

2 **PHILOSOPHY**

POLICIES

- 3 ADMISSION
- 3 REGISTRATION/TUITION
- 4 TUITION PAYMENTS
- 4 HOURS OF OPERATION/HOLIDAYS
- 4 VACATION/ILLNESS
- 4 ORIENTATION
- 4 PETS
- 5 DROP OFF/PICK UP
- 5 REPORTING OF ABSENCES
- 5 LATE PICK-UP
- 5 CONFIDENTIALITY
- 5 CHILD ABUSE

TEACHING/LEARNING

- 6 CURRICULUM
- 6 RELIGIOUS TRAINING
- 6 DAILY SCHEDULES
- 6 STAFFING/VOLUNTEERS/SNC STUDENTS
- 7 BIRTHDAY CELEBRATIONS
- 7 TOYS FROM HOME
- 7 NAP TIME ITEMS
- 7 FIELD TRIPS (4K ONLY)
- 7 CHILD GUIDANCE

LEARNING EXAMPLES

- 9 SELF-MOTIVATED ACTIVITIES
- 9 SEMI-DIRECTED ACTIVITIES

FAMILY INVOLVEMENT

- 10 FAMILY COMMUNICATION
- 10 FAMILY CONFERENCES

HEALTH & WELLNESS

- 11 ILLNESS/HEALTH/MEDICAL EMERGENCY CARE
- 11 LICE
- 12 MEDICATIONS
- 12 UNIVERSAL PRECAUTIONS
- 12 HANDWASHING
- 12 REST TIME
- 12 OUTDOOR PLAY
- 13 FOOD AND NUTRITION
- 14 PERSONAL PROPERTY/CLOTHING

SAFETY & EMERGENCY

- 14 FIRE/WEATHER/LOCK DOWN/CONTINGENCY PLANS
- 15 SAFETY/INSURANCE COVERAGE
- 15 SECURITY ENTRY CARDS

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.

We focus on teaching children how to learn, how to be inquisitive and find their own answers with adult facilitation, and heavily on making sure they are emotionally safe which insures a wonderful and successful experience. We meet your child where they are personally and take them where we think they can go versus working with the entire group with the same goals. We use peer mentoring and every child gets a chance to mentor as they all have gifts to share.

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 an individualized 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
- 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

POLICIES

ADMISSION

The St. Norbert College Children's Center will admit any child, regardless of race, sex, ethnic background, or religious affiliation. The Center offers a variety of services to meet each family's childcare needs and is licensed

by the Department of Children and Families (DCF). A copy of the DCF Licensing Rules, Center Policies, Tuition Schedule, Tuition & Payment Policies, Child Guidance policy, as well as a Yearly Calendar can be found in a binder alongside the parent mailboxes in the front entry vestibule. The License issued by DCF and the results from the most recent licensing inspection can be found in this same area.

The Center is licensed for 53 children ages 30 months through 9 years of age (Kids Kamp- summer school-age program). Children can attend the Center on a full or part-time basis. The Children's Center offers a 4K program for children 4 and 5 years of age. **The 4K program is available for children who turn 4 on or before September 1st. Special arrangements are sometimes made for children that turn 4 in October at the Director's discretion. All children must be toilet-trained before enrollment in 4K.**

Tuition rates for all services are listed on the tuition schedule which can be found on the Children's Center website at snc.edu/childrenscenter and in the binder mentioned above. Any changes in parent's work schedules throughout the year may be accommodated, however this will be dependent 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 has a child-centered approach, designed to provide a nurturing atmosphere. 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, services will be discontinued.

Once you enroll your child, but before their first day, you are encouraged to visit the program several times to help transition your child to their new setting. Families are welcome for inside time, playground time, lunch, and are also encouraged to come view a naptime. These visits provide talking points for your family and ease the child's anxieties about a new school.

REGISTRATION & TUITION

To enroll in childcare in the 2/3-year-old classroom a family must submit out all of the required forms and pay a \$50.00 **annual** registration fee, which is non-refundable. For current families, the **annual** registration fee is assessed in September and is automatically billed.

To enroll in 4K families must submit the required forms, the \$50.00 registration fee, in addition to a \$200.00 deposit, both are non-refundable. This \$200 deposit will be credited back on the May tuition billing. 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. Once enrolled you will be given the remaining forms. All forms must be returned to the office before starting care in order to meet DCF requirements. The forms are:

- Child Enrollment
- Documentation Verification
- Emergency Card with Child's Picture
- Family Directory
- Health History
- Immunizations
- Parent Handbook Receipt
- Finance Contracts (2)*
- Positive Guidance Policy
- Website/Video/Photo Permission

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

*Finance contracts are tuned in with original Enrollment form and deposits.

TUITION PAYMENTS

The Bursar prepares and emails invoices on a monthly basis in advance, in 4-5-week cycles. Payment is required by the 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 payments are not made, childcare services can be discontinued. Payments must be made directly to the Bursar's Office. Please refer to your Tuition and Payment Contracts for further details. At no time will payments be accepted at the Children's Center. A \$25 charge will also be applies for NSF checks and credit cards

HOURS OF OPERATION/HOLIDAYS

The Children's Center operates from 7:15AM to 5:30PM 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, or building and maintenance emergencies, etc. These days are considered regular tuition days.

VACATION/ILLNESS TUITION POLICY

Vacation and sick day credits have already been figured into the price of tuition each year. Additional credits for vacation days or illness will not be given.

ORIENTATION

Each family will have a brief orientation during a tour of the facility. On Open House night each family will receive an extended orientation to the Center and its policies. Once enrolled, a family will be continually familiarized with the Center customs and traditions as well as on its business practices. Families that enroll mid-year will receive a full orientation prior to their child's first day.

PETS

The Children's Center does not have any pets in the Center. Please refrain from bringing pets into the Center without checking with the Director in advance.

DROP OFF/PICK UP

Children are not to be dropped off in the cul de sac, 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 a 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 appears ill, care will not be provided on that day.

A child will only be released from the Center to the child's parent, 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. If a circumstance arises where a family needs to send someone new to pick up their child, an email will be requested before the child can leave the Center. **At no time will staff release a child to an adult that appears to be under the influence of drugs or alcohol.**

REPORTING OF ABSENCES

If your child is going to be absent, please notify the Center as soon as possible at 403-3013 or via email to your child's teacher. If your child is ill, you should notify us as to the nature of the illness. Some illnesses must be reported to DCF. The teachers also use this information in their classrooms in order to build a community of caring among the children.

LATE PICK-UP

Charges of \$1.00 per minute 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, and 4K. Please refer to your Tuition and Payment Policy for details. **When a child is repeatedly picked up late, care will be discontinued.**

CONFIDENTIALITY

Children's Center staff shall respect the confidential nature of each child, the child's family, and their personal records. Information pertaining to admissions, progress, health/medications, 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. The school districts often ask for report cards if your child is headed to kindergarten and they do not need parent approval to do so.

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 at the Center or outside of St. Norbert College Children's Center. All students and staff will make the Director aware of their suspicions before making a call.

TEACHING & LEARNING

CURRICULUM

The curriculum is constructed to meet the developmentally appropriate 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. While the Children's Center believes in an 'emergent' curriculum, which allows the children to help guide their own learning, Creative Curriculum is used as a framework. Curriculum is also aligned to the Wisconsin Early Learning Standards (WMELS). The following websites might be helpful. There is also a copy of the standards in the back of this handbook.

Vygotsky https://www.youtube.com/watch?v=7Im_GrCgrVA

Creative Curriculum <http://jccsy.org/docs/The%20Parent's%20Guide%20to%20Creative%20Curriculum.pdf>

RELIGIOUS TRAINING

While St. Norbert is a Catholic institution the Children's Center does not provide religious education. We do however discuss the birth of Jesus at Christmas and His resurrection in the Spring. At the same time, we also celebrate the secular traditions of Santa Claus and the and Easter bunny. We are respectful of each family's beliefs and do not discourage the developmentally appropriate discourse between the children when the subject of God arises.

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.

STAFFING/VOLUNTEERS/SNC STUDENTS

All staff, student workers, and volunteers will fill out all paperwork required by DCF in addition to all paperwork required by St. Norbert College and state and federal agencies.

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. You are welcome to contribute or visit at any time. We love having you in the classroom, even just for brief visits.

Students using the Center for coursework will check in with the Director prior to working with children. Students will pass a FBI background check 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.**

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 in the front entry vestibule or speak with your child's teacher 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 'parties' be reserved for family and friends at home.**

TOYS FROM HOME

Please do not allow the children to bring toys from home. This generally ends up in tears when toys get broken or lost. If these items do enter the Center the staff will remove them from lockers and place them in the Center office. The Center prides itself in the constant sanitation of toys and equipment owned and used by the Center.

NAP TIME ITEMS

Your child is able to bring one small blanket as well as a small travel size pillow for napping. If they would like to have a soft toy to nap with we ask that it be something that can remain on their cot versus something that

goes home every day.

FIELD TRIPS (4K and KID'S KAMP ONLY)

Field trips represent an integral part of the curriculum. 4K teachers will plan informative and educational field trips, which will be correlated with classroom studies. These social and cultural experiences are meant to enhance the academic program.

Parents will receive notification of all field trips as they coincide with a teacher's lesson plans. Included will be a permission slip and the cost, if any. Lamer's bus lines will provide contracts and 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 in order to avoid leaving children on the bus or at the field trip location. Emergency cards will be taken on all trips, both walking and on the bus, in order to contact families should an illness, injury, or emergency arise.

CHILD GUIDANCE

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 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.

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. Behavior that disrupts the class environment, indicates a lack of parental cooperation, or poses a safety risk after verbal and/or written communication, will constitute grounds for dismissal from the Children's Center at the discretion of the Director.

At no time will the Children's Center use prohibited discipline techniques even if requested by a parent. These could be, but not limited to, standing/sitting in a corner, spanking, verbal abuse, or threats.

If a Center uses time-out periods to deal with unacceptable behavior, time-out periods may not exceed 3 minutes. For purposes of this paragraph, a "time-out" is an interruption of unacceptable behavior by the removal of the child from the situation, not to isolate the child, but to allow the child an opportunity to pause, and with support from the provider, reflect on behavior and gain self-control. **Use of time-out periods is prohibited for children under 3 years of age.**

Teachers will provide techniques for appropriate transitions in order to ensure that children are not left waiting in lines or large groups. They will guide student workers in these techniques as well, such as when waiting to go outside, using the restroom, or lining up for lunch.

LEARNING EXAMPLES *

SELF-DIRECTED ACTIVITIES

“Self-direction is one of the most powerful skills anyone can develop. Learning to identify what intrigues us, digging deep, and coming out on the other end with more knowledge than we had going in is essential to a meaningful human experience.” *Jenni Mahnaz*

Brief article on the importance of self-directed play and why it is disappearing
<https://drive.google.com/file/d/0B5XV5LH0u14sNG95WU5EWmZRRm8/view>

LARGE MUSCLE- coordination, strength, and a kinesthetic awareness of self

Running, climbing, skipping, throwing, rolling, jumping

SMALL MUSCLE- hand-eye coordination, pincer strength, and dexterity

Writing, tracing, cutting, tearing, coloring, use of small manipulatives

SENSORIAL- experiences in texture, weight, and volume

Pouring, kneading, squishing, measuring, estimation, scientific thinking

ART EXPERIENCES- promotes creativity and self-expression, while giving an appreciation for beauty

Coloring, painting, sculpting, molding

NATURE- promotes an appreciation for the natural world, sense of wonder, appreciation for living things,

Observation, insect hunts, tree climbing, plant collections, studies in liquid, solid, & gas, nature walks

BLOCKS AND CONNECTING TOYS- promotes engineering, small-motor skills, geometry/algebra

Units blocks, Legos, Magnatiles, puzzles, table-top manipulatives

SEMI-DIRECTED DEVELOPMENTAL ACTIVITIES

WRITING CENTER- develops an appreciation for the alphabet, dictation, and the written word

One-to-one correspondence, letter recognition, spatial awareness, hand control

STORY TIME- empathy, understanding of culture, imagination, sentence structure, listening

Reading, group writing, singing, round-robin stories, "What if" discussions, short educational videos

GROUP TIME- promotes social-centered learning, respect of other's opinions

Turn taking, conversation, out of the box thinking, leading/teaching peers, listening, accepting other's ideas

SCIENCE/ENGINEERING- provide an extension to their everyday world, reasoning, curiosity, exploration

Science experiences, engineering activities, child-initiated observations, questioning

MUSIC- fosters all areas of child development

Singing, movement, appreciation of music around the world, memorization, learning about rhythm and beat

***4K uses a science-based curriculum in addition to having a nature component**

FAMILY INVOLVEMENT

St. Norbert Children's Center staff recognizes parents as the child's first and most influential teacher. The staff 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 (with the exception of restraining orders or access denied by court order). All of you have interests, hobbies and expertise that could enrich the Children's Center programming. Please consider visiting your child's classroom as time allows.

There will be times throughout the year that classrooms events are held, and parents, grandparents, and younger siblings are always welcome. These include Trick-or-Treating, classroom parties on Halloween, Christmas, and Valentine's Day, and field trips. There may also be events scheduled in the evening that include families.

FAMILY COMMUNICATION

The majority of the communications will happen via email each week, which could include lesson plans, classroom activities and photos, special reminders, notes of thanks, etc. Center staff will also be available at drop off and pick up daily. The staff and families will work together to make sure that email addresses are kept current. Family Directories and Email directories are given to all families so that they can communicate with each other.

Each family has a "Mailbox" folder in the front entry vestibule of the Center. Important information, forms, permission slips, etc. are placed in these mailboxes. Please check your mailbox occasionally.

FAMILY CONFERENCES

Conferences and report cards will be made available twice a year in the fall and again in the spring. In addition, parents are welcome to request meetings with their child's teacher or the Director at any time in order to ensure all expectations are being met by both parties. Teachers are trained in the use of the Children's Center assessment tools upon their hire and can provide useful information should questions or concerns come up.

CUSTODY ISSUE DEBATES

In cases of divorce and/or separation the Children's Center staff will remain neutral at all times. The divorce and/or separation will not be discussed while at the Center and all information regarding a case will be kept confidential. The Center will not provide information about a child's attendance unless ordered by the court to do so. Center staff will work with guardian ad litem if one should be appointed by the court.

HEALTH & WELLNESS

ILLNESS/HEALTH/EMERGENCY MEDICAL CARE

In accordance with DCF licensing rule, each child must provide a current immunization record and a physical examination report within 30 days of admission. **Please notify the Director each time your child receives immunizations.** The health exam and immunizations do not apply to a parent of a child who requests, in writing, that the department grant an exemption based upon a parent's adherence to religious belief in exclusive use of prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect or denomination.

Licensing rule states 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 either by parent or another person listed on emergency contacts.** 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, 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 DCF as well as the Health Department and posted at the Center so that other parents can watch their child (ren) for symptoms.

If your child 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. At times the family may be contacted to make the choice to seek further medical care. In cases of head and dental injuries a parent will always be contacted.

In case of serious accident, medical emergency assistance will be secured immediately. The child will be transported by ambulance to your family's choice of hospital and you will be contacted. **The paramedics will be given your child's health records so that doctors can be sure of allergies, etc. Please make sure to get the records back from the hospital. It is imperative that your child's records are kept up to date.** If you cannot be reached, the alternate persons listed on the enrollment form will be called. The same procedure will be followed on all field trips. All medical emergency will be reported to DCF at the earliest possible opportunity.

LICE

The Children's Center has a no-nit policy when lice have been found on a child. This means that all lice **AND** eggs must be gone before a child will be readmitted. The director should be notified immediately if any person in your family has had lice. The other families using the Center will be notified and total confidentiality will be insured. The staff will then do morning head checks.

MEDICATIONS

The lead teachers as directed by a licensed physician or dentist will administer prescription medication that has the original prescription attached. Written permission must be secured from the child's parent or legal guardian for medication to be given. Medication will be kept in a locked area out of reach of children. **Please do not put any medication in a child's locker or backpack.** A written release from a parent/guardian is also required for all OTC medications, Motrin, cough syrup, chap stick, lotions, etc. 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. **At no time will student workers be allowed to administer medications.** All prescription and OTC meds will be entered into a logbook as required by DCF.

UNIVERSAL PRECAUTIONS

Staff and student workers are trained in the use of Universal Precautions. Children that have a bleeding injury, including a bloody nose, will be cared for by a staff member. Gloves will be worn, and waste will be triple bagged.. In the case of vomiting, housekeeping will be called to do all the cleaning and sanitizing so that a staff member can attend to and calm the child. Another staff person will contact the family.

HANDWASHING

The Children's Center staff require children to wash their hands before/after all snacks/meals, and after diapering (single use gloves are used when diapering a child) and bathroom use. A full training of this procedure will be done at the beginning of each year and whenever new children enroll. Reminders are continuous! Children will be taught how to wash hands for a full 20 seconds. Children will also be asked to wash before/after certain classroom activities. If your child has eaten breakfast in the car please ask them to wash their hands in this same manner upon entering the Center. The same procedure is required by staff and students while diapering and assisting in the bathroom.

REST TIME

State licensing specifies that all children under 5 years of age that are in care more than 4 hours must have a rest time. Children who rest/nap are under the supervision of a staff person at all times. Children that rest but do not sleep after 30 minutes will be allowed to get up and participate in quiet activities.

OUTDOOR PLAY

The daily schedule provides a minimum of two outdoor play times each day, for a period of 30-60 minutes each. Children who are well enough to attend the Center must be well enough to participate in all activities, including outdoor play. Please ensure that your child has appropriate clothing to allow for this type of physical play.

Children will go outside when the weather permits. Each child should bring snow pants, gloves, hats and boots for winter play. Children will be taken outside when winter temperatures are above 0° 'wind chill' and a 'real feel' of 90° in the summer.

FOOD AND NUTRITION

The Center provides breakfast from 7:45-8:15, snacks, and a hot lunch. Breakfast will not be served after 8:15AM. **Please have your child(ren) at the Center prior to 8:10AM each day so they can enjoy a relaxed breakfast.**

Lunch menus will be emailed every week and are also 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. **Lunch times are from 11:30am to 12:15pm and parents are welcome to join with a one-day advance notice. Parents will be notified of all allergies that the children may have and will be asked not to pack foods in their lunch that could possibly cause a problem. Parents can also eat Center food if quantities permit.** A dietician plans the meals according to USDA guidelines. All meals are served family style to encourage children to develop self-help skills such as pouring, serving themselves, and cleaning up their own place. The goal is to also enhance each child's social skills through conversation, asking friends to pass food, and using manners.

Special meals due to religious beliefs, vegetarian or vegan meals, gluten-free meals etc., will be the responsibility of the parent. This could mean entire meals or additions to the food provided by the Center. Non-dairy milk such as almond, soy, coconut, or organic can also be provided by the parent.

If a special diet is needed for medical reasons, 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 Director'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.

All families that provide special dietary meals are given the Child and Adult Care Food Program (CACFP) guidelines. These can also be found at [CACFP Guidelines](#)

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 other children and can cause unsanitary conditions at the Center. This will ensure that children with allergies will not be affected by unknown food brought into the Center. When children have major allergies such as those associated with tree nuts all families will be made aware of the situation. Teachers will use these opportunities to teach the children about being safe while ensuring their friend's safety as well

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. Articles not claimed within one month will be cleaned and donated to a charitable organization.

Please ensure that your child is dressed for play. The staff provides a variety of experiences and some of these can be messy. It is difficult for young children to fully engage themselves 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, including socks, to remain at Center. **Dress shoes without non-skid bottoms are not safe for Center use. Please provide shoes that are safe for running and climbing.** Sandals, clogs, cowboy boots and other non-fitting boots, or shoes with higher heels (girls), are not allowed.

Overalls and hard-to-open belts are discouraged when children are in the toilet-training stage. Children that are toilet training should have several changes of clothing including socks.

SAFETY & EMERGENCY

FIRE, WEATHER, LOCK DOWN & CONTINGENCY PLANS

Fire drills are practiced on a monthly basis and St. Norbert also does regular testing of all fire systems. Fire evacuation routes are posted throughout the building. In an event of an actual fire in the Children's Center or Sensenbrenner Hall, the children will be taken to the Campus Center until families can arrive for pickup. 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 earliest possible date, 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 monthly. Children will be taken into the main hallway of lower level Sensenbrenner, along with activities for them. St. Norbert College handles all inclement weather via their emergency information system. All staff at the Center is kept informed via text, phone, and email as the situation changes. Please know during these times we will not be answering the doorbell so please have your swipe cards with you to gain access into the building.

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 lockdown. This again is done through the use of campus phone, email, and employee cell phone and text. Should a lock down occur supplies are available which include flashlight, batteries, water, diapers, etc. If a lockdown occurs families should not come to campus until told to do so as this would could hamper the efforts of those handling the situation and actually do more harm than good.

Children's records will be taken in all emergency situations.

MISSING CHILD

This is the hardest policy to ever have to write but abiding by DCF rules it must be included in the Parent Handbook. Please know in the almost 40 years in the Childcare business I or my many staff have never misplaced a child! In the event that this would happen we would immediately get all available staff to search. Campus safety as well as the De Pere police would also be called. The parents would then be notified.

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.

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.

SECURITY ENTRY CARDS

All parents are required to enter the building using their security swipe card. While there is a doorbell available there may not always be someone to answer it if they cannot leave the children while teaching or if staff are in the part of the building where the bell cannot be heard. Swipe cards are programmed to allow access during the hours of 7:15AM-5:30PM. Before or after these times cards will not allow entry into the building. **If a card is lost and a new one requested a \$10 cost will be incurred. Once payment is made, a new card will be issued. Please notify the Center immediately if a card is lost including the card number so that it can be deactivated. This prevents strangers from getting into the buildings on campus.**

Wisconsin Model Early Learning Standards (WMELS)

1. Health and Physical Development

- **A. Physical Health and Development**
 - *1.A.1a*: Demonstrates behaviors to meet self-help and physical needs – Sleep
 - *1.A.1b*: Demonstrates behaviors to meet self-help and physical needs – Dressing
 - *1.A.1c*: Demonstrates behaviors to meet self-help and physical needs – Toileting
 - *1.A.1d*: Demonstrates behaviors to meet self-help and physical needs – Eating
 - *1.A.2*: Demonstrates behaviors to meet safety needs
 - *1.A.3*: Demonstrates a healthy lifestyle
- **B. Motor Development**
 - *1.B.1a*: Moves with strength, control, balance, coordination, locomotion, and endurance – Purpose and Coordination
 - *1.B.1b*: Moves with strength, control, balance, coordination, locomotion, and endurance – Balance and Strength
 - *1.B.2*: Exhibits eye-hand coordination, strength, control, and object manipulation
- **C. Sensory Organization**
 - *1.C.1*: Uses senses to take in, experience, integrate, and regulate responses to the environment

2. Social and Emotional Development

- **A. Emotional Development**
 - *2.A.1*: Expresses a wide range of emotions
 - *2.A.2*: Understands and responds to others' emotions
- **B. Self-Concept**
 - *2.B.1*: Develops positive self-esteem
 - *2.B.2*: Demonstrates self-awareness
- **C. Social Competence**
 - *2.C.1*: Demonstrates attachment, trust, and autonomy
 - *2.C.2*: Engages in social interaction and plays with others
 - *2.C.3*: Demonstrates understanding of rules and social expectations
 - *2.C.4*: Engages in social problem-solving behavior and learns to resolve conflict

3. Language Development and Communication

- **A. Listening and Understanding**
 - *3.A.1*: Derives meaning through listening to communications of others and sounds in environment
 - *3.A.2*: Listens and responds to communications with others
 - *3.A.3*: Follows directions of increasing complexity
- **B. Speaking and Communicating**

- 3.B.1: Uses gestures and movements (non-verbal) to communicate
- 3.B.2a: Uses vocalizations and spoken language to communicate. Language Form (Syntax: rule system for combining words, phrases, and sentences, includes parts of speech, word order, and sentence structure)
- 3.B.2b: Uses vocalizations and spoken language to communicate. Language Content (Semantics: rule system for establishing meaning of words, individually and in combination)
- 3.B.2c: Uses vocalizations and spoken language to communicate. Language Function (Pragmatics: rules governing the use of language in context)
- **C. Early Literacy**
 - 3.C.1: Shows an appreciation of books and understands how print works
 - 3.C.2: Develops alphabetic awareness
 - 3.C.3a: Develops phonological awareness
 - 3.C.3b: *Develops* phonemic awareness
 - 3.C.4: Demonstrates the use of strategies to read words
 - 3.C.5: Uses writing to represent thoughts or ideas

4. Approaches to Learning

- **A. Curiosity, Engagement, and Persistence**
 - 4.A.1: Displays curiosity, risk-taking and willingness to engage in new experiences
 - 4.A.2: Engages in meaningful learning through attempting, repeating, experimenting, refining and elaborating on experiences and activities
 - 4.A.3: Exhibits persistence and flexibility
- **B. Creativity and Imagination**
 - 4.B.1: Engages in imaginative play and inventive thinking through interactions with people, materials and the environment
 - 4.B.2: Expresses self creatively through music, movement, and art
 - 4.B.3: Uses complex scenarios in pretend play
 - 4.B.4: Explores movement, music, and a variety of artistic media
- **C. Diversity in Learning**
 - 4.C.1: Experiences a variety of routines, practices and languages
 - 4.C.2: Learns within the context of his/her family and culture
 - 4.C.3: Uses various styles of learning including verbal/linguistic, bodily/kinesthetic, visual/spatial, interpersonal, and intrapersonal

5. Cognitive and General Knowledge

- **A. Exploration, Discovery, and Problem Solving**
 - 5.A.1: Uses multi-sensory abilities to process information
 - 5.A.2: Understands new meanings as memory increases
 - 5.A.3: Applies problem solving skills

- **B. Mathematical Thinking**

- *5.B.1:* Demonstrates an understanding of numbers and counting
- *5.B.2:* Understands number operations and relationships
- *5.B.3:* Explores, recognizes and describes, shapes and spatial relationships
- *5.B.4:* Uses the attributes of objects for comparison and patterning
- *5.B.5:* Understands the concept of measurement
- *5.B.6:* Collects, describes and records information using all senses

- **C. Scientific Thinking**

- *5.C.1:* Uses observation to gather information
- *5.C.2:* Use tools to gather information, compare observed objects, and seek answers to questions through active investigation
- *5.C.3:* Hypothesizes and makes predictions
- *5.C.4:* Forms explanations based on trial and error, observations, and explorations