

**Little Saints
Learning Center Parent
Handbook**

**Little Saints Learning
Center
111 W. Perry Street
Prairie du Chien, WI 53821
(608) 326-8624**

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Dear Parents,

We welcome you and your child/children to Little Saints Learning Center. We look forward to sharing in your child's growth, development and happiness during their early years!

There are a few decisions more important for a parent than who will care for and love their children. With this as our focus, we are excited about the opportunity to provide your child with a quality, educational early childhood program in a Christian environment.

Experts agree that more learning takes place during the first five years than at any period in life. Early experiences are vital to your child's growth and development.

The purpose of this handbook is to provide information about our policies and services. We hope you find it helpful. After you have gone through the handbook, please sign and return the Receipt of Handbook located on the last page. If you have any questions or comments about the program, we welcome the opportunity to discuss them with you.

Sincerely,

Michelle Kapfhamer, Administrator of Prairie Catholic Schools and Little Saints Learning Center

Missy Jones
Center Director of Little Saints Learning Center

Mission

We believe that each child is a unique individual and a precious gift from God. In believing this, our program provides a Christian environment for children and families. Our committed staff provides a stimulating, nurturing, and educational experience through diverse learning opportunities. We strive to provide a balanced learning experience that includes both structured learning and free play.

Philosophy

We encourage social development by providing opportunities for sharing, taking turns, making friends, resolving conflicts, solving problems, helping others, recognizing and accepting others, cooperating on projects, and learning self-respect.

We believe children learn by doing and that most of life's learning occurs during the first five

years. Our “hands on” curriculum allows our society’s precious future to become confident and to enjoy successes in an atmosphere of respect, warmth, and unconditional love. This is important because the early years are the years children build the foundation they need to continue their education.

We understand that children develop sequentially from one stage of development to another. Because of this, we feel that children must be provided with opportunities that will challenge them and aid in their progression from one stage to the next. We also believe children construct knowledge through experience; therefore, our program will provide children with a large variety of activities that will allow for success and encourage advancement in all areas of development.

Lastly, we feel it is most important that we work closely with the families in order to secure an environment that is most beneficial to the child. Parents are the most significant adults in a child’s life. We strive to create mutual respect between parents and staff. We encourage family participation through field trips, holiday celebrations, and volunteering. Our doors are open to parents at all times.

Our Teachers

Our professionally trained early childhood teachers are the greatest strength of our program. It takes a special person to work with young children; therefore, we select our staff based on their nurturing abilities as well as their educational background. Our teachers are trained in CPR, First Aid, SIDS Prevention, and Shaken Baby Syndrome. They also receive continuing education

through on-going staff development. Each staff member undergoes an extensive background check at the start of hire and then again annually.

Goals

- To provide an educational early learning experience in a Christian atmosphere for young children.
- To provide a safe, creative and attractive learning environment.
- To enhance the emotional, physical and intellectual growth of each child.
- To maintain a professional and dedicated staff.
- To be committed to strengthening the interpersonal relationships between staff, children, and families.

School Day Program

We are part of the Prairie Catholic Schools, operated by the Diocese of La Crosse. The program is open to children ages 2 through 12 years of age. We are open Monday through Friday 6:30 AM to 5:30 PM. We are closed on the following holidays: Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Years Day, Memorial Day, and the Fourth of July. In addition, we offer an after school program that is open to children ages 2

through 12.

Environment

When a learning environment encourages exploration and discovery, children develop a sense of trust and belonging. This type of environment is considered hands-on learning or learning through play. Children in the classrooms are encouraged to discover things on their own. They learn by exploring the actual objects we talk about. They will acquire the skills and abilities needed for a lifetime of learning through a carefully planned, developmentally appropriate environment arranged by the teachers.

Our environment contains the following elements to meet the needs of the children to promote successful experiences for them:

- Language Arts/Literacy materials - to promote listening, language, and pre-writing skills.
- Sensory materials - to facilitate the growth of tactile, visual and auditory skills.
 - Materials for creative expression (art, music and drama) - to promote creative self-expression.
- Math and Science materials - to facilitate knowledge of numbers, sequence, measurement and experimentation.
- Large and small motor skills - to develop hand-eye coordination and large muscle coordination.
- Visual symbols of our Christian faith - to set a foundation based on Christian values.

Together for the Children

As a child development center, we are a community of children, parents, and staff all interacting and sharing our lives together. In a community, people work closely together and hopefully interactions are positive, helpful, kind, and understanding. Yet it is to be expected that from time to time people will experience conflict, some concerns, and some difficulties.

We recognize that parenting is one of the most difficult, intense, and rewarding experiences in your life. We want you to share your thoughts, hopes, and dreams for your child/children. You want what is best for your child/children, and we know it is your job to advocate and protect your child/children.

We, as staff, will make mistakes, create misunderstandings, and occasionally miscommunicate. When these mistakes occur, we want you to tell us. As a staff, it is our goal to offer the best possible child care services to your family. In order to meet our goal, we need your input, your suggestions, your questions, and concerns.

When you have a concern, please remember:

- Teachers want the parents to feel very satisfied with the care their child is receiving.
- Teachers prefer that you talk with them directly, but they do understand if you would prefer to talk with the Director.
- Realize that if you have a concern with a teacher, the Director will need to investigate and talk with the teacher directly about your concern and deal with the issue in a straightforward manner so that the teacher can improve his/her performance and/or correct any mistakes or misunderstandings.
- Be assured that teachers do not hold a grudge against your child or “take it out” on your child after you have expressed a concern. Your child’s teacher will be more conscientious about your issue and try to improve.
- Consider using the “once is OK” rule. With minor issues, allow staff to make a mistake once or twice, but when it becomes a pattern, it is definitely time to bring it to their attention.
- On the other hand, don’t allow concerns to build up. As concerns occur, share them with the teachers. It is disturbing to find out later that a parent had a number of concerns and never expressed them.
- Sometimes we cannot make changes you may request due to other restrictions, but we ALWAYS want to hear your suggestions. We promise to consider them seriously and respond to you in a timely manner.

General Policies

Enrollment Policy

Visiting the program allows both parent and child to become comfortable with our environment, staff, and schedule. Along with the registration fee, several information forms must be completed by the parent/guardian for each child. The Center Director will give you these forms upon registration. A child is considered enrolled in the program if all paperwork and forms have been completed, are on file and he/she is in attendance at least one day per month. The registration fee must also be paid prior to the student attending the center.

Criteria for enrolling in Daycare

1. Students must be 2 years old by their start date.
2. Families that currently have students enrolled in Prairie Catholic have first priority.
3. Families that are active parish members have second priority.
4. Non-parish Catholics and non Catholics have third priority and will be accepted by the date that the registration form and payments are received.
5. No student will be admitted if they do not meet the age requirement

Verification of Custody

It is our policy to remain neutral in custody matters. Furthermore, the Center may not serve as a visitation site. As a condition of enrollment, a copy of a signed custody decree that indicates primary placement of the child, a copy of the current custody agreement, and a copy of the visitation schedule MUST be on file in the office. Parents are to notify the office immediately of any change in the order. This notification must be in the form of a signed court order.

In the event that a parent chooses to enroll a child without including the child's other biological parents on the authorized pick-up list, the enrolling parent must provide a copy of an official court document which indicates that the non-enrolling parent is not authorized to pick up the child. Absent that document, the Center does not have the authority to restrict the non-enrolling parent from picking up the child, and we may release the child to that parent, provided the non-enrolling parent has legal documentation stating his or her paternity or maternity of the child. This confidential information will remain in the child's file.

State Licensing Requirements

We believe licensing and regulations of standards are in the best interest of all children. These standards relate to staff, health and safety procedures, the building, nutrition, child-to-teacher ratios and record keeping. We are subject to inspection by state and city health, fire, and licensing officials.

Fee Structure and Payments

Please refer to the handout "Policies and Procedures Regarding Fees and Payments".

Returned Checks

There is a \$25.00 service charge for each check returned for insufficient funds.

Insurance

Little Saints Learning Center does not carry a general health and accident insurance policy covering children. Parents are responsible for all medical costs incurred with respect to their child/children while attending our program.

Attendance Tracking

Tracking child attendance is very important for safety reasons as well as ratio management. If your child is scheduled and is going to be absent, please notify the center 12 hours in advance.

If we have not been notified by 9:00 AM, contact will be made with the parents as to the child's whereabouts. If a child will be eating breakfast at the center, the child needs to be present by 8:00 a.m. This is required by our food program policy.

Absences and Vacations

Each child is allowed a certain number of "Personal Days" per year, for which no fee is charged when the child is not in attendance (this also includes holidays). Part time children are allowed one personal day and full time children are allowed three personal days. Parents are responsible for payment of any nonattendance days beyond the number of personal days allocated. Parents need to indicate the use of personal days by filling out a "Personal Day Request" form. Anything is subject to change.

Schedules

Due to the limited number of slots available all schedules must be completed monthly and approved by the Director. There will be a \$15.00 fee if not turned in by the 15th of each month. This is necessary to ensure that we have the proper number of teachers available to keep the classroom in ratio.

Withdrawal/Termination

When parents decide to terminate their child/children care arrangement, a two week's written notice to the Center Director is required. Personal days may not be used during the two week notice. In the great majority of cases, termination of care by a parent is due to reasons such as relocation, child entering school, etc. We also recognize that not every situation is appropriate for every child. If, for any reason, the program is found to be unsatisfactory for a child, we will make every effort to discuss this with parents in order to determine the cause. Whenever possible, we will work together to make necessary adjustments. If this is not possible, the parent and/or the program may choose to terminate the arrangement on a timeline that is in the child's best interest.

The Center reserves the right to terminate a child's enrollment **immediately** for the following reasons:

- Failure to pay fees within 30 days.
- Failure to submit required forms and information.
- The child's behavior is hazardous to themselves or others.
- The child's disruptive behavior continues regardless of guidance approaches.
- Lack of cooperation from parents with the program's efforts to resolve differences and/or meet the child's needs through parent/staff meetings or conferences.
- Abusive behaviors by parents toward their own child or other children, program staff, or other parents (including foul language).

This will also be at the discretion of the School Administrator, Center Director, and Priest. .

Refund

Any overpayment of fees at time of withdrawal will be refunded.

Clothing

Your child should have two extra sets of seasonal clothing in case of spills And accidents. All clothing needs to be clearly labeled with your child's Name. We cannot assume responsibility for unmarked clothing.

Because our program has so much to offer, we ask that you send your Child in comfortable clothes and sturdy shoes that will allow them to take Part in creative art and sensory activities. Children should come dressed For action and adventure. We recommend washable clothes that are Easy for your child to manage.

Personal Belongings

As part of the learning experience, all toys and educational materials are shared by the children in the program. The program has an ample supply of equipment and materials.

We cannot assume responsibility for the loss or damage to any personal possessions children bring to the center. It is distressing to children to misplace or lose personal toys and sometimes difficult for the teacher to identify the owner. Toys and items of value should be left at home, unless it is for a scheduled "show and tell" day. Please help your child understand why it is not wise to bring items they may not wish to share with the group. It is acceptable for a child to bring a blanket or stuffed toy for rest time.

Each child will be assigned a cubby/locker/hook for their coat, boots, extra clothes, art projects, etc. Please check your child's cubby/locker/hook at the end of each day for projects, notes and any soiled clothing to be taken home.

Hiring Staff to Baby-Sit

Little Saints Learning Center does not take responsibility for any services that an employee may provide outside of the program. We simply ask that you please respect the employee's Code of Conduct and program confidentiality as an employee of the Center.

Confidentiality

Records of all children are confidential. Persons having access to these records shall be the parent or person authorized in writing by the parent to receive the information,

administration, and the child's teacher. Employees are allowed to only discuss your child's/children behavior, academics, and medical information. Employees are not allowed to discuss other families, children, or other staff members with parents.

Photo/Video Release

Children may be photographed or videotaped for projects and/or for marketing materials. Each parent must complete the Photo/Video Release Form indicating consent or non-consent to use their child's photograph.

Children with Special Needs

We understand that there are developmental concerns that arise during the early childhood years. We believe in educating the whole child and meeting them wherever they are on the developmental continuum; however, our facilities and staff may not be equipped to address all the children's needs. We want to maintain the best environment for the child with special needs. Therefore, it is our policy to make reasonable accommodations for children with disabilities. This information will be shared with staff assigned to care for that child. It is our intent to integrate children with special needs into our program to the extent feasible, given each child's abilities and limitations.

Ultimately, our program may not provide the least restrictive environment if accommodations result in significant difficulty or expense to the program. If adaptations for behaviors fundamentally alter the nature of our existing program, or are not readily achievable; or if the child's condition will pose or does pose a significant threat to learning, health, or safety of other children or staff in the center...The administration will make a decision on whether we feel the center is able to meet the needs of the child. The administration may request documentation that the child is receiving outside services. After consultation with the parents and the teachers involved, and if necessary, the child's doctors, the administration will make a case-by-case decision as to whether the center is capable of properly meeting the needs of the child in question.

Safety Policies

Security System

We strive to provide the best possible care and education in a safe and secure environment. Parents and visitors will need to ring the doorbell for assistance.

Safe Arrival and Departure from the Center: Responsibility of the Parent It is important that your child's day begins on a positive note. For safety reasons, each child will be taken by their parents to their classroom. Make sure to let the teacher know your child has arrived. Our responsibility begins when you place your child in the care of our teachers. Many children enjoy it when their parents spend a few moments in the classroom at the beginning of the day, and we encourage parents to do this when they are able to do so. In some instances, long

goodbyes can make the child upset. If you see this is the case, we recommend the parent/guardian leave promptly after saying goodbye.

When leaving the program at the end of the day, please be sure your child stays with you at all times. We cannot allow children to enter or exit the building without being accompanied by an authorized adult. Also, parents may not leave a child unattended in a vehicle.

Grouping Children

When the Center first opens for the day the attendance is low, children are frequently gathered in one room before they move on to their respective classrooms. Likewise, at the end of the day as children are picked up, remaining children might be gathered in one room.

Because we schedule staff hours around the hours of the children, it is very important for parents to adhere to their contracted arrival and departure times.

Computer Check In/Out System

When you and your child arrive at the program, please use the QR code in the entryway to check your child in each morning and out at the end of each day (as well as for doctor appointments etc). The Center Director will show you how to use this system. We use this computer software system to assist in maintaining accurate attendance records

If you are going to be away from your place of work for the day, be sure to leave a phone number where you can be reached incase of an emergency. When picking up your child at the end of the day, be sure the teacher knows he/she is leaving with you. Please be sure your child stays with you as you exit the building.

Releasing a Child

If someone other than the child's custodial parents or guardian will be picking up the child from the center, prior authorization must be made in writing. The parent or guardian is the only person who can authorize the program to release the child to another individual. Parents are required to provide the name of at least one other adult who has permission to pick up the child incase of an emergency. This authorization is given on the enrollment form and should be updated in writing periodically. Persons on the authorization list must be at least 18 years and be able to supply documentation of their identity. A staff person will ask for proper photo identification before releasing a child to someone other than his/her custodial parent or legal guardian.

The enrollment parent or legal guardian will be required to certify that his/her instructions on releasing the child from the center are in accordance with the law and not in violation of any parent's or legal guardian's rights. A court order is required to be part of the child's file if either parent is prohibited from picking up the child.

Intoxication and Picking Up a Child

It is our policy not to release a child to a person who is or seems intoxicated or impaired. In any situation where a person who seems intoxicated or impaired tries to pick up a child from the program, the Center Director or teacher will call the emergency contacts to find another person to pick up the child. If there is resistance of any kind, the police department will be notified and given a description of the vehicle.

Visiting the Center

Parents with children enrolled in the program may visit the Center at any time during the Center's hours of operation. You must give the Director a 24 hour notice upon your arrival.

Emergency Procedures

A top priority of the program is to provide a safe environment for children. In order to assure that our program is a safe place, we have specific safety procedures. An Emergency Action Plan is located by the entrance. The staff is trained in disaster preparedness and emergency evacuation procedures. In addition, the building is equipped with an emergency backup lighting system, should the need arise.

Fire Procedure

Specific procedures are provided for the staff and children to follow in case of a fire. Monthly fire drills are practiced. Exit route maps are posted in each classroom. The staff is trained in the operation and use of a fire extinguisher.

Tornado/Severe Weather Procedure

Specific procedures are provided for staff and children for severe weather warnings and are practiced during the months of April through October. Children are escorted to the lowest level of the building and will remain there until it is safe to return to the classroom. Parents arriving during any weather warnings are encouraged to remain in the building until the warning has been lifted.

Utility Failure

In the event of a prolonged power failure the Center will be closed and the parents will be notified to come and pick up their children.

Emergency Evacuation

In the event that the Center would need to be evacuated for any reason, the children will be escorted to the designated building and will remain there until the Center is safe to re-enter or the child's parents pick them up. Cell phones will be utilized in an emergency. Attendance will be checked whenever children are moved from one location to another. Staff will bring any necessary medications, supplies, and emergency records.

Inclement Weather

Every effort will be made to have the Center open at its regular time during inclement weather. (This is not to say that there may be very rare circumstances that the program may close due to very serious inclement weather). Our goal is to make sound decisions based on the safety of families and staff, while meeting families' need for child care. In the event of a blizzard occurring during child care hours, parents will be called and asked to pick up their child early. We post all closing information on our website. You may also call the Center for an outgoing phone message regarding the status. As always, please notify the program if your child will not be attending.

Accident/Injuries

We make every effort to create a safe environment for children. A first aid kit is kept in the office and classrooms. However, accidents do occasionally happen with small children. If a child is injured while in our care and the injury requires medical attention, you will be contacted to pick up your child. If for some reason we can not reach you, the Center will seek appropriate medical attention. It is crucially important that all emergency numbers and medical information be kept current at all times. If you need to make changes to the information listed on the enrollment form, please contact the Center Director.

In an emergency, when immediate attention is needed, the Director will contact 911 and call for an ambulance to be sent, and then immediately call the parents. After the rescue squad has arrived, it is up to the paramedics what to do. If they decide your child needs emergency treatment, they will take the child to the medical facility as indicated on the child enrollment form, and the parent will be responsible for the medical charges. The child's complete file will be taken that contains the medical history as well as emergency medical permission forms. An injury requiring medical attention shall be reported by the Director to the Licensing Specialist within 48 hours of its occurrence. All staff are trained in CPR and First Aid.

Intruder or Dangerous Adult

A dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying a weapon, or showing signs of impairment. This would also include a person that the court has ordered not to have contact with a child.

Staff members will position themselves between the children and the adult in question. A second staff member will attempt to get the adult in question out of the area, and close

classroom doors. Staff will notify the Prairie du Chien Police Department, School Administrator, and Center Director.

Bomb Threat

If a staff member receives a threat via phone, or receives a suspicious package, the Director and School Administrator will be contacted immediately. The Prairie du Chien Police Department will be notified, and the appropriate agencies will be activated.

Emergency Evacuation

In the event that the center would need to be evacuated for any reason, the children will be escorted to a designated building. They will remain there until the center is safe to reenter, or a parent picks them up. Cell phones will be utilized in an emergency. Attendance checks will be done frequently, and staff will bring any necessary supplies, medications, and emergency contact information.

Health Policies

Medical Requirements

We adhere to state regulations regarding health and immunization records for each child. Each child shall have a physical examination not more than six months prior to or later than thirty days after admission to the program. Please note that health examination forms must be updated every two years for children over the age of 2.

Medication

The health and safety of the child is our primary concern when administering medication. We adhere to state regulations and procedures to ensure that your child receives the proper dosage of medication. Please do not leave medications of any kind in your child's diaper bag, backpack, or cubby/locker/hook. The medication must be handed directly to the teacher. We must have a signed Medication Authorization Form for all medication (both prescription and over the counter). All medications are stored in a locked cabinet or refrigerator and are inaccessible to children. We cannot administer any medication that is expired, not in its original container, or without an updated and signed medication form.

We will administer prescription medication as prescribed by a licensed physician. Written permission must be secured from the child's parent or legal guardian. We cannot administer the initial dosage of a medication and will only be given by designated trained staff. Prescription medication must be presented in its original container with a label bearing the child's name, dose and time to be given and the number of days to be administered. Parental instructions

must be consistent with labeling on the medication or doctor's note. Documentation is made that shows the name of the medication, the amount, time given, and the name of the person giving the medicine.

If a child has an EpiPen, the medication will be kept in a locked box, inaccessible to children. The EpiPen is to be labeled with the child's first and last name, contain a copy of the prescription label and be inside an empty bag or container. If your child is using a nebulizer, the medication must come in the original box with the prescription label on it.

Over-the-counter medicines will be treated in much the same way. We cannot administer any over-the-counter medication on an "as needed" basis. Oral medication such as aspirin, ibuprofen and cough medicine will only be administered with the written permission and instructions of the parent. A medication form must be filled out each time the medication is to be used. Over-the-counter medications may only be administered for the time limit listed on the container and for no more than the dosage recommended. Topical ointments can be administered with the written consent and instructions of the parent. All containers need to be clearly labeled with the child's name.

Special Needs and Medical Conditions

We must be informed of special needs or medical conditions that impact your child's health, well-being, or involvement in activities. Parents are responsible for keeping this information current. The program provides appropriate forms to be completed by a physician and parent when certain medical conditions are present. To meet specific medical needs of children with severe allergies, seizures, or special medical conditions, the administration must be informed prior to enrollment and proper paperwork completed by the parent.

Illness

State Licensing regulations prohibit us from caring for even mildly ill children. Children with a contagious disease or fever may not attend the program. If your child becomes ill while at the center, they will be kept in the office and you will be notified and asked to pick your child up from the program within 30 minutes. If we are uncertain of a rash or other unexplainable condition, a doctor's note will need to be issued stating the condition is not contagious before your child may return to the program.

The decision to send a child home because of illness is not taken lightly. Staff members know first-hand of having to leave work if a child is ill. We ask you to understand that your child will be sent home when we feel the child is uncomfortable, has an illness or is possibly contagious. We appreciate your cooperation with this policy.

Any child experiencing the following symptoms or who is unable to keep up with the group will be sent home:

- Fever

- Diarrhea 2 times
- Vomiting
- Contagious skin or eye infection
- Profuse bodily discharge of any kind.

If your child is sent home because of an illness, he/she must be free of any of the above symptoms without fever-reducing medication for at least 24 hours before returning to the center.

Communicable Disease Policy

Parents need to notify the program immediately if their child has been exposed to a communicable disease. State law requires that we notify parents of children who become exposed to certain contagious diseases. This is done through a notice posted by the classroom.

Head Lice Policy

Parents are to notify the center if their child has been exposed to a communicable disease. When head lice or nits are found on a child while at the center, the parent will be notified to pick up their child. Recommendations for proper treatment will be offered by office management from the Crawford County Health Department.

It is our policy that a child needs to be nit and lice free before returning to the center. Confirmed cases of lice will be posted to notify other parents. Cleaning of the classroom will be thorough and cloth articles will be placed in sealed plastic bags for ten days.

Sanitation

Our center is designed to be cleaned easily and maintained at high standards of sanitation. Our staff cleans and disinfects changing tables after each diaper change. All toys and equipment are disinfected on a daily and weekly schedule. We promote good hygiene with the children. Frequent hand washing is practiced by staff and children. Hand washing is always required before and after eating, after toileting, as well as many times throughout the day.

Biting

One of the program's most difficult jobs is to have to inform a parent that their child has been bitten. You have entrusted us to care, nurture, and protect your child. How could this occur in a quality program? The reality is biting does happen in any program caring for children. When it happens, and sometimes continues, it can be very stressful for children, parents, and staff. Parents of a child who is bitten may feel frustrated and angry. Parents of a child who bites may feel helpless, embarrassed, or frustrated.

Every child in the classrooms is a potential biter or will potentially be bit. It is important to understand that because a child bites, it does not mean the child is "mean" or "bad" or that

the parents of the child who bites are “bad” parents or they are not doing their job as parents to make this stop happening. Biting is purely an indication of the developmental age of the child. It is a developmental phenomenon and can be tied to children’s ages and stages.

Every child is different. Some bite more than others and some may not bite at all. Group care presents challenges and opportunities that are unique from home. The children are surrounded by many others for hours at a time. Even though there are plenty of toys and materials available for all the children, two or three may want the one particular toy. The children are learning to live in a community setting. Biting is not something to blame on the child, parents, or caregivers. There are many possible reasons why children may bite.

When a child bites for the first time, it often “comes out of the blue” thus making it hard to prevent. We carefully supervise and play with the children thus stopping many bites before they occur. We have duplicate toys so children will not have to compete for an item. Activities are balanced to provide active and quiet play to help release frustration. We maintain low ratios and watch for signs of tension or frustration in children. Parent communication at drop-off time is essential to help us predict a child’s mood or likelihood of biting. Please be sure to let us know if your child is on medication, teething, didn’t sleep or eat well, is going through any changes at home, or seems out of sorts. Teachers try to minimize the behavior by:

- Letting the biting child know in words and manner that biting is unacceptable.
- Avoiding any immediate response that reinforces the biting, including the dramatic negative attention. The teachers will tell the child that “biting hurts” and the focus of caring attention is on the bitten child. The biter is talked to on a level that he/she can understand. The teacher will help the child who is biting work on resolving conflict or frustration in a more appropriate manner.
- Examining the context in which the biting occurred and looking for patterns. Was it crowded? Too many toys? Was the biting child getting hungry/tired/frustrated?
 - The teachers will confidently keep track of every occurrence, including attempted bites, and note location, time, participants, and circumstances.
 - A teacher may also “shadow” a child who has a tendency to bite. This involves staying very close to the child to try and prevent biting.
 - Teachers may also consider changes to the room environment that may minimize congestion, commotion, or competition for toys and materials.

When a child has been bitten, we comfort that child immediately and wash the bite with soap and water, then apply a cold compress to minimize swelling and bruising.

It can be frustrating for the parents of children who have been bitten that we are unable to “fix” the biting child quickly or terminate care. We try to make every effort to extinguish the behavior quickly and balance our commitment to the family of the biting child with that of the other families. Confidentiality is also practiced with biting. We cannot tell a parent who bit their child. Most children soon stop biting. After all efforts have been used to control the behavior, it may

become necessary to remove the biting child from the program, either for a short period of time or permanently.

Rest Time

State licensing requires children to rest at least 30 minutes each day. Young children really need this rest time to relax and unwind from their busy morning schedule. The quiet time enables them to have a more positive afternoon and be a happier child at home with you at the end of the day. Each child will have their own mat and a blanket from home. Blankets will be sent home for laundering on Friday each week.

Outdoor Play

Health experts are unanimous on the importance of fresh air and the negative health consequences of children spending too much time in closed, indoor settings. Children who are well enough to attend our program must be well enough to participate in all activities, including outdoor play. Please be sure your child has adequate outdoor clothing. Except in extreme weather, children are expected to go outside every day. Children do not go outdoors if the temperature/windchill is less than 10 degrees Fahrenheit.

Reporting Suspected Incidents of Child Abuse and Neglect

Each employee in a child care center is mandated by the State of Wisconsin to protect children whose health or welfare may be jeopardized through physical or sexual abuse or neglect. The staff must report any suspected incidents of physical or sexual abuse or neglect to the proper authorities. Extreme confidentiality will be used in any incident.

Education

Curriculum

Our curriculum is child centered and play-based utilizing themes, projects, and activities to encourage learning. Because our program is designed to maximize individual development and promote developmentally appropriate practices, our activities focus on the process of learning. Our curriculum includes language/literacy experiences, art, music, math, science, large and small motor skills, and more.

A program of integrated activities meets the developmental needs of each age group. We strive to provide an exciting, educational environment with opportunities of discovery, creativity, and self-expression. Developmentally appropriate activities are planned for each learning center to promote success and challenge each age level. A balance between teacher-initiated activities is used with emphasis on the child's choice. Materials are gathered, created, and implemented with these goals in mind. Teachers post lesson plans, along with the daily schedule, on the parent bulletin board of their classroom. There is time allowed for active outdoor play, creative games, independent discovery, and group activities.

Religious Curriculum

Our program promotes Catholic principals through basic concepts, prayers, religious songs, and stories that teach children about Jesus. Christian values are taught by word and example...to love one another, to be kind to each other, to comfort those who are sad, and to share with each other.

Behavior Guidance

Our program promotes a positive approach to managing behavior of all children. Teachers create an environment and opportunities that promote positive interactions among children. Our goal is to provide children with the opportunity and motivation to make choices, to function independently, and to learn social skills through gentle, encouraging guidance, respecting the needs of others, adapting to routines and simple rules, and to learn responsibility for their own actions.

No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse by staff or by parents on the premises.

Positive Guidance

Behavioral expectations are consistent with the age and developmental needs of your child. Redirecting children to more appropriate activities, acknowledging and affirming positive behaviors, teaching by example and helping children understand logical consequences to their behavior usually resolve most situations.

If your child is experiencing a change in his or her home environment that may affect behavior, please let your child's teacher or the Center Director know. Communication is important to your child's progress. We will keep you informed of any issues we feel should be addressed.

Managing Behavior

Teachers will use positive methods of discipline that encourage self-control, self-direction, positive self-esteem and cooperation. Discipline is individualized, yet consistent for each child. These guidelines will be followed:

- We use praise and encouragement of good behavior instead of focusing only on unacceptable behavior.
- We teach children behavior expectations using PBIS standards and program rules. ● Rules that are developed will focus on health/safety, consideration of others and their feelings, and care of materials and equipment.
- Limits are set to reflect the children's stage of development and will be consistently regulated.
- When a child has a physical or emotional outburst, we provide comfort and privacy. This

allows the child to regain composure and ensures the safety of other children and staff. A brief, supervised separation from the group will be used as a last resort, when a child is unable to break a pattern of negative behavior. This will allow the child to refocus before rejoining the group.

- If inappropriate behaviors continue the administrative recourse is:
 1. The teacher talks with the parent privately and the documentation process will begin.
 2. There will be a meeting with the teacher and director privately and the documentation process will continue and a behavior plan will be implemented.
 3. An exit meeting will take place.

If all the above have failed, a meeting will be set up with the parents to determine a positive individual behavior plan. Little Saints Learning Center reserves the right to terminate a child's enrollment for persistent, unacceptable behavior that threatens the safety and/or quality of the program.

Communication

Newsletters

Teachers keep the parents regularly informed of classroom activities through the classroom schedule and monthly newsletters. The Center Director will keep you informed of upcoming center events and other information through monthly newsletters.

Daily Notes

Daily notes will be provided via Brightwheel in regards to the toddler's daily activities.

Feedback and Suggestions

Our program welcomes comments and suggestions to improve the quality of care and service to your family. When areas of concern arise, the problem should be brought to the attention of the teacher. If additional communication is necessary, the concern may be taken to the Center Director or Administrator.

Little Saints Learning Center
Receipt of Handbook

I verify that I have received an orientation to the program and the Little Saints Learning Center Parent Handbook. I have read and agree to abide by all the regulations, policies, and procedures. I understand that this handbook is a guideline, and it should not be construed as a contract between LCLS, parents/guardians, or any other person. LCLS is committed to reviewing its policies continually and reserves the right to change policies at any time.

Parent/Guardian Date