

LITTLE SAINTS^o

EARLY LEARNING CENTER



Child Care, Enrichment, &
Before/Aftercare

Parent Handbook

Little Saints Early Learning Center

Site location: 615 Hawthorn Drive

[262-384-3210](tel:262-384-3210)

www.saintfrancescabrini.com/school

Fr. Nathan Reesman
Pastor

Mr. Will Waech
Principal

Ms. Andrea Morris
Center Director

MISSION

Little Saints Early Learning Center strives to provide a safe, caring, and fun Catholic-Christian environment for young children to grow and develop as they prepare for learning in a school setting. It is our sincere hope and prayer that the children and families served here will receive childlike faith in our Lord, to whom we devote our parish, school, and center.

CENTER HOURS & AGES

Little Saints Early Learning Center is open year-round Monday – Friday from 6:30am-5:30pm and serves children 6 weeks to 3 years of age. We offer a weekly or daily rate. Any child not attending full-time, must come at least two days per week. The days of the week must be consistent. Saint Frances Cabrini Parish and School (SFC), as well as Little Saints, respect the dignity of each person and child. We welcome students of any race, nationality or ethnic origin, or creed.

ENROLLMENT & WAITLIST

LS families will have to re-enroll their child(ren) annually. At this time, child files and family accounts will be reviewed. Files must be up to date, and accounts current (or on an agreed upon and active payment plan) before the re-enrollment process can be completed. In the event there is no availability in a classroom, a family can opt to be put on a waitlist. Little Saints serves as a mission of Saint Frances Cabrini School. Therefore, waitlist priority will be given accordingly: Current Little Saints Early Learning Center families, Saint Frances Cabrini School families, Saint Frances Cabrini parishioners, Catholic Cluster members, and other interested families.

FEES

Registration	\$50 non-refundable deposit per family for registration \$50 annual re-enrollment deposit
Early Drop/Late Pick Up	\$5 every 15 minutes after 6:00pm
Late Payment	\$10 per week
NSF (Bounced Checks)	\$25 per check

TUITION

	Full Time	Daily
Infant room (6 weeks-15 mos)	\$249	\$55
Toddler Room (15 mos- 2 yrs)	\$249	\$55
Two's Room (2- 2.5 yrs)	\$227	\$53
Big Kid's Room (2.5- 3 yrs)	\$207	\$51
Older Sibling Discount (applies only 3 years and younger)	10%	5%
Credit Days Must be submitted to director in writing or email	10	4 days/week - 7 3 days/week - 5 2 days/week - 3

Payment is processed weekly and due by Friday for the upcoming week of care. Payment can be made online or through cash/check. If paying via cash or check, it may take up to a week before your balance is updated. Payments made via credit card will reflect due balance immediately.

Prices may increase annually by 1%-5% to keep up with the cost of the center and staff annual cost of living increases. No changes will be made to pricing without 2-week notification.

PROCARE

ProCare can be accessed through an app on your smart device, and through a web browser. This will provide you access to see what your child is up to throughout the day as well as any pictures or videos the teacher may post. This app also allows for communication between the center and parents. You are able to set notifications to your preference.

HOLIDAYS & CLOSURES

Little Saints Early Learning Center will be closed the following holidays:

New Year's Day

Labor Day

Christmas Eve

Good Friday

Thanksgiving

Christmas Day

Memorial Day

Friday after

New Year's Eve

Independence Day

Thanksgiving

Day

Please note: These are paid holidays and your tuition rate will not be reduced unless you elect to use a credit day. If any normally observed holiday is on Saturday or Sunday, Little Saints will close the Friday before or the Monday after. Little Saints may need to close for staff training. During these circumstances, we will notify families at least 2 weeks in advance. There will be no charge applied if your child was registered to attend that day.

CREDIT DAYS

Credit days will be prorated based on enrollment date. All credit days will reset on July 1. Credit days can be used at any time and do not carry over. Notification of credit days must be submitted to the director in writing, or via email.

FAMILY LEAVE OF ABSENCE/SUMMER

If you choose to hold your child's spot during an extended absence, a non-refundable deposit of two weeks' tuition for the first month, and one-week tuition per month thereafter is due prior to your leave of absence. Registration fees are also due to ensure their spot for the next school year. Please make arrangements in the office regarding your child(ren)'s return.

CLOSINGS – WEATHER OR EMERGENCY

School closings (i.e. inclement weather) will also coincide with West Bend public schools. If West Bend public schools are closed due to weather, Little Saints and Saint Frances Cabrini will also be closed. Families are able to use a credit day for snow days if desired.

HEALTH & WELLNESS

EMERGENCIES

Your child will participate in monthly Fire and/or Tornado Drills from April – October.

In the event of an emergency with your child, we will contact you, and if necessary your child will be transported by ambulance to Froedtert St. Joseph Hospital at 3200 Pleasant Valley Rd, West Bend, WI 53095.

INJURY & ACCIDENTS

Parent(s) will be made aware either by phone and/or written documentation regarding any injury their child incurs while under the care of Little Saints Early Learning Center.

HEALTH AND SAFETY

All Little Saints Early Learning Center staff hold current certification in First Aid and CPR. They have been trained in recognizing child abuse and neglect, Preventing Shaken Baby Syndrome, and SIDS. These trainings are reviewed bi-annually. All staff are mandated reporters.

CHILD ABUSE AND NEGLECT

Little Saints Early Learning Center staff are mandated reporters. According to State law, any pastoral or school administrator, teacher, counselor, or related church professional who has reasonable cause to suspect child abuse or neglect, or has reason to believe that a child has been threatened with abuse or neglect and that the abuse or neglect will occur, is obligated to report the case immediately within 24 hours. Parents may not be notified in such situations that a claim has been made.

SAFE ENVIRONMENT/SAFEGUARDING ALL OF GOD'S FAMILY

The goal of the Safeguarding All of God's Family program is to protect our children and all in the

church family from abuse and related dangers. The Archdiocese of Milwaukee requires all adults to exercise reporting responsibilities for any suspected physical or sexual abuse of minors, whether or not designated as a mandatory reporter under Wisconsin law. All adults—paid or volunteer—are required to complete the Safe Environment Training before participating in any activities with children.

COVID-19

Little Saints Early Learning Center follows recommendations and updates from our State and Local health department while also closely monitoring CDC guidelines. Little Saints will communicate any changes to policies in written notification to parents. In the event that the center is closed due to staff illness or close contact, families will be notified as soon as possible via phone and email. Charges will still apply for the days the center is closed due to COVID-19 incidents, as is the industry standard. Credit days may be used for such instances.

MEDICATIONS

In the event your child needs medication administered while at childcare, the medicine must be in the original container and labeled with your child's first and last name. You will have to fill out and sign the *Permission to Administer Medication* form to be kept in your child's file.

SICK POLICY

Please do not bring your sick child to our center:

- 1.) If the illness prevents a child from participating comfortably in activities.
- 2.) If the illness results in the need for care that is greater than staff can provide without compromising the health and safety of other children.
- 3.) If the illness poses a risk of spreading. These illnesses include but are not limited to:

Infectious Conjunctivitis	Lice	Scarlet Fever
Infectious Diarrhea	Ringworm	Chicken Pox
Impetigo	Strep Throat	Scabies
Covid-19		

Your child will be sent home if they are displaying unusual lethargy, uncontrolled coughing, persistent crying, difficulty breathing, wheezing, vomiting, high temperature (100.4 °F) or other unusual signs or rashes. The child's temperature is measured in the axillary position (under the arm) and 1 degree is added. Until you are able to pick up your child, s/he will remain isolated from the other children so as to not spread their illness. Your child may return to childcare once they have been symptom free without medication for 24 hours. They may return sooner if a medical evaluation allows with the accompaniment of a physician's note.

HAND WASHING

All teachers, staff and children will wash their hands with warm running water and soap:

- **Before** and **after** preparing food
- **Before** eating food
- **Before** and **after** caring for someone who is sick
- **Before** and **after** treating a cut or wound
- **Before** and **after** playing in the sand/sensory area
- **After** using the toilet
- **After** changing diapers or cleaning up a child who has used the toilet
- **After** blowing your nose, coughing, or sneezing
- **After** touching garbage
- **After** playing outside

CLEANLINESS AND SANITATION

All toys are cleaned and sanitized daily. They are deep cleaned weekly. Toys that have been mouthed are removed from play by other children until the toy has been sanitized.

We kindly ask that parents and older walking children either remove their shoes, or place the provided shoe covers over them before entering the Infant and/or Toddler Rooms. Our infants and toddlers spend a great deal of time on the floor, and this helps to keep carpets clean and the floors more sanitary for them.

CHILD RATIOS

Maximum Group Size and Minimum Number of Child Care Workers in Group Child Care Centers		
Age of Children	Minimum Number of Child Care Workers to Children	Maximum Number of Children in a Group
Birth to 2 Years	1:4	8
2 years to 2½ Years	1:6	12
2½ Years to 3 Years	1:8	16
3 Years to 4 Years	1:10	20
4 Years to 5 Years	1:13	24
5 Years to 6 Years	1:17	34
6 Years and Over	1:18	36

In order to provide the best care to your child, we will maintain the ratios stated in the table above, as set by the Wisconsin Childcare Licensing Regulations.

NUTRITION

Little Saints Early Learning Center will provide breakfast, and an afternoon snack. We will follow the meal guidelines as stated by the Child and Adult Food Program (CACFP).

Parents will provide a sack lunch. We kindly ask that your child's food be cut and ready to serve. We can warm meals in the microwave as needed.

We welcome special treats for special occasions. But please note that **we are a peanut-free facility**. Please be sure any food brought from home is peanut free. If your child has a special diet due to allergies or preference, their snacks and meals may need to be provided from home to ensure the proper diet is being adhered to.

For bottle-fed infants, the teachers will hold them while they are eating, unless the child is able and prefers to hold their own bottle. Bottles will never be propped, and cannot be given to a child in their crib—even at the parent's request.

All the dishes needed for meals will be provided by Little Saints. They are washed, sanitized, and stored. Any remaining food from plates is discarded. Leftover food that has not been served is stored on site. The kitchen is also cleaned and sanitized daily. All of the above is completed according to the Wisconsin Child Care Licensing Regulations.

BEHAVIORS & PROGRAM

CATHOLIC FORMATION

To God we give all the glory! The teachers and children at Little Saints Early Learning Center will praise God through daily prayer, grace before snacks and meals, and through hearing stories from Scripture. We will also celebrate holidays such as Christmas and Easter. All children will attend Mass monthly, and participate in “Jesus Time” daily.

SPECIALIZED NEEDS

The ADA prohibits discrimination on the basis of disability. Therefore, Little Saints Early Learning Center will do our best to accommodate children with disabilities and provide equal opportunities to participate in all aspects of the child care program, including learning activities, services, outdoor spaces, etc.

In order for your child to be able to fully participate in this program, they need to be able to do the following things as developmentally appropriate for their age:

- Indicate an ability to learn in a regular classroom setting without consistent 1:1 attention
- Follow directions/communicate with their teacher
- Sit for meals
- Eat without assistance
- Move about their space (indoor and outdoor)
- Be able to experience independent play

POSITIVE GUIDANCE

Children are always learning and exploring—even to the point of not always making the best decisions! When children are playing nicely, sharing, cooperating, and listening, we will praise them. If a child misbehaves and does not respond to positive reinforcement, we will redirect them to a different activity. Should the behavior persist, the teacher will come down to their level and speak with them, making it clear that their behavior is inappropriate for the classroom.

Actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious will NEVER be used with the children in our care—even at the parent’s request. Examples of these prohibited actions include all of the following: 1. Spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment.

2. Verbal abuse, threats or derogatory remarks about the child or the child’s family.

3. Physical restraint. Please note, physical restraint does not include:

- Briefly holding a child in order to calm or comfort the child.
- Holding a child's hand or arm to escort the child from one area to another.
- Moving a disruptive child who is a danger to him/herself/others and is unwilling to leave the area when other methods such as talking to the child have been unsuccessful.
- Intervening or breaking up a fight

4. Withholding or forcing meals, snacks, or naps.

5. Actions that are cruel, aversive, frightening or humiliating to the child.

BITING

While biting is an undesired action, it is important to remember that it is considered age appropriate for children under 2 ½ years of age. When a bite occurs, the teacher will evaluate the situation and encourage the biter to use their words and practice working out the situation

in a more appropriate manner. The child bitten will be taken to have the site of the bite washed with soap and water, and be given an ice pack if necessary. The teacher will file a report for both children. Names of the children involved will be kept confidential.

BEHAVIOR IMPROVEMENT PLANS

In the event of a child's consistent misbehavior or behavior that endangers themselves or another child, a conference will be arranged with the parents, and appropriate Little Saints Early Learning Center staff. We will develop a plan to best assist the child in the classroom to maintain positive behavior at the center.

VOLUNTARY DISENROLLMENT

If you decide to dis-enroll your child from Little Saints Early Learning Center, you will need to submit at least two-weeks' written notice. You are required to pay for these two weeks regardless of your child's attendance.

INVOLUNTARY DIS-ENROLLMENT

Little Saints Early Learning Center reserves the right for dis-enrollment for any reason beyond the examples listed below. If a child is dis-enrolled due to violations of policies held in this handbook, they risk immediate dis-enrollment from Little Saints Early Learning Center, in which all security/holding deposits will be forfeited by you.

Examples of dis-enrollment to your child's care include but are not limited to:

- Failure of parents to pay tuition/fees.
- Failure to complete and sign any required forms.
- Lack of parental cooperation.
- Failed attempts of changing negative child behavior.
- Child is unable to fully participate in the program due to factors outside of their control. ●
- Gross misconduct on the part of the parent or child.

DEVELOPMENTALLY APPROPRIATE PROGRAMMING

Here at Little Saints Early Learning Center, we believe that children learn best through play. Our teachers will plan age and developmentally appropriate activities for the children in their classrooms pertaining to the weekly theme. Infants are on their own schedules with napping and eating. However, our teacher will have lesson plans with language, physical development, creative activities, and sensory/science for infants.

Our schedules and lesson plans for the day are posted on the wall or door of your child's assigned room. Below is a sample schedule.

	Toddler Room (15-24mos)	Twos Room & Big Kids Room
6:30-7:30	Arrivals & independent play	Arrivals & independent play
7:30-8:30	Wash hands, prayer, breakfast snack	Wash hands, prayer, breakfast snack
8:30-9:00	Jesus Time	Independent play & 1:1 Teacher time
9:00-9:30	Diapers and wash hands	Jesus Time & diapers/potty
9:30-10:00	Independent play & 1:1 teacher time	Outside time/Gross motor
10:00-10:30	Art project/Outside Time	Diapers/potty time
11:00-11:30	Diapers and wash hands	Art Project
11:30-12:00	Lunch	Lunch
12:00-2:00	Nap	Nap
2:00-2:30	Snack	Snack
2:30-3:30	Diapers & outside time	Diapers & outside time
3:30-4:30	Independent play & 1:1 teacher time	Independent play & 1:1 teacher time
4:30-6:00	Diapers, independent play, pick up	Diapers, independent play, pick up

OUTSIDE PLAY

We are outside unless it is dangerous! Please be sure to dress your child for the weather. Label all attire with your child's name. In the event of warmer weather (above 85 °F), teachers may arrange a water day in which children will be allowed to play with the water table, run through the sprinkler, etc.

On occasion, your child's teacher may take the class for a walk around town. Infants will travel by way of stroller or wagon. Toddlers may also use a stroller or wagon. Walkers will use a walking rope to stay together. By signing the handbook acknowledgement, you are agreeing for your child(ren) to participate in such events.

REST TIME

The children will have rest time each afternoon between the hours of 12:00p.m. and 2:00p.m. Children are not required to fall asleep, but many do. Quiet activities are provided for those that wake early from rest time. Little Saints Early Learning Center will provide each child with their own cot. Blankets or sleep companions may be brought in cloth bags for rest time. They will be sent home each Friday for laundering.

INFANT REST TIME(S)

Infants nap on their own schedules, though by the time a child reaches one year of age, they are generally into the same nap routine as the rest of the child care group. Wisconsin's Child Care Regulations require all infants to be placed to sleep in their own crib and on their backs. Wedges or blankets may not be used to prop the child without a physician's note.

DROP OFF/PICK UP

Though we foster an open-door policy, our exterior doors are always locked. You can enter the center anytime by ringing the doorbell to gain access to the center. All visitors must show a State-issued photo identification and sign-in.

Children will only be released to the Authorized pick up person(s) as designated on their enrollment forms. Please call/e-mail the office if a different person will be picking up. This person will need to show State-issued identification. In the event an unauthorized person (anyone not identified on enrollment forms) comes to pick up your child, and we have not been made aware, we will contact the parent to confirm the change in the pick up person. If we cannot get a hold of the parent(s), we will not release the child with that person.

Unless there is a court order on file with Little Saints Early Learning Center, we cannot deny an authorized person to pick up your child.

We will not release a child to anyone who appears to be impaired by drugs or alcohol.

TOYS AND PERSONAL ARTICLES FROM HOME

Little Saints Early Learning Center cannot be responsible for lost, broken, or stolen objects that are brought from home. Please keep personal items at home. Exceptions may be your child's sleep companion, or toy brought in with a teacher's permission (i.e. Special Day, Show & Tell). When selecting a toy to share, please keep in mind that small toys also create a hazard to our smaller children! Uninvited toys will be kept in your child's cubby until it is time to go home.

TOILET TRAINING

We are always willing to assist a child with toilet training. However, we cannot begin a formal toilet training program with a child younger than 18 months of age. Moreover, your child must be ready and you must be prepared to work *with* your child's teacher. Toilet learning must first begin at home, once your child has shown enough readiness and willingness, we can begin the training at Little Saints as well. Training takes both child care and home participation, so be sure to discuss a plan with your child's teacher. A child will never be punished for lapses (accidents) in toilet training. Soiled clothing/bedding will be placed in a plastic bag and put into your child's backpack to be laundered at home. Please remember to replenish these items.

CONFERENCES

Because your child is growing and learning so much so quickly, we will offer the opportunity of parent-teacher conferences twice a year. Parents are always welcome to make an appointment to speak with their child's teacher at any time. We do, however, ask that you respect their time in the classroom during drop off and pick up times, as they have a classroom of children to tend to. Pickup and drop off would not be an appropriate time to discuss your child's overall progress.

VISITS

Little Saints has an open-door policy. Parents are welcome to visit at any time unless prohibited by court order. Visitors are welcome to come tour our center at any time. Anyone who enters the building must register upon arrival. All forms must be kept current. You will receive notice from the office when updates are needed. Please inform the Center Director immediately of health or medical changes that may occur before an update is due.

PARENT CHECKLIST

- All enrollment paperwork (Child Health Report and Immunization Record due *no later* than 30 days after start date.)
- Tuition payment (due the Friday before the week of care.)
- Lunch in an insulated lunchbox with an ice pack (Little Saints will provide whole milk to children under 2 years of age; and 1% milk for those over 2 years of age.) ● Extra changes of clothes (2-3 sets including socks are recommended)
- Diapers and wipes, if applicable (packages labeled with child's name)
- Comfort items such as favorite toy/blanket (optional)
- Crib sheet and light blanket stored in a labeled cloth bag--fabric shopping bags are perfect!--for rest time (These will go home at the end of each week to be washed and returned on Mondays)
- A little backpack is recommended for bringing items to and from childcare—especially clothes and art work!

- For infants:
 - Prepared bottles labeled with child's name and the day's date
 - Cereal, baby food, snacks (such as puffs or biter biscuits) labeled with child's name
 - Extra changes of clothes (3 sets are recommended)
 - Diapers and wipes (packages labeled with child's name)
 - Comfort items such as favorite toy/blanket, pacifier. (*Please note: Children under one year of age will not be placed to sleep in a crib that contains soft materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.*)
 - Weather-appropriate clothing (We will try to get outside at least once daily.)

 - Little Saints will provide crib sheets for infants in cribs.

SCHOOL AGED CHILDREN

To be part of the Saint Frances Cabrini 3K and 4K programs, your child must turn 3 or 4 by September 1. More information about our 3K and 4K school programs can be made available to you upon request.

Children enrolled in 3K and 4K programs may also choose to enroll in the Little Saints Enrichment Program and /or the Before & After Care Program.

3K and 4K ENRICHMENT PROGRAMS

3K and 4K schooling is from 7:30am - 11:00am.

The K3 Enrichment Program at Saint Frances Cabrini is designed to reinforce the skills taught and learned in the 3K and 4K Programs. Activities planned are play-based and hands-on. Following a faith-filled curriculum, students will continue to form spiritually, emotionally, socially, and academically. The Enrichment Program is offered every day for your child that attends 3K or 4K, from 11am-2:40pm. Aftercare is available for those who need to stay after 2:40pm.

NO SCHOOL/DAYS OFF CARE

On days when SFC does not have school, Little Saints will offer care to students enrolled in the 3K Enrichment, 4K Enrichment, and Aftercare Programs on those days as interest allows. You will need to register your student for those days. Please note: Teachers are scheduled based on those who have signed up. Therefore, tuition will be charged for those days your student is signed up, regardless of their attendance.

TUITION PER SCHOOL YEAR

Program	Full-Time Rate (5 days)	Daily Rate
3K - 4K School Program & Enrichment (7:30am - 2:40pm)	\$4,676 per school year	3 day - \$3,716 2 day - \$3,080
Before Care (3K - 8th Grade) (6:30am - 7:30am)	\$5.31 per hour	\$5.31 per hour
After Care (3K - 8th Grade) (2:40pm - 6:00pm)	\$5.31 per hour	\$5.31 per hour

AGREEMENT

I have received, understand, and agree to the policies and procedures as stated in this Little Saints Early Learning Center Parent Handbook. I understand that I am entering into this agreement with Saint Frances Cabrini, doing business as (DBA) Little Saints Early Learning Center. I understand that should the contents of this contract be changed at any time by Little Saints Early Learning Center, I will receive two weeks' written notice, and I will be given a new contract if I intend to continue childcare at Little Saints Early Learning Center.

Child(ren) Name(s) _____

Parent Name _____

Parent Signature _____ Date _____

Parent Name _____

Parent Signature _____ Date _____

PHOTOGRAPHY CLAUSE (please initial)

_____ Photography/videography of my child may be used to help promote Saint Frances Cabrini and/or Little Saints Early Learning Center.

_____ Photography/videography of my child may NOT be used to help promote Saint Frances Cabrini and/or Little Saints Early Learning Center.