicable diseases or other evidence of ill health. Colds and upper respiratory infections are quite prevalent. If there is a question about your child not feeling well, please keep him/her home.

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

At times exclusion of children may be necessary: sore throat, inflammation of the eyes, fever of 101 or greater, lice, ringworm of the scalp, rash, vomiting, diarrhea (2 or more abnormal stools in one day) or other illness or condition having the potential to affect the health of other persons is observed, they will be isolated in the CLM office. The child will be provided with a cot and a blanket and a staff member will be within sight and hearing of the child. CLM will make every effort to contact you or designated care giver as listed on your emergency form. You will need to have your child picked up from school within 30 minutes. Children may return to care when they have been symptom free for 24 hours and the incubation period has expired.

Childhood diseases

During your child's enrollment he or she may be exposed to many illnesses and diseases. All communicable diseases are reported to the Department of Health and you will be notified via written communication from the Administrator or your child's teacher. Many children are immunized to protect against disease, however, if your family chooses not to immunize for personal reasons, children will be excluded in the event of a case being present at the center (ex. Chicken pox). Children may return to care after they are symptom free, a medical release may be requested. In most cases, your child will become exposed to all of the early childhood diseases eventually, and building their immune defense mechanism is normal and good.

Weather Policy

Child Life Ministries will follow the McFarland School District weather decisions. Please tune to radio stations, WIBA, WTSO, or WTDY or tune to local television stations ABC (7), CBS (9) or NBC (5) for announcements. Information will also be available on tv websites and www.mcfarlandlutheran.org. In the event of midday weather situations, CLM will stay alert to changing weather and make safety decisions. In the event that the National Weather Service issues information indicating severe weather conditions that would endanger staff and children’s safety, Child Life Ministries will close. Parents will be notified by phone and instructed to pick up their child as soon as possible. No credit will be given for fees in the event of a closure, unless the closure exceeds 24 hours.

1 Hr. Delay	2 Hr. Delay	Closure
Preschool as scheduled. Rainbow Ctr. opens at 9 am.	AM Preschool cancelled. PM Preschool on. Rainbow Ctr. opens at 10 am.	All pgms. close via AM announcements. Mid-day closure, School Age children transported here with the understanding that families will arrive asap for pick-up.

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

Child Life Ministries will close in the event that the building loses: heat (and temp. goes below 67 degrees), water accessibility, electrical service, or plumbing capabilities. Families will be notified by phone to make arrangements for their child’s care as soon as possible. No credit will be given for fees in the event of a closure, unless the closure exceeds 24 hours.

Emergency Evacuation Plan

We have a special procedure in place to deal with such emergencies as fire and natural disaster. Fire drills and tornado drills are practiced regularly. There is an evacuation plan posted near the door to each room that includes a main exit route as well as a secondary route.

Fire

In our fire drills, as in the event of a real fire, the fire alarm is sounded. Children meet at the door inside the classroom. The Lead Teacher in each room counts children to make sure all are accounted for and then leads the children out to pre-designated area (at CLM if possible, if needed at Village Hall). Attendance will be taken again when we meet outside and we will return after an all-clear signal from the Administrator (or, in the case of an actual fire, the “Incident Commander”).

Tornado/Severe Thunderstorm

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

General Information

Diversity

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

Child Guidance

If a discipline problem does arise, we encourage children to verbalize their feelings. Staff will model behavior using positive words, gestures, and voices to guide children in a way that builds confidence. Children will receive reassurance that they are cared for and about. The teacher's presence will help reinforce positive behavior. CLM does not use time outs. Redirection is a behavior technique most commonly used.

We believe that a positive relationship between teacher and child is a necessity. At Child Life Ministries, we try to create an atmosphere of genuine caring and respect for each child. We also feel that if an interesting and challenging program (classrooms have a variety and adequate supply of learning materials, there is space for quiet and active play) is offered to a child, then guidance problems can be kept to a minimum. Our guidance techniques encourage children to develop self-control, self esteem, awareness and respect for the rights of others. Respect is shown to children, their belongings, their space needs and to each child as a unique individual. We believe that teaching a child discipline is teaching a child self control. Setting limits can help a child learn self-control. Limits will be consistent for the child's needs, but will be flexible enough to be altered as children grow and develop. Children become familiar with routine, transitions are foreshadowed, a variety of developmentally appropriate materials and environments are available to prevent frustration in children. Children will be given opportunities for positive choices within the limits. Our goal is to help children become their own problem solvers and to help them understand the behavior that has taken place. Teachers praise the positive behavior and ignore negative behavior when it is appropriate to do so. Ongoing concerns will be addressed with families to resolve the matter together.

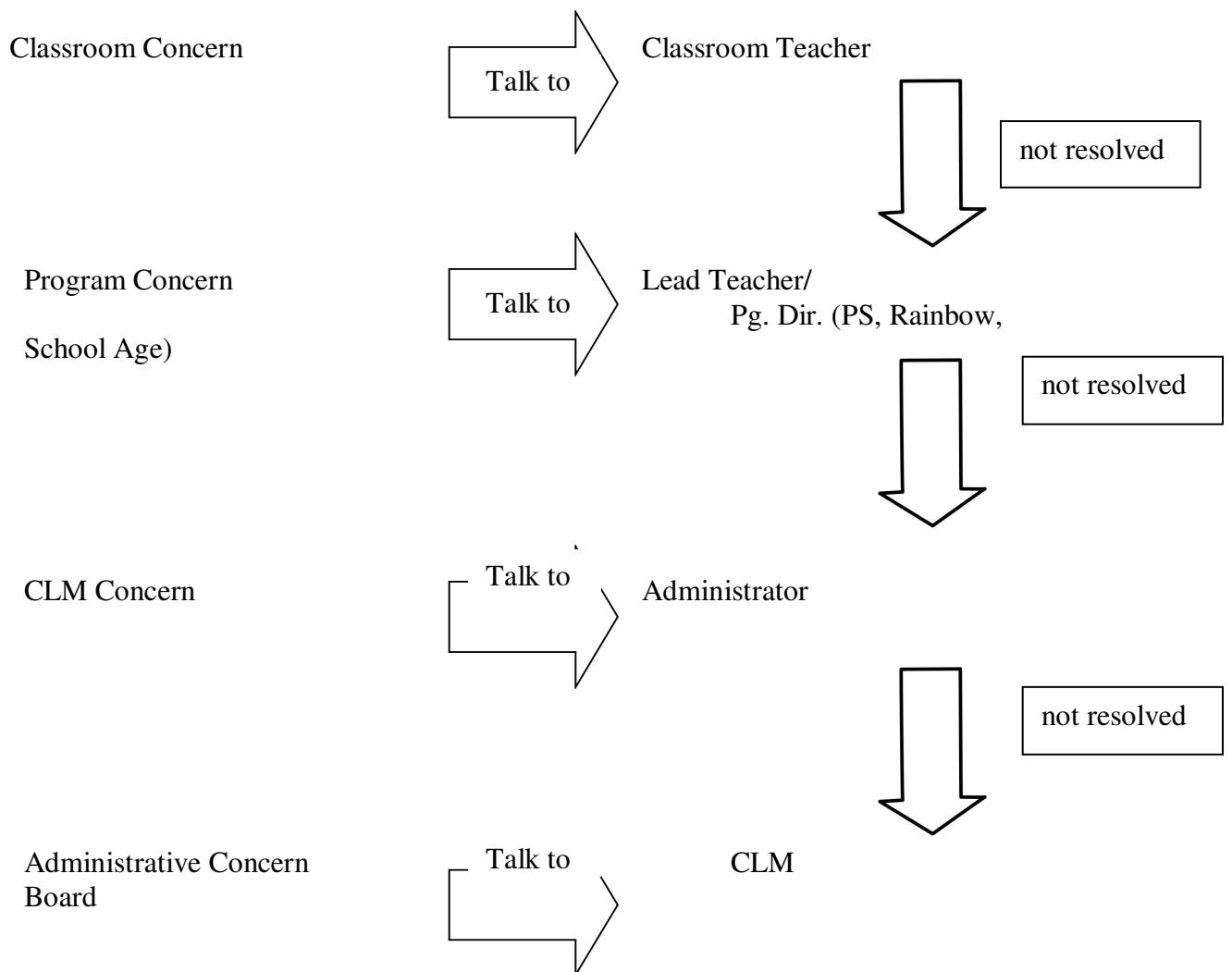
Physical or humiliating punishment is not used. If a rule is broken, the child will be told that his/her action or behavior is not acceptable at our school and an alternative action or behavior is modeled or suggested. If redirection with positive reinforcement is repeatedly not sufficient and there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

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

Communication

One opportunity you have to communicate with your child's teacher is at drop off and pick up times. However, these are very busy times and are not always conducive to conversations. This is more an opportunity to briefly touch base and make arrangements for further discussion if necessary. The school phone number is 838-4425. If you wish to speak with your child's teacher, please leave a message and he/she will return you call. Parent-teacher conferences are in the Fall and Spring. Although these are our scheduled conferences, please feel free to request a conference with your child's teacher at any time. Teachers will send home newsletters regularly to keep you informed. Occasional newsletters will come from the Administrator. Other information is found at the Family Welcome Center (including a copy of the CLM childcare policies and the State of Wisconsin licensing rules).

Communication Flow Chart



Holiday, Vacation and Staff Development

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

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

The School Age and Rainbow Center program will be closed all day on the following holidays (or a chosen day should the holiday fall on a weekend): New Year's Eve, New Year's Day, Good Friday, Memorial Day, 4th of July Labor Day, Thanksgiving and the day following, Christmas Eve and Christmas Day.

Staff

An Administrator is hired by the School Board to implement policy, supervise teaching staff and the day-to-day operations of CLM. The Program Director is responsible for the curriculum and educational components to CLM. Teachers meet the State of Wisconsin licensing requirements in Early Childhood Education and are CPR certified. The minimum of training for our lead teachers is a CDA certificate. All teachers attend workshops and in-services yearly. Teachers are responsible for the curriculum development, meeting children's individual needs, and following state regulations.

Administration

Child Life Ministries preschool is a program of McFarland Lutheran Church, thus the ultimate decision making authority rests with the Church Council and the Senior Pastor. To assist the Council there is a Child Life Ministries School Board that is composed of parents and church members. The Board seeks to reflect McFarland Lutheran Church's ideas and feelings regarding policies in conjunction with the parents. The Board meets once a month. Parents and Staff are encouraged to attend. Agenda items must be brought to the attention of the Administrator or Board president at least one week prior to the scheduled meeting. There are 9 Board members including a President, Vice-President, Secretary and Treasurer.

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

Problem Resolution

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

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

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

Pets

No pets are to be brought to CLM to visit for the children's safety; preventing atypical reactions from pets and allergic reactions. Classrooms may have pets in the room for children to care for and enjoy. These pets are kept and handled in a manner that protects the well being of children and pets. Parents will be verbally informed of any pets during orientation and in writing.

Parking

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

Transportation

Families are responsible for transporting and accompanying their own children to and from school or for forming car pools for transportation. Each child is to wear a seat belt and a car seat/booster when being transported to and from school as required by law. If children walk to and from school they must be accompanied by an adult. If you are in a car pool, please submit a car pool schedule at the beginning of the year so we know with whom your child may ride. If you make changes in the schedule, please notify us in writing.

Motor Vehicle Availability: CLM owns a 9 passenger mini-bus which is inspected and serviced twice a year. When transported in the CLM van, children will be in seat belts and boosters as required by law. Per state regulations, the van is equipped with a child check alarm and 1st aid kit. The driver, who meets insurance guidelines and has an acceptable driving record (checked annually), will follow the route designated by the CLM Administrator and the bus service. Staff will have all forms as required.

Nelson Bus Service: School Age children are transported by Nelson Bus Service (2727 Cty N, Cottage Grove, WI 53527), Sue Fischer (cell) (608) 209-3518 (w) (608) 205-9040. Per state regulations, the buses are equipped with a child check alarm and 1st aid kit. The driver, who meets insurance guidelines and has an acceptable driving record, will follow the route designated by the CLM Administrator and the bus service. Staff will have all child forms as required.

Kobussen Buses Ltd: Preschool and School age children are transported by Kobussen Buses (510 Linnerud Ln, Sun Prairie, WI 53590), Cynthia Voigt (cell) (608) 333-7364 (w)(608)825-8700. Per state regulations, the buses are equipped with a child check alarm and 1st aid kit. The driver, who meets insurance guidelines and has an acceptable driving record, will follow the route designated by the CLM Administrator and the bus service. Staff will have all child forms as required.

Cell Phone Policy

Parent or other pick-up adult may not be on a cell phone when dropping off or picking up a child(ren). This is an important time for your child to greet you and a staff person to connect with you if necessary.

Arrival/Departure

We require that all children be brought and picked up from the classroom daily. The staff and center cannot be held responsible for children not brought directly to the classroom by an adult. The adult must wait with the child until the program begins. We appreciate your adherence to our school hours. At 10 minutes past the scheduled pick-up time, the school will call the child's parent(s). At 15 minutes past the scheduled pick-up time, the school will begin notifying those persons listed on the Health History form as emergency numbers. The school recognizes that sometimes a late pick-up is unavoidable. If you find yourself in this situation, please try to call and let us know you are on your way. Late fees will be enforced if necessary. Our late charge is as follows: 1-10 minutes late \$10.00, 11-20 minutes late \$17.50, 21-30 minutes late \$24.50.

Only those persons authorized in advance on your child's enrollment form or indicated in writing by parent, will be allowed to pick up your child. This is for their protection as well as ours. We will release children to either parent unless we have a court order on file stating not to do so. If your child is not familiar with the person you have authorized to pick your child up, please prepare your child ahead of time before you bring them to school. Additionally, ID will be requested for persons authorized to pick up. Inform you child's teacher of the situation so that the teacher can also help prepare the child.

Snacks (Nutrition and Safety)

Snacks and 100% juice or 1 or 2% milk are offered daily by CLM, meeting USDA standards and licensing requirements. A snack schedule will be posted, changes noted if made. Children are encouraged to experience healthy food habits. We enforce appropriate health practices (ex. Hand washing before and after snack, using the restroom, etc). At this time we are peanut free pgm. wide, and dairy free in PS for safety of children with allergies. A special diet may be served upon written instruction of child's physician and upon request of the parent. Snack/meal time is time for learning and socialization, staff are seated with children during this time.

Birthdays

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

Clothing

Please dress your child for school (washable, casual play clothing including tight fitting shoes (ex. tennis shoes or velcro sandals)! We try to be careful, we do not take responsibility for stained, torn, or lost clothing. Additionally, dress your child for outdoor weather. All outerwear (ex. sweaters, sweatshirts, boots, mittens, and scarves) must be marked with the child's name.

Outdoor Play

We believe that going outside is important for a child's health and development. It provides an opportunity to run, crawl, hop, skip, climb and much more! We take the children out daily. We will not go out if the temperature (or wind chill factor) is zero degrees or below, it is raining, or the temperature or heat index is over 90 degrees. If your child is unable to go outside for medical reasons, send a signed medical statement from a doctor stating the reasons your child should not go out. Please dress your child appropriately for the weather.

Swimming: Children enrolled in full day child care in the summer have access to sprinklers and wading pools (sanitized daily) for water play. Children, as always, are under careful supervision during this time. *School Aged children may have field trips to the local pool, and parents must provide information about their child's swimming ability. Lifeguards and staff are present during this time.*

Field Trips

Going on field trips provides that change and also offers a learning experience. A consent form will be required for all field trips. (Walking permission is listed on enrollment forms). A minimum of 48 hours notice will be given for all planned field trips. There may be a fee charged for certain field trips, only if a fee is charged to the school. See detailed transportation information under *Transportation*. When a field trip is scheduled, **all children go on the field trip**. Child Life Ministries staff ratios and safety and accountability policies are followed at all times.

How to Get Involved

Child Life Ministries encourages parent/guardian participation and interaction. The ways to get involved are limitless. (Unless parent/guardian access is denied by court order, per licensing regulations)

Visit: Anytime you have an opportunity to visit your child at school, please feel free to do so. Young children, other than those involved, may not be left in the classroom, per state regulations. We welcome your suggestions, comments, and the opportunity to talk with you about your child's progress.

You're An Expert!: Share your creativity, talents, interests and skills....sew dress up clothes, repair classroom and/or outdoor equipment, paint, landscaping, donate classroom items. A volunteer form will be sent to be completed during orientation.

Classroom Volunteer: Opportunities include but are not limited to helping with projects, reading, etc. Volunteers should remember that personal information or observations of other children are confidential. Please understand that at certain times of the year we are not able to accommodate volunteers (ex. beginning and end of the year due to adjustments, and while working on special projects). There is a required training to participate in this way.

Parent's Group: Join this group to coordinate fundraisers, assist in special events for children and families, help with the programs, and provide teacher appreciation.

CLM Board: Be a parent/guardian representative on the Board. Contact the CLM Administrator for additional information.

Curriculum

Christian Emphasis

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

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

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

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

Program Activities and Goals

Preschool and Rainbow Center

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

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

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

School Age

Our program is designed around the understanding that school age children have been in a school setting for three to seven hours and are likely ready for different activities from what has been offered at school. Therefore, the pace will be more leisurely and often stretched over a longer period of time, than school.

Our program takes into consideration the fact that developmentally, school age children: have developed interests and skills, like to attempt and master things that are difficult, are forming friendships but also enjoy time to be alone and like to feel competent and be competent.

School Age children do not take naps at the center. The teacher is aware of the children's need for balance between active play and quiet activities and will adjust the day's plans to meet the children's needs. During full day care, after lunch, School Age children have a time called rest and read. This is an opportunity to relax and rejuvenate, preparing for the afternoon by reading or simply relaxing.

Developing a positive self-image is a high priority in our care program, we recognize unique characteristics of each child. Lead staff plan weekly thematic curriculum offers experiences that allow for children to develop a positive self-image by providing opportunities to have positive experiences and by facilitating the development of self-help skills. Additionally, we will explore the cultural and ethnic diversity of others in our center, our community, and our world.

Preschool

Educational Philosophy

Toddler-3 Yr. Old Program and 3 Year Old Program

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

The Pre-Kindergarten Program

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

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

*******Each program will provide additional information with details regarding*******

- Schedules
- Calendars
- Celebrations
- Activities and Areas

The Rainbow Center

(Full Day, 7am-5:30pm, Child Care for ages 3-5 Yrs. who are concurrently enrolled in preschool at CLM or 4K at CLM)

Educational Philosophy

Please see previous page for detailed philosophy statement. In addition, Rainbow Center provides a nurturing and comfortable environment for children. Children are encouraged to make independent choices during their day to involve themselves in child-initiated activities with teachers as facilitators, rather than directors of play. Activities provide opportunities for social interaction and problem solving. As at preschool, social skills are emphasized by empowering children with appropriate skills and language necessary to resolve conflict, providing opportunities for large and small group peer interactions and to provide time for creative social interaction.

Eligibility and Enrollment

This policy follows the policy found at the front of the Family Guidebook. Please be reminded:

- Families utilizing child care (Rainbow Center and School Age) will be asked to affirm their enrollment for fall in late June so that roster and budget adjustments may be made. Additionally, families who do not enroll for summer session, but desire to maintain a space in the fall must pay a \$100 holding fee to maintain their fall enrollment.

Items to Bring for Child Care

These items should be brought and left at the Rainbow Center:

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

Items From Home

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

Lunch

Children will bring a sack lunch for their noon meal. We keep all lunches refrigerated until lunchtime, and will microwave items if necessary. State licensing requires that your child's lunch consist of one item from each of the following categories: Protein sources (meat, poultry, fish, eggs, cooked dried peas or beans, cheese), 1 vegetable and 1 fruit, (or 2 fruits/veg.), whole grain or enriched bread products. Do not send soda pop/ energy drinks in your child's lunch.

We encourage you to make your child's lunch as nutritious as possible. We encourage children to "take a few more bites" if necessary, but do not force children to eat anything or to eat items in a certain order. We send home all uneaten food (if possible) so that you can see just what your child has eaten. We provide Grade A pasteurized, 1% milk with lunch. Please make us aware of any special diets or allergies that your child may have.

Breakfast/Lunch/Snacks

Parents may send a light breakfast with their child on occasion, if necessary. Snack during summer and non-school days is served at approximately 9:00 a.m. Afternoon snack is offered at approximately 2:45pm. The snack menu is posted on the family board near the classrooms and offers a variety of food, while adhering to state guidelines. A special diet may be served only upon written instruction of a child's physician and parent request.

If a child arrives without a lunch, we will make a lunch for a \$3.00 fee. Although we are willing to make these accommodations, we ask that it be on an "emergency" basis and not as a regular routine.

Parking

We encourage you to use the parking lot in front of Rainbow Center for parking and as the main entrance to the center. Please use extreme caution when driving in and out of the lot. **Vehicles must be turned off during drop off and pick up, and children cannot be left in unattended vehicles.**

*****Each program will provide additional information with details regarding*****

- Schedules
- Calendars
- Celebrations
- Activities and Areas

School Age Care

(Children in full day Kindergarten-4th Grade)

After School M-F 2:45-5:30pm

And

Full Time Care M-F Summer 7-5:30 pm

Educational Philosophy

Located in general section.

Eligibility and Enrollment

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- Families utilizing child care (Rainbow Center and School Age) will be asked to affirm their enrollment for fall in late June so that roster and budget adjustments may be made. Additionally, families who do not enroll for summer session, but desire to maintain a space in the fall must pay a \$100 holding fee to maintain their fall enrollment.

In-services and Non-school Days

Care is provided on many of the McFarland School District non-school and early release days. Weekly payments include scheduled in-service or non-school days. Additional fees may be charged for non-scheduled days.

Items From Home

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

Lunch (non-school/ early release days)

Children will bring a sack lunch for their noon meal. We keep all lunches refrigerated until lunchtime, and will microwave items if necessary. State licensing requires that your child's lunch consist of one item from each of the following categories: Protein sources (meat, poultry, fish, eggs, cooked dried peas or beans, cheese), 1 vegetable and 1 fruit, (or 2 fruits/veg.), whole grain or enriched bread products. Do not send soda pop/ energy drinks in your child's lunch.

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*****Each program will provide additional information with details regarding*****

- Schedules
- Calendars
- Celebrations
- Activities and Areas

Handbook Acknowledgement
(to be returned with child's paperwork)

I, _____, have read
Parent/Guardian printed name(s)

accept the CLM Guidebook and agree to the contents therein.

Signature(s) _____

Date: _____