

# Parent Policy Handbook

**Zion Lutheran Church of Wayside  
Child Care Center  
8378 B County Rd W  
Greenleaf, WI 54126  
(920)864-2468 ext.228  
Cell# (920)634-5209**

Dear Parent(s),

Welcome!!! We are pleased that you have chosen to enroll your child/children at *Zion Lutheran Church of Wayside Child Care Center*. We constantly strive to provide the highest quality care for your child/children. We believe one aspect of providing the high quality care is to build a consistent, trusting relationship between your family and the child care staff of Zion Lutheran Church of Wayside Child Care Center. Our goal for parent/guardians is to feel comfortable and relaxed about the decision you have made to enroll your child in our center. We invite parents to drop in and visit throughout the day. Also, we want you to feel free to come and talk to us at anytime about any questions, concerns, and comments you may have about anything. We look forward to getting to know you and are honored to have you join our family at Zion Lutheran Church of Wayside Child Care Center.

Sincerely,  
The Staff of  
Zion Lutheran Church of Wayside Child Care Center

## Mission Statement

Zion Wayside Child Care Center develops a Child Care Ministry is to help parents teach their children about Christ and his saving grace with the encouragement of teachers through a loving, caring, and safe environment.

## Our Philosophy

Zion Lutheran Church of Wayside Child Care will provide an important service for parents needing care for children/Infants six weeks of age and up from Zion Lutheran Church/School, Preschool, and the community. We have a safe, healthy nurturing Christian environment for all children to explore and learn about the world around them.

## Ownership

Our non-profit Christian Child Care Center is operated by Zion Lutheran Church and School of Wayside. Our Child Care Center is governed by the Day Care Committee of Zion Lutheran Church and School.

All staff report to these committee members.

## Admission Policy

Zion Lutheran Church of Wayside is a group child care, which is open year round Monday – Friday from 6:30 a.m. – 5:30 p.m. We welcome all children who are the ages six weeks and older. We have the capacity for twenty children. All children will be accepted regardless of race, color, national and ethnic origin.

Parents need to complete and return an annual enrollment form along with a non-refundable \$30 enrollment fee two weeks prior to entering child care center. Health and Medical forms along with a record of immunization need to be filled out and placed on file in School office. We will make the necessary copies to keep in our files in Child Care Center.

## Holidays

The child care will be closed—New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Black Friday, Christmas Eve, and Christmas Day. The credit will be applied for full-time enrolled children when these holidays fall within the week. Closing holidays enables the staff to spend time with their families.

## Administrative Structure

The administrator/director will be responsible for the center’s management, including personnel, finance, and the day to day operation of the center. Other responsibilities will be the supervision/teacher of the planning and implementation of the center’s program for children, supervision of staff at the center, staff meetings, and orientation and continuing education for the staff, accountable for filing, answering phones, computer systems, and supervising/teaching center program.

The teacher will be responsible for care, taking/picking up children from school, follow daily schedule, build relationships with children & families, demonstrate professionalism, and integrate health, safety, and nutrition practices. In the event that the administrator/director is absent the teacher will be appointed to administrator/director duties.

The volunteers will assist in child care, and cleaning duties under the guidance of director or teacher for a part-time basis.

## Attendance

Zion Lutheran Church of Wayside will have weekly attendance sheets for the center with a listing of the children currently enrolled. The sheets will be kept as confirmation of attendance. Parents are responsible for weekly fees enrolled part-time or full-time on these sheets.

## Absences

In the event that your child is sick or not attending the center, please notify the director by phone call, message or email and if you are enrolled full-time, you may choose to use a coupon. Any 2 week notice will reserve child's scheduled spot at day care due Wednesday by 8:00am to director. If notification is not received, the Director will call to question the whereabouts of the child, and **whole day rates charged**. If you will be late in bringing your child, please notify staff with a message or phone call. Zion Wayside Staff is responsible for ALL day care children who are attending school until presence of parents or guardian has arrived/departed.

Field trip permission forms with the date, time, and destination of the field trip will need to be signed by a parent before child will be allowed to attend a field trip.

Items to be provided by parents and kept in child's bin---**all should be labeled with child's name or initial:**

### Preschoolers

1 pair of socks  
1-2 complete sets of clothes  
Sweater or sweatshirt (Weather appropriate)  
Sleeping bag or blanket  
Pillow  
2 underpants (more if being trained)

### Seasonal Items (depending on Weather Conditions)

<u>May to Oct.</u>	<u>Oct. to May</u>
Boots	Sunscreen
Warm Jacket	Bug spray
Snow Pants	
Mittens	
Hat	

### Infants

Diapers & Wipes, Diaper Cream  
PREMADE Formula/Breast Milk Bottles DAILY, Burp cloth  
Cereal, Baby Food, Spoons  
2 Complete Set of Clothes  
Nukes, Receiving Blanket

### Seasonal Items (depending on Weather Conditions) **See Items Above**

**All Items Labeled- Bottles Premade –BM =Breast milk, F=Formula, Date, Name of Child**

*Toys and items of value should remain at home unless special day is scheduled on calendar.*

## Enrollment

Parents/guardian must have following forms completed for each child. Please indicate if your child has an allergy to food or a certain animal on enrollment form. All forms are due a week before the child/children first scheduled day. The first week's tuition and enrollment fees must be paid in order for a child to be considered enrolled. All children enrolled for 30 day trial period. During the trial period either the provider or parent may determine child/children schedule or terminate child care without advance notice. We would appreciate two weeks notice of vacations in order to give credit to your account for that time your child is not in child care center.

The following forms will be needed to be completed and filed with school office or child care center:

- Child Application of Enrollment
- Child Care Immunization Record (due within 30 “school days”)
- Child Health Report (due 90 days after 1<sup>st</sup> day of attendance)
- Authorization for pictures/promotions (due 1<sup>st</sup> day of attendance)
- Agreement signed of the Policy Handbook

### Confidentiality Policy

All records Zion Lutheran Church of Wayside Child Care maintains on each child in our center are kept confidential. The staff will have access to the children’s records. The only information teachers should share with parents is information concerning his or her child. Conversations about other children, other parents, co-workers, supervisors, etc., are unprofessional and in some instances illegal.

### Waiting list

It is the goal of our center to provide quality childcare services to as many parents as possible based on space that we have available. Therefore, when capacity is reached, a waiting list for entry is begun.

Guidelines for placement on an enrollment waiting list are as follows:

1. Families who are currently enrolled at Zion Lutheran Church of Wayside Child Care with another child will receive priority.
2. A care slot can be reserved by completing an enrollment form and paying the non-refundable enrollment fee of \$30.

### Financial Policy

Zion Lutheran Church of Wayside Child Care is a non-profit organization operates on fees. All children enrolled for 30 day trial period. During the trial period either the provider or parent may terminate child care without advance notice.

Zion Wayside Staff must be aware of changes to schedule. ANY 2 WEEK notice will reserve child’s scheduled spot at day care due WEDNESDAY by 8:00am to director. PARENTS are responsible for weekly fees enrolled part-time or full-time on attendance sheet. Zion Wayside Staff is responsible for ALL day care children, who are attending school until presence of parents or guardian has arrived/departed.

**Rates:** Infants 6weeks-2 Years old: Full time (30-50 **hours** per week) \$180  
Part time (30 **hours** or less) \$6.00hour

2-6 Years old: Full time (30-50 **hours** per week) \$160  
Part time (30 **hours** or less) \$5.50hour

Before School (6:00-8:15am) \$4.50 per hour (**No 30 minutes rates apply**)  
*Included Bus pick up and drop off if applied*

After School (3:15- 6:00pm) (12:30-5:00pm) \$4.50 per hour (**No 30 minutes rates apply**)

*\*Any school age kids enrolled in any school district will be charged **\$4.50** when attending Day Care during School Year Calendar.\**

**Hourly Rate for Extra Hours or Drop-in Care** (If Director accepts request for day)  
**\$6.00**

**\*\*Second Child discount applies to youngest child in family, and children need to be scheduled 30 or more hours in Calendar Year. \$30.00 will be only discount.\*\***

## Enrolled Children

### Term and Conditions

- ▶ Full-time and Part-time enrolled children are guaranteed a spot.
  - ▶ Full-time includes Paid Holidays, & 5 sick days (\$32 Credit daily )
  - ▶ Part-time means 30 hours or less, notice of 2 WEEKS Scheduled hours. (NO full-time rate applies)
  - ▶ Before & After School Rates Start & End in School Year Calendar which child is enrolled
  - ▶ **Child will be in care for ALL hours scheduled.**
  - ▶ Parents/Guardians picking up children early **will** be charged whole day rates.
  - ▶ If your children are sick or your family takes a vacation, etc. whole day rates still apply.
  - ▶ ½ Days will not guarantee your spot for that day.
  - ▶ NO Credits or Adjustments will be given due to Absents, Early Departure, or Sickness.

### Payment Policy

Payment must be made no later than 5:30p.m. on the Monday or the first day of the week the child is scheduled for day care. The first week's tuition and enrollment fees must be paid in order for a child to be considered enrolled.

Please mark the dates of service for which you are paying on check.

Any payments received late will be assessed a **\$10 late fee**.

After one week of nonpayment, parent/guardian will be notified. If payment options are not discussed with the director, child care services will be refused, and release of enrolled child policy will followed.

#### **Returned Check Fee**

A \$30.00 NSF/Returned check fee will be charged in addition to any bank fees that we occur as a result of a bounced check. We reserve the right to ask for all future payments in the form of cash or money order.

### Arrival Procedures

Since the Child Care Center is located next to Zion Lutheran School, we ask that you use caution when driving in to parking lot. If orange cones are present children are walking to/from school. Zion Wayside Staff is responsible for ALL day care children, who are attending school until presence of parents or guardian has arrived/departed.

### Departure Procedures

At the time of enrollment, parents/guardians will provide the Center with the names and telephone numbers of people authorized to pick up their child. It is the parents/guardians' responsibility to notify the Center of any changes in this authorization. This information should be in writing to the Center. We will release children to authorized persons only. If a new person is picking up the child, he or she should be prepared to show a valid driver's license or other form of photo ID. Be sure child care staff/teacher is aware of your child's departure.

### Daily Opening and Closing Time Policies

Children should not be dropped off before **6:30 a.m.** or picked up later than **5:30 p.m.** We expect the children to be dropped off and picked up at regular times originally stated. A fee of \$1.00 per five minutes of being at the Child Care will be assessed for late pick-up after 5:30 p.m. If an event that your child is still at the center after closing and we have not heard from you, we will take the following steps:

1. Attempt to reach you at home, work, or other number you have given us.
2. Call the people listed on the child's emergency form.
3. Call the authorities after 30 minutes.

Even though the Center is open for 12 hours, we have a policy that your child is in the center for only up to **10 hours** late fee will be charged if the director is not notified.

### Inclement Weather Days Policies

If there is a two hour delay to the beginning of the school day, however, Child care **will be open** at the regular hours. Also, if school is closing for half day due to weather, the center **will be open**. In the case of weather emergency, (Warning stated by National Weather Service) the parents will be contacted of center closing, and ask that children be picked up as soon as possible.

In the case of extreme weather conditions, (Warning stated by National Weather Service) Zion Lutheran Church of Wayside Child Care will go along with the **Reedsville School District to close the center**. (Your account will be credited for any closing the center days)  
**These decisions have been made to accommodate the safety of your children.**

### Meals and Snacks

The center will provide all food service personnel with orientation within their first week of employment. Staff members having direct contact with the children shall be informed about food allergies and other allergies of specific children.

Breakfast will be served between 7:45 and 8:10 a.m.

Lunch will be served between 11:15-11:45 a.m.

A mid-afternoon snack will be served between 2:30-2:45 p.m.

The school kids snack will be served after school.

No child shall go without nourishment for longer than 3 hours. If you child has an allergy to any certain food, please write on the enrollment forms and medical forms. If your child **cannot** eat the foods we have to offer, please discuss the special dietary needs of your child with the director. We will have weekly food menus displayed on the parent bulletin board in the entryway. Please remember that your child needs to try to eat healthy foods we provide for them. Unless they have allergies against these foods, they should eat what we provide.

No food should be brought to the center unless **pre-planned** with the director. Please discuss with staff regarding your wish to share child's special birthday treats.

### Center Activities

Our goal at Zion Lutheran Church of Wayside Child Care is for each child to grow socially, emotionally, physically, creatively and intellectually.

We encourage children to learn through play, with a balance of both teacher directed and child-initiated activities. Art projects, stories, bible stories, songs, group time, outside time, gym time and pretend play are just some of the exciting opportunities your child will have available to them throughout the day.

At the present time no pets are allowed at the center. If children would like to bring in their pets for a special day, please discuss this with the director. The animal/pet must be currently up-to-date on all vaccinations, and friendly with young children. Parent/guardians will be notified when an animal/pet will be present in the center. Please indicate if your child has an allergy to a certain animal on enrollment form, and let staff know about this allergy especially if the animal/pet is at the center.

The following schedules are just suggestions of how our program operates.

## Day Care Schedule

<u>Time</u>	<u>Daily Routine</u>
6:00-8:00	Welcome Children
7:45-8:10	Meal Prayer & Breakfast
8:00	Before School Kids Leave
8:45-9:00	Calendar Time
9:00-9:15	Jesus Time
9:15-9:45	Art
9:45-10:15	Outdoor Play / Large Motor Activity
10:15-10:30	Language Lessons
10:30-11:00	Free Play / Blocks or Dramatic Play
11:00-11:15	Story time
11:15-11:45	Meal Prayer & Lunch
12:00- 2:00	Nap/ Quiet Time
2:00-2:30	Outdoor Play
2:30-2:45	Meal Prayer & Snack Time
2:45-3:00	Free Play / Bucket Toys / Puzzles
3:00-3:10	Monthly Theme Activity
3:10-3:30	After School Kids Arrive
3:30-3:45	B&A Snack Time/ Day Care Free Play
3:45-4:00	Free Time/Craft/Home Work
4:00-6:00	Goodbye Children

<u>Month</u>	<u>Themes</u>	<u>Focus</u>
January	Snow	Shapes
February	Hearts	Family
March	Literacy	Nutrition
April	Music	Children
May	Flowers	Logic/Math
June	Dairy	Relationships
July	Fireworks	Country
August	Dreams	Language
September	Apple	School
October	Harvest	Creativity
November	Turkey	Games
December	Trees	Jesus

\*\*A note will be posted with the location where the children and staff went on the doors, when they are gone from the Child Care Center. \*\*

### Infant Schedule

The infant and toddler planning will be done in conjunction with parents. Parents and teachers will develop goals that are appropriate for the skill level of each individual child and these goals will be incorporated into daily routine. American Sign Language will be taught as a form of communication to help teachers respond to children needs.

### Parent Communication

The staff of Zion Lutheran Church of Wayside Child Care will make every effort to keep parents well-informed about their child's day through phone calls (as needed), written reports, or personal conversation at the center during drop-off/or pick-up times. Parents are encouraged to bring their concerns about any matters to the attention of the child's care providers or the director. It is our desire, as a center, to work in partnership with the parents for the best possible care of each child. Effective communication assists in this team effort between all parties.

## Child Guidance Policy

As Christian caregivers, we believe discipline is achieved and maintained through love. The purpose of discipline for young children is to teach coping skills and discourage inappropriate behavior.

There are three forms of guidance/discipline that will be used at Zion Lutheran Church of Wayside Child Care.

### 1. Positive Guidance

Children will be praised when they are showing good behavior and following the rules. Positive words will be used instead of negative words. Children respond very well to praise. The child care providers will use positive words to reinforce the children correct behavior with the hope that the child will learn better communication. By following through with this technique we are helping the child develop their self-esteem and to feel proud of themselves.

### 2. Redirecting

Redirecting children before a problem arises helps children realize other choices to handle a situation. We believe in talking to a child on their level to provide better communication between teachers and children.

### 3. Stop light procedure

Green- Child's behavior is wonderful all day

Yellow- Child was given some warnings but overall was well behaved throughout day.

Red- Child may occasionally need to sit quietly in order to calm down and regain self-control during the day.

### 4. Sitting Quietly

When positive guidance and redirecting have failed a sitting quietly period will be given. At the end of the period, we will talk with the child about what happened. The child will be allowed to join the group. Our teachers will watch for positive behavior and praise the child for it.

Our policies and staff believe strongly in the positive guidance of the children. Discipline methods used will focus on communication, stressing positive behavior, verbalization, redirection, or possible removal from a negative situation. These methods create appropriate ways to manage crying, fussing, or distraught children. Physical punishment will not be used. Punishment that is humiliating or frightening to a child, such as hitting, spanking, verbal abuse, withholding food, or punishment for lapses in toilet training are prohibited by the State of Wisconsin and the child care center. These punishments will be forbidden, even at the request of the parents.

All child care providers and volunteers will be trained in appropriate child management techniques, child guidance, and the use of sitting quietly periods. It is our role as teachers to help the children to learn appropriate behaviors. Through the use of positive guidance, modeling, redirection, and the setting of clear –cut limits, we are reasonably confident that the children will develop self-control, self-esteem and respect for the rights of others.



If these procedures are ineffective and the child continues unacceptable behavior the following steps will be taken:

1. If the child's negative behavior persists, the child care provider and/or director will make an appointment with the parent(s) and or guardians to Discuss the matter.
2. If the situation does not improve, the parent, child, teacher and director will meet to review the situation as well as establish another plan of corrective action.
3. If the child's behavior is still not acceptable, the child will be suspended. It will be for a period determined by the director, and parents/guardian.
4. In a period of any 30 days, if a child causes physical harm to another child, consistently refuses to obey rules, destroys child care property, or hides/runs away outside, he/she will have three written warnings and period of suspension decided by parents/guardian and director.
5. If the above methods of discipline do not change the child's behavior pattern, the parents/guardian will be invited to meet with the daycare committee, director, and teacher. If a solution or significant change is not evident, the child will be terminated from child care center.

### Child Abuse and Neglect

Any staff member of Zion Lutheran Church of Wayside Child Care Center are required by law to report any children who appear to be emotionally, physically, abused and/or neglected to the Brown County Child Protective Service, county sheriff, or city police. Suspicious of abuse or neglect shall be documented and maintained in a confidential record. All staff will be trained in the child abuse and neglect laws and how to identify children who have been abused or neglected.

### Release of Enrolled Children Policy

The center will give a two weeks' notice in writing, if the child is to be released from the center or if the center is to close. Normal fees will be required on attendance sheet after notice is given, whether the child attends or does not attend. An enrollment may be terminated at anytime for the following reasons:

1. Parent's failure to pay fees in a timely manner.
2. The needs of the child cannot be met.
3. Failure to submit required child health and medical information.
4. Policies of the center are not followed by the parents/guardians or children.
5. If a child poses any undue risk causing injury or harm to other children, staff, or property of Zion Lutheran Church of Wayside Child Care.

If a parent wishes to withdraw the child from Zion Lutheran Church of Wayside Child Care, a two weeks' written notice is also required.

## Health Care Policy

### Communicable Diseases

It is our goal to protect and promote the health of all children at Zion Lutheran Church of Wayside Child Care. All issues pertaining to health will be kept confidential. A child with a reportable communicable disease, such as *chicken pox*, *German measles*, *infectious hepatitis*, *measles*, *mumps*, *scarlet fever*, or *meningitis*, which is transmitted through normal contact, may not be admitted to or be permitted to remain in the child care center while the disease is communicable. The child will be allowed to return to the child care center when the parents provide a statement from the child's physician stating the condition is no longer contagious or if the child has been absent for a period of time equal to the longest incubation period for the disease. All communicable diseases will be reported to the local health department and to all parents whose children may have been exposed to the disease.

All staff members will have on file a health report which states that the person is free from any communicable disease which is transmitted through normal contact which presents a safety or health risk to children.

### Medications

Parents/guardians must sign an Authorization to Administer Medication form before any medications can be administered to a child. This includes prescriptions, non-prescriptions, and topical medications, such as insect repellent and sunscreen. All medications need to be in original container, labeled with child's name and must include the dosage and directions for administration. Medications needing refrigerating will be in a separate, covered container labeled "medications".

All injuries received or medications dispensed to a child will be recorded in a Medical log book. Entry will include type of medication given, dosage, time, date and the name of staff administering the medication.

### Mildly Ill Child

A mildly illness is any common temporary illness, non-progressive in nature. Some examples would include fevers of 104 degrees or less with no symptoms of a communicable disease and controlled by the used of anti-fever medications; physician diagnosed ear infection or other infections for which an antibiotic has been prescribed and care for children who have completed the required absence period for a contagious disease, but are still not feeling well. Your child will need to remain out of the center when the following symptoms occur:

- A temperature over 101 Degrees (This will be taken with oral thermometer)
- Intestinal disturbances (diarrhea, or vomiting)
- Any undiagnosed rash or sore
- Sore or discharging eyes, ears, or profuse nasal discharge (not related to allergies)

Your child may return after they are symptom free for 24 hours without the use of an anti-fever medication.

### Health Precautions

Bodily secretions (runny nose, eye drainage and coughed-up matter) will be wiped with a disposable tissue used once and then thrown into a plastic lined container. Whoever does the wiping will wash their hands immediately. All staff and children will be trained in the proper technique for washing their hands. Body secretions on surfaces will be washed with a soap and water solution, disinfected with a bleach solution and then followed by a thorough hand washing. Children will be protected from sunburn with protective clothing and sunscreen if written permission has been granted by the parent/guardian.

When a child becomes ill at child care and has a condition which has the potential of affecting the health of the other children, the child will be removed and isolated in an area which is away from the other children. The child will always be within sight and sound of a staff member and will be provided with a mat and blanket or sleeping bag. The child's parent/guardian or emergency contact persons shall be call as soon as possible after the illness is discovered and arrangements will be made for the removal of the child from the center.

### Universal Precautions

Universal precautions will be followed anytime someone comes in contact with blood, blood-containing body fluids and injury discharges. The following steps will be followed:

1. Wash hands with soap and warm running water
2. Single use of disposable gloves will be worn.
3. Gloves will be discarded in plastic bags.
4. Hands will be again washed with soap and warm running water.
5. For spills of vomit, urine, feces, blood or other body fluids, staff will clean and disinfect floors, wall and any other item that may have come in contact with the bodily fluid.

### Personal Cleanliness

All children will be taught the proper hand washing technique to be used before eating meals, snacks and after the use of toilets. The child's hands and face will be washed again after meals. All staff members working with the children shall wash their hands with soap and warm running water before handling food, after assisting with toileting and after wiping bodily secretions from a child with a disposable tissue. Cups, eating utensils, toothbrushes, combs and towel may not be shared and shall be kept in a sanitary condition. Soiled clothes will be changed promptly, and put into a sealed plastic bag. Parents/guardian is responsible for cleaning these items. Also, we ask that parent/guardian wash blanket or sleeping bags once a week.

### Diapering and Toileting

Children who have wet or soiled diapers shall be changed promptly, or checked every two hours. The children's diapers will be changed on a surface that has been sanitized both before and after changing diaper. The diaper will be disposed of in a diaper pail that will be emptied and sanitized daily. Staff must wear gloves while changing diapers and a new pair of gloves shall be used with each child. Staff shall also use proper hand washing techniques after diapering and toilet assisting of each child.

Clothing or bedding that becomes wet or soiled will be placed in a plastic bag for parent to take home.

### Minor Injuries

If an injury is minor, the parent/guardian will be informed of the injury verbally or injury report when they come to pick up the child. Superficial wounds will be cleaned with soap and water and a bandage will be applied. A well stocked First Aid Kit is readily available at the center and is also taken along on all field trips. Child Information Sheets will also be taken along on each

field trip. A confidential record of all injuries is kept in the Medical Log Book. Parent/guardians are permitted to see this book but only the medication or accident entry that pertains to their child.

#### Rest Periods

Children 5 or under will be given a nap time or rest period. If after 30 minutes child is not sleeping, they will be allowed to get up and have a quiet time through the use of quiet activities which will not disturb the other children. All children should bring a pillow and a sleeping bag or blanket. Sleeping Mats will be furnished by the center. Bedding will be stored in a sanitary manner and will be sent home each Friday to be laundered. Please remember to return it on Monday.

#### Sanitation of Toys and Equipment

Furnishings, toys, cots, and other equipment will be washed and sanitized whenever they become soiled. Eating surfaces are washed and sanitized before and after every meal and snack.

### **Infants**

#### Sudden Infant Death Reduction

All employee's and volunteer's must complete and have documentation of (SIDS) training prior to the first day of work. State law requires child care workers, except for a volunteer who is not counted in staff-to-child ratios, including the administrator, center director, teachers, assistant teachers, and floaters who provide care and supervision to children under 5 years of age shall receive department-approved training in shaken baby syndrome and impacted babies and appropriate ways to manage crying, fussing or distraught children.

1. Sudden infant death syndrome is the unexplained death of an infant under one year of age.
2. Zion Lutheran Church of Wayside Child Care will always sleep infants on their back (considered to be the safest and healthiest sleeping position) unless the child's parent and doctor sign a waiver. State requires children under one year of age may not sleep in crib or playpen that contains soft material.
3. Zion Lutheran Church of Wayside Child Care does not use wedges or position devices.
4. The alternate sleep position must be documented by the parent on the Initial Intake form.
5. If a blanket is used, the infant should be placed at the foot of the crib or play pen with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest. KEEP the infant's head uncovered during sleep.
6. Provide "tummy time" for awake non-mobile children.

### **Fire/Tornado and Other Emergency Policies**

#### **Fire Procedures**

In the case of a fire, the teacher will have the children line up, do a head count, take the Daily Attendance Sheet and escort the children to the nearest safe exit. Roll call will be taken to assure that all children are evacuated. An Emergency Kit consisting of the radio, flashlight, blankets extra batteries, cell phone, and the children's information sheets will be taken along on evacuation. Call local fire department.

A diagram of evacuation plans is posted by the doorway of each child care room. In the event of an actual fire, children will be at Zion Lutheran Church/School across the parking lot.

Fire and tornado drills are practiced regularly. All staff members are trained and knowledgeable in the operation of a fire extinguisher and actions to be taken in the event of a fire or tornado.

### **Tornado Procedures**

In the event of a tornado warning, the staff will again have the children line up, do a head count, the Daily Attendance Sheet and escort the children to the basement. Roll- call will be taken to be sure that all children are accounted for. Children will be trained in the proper sitting and head covering procedure to be used in the event of a tornado. An Emergency Kit consisting of the radio, flashlight, blankets extra batteries, cell phone, and the children's information sheets will be taken along on evacuation.

### **Emergency Closing**

As stated earlier, in the case of extreme weather conditions, (Warning stated by National Weather Service) Zion Lutheran Church of Wayside Child Care will go along with the **Reedsville School District to close the center.** In the event of an emergency situation that interferes with the safe operation of the program (such as power failure, heating problems, or any other emergencies), we will contact the parents or their emergency contacts and ask them to pick up the children as soon as possible.

### **Seriously Injured Child**

All staff members have been trained in First Aid and are recertified in CPR every two years. We do need to have written permission from the parent/guardian authorizing emergency medical care which needs to be kept on file at the center. This authorization is included on the Child's Enrollment Form. We will make every effort to contact you in the event that your child becomes seriously injured while at Zion Lutheran Church of Wayside Child Care. The director will also be notified to assist in this procedure. If you are not available, those people you have listed as emergency contacts will be called. When a situation demands immediate attention, your child along with teacher or director will be taken by ambulance to local hospital. If an ambulance is required, you would be responsible for any charges incurred.

### **Other Emergency**

In the event of a missing/runaway child, these procedures may be followed:

1. Quietly notify the staff that a child may be missing. Give a staff member the description of the missing child and ask them to search their classroom, or other areas in the building.
2. Ask the other children for more information on the whereabouts of the child.
3. If the missing child has in fact left the building, have a staff member search the immediate area by car.
4. Contact local police
5. Contact the parent/guardian about missing/runaway child. Request that the parents contact other relatives or friends who may know the whereabouts of the child.
6. If child is found, request the parent/guardian notify the director/staff member at the center.

Dedication

Our Zion Lutheran Church of Wayside Child Care Staff is dedicated to the mission of serving our Lord through the care of children and their families. We thank our families for giving us the opportunity to help you in the task of providing quality care to the children. Please pray for our staff in doing God's will. We will also remember all our families in our prayers. May the Lord bless our time together!

*A copy of this policy handbook will be available.*

Revised 04-2016

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**Zion Lutheran Church of Wayside Child Care Handbook Acknowledgement**

This is to certify that the undersigned on the date indicated received, read, understood, and agreed to abide by the information in the Policy Handbook.

Signature\_\_\_\_\_

Date\_\_\_\_\_

We are glad to serve you and your family!

