



# PARENT HANDBOOK

Revised January 2024

GRACE SCHOOL-AGE CHILDCARE  
[www.graceluthfound.com](http://www.graceluthfound.com)  
P.O. Box 287 · Eau Claire WI 54702  
TYLER PAPIERNIAK, DIRECTOR  
(715) 832-3003 EX 20181 · [tyler.papierniak@graceluthfound.com](mailto:tyler.papierniak@graceluthfound.com)

## **PARENT HANDBOOK**

### **STATEMENT OF PURPOSE**

Grace School-Age Childcare Program provides care for children 5 through 12 years of age in a safe and fostering environment. Through a well supervised, choice-oriented program, Grace School-Age Childcare creates and utilizes teachable moments to nurture children's developmental needs, while encouraging:

- Interpersonal relationships
- Positive self-expression
- Effective communication
- Positive self-image
- Intellectual growth
- Physical and active play
- Creative expression

Grace School-Age Childcare provides an atmosphere that fosters personal accountability and choice-making within a relaxed environment. Program sites are developed by staff, using input from students and parents. Examples include: reading, board games, arts and crafts, music, group games, cooking, multi-cultural activities, dramatic play, playground time, and outdoor activities. While we do not have a religious daily program, we do not shy away from talking about God or celebrating holidays when appropriate.

### **SIGN IN/SIGN OUT**

In order to provide a safe service, parents *need* to sign their child(ren) into the program in the morning and out of the program in the afternoon using their personal password. If you do not check your child(ren) in/out, they will be clocked in/out at 6:30 AM for morning care and 6:00 PM for afternoon care. We may not accept liability for your child(ren) in the morning if he/she is not signed in by a parent or legal guardian. We also urge you to be prompt at the end of the day. In the event of an emergency, please call to let the staff know that you will be late.

You will designate persons authorized to pick up your child(ren) on the enrollment form. If changes occur, please let staff know as soon as possible. A written notice or email is needed to allow someone other than those listed, to sign your child(ren) out of the program.

### **CONTACT INFORMATION**

<b>School</b>	<b>Cell Phone</b>	<b>Email Address</b>
Lakeshore	715-225-6381	lakeshore@graceluthfound.com
Altoona Elementary	715-225-8923	altoona@graceluthfound.com
Roosevelt	715-225-2768	roosevelt@graceluthfound.com
Sherman	715-225-8108	sherman@graceluthfound.com
Tyler Papierniak	715-832-3003 ex 20181	Tyler.papierniak@graceluthfound.com

Grace School-Age Childcare Mailing Address: ***P.O. Box 287 · Eau Claire, WI 54702***

## EXTRACURRICULAR ACTIVITIES

If your child(ren) will be involved in any extracurricular programs:

- An “Alternate Arrival/Release Agreement” form must be signed by the parent prior to the day of the event, giving us permission to accept your child(ren) late or to release your child(ren) early.

Note: The “Alternate Arrival/Release Agreement” form can be obtained at each program site, or at [graceluthfound.com/childcare](http://graceluthfound.com/childcare). A completed form can either be dropped off at the proper program site or emailed in PDF format to the program’s corresponding email account.

- The program will not assume responsibility for your child(ren) if an “Alternate Arrival/Release Agreement” form is not completed and signed.
- Please be aware that Grace School-Age Childcare is a separate program from the school and is not always made aware of changes in extracurricular program schedules.
- Your communication assists us in ensuring that your child(ren) get to/from the event they are scheduled for.

## HOURS

School	Mornings	Afternoons
Altoona Elementary		2:55 PM – 6:00 PM
Lakeshore	6:30 AM – 8:05 AM	3:05 PM – 6:00 PM
Roosevelt	6:30 AM – 8:30 AM	3:30 PM – 6:00 PM
Sherman	6:30 AM – 8:30 AM	3:40 PM – 6:00 PM

The program schedule will follow the school district’s academic calendar. The program will attempt to offer services on most scheduled school closings (i.e. teacher conferences, holidays, etc.) if enough interest exists. The program will not operate during unscheduled closings such as snow days. Based on the agreement with ECASD, any “special days” will be held at Altoona Elementary, and parents are responsible for pickup/ drop off.

**Sunsational Summer Camp** - 6:30 AM until 6:00 PM M-F

## PAYMENTS

### **Registration Fee**

A non-refundable registration fee is required for each school year or summer camp session. For the current rate of the registration fee, please check [www.graceluthfound.com/childcare](http://www.graceluthfound.com/childcare). **This must be paid before care can start.**

### **Deposit**

A deposit **must be paid before the child(ren) can start care**. The refund will be applied to the last statement of the school year if there is a credit on the account. Those participating in Grace’s automatic withdrawal payment option (ACH) are exempt from this deposit requirement, however paperwork must be completed before care can start.

### **Split Accounts**

Parents or legal guardians wishing to split their account with another person must notify the director or billing personnel that they want a split account. For those accounts that need to be split between multiple payers, each parent or legal guardian must pay half of the registration fee.

Parents that have split accounts will both need to have a deposit or ACH, as well as complete registration paperwork.

Fall registration and summer camp paperwork needs to be filled out by **both parties** for each account before your paperwork will be processed.

**Note: When you request us to split your account between two parents, you are giving us permission to share your account information with the other payee. In the event that one parent is delinquent in payment, services will be discontinued until both of the accounts are current.**

**Rate – Please see the registration form on <https://www.graceluthfound.com/childcare/> to find current rates**

The cost of childcare is a flat rate that is dependent upon how many days a child is registered for. The options are:

- 2, 3, or 5 days AM care only
- 2, 3, or 5 days PM care only
- 2, 3, or 5 days both AM and PM care

Regardless of how many days a child attends care in a week, you will be charged based upon how many days you were registered (including non-school days and suspensions).

### **Billing Cycle**

Billing will occur bi-weekly for the care that has been registered for. The billing statement will be sent via email, and payment is due by the following Friday. If payment has not been made, your deposit will be used to cover your charges, and services will be suspended until the account is balanced. Chronic late payments may require an additional deposit equal to regular monthly charges. It is your responsibility to notify the billing office (715-832-3003) if you have changes in your billing or email address. If you are making a permanent schedule change that will affect your billing contract, you must email the Director or Assistant Director.

**To end services with Grace School Age Child Care you need to give notice in writing or via email, and one full week is required.**

### **Additional Fees**

Families will be given an additional monetary fee for each of the following situations:

- **Attendance Fee- \$12.00 per Child / \$15.00 per family:** Charged when your child shows up for care but is not scheduled to be there.
- **Absence Without Notice Fee- \$12.00 per Child / \$15.00 per family:** Charged when your child is scheduled to attend care but does not show up and you have failed to notify the program otherwise before attendance has been taken.
- **Late Pick-Up Fee- \$12.00:** Charged if you have not picked up your child(ren) by 6:00 PM. These fees will be applied in 15-minute increments and rounded up to the nearest quarter hour. One late pickup could result in immediate termination of services.

- **Care Cancellation Fee- \$20.00 Half Day Care/\$30.00 Full Day:** Charged if you have indicated that you need care for your child on designated non-school days but remove them from that list AFTER the date on the signup sheet.
- **No Lunch Fee- \$20.00:** Charged if your child arrives at Sunsational Summer Camp or a scheduled non-school/early release day without a lunch. (Grace School-Age Childcare will make sure that your child gets a well-balanced meal.)
- **Supplemental Meal Fee- \$10.00:** Charged if your child brings a lunch but it is not healthy according to DCFS rules. Grace School Age Child Care is required to supplement.
- **Late Payment Fee- \$10.00:** Charged if your payment is a week overdue.
- **NSF Charge- \$30.00:** Bank fees for insufficient funds.
- If your account has been sent to collection, you will be charged the collection fees lost by Grace School –Age Childcare in the event you were allowed to return.

**NOTE: IF YOUR ACCOUNT IS DELINQUENT MORE THAN TWICE WITHIN A SCHOOL YEAR, CHILDCARE SERVICES MAY BE TERMINATED.**

If you need the program to make copies of “unusual documentation,” there will be a \$45.00 per hour charge (with a minimum of one hour charged) and a \$.75 per-page printing fee.

## SCHEDULES

Parents will be asked to notify the program as soon as they know of any changes in their child’s(ren’s) schedule (i.e. illness, family emergency, work schedule change).

Parents can notify the program of any schedule changes by calling the cell phone, sending an email to the program’s account, or writing the changes in the “Parent Notebook.” Please email us before a care session starts to ensure we get your messages. You will be charged if there is no notification of a schedule change. If you are making a permanent schedule change that will affect your billing contract, you must email the Director or Assistant Director.

- Absences with notice - No additional charge
- If your child has not arrived by the end of an AM care session but is scheduled for care, program staff will send an email and notify you that your child has not followed his/her planned schedule. You will be charged a \$12.00 per child / \$15.00 per family “Absence without Notice” fee each time this happens. To avoid this charge, please call or email the program to notify staff that you are running late or will not need AM/PM care on that day.

To leave messages:

School	Cell Phone	Email Address
Altoona Elementary	715-225-8923	altoona@graceluthfound.com
Lakeshore	715-225-6381	lakeshore@graceluthfound.com
Roosevelt	715-225-2768	roosevelt@graceluthfound.com
Sherman	715-225-8108	sherman@graceluthfound.com

## SNACKS/FOOD IN THE PROGRAM

### ***We are a peanut-free zone at all our schools and summer camp!***

Grace School-Age Childcare will follow USDA Nutrition guidelines when providing all snacks. If your child(ren) has food allergies, you are expected to provide the care site with a small bag of acceptable snack options. Due to the increased risks associated with food allergies, children are not allowed to share/trade snacks with one another or bring their own snack without notifying staff.

**During AM care if you bring in a breakfast snack it must be healthy food, i.e. no donuts, Pop tarts, cookies, etc. This food must be eaten by 7:00 a.m at a designated table. All the schools have a breakfast program.**

During the summer when you are required to pack a lunch for your child, it needs to be a well-balanced meal. According to DCFS, if the meal is not healthy, Grace School Age Child Care is required to supplement your lunch. The cost for doing this service is \$10.00 per day/per child. If your child forgets a lunch, we will provide one at a cost of \$20.00 per lunch/per child.

## ILLNESS/ACCIDENT/EMERGENCY

Should your child become seriously ill at the program, you will be asked to make arrangements to have him/her picked up as soon as possible. If a child exhibits signs of communicable disease, a physician release must be obtained for the child to return to the program, or the child must be absent for the longest incubation period as specified in HSS 145. It is our policy to notify parents in writing if a communicable disease is identified in the program. (HIPAA Guidelines will be followed at all times.)

Emergency Procedures:

**Minor Accidents** - First aid treatment/notify parent(s)

**Moderate Accidents** - First aid treatment until parent can come and take child to receive further medical treatment.

**Serious Accidents** - Calling 911 and parent/First aid treatment

### **Note: All Head Injuries during care**

If your child receives any kind of head injury from a bump/cut, to a more severe fall, you will receive a call from the staff to notify you of this event. If it is an AM event, we will also notify the school office so they know to take any complaints the child may have during the day seriously.

If we need to transport your child to an emergency medical center, we will choose the one closest to the school or the one you have listed on your child's Health History forms (provided the EMT agree it is medically safe.) The three hospitals are Sacred Heart, Marshfield Medical Center, and Mayo Health Systems. If your hospital preference changes, please update your child's file.

**It is required that we have on file the names, addresses, and phone numbers of persons authorized to pick up your child. Phone numbers of parents and emergency contact people must be kept current. Should these contacts change, it is important to let the center know immediately.**

### MEDICATIONS

If your child must take medications during program hours, please contact staff to obtain the appropriate form or print one from <https://www.graceluthfound.com/childcare/>. All medications, prescription and/or over the counter, must be provided in their original container with an appropriate label including the child's name, dosage, and directions for administration. Medications can *only* be administered as instructed on the container's label.

### ALLERGIES

Allergies are common among children. If your child has an allergy, please discuss this with the program staff. We will take appropriate precautions to protect your child's health.

### TOILET

All children must be toilet trained or able to change and clean themselves up when necessary.

If your child has accidents, please have them carry a change of clothes in their backpack. Remember we do not have access to their stuff at school, and, due to limited space, we do not store extra clothing.

### CHILD/STAFF RATIO

The program will provide a safe staff to child ratio that meets state regulations and serves to provide quality care to children in the program. We are typically unable to provide one on one care for longer than a few minutes. Ratios are:

#### *Regular Ratios*

- For children 5 years of age – 1 staff: 18 children
- For children 6 years of age or older – 1 staff: 18 children.

#### *Swimming Ratios*

- For children 5 years of age – 1 staff: 6 children
- For children 6 years of age or older – 1 staff: 12 children

#### *One on One Care*

- Requests for one-on-one care will be reviewed on a case by case basis. Requests are dependent upon Grace School-Age Childcare having the available trained staff and the ability to meet any medical accommodations.
- One on one care will pose an additional fee.
- Due to the capabilities of our facility, a child with one-on-one care must: be able to take direction, be toilet trained, be able to be with other students, not be physically aggressive, not run away, and be able to be mobile.

### STATE LICENSED

The State of Wisconsin licenses this program. We are inspected periodically by our regulatory agencies to ensure the best for your child in the areas of health, safety, and specific requirements mandated by State standards, including maintaining confidentiality of records. Licensed Capacity:

Altoona Elementary - **64**; Lakeshore - **36**; Roosevelt - **36**; Sherman – **64**

## PROGRAM ACTIVITIES

Grace School-Age Childcare runs on the philosophy that “play serves a very different function for children than it does for adults. For children, it is a way to learn about self and the world through self-created experiences. That is one reason child-initiated play is so important and why it should not be replaced either by adult-organized sports or by academic activities disguised as games. When we appreciate the important role play serves in a child’s learning about self and world, we give children the time and opportunity to engage in the self-initiated play that is the surest way for them to fully realize all of their intellectual, emotional and social potential,” (Elkind). Possible activities may include:

**Attendance** – Allows children to learn and practice self-discipline and respect for others.

**Outdoor Play** – Provides an opportunity to explore, create, and “nurture contemplative [and] active forms of playfulness,” (Grob).

**Group Games** – Develops peer cooperation and group problem-solving skills, and encourages children to explore roles other than their fixed social roles (i.e. child, boy/girl, student, etc.). Group games also teach children to show appreciation towards others, and practice self-discipline within them self.

**Board Games** – “In playing board games like Checkers or Monopoly, a child learns not only strategy, but also to read the body language and vocal intonations of other children. And, in seeing how other children respond to him or her during the game, the child learns about self,” (Elkind).

**Dramatic Play** – “Creating, pretending, performing ... are not only crucial to a child’s sense of well-being, but also, if encouraged and supported, the path to envisioning possibilities, discovering new ideas, enlarging experience, and questioning and expressing the delicate boundaries of the known and the unknown,” (Lewis).

**Blocks and Other Building Toys** – Encourages basic principles of mathematics, physics, spatial recognition, and architecture. These activities also prep children for more advanced mathematics and geography skills in the future.

**Arts and Crafts** – Children develop problem-solving and visual thinking skills, and practice decision making. These are opportunities for self-expression, an outlet for pleasure and satisfaction, and can help children handle stress. Sharing of the materials requires self-regulation, social interaction and cooperation, therefore building relationship and friendship skills. The non-competitive nature of these activities allows the child who is shyer to participate comfortably. These activities also develop fine motor skills, eye-hand coordination, and self-esteem.

**Homework** – Program staff will work with children who need help with their homework, will push them to use their classmates as resources, and will encourage them to take responsibility for and pride in their own work.

**Snack** – Allows children to make healthy choices, while practicing social interactions through communication with friends.

**Note:** At any given time, children will have multiple options for activities. In addition, a child can always ask for a quiet place away from the large group.



## SUNSATIONAL SUMMER CAMP

Sunsational Summer Camp, an extension of Grace School-Age Childcare, emphasizes the idea that summer vacation should be a time for children to enjoy their favorite summer pastimes. Through fun field trips and daily activities, children 5 through 12 years of age build important life skills, expand their worldview, and create life-long memories. Sunsational Summer Camp activities include:

- **Swimming** – Weather permitting, Sunsational Summer Camp swims two to three times each week. We only swim where there is a lifeguard on duty, and frequent five area pools (Fairfax Pool in Eau Claire, Weston Aquatic Center in Weston, Wakanda Waterpark in Menomonie, Hoffmann Aquatic Center in Black River Falls, and the Arcadia Area Aquatic Center in Arcadia).
- **Library Program** – We take weekly trips to area libraries, which encourage and foster the love of reading in your child.
- **Field Trips** – Sunsational Summer Camp is always on the move, be it daily trips to local parks and attractions, or large excursions like Duluth, the Minnesota Zoo and more!
- **Arts and Crafts** – Whether creating in the classroom, singing on the bus, attending area plays, or performing in our annual talent show, Sunsational Summer Camp believes in the arts.
- **Intergenerational Programming** – Giving children exposure to a diverse range of generations can be an insightful and eye-opening experience for many. In most cases, intergenerational programming includes visits with Grace Lutheran Foundation seniors, and focus on activities such as reading, music, crafts, games, etc.

## CHILD GUIDANCE

Grace School-Age Childcare program will maintain an environment that promotes physical and emotional safety for all. While involved in the program, children are expected to abide by the following virtues:

- *RESPECT* others and self
- *GENTLENESS* towards property
- Be *SELF-DISCIPLINED*

Positive reinforcement of appropriate behaviors will be practiced within the program. Our goal is to build strong character that is emotionally, socially, physically, and intellectually well-rounded, and to provide a solid foundation that will foster continued growth throughout the child's future.

Inappropriate behaviors will be addressed using the following techniques:

- **Reminder** - Staff will encourage child to choose a more appropriate behavior or change activities.
- **Redirect** - Staff will give two different choices to help the child regain appropriate behavior.
  - Child may be encouraged to use one of the following "Mind and Body Centering" activities to regain control of themselves:
    - Sit quietly

- Perform “Yoga breaths” in which the child and staff breathe deeply at a controlled rate (i.e. breathe in for three seconds, breathe out for three seconds). This process should be repeated until the child has completely calmed down.
- **Time Out** – Students who are participating in unsafe behavior will have no more than 3 minutes of quiet reflection time. Following the reflection time, the student will have a discussion with staff.
- **“Talk it Out”** - Staff should offer to talk with the children about what is troubling them. The children also have the right to talk with the administrators over the phone.
- **Active Break** - A child who is having a difficult time being productive, and has demonstrated to staff that they will benefit from an active break, will have the opportunity to release energy through activities such as jumping rope, running, walking, etc.
- **Extinction** – Staff will address an unsafe behavior and practice the encouraged safe behavior with the child. For example, if a child is running, a staff will practice walking with that child.
- **Restorative Justice** - Staff can request that children make amends for their inappropriate behavior or compensate for something lost due to their actions.
- **Future Consequences** – For children in third grade and higher, staff can have them do research on what the consequences for that behavior would be if they did it as an adult. The child will then express what they learned in written form, and then discuss it with a staff member.

**Suspension** - A suspension will occur if:

- A child makes aggressive actions towards a staff member.
- A child has a consistent behavior problem that does not stop with other behavior management tools. (Parent will be warned using a “Behavioral Report” that continued behavioral problems will result in a suspension.)
- A child becomes physically aggressive towards self or others.

If a suspension is issued, parents or legal guardians will be notified immediately so that alternate childcare can be arranged.

- The administrator holds the right to determine the appropriate length of the suspension.
- The administrator holds the right to halt service until a meeting with the child and parents/guardians has been held.

Staff should never implement actions that are aversive, cruel, or humiliating. Measures that may be psychologically, emotionally, or physically painful, discomforting, dangerous or potentially injurious are prohibited. Staff are prohibited from leaving a child in a room by themselves as a punishment or using restraint as a daily process.

In the event that a child needs a behavior plan to develop self-control, self-esteem, or respect for the rights of others, a plan will be developed and implemented with input from the administrators and family. Parents will be made aware of the use of the behavior plan. Periodic reviews of the child’s progress will be assessed

## BULLYING

Grace School-Age Childcare program will maintain an environment that promotes physical, emotional, and psychological safety for all. Bullying is an aggressive intentional act by an individual or group that causes an imbalance of power and control- including but NOT limited to: any form of racism, sexism or gender identification based bullying. Bullying is broken into three categories:

- **Physical** - Hitting, kicking, stealing, etc.
- **Verbal** - Name calling, taunting, making threats, etc.
- **Psychological** - Spreading rumors, exclusion, intimidation, cyber bullying, etc.

In the event that bullying should occur:

- *First offense:*
  - Staff must call the administrators to discuss the situation and confirm that the child's actions were consistent with the program's definition of "Bullying."
  - Staff are responsible for calling the child's parents or legal guardians and informing them that their child must be picked up immediately.
  - Staff should notify the child's parents or legal guardians that they must have a conversation with the administrators before services can continue.
  - The child will receive a one-day suspension.
- *Second offense:*
  - Staff must call the administrators to discuss the situation and confirm that the child's actions were consistent with the program's definition of "Bullying."
  - Staff are responsible for calling the child's parents or legal guardians and informing them that their child must be picked up immediately.
  - Staff should notify the child's parents or legal guardians that they (and their child) must have a conversation with the administrators before services can continue.
  - The child will receive a 1-3 day suspension at the discretion of the administrators.
- *Third offense:*
  - Staff must call the administrators to discuss the situation and confirm that the child's actions were consistent with the program's definition of "Bullying."
  - Staff are responsible for calling the child's parents or legal guardians and informing them that their child must be picked up immediately.
  - The child will be discharged from the program.
- If staff believes that a child's bullying may carry over into the school day, the child's school will be notified of the bullying activity.
- A child's second offense will be removed after 60 days. If there are numerous "second" offenses, a child's care can be terminated with warning.
- Staff are responsible for keeping records of each bullying offense. For each offense, staff must:
  - Complete a "Behavioral Report" and have it signed by a parent or legal guardian.
  - Create a Procure Log illustrating the offense and the outcome (length of suspension, etc).
  - Place a neon sticker on the outside of child's file. The date of the bullying offense should then be written on the sticker.

- Grace School-Aged Childcare reserves the right to discharge a child who is a threat to the safety and well-being of themselves and others. A conversation with the child's parents or legal guardians will take place prior to a discharge.

**Note: All measures should be taken to prevent a bullying offense from happening. Staff should use the approved techniques illustrated in the "Child Guidance" policy when dealing with children who exert inappropriate behaviors.**

**Note: Staff are required to notify the administrators immediately when handling any bullying offenses.**

### DISCHARGE PROCEDURES

The program reserves the right to discontinue services for any of the following reasons:

- *Account past due*
  - Services will be suspended, and a written notice will be sent, giving a time frame for when payment needs to be made to avoid discharge of services.
  - If your account is delinquent more than twice within a school year, childcare services may be terminated at any point.

**Note: For split accounts, if one parent/payer is delinquent, services may be cancelled for both accounts. Because of this, when parents split accounts you are giving us permission to share with the parent that they are behind in their bill.**

- *Child is a threat to the safety and well-being of themselves and/or others*
  - Staff will discuss the inappropriate behavior with the parent or legal guardian and child in an effort to change behavior.
  - Parents can request a conference with the program director and staff to discuss a plan of action to help their child with their social skills.
  - If a conference is needed, there will be a follow up conference between the director, staff, and parent to determine whether the plan of action is working and discuss whether the program is able to meet child's needs. If it is determined that the child would be better served in another setting, when possible, the program will allow one week for alternate care to be arranged.
  - When a child has been discharged from the program the only way to be readmitted is for the guardian to show proof that there has been a change in the child's behavior.

#### **Notes:**

- **If behavior is so severe that the safety of other children or staff in the program is in jeopardy, immediate discharge may occur.**
  - **When services have been terminated due to behaviors, Grace School Age Childcare reserves the right to have this be permanent for that child.**
- *If program policies are not followed*
  - Written notice will be given if set policies are not adhered to on a consistent basis. This may include late pickup, issues regarding failure to provide schedule information or failure to sign child into/out of program.

**Note: Grace Lutheran Foundation reserves the right to discontinue or modify services with thirty (30) days' notice.**

#### **REQUIREMENTS FOR ADMISSION**

- Before your child may attend (provided space is available), the following forms must be filled out and emailed back to an administrator or mailed to ***Grace School-Age Childcare, P.O. Box 287 Eau Claire, Wisconsin 54702***
  - Registration form
  - Enrollment Form
  - Emergency Card
  - Health History
  - Immunization Records
  - Photo Release Form
  - Cooperation Agreement with School Staff
- These records will be kept confidential, and will only be shared with staff, licensing personnel, or court mandated agencies.
- Parents are always welcome at any time in the program during program hours without notice. Staff members are happy to discuss any concerns parent may have and will remind parent that the director is available to assist in their concerns as well.
- For more information about the policies and procedures of the Grace School-Age Childcare Program, please see the Childcare Policy Manual. Within it you can find information about:

#### **Program Procedures**

Program Statement  
Attendance  
Releasing Child from Program  
Confidentiality  
Center Cleanliness Policy  
Sanitation of Toys and Equipment  
Supervision of Children Under Eight (8) Years of Age  
Nutrition  
Medications  
Illness/Injury  
Procedure for Children with Special Needs  
Child Guidance  
Bullying  
Field Trip/Transportation  
Swimming

#### **Emergency Procedures**

Standard Precautions

Blood Spill Clean-Up  
Missing Child Procedure  
Extreme Temperatures/Weather  
Severe Weather and Tornado Evacuation  
Fire Evacuation  
Bomb Threat  
Loss of Building Services

**Staff Procedures**

Orientation of Staff Policy  
Staff Cleanliness Policy  
Continuing Education Policy  
Child Abuse and Neglect Reporting  
Procare Software®

**Miscellaneous**

Glossary  
Appendix  
Schedule of Activities  
Staff Orientation Checklist

- License, non-compliance statements, and the Policy Manual can be found at or near the sign in/out table along with current parent information.

**SCHOOL EVACUATION PROCEDURE**

In case of an emergency at the school:

- If an emergency occurs during the morning or afternoon session, program staff and children will follow the procedures outlined in the Grace School-Age Childcare Policy Manual. If the emergency/threat involves the entire school or school district, staff will follow the direction of school, district, and emergency personnel.
- If an emergency occurs during school hours and the district cancels school, there will be no childcare services.
  - If a school/district is under a lock-down at the time of PM care, childcare will not be provided.
  - If a school/district's lock-down has been lifted by the time PM care begins, the PM session will continue as planned **unless the school/district suggests otherwise.**

**Note: If an emergency occurs that requires the full evacuation from the site and surrounding areas, children and staff will be transported to an alternate Grace Lutheran Foundation site. Parents or legal guardians will be notified of the alternate pick-up site and are expected to pick their child (ren) up immediately, as the alternate site may not be a licensed childcare center.**

## UNSCHEDULED SCHOOL CLOSINGS/DELAYS

1. When the schools are closed, our program will be closed (morning and afternoon sessions).
2. When the school is running late (i.e. 2 hour delay), our morning program will be closed. Afternoon program will be open unless school is cancelled.
3. When the schools announce early release, regardless of time, we will be closed for the afternoon.

**Note: Grace School Age Childcare holds the right to cancel care at any point with no notice.**

## LUNCH

During summer and designated non-school/early release days, you are expected to provide a lunch for your child (ren) unless informed differently. However, we understand how difficult it is to find tasty foods to send in a sack lunch every day without your child getting bored. There are many ways to add variety as well as nutrition to a sack lunch. When children have a healthy lunch that they enjoy, they tend to have better behavior throughout the day and therefore an overall better experience. Below are a few tips and tricks for adding variety and nutrition to your child's lunch:

- Think about the food groups when packing a sack lunch. Aim to have at least three of the four food groups represented (Food Groups: Veggies & Fruit, Grain Products, Dairy, and Protein).
- A healthy lunch does not have to include a typical sandwich. Try using other grains, such as Pita bread, tortillas, bagels, or English muffins. Or the sandwich could be avoided all together and replaced by whole grain pasta or crackers, cereal, almonds, baked beans, or rice cakes.
- Protein could be included by packing a ham sandwich, or it could be included by packing a hardboiled egg or egg salad. Other options include Wow butter, tuna fish, or low-fat cheese.
- Add in the dairy with milk, yogurt, cheese cubes, cottage cheese, milk-based pudding, or cheese-filled pasta. Try freezing their yogurt overnight to use as an ice pack as well as for keeping the yogurt cold!
- Throw in some melon balls, bell pepper strips, snow peas, baby carrots, cauliflower trees, strawberries, or an apple for the veggies and fruit group. Or try a fruit smoothie!
- Remember to look for whole-grain and low-fat foods.
- Stay away from sugary drinks such as flavored milk, soft drinks, and fake fruit juice.
- If you include fruit for lunch, skip the juice and include milk or water for the drink.
- Low-fat dips sometimes help kids try new veggies. Cottage cheese, hummus, yogurt, salsa, or guacamole makes healthy dips.
- Keep your child interested in their lunch with a variety of shapes, colors, and textures. Try cutting their sandwich into different shapes using cookie cutters and mix up the bread, meat, and cheese.
- Try making a list or chart of possible options in each food group and letting your child pick what they would like to have in their lunch. This will help you both to know what foods are liked and what the options are, as well as prevent your child from eating the same things every day.

Information compliments of NACCP and Marshfield Clinic.

## CLOTHING

**We will go outside if both the temperature is above 0 degrees and it “feels like” it is above 0 degrees (wind chill).**

Children are expected to dress appropriately for weather conditions. Grace School-Age Childcare makes every attempt to spend time outdoors, thus it is important your child has adequate clothing options. Most importantly, your child is required to have a warm jacket, snow pants, boots, a hat, and gloves/mittens during the winter months.

It is also important to note that adequate footwear is required for those children attending Sunsational Summer Camp. Specifically, we ask that you do not send your child to summer camp in flip flops. Please choose another form of footwear. Flip flops are acceptable as an additional form of footwear for days at the pool, but only for the time we are at the pool.

Please make sure that your children’s clothing (winter apparel, swimsuits, etc.) are adequately labeled. It is the responsibility of every child to know where their belongings are, and Grace School-Age Childcare staff members are not responsible for making sure your child has all of their things. Labeling your children’s belongings helps prevent items being lost or mistakenly taken by another child.

## TOYS FROM HOME

Grace School-Age Childcare believes that children will grow and learn in all areas of development through free-play. Play gives children opportunities to develop physically, to think and solve problems and to learn to express themselves in acceptable ways, thus building self-esteem. Play is also one of the most important ways that we develop social skills. They learn to take turns, negotiate sharing materials, understand how friends feel, and express their emotions.

With that said, Grace School-Age Childcare provides a wide variety of toys and play options, thus we ask that your child not bring toys from home, especially electronics (hand-held games, etc.) and trading (Pokémon, sports, etc.) cards. The one and only exception to this rule is during Sunsational Summer Camp, when a trip/bus ride longer than twenty (30) minutes is scheduled, children may bring an electronic device to play appropriate music. Sharing music, playing games, watching videos, and utilizing texting/communications capabilities with an electronic device are not allowed, and can result in privileges being revoked.

**Note: Please know that Grace School-Age Childcare holds the right to confiscate any electronics or other toys from home if they are being misused by your child(ren) or do not follow program rules regarding the use of these items. Also know that Grace School-Age Childcare staff or program are not responsible for lost or stolen things.**

## ELECTRONICS RULES

- No picture or video taking is allowed by anyone other than staff. You may find pictures that we have taken on our closed Facebook group. If you are not a member, please ask a staff.
- Electronics that have communication or tracking capabilities, such as smart watches, will only be allowed if both the parent and the staff approve its use and if an Electronics Release form is signed. This privilege may be revoked if the electronic is inappropriately used or used in such a way that it infringes on the rights of others.



## TRANSPORTATION

When leaving the program site for Sunsational Summer Camp and other non-school day field trips, Grace School-Age Childcare travels by Student Transit or an alternate charter school bus company.

WEBSITE [School-Age Childcare | Grace Lutheran Communities \(graceluthfound.com\)](http://graceluthfound.com)

In addition to an overview of the Grace School-Age Childcare program, the Grace Lutheran Foundation provides contact information (cell phone and email addresses), as well as links to download the following documents:

- Fall Registration
- Sunsational Summer Camp Registration
- “Alternate Arrival/Release Agreement” Form
- “Authorization to Administer Medication”
- ACH paperwork