

St. Norbert College Children's Center
100 Grant Street
De Pere, WI 54115
www.snc.edu/childrenscenter
920.403.3013
DCF License Number 420316

PHILOSOPHY

Children are special gifts. They need love, care and guidance. Families are being challenged to adjust to differing expectations in meeting their child's needs. Cultural and economic changes are causing the home environment to change and increasing the demand for outside care for children. The Children's Center prides itself on providing quality care that helps parents meet these needs.

Childcare at the Children's Center is not intended to replace parental care and interest but to enhance the child's life experience while separated from the parents. Our environment will provide experiences so that each child can grow in inner discipline, independence, self-worth, and respect for others. Learning and exploring should be an enjoyable adventure within safe and caring bounds. The Children's Center provides that planned climate for adventure.

At St. Norbert we believe in a "hands-on" approach to learning. Children and adults learn best in an environment that is set up to foster curiosity and to provide challenges without fear of failure. There will be an emphasis on the total learning environment which includes a variety of activities both inside and outside on a daily basis. The research and works of great child study specialists such as Piaget, Montessori, Erikson, Gardner, and Vygotsky inspire the St. Norbert College Children's Center program.

The program was founded on the following beliefs about children and childhood:

- Parents are the most pervasive and influential teachers of their children.
- Curriculum is everything that a child experiences, from the time they get up in the morning until the time they go to bed in the evening.
- Each child's uniqueness must be respected and fostered.
- Children grow and develop at individual rates that are often unique and unrelated to their calendar age.
- Children need a curriculum that begins with what they already know and moves slowly from the concrete to the abstract.
- Children learn best through direct involvement with the environment with a hands-on approach
- Learning is what children do, not what is done to them. They must be active and directly involved in their own learning.
- Play enables the learner to make sense of their environment and is the essential ingredient in the work and learning of young children.

Licensing rule DCF251.04(2)(i)1

ADMISSION POLICY

The Children's Center will admit any child, regardless of race, sex, ethnic background, or religious affiliation. The St. Norbert Children's Center offers a variety of services to meet each family's childcare needs. The Center accepts children from 2½ years through 8 years of age. Children can attend the Center on a full or part-time basis. Hourly care is also available but is based on current enrollment capacities. The Children's Center also offers a Preschool program for children 4 and 5 years of age. A child must be 4 by October 1st to enroll. Tuition rates for all services are listed on the tuition schedule which is found on the Children's Center website. Any changes in parent's work schedules throughout the year will be accommodated, however this will be dependant on staffing, enrollment, and will be at the Director's discretion.

The Children's Center is dedicated to the total growth and development of each child and is child-centered; designed to provide a nurturing atmosphere with appropriate space, equipment, and materials. Through competent teacher guidance, and carefully selected programs, children are able to develop socially, cognitively, emotionally, and physically. There will be a trial adjustment period for all children. If the Children's Center is unable to fulfill the needs of your child, placement will be recommended elsewhere.

All procedures listed under licensing rule *DCF251.04(2)(i)1-Admission* are followed.

REGISTRATION AND TUITION

To enroll a child in childcare only at the Center, a family must fill out all of the required forms and pay a \$50.00 **annual** registration fee. The registration fee is non-refundable. For current families, the **annual** registration fee is assessed in September and is automatically billed on the family's account. A \$50.00 registration fee and an additional \$200.00 deposit will be charged at the time of Preschool enrollment. The \$200.00 deposit will be credited in April of the following year. Failure to continue with enrollment or failure to complete the academic school year (Sept-May) will result in the forfeiture of this \$200.00 deposit.

When enrolling, you will be given a packet of forms to fill out. All forms must be returned to the office in order to meet our State licensing requirements. The forms are:

- Child Enrollment
- Documentation Verification
- Emergency Card with Child's Picture
- Family Directory Form
- Immunization Form
- Parent Handbook Receipt
- Payment Agreement Form
- Payment Policy
- Health History
- Positive Guidance Policy
- Tuition Policy
- Website Permission Form

Please make sure you notify the Center staff if there are any changes in your child's information, especially emergency contact phone numbers. It is critical for the safety of your child that this important information is kept current.

Licensing rule DCF251.04(2)(i)1

HOURS OF OPERATION/HOLIDAYS

The Children's Center will operate from 7:15 a.m. to 5:30 p.m. Please refer to the annual calendar for holiday closings. Center closings beside those listed will be decided by the President of the College or the Director and could include days when the attendance drops due to illness, inclement weather, building and maintenance emergencies, etc.

PAYMENTS

The Children's Center bills on a monthly basis. The Business Office prepares and mails the invoices. Payment is required by DATE DUE on the invoice. Any payment not made by this date is considered PAST DUE. A \$25.00 Late Pay Fee will be assessed. If payment is not made, childcare services can be discontinued. Payments should be made directly to the Business Office. Please refer to your Tuition and Payment Policy for further details (*Licensing rule DCF251.04(2)(h)1*).

NO-SHOW POLICY

Children, who are scheduled on an hourly basis who do not attend, or call in advance to report their absence, will be charged for the hours of the reservation.

VACATION/ILLNESS POLICY

Vacation for fulltime families has already been figured into the price of tuition each year. Additional credits for vacation days or illness will not be given.

DROP OFF / PICK UP

Children are not to be dropped off in the cul de sac or at the entrance of the Center, or are they allowed to enter the Center alone. An adult must drop off each child with a Center staff person. This allows the staff person to greet you and your child (ren) each morning and to conduct the daily pre-admission health check that is required by licensing. If your child is ill, care will not be provided on that day.

A child shall be released from the Center only to the child's parent or guardian or to persons designated in writing by the parent or guardian. Children's Center staff shall refuse to release a child to any person, whether related or unrelated to the child, who has not been authorized, in writing, to pick-up that child. Persons unknown to the staff are required to provide a current photo ID (issued by the Secretary of State) to establish their identity, before release of the child.

Persons picking up a child from the Center must sign that child out on the computer. **Please advise all persons authorized for pick-up of this policy.**

LATE PICK-UP

Charges of \$1.00 per minutes will be assessed to families that leave their children beyond their regular scheduled pickup time or after closing time. This applies to all types of care; full-time, part-time, hourly, and Preschool. Please refer to your Tuition and Payment Policy for details. **When a child is repeatedly picked up late, care will be discontinued.**

REPORTING OF ABSENCES

If your child is going to be absent, please notify the Center as soon as possible. If your child is ill, you should notify us as to the nature of the illness, particularly if it is contagious.

PARENT COMMUNICATION

Each family has a "Family Mailbox" which is kept in the front entry hall. All important information, forms, permission slips, etc. are placed in these mailboxes. Please check your mailbox on a daily basis. In addition, email is used for daily and/or weekly communications between staff and families. The staff and families will work together to make sure the most current addresses are used.

PARENT INVOLVEMENT

St. Norbert Children's Center staff recognizes parents as the child's first and most influential teacher. The staff also believes that the needs of young children can best be met when the parents participate in the on-going experiences of their children in the Center. You are always welcome to share and participate. All of you have interests, hobbies and expertise that could enrich the Children's Center programming.

MEDICATIONS

The staff as directed by a licensed physician or dentist will administer prescription medication. Written permission must be secured from the child's parent or legal guardian for any medication to be given. Any medication will be kept in a locked box out of reach of children. **Please do not put any medication in a child's mailbox or backpack.**

If your child needs over the counter (OTC) drugs and the label reads, "Under age 3 or 4, consult physician", then a release from your physician will be needed before the OTC meds can be administered.

FOOD AND NUTRITION

The Center provides breakfast from 7:45 - 8:15 AM, a snack each afternoon, and a hot lunch. Breakfast will not be served after 8:15 AM. Please have your child (ren) at the Center prior to 8:05 A.M. each day so they can enjoy a relaxed breakfast. Menus are posted on the refrigerator for each week in advance. A variety of nutritious foods will be catered and served from the professional kitchen at St. Norbert College, giving your child a balanced meal each day. All meals are served family style to encourage children to develop self-help skills such as pouring milk, serving themselves, and cleaning up their own place.

If a special diet is needed, a physician's written statement describing the reasons for the diet and its duration will be requested. The parent must provide all food for short-term special diets due to illness, etc. All food restrictions and allergies should be brought to the staff's attention at the time of enrollment. The Director reserves the right to request written explanations about nutrition or health concerns, from the child's physician, at any time.

Parents are urged to bring snacks on occasion. This promotes sharing, which is an important part of learning. All food brought into the Center must be purchased commercially. Cupcakes, cake, and other messy foods are not allowed. Please check with your child's teacher if you have questions about what is appropriate. **Homemade snacks are not allowed.** Please do not allow your child (ren) to enter the Center while eating. This can cause a problem with the other children and can cause unsanitary conditions at the Center.

Licensing rule 251.04(2)(i)4

ILLNESS/HEALTH/EMERGENCY MEDICAL CARE

In accordance with Wisconsin licensing standards, each child must provide a current immunization record and a physical examination report at the time of admission. **Please notify the Director each time your child receives immunizations.** If a child is exempt from immunizations and/or medical care for religious reasons, the parent is responsible for obtaining a release form from a Board Certified Physician, as well as providing a written procedure for obtaining emergency care.

Licensing standard DCF state that any child who is suspected of having a communicable disease, or who develops a fever or symptoms of illness, shall be isolated from the other children and the condition reported to the parents. **The child must be removed from the facility within the hour.** Failure to pick up your child or failure to return phone calls will result in dismissal. Children removed due to illness shall not return to the Center until all signs and symptoms are gone. In the case of fever, diarrhea or vomiting the child cannot return for 24 hours after the fever, diarrhea, and/or vomiting have ceased. Antibiotics must be administered for a full twenty-four hours, in illnesses calling for them, before returning to the Center. The Director reserves the right to request a physician's release.

A child cannot attend the Center with a fever of 101 degrees, diarrhea, harsh cough, and discharge from ears, eyes, or nose, or an unidentified rash. **A child who is too ill to participate in outdoor activity should remain at home until able to participate in the Center program.**

Please notify the Center if your child becomes ill with a communicable illness, for this condition will need to be reported to the Health Department and posted at the Center so that other parents can watch their child (ren) for symptoms.

If your child is to receive medication at the Center, a Medication Form must be completed and placed with the medicine. Parents are asked to handle all medication. Please do not allow children to deliver medicine to the staff or leave in bags or mailboxes. The Director or the person designated by her will administer all medications. Parents should place the medication along with the proper dispensing tool and the completed forms in the office.

If your child (ren) sustains a minor superficial injury (i.e. scrape, bump, or cut) while at the Center, the staff will administer first aid. This will consist of ice, soap and water, and a band-aid. An accident form will be filed. In case of serious accident, medical assistance will be secured immediately. The child will be transported by ambulance to the nearest hospital and the parents will be contacted. If you cannot be reached, the alternate persons listed on the enrollment form will be called.

DCF 251.04(2)(1)2

SAFETY/INSURANCE COVERAGE

The personal safety of each child is one of the most important considerations at the Children's Center. Staff members are required to evaluate and improve safety conditions on a regular basis. Children are closely supervised at all times, indoors and outdoors, to ensure safe fulfillment of their need for physical and mental growth. Parents are encouraged to report to staff members any conditions or situations they consider unsafe.

Monthly evacuation and take-cover drills will be conducted to ensure all children are aware of appropriate procedures and capable of carrying them out expediently in an emergency. The Children's Center is covered under the insurance program of St. Norbert College. The Children's Center children are covered while at the Center or at sponsored events. This insurance is a secondary level coverage. Your family insurance program is considered your primary coverage.

PERSONAL PROPERTY/CLOTHING

All personal property brought to the Center should be properly labeled with the child's name. The Center will not be held responsible for lost or damaged items. A lost-and-found area for articles of clothing or items brought to the Center will be maintained near the family mailboxes. Articles not claimed within one month will be donated to a charitable organization.

Please ensure that your child is dressed for play. The staff provides for a variety of experiences and some of these can be messy. It is difficult for young children to fully engage themselves in these types of activities when they are worried about soiling their clothing. Dress is expected to be casual and appropriate for daily plans. Parents will also need to furnish a labeled change of clothing to remain at Center for emergencies. Overalls and hard-to-open belts are discouraged when children are in the potty-training stage. Children that are potty training should have several changes of clothing including socks. **Dress shoes without non-skid bottoms are not safe for Center use. Please provide shoes that are safe for running and climbing.** Sandals, clogs, and non-fitting boots are not allowed.

OUTDOOR PLAY

The daily schedule provides for opportunities to engage in outdoor play. Please ensure that your child has appropriate clothing to allow for this type of physical play. The daily schedule provides a minimum of two outdoor play times each day. Children who are well enough to attend the Center must be well enough to participate in all activities, including outdoor play.

Children will go outside when the weather permits. Each child should bring snow pants, gloves, hats and boots for winter play and bathing suits, water shoes, and towels for summer play. Children will be taken outside when winter temperatures are above 10° 'wind chill' and a 'real feel' of 90° in the summer.

REST TIME

State licensing specifies that all children under 5 years of age that are in care more than 4 hours must have a naptime. Children who nap are under the supervision of a teacher at all times. Children over 5 will rest for 30 minutes and then be allowed to get up and participate in quiet activities.

FIELD TRIPS (PRESCHOOL ONLY)

Field trips represent an integral part of the curriculum. Preschool teachers will plan informative and educational field trips, which will be correlated with classroom studies. These social and cultural experiences are to enhance the academic program.

Parents will receive notification of all field trips as they coincide with the teacher's lesson plans. Included will be a permission slip and the cost, if any. Lamer's bus lines will provide transportation for all field trips other than those where walking instead. Children will be counted before boarding busses and again once on the bus, both traveling to destination and returning to the Center.

Licensing rule DCF251.04(2)(i)9

STAFFING/VOLUNTEERS/ST. NORBERT STUDENTS

All staff, student workers, and volunteers will fill out all paperwork required by Wisconsin Department of Children and Families listed on form DCF 251.04(2)(i)8, in addition to all paperwork required by St. Norbert College and state and federal agencies.

Volunteers are encouraged to participate. Because we recognize the value of the involvement of those dedicated to the enrichment of children, it is a Center policy to welcome and utilize the talents of parents, grandparents and significant others in as many areas of the Center program as possible.

All students using the Center for coursework will check in with the Director prior to working with children. All students will pass a background check from the specialization department before coming to the Center. The Director or the lead teachers will know each time students are working with children. **AT NO TIME ARE STUDENTS ALLOWED TO LEAVE THE PREMISES WHEN WORKING WITH CHILDREN.** Permission slips will be obtained on an as-needed basis.

CURRICULUM

The curriculum is constructed to meet the needs of each individual child. The educational and instructional materials are selected to foster healthy physical, intellectual, social, and emotional development. Learning experiences are carefully chosen to stimulate imaginations and foster creativity. Broad, interactive activities are provided for the children to enable them to form healthy attitudes toward themselves, others, and the world around them.

DISCIPLINE

Each class has a basic set of ground rules with regard to safety, personal dignity and use of materials. All of the children will be advised of these ground rules in an appropriate manner. Most important is the provision for positive guidance, redirection and the setting of clear-cut limits for children and for developing self-control, self-esteem, and respect for the rights of others. Fussing and crying will be dealt with on an as-needed and individual basis that insures that each child's emotional needs are met. Please refer to St. Norbert Children's Center Positive Guidance Policy included in your enrollment packet.

Licensing rules DCF 251.07(2)(b), DCF251.04(2)(i)5

Some unacceptable behavior is within the normal learning process and will be handled with redirection in order for the child (ren) to learn that there are always consequences for their actions. Some behaviors need parental involvement and will be communicated as such. We will discuss inappropriate behavior with parents before it becomes a pattern. All significant incidents will be documented and reported to the parents of all those involved. Behavior that disrupts the class environment or indicates a lack of parental cooperation, after verbal and/or written communication, will constitute grounds for dismissal from the Children's Center at the discretion of the Director.

Licensing Rule DCF251.04(2)(h)3

DAILY SCHEDULE Children's activities and programs will be consistent throughout the week, while still allowing for a certain amount of flexibility. A specific daily time schedule for activities such as meals, snacks, outdoor periods, etc. will be posted in each classroom. The following list of activities is provided in order for you to better understand your child's time at the Center.

SELF-MOTIVATED ACTIVITIES

- * **LARGE MUSCLE** - promotes balance, coordination, and a kinesthetic awareness of self.
- * **SMALL MUSCLE** - improves eye-hand coordination, dexterity, and provides experiences in matching, sequencing, and patterning,
- * **SENSORIAL** - allows for experiences in texture, weight, and volume.
- * **ART EXPERIENCES** - allow for creativity and expression of self, while giving an appreciation for beauty.
- * **SCIENCE, NATURE, AND COOKING** - develops thinking, reasoning, curiosity, and promotes an understanding of cause and effect.
- * **DRAMATIC PLAY/HOUSEKEEPING** - stimulates communication, imagination, and social skills.

SEMI-DIRECTED DEVELOPMENTAL ACTIVITIES

- * **WRITING CENTER** - develops an appreciation for the alphabet, numbers, dictation, and the written word.
- * **STORY TIME** - improves listening skills, stimulates imagination, and promotes literacy.
- * **GROUP TIME** - promotes social-centered activities which teach sharing and the understanding of taking turns.
- * **MUSIC** - enhances rhythmic movements, freedom of expression, and listening skills.
- * **INNER-DISCIPLINE** - taught through example of a positive tone of voice, praise, cause and effect, and conflict resolution skills.

Licensing rule DCF251.04(2)(1)3

BIRTHDAY CELEBRATIONS

The Children's Center has a birthday gift program which helps add books and other materials to our library and classrooms. You may check the Wish Tree at any time to find the current needs of the Center. We feel that this is a special way to celebrate birthdays, and children will enjoy knowing that they were able to contribute something to their classroom.

We ask that birthday "treats" be reserved for family and friends at home.

CHILD ABUSE

The staff and student workers at the Children's Center are mandated reporters. This means that they must notify the state officials if they suspect that a child has been abused, either at home or in the Center. All students and staff will make the Director aware of their suspicions before making the call.

CONFIDENTIALITY

Children's Center staff shall respect the confidential nature of each child, the child's family, and personnel records. Information pertaining to admissions, progress, health, or discharge of an individual child shall be limited to facility staff. If an outside agency or person requests information, a written request will be obtained and the parent will be notified.

EMERGENCIES & CONTINGENCY PLANS

Fire drills are practiced on a regular basis and St. Norbert also does regular testing of all fire systems. Fire evacuation routes are posted throughout the building. In an event of a fire in the Children's Center or Sensenbrenner hall, the children will be taken to the Campus Center until families can arrive to pick them up. If the children are unable to return to the Center for a length of time, days or weeks, a contingency plan will be decided upon by St. Norbert College by the morning following the fire. Information will be posted on the Children's Center web site at www.snc.edu/childrenscenter.

In the same manner tornado and severe weather drills take place on a regular basis as well. Children will be taken into the main hallway of Sensenbrenner hall and will be asked to sit under their coat hooks. St. Norbert College handles all inclement weather via their emergency information system. All staff at the Center are kept informed via text, phone, and email as the situation changes.

St. Norbert college does have an emergency broadcast plan in place so that staff, faculty, and students are kept informed of emergencies on campus that would include but not be limited to natural disaster, loss of power or other campus services, medical emergency, or violent threats. This again is done through the use of campus phone, email, and employee cell phone and text.

11/11/11 BJL