



LIVING CHRIST

EARLY LEARNING CENTER

Parent Handbook

*Updated 1/2026

LIVING CHRIST EARLY LEARNING CENTER
110 NORTH GAMMON ROAD MADISON, WI 53717
www.living-christ-preschool.com
PHONE: 608-829-3598

Welcome to Living Christ Early Learning Center (LCELC)! We are looking forward to having your child in our school. This handbook was written as a guide to explain policies and procedures and to provide important information you will need to know before your child begins school.

With your help we will make a happy and worthwhile learning experience for your child. You are welcome at any time to visit the classroom or to call us with any concerns you may have or suggestions to improve the program.

God bless us all in our ministry to His children.

Phaedra Serbus
Director
lcpdirector110@gmail.com
pserbus@living-christ.org

0-1s Class: Lambs
lcplambs@gmail.com

1-2s Class: Lions
lcplions1@gmail.com

2-3s Class: Bears
lcpbears2@gmail.com

3-4s Class: Zebras
lcpzebras@gmail.com

CONTENTS

MISSION STATEMENT	4
GOALS	4
LICENSE	4
APPLICATION PROCESS, TUITION, AND ENROLLMENT	4
PHOTOS/VIDEOS.....	7
CLASSES.....	8
REFERRAL CREDITS	8
SIBLING/FAMILY DISCOUNT	8
ADMISSION POLICY.....	8
WITHDRAWAL POLICY	9
PANDEMIC POLICY.....	9
CONFIDENTIALITY OF RECORDS	10
MANDATED REPORTER.....	10
SCHOOL HOURS.....	10
INTAKE MEETING PROCEDURE.....	11
BREAKFAST	11
ARRIVAL AND DEPARTURE.....	12
LATE PICKUP POLICY	13
WEATHER/EMERGENCY CLOSING DAYS.....	13
DAILY SCHEDULES.....	13
SCHEDULE CHANGE REQUESTS	13
TUITION FOR SCHEDULE CHANGES	14
PARENT COMMUNICATION	14
CURRICULUM	15
CHILD GUIDANCE.....	16
BITING	16
INCIDENT REPORTS.....	17
CLOTHING	17
FIELD TRIPS.....	18
SNACKS/LUNCH	18
PLAY AREAS	19
INFANTS AND TODDLERS	19
HEALTH CARE AND SAFETY POLICY	20
HEALTH POLICY.....	21
IF A CHILD BECOMES ILL AT SCHOOL.....	22
STAFF POLICIES.....	23
PRAYER PARTNERS	23

MISSION STATEMENT

The mission of Living Christ Early Learning Center is to minister to children's spiritual, social, academic and physical needs through our loving environment and the sharing of God's Word each day.

GOALS

To accomplish this mission, we have the following specific goals for Living Christ Early Learning Center:

1. To instill in children an awareness of God's great love for them in Christ and to help them grow in love, trust, and thankfulness toward God.
2. To help children learn to be kind, loving, and forgiving toward others.
3. To instill in children a love and respect for the lovely world God made.
4. To help children develop self-discipline and a positive self-concept.
5. To help children learn communication and problem-solving skills.
6. To instill in children a love of learning and give them a good foundation in the academic skills they will need in kindergarten.
7. To give children opportunities to express themselves creatively through free play, art, music, and movement activities.
8. To help children develop physically with large & fine motor activities.
9. To instill in children a love of music and singing.

LICENSE

Living Christ Early Learning Center is licensed by the State of Wisconsin for 48 children, ages 0-5 years 11 months. We are open Monday—Friday from 7:00 am to 5:00 pm, January through December. We serve children ages six weeks to five years. Our license and policy manual are posted in the entrance of the Early Learning Center.

APPLICATION PROCESS, TUITION, AND ENROLLMENT

Living Christ Early Learning Center is a year-round program, operating from September through August. To enroll a child, schedule a tour and obtain an application in person or from the LCELC website. Subject to availability, children are enrolled after a completed application is processed and a non-refundable application fee of \$150 have been received. Children who are enrolled are required to pay tuition September through August unless they choose to withdraw from Living Christ Early Learning Center, see withdraw policy, page 9.

Enrollment options include full day and half-day options by classroom. Special circumstances may be discussed with the director.

Enrollment options are listed below.

Enrollment Options:

Class	2 Full Days	3 Full Days	4 Full Days	5 Full Days
Lambs		X	X	X
Lions		X	X	X
Bears		X	X	X
Zebras	X	X	X	X

Class	3 Half Days	4 Half Days	5 Half Days
Lions	X	X	X
Bears	X	X	X
Zebras	X	X	X

All fees are non-refundable.

1. Procedure for Enrollment - Enrollment is limited. Members of Lutheran Church of the Living Christ and current LCELC families will have priority for enrollment. Secondly, siblings of current students will have priority before open enrollment begins. This priority will occur through an early enrollment period. Once the general enrollment period begins, enrollment will be taken from the wait list and then on a first-come, first-served basis, subject to availability.

2. Holding Spaces/Holding Fees

LCELC will hold a spot for any family wanting to enroll a child for two weeks once the spot becomes available. After the first two weeks, if a family wants to secure the spot, they must pay a non-refundable monthly holding fee at the rate listed below. This fee will be due on the same billing schedule as tuition. This guarantees the spot will be held until the child is qualified and eligible to begin care at LCELC.

- Currently enrolled families holding a spot for a sibling: 50% of the tuition rate
- All other spots: 75% tuition of the tuition rate

For example, an infant room spot opens up in September, and a currently enrolled family is wishing to start a new infant sibling the first week of October for full time care. That family would pay \$210 each for the last two weeks of September (\$420 total would be paid for the month

of September) and then would pay the full tuition rate once care began in October.

If a spot opens in our two-year-old room the first of September, but a newly enrolled child does not turn two until December, in order for us to hold that spot and guarantee enrollment, the family would pay a fee equal to 75% of their tuition rate for two weeks in September and then monthly until the child was eligible to enroll.

3. Supplies - A list of supplies will be provided prior to the first day of enrollment. Families may either bring in supplies from the supply list each year at Open House (Fall) or the child's first day. If materials are not provided by the family, a \$100 materials fee will be applied to the first monthly bill. The supply list can be found on the LCELC website at: <https://www.living-christ-preschool.com/enroll>.

4. Portfolio fee - An annual \$45 portfolio fee will be charged on the first invoice to help cover costs of items to create your child's development portfolio. This fee is charged on the first invoice and then yearly, on September's invoice.

5. No Call/No Show - A fee of \$10 will be applied on days when, at 9:00 am, your child has not arrived at school and we have not received a Brightwheel message stating your child will be absent or late. Brightwheel is the preferred method of communication.

6. Student Absences – Student absences should be reported by messaging in Brightwheel as early as possible but no later than 9:00am. This helps us prepare for the day and make adjustments to staffing, snack preparation, and classroom needs as necessary.

7. Invoices – Invoices are sent out a month in advance. For example, October's tuition invoices will be sent September 1st and due September 10th.

8. Tuition - Payments are due the 10th of the month. If a payment is overdue, it must be paid by the last school day of the month or enrollment may be terminated until the account is settled. At that time, the child's spot may be taken by a waiting family. If there are extreme circumstances, please see the director to come up with a payment plan before the 10th of the month. All tuition is non-refundable. If there are extreme circumstances, the director and Preschool Board will review on a case-by-case basis.

Tuition rates are published annually by classroom and full-day/half-day schedule and are available on the application form at www.living-christ-preschool.com/enroll.

Tuition is billed monthly, however, a weekly tuition rate is established for each classroom and has been calculated to account for holidays or school breaks. All weeks reflect the same tuition rate to be paid each week. Tuition is not refunded for holidays, breaks, or school closings due to weather or emergencies. Tuition is also not prorated for days a child misses due to illness or unexpected absence.

March and June typically have 5 weeks in the billing cycle. Billing cycles are published each year in August and handed out at our Orientation Night.

We do not charge tuition for one week between Christmas and New Year's Day and our annual cleaning/prep week in August.

9. **Late Fee** - Payments received after the 10th will incur a \$25 late fee, with an additional \$25 for every 5 days the payment remains overdue. This late fee will also be charged for a failed payment or returned check.

10. **Checks** – The preferred method of payment for tuition and fees is through Brightwheel, however, if a check is written, it should be made out to Lutheran Church of the Living Christ or LCLC and should be placed in the tuition drop box outside the director's office.

11. **Refunds** – Refunds will not be made for vacations, snow days, family events, or short-term illness. Days missed may not be made up. Families may not change the schedule and bring the child on a different day or a different schedule or switch to a different day if the child was sick or absent during a scheduled day. **Space will not be held for children who are absent for extended periods unless tuition is paid.**

12. **Vacation Days** – Children enrolled for five full days per week may use up to five vacation days for planned absences throughout the year. To be a planned absence, parents must e-mail the director of the days the child will be absent at least 30 days in advance and request the use of vacation days. Upon approval, invoices will be adjusted. If a child attends on an approved vacation day, the family will be charged a \$10 fee, in addition to that day's tuition.

13. **Fundraisers** - Families are expected to participate in school fundraisers. Funds raised are above and beyond the budget to purchase items to enrich our early learning center and provide new opportunities to all students.

14. In the unlikely event that a child is not having a beneficial experience, a conference will be held with the parents to discuss possible options. If a child has needs that cannot be met at our early learning center or is negatively impacting the learning environment or safety of other children, we reserve the right to terminate the child's enrollment with or without a conference.

PHOTOS/VIDEOS

To protect the privacy of our families we ask that parents refrain from taking pictures or videos when other children are present.

CLASSES

We have four different classrooms for the age groups we serve. Each class has 1-2 primary teachers daily depending on ratios. The number to the far right is the classroom capacity.

Lambs	6 weeks at start date	8 children
Lions	Typically age 1	8 children
Bears	Typically age 2*	14 children
Zebras	Typically ages 3&4	16-20 children

At the time of enrollment, placement in the class will be based on the child's age and meeting age-appropriate development milestones. The above ages per classroom are a guide.

*May be as young as 18 months.

Half-day students must attend in the morning during 8:30-12:30. We do not offer afternoon half-day schedules.

- Special circumstances may be discussed with the director.

REFERRAL CREDITS

Families who refer a potential student will receive a Referral Credit in the amount of \$60 after the potential student has officially been enrolled and paid his/her first month's tuition fees. Credit will be applied to the first invoice after the new student's first payment. The family making the referral must be currently enrolled at LCELC to receive the credit.

SIBLING/FAMILY DISCOUNT

Families with 2 or more children in attendance at the same time may qualify for a discount on one child's tuition. The discount of 10% will be applied to the oldest child's tuition.

ADMISSION POLICY

LCELC will review all applications for enrollment as they come in and date them to determine priority within the application time frame. Approval on applications will depend on class space and staffing.

Full Day enrollment runs from open to close.

Half-Day enrollment runs morning only from 8:30am – 12:30pm

Once class lists are determined, all families with approved applications will receive Brightwheel confirmation of their enrollment, notice about Open House, and times to come in and pick up enrollment packets & door fobs.

LCELC admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan program, or other school-administered programs.

Children who enroll in the Lambs class must be at least 6 weeks at time of admission. Children who enroll in the Lions class must be at least 12 months at time of admission. Children who enroll in the Bears class must be at least 18 months old but are typically two years old and meeting developmental milestones and do not need to be toilet trained.

Children who enroll in our Zebras class must be at least three years old and must be toilet trained.

Students may switch classes throughout the school year depending on enrollment. This is typically done in January, end of May, and September. Students may move rooms at other times throughout the year if there is a need. Teachers will work on transitions for students and communicate with parents to make the transition as successful as possible.

WITHDRAWAL POLICY

If you, for any reason, decide to withdraw your child from LCELC, we require a written 30-day notice. Please note that any outstanding invoices need to be paid. After leaving, all future communication will be sent to the contact information on file.

Once a final date of attendance has been agreed upon, the student may not attend after that date, unless the family reenrolls at LCELC.

As a reminder, fees and tuition are non-refundable.

PANDEMIC POLICY

In the event of a pandemic or declared national emergency LCELC reserves the right to enact any or all of the following policies in order to keep the health and safety of all staff and students as a priority, compensate the teachers for their work even when not in the building, provide the necessary snacks/materials/building maintenance for the children in our care, and maintain quality care and teaching opportunities for the children in our care.

1. All policies in the Parent Handbook will remain in place, including withdrawal policy.
2. We will not offer temporary spots, any families who wish to enroll must commit to the rest of the current session.

3. Families are welcome to keep their children at home, but are still responsible for paying tuition as lesson plans and activities will be made available.
4. We will follow mandated Federal, State of Wisconsin, or Dane County orders.
5. We will determine eligibility for attendance based on Federal or State orders.
6. We may require written documentation of personal information related to Federal or State orders.
7. We may implement emergency policies to protect the health and safety of all staff and students.

CONFIDENTIALITY OF RECORDS

Children's records maintained by the school will be confidential. Parents may, upon request, inspect all records and reports maintained on their children. LCELC will transfer records upon parent request.

MANDATED REPORTER

All teachers, staff, substitutes, and volunteers at LCELC are mandated reporters. Mandated reporters are required by law to report child abuse and/or neglect to Child Protective Services or law enforcement.

Wisconsin law requires that any mandated reporter who has reasonable cause to suspect that a child seen by the person in the course of professional duties has been abused or neglected, or who has reason to believe that a child seen by the person in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur, make a report to county CPS or law enforcement.

In addition, Wisconsin law requires that any mandated reporter who believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health or safety of a student or school employee or the public, make a report to law enforcement.

SCHOOL HOURS

Living Christ Early Learning Center is open Monday through Friday from 7am – 5:00pm. Half-Day class hours are 8:30am-12:30pm.

LCELC will be closed for the following holidays: New Year's Day, Good Friday, Easter Monday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. We are closed over the week of Christmas for a Christmas break; dates will vary yearly. We will also close

for a week in August for cleaning and preparing classrooms. LCELC reserves the right to close the day before or after 4th of July. LCELC will also be closed for two scheduled teacher in-service days annually, with dates published with the annual calendar to the extent possible, with a minimum of 60-days' notice. LCELC is also closed for care one day in the fall and one day in the spring for Parent/Teacher conferences. This typically is scheduled close to Veterans' Day and Presidents' Day.

At LCELC, we believe that regular attendance is vital to a child's education. Children are expected to be on time every day. Our group instruction begins at 8:30am.

The exterior early learning center doors are locked at all times during the school day. Upon enrollment you will be issued a key fob which will unlock the door for you during operating hours.

- Please make sure you bring your fob each day, as we cannot guarantee that there will be a staff member available to open the door.
- Please do not hold the door open for or let unknown persons into the building. If there is someone waiting to get in, please let them know you will alert a staff member and someone will be with them at the door.

There is a \$10 fob fee, which will be refunded when the fob is returned to the office in working condition.

INTAKE MEETING PROCEDURE

An intake meeting will be held for new students starting in the Lamb's room. If you have a child starting in the Lions, Bears, or Zebras and would like to schedule an intake meeting, please contact the director in order to schedule this. Roughly 2 weeks before your child is scheduled to start you will receive an email with a few times for you and your child to come in and see the classroom and discuss items like schedule, pick up/drop off procedures, what to bring to school, and answer any questions. For children under age 2 we will also ask you to bring your completed Intake Form with you to this meeting. Please respond promptly to this email so that time can be arranged for classroom teachers to be present for the meeting. At this meeting you will also receive your key fob and any missing forms to be completed before your child's first day.

BREAKFAST

Students in the Lions, Bears, and Zebras room should eat breakfast prior to their arrival at LCELC. Morning snack is served at 9:00am.

ARRIVAL AND DEPARTURE

Please note your expected arrival and departure times on your child's enrollment forms. Staffing schedules are based on these times at the time of enrollment. If any changes occur to your schedule, please send a Brightwheel message or e-mail to the director to inquire if we can accommodate the change based on current staffing.

When you arrive, please help your child hang up any coats, hats, or jackets before entering the classroom. Sign in your child on Brightwheel on the kiosk or QR code closest to your child's classroom and let the teachers know about how your child's day has been so far. Drop offs can be difficult, here are some tips for success:

1. **Establish a routine:** Follow the same steps each time you drop off at school. For example, hang up coat, enter classroom, wash hands while Dad/Mom signs in, give a hug and kiss, say good-bye, leave.
2. **Separate Once:** After you have left the room, avoid coming back until pick up time. The moment of you leaving is the hardest part for your child, and if you return several times, it lengthens the stress and anxiety for your child.
3. **Be Reliable:** Return at a promised time. Teachers can help make visual reminders for when Mom or Dad is returning which will be strengthened by you following through. Children associate best with parts of their schedule, for example after snack, or before nap time.

At pick up time, please make sure you sign your child out on Brightwheel. This helps teachers keep track of who has left for the day. Also, make sure the teacher knows you are leaving with your child before exiting the classroom, gym or playground. Children will not be released to anyone other than their parents or persons authorized by the parents on the Child Care Enrollment Form to pick up their child. In the event that you, or an authorized person, cannot pick up your child, an Alternative Pick-Up Consent form must be obtained from the office and completed by a parent. If there is not sufficient time to inform the teacher in this manner, please send a Brightwheel message with the full name of the adult who will be picking up your child. The person picking up children must provide identification (ex. driver's license) upon arrival to the Early Learning Center. Please advise the adult who is picking up to bring their identification in with them for pick-up.

Parents are responsible for making sure that their children are brought to and picked up from LCELC within the time frame for which they registered their children.

If a child has a scheduled appointment during their school day, we welcome you to pick up your child as needed. We do ask that if you cannot arrive back to school by 3:00pm, your child does not return for care for the remainder of the day.

For Half-day students, if a child is dropped off prior to 8:30, there will be an early drop off fee of \$10 for every 10 minutes prior to the scheduled time.

LATE PICKUP POLICY

LCELC is licensed to operate between the hours of 7:00am and 5:00pm. We are not licensed to care for children past 5:00pm. If a parent or guardian picks up their child(ren) after 5:00pm, they will be considered late, and a late fee will be charged to your account. The late fee for picking up a child after 5:00pm is \$25 and \$1 per minute thereafter. Consistent late pickups may result in disenrollment from LCELC.

For Half-day students, our program ends at 12:30pm. If a parent or guardian picks their child(ren) up after 12:35pm, they will be considered late, and a late fee will be charged to your account. The late fee for picking up a child after 12:35pm is \$25 and \$1 per minute thereafter. Consistent late pickups may result in disenrollment from LCELC.

WEATHER/EMERGENCY CLOSING DAYS

LCELC will follow the Middleton/Cross Plains School schedule for weather related school closings. When they are closed or have a virtual learning day/asynchronous learning day, we will **not** have school/daycare. In the event of a 1 hour delay we will open at 8 am for Full-Day care and 9 am for Half-Day care. For a 2-hour delay, the Half-Day program will be closed and we will open at 9 am for Full-Day students. A Brightwheel message will also be sent out. In case of an emergency where school needs to close, a Brightwheel message will be sent out and families will be called by the teachers or director to inform them of the situation and time frame for picking up their child.

DAILY SCHEDULES

Each teacher will post a copy of the daily schedule on the board outside of their classroom. Copies will be made available upon request. We welcome parents in our classroom! If you have interest in observing or volunteering in your child's classroom, or for the school in another way, please speak with your child's teacher or the director. Children are scheduled for days of the week and either full-day or half-day based on the enrollment application. Classrooms are filled and staff assigned based on the enrollment applications and enrolled children's arrival/departure times. Families may not change the schedule and bring the child on a different day or a different schedule or switch to a different day if the child was sick or absent during a scheduled day. Follow the process for Schedule Changes below should a change be necessary.

SCHEDULE CHANGE REQUESTS

Permanent schedule change request for your child must be emailed to the director with the days of the week your child currently attends, what days you are requesting, requested change date, and the reason for the schedule change. Requests must be

sent at least 30 days prior to the requested change date and any additionally incurred tuition will be due upon approval of the request. All requests will be reviewed and acceptance/denial will be dependent on classroom ratios and staffing. Limit schedule changes to necessary requests only as consistency in a child's schedule is critical to their classroom confidence and growth both socially and academically. More than 2 schedule changes in a year may incur a \$50 fee.

TUITION FOR SCHEDULE CHANGES

If a family adds in an additional day of care that is not part of a permanent schedule change, they will be charged the single day rate for their regularly charged tuition. (If a child is scheduled 4 full days and their rate is \$325 per week $\$325/4 = \81.25 which would be the added day rate. If they wanted to attend a 5th day on a particular week \$81.25 would be added to their account on Brightwheel.)

We do try to minimize non-permanent schedule changes, but can accommodate requests on occasion based on staffing and classroom enrollment.

If a family wants to make a permanent schedule change after tuition is already posted for the month the additional days will be charged at the added day rate of the new weekly tuition rate. (If a Zebra attending three days per week paying \$110/week wants to switch to five days per week an additional \$70/week (added day rate for 5 day a week Zebras is \$35/day) will be added to the weeks that have already had tuition posted.) When new tuition is posted or the request does not take effect until after tuition is posted, the student will be charged the new rate for the new schedule with no additional charges. (If a Zebra attending three days per week paying \$110/week puts in a request January 15 to begin 5 days per week March 1, when March's tuition is posted the student's tuition will be posted at \$175/week.)

PARENT COMMUNICATION

Parents are kept informed of school activities through a yearly event calendar, monthly classroom newsletters, field trip notices, notices posted on the parent bulletin boards, emails from the director, and daily updates via Brightwheel. If you need to contact your child's teacher, please use Brightwheel. The director is best reached through email, lcpdirector110@gmail.com or pserbus@living-christ.org or an Admin only Brightwheel message.

Parents must be able to access the information on Brightwheel, either through the app, or on a computer. This is our main method of communication between LCELC, teachers, and parents.

During the months of November and February, parent-teacher conferences will be scheduled with each child's parents to discuss progress, milestones, and developmental goals. Parents may schedule a conference with the teacher or director whenever there is a need.

If parents have concerns or questions regarding classroom procedures, they are encouraged to first direct them to the classroom teacher. If they are dissatisfied with the results of that meeting, they can then schedule a meeting with the director. A meeting may then be held between the parents, teacher, and director. If parents are still not satisfied, they may take the matter to the Lutheran Church of the Living Christ Preschool Board.

Copies of the Early Learning Center Policy Manual and the DCF 251 Licensing Rules for Group Child Care Centers will be kept at the entrance of the early learning center. These copies will remain in the early learning center. Parents can request personal copies from the director.

For tax purposes, please save copies of your child's invoices. Year-end tax reports are available for parents to print off through Brighwheel.

CURRICULUM

LCELC follows a religious curriculum that is designed to take students through the Bible chronologically. It presents the alphabet over the course of these weeks by connecting a different letter to the weekly Bible account. Shapes, numbers, and social-emotional skills are also built into the daily and weekly lessons aligned with the Wisconsin Model Early Learning Standards (WMELS) to ensure that all aspects of your child's development are being met.

Curriculum in the infant and one's rooms is less structured, but equally important. Teachers will also be following the WMELS to ensure children are receiving developmentally appropriate activity on a daily basis. Much of the learning which occurs for infants and one-year-olds comes through their investigation of the world around them.

Portfolios for each individual child will be created by teachers to show their growth and development. Parents may request to view portfolios at any time. Portfolios will be reviewed at Parent Teacher Conferences.

Lesson plans each week can be viewed under the "Learning" tab on the Brightwheel App.

Each family is required to fill out the "All About Me" page as well as submit a paragraph about their family to enrich their child's portfolio and meet YoungStar requirements.

Teachers will make sure all children get ample time to explore their classroom environment, outside play area, and school by taking walks with strollers and play time. The curriculum is activity based to limit sedentary behavior. Interactions with teachers and other children will help children reach developmental milestones build strong relationships. Lesson plans will incorporate different areas of investigation and exploration.

There will be no screen time for children under age 2. For those over age 2, screen time will be limited to 30 minutes or less and will be related to curriculum content. If a movie is shown it will be related to curriculum activities, rated G, parents will be advised before-hand, and alternate activities will be available for children to choose.

CHILD GUIDANCE

As teachers in a Christian school, we strive to follow Christ's example in showing love and forgiveness to the children, their parents and each other. Through loving, consistent discipline, we strive to help the child gain self-control and respect for the feelings and property of others. The following are some methods that will be used to help discourage inappropriate behavior in children:

1. Have the class time well planned and lesson materials ready so the transition time from one activity to another is short and smooth.
2. Keep in mind the limited attention span of young children and alternate quiet and active periods.
3. Build self-esteem in the children through praise.
4. Be consistent in setting limits on behavior for children.
5. Use developmentally appropriate materials and activities that will hold children's interest.
6. Help each child feel loved, wanted, and needed.
7. Speak quietly and lovingly to children and treat them with respect.

Following are some techniques that will be used if conflicts between children occur:

1. A child may be redirected to another activity or area of the classroom.
2. A toy or other object may be removed for a time.
3. Children who are in conflict will be encouraged to express to each other their feelings and the things that bother them, and to show love and kindness as Jesus taught. The reason for disciplinary action will be explained to help the child understand why the behavior is unacceptable, and the staff member will discuss with the child some better choices the child might have made. The emphasis for staff and children will be on showing love, kindness, and forgiveness toward each other, as God has shown toward us.

Each child deserves a safe environment. If a child continues to exhibit harmful behavior such as hitting, biting, kicking, spitting, or verbal abuse after the above disciplinary measures have been taken, a conference with the teacher and the director will be necessary. If the behavior continues after this conference, the child may be removed from the school.

BITING

Biting is a common behavior with young children. It may occur for many reasons including: trying to communicate, frustration, fighting over a toy, trying to get attention, or the need for sensory input. Teachers at LCELC do their best to prevent biting in all of our classrooms. When a child bites another child, teachers will address the situation and the parents will be notified. If a child bites multiple times in a short amount of time, the teacher will look at making changes to the environment, implement strategies to help with preventing biting, and look for behavioral patterns. If biting becomes a consistent issue with a student, parents will be asked to help by reading books, singing songs, and talking about strategies at home. A meeting may also be requested with the

director, teachers, and parents. This meeting will cover the steps that we as a center have taken and look for similarities between home and school. When necessary, the child's hours at daycare may need to be shortened or a short break may be implemented.

INCIDENT REPORTS

Incident reports will be used to document injury and accidents and may be used for the documentation of behaviors. Incident reports will be shown to the parent/guardian at pick up and signed by both the teacher filling out the report as well as the parent/guardian present at pick-up.





CLOTHING

Please dress your child comfortably in washable play clothes. Shoes should be sturdy with non-slip soles, the type that can be fastened securely for running and jumping activities. **No sandals, thongs, flipflops, crocs, or other "slip on" shoes**, as these do not provide sufficient protection for children's feet when they are playing on wood chips, or running in the gym. **Tennis shoes are preferred.**

Please dress your child according to the weather. We will be going outdoors daily. Please make sure your child brings boots, snow pants, hats, and mittens during winter months, even if there is no snow on the ground as these clothing items provide warmth in cold weather. See clothing guide below.

Accidents or spills occasionally occur, please provide a change of clothing. Please label all clothing. Children will be encouraged to dress themselves at school so please work on this at home also.

CLOTHING SUGGESTIONS BY TEMPERATURE

Temperature	On Top	On Bottom	Shoes	For Outside
+60 Degrees Fahrenheit				
45-60 Degrees Fahrenheit	 	 		
35-45 Degrees Fahrenheit	 			   
Below 35 Degrees Fahrenheit	 			  

FIELD TRIPS

You are asked to indicate on the required Application Form whether or not you give permission for your child to participate in field trips that occur through the year. This includes walks to the park for the children in the Bears and Zebras classes as well as walks around our property. Additionally, if we were to plan an off campus, bussed field trip, we would send additional notifications and permission forms home. We may need your help to supervise the children on these trips. We contract buses for transportation. Children will be counted upon entering and exiting the bus to ensure everyone is present at all times.

If you choose not to allow your child to participate in an off-campus field trip, no alternative care will be provided.

SNACKS/LUNCH

The school will provide both the morning and the afternoon snack for the children. Snack menus are posted for the month on the parent information board outside of the office and sent through Brightwheel. AM snack will be served with milk. If juice is listed, it will be 100% fruit juice for the PM.

Please refrain from bringing snacks from home except for birthdays. If you would like to provide snacks for the class on your child's birthday, please let the teacher know a few days in advance to request suggestions.

LCELC is a “**peanut and tree nut free**” facility and will not serve foods which contain peanuts or nuts. All parents are required to avoid including these foods in their children's lunch.

Children's lunches from home must follow the CACFP Meal Requirements (can be found on parent board as well as your welcome folder) to ensure children are receiving a balanced meal. If a parent provided snack or lunch that does not meet the Wisconsin Department of Children and Families Licensing Requirements, then LCELC will supplement to meet these requirements. Upon a first occurrence, families will be notified regarding which component was missing from a child's snack or lunch. Subsequent instances will result in a fee of \$5 for each additional item we are required to supply.

Please include any utensils in your child's lunch box that they may need.

If a child does not have a lunch at school by 11:45, a lunch will be provided by the school, and a \$10 fee will be added to your Brightwheel account. If a child frequently does not have a lunch, they may be dis-enrolled from early learning center.

Snacks will be served family style in the classrooms and as children are able, they will be encouraged to serve themselves. Teachers will sit with children to help facilitate use of manners, serving skills, and engage in conversations. Teachers will encourage children to try new foods, but food will not be withheld or used as a positive/negative motivator.

PLAY AREAS

Daily schedules are created to offer each age group at least 45 minutes of outdoor/gross motor activity per half-day. The large playground is designed for our children in the Bears and Zebras classrooms. The play area directly outside the infant classroom and the small playground are reserved for children in the Lambs and Lions classes respectively as the toys and equipment there are designed for children at their developmental level. All playgrounds offer shaded and non-shaded areas to play throughout the day. The gym has toys and equipment for all age levels and the option to be sectioned off with dividers as needed. The gym will be the primary gross motor area when the weather is poor. Children will be taken outside at least once in the morning and once in the afternoon, as weather permits.

INFANTS AND TODDLERS

For infants, ones, and twos, the Brightwheel app will be filled out by teachers to keep track of food intake, bathroom habits, and sleep schedule each day. When you drop off your child, please let the teachers know the last time your child was changed and fed. The daily report will be sent home after your child leaves for the day.

Our infant classroom is shoe free, please take off your shoes before you enter the classroom to help keep the floors clean as this is a primary place of play and movement for the children.

Parents are asked to provide a fitted crib sheet (24x38, typically called mini portable crib sheet for the Lambs' classroom) for their child which will be sent home weekly to be washed. LCELC will keep extras on hand in the event that a sheet gets dirty throughout the week. Children in the Lambs' classroom may use a pacifier, but for health reasons, it will be stored in individual containers when not in use.

In the attempt to be Eco-Friendly, LCELC will provide cloth diaper service to all students in the Lambs' and Lions' classrooms during the time they spend at the center. We ask that parents have a supply of diapers at the school to have children changed into at pick up time by their teachers. At times we may advise the use of parent provided disposable diapers throughout the day such as when a child has a diaper rash or if the infant is too small for our diaper covers.

Families are responsible for bringing in formula, breast milk, or solid food for their infant's meals/lunch. As children are introduced to more solid foods, LCELC will provide a morning and an afternoon snack. As children begin to eat solid foods, we ask that parents let us know what foods their child may have from our snack menu. Until a child is able to eat all center snacks a paper menu will be sent home in order for parents to note which foods their child may have. This should reflect foods the child has already tried at home. As children become more independent, they will be given silverware and sippy cups to use during these times.

Infant schedules will be tailored to each child's daily routine and needs. This means that children will be doing activities at different times, allowing teachers time for one-on-one interaction throughout the day. As they get closer to transitioning to the Lions' class, children will begin training for one nap after lunch, from 12:30-2:30 pm.

To supplement outdoor play, teachers will also use the strollers to take children on walks around the inside of the school and the parking lots to allow them to experience new places and faces.

When infants are asleep, they will be placed in their crib on their backs, without any other blankets, pillows, or stuffed animals in accordance with licensing regulations. If an infant rolls over during sleep, and is able to roll from front to back, he/she may remain on his/her stomach. These practices will be followed as best sleep practices to help prevent Sudden Infant Death Syndrome, or SIDS.

HEALTH CARE AND SAFETY POLICY

The following state required **forms must be completed by parents and turned in to the early learning center before their child is admitted to class on the first day of school:**

- Application Form
- Day Care Immunization Record
- Health History and Care Plan
- Child Health Report— must be completed by a healthcare professional
- Intake Form for children under 2
- Sun Screen Form

Children will be observed by the staff upon arrival for symptoms of injury or illness. Any contusions, lacerations, burns or unusual bruises noted at that time, or any which occur during class time, will be documented in the medications and injury log book. All staff is mandated by law to report cases of suspected child abuse or neglect.

Children who are ill are required to stay home from school. LCELC is not licensed to care for mildly ill children. See the guide on page 21 as a reference if children should stay home. If a child becomes ill while at school (ex. vomiting, diarrhea or a fever of 100 degrees or higher), the child's parent will be notified to pick the child up as soon as possible but no longer than 60 minutes after the initial contact is sent. Teachers will initially reach out via a Brightwheel message. If a parent is not available, the emergency person indicated on the application form will be called. If this person is unavailable and the seriousness of the illness warrants, the child's physician will be called. The designated emergency care facility for LCELC is Meriter Hospital Emergency Room. Children must be symptom free for 24 hours before returning to school. Make up days are not granted for days students miss due to illness.

LCELC teachers may give prescription or non-prescription medication such as pain relievers, allergy medication, or asthma treatments in controlled circumstances following the precise directions on the medical form completed by the parent when the medication is brought in. Prescription medications must have a signed note by a healthcare provider with dispensing instructions. These medications must come to the school in their original containers, with dosage orders clearly printed.

If your child has an allergy (food or otherwise) or any other dietary concerns please make them known to your child's teacher and the director. LCELC's policy is to have a

list in each classroom of children with allergies or dietary restrictions so that every teacher who works in that classroom is aware of such issues. Please inform your child's teacher regarding the severity of the allergy as well as if they can consume items labeled "may contain." This information should also be written on the enrollment application.

Pets are not owned by the Early Learning Center, however, can be a part of the early learning center program. If an animal were to be brought into the center, parents would be given advance notice and given the opportunity to have their child removed from the demonstration.

No weapons of any kind are to be on the premises at any time. We do not allow concealed carry weapons at our school.

If your child will be absent from class for any reason, please send a message through Brightwheel by 8:30am to inform the teacher. If no message is received by 9:00am, you will be charged the No Call/No Show fee. After 5 No Call/No Shows your child will be disenrolled from LCELC.

All children will be within sight and hearing of a staff person from the time they are dropped off at the early learning center to the time they are picked up. If you have a need to reach your child's teacher during class time, please send a message through Brightwheel.

Regular safety inspections of the facilities will be made by the director and unsafe items will be removed, repaired or replaced. Fire drills will be conducted monthly. Fire evacuation plans and routes will be posted in the classroom. Tornado drills are conducted monthly during tornado season, April-October. Lockdown drills will be practiced and discussed among staff as needed. In the event we need to evacuate the school, our rally point will be Walnut Grove Park on N. Westfield Rd. See the policy manual in the hallway for more specific lockdown procedures.

The director and teachers will monitor the temperature outdoors and, in the event of extremely hot or cold temperatures, heat index or wind chill, the children will stay indoors for large motor activities.

HEALTH POLICY

The staff at LC-ELC have taken several steps to ensure our building and toys are clean and sanitary for everyone. We have implemented new and extra cleaning policies, updated our Health Policy, and have toy sanitizing routines in place. New updates to the health policy include:

- If any child has a fever of 100° or higher, they must remain at home until fever free, without medication, for 24 hours.
- Children with fever, vomiting, diarrhea, consistent coughing/sneezing/runny nose should remain at home until symptom free for 24 hours.
- Children consistently coughing/sneezing/with a runny nose at school for over 30 minutes will be sent home.
- Children will also be excluded from care when:

- illness prevents the child from participating comfortably in activities.
- their illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children;
- they have a severely ill appearance - this could include lethargy/ lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash;
- Diarrhea is defined by stools that are more frequent or less formed than usual for that child and not associated with changes in diet. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing “accidents”. In addition, diapered children with diarrhea should be excluded if the stool frequency exceeds two stools above normal for that child during the time in the program day, or those whose stool contains blood or mucus.
- Hand, Foot and Mouth is highly contagious and can easily spread through a classroom. HFM is typically spread through nose and mouth discharges. Children who display symptoms of HFM will be sent home. In order to return to school children must be fever free without fever reducing medications for 24 hours, they should not have had any new sores on their hands, feet, or in/around their mouth within the last 24 hours, and older sores should have started to heal.
- All children and staff who enter a classroom will immediately wash their hands before touching clipboard/toys/classroom items.
- Air purifiers have been added to each classroom.
- When required, public health, licensing, and parents of exposed children will be notified regarding a communicable disease.
- All parents are required to wear masks in the building while mandated by Dane County.

Hygiene Guidelines for Staff and Children Please be following the CDC guidelines (and modeling to children) the proper way to sneeze and cough to protect those around you: Always cover your nose and mouth with a tissue or use the inside of your elbow. Throw used tissues in the trash. Immediately wash hands with soap and water for at least 20 seconds.

Handwashing: Follow procedure on posters by the sinks from CDC. Use soap and water for at least 20 seconds while scrubbing all parts of the hands.

When to Handwash: Immediately upon entering any classroom, before/after eating, before and after toileting (in between helping each child with toileting), after sneezing/coughing/blowing your nose, before going outside or to the gym, after encountering bodily fluid (drool, spit, etc.), and any other time you feel the need.

IF A CHILD BECOMES ILL AT SCHOOL

If a child develops a fever or shows other symptoms requiring the child to be sent home, that child will be isolated from the rest of the group with a staff member. As we are not licensed to care for ill children, ill children must be picked up as soon as possible but no longer than 60 minutes after the initial contact is sent. Teachers will initially reach out via a Brightwheel message. The other teachers in the room will collect all the child's

belongings to send home. Toys and surfaces will be sanitized and toys will be cleaned as needed. Child may not return to program until 24 hours symptom free, or as determined by Madison and Dane County Public Health.







STAFF POLICIES

Staff will facilitate toy cleaning and monitoring toy usage in their classrooms by setting up dirty toy bins and monitoring toy usage to identify when toys should be taken for cleaning (if put in mouth, sneezed/coughed on, etc.). Staff will continue to provide high quality care and instruction while looking out for the safety and well-being of themselves and each and every child at LCP.

PRAYER PARTNERS

Beginning the fall of 2026 each child at LC-ELC will be paired up with a volunteer church member from LCLC. Throughout the year the LCLC member will pray for the student and their family. The church member will be given the student's first name and age. We will provide opportunities throughout the year to connect with your child's prayer partner if you would like to.

I NEED TO STAY HOME IF...

					
FEVER	VOMITING OR DIARRHEA	RASH	HEAD LICE	EYE INFECTION	HOSPITAL STAY OR ER VISIT
Temperature of 100* or higher.	Within the past 24 hours. *See parent handbook for additional guidance regarding diarrhea.	Body rash with itching or fever, an undiagnosed rash that appears quickly.	Active head lice or nits.	Redness, Itching, and/or crusty or "goopy" drainage	Hospital stay and/or ER visit

In addition, children consistently coughing/sneezing/with a runny nose at school for over 30 minutes will be sent home.
See "Health Policy" in the Parent Handbook for further guidance.

I AM READY TO GO BACK TO SCHOOL WHEN I AM...

Fever free for 24 hours without the use of fever reducing medication.	Free from vomiting and/or diarrhea for 24 hours.	Free from rash itching, fever free for 24 hours (if applicable), or been evaluated by a doctor.	Treated with appropriate lice treatment - lice and nit free.	24 hours after treatment or note from doctor if no treatment is necessary.	Released by doctor to return to school.
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By signing the Parent Handbook Agreement on the enrollment application, parents acknowledge they are aware of LCP's policies.