

Zion Lutheran
Early Learning Center
Handbook

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South Milwaukee, WI 53172

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zionsouthmilwaukee.com



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South Milwaukee, WI 53172**

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This handbook is a small guidebook which contains information about policies regarding our early learning center and regulations for the children. Please refer to this handbook when any questions pertaining to our early learning center arise. If the information is not given, please consult the ELC director.



OUR PURPOSE

Zion Lutheran Early Learning Center (ZLELC is the abbreviation we will use in this handbook) exists for the purpose of aiding and assisting parents in their God given command, “Bring your children up in the training and instruction of the Lord” (Ephesians 6:4). We are also instructed to serve the Christian church by teaching God’s Word. We here at Zion are dedicated to making disciples and preserving and strengthening the Christian Church so that all generations may come to know Christ as their Savior.

All children attending our Early Learning Program will daily hear the truths of God’s everlasting love through the Bible. It will be incorporated through many ways. This includes physical, intellectual, social, emotional, and most important spiritual. We will provide a program that reflects the developmental level of each child through active and quiet, individual and group, and indoor and outdoor activities. We believe in providing a program that offers a warm, nurturing environment, with varied educational experiences under the guidance of a well-trained staff.

The center will not discriminate against anyone because of sex, race, and color, etc. We will teach the Christian values and beliefs as taught by our church and the Wisconsin Evangelical Lutheran Synod. More information on this can be found on our website (under the ELC menu, choose [“What We Believe.”](#))

OUR OBJECTIVES

ZLELC will provide your child with care in all of the following areas:

- Daily opportunities both indoor and outdoors to develop small and large motor skills (physical development).
- Daily opportunities to learn through language arts, communication skills, science, and reading and math readiness (intellectual development).
- Daily opportunities to develop social skills which are based upon Christ-centered, God pleasing principles of love and concern for each other’s safety and well-being (social development).
- Each child will be exposed to feeling accepted as part of a group and individual, and as a redeemed child of God.
- Most important are the daily opportunities to hear God’s Word and apply it both at home and at school (spiritual development).

OVERVIEW OF PROGRAMS

Listed below are the specific programs that ZLELC has to offer to your family:

Full-Time Child Care: This is a full time program in which children can attend up to 10 hours per day, Monday through Friday. Each child enrolled will receive a preschool curriculum. Children must be at least 3 months of age.

Half-Day Child Care: Children can attend this program for a half of day up to 5 hours a day. Each child must attend a minimum of 2 days. These must include morning hours.

Preschool: We offer preschool from 9:00 AM to 11:30 AM. If you are interested in 3-year-old or 4-year-old preschool, registration is held in February.

Before/After School Care: Children in this program need to give the director a schedule at the beginning of the school year. You will be charged for days you do not attend, after you have used your credit. On scheduled days off from the day school, you need to let us know in advance if your child will be attending. There will be no charge if you choose for your child not to attend on non-scheduled days.

ENROLLMENT AND ADMISSION REQUIREMENT

REGISTRATION PROCEDURE

1. Zion Lutheran Early Learning Center is open from 6:30 AM – 6:00 PM. Please abide by these times, or you will be charged an additional fee. Doors will be opened no earlier than 6:30 AM.

2. Children must be at least 3 months old.
3. Registration forms must be completed before your child's first day. We must also receive your \$50.00 (per family) non-refundable registration fee. This will guarantee your child a place in our program.
4. Children must be completely immunized, and records must be on file by the first day of enrollment. You have one month from the date of enrollment to have a physical from your doctor completed.
5. New families are enrolled on a first-come, first-served process. If you are on a waiting list, members of Zion receive first priority.
6. Parents may also want to consider bringing their children to school for a short visit to become familiar with the new environment.



GENERAL INFORMATION

ATTENDANCE SCHEDULE

Upon registration, you must submit a permanent schedule for the days and times your child will be attending. This will enable us to staff accordingly. If your schedule changes, you have to inform the director to see if alternate days are available. In some instances, part-time families may need to add additional days, this will only be possible if there is availability. You will then pay the daily rate for that day.

FEES

An enrollment fee of \$50.00 per family is due when you submit your application. This fee is non-refundable. Our price list is available from the early learning center office.

ABSENCES

If your child will be absent, please call to notify the center before 9:00 AM. Our phone number is 414-762-2824. You may also leave a message on the answering machine.

ARRIVALS AND DEPARTURES

ZLELC will unlock the doors at 6:30 AM. Please refrain from arriving before this time. The teacher needs time to get things ready before the morning starts.

We are concerned about the safety of your child at all times while he/she is in our care. We ask parents to accompany their children into their classroom. Please do not have them enter by themselves. Please be sure the teacher recognizes that he/she has arrived. You will also need to assist them in hanging up their coats.

Upon departure, we ask that you assist your child in gathering his/her belongings.

Parents are to check their child's cubby to make sure there is one complete change of clothes. This includes shirt, pants, socks and underwear, and one extra sweater or sweatshirt is recommended.

ILLNESS

Please contact our early learning center office to receive two copies of a health form. One is for you to keep, and the other is to be signed and returned to the center.

If your child becomes sick at school, you will be notified and expected to pick him/her up within one hour. Your child will not be able to return to school for any portion of the following day.

More health-related information is found on page __ of this handbook.

MEDICATIONS

If a student requires medication (prescription or over-the-counter) while at school, it must be brought to the office for safe storage and proper dispensing. Exceptions are made for infant medications and for inhalers, epi-pens, and glucagon which may be kept safely in the classroom by the teacher. Children will not be allowed to keep any medications in their lunch boxes or backpacks. In order for our center to administer any



medications to your child, you must complete and sign a medical form available from our office.

Prescription Medications

Prescription drugs are to be administered consistent with the student's practitioner and as provided in written consent by parents or guardians. A written, signed statement from the parent or guardian is required (a written, signed instruction from the practitioner would also be good to have on file).

Prescription medications must be brought in the pharmacy-labeled container. It should specify the name of the student, the name of the prescriber, the name of the prescription drug, the dosage, the effective date, and the directions in a legible format. Any precautions, possible untoward reactions, and/or interventions would also be good information to supply to the office.

Non-Prescription Medications

Non-prescription drugs are to be administered consistent with the written instructions of the student's parents or guardians.

Non-prescription products must be supplied in the original manufacturer's package. The packaging must list the ingredients and the recommended therapeutic dosage in a legible format.

Dispensing a non-prescription drug product can be in a dosage other than what is identified on the manufacturer's packaging only if the request to do so is accompanied by the written approval of the student's practitioner.

Self-Administered Medications

A written, signed statement from the parent/guardian must be on file in the office. Inhalers, epi-pens, and glucagon may be kept safely in the classroom by the teacher. Upon use of epinephrine or glucagon, the incident should be reported to an emergency medical service provider or 911.

BREAKFAST

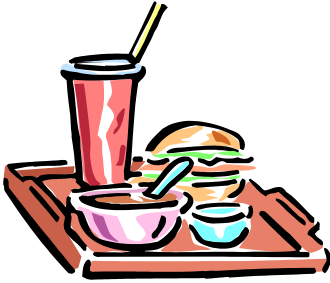
Children who wish to eat breakfast at the center may do so. You have two options:

- 1) you can bring something in daily, or
- 2) you may store a box of cereal (labeled with your child's name) in a cupboard at the center. Zion childcare will provide the milk, spoons, and bowls. Our structured day generally begins by 9:00 AM, so breakfast can only be served until 8:30 AM.



LUNCH

Please send a nutritionally balanced lunch with your child. Each room has a refrigerator where lunches can be stored. Milk is provided by the center. A microwave will be available, however, it is extremely difficult to heat up a large number of meals while supervising the children. If your older child is in need of



a warm lunch on a daily basis you may want to utilize the school's hot lunch program.

The hot lunch program is available on request during the normal school year. You must order your child's meal by 9:00 AM through the teacher. After 9:00 AM the lunch count has already been called in, and you may not be able to order it.

A hot lunch calendar is available on a monthly basis. You may also see one on our webpage's [calendar](#) (click the words "hot lunch" to see the details).

SNACKS

The morning and after-nap snack will be provided by the center.

The above snack policies apply only to children in our daycare program.

Children enrolled only in our before-school or after-school program are to bring a snack along from home. They may also bring a beverage from home. These children are usually rather hungry after all that hard work during school, so it is recommended that they also have a snack for their time in childcare.

BEHAVIOR PROBLEMS

We work to prevent behavior problems by arranging the classrooms so that children work in small groups and have a choice of activities. This range of activities will give your child the freedom and ability to experience success and become self-directed. Teachers are trained to establish predictable limits and help the children understand the consequences of their actions.

Effective guidance comes from careful planning and consistency. The teachers will strive to develop a positive relationship with each child and redirect unacceptable behavior. Proper guidance in our center will be maintained and exercised in a loving manner in keeping with the Gospel. Therefore, our form of guidance will not be physical or emotional or demeaning in any way, but will always seek to keep before us the loving example of our Savior.

Teachers use a variety of guidance techniques and consequences, which are developed with immediate and consistent logic. A “time out” period may be used for children. It would not exceed five minutes. When positive direction and guidance are not effective, a parent/teacher/director conference will be held to determine the need for further intervention. Teachers will communicate with you, the parent, regarding any behavior concerns.

Your child may be discharged from Zion Lutheran Early Learning Center if the staff feels we cannot meet the needs of your child, or if we cannot control your child’s behavioral problems. Your child may be discharged if we feel we cannot meet your family’s needs or you do not follow Zion’s policies and procedures. Such situations can include, but are not limited to, behavior that is deemed harmful to children and/or staff by either children or adults.

POLICY FOR DISCHARGE OF ENROLLED CHILDREN

Our hope is that all problems could be resolved in any situation that may occur within the center. However, if several attempts have been made in writing and/or verbally and efforts seem hopeless, ZLELC reserves the right to cancel the enrollment of a child for the following reasons:

- Non-payment or excessive late-payment of fees.
- Not observing the policies and procedures as outlined in this Parent Handbook.
- The child has special need that Zion Lutheran Early Learning Center can not meet (after a trial period has been attempted).
- Physical and/or verbal abuse of staff or children by parent or child.
- Medical or immunization records are not up-to-date.

If you wish to discontinue enrollment in ZLELC, a two-week notice is requested by Zion Lutheran Early Learning Center. We will try to accommodate all involved. The administration has the right to terminate the enrollment of a child on the spot if it feels threatened, or if payments are not being made.

REFUND POLICY: If a monthly payment is made, a refund will be given for unused days totaling up to two weeks maximum. Weekly or bi-weekly payments will not be refunded. This is for a parent or ZLELC initiated discharge.

Rules are located in the administrator’s office and in the Parent Handbook.



PAYMENT POLICIES AND PROCEDURES

Parents' fees cover 100% of our operating expenses. This includes salaries, program supplies, equipment, building maintenance, mortgage, and snacks. Therefore, it is very important that these payment policies and procedures be strictly followed. **NO EXCEPTIONS WILL BE MADE.**

Payment Plan:

Charges for the week will be billed on Monday of the following week, and must be paid by that Friday. A late fee will be charged for payments not received by Friday. If payment is not made, you will find a bill on Monday in your child's cubby with the additional \$20.00 fee added on. If you fall more than two weeks behind, we will suspend our services. If collection of payment becomes a habitual problem, we reserve the right to terminate our services. **THIS POLICY WILL BE STRICTLY ENFORCED. NO EXCEPTIONS WILL BE MADE.**

Registration Fee:

There will be a \$50.00 enrollment fee per family upon enrollment. This will confirm a place for your child in the program. Registration fees are non-refundable and do not apply toward tuition.

Returned Checks:

There will be a \$20.00 charge for any returned checks. Recurring check problems will require that the account be paid with a money order, certified check, or cash. After two incidents, no checks will be excepted.

Substitution Policy:

Wisconsin state law limits the number of children per teacher. Children are assigned to classes accordingly. It is therefore necessary to make prior arrangements with the director if requesting substitute days for prearranged absences. Substitute days will be subject to availability. This also includes if you want to add additional days to your regular schedule.

Death-in-the-Family Credit: 100% credit will be given for days not attended due to a death in the immediate family (father, mother, siblings, or grandparent). Five days maximum will be the credit allowed per death. We reserve the right to ask for substantiating paperwork.

Holiday and Snow Days: When ZLELC is closed for any of these reasons, you will not be charged any fees. ZLELC will remain open for conferences and conventions that Zion School is closed for during the school year. ZLELC closes during the days of Christmas break, and the days during Easter break (see the [online calendar](#) for a schedule of those breaks). We also typically close one Friday in May for Zion's Track and Field Day.

Vacation / Sick Days: In order to use a sick/vacation day you will need to notify the director in writing that you are using a day. In the fall, every family will receive their days. These days can only be used from the first day of our fall program (the last Monday in August) through the end of the school year (which is approximately June 1). They cannot be accumulated to the summer or the next school year. Two times the weekly scheduled days are allotted as vacation/sick days per school year. For example, if your child's schedule is 2 days per week, 4 vacation/sick days will be given. A three-day-a-week schedule will be given 6 days. During the summer months, your child will receive one day of vacation for every day he/she attends. Children who enroll after January 1 will only get half of the allotted vacation/sick days.

REST PERIODS

There will be a quiet time in the early learning center each afternoon. All children are required to rest. Even if your child is not a napper at home, most children adjust quite well to our quiet time. Each child needs to bring their own sleeping bag, and a small pillow if they wish. Please do not make requests for your child not to nap or fall asleep. In order to keep a structured environment, every child must abide by the same rules at naptime.



DAILY SCHEDULE

6:30 - 8:30	Arrival and breakfast / free-choice activities
8:30 - 9:00	Free-play / clean-up / move to classrooms
9:00 - 9:30	Bible story / group activities, including songs and finger-plays
9:30 - 9:45	Snack time
9:45 - 10:30	Art activity / stories
10:30 - 11:00	Outdoor play or gym play
11:00 - 11:30	Quiet educational games, puzzles, and books
11:30 - 12:30	Lunch activities / preparation for nap
12:30 - 2:30	Nap
2:30 - 3:00	Wake up / afternoon snack
3:00 - 6:00	Large group activities, including outside play

GUIDELINES FOR PARENTS

The following are some general guidelines. Some of this is repeated information and some may be new.

- Label all personal belongings.
- Please notify the center by 9:00 AM if your child is going to be absent.
- Encourage your child's independence, but give the necessary assistance when arriving and departing from the ELC.
- We appreciate your input into our program. Please contact the teachers or director with any questions, concerns, or compliments.
- DO NOT leave your car running when you drop off or pick up. This is very dangerous and illegal. You also need to park in a parking stall. Only use the handicapped stall if you have the sticker.
- You need to escort your child into the ELC and TO A TEACHER. Upon pick-up, please make contact with your child's teacher regarding any information about the day. We need to know that your child is safely back in your hands.
- We need a note or a phone call if any unauthorized person is picking up your child. They will be required to show identification.
- Regardless of the reason for late pick up (after 6:00 PM), there is a \$1.00 late charge per minute, per child. The money is due upon pick up and should be given directly to the closing teacher.
- A parent-board is located outside the office door. It contains important information for all parents to be checked daily. Also, check your child's cubbies on a daily basis.
- Children should not bring toys to school. Items tend to get lost or broken. Please leave them at home, unless it is a show-and-tell item for 4-year-old preschool with Mrs. Herzog. Security items are fine, if your child needs them to make an adjustment.

HEALTH

You are the best judge of your child's health and we trust you will not bring a sick child to the center. However, if in the opinion of the teaching staff or director your child is sick, we will call you to come and pick up your child. You will need to send someone within one hour after the phone call.



continued →

The following criteria will be considered in determining if your child must go home:

- fever of 100.4 degrees or more
- inflammation of the eye (excessive redness, glassiness, or discharge)
- vomiting
- persistent cough
- more than one incident of diarrhea or loose stool
- communicable disease as defined by the Department of Health Services/ Center for Disease Control
- unknown rash
- excessive nasal discharge, especially if yellowish or greenish, since this indicates infection
- pain

If your child has a fever and you give fever-reducing medication (Motrin, Tylenol, etc.), this does not count as being fever-free. For the health of your child and for the good of all at the ELC, if your child has a fever in the morning, do not send him or her to school.

We follow the 24-hour rule here at Zion. This states that if your child has a stomach illness or fever, you should not send him or her to school until they are symptom-free for at least 24 hours – without the use of medicine. So, if your child was sent home from the ELC, they may not return the next day. This is to allow your child ample time to recover and stop the spread of infection to other children and the staff.

After your child has been ill, it is important to adhere to the following guidelines when determining whether or not your child is ready to return:

- mood, appetite, behavior and activity are again normal
- no fever for 24 hours (without a fever reducer)
- antibiotics (if prescribed) have been used for a full 24 hours (48 hours in the case of strep)
- vomiting or diarrhea cleared for 24 hours
- frequent coughing, excessive nasal discharge resolved
- pain (earache, cramps, headache, etc.) resolved

To help contain the spread of contagious disease or head lice, the student should not return to school until the problem is controlled. A helpful chart is available at <https://www.dhs.wisconsin.gov/publications/p4/p44397.pdf>, or you may contact the local health department.

It is your responsibility to notify the center if your child has a communicable disease. A child may be readmitted with a form from the doctor or health department. The local health department and parents will immediately be notified of all communicable diseases. A medical log will be maintained to record injuries/accidents or medication dispensed.

Cut out, sign, and return the bottom of this sheet — OR — come in and fill out a separate sheet at the office

I understand and agree to abide by these health-related policies and procedures in connection with my child(ren)’s enrollment.

_____/_____/_____
(signature of parent) (date)

**ZION LUTHERAN EARLY LEARNING CENTER
RECEIPT OF HANDBOOK**

I certify that I have received the ZLELC Parent Handbook, and that I have read and understood the policies included. I have contacted the ELC Director to clarify any questions about any policies and procedures summarized in this handbook.

I understand the information in this handbook is subject to change at any time with or without notice, and those changes in the policies may supercede, modify, or eliminate the policies in this handbook.

_____/_____/_____
(signature of parent) (date)

(signature of Zion ELC Director)

