



ST. JOHN'S  
PRESCHOOL  
& DAYCARE

# **Parent Handbook**

## **2024-2025 School Year**

*Proudly serving our community since 1990*

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Welcome to St. John's Lutheran Preschool and Daycare. We feel blessed that so many parents have entrusted their family's early childhood experience to us. It is our goal to help each student **GROW** in God's love.

**G**

At St. John's we stress **GOD** first. We teach God's word daily in the classrooms and with our Pastor through Chapel services.

**R**

It is our desire that our program will encourage the child and family in a personal **RELATIONSHIP** with Jesus as Lord and Savior.

**O**

We offer our students exposure to social and academic **OPPORTUNITIES** according to their developmental level.

**W**

We conduct daily devotions with our students to empower them with the **WORD** of God, helping them to let their light shine.

## ADMINISTRATION

### Mission Statement

At St. John's Lutheran Preschool and Daycare our mission is to connect students to Christ through theme-based education. Following a faith-based approach we aim to nurture every student's God-given talent and ability in a safe and supportive learning environment.

### Vision

- Encourage a relationship with our Savior
- Serve our community through quality care and educational outreach

- Create a caring and comfortable environment while away from home
- To nurture each student's individual learning abilities

### **Non-Discrimination Policy**

St. John's Preschool and Daycare will not discriminate based on race, sex, creed, color, national/ethnic origin, political affiliations and/or disability/special needs. We will respect all children regardless of religious or cultural backgrounds. Our facility complies with ADA guidelines.

### **Minimum Standards**

St. John's is a state licensed facility and must meet the requirements of the Department of Health and Family Services-46 Licensing Rules for Group Child Care Centers. These represent the minimum standards required for the safety and well-being of each child. A copy is available for each teacher, and every teacher is expected to read and understand these standards. Further policy and procedure guidelines in this handbook will reflect and/or refer to this document.

The following items are posted on the bulletin board next to the main preschool entrance:

- License of operation and any violations
- Statement of availability of DCF 251 Licensing Rules for Group Child Care Centers and St. John's Policy & Procedures Manual
- Parent Information

### **Closings/Cancellations**

- St. John's will follow the Mukwonago School District's recommendations in canceling school due to inclement weather.
- The preschool/daycare will celebrate Lutheran Church-Missouri Synod recognized holidays.
- Emergency closures will be announced via SmartCare email.

## **ADMISSIONS POLICY**

### **St. John's Terms of License**

1. Licensed for a maximum building capacity of 90 students
2. Age of children served (in years):

- A) Preschool: 2.5-5 (MUST be toilet trained, no diapers or pull ups allowed)
- B) Daycare: 2.5-12 (MUST be toilet trained, no diapers or pull ups allowed)
- 3. Months of operation:
  - A) Preschool: September-May
  - B) Daycare: Year-round
- 4. Hours of operation:
  - A) Preschool: Monday through Friday 9:00am-12:00pm
  - B) Daycare: Monday through Friday 6:00am-6:00pm

## PRESCHOOL

### Enrollment

Enrollment opens annually at the beginning of January and will continue until classes reach capacity. Enrollment will be accepted in person, via email, or by phone. A nonrefundable registration fee of \$100 is due to complete enrollment.

### Preschool Tuition

- Tuition is billed monthly online via SmartCare app
- Tuition is **DUE ON THE FIFTH OF EACH MONTH**, unless previous arrangements have been made. All past due payments are subject to a \$35 fee. St. John's reserves the right to charge a \$35 fee for payments returned for non-sufficient funds
- \$100 nonrefundable registration fee per student per year
- The registration fee will be waived for all members of St. John's Lutheran Church-North Prairie
- In the event of tuition non-payment for two consecutive months St. John's reserves the right to suspend school/care until account is paid in full or at the discretion of the Director

### St. John's Preschool Tuitions 2024-2025

Tuesday/Thursday	\$175/monthly	\$1525 if paid by September 10
Monday/Wednesday/Friday	\$200/monthly	\$1750 if paid by September 10
Monday-Friday	\$250/monthly	\$2200 if paid by September 10

- **Parents may choose any class for their child, regardless of age. We will provide multilevel, age-appropriate instruction for each student.**
- Accepted forms of payment include cash, credit card, ACH, or check made payable to St. John's. **\*\*ADDED 2.85% fee on all credit card payments\*\***
- Refunds and credits are not given for absenteeism, weather closing or school holidays. There is no refund or credit for days missed due to illness.

### **Required Forms (Due within 30 days of attendance)**

Students' personal files will be kept in their assigned classroom. Parents can request access to their child's file and can view it in the presence of a St. John's employee. All student information will remain confidential unless requested by state or medical agencies. **\*\*Failure to complete and submit the following forms may result in exclusion from the preschool and/or daycare program\*\***

- Child Care Enrollment
- Child Background Information
- Health History and Emergency Care Plan
- Medical Release & General Waiver of Liability
- Emergency Contact Card
- Authorization for Use of Photograph or Likeness
- Student Immunization Record (Wisconsin law requires all children in childcare to be current on their immunizations or in a program to complete them).
- Child Health Report (Each child must have a physical exam by a licensed physician. The exam may not have occurred more than one year prior to/or 3 months after being admitted to the school. The exam will be good for two years).
- Parent Handbook Acknowledgement Form

### **Additional Forms (Not required for all children)**

- Request for Exception
- Authorization to Administer Medication (complete on an as needed basis)
- Daycare Informed Consent for Observation or Testing by an Outside Agency (complete prior to observation)
- Alternate Arrival/Release Agreement and/or Mukwonago Area School District Bussing Information (complete prior to attendance)
- Accident Report and/or Student Disciplinary Action Form (complete at time of occurrence)

### **Attendance**

Parents must notify St. John's if their child will be absent either by phone at 262-392-9334 or by email at [ps-dcdirector@stjohnsnp.org](mailto:ps-dcdirector@stjohnsnp.org)

- Preschool teachers will take attendance within the first hour of class. Families of children who are not present within 1 hour of scheduled arrival will be contacted.

### **Arrival and Dismissal**

Children **MUST** be accompanied by an adult to the classroom. An employee must be aware that a child is present before the parent leaves the building. Children should not arrive more than 5 minutes before class begins and should be picked up promptly after class. Children not picked up on a timely basis (without prior communication from the parent) will be taken to the daycare and charged the appropriate rate.

A parent should provide written authorization if their child is to be picked up by someone other than his/her legal guardian. NO child will be dismissed without proper authorization, photo ID is required. NO child will be released to someone appearing to be under the influence of drugs or alcohol. In a custody issue, children will be released only to those people recognized in the court order. Access will be denied if a court order has been issued.

St. John's will remain locked Monday through Friday from 6:00am-6:00pm except for Preschool arrival (8:55am-9:05am)/dismissal (12:00pm-12:05pm) and/or events through the Church.

## **CURRICULUM**

St. John's follows a thematic-based curriculum that provides cultural diversity within the Lutheran Church-Missouri Synod's beliefs. The curriculum is set one month prior to the start of the school year by the Director, with input from the teachers.

### **Education Policy and Goals**

- Model and teach the children that Christ is their Savior and accept Him into their daily lives.
- Encourage intellectual, physical, emotional, social, and moral development.



- Encourage self-expression through art, music, physical activity, and storytelling.
- Broaden the children's interests via weekly, age-appropriate curriculum units.
- Promote further learning of problem solving, making choices, working with others, asking questions, and working independently.
- Promote care and respect for others.

**Preschool Daily Schedule**

9:00 - 9:15	Welcome
9:15 - 9:30	Group time, Bible story, Chapel, song
9:30 - 10:30	Center time/Table activities, calendar, weather
10:30 - 10:45	Snack
10:45 - 11:00	Leader-Show & Tell
11:00 - 11:30	Outside play/Large motor skills room
11:30 - 11:50	Art/Free choice
11:50 - 12:00	Group time, close the school day, song, story

**Miscellaneous**

Progress reports are based on St. John's Preschool's Scope and Sequence. Progress reports are sent home in Fall and Spring. Families may request a conference at any time throughout the school year to discuss their child's progress.

Family provided items: School supplies as requested by preschool, class snack (according to class schedule).

Please dress children in play clothes that they can remove/replace themselves, along with an extra pair of clothes. Shoes need to be sturdy and appropriate for play. Please pack weather appropriate clothing, including for outdoor recess.

Field trips are scheduled by the Director and may include a fee for families who attend. Children will be transported in a leased bus driven by a qualified, licensed driver. Children and parent chaperones must travel with the school. Siblings are not permitted.

Pets are NOT permitted on school property during operating hours.

**\*\*Mealtime routine and nutritional guidelines are available upon request\*\***

## DAYCARE

### Daycare Tuition

- Tuition rate is \$7.25/hour
- 25% discount for families with two or more children in care at same time
- Tuition is billed monthly online via SmartCare app
- Tuition is **DUE ON THE FIFTH OF EACH MONTH**, unless previous arrangements have been made. All past due payments are subject to a \$35 fee. St. John's reserves the right to charge a \$35 fee for payments returned for non-sufficient funds
- Accepted forms of payment include cash, credit card, ACH, or check made payable to St. John's. **\*\*ADDED 2.85% fee on all credit card payments\*\***
- In the event of tuition non-payment for two consecutive months St. John's reserves the right to suspend school/care until account is paid in full or at the discretion of the Director

### Daycare Fees

- No call no show policy - St. John's reserves the right to charge \$20 per child per occurrence for failure to notify school of absence before scheduled care as marked on family's monthly calendar.
- Daycare calendars are **DUE ON THE 3<sup>RD</sup> FRIDAY OF THE MONTH**, late calendars are subject to \$25 late fee. The due date will be clearly marked on top of the calendar.
- The parent of any child(ren) who remains in daycare after closing (6:00pm) will be charged \$1 per minute per child until picked up. Those funds will go directly to the teacher who remained with the child(ren) after hours.

### Required Forms (Due within 30 Days of attendance)

Students' personal files will be kept in their assigned classroom. Parents can request access to their child's file and can view it in the presence of a St. John's employee. All student information will remain confidential unless requested by state or medical agencies. **\*\*Failure to complete and submit the following forms may result in exclusion from the preschool and/or daycare program\*\***

- Child Care Enrollment
- Child Background Information
- Health History and Emergency Care Plan

- Medical Release & General Waiver of Liability
- Emergency Contact Card
- Authorization for Use of Photograph or Likeness
- Student Immunization Record (Wisconsin law requires all children in childcare to be current on their immunizations or in a program to complete them).
- Child Health Report (Each child must have a physical exam by a licensed physician. The exam may not have occurred more than one year prior to/or 3 months after being admitted to the school. The exam will be good for two years).
- Parent Handbook Acknowledgement Form

### **Required Forms**

- Monthly Daycare Calendar-Due on the 3<sup>rd</sup> Friday of month \*\*See Daycare Fees\*\*

### **Additional Forms (Not required for all children)**

- Request for Exception
- Authorization to Administer Medication (complete on an as needed basis)
- Daycare Informed Consent for Observation or Testing by an Outside Agency (complete prior to observation)
- Alternate Arrival/Release Agreement and/or Mukwonago Area School District Bussing Information (complete prior to attendance)
- Accident Report and/or Student Disciplinary Action Form (complete at time of occurrence)

### **Attendance**

Parents must notify St. John's if their child will be absent either by phone at 262-392-9334 or by email at [daycare@stjohnsnp.org](mailto:daycare@stjohnsnp.org) or [ps-dcdirector@stjohnsnp.org](mailto:ps-dcdirector@stjohnsnp.org)

- Families of children who are not present within 1 hour of scheduled arrival as noted on child's calendar will be contacted. \*\*See No call no show policy - Daycare Fees\*\*

### **Arrival and Dismissal**

Children **MUST** be accompanied by an adult to the classroom. An employee must be aware that a child is present before the parent leaves the building.

Daycare parents **MUST** sign their child(ren) in and out daily.

A parent should provide written authorization if their child is to be picked up by someone other than his/her legal guardian. **NO** child will be dismissed without

proper authorization, photo ID required. NO child will be released to someone appearing to be under the influence of drugs or alcohol. In a custody issue, children will be released only to those people recognized in the court order. Access will be denied if a court order has been issued.

St. John's will remain locked Monday through Friday from 6:00am-6:00pm except for Preschool arrival (8:55am-9:05am)/dismissal (12:00pm-12:05pm) and/or events through the Church.

### **Education Policy and Goals**

- Model and teach the children that Christ is their Savior and accept Him into their daily lives.
- Encourage intellectual, physical, emotional, social, and moral development.
- Encourage self-expression through art, music, physical activity, and storytelling.
- Promote further learning of problem solving, making choices, working with others, asking questions, and working independently.
- Promote care and respect for others.

### **Daycare Daily Schedule**

6:00 - 9:00	Arrival, breakfast, art project, puzzles, games
9:10 - 9:30	Group time, Bible story, song
9:30 - 10:25	Free choice/Center time
10:30 - 10:50	Snack
10:50 - 11:15	Outside play/Large motor skills room
11:15 - 11:45	Group time, prayer, calendar, weather, story
11:45 - 12:00	Clean up/Bathroom
12:00 - 12:45	Lunch
12:45 - 1:25	Outside play/Large motor skills room
1:30 - 3:00	Nap/Rest time**
3:00 - 3:20	Snack
3:20 - 6:00	Outside play/Large motor skills room/Free choice/Center time

\*\*One-half hour nap time is required by the state of Wisconsin for all preschool-age children enrolled in daycare for more than four hours a day.

**\*\*Parents are to supply their child(ren) with a child sized sleeping bag, mat, or blanket for rest time that will remain at the center during the week. ALL sleeping gear will be sent home on Fridays to be laundered.**

### **Miscellaneous**

Family provided items: Weather appropriate clothing for outdoor play, lunch (for children attending daycare during the lunch hour), sleep gear and extra set of clothes for preschool age students.

Please dress children in play clothes that they can remove/replace themselves, along with an extra pair of clothes. Shoes need to be sturdy and appropriate for play.

Field trips are scheduled by the Director and may include a fee for families who attend. Children will be transported in a leased bus driven by a qualified, licensed driver. Children and parent chaperones must travel with the school. Siblings are not permitted.

Occasionally the daycare will take "walking" field trips within the community.

Pets are NOT permitted on school property during operating hours.

**\*\*Mealtime routine and nutritional guidelines are available upon request\*\***

## **PRESCHOOL & DAYCARE**

### **Behavior guidance & Discipline**

The following process will be followed for students who do not correct unacceptable behavior. Staff may repeat any steps if they feel a positive change in behavior might result:

- Teachers will point out unacceptable behavior and redirect the student to positive alternatives.
- Teachers will implement an acceptable form of discipline (i.e., age-appropriate time out).
- The student will meet with the Director and the teacher to discuss unacceptable behavior. The teacher or Director will inform the parent(s) of behavior and resulting discussion.

- The director will meet with parent(s) to further discuss behavioral issue(s).
- Director will provide final written notice to parent(s) of required behavioral change.
- The student will be removed from the program. The director, with the Preschool/Daycare Board, will make final determination of suspension/termination.

**\*\*All verbal and written communication will be documented in the classroom's logbook\*\***

**\*\*Corporal punishment will not be tolerated as a means of discipline\*\***

### **Suspension Policy**

St. John's seeks a solid partnership with our families to ensure their child's success within our program. However, it may become necessary to suspend a student from our center if:

- The student is unable to adjust to the program.
- The student/parent fails to abide by the center policies.
- The student/parent uses inappropriate language or intimidates staff or other students.
- The student/parent uses physical or verbal abuse towards staff or other students.
- Continuous disciplinary problems.
- Non-payment of tuition or fees.

If the behavior is not resolved after all remedial actions have been exhausted, parents will be notified in writing and/or a conference may be held with the child's parent/guardian and the Director to communicate the center's decision to suspend. The length of the suspension will be determined on a case-by-case basis, and in some instances may result in termination.

### **Termination of Enrollment**

Parents are required to give 30 days' notice to St. John's prior to the first day of the month if it becomes necessary to withdraw their child from the preschool or daycare. Regardless of the reason for withdrawal, no refunds can be made within the pay period of one month. In extenuating circumstances, the 30 notice may be waived by submitting in writing documentation of your situation which will be reviewed by the Preschool/Daycare Board and the Director.

The program maintains the right to release a child with 30 days' notice if adjustment to the program is not suitable, and parents may remove the child from the program if it does not meet the child's needs. Some reasons for enrollment termination include non-payment of tuition or fees, failure to submit required forms, or inability to meet the safety needs of the child or other children.

St. John's preschool/daycare has the right to terminate a child immediately before the end of the 30 days' notice, if circumstances occur, that they cause bodily harm or behavior that is uncontrollable. Parents will be notified the day of the incident and asked to remove the child from the program at that time.

If a student who has been terminated from the program is involved with a state agency, the Director will notify that agency of the student's termination.

If transferring to another educational facility, St. John's will forward copies of the student's records upon written consent of the student's parents.

### **Right to Appeal**

A parent/guardian may appeal against the center's decision to suspend or terminate enrollment of a student.

- The parent/guardian must submit in writing to the Director, Preschool/Daycare Board, and the Board of Elders.
- Upon receipt the Director, Preschool/Daycare Board, and Board of Elders will review the appeal and provide a response to the family within 30 days.
- The decision by the Board of Elders is final.

### **Confidentiality Agreement**

St. John's will respect confidentiality in the following ways:

- Parents will have access to the files and records of their own children but will not have access to information about any other student.
- Staff will not discuss individual students, other than for purposes of curriculum planning and/or group management with people other than the parents of that student.
- Information given by parents to the Director or teacher will be shared on a need-to-know basis.
- Issues relating to the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.

- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the preschool except with the child's teacher, Director, and the Preschool/Daycare Board.

All the undertakings above are subject to the paramount commitment of the preschool/daycare which is to the safety and wellbeing of our students.

Any grievances will be managed in the following manner:

- The issue shall be discussed and resolved by the person bringing the grievance and the Director.
- If the matter is not resolved, the issue will then be taken to the Preschool/Daycare Board, who will investigate the concern and provide a written response to the person.
- If any party feels the outcome is not adequate, they may request a meeting with the Board of Elders.

## **HEALTH & SAFETY PROCEDURES**

### **Illness**

The following guidelines help you determine when a student needs to stay home. The goal of these guidelines is to limit the spread of illness throughout St. John's. A student needs to stay home if he or she has:

- A fever greater than 100 degrees F
- Been vomiting within the last 24 hours (a student may return 24 hours after the last episode)
- Had diarrhea within the last 24 hours (a student may return 24 hours after the last episode)
- A rash with a fever greater than 100 degrees F
- Strep throat (a student may return 24 hours after he/she has been on medication)
- Impetigo (a student may return 24 hours after he/she has been on medication)
- Pink eye (a student may return 24 hours after he/she has been on medication)

If a student becomes ill while in care, the parents will be notified to arrange for pick up.



**\*\*A doctor's note may be required to return but does not guarantee admittance. \*\***

### **Communicable Diseases**

If your child contracts a communicable disease, please notify the school immediately. St. John's reports all communicable diseases to the Wisconsin Department of Children and Families as well as the Waukesha Health Department. If the preschool or daycare receives confirmation of a child infected with a communicable disease, a notice of the disease and date of its verification will be posted outside affected classroom(s). A child may be re-admitted without a statement from a physician after a communicable disease if the student has been absent for a period designated by the Health Department.

### **Children Requiring Regular Medical Treatment**

The following procedures will be followed regarding students who have medical conditions requiring regular administration of medication or other treatment (i.e., Diabetes, severe allergies, etc.):

- Preschool/daycare staff will attend a mandatory informational meeting with the child's parents/caregivers prior to initiation of any treatment.
- Any required medical training will be provided for all preschool/daycare employees.
- All parents are required to sign St. John's Waiver of Liability Release Form absolving all staff from any liability when treating children as taught.

### **Medication**

All medication must be in the original bottle, with the child's name, current date and dosage given as stated on the medication bottle or amended in writing by a physician. A signed Authorization to Administer Medication form must be complete by a parent. Medication is to be stored in a secure location, out the reach of children.

In the event of a mis-dose or error of distribution, parents will be notified immediately for direction.

Medical logbook: A medical logbook is in each preschool/daycare classroom for the purpose of documenting any injury or illness. The teacher on duty is responsible for completing this log for any injury/illness. The medical log will be reviewed by the Director every six months.

### **Preventing Allergic Reactions**

- St. John's follows federal guidelines in providing the following forms to parents, and require their completion:
  - Health History
  - Emergency Contact Card
  - Child Health Report
- Teachers and the Director will be educated in recognizing the signs and symptoms of an allergic reaction and what appropriate course of action to take if an allergic reaction occurs. They will be trained to administer medications in accordance with the State Nursing and Good Samaritan Laws.
- Information regarding symptoms of an allergic reaction and tips for prevention will be posted in each classroom and kitchen.
- \*\*St. John's requires the parents of a child with known allergies to provide an emergency kit with all necessary emergency medications. St. John's employees will store all medications in a secure location accessible to designated staff members. \*\*
- Upon notification and permission from parents, the Director will alert all employees of any children with allergies.
- \*\*For severe allergies, parents are REQUIRED to provide snacks for their child. \*\*
- Prior to the first day of preschool or daycare, the parents, Director, and teachers will meet to discuss the child's specific needs and agree to an emergency plan.
- All surfaces where eating occurs are to be washed and sanitized before meals/snacks and after meals/snacks.

## **EMERGENCY PROCEDURES**

### **Fire Route to Safety**

Fire drills are required by WI state law to be performed monthly. Teachers will assist all students quickly, calmly, and quietly to the nearest exit as per the Evacuation Route Sheet posted by each classroom entrance. Teacher will have each student's emergency cards and the attendance book. The students will be taken to the fenced-in play area south of the church. A count will be conducted of every student to ensure each student's safety. The Director will provide final directions.

### **Tornado Route to Safety**

Tornado drills will be conducted monthly from April through October. In the case of a tornado, the director or teachers on duty will monitor the progress of the tornado using a battery-operated radio. If needed, the students will immediately move to the nearest shelter area, indicated on the Evacuation Route by the classroom door and remain there until the "all clear" is given.

### **Other Emergencies (blizzard, power failure, no heat or water, national emergency)**

The students will be kept in a safe, well-lit area of the school. All parents will be notified to pick up their student and will be released to authorized personnel. Parents will be instructed to listen to WTMJ radio or television.

In the case of a missing child, one teacher will conduct a search. If the child is not located within minutes, the police and parents will be called.

### **Stranger on Property, Bomb Scare or Other Life-Threatening Events**

The students will immediately be moved into their assigned classrooms, where a teacher will do a final head count. Teachers will perform lockdown procedures including locking classroom doors, windows and moving students to a secure location within the classroom. The teachers will keep the students occupied and calm until the Director has announced that the danger has passed.