

St. Paul's School
Summer Fun Program

Parent Handbook



SFP Parent Handbook

April 2010

S66 W14325 Janesville Road
Muskego, WI 53150



*"Where we care
for your child,
body and soul."*



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Muskego, Wisconsin 53150*

414-422-0320

St. Paul's Schedule of Worship

You are invited and encouraged to join our Christian family at St. Paul's for worship at any time. Our weekend services are at 6 p.m. on Saturdays, 8 a.m., 9:30 a.m., and 11 a.m. on Sundays (11 a.m. is a contemporary service), and 7 p.m. on Mondays.

We also offer a Sunday School program for children from age 3 through 8th grade at 9:30 a.m. every Sunday and numerous Bible classes for adults.

Welcome to our Summer Fun Program!

St. Paul's School Summer Fun Program welcomes you and your child. Thank you for choosing us as your childcare and educational facility for the summer! We are looking forward to serving you and your family. We are here to assist you in your God-given responsibility of raising your child in the training and instruction of the Lord. Daily, your child will learn of their Best Friend and Savior, Jesus, along with participating in a wide variety of other fun, educational activities. Here we seek to develop the whole child: physically, intellectually, emotionally and spiritually. We do this through weekly themes that enhance exploration, discovery and development at a level appropriate for your child. It is our hope that the time your child spends here will be an enjoyable one; full of love and learning.

In our Savior's name,

The Summer Fun Team

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Other Field Trips

Field trips are a big part of the Summer Fun Program. They are taken on a weekly basis to many fun and educational sites in the area. The fees for these trips are NOT part of the tuition for the Summer Fun Program, but are a cost in addition to tuition. The fees charged will cover admission and transportation to each destination. A monthly permission slip will be sent home with each child informing you of the coming field trips. Please send permission slips and money for each month's field trips in a timely manner to facilitate the planning of each trip. Days may be switched to attend or not attend any given field trip only with the approval of the director.

Parents may come along on field trips, but the fee may be higher if adult admission costs more.

A basic first aid kit, emergency cards and daily roster will be taken by staff on all field trips.

Communication

We want to keep you informed of happenings at our center. Teachers will inform you daily of any important happenings when you pick up your child.

We would appreciate it if you would let us know when something at home may be affecting your child's behavior at the center.

If ever you have any questions or concerns, please feel free to contact a teacher or the director, we know that communication is essential to the best possible care for your child.

Accidents

Basic first aid supplies will be on hand at all times. If a superficial wound such as a scrape or scratch occurs, a staff member will wash the wound with soap and water and apply a bandage. A bump will be examined by the staff and ice will be applied. If the bump occurs to the head, the teacher will notify the parent by telephone. Any injury will be logged in the accidental injury book, and a record of the incident will be kept in the child's file. Parents will be notified of any minor injury upon arrival for pick up.

In the case of a severe injury, parents or the emergency contact person will be notified immediately, and, if necessary, the family physician. Staff will also arrange transportation to the doctor's office or hospital at that time.

Snacks

Two snacks are included in our daily program. State guidelines will be followed when planning snacks. Children will be encouraged to eat, but never forced. **Please alert us of any allergies your child may have.** A monthly menu is sent home with each child. Please send along a bag lunch for your child. Microwaves are accessible to heat up food if it is necessary.

Pool Trips

Trips to the Hales Corners public swimming pool are taken on a weekly basis as the pool schedule and weather allow. These trips, transportation and admission, are included in the cost of the program.

The Hales Corners pool has a minimum depth of 3 ft. Children are asked to bring along a U.S. Coast Guard flotation device if needed, swimsuit, towel, sandals and sunscreen on pool days. There is also a wading pool that the children may use if they are uncomfortable with the deeper pool.

Philosophy

St. Paul's School Summer Fun Program exists for the purpose of assisting parents in their God-given responsibility to "Bring your children up in the training and instruction of the Lord" (Ephesians 6:4). To this end, children attending our program will daily hear the unchanging truths of God's inspired Word, the Bible. These truths will be reflected in everything we do. The children will also be offered a wide variety of activities that will seek to develop the whole child. We will provide a program that reflects the developmental level of each child through active and quiet, individual and group, and indoor and outdoor activities. We believe in providing a program that offers a warm, nurturing environment with varied educational experiences under the guidance of a well-trained staff. St. Paul's School Summer Fun Program is operated by St. Paul's Evangelical Lutheran Church under the direction of its Board of Youth Discipleship.

The Summer Fun Program at St. Paul's School welcomes any child regardless of national origin, sex or creed. We accept children 3-10 years of age. .

Before your child begins our program, the following forms must be completed:

- Registration Form
- Basic Contract
- Tuition Express Form
- State Day Care Enrollment Form/Health History and Emergency Health Care Plan
- Permission to Use Sunscreen and Mosquito Repellent
- Child Health Report
- Immunization Form

Rates and Payment Policies

- \$185.00 per week
(5 full days)
- \$42.00 per day
- \$25.00 per half day
(less than five hours)

A one-time non-refundable enrollment fee of \$50.00 per child is required. A 10% discount is given to families that have more than 1 child enrolled in the Summer Fun Program.

Your child's tuition is due the first day he/she attends our center each week. Parents' fees cover 100% of our operation expenses. This includes salaries, program supplies and equipment, building maintenance, snacks, and insurance. Therefore, **it is very important that these policies and procedures be followed closely.**

Tuition payments are processed through the Tuition Express System. Your child's tuition will be automatically withdrawn from your checking account on Monday for that week. If funds are unavailable, a \$25.00 late fee will be added to your account. When you first begin with Tuition Express, there is a waiting period of about 2 weeks before the bank will begin to directly withdraw payments. Therefore, if possible, we need your forms turned in to our office two weeks prior to the beginning of our program, or your child's first two weeks fees must be paid by cash or a personal check on the Monday of the week that he/she begins attending our center. Since our rates are predetermined to include overall operational costs, there is **no fee reduction for holidays or illnesses.** If it is your child's scheduled day of attendance, you are expected to pay that day's tuition.

Occasionally, a family will request to pay directly by cash or

Health Policy

The State of Wisconsin requires children to have a medical report on file, as well as an up-to-date record of immunizations. Non-compliance of this requirement can result in dismissal.

When necessary, prescribed and over-the-counter medications may be administered by staff with a written consent of the parent. Medications must be in their own container with your child's name, name of drug, dosage, and physician's name written on it. No exceptions. Medication forms that need to be filled out can be found by the sign-in/sign-out area or obtained from a staff member. We will not administer medication unless a form is filled out.

You will be contacted if your child becomes ill. If you cannot be reached, we will call one of the parties listed under Emergency Contacts on your card. Some reasons for pick up could be, but are not limited to: fever of 100 degrees or greater, diarrhea several times within an hour, and flu-like symptoms. You will be required to pick him or her up within one hour of notification. Your child may return when he or she is free of symptoms for 24 hours. If your child is well enough to be at the childcare, he or she is well enough to participate in all aspects of the program, including going outside.

There may be times when your child is exposed to a communicable disease while at school. You must notify the school if your child has been diagnosed as having a communicable disease. To help stop the spread of disease, it is important that children with all contagious conditions stay at home until they have recovered. Communicable diseases include, but are not limited to: chicken pox, strep throat, scarlet fever, German measles, impetigo, infectious hepatitis, measles, mumps, poliomyelitis, whooping cough, diphtheria, meningitis, and ring worm.

Please call the childcare by 9:00 a.m. if you are going to keep your child home for the day.

If a child is experiencing difficulty in our program:

1. The problem will be discussed with the child and a resolution attempted. Should the behavior continue...
2. The parents will be notified. Should the behavior continue...
3. The parents will meet with the teacher and director to address the circumstances regarding the behavior which may lead to corrective behavior. Should the behavior continue...
4. The final decision will be determined by the Board of Youth Discipleship to withdraw the child.

Dress

Children will participate in a variety of activities, some of which may be messy. Please dress your children in comfortable, seasonable, washable clothing. We ask that the children wear or bring athletic shoes for outdoor play and sandals when going to the pool. The children will go outside daily, weather permitting. Please make sure they are dressed appropriately.

check without using the Tuition Express System. Tuition Express is greatly preferred, both for parents' and St. Paul's School Summer Fun Program convenience, however, approval may be given to pay by cash or check at the director's discretion. The following policy will then be closely followed. The payments **must be made on the first day your child is in our care each week. A late fee of \$25.00 per week will be charged if consistently late.**

Hours of Operation and Closings

St. Paul's School Summer Fun Program runs June 1—August 20 from 6:30 a.m. to 6:00 p.m., Monday through Friday. We will, however, be closed to observe the 4th of July holiday. If that holiday falls on a Saturday or a Sunday, we will be closed on the Friday or Monday, whichever day most government offices are closed. This is a full-time program that your child may attend up to 10 hours per day. In an emergency situation, additional hours will be charged on a pro-rated basis of \$10.00 per hour. Any child left at the center past 6:00 p.m. will be charged a late fee of \$1.00 per minute.

Vacations

Your number of vacation days is based on how many days per week your child is at Summer Fun. For example, if your child is in our care three full days a week, you will earn three full days vacation for the summer.

Please inform us of vacation days by obtaining a *Vacation Request Form* from the office. This form should be filled out and returned at least one week prior to your vacation plans, to give us time to credit your account in the Tuition Express system. Vacation days may not be applied to sick days.

Security and Safety

At St. Paul's School Summer Fun Program security is of utmost concern. NO child is released except to persons authorized by the enrolling parent. The center must be notified if someone other than a person listed on your enrollment form is to pick up your child, and the staff will ask to see a picture ID when that person comes to pick up your child.

We also require that a child must be escorted into the building upon arrival and picked up in the building before departure where the parent or authorized person will sign the child in or out. It is extremely important that children be signed in and out daily!

Termination of Enrollment

It is our hope that all problems that may occur will be resolved in a Christ-like manner. However, if several attempts have been made in writing and/or verbally without effect, St. Paul's School of Early Learning reserves the right to cancel the enrollment of a child for the following reasons:

- **Non-payment or excessive late-payment of fees.**
- Not observing the policies and procedures as outlined in the Parent Handbook.
- The child has special needs that St. Paul's School Summer Fun Program cannot meet.
- Physical and/or verbal abuse of staff or children by parent or child.
- Medical or immunization records are not up-to-date.

St. Paul's School Summer Fun Program requires a two-week written notice when parents wish to terminate childcare.

Staff

St. Paul's School Summer Fun Program chooses its teachers on the basis of the following qualifications: education in the field, displaying a caring and Christ-like attitude, experience with children, and a willingness to learn.

Guidance

Effective guidance of children comes from careful planning and consistency. The teachers will strive to develop a positive relationship with each child and redirect unacceptable behavior. Proper guidance in our childcare will be maintained and exercised in a loving manner consistent with our guidance from God's Word. Therefore, our form of guidance will not be physical, emotional, or demeaning in any way, but will always seek to keep before us the loving example of our Savior.

Teachers may use a variety of guidance techniques. Consequences are developed which are immediate, consistent, and logical. For example, a 'time out' period may be used for children over the age of three. This time out would never exceed 5 minutes. During this time the child may be separated from play, or adult interaction may take place regarding the situation. When positive direction and guidance are not effective, a parent/teacher/director conference will be held to determine the need for further intervention. Teachers will communicate with the parent regarding any behavior concerns.