

**COMMUNITY LEARNING CENTER  
Parent Hand Book**

**PROGRAM MISSION AND BELIEFS**

Our mission is to meet the diverse childcare needs of families within a healthy, safe and nurturing environment.

Our belief is that children need opportunities to explore within a developmentally appropriate environment with adult guidance. This is accomplished through planning a nurturing, healthy and safe environment

We believe parents, children, teachers and other child care professionals, need to work together to provide a positive experience by communicating ideas, problems and work on solutions.

**FACILITIES**

We have 11 classrooms designated for full day childcare, morning preschool and school age care. Children are placed in groups based on age and developmental level. The approximate ages in these rooms are:

**West Building 2-- Infant Toddler**

<b>White Room</b>	6 weeks to 12 months of age
<b>Yellow Room</b>	6 to 18 months
<b>Purple Room</b>	12 to 20 months
<b>Orange Room</b>	12 to 30 months

**South Building 3-- Preschool**

<b>Blue Room</b>	2- year-old children
<b>Green Room</b>	2 -3-year-old children
<b>Red Room</b>	3 & 4-year-old children
<b>CLC's office</b>	

**East Building 1-SAFFE- School Age childcare**

<b>SAFFE</b>	Lunch Room
<b>Fish Room</b>	Older 4-year-olds and 5-year-olds (4-k)
<b>Suns Room</b>	Kindergarten, 1 <sup>st</sup> , and 2 <sup>nd</sup> grade
<b>Castles Room</b>	3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> grade

**PARENT COMMUNICATION**

We realize how important your relationship is to your child. We are here as a supplement to your family, not as a replacement. We want to involve you in our program as much as possible. We will try to see that your values, culture, and goals are respected and that your family sees life at Community Learning Center as an extension of life at home.

When you enroll in the program, we will ask that you complete enrollment information. This information helps us plan for your family's schedule, your child's needs and a guide for caring and educating your child.

**LICENSING**

Community Learning Center is licensed by the State of Wisconsin to care for children ages 6 weeks through 11 years. We have announced and unannounced visits by a State child care licensing inspector to review the program, records and cleanliness of the center. A copy of the latest report is posted next to the license in the hallway entrance in each building.

**ENROLLMENT**

Enrollment forms need to be completed and returned to the Administrator the week prior to your child's start date. A \$50.00 per child registration fee is also due at this time.

**LATE PAYMENT FEES**

A \$15.00 late fee will be charged if payment is not received by Wednesday of the current week.

## **WEEKLY TUITION**

Weekly tuition for each child is based on your child's scheduled attendance. The fee is payable on Monday each week. We ask that payments be made by check or money order if you have not signed up for the ACH debit. Please call the office at 284-6502 if you have any questions about paying the fees. Financial assistance is available (WI Shares) for parents who meet the criteria set by Department of Workforce Development. Talk to the Administrator for more information about tuition assistance.

## **LATE PICK-UP FEES**

Any time a child remains after 6:00 PM a late fee of \$1.00 per minute, per child, will be charged. Chronically late parents will be warned and terminated if violations continue. A late fee notice will be delivered to the parent with the payment instructions.

## **SCHEDULE CHANGES**

You will be charged a standard weekly fee based upon your child's schedule. If for any reason your schedule changes, a schedule change form must be completed and submitted to the classroom by noon on Monday, the week prior to the change. If the form is not completed you will be charged your regular fee plus any additional time attended. Schedule change forms are located on the parent board in each classroom.

## **VACATION/RE-REGISTRATION**

You are allowed two enrolled weeks of vacation per year. Enrolled weeks are the scheduled number of days your child attends per week. If your child is scheduled on Tuesday and Thursday, you have four days of vacation per year. Vacation time can be used 1 day at a time. If additional time-off is taken throughout the year, you have the option of paying for the days, or paying a re-registration fee prior to your return. Vacation time begins again upon re-registration.

## **FINANCIAL AGREEMENT**

All parents upon enrollment sign a financial contract. It states the following:

1. You will give a written schedule change by the Monday prior to the schedule change or vacation request.
2. Payments are due each week on Monday. If payments are not made by Wednesday of the current week a \$15.00 penalty will be charged to your account. If payment is still not made you will be terminated from the program.
3. Absences will be paid unless you bring a doctor's excuse.
4. There are no refunds for snow days, utility failures or other problem beyond our control.
5. There are no refunds for celebrated holidays on which your child is scheduled. A vacation day will automatically be posted to your account if your child is normally scheduled on a holiday.
6. There are no substitute or make-up days allowed.
7. If CLC finds that the program does not meet the family or child's needs, a one-week notice of termination will be given if possible.
8. Parents will give at least one-week written notice of termination. Failure to do so will result in your account being charged for one additional week of attendance. (Signed contract to be returned upon enrollment)

## **ARRIVALS/DEPARTURES**

Community Learning Center is open Monday through Friday from 6:30 AM to 6:00 PM.

Community Learning Center's doors are electronically controlled with key fob access. Parents will sign a contract and pay a \$10 deposit for their individual key fob. Lost or misplaced fobs will be replaced at a fee of \$25. Lost or misplaced fobs will be deactivated. If they are found, your deposit will be refunded. Parents/authorized fob holders must notify CLC immediately of a lost or misplaced fob so it can be deactivated to prevent unauthorized entrance to the building. Parents/authorized fob holders who forget fobs will be allowed an occasional doorbell ring for access. Remember that each time the doorbell rings, one of the staff must leave the classroom to answer the door. Chronic "I forgot" my fob to enter the building will be issued a new fob at \$25. You will not have access to the building until the new fob is paid for.

**Key fobs cannot be used by anyone except the original person it was issued to at enrollment. Additional fobs are available for authorized family members (Grandparents, babysitter, etc.)**

Children must be brought into the classroom by the parent. The classroom staff must be aware of the child's presence. At this time any specific instructions for the day, medication to be taken, another person picking up your child, child was hurt, need to be written by parents and handed to a staff person.

## **PARENTAL ACCESS**

Parents are welcome visitors in the classrooms. Parents will be invited to join their child's classroom for planned events and field trips. Access to the buildings is limited by electronic key fobs that are programmed

for your child' scheduled attendance. If you need access to a building and your fob does not work, ring the door bell, and a staff person will meet you at the door. Example: Need to come to the office, and your child is not in that building.

Only individuals listed on the enrollment form can pick up a child. Staff will ask a parent, guardian, or other adult to show a picture ID that will be checked with the enrollment information to see if that person is listed on the emergency form. If the person is not listed, staff will call a parent to get an OK, and the child will not leave until the parent gives the OK. Please notify spouse/friends/family of this procedure if you authorize them to pick up your child. We request that you notify us in writing if someone other than a parent will be picking up the child.

Children must remain within sight and sound of parents at pick up and drop off times. A child may not be sent into the building or another classroom by themselves. A parent must accompany the child to the classroom and notify the staff of the child's arrival or departure.

### **CONFIDENTIALITY**

As parents, you need to be aware of the needs of your child and discuss with staff any changes that may affect the child's disposition. Confidentiality and privacy is of utmost importance to a quality childcare program. Please refrain from asking questions regarding other children or their families.

If you have a problem with another child or staff person, please discuss the problems with the staff person and then with the Administrator. Also provide a short letter describing the problem and listing possible solutions.

### **WHEREABOUTS OF CHILDREN**

Parents give a written schedule to the classroom upon enrollment. If that schedule changes, the parent must request a schedule change, in writing, by noon on the Monday, 1 week prior to the change.

If a child will not be attending for their regularly scheduled hours, by late arrival, or absence, parents must call the center within an hour of the start time. Failure to notify staff of an absence, staff are required to call you to verify the "whereabouts of your child". If there is no answer at the number listed on the enrollment form a message will be left, and documented on the back of the daily attendance.

### **POSSESSION OR USE OF WEAPONS**

Each child and adult on the premises of Community Learning Center has the right to feel secure and not be threatened by any type of violence. Children and adults need to learn to solve problems by expressing their feelings with words.

In order to assure the safety of children and staff at Community Learning Center there is a zero tolerance for violence. Weapons of any type are strictly prohibited. The types of weapons include but are not limited to: guns, swords, knives (other than eating utensils used properly), ninja stars, mutant plastic animals that turn into human figures or weapons and similar items.

Young children learn what they live. When a child is accustomed to seeing violence, they learn to accept it as a part of society. It is our responsibility as teachers, caregivers, parents, and adults to teach children that weapons of any type are not allowed in play.

Children who choose violent play will be asked to stop immediately. Any weapons brought to CLC will be set aside and returned to parents. Weapons made with materials at CLC will be dismantled or discarded immediately. Staff will redirect children to activities that do not include violence. Children who refuse to change violent play will be given an activity that promotes thinking or communication with words. An example would be: "I will take the Lego gun and you may now choose a puzzle and sit at the puzzle table." If children continue to focus on violent play, Community Learning Center staff will meet with parents to discuss the problems and work out a solution to change the behavior.

Policy Exceptions: Weapons under the control of law enforcement personnel.

### **MAILBOXES**

Parents have a mailbox, cubie or drawer in the classroom. Please check it every day for information from the staff or classroom (calendars, newsletters, permission slips, billing, etc.)

### **PARENT PARTICIPATION**

Parents are an important part of our program. In order for the program to meet parents and children's needs the lines of communication must remain open. Parent's cooperation and talents through improvement projects, show and tell, open house, potluck dinners, picnics, classroom events, program evaluations and formal/informal recommendations, help us to keep meeting the needs of the families enrolled at Community Learning Center. Any parent who has a concern or suggestion should feel free to talk to staff and bring it to the attention of the Administrator.

Changes and improvements only happen when everyone is open, honest and we work toward the common goal of meeting the diverse child care needs of families within a healthy, safe and nurturing environment.

### **POSITIVE GUIDANCE POLICY**

All classrooms have their classroom expectations posted in the classroom. Staff talk about safe and courteous behaviors during the day and as reminders when the children are not being safe or courteous.

Teachers and other childcare professionals will discuss positive guidance of children with parents upon enrollment. Children who exhibit unacceptable social or aggressive behavior will be directed to an activity where they can take time to relax before rejoining the group. A child who loses self-control will be asked to take a break from the activity and calm down. Staff will briefly hold or comfort and calm the child if possible. If the child is unable to calm down and rejoin the group, or if the child is in danger of hurting themselves or another person, (staff or child) a staff person will position themselves between the child and the other children. Parents will be notified and the child will be removed from the center for 3 business days. Prior to the child returning, the parents, and the director/administrator will discuss the conditions of the child returning to care in our facility.

Children under 3 years of age may not have "time outs".

### **HEALTH POLICY**

A current physical exam for each child must be completed and returned no later than 30 days after admission. A reminder will be sent if a physical or immunization record is not on file and noncompliance will result in the child being terminated from the program until the information is returned and current.

The information that is required on the physical record includes health problems, allergies, medications that are prescribed on an ongoing basis, physical limitations and special education or care needs. This form needs to be signed by a licensed physician and dated with the date of the examination, not the date that the form was signed.

An immunization record is also required. The Immunization record form indicates what immunizations are required by law with a suggested immunization schedule. Your doctor or nurse will be able to help you complete this form. This form must be signed by the parent and returned to the director. When a child has a booster or update on immunizations, a note with the date and the immunization to a staff person will ensure that the form is kept current.

A new physical exam is required every 6 months for children under 2 years of age. Children over 2 years of age are reminded to update their physical each year. If you have a visit scheduled to your doctor prior to that time and want to update the form earlier, you may do that by asking a staff person. or go online to CLCport.com then Child Enrollment then Child Health report form and/or Immunization form.

### **ILLNESS POLICY**

Teachers and other childcare professionals will observe children for signs of illness, unusual marks or bruises, upon arrival each day.

- Any child showing signs of illness and or fever cannot be left in a group childcare setting. If a child becomes ill, his/her parents or emergency contact person will be notified and asked to remove the child immediately from the center. An ill child will be removed from the group and given a quiet place to wait for parents.
- A child who is on antibiotics cannot return to the center until after being on antibiotics for 24 hours, and free of all symptoms without the use of fever reducing drugs such as Tylenol.
- When a child has a temperature over 100 degrees, they must be excluded from group care.
- When a child has a rash, they must be seen by a doctor to determine if it is contagious before returning to the center. Children must be free of the rash for 24hrs before returning to the center.
- When a child has runny BM's, regardless of the reason, they must be excluded from care to prevent the contamination of the flooring and equipment in the classroom

- If a child has a positive diagnosis of a communicable disease, (pink-eye, strep, pneumonia, etc) the child shall remain out of the center until the symptoms are gone or treated by a physician and symptom free for at least 24 hours.
- The families of other exposed children shall be notified. A notice will be posted on the door of the building to make other parents aware of the symptoms and watch their child.
- A Dr. excuse does not override CLC's policies for return to childcare.

## **MEDICATIONS**

Children may receive medications while at the program. A medication form with all pertinent information must be signed prior to Teachers administering the medication. Parents must bring medication in the properly labeled bottle with the child's name, the name of the medication, the amount and time the medication must be administered and directions for storage. If a child needs to have the medication several times a day, we suggest that parents have the pharmacist print another label and keep one at home and the other at the center. This will ensure that the medication will be available at home and at the center without undue hassle for parents to remember to take it home at night. If medications are not prescription, a permanent marker must be used to label the container with the child's name. The dosing schedule must be consistent with the label or a Physician's RX is necessary to give the medication if the dose or age is inconsistent with the label. A medication form is necessary for those medications also. The Medication form can also be found on CLC's website.

All medications administered will be logged on the medication sheet, the daily report and the logbook. All medications will be kept in a locked RX box in the classroom.

## **FIRST AID**

The child's enrollment form will identify the child's physician or medical facility. Staff are trained in 1<sup>st</sup> aid & CPR and will use standard first aid practices for minor injuries. Parents will be notified if a child's injuries require more attention. Emergency situations will be dealt with in a manner that the child receives the medical attention necessary while parents are notified. A staff person will accompany the injured child to Columbia-St. Mary's Hospital in Mequon or Aurora Health Care Center, Grafton, unless noted differently on the child's enrollment form. The child's enrollment file will be made available to emergency staff at the hospital. Concerns for confidentiality will be maintained, however, the health and treatment of the child will determine the need for information.

## **EDUCATIONAL PROGRAMMING-INDIVIDUAL GROWTH AND DEVELOPMENT**

Parents complete a family intake questionnaire at enrollment to help staff understand each family's cultural values and to provide meaningful experiences for the child. Staff will ask you to update the information at least annually.

Community Learning Center bases their classroom educational program on the Wisconsin Model Early Learning Standards. (WMELS) and the Creative Curriculum continuum. This means that children's learning is based on scaffolding, --starting with basic skills and using that knowledge to apply to the next learning step. You can get more information at <https://dpi.wi.gov/early-childhood> and go to Wisconsin Model Learning Standards to view/download the document. Staff will plan, observe and document your child's progress and discuss their progress or concerns with you on an ongoing basis. When children are experiencing delays, their teacher will bring those concerns to your attention and ask for a time to meet with you, away from their responsibilities of a classroom, and discuss your child's progress.

Infants and toddlers learning opportunities revolve around sensory, motor (large & small) and social experiences. Nurturing is the most important component in their developmental stage.

3-year-old children have a preschool program each morning and their lesson plans are developed using Wisconsin Model Early Learning Standards, and Creative Curriculum.

*At age 4 (by September 1<sup>st</sup>) if your child meets the criteria for 4-k, CLC offers a District Sponsored 4-k program in our 4 yr. old (Fish Room) classroom. Admission is through the Port Washington Saukville School District 4-k program with their main office located at Dunwiddie School. Children attending before or after 4-k Program can add childcare opposite the 4-k time.*

SAFFE--Kindergarten through 4<sup>th</sup> grade children use a planning board to choose their activities within a planned classroom. We believe that the planning board helps children develop appropriate social skills and decision-making skills. The planning board gives the child control of what they want to do, and whom to play

with. Staff in the Suns & Castles Room are available for individual help on projects or to guide school age children in good decision-making skills.

You will receive curriculum updates in the monthly newsletter/calendar each month. This will help you discuss and understand the developmental goals for your child.

Child progress reports are sent home in fall and spring. Parents are offered a time to discuss their child's progress and review the progress report with staff, at a time they are not responsible for the classroom.

*Lesson plans/goals are posted in each classroom for parents on the parent information board.*

*At age 3, young children are introduced to a more formal 3-k Preschool program each morning. This preschool program is included every morning from 8:45 to 11:15*

*Please ask the administrator for more information about the 3-k and 4-k preschool program.*

*Community Learning Center works with the Birth to 3 program and the Port Washington Saukville School District to help meet the child's IEP goals with the constraints of a group care setting.*

### **SCREEN TIME POLICY**

*The American Academy of Pediatrics states that children should not be exposed to "screen time" due to persuasive research indicating negative effects. Screen time includes any object that includes a screen displaying a visual picture that children are able to view.*

*CLC's policy for "screen time per age group is:*

*Under 24 months- NO screen time.*

*2yrs .to 5 yrs.-Screen time is limited to 15 minutes at a time up to 1 hour a week for educational purposes*

*School age 5-12yrs-NO more than 1 hour per day. CLC will use screen time for educational purposes during child care hours.*

*NO media screen time is allowed during meals/snacks at CLC*

*\*Go to: [AAP.org](http://AAP.org) to read the full recommendations on family screen time.*

### **STAFFING**

Teachers and other childcare professionals meet or exceed the licensing standards. Their Registry certificates are posted in each building with a picture of them included with the certificate. We have a combination of staff in each classroom. We work to have a balance of teachers, whose primary responsibility is the educational program for the classroom, and child care professionals that have credentials in specific age development that assist the teacher with the planned curriculum. There are also aides that are new to the field and work under the supervision of a teacher while they continue their education and experience. By combining both staff, the educational needs and personal care needs of the children are met at the same time. Teachers and childcare professionals are an important part of your child's daily care and education.

### **PERSONAL HYGIENE**

Staff will wear disposable vinyl gloves when caring for a child with a cut or abrasion, toileting accidents, or when applying gels, creams and similar medications. Staff wash their hands with soap and running water before and after each incident. Contaminated areas will be washed with a 10:1 water/bleach solution for disinfecting. Children will be monitored to ensure that they wash hands before and after eating and toileting themselves. Children that have toileting accidents will have their clothing placed in a plastic bag and sent home. We are not able to rinse out children's clothing or bedding. Soiled bedding will be sent home to be laundered and returned.

### **MEDICAL LOG BOOK**

A medical logbook is kept for documenting medication administered, children's injuries, illness and suspicious incidents observed by the staff.

### **EMERGENCY PROCEDURES**

If CLC has to close for emergency purposes (snow, power failure, etc.) after your child has arrived for the day, you will be notified by phone.

In the event of a fire/tornado/power failure or other emergency staff will evacuate children (practices are normally under 1 minute) and take attendance. In the event of a tornado warning or the need to shelter-in-place, children and staff will go to a designated location in the building. In the event of a disaster, staff will take children to a building designated as "emergency shelter" by the Ozaukee County Emergency Government office.

A staff person will try to accompany any injured child to Columbia-St. Mary's Hospital Mequon, or Aurora Health Care Center, Grafton (or other designated hospital / emergency center) and remain with the child until parents arrive. The Port Washington Police Department will be aware of the emergency shelter location in event of communication breakdown.

### **SOCIAL SERVICES**

CLC works with the Ozaukee County Department of Health and Social Services. If you have any questions or concerns regarding a child's health or physical well-being, we can contact them for more information. Teachers and all childcare professionals are mandated reporters by the state of Wisconsin. If we have reason to believe a child has been abused or neglected, we will contact the DHFS. The DHFS will come to CLC to observe or talk to a child and make the necessary contacts with parents.

### **NAP/QUIET TIME**

Infants and toddlers nap on their own schedule.

Children over 1 year nap after lunchtime.

Children who do not fall asleep after 30 minutes of rest time will be allowed to play with quiet activities that do not interfere with the children that are sleeping.

School age children will have a 30-minute quiet time after lunch on no school days.

CLC supplies the crib or cot sheet for each child. Parents are asked to bring a small blanket to keep on their cots. Each classroom will launder the cot sheets and blankets once a week. Infants crib sheets will be washed as necessary.

### **FIELD TRIPS AND PHOTOS**

For each trip, a permission slip or monthly calendar is sent home stating the destination, date and cost. The slip or calendar must be signed by the parent and returned to the classroom with the FEE IN CASH. Please do not include the field trip fees with your weekly childcare tuition. If you do not want your child to participate, you will need to make arrangements for alternative care that day.

On occasion, pictures or videos of the children are taken at the center by staff or local papers for special events. If you have any objections please contact the director and check NO on the back of the child enrollment form. Children's pictures will not be posted to social media by staff or parents.

Parents cannot take pictures of children in classrooms, or fieldtrips and distribute them or post to social media without specific written permission from the parent of the child(ren). Doing so will result in termination of the staff or parent. NO EXCEPTIONS.

### **TERMINATION**

Staff and administration will work with parents and children to provide an appropriate environment for all children. However, a group setting is not appropriate for all children or parents. When children are experiencing difficulty adjusting to the normal routines established in classrooms, we will work with parents to resolve difficulties. If a mutual reasonable resolution to a problem is not possible the child will be terminated from the program. Children exhibiting behaviors that are a danger to themselves or others will be excluded from group care for 3 days. Before returning to care, parents and an administrator will discuss the expectations of the child/family to be safely readmitted to the program.

### **POLICIES AND PROCEDURES**

Parents can review a complete copy of the policies and procedures in the office with reasonable notice. A copy is also available to review in each building.

### **FOOD PROGRAM**

Community Learning Center participates in the USDA food program. USDA sets meal guidelines for children and we provide foods that meet the guidelines. Children may not bring foods from home to supplement meals they do not like. Children with allergies or special diets need a written exception from the doctor.

- Infants eat on their own schedule.
- School age children eat breakfast from 6:30 – 7:30 am.
- Children over 1 year of age eat breakfast 8:30 am.
- Lunch is served 11:30 am.
- Snack is served between 2:30 pm.
- School age children eat snack upon arrival from school in the afternoon between 3:30-4:00
- A menu is posted in each classroom and the kitchen. All children are encouraged to try small portions of each food.

Meals are included in your child's tuition. We ask that you please complete the USDA forms and return them to CLC. We receive partial reimbursement through the USDA food and nutrition services for the meals that we serve.

All infants and children at Community Learning Center participate in the Child and Adult Care Food Program (CACFP). The CACFP is a federal program of the Food Nutrition Services, United States Department of Agriculture (USDA). This program gives financial assistance to licensed childcare institutions to provide nutritious meals. In Wisconsin, the Department of Public Instruction administers the CACFP. The primary goal of the CACFP is to improve the diet of children 12 years of age or younger. The CACFP reimbursement helps to offset food costs so programs are able to furnish high-quality, nutritious meals and snack to infants and children in their care.

**For Infants**, the center will provide one iron-fortified infant formula. Parents of infants have the right to select the center provided iron-fortified formula or may choose to provide their own breast milk or formula. Infants are also slowly introduced to #1 jar foods and finger foods on a schedule discussed with parents and the infant teachers.

## **NONDISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **CHECKLIST FOR ENROLLMENT:**

Your child will need the following items by these dates:

**PRIOR TO THE FIRST DAY OF ATTENDANCE:**

1. Completed enrollment forms with no omissions
2. Signed and dated financial contract
3. Registration fee
4. Complete change of clothes
5. CACFP enrollment form
6. USDA Income Eligibility form
7. Weekly schedule form
8. Family intake questionnaire
9. ACH debit form (if applicable)
10. A bag or back pack to keep extra clothing in

**Infant additional forms**

1. Infant Intake
2. Signed SIDS information

**School Age additional forms**

1. Walking to/from school or bus permission form

**30 days from start date:**

1. Physical form SIGNED & DATED by your physician
2. Immunization record completed and signed by parent

**Additional supplies for the care of your child**

**Infant supplies**

1. Diapers
2. Wipes
3. Bottles
4. 2-3 sets of extra clothing
5. Nuk-pacifier
6. Creams, powders and other diapering supplies

**Toddler supplies**

1. Diapers and diapering preparations
2. Wipes
3. 2-3 sets of extra clothing
4. Nuk –pacifier
5. Small blanket for nap time

**Pre-school supplies**

1. 1-2 sets of clothing
2. Small blanket for nap time
3. Washable markers
4. Small bottle of glue an glue sticks(4)
5. Water colors
6. Backpack to keep personal belongings in at school

**Community Learning Center, Inc.  
Mission and Goals**

*Community Learning Center's mission is to meet the diverse childcare needs of families within a healthy, safe, nurturing environment.*

Community Learning Center's purpose is to provide childcare services that exceed expectations of families. This is accomplished through highly skilled Teachers and other childcare professionals who are able to create compassionate, nurturing environments that stimulate physical, intellectual, emotional, social and moral development.

### **INFANT GOALS**

Our goals in the infant/toddler center is to provide care to your infant that includes an individualized approach to health, safety, nutrition and nurturance and offer the kind of experiences that include opportunities for free choices, exploration, individual attention, group experience, and a variety and balance in his or her daily schedule.

Our curriculum will focus on building trust and the interaction between the infant/toddler, teacher and other childcare professionals, and the interaction between the infant/toddler and the environment. Care giving (feeding, diapering, etc.) and play are equally important aspects of the curriculum. Feeding for instance, not only meets the child's physical needs, but it provides a variety of sensory experiences, pleasure and satisfaction, and is an opportunity to learn social and self-help skills.

Our primary function as the adult in the infant/toddler program is to facilitate learning, rather than to teach or train.

### **TODDLER GOALS**

The purpose of the toddler program is to provide a safe, nurturing environment for the toddler to explore.

The goals of the toddler program are to stimulate and encourage each toddler to develop on a continuum, building upon emerging skills.

This will be accomplished by assisting parents to understand their toddlers' changing and demanding needs through daily communication with parents and caregivers, monthly goals for each child, parenting newsletters and parenting materials, working with parents to help improve their parenting skills, observing and documenting each child's developmental progress, assisting each child by encouraging self-help skills and promoting positive self-esteem.

### **PRESCHOOL GOALS**

The purpose of the preschool program is to offer theme-related holistic activities that help the child understand the world in which they live.

The goal of preschool program is to provide developmentally appropriate learning activities for children by challenging the mind and body to explore the world around them. Teachers observe and record the development of each child and communicate with parents on a daily basis about emerging needs and accomplishments of each child. Program directors, teachers and other childcare professionals will assist parents in seeking help for special needs or other concerns to coordinate resources that are available for parents and children.

### **SCHOOL AGE CHILDREN**

Our goal is to provide adult supervised activities for the school age child 5-11 years of age, in grades Kindergarten through 5th.

Our belief is that school age students need to make their own choices of activities, yet have adult supervision and guidance when the need arises, to provide a healthy and safe environment. Activities will promote positive self-esteem.

Parents, teachers, childcare professionals and children need to work together to provide a positive experience by communicating ideas, problems, solutions, and make any appropriate changes.

### **SCHOOL AGE ADDITIONAL INFORMATION**

#### **BREAKFAST**

The Fish, Suns & Castles room eat breakfast between 6:30 and 7:30 am.  
Fish Room 4-k start at 8:00 and children need to be in the classroom by 7:50

For K-4<sup>th</sup> grade, the buses arrive about 7:30 for Lincoln, TJ and Saukville, and we need to be done with breakfast by that time. Dunwiddie children leave at 8:20 to walk over to school.

### **LUNCH**

School age children that attend on no school days will eat lunch at 11:30. During Summer school children return about 12:50 and eat upon arrival.

### **SNACK**

School age children eat snack upon arrival afterschool and then go to their classroom. On no school days children eat about 2:30.

### **HOMEWORK**

Children will be offered a time after school to work individually on their homework. Staff will not require children to do homework, nor will they tutor children. Staff are available for questions when children are working independently on their schoolwork. Please do not send children to SAFFE in the AM and expect staff to sit with children and complete their homework before school starts and sign homework sheets for school.

### **CLOTHING**

Each child needs a backpack every day where they can keep extra clothes (pants, shirts, underwear, socks). Extra clothing is required on the premises for personal hygiene. In winter children need winter outerwear for taking the bus or walking to and from school.

Children must wear closed toe shoes at CLC. **NO SANDALS.** We have too many injuries with children who wear flip flops and sandals when we go outside or on field trips.

A child may get wet or excessively dirty outside and need to change. We do go outside almost every day and as much as we try, we cannot always keep children, water, mud and sand separated.

### **SIGN IN AND OUT**

A sign-in attendance sheet is with each classroom. Parents are required to initial the AM and PM attendance space at arrival and departure.

This check in sheet is a check and balance for communication and whereabouts of children. We know that parents and SAFFE children have a busy schedule and this is one way for us to make sure that parents and staff communicate changes and updates in a timely manner.

### **BUS TRANSPORTATION**

Children who attend SAFFE from other schools can make arrangements with Johnson Bus 262-284-5330 to transport children to and from School. Parents contract individually with the bus company to provide transportation. SAFFE teachers or other childcare professionals get children on and off the bus as designated by the parent's bus transportation agreement and the child's weekly schedule.

### **OUT OF SCHOOL ACTIVITIES**

We understand that school age children participate in activities before and after school. SAFFE will work with parents to get children to or from activities. Parents must give SAFFE written authorization for any and all times that children are to leave the program and the anticipated time that they should return. SAFFE will monitor the coming and going but will not be responsible for arrival or departure. See the Administrator for more information.

### **PARENT MAILBOXES**

Each family has a mailbox located in the lunch room at SAFFE. Please check it each day for important information.

### **HOME TOYS**

Children can bring home toys on NO school Days only. No electronics, No toys with weapons/violence. Children are responsible for their own toys. Please label them.