

WELCOME TO FRESHWATER LEARNING CENTER!

Freshwater Learning Center is a ministry of Freshwater Community Church. Its mission is to provide quality Christian childcare to children and families of our community. Our childcare program will strive to meet the spiritual, social, cognitive, and emotional needs of children and their families in a safe and secure environment.

As a Christian Learning Center, we believe we can provide a well-balanced program of love and care where the wonders of early childhood flourish and a solid foundation for learning is established. We believe that spiritual training is a vital part of a child's total development. As children actively participate in all of the daily learning activities, it is our desire to relate to them the reality of God's love. We will continually strive to provide the best care possible for your child.

The Board of Elders of Freshwater Community Church and Freshwater Learning Center Advisory Team oversee the Learning Center and give counsel to our program.

Freshwater Learning Center is licensed and in compliance with the Minnesota State Department of Human Services, Division of Licensing (651) 296-3971.

FRESHWATER COMMUNITY CHURCH

At the time of application, parents are provided with information about the church. The church belongs to The Christian and Missionary Alliance, an evangelical denomination that focuses on spreading the gospel of Jesus Christ in the United States and around the world. The church office may be reached at (952) 446-9090.

PURPOSE

Freshwater Learning Center exists to provide a safe, Christ-centered, nurturing environment for children to grow in their faith, values, and life-skills.

PHILOSOPHY

Freshwater Learning Center is dedicated to the promotion of the physical, social, intellectual, emotional, and spiritual growth of all children during the early formative years. We provide a safe, secure environment for children while equipping them with skills that will enable them to meet the demands of a complex world.

Our aim is to provide an educational experience, which develops the whole child in the following ways:

Intellectually: by creating in each child an enthusiasm for learning and discovery by broadening the child's experiences.

Physically: by providing experiences, which will develop large and small muscles, coordination, and motor skills.

Socially: by encouraging children to participate in group activities, to get along with others, and to develop a sense of belonging and security.

Emotionally: by encouraging independence in making choices and problem solving. We strive to help each child gain confidence, self-esteem, and a strong sense of self-worth through love and care.

Spiritually: by developing an awareness of God's love and His presence in our daily lives.

Our teachers and assistant teachers are qualified in their field and have a genuine love and concern for children.

Aides are responsible adults and/or high school students who also have a love and concern for children.

ENROLLMENT AND TUITION

ELIGIBILITY

Freshwater Learning Center is open to all children, ages six weeks through 5th grade, regardless of race, color, creed, religion, nationality, ethnic origin or sex.

REGISTRATION

Registration forms may be picked up, found on our website, (www.freshwaterchurch.org), or mailed to you. You may call the Learning Center at (952) 446-9673, and return forms to the Learning Center. You will be notified if your child is pre-registered or is on a waiting list. There is a non-refundable registration fee of **\$45.00** per child, due at the time of enrollment. Registration forms consist of an admission form, health care summary, medical forms signed by a physician, tuition agreement/contract, and emergency numbers. Pre-admission conferences are arranged for families before the child is enrolled. First week of tuition is required at time of enrollment.

TUITION

- Weekly tuition payments are due at the beginning of each week on Monday (or the first day the child attends the Learning Center). Payments must be kept current to hold the child's place.
- Insufficient fund checks will be assessed \$30.00.
- Two weeks of nonpayment will result in suspension of enrollment at the Learning Center. Tuition charges continue during suspension in order to hold the child's place at the Learning Center. An overdue account is cause for termination of enrollment.
- A **two-week written notice** is required for withdrawal of a child from the Learning Center. The Learning Center likewise, will give a two-week notice if enrollment must be terminated.
- Included in the **Toddler through Pre-K** fees, are nutritious morning and afternoon snacks as well as our catered lunch program.
- When infants are old enough to begin eating solid foods, you may choose to have them partake in our catered lunch program. There will be no extra charge to have your infant on our meal program. However, please be sure to contact the Director so your child's meal can be ordered.
- If special financial circumstances are to be considered, please contact the Director.
- "Swap" days are available on a limited basis. You **must** contact the Director for clearance, before a "swap" day can be made.

HOLIDAYS

Freshwater Learning Center is closed on the following holidays: New Year's, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), Christmas, (Christmas closings vary between one and three days) and one Teacher Workshop Day. These days are included in each family's weekly tuition and will not be deducted from any family's weekly tuition unless a student time-off form has been filled out for the given holidays and a child's given vacation days will be used.

VACATION

Families that attend on a four and five day week status, will receive a total of nine vacation days that may be used at any time during each school year of September 1st through August 31st. Unused vacation days will not accrue at the end of a school year. To request your vacation time, each family must fill out a student time-off

form, (these forms are located in the FLC office), and return to the Director no later than two weeks **prior** to the expected vacation time. Part time students will **not** receive any vacation days.

SNOW DAYS

In the event of a snow day, families can expect that their tuition accounts will be charged as normal.

LONG TERM ILLNESS/ABSENCE POLICY

If a child contracts a long-term illness, payment for the time absent would be handled as follows:

- We might allow a family leave or leave of absence.
- If absent for more than 10 consecutive days, the parent must discuss the situation with the Director in order to maintain the child's position. Appeals would be considered on an individual basis by the FLC Advisory Team.

LICENSED CAPACITY AND STAFF RATIOS

Freshwater Learning Center has a license capacity for 69 children, including 8 infants, 15 toddlers, 37 preschoolers and 9 school-age. Children will be supervised at all times by qualified staff, using the following ratios:

Ages of Children and Ratio to Staff

6 weeks - 15 months = Infant ... 4:1 ratio

16 months - 32 months = Toddler... 7:1 ratio

33 months - 5 years = Preschool... 10:1 ratio

Kindergarten - 5th Grade = School-age... 15:1 ratio

At age 16 months, infants will transfer to the toddler age group. This would be determined by the classroom teacher and the Director. However, the toddler must be able to walk steadily before transferring into the toddler age group.

At age 32 months, toddlers may transfer to the preschool age group. This would be determined by the classroom teacher and the Director. However, a toddler moving to the preschool room **must** be potty trained. A diaper or pull-up may be worn at naptime.

SPLASH CLUB is our school-age program that is set up for children attending school and in need of after school care or care for school release days. It is the parents responsibility to provide the Director with the schedule for their child's school of early and full release days.

The FLC Advisory Team has established the following policy to maintain enrollment within the licensed capacity and required staff ratios... Priority for continuing enrollment will be given to families with more than one child enrolled full-time then to those with one child enrolled full-time.

HOURS OF OPERATION

Freshwater Learning Center is open weekdays, Monday through Friday, 6:00 a.m. to 6:00 p.m. The Learning Center is open year round, except for the closed days listed on page 3 in the HOLIDAYS section.

Please notify the Learning Center if your child will not be attending on a scheduled day.

ARRIVAL

1. When dropping your child off, you must bring your child inside and sign in. Do not drop your child off in the parking lot or at the door. Check your child in using the attendance computer located in the Learning Center office. Please make any special notes you may have and give them to a staff person to be posted.
2. If someone other than yourself is going to pick up your child, please leave that person's name and telephone number on the Director's desk and notify your child's teacher. Children will be released only to

those adults whose names appear on your child's admission form.

3. Breakfast students: Children may bring breakfast when their arrival is **no later than 8:00am**. Later arrivals must eat breakfast before coming to the Learning Center. Breakfast must be provided by the parents.

DEPARTURE

1. When picking up your child, please do not expect your child to come to your car. Children in the playground must be picked up there and signed out in their designated area. Be sure to check your child out at the end of the day using the attendance computer located in the Learning Center office.
2. Please pick up your child on time. If you arrive past 6pm to pick up your child, you will be charged one dollar per minute, per child. ***This fee is to be paid in full upon arrival to the staff persons waiting with your child.***
3. If you are going to be detained, please notify the Learning Center immediately so that we can assure your child that he/she has not been forgotten.
4. If no one arrives to pick up your child after closing hours, the staff will call your work and home phone numbers. If you cannot be reached, staff will call the persons designated on your registration forms as emergency contacts--please be sure to specify **local** persons who can assume responsibility for your child. If no one can be reached, staff will follow emergency procedures as outlined in the **Staff Handbook**, which include contacting the police and Child Protection Services, and leaving a note on the entry door as to where the child is.
5. Please do not take your child unless you have personally notified a staff person of your child's departure.

LATE PICK-UP FEES

There is a late charge of \$1.00 for every 1 minute, per child picked up after 6:00pm. ***This fee is to be paid immediately to the remaining staff person on duty.*** Failure to do so will result in an additional charge of \$20.00 added to your account.

EMERGENCIES AND INCLEMENT WEATHER

Parents will be notified if the Learning Center is closing early due to weather conditions. Snow day closings will be announced over WCCO radio 830 and listed on channel 4 WCCO news channel. The Learning Center will close one hour after Waconia School District (I.S.D. 110) closes. If the Learning Center is ever damaged due to a fire or weather disaster, children will be transported to the Nylac, Inc. building, located on the north side of the playground, next door to the Learning Center. Parents will be notified of this emergency, and children will be available to be picked up from this location.

POWER FAILURE

If the power is out for a period of time sufficient to cause discomfort or danger to the children, the staff will notify the parents, and as many children as possible will be sent home. In the meantime, children will be kept in rooms in which natural light is available. Coats and blankets will be used in case of heat loss.

GENERAL POLICIES

PERSONAL BELONGINGS

We discourage bringing candy, gum, or toys from home. We cannot be responsible for personal toys that get broken or lost. However, naptime "friends" are welcome for the comfort of your child. Please be sure **all** belongings are clearly marked with a permanent marker or with sewn on labels (not masking tape), using first **and** last names. If your child wants to share books, CD's, or movies, make sure they are labeled accordingly. Do not allow your children to bring money as this is a choking hazard.

CLOTHING

Children should wear comfortable, washable clothing that will allow them to participate freely in activities. Children are to wear shoes that are conducive for active play and climbing on gym equipment. Clothing with drawstrings at the neck or waist is not allowed. Sneakers or rubber soled shoes are preferred. An extra pair of shoes may be left at the Learning Center. **Please keep a clean set of clothing--two sets for infants--at the Learning Center always. Please make sure that all extra sets of clothing are weather appropriate.** If clothing is used and taken home, please be sure to replace it the following day. Children will be outside for a part of each day (weather permitting), so please be sure children have the appropriate dress for each day's weather. The Learning Center is air conditioned during the summer; you may need to keep a lightweight sweater on hand. All children will be provided a basket and cubby with their name to store their items. Check the lost-and-found area for misplaced clothing.

FOOD

Catered lunches and morning and afternoon snacks are included in the tuition for all children toddler through preschool age. If your child has any food restrictions, please notify the Director. All food allergies are posted in the kitchen as well as the child's classroom.

POTTY TRAINING

In the toddler class, our teachers are dedicated and determined to help and encourage your child to be successful with potty training. Our toddler teachers work with the parents of a child in training, to create a pro-active and consistent plan to make sure that child can succeed with potty training. When the teacher and parents agree it is time to toilet train a child, the Learning Center's policy will be as follows: The child will be kept in diapers and taken to the bathroom at one- or two-hour intervals or upon the request of the child. When those working with the child feel the child has proven competent, then the diaper will be kept off permanently. Be prepared with several pair of potty training underwear and plastic pants, as well as several changes of clothing. Pull-ups are considered diapers and are not very helpful during potty training. Consistency at home will help to speed up the toilet training process.

At 32 months, children that are potty trained may transfer to the three-year-old preschool group with a sign off of the classroom teacher, parent and Director. As part of the development of children four years of age and older, it is expected that they fully take care of their toileting needs, with the exception of medical problems.

BIRTHDAYS

Birthdays are very important to children. If you would like to send a special treat to help celebrate the occasion, please contribute nutritious items. Some favorites are oatmeal cookies, carrot cupcakes, raisins, muffins, and fresh fruit. If you do send a treat, individual portions are needed for easy serving. The treats must be commercially prepared. No homemade treats or treats containing peanut products are allowed due to health and safety reasons.

PRESENCE OF PETS

Pets may be brought to the Learning Center only with prior arrangements and Director approval. Pets must have all necessary shots and must come leashed or in a pen.

ANIMAL BITES

If a child is bitten by an animal, the local police department and parents will be contacted.

NAP TIME

We feel that children involved in the daily routine of the Learning Center need and benefit from a period of rest each day. All children staying for the full day program are encouraged to rest at least one-half hour in the afternoon. All naps will be consistent with the development of the child. Care is taken to provide a relaxing atmosphere.

PLAYGROUND SAFETY

Children will be given time each day to play outside as weather permits. When playing outside, children will be supervised by an adult at all times. All equipment will be inspected weekly to insure no broken or dangerous equipment is used. During the summer months, parents must furnish a spray on sunscreen for each child.

PACIFIERS

Once the child is in the preschool program, pacifiers are not acceptable. Children coming into the preschool departments should not have pacifiers in the building.

FIELD TRIPS

Field trips are important to the program at Freshwater Learning Center. Every effort will be taken to notify you of excursions several weeks in advance. Field trips will require written parental permission. Permission forms will be posted either on the Learning Center bulletin board, or for individual classroom trips, on your child's classroom door. Permission slips **must be** signed in order for your child to participate. The form will give date, time of departure, expected time of return, destination, child's name, parent's emergency number for that day, and parent's signature. If for some reason the child would not be able to attend the outing or **permission slip is not signed**, alternative arrangements need to be made by the parent. Regular tuition does apply. Chaperones are **always** welcome. You will be notified of the fee that is required for each trip.

Parents are asked to dress their child appropriately for the given field trip. Most field trips are outdoors and children **must wear sneakers**.

A first aid kit is brought on all field trips. Included in the kit are: Child's emergency information, Band-Aids, sterile bandages, sterile compresses, adhesive tape, scissors, thermometer (oral or surface), instant cold packs, gloves, CPR barrier and First aid manual.

SPECIAL OCCURANCES

Written parental permission will be obtained for each occasion where there will be research, or a public relations activity that involves a child.

AUTHORIZATION FOR OTHERS TO PICK UP CHILD

Parents will list on the registration form those persons who may and may not pick up the student from the Learning Center. Parents will contact the Director, teacher, or assistant teacher if someone other than the parent will be picking up children. They may do this with a phone call or by leaving a written note with a teacher in the morning.

UNAUTHORIZED OR INCAPACITATED PERSON PICKING UP CHILD

1. Anyone other than the parent needs special permission to pick up a child. Parents must notify the Learning Center if anyone else will pick up their child. If an unauthorized person arrives to pick up a child, the staff will call a parent to receive permission to release the child. The child will not be released without a parent's approval.
2. In cases of split custody, if a court document indicates that the non-custodial parent may not pick the child up from child care, a copy of that document must be kept in the child's file, and that parent will not be allowed to remove the child from the Learning Center. If a non-custodial parent attempts to remove the child, a staff member will keep the child while attempting to call the custodial parent for instructions. If the custodial parent cannot be reached, the police will be called for assistance. If the non-custodial parent removes the child, the staff will attempt to get a vehicle description and license plate number and will notify police and the custodial parent.
3. If any person who appears to be incapacitated (such as by alcohol or drugs) attempts to pick up a child, the person will be delayed until a parent, other authorized person, or a person listed in the child's record

to contact in case of emergency has been contacted. The staff will then inform the incapacitated person that someone else will be picking up the child. If problems arise, the police will be contacted.

NO ONE PICKS UP CHILD

If no one picks up a child after closing hours, the following steps will be taken in accordance with the advice of Hennepin County Family Services. The staff will call the parent's work and home phone numbers and then the person designated to contact in case of an emergency, if local. If none of the above can be reached to pick up the child, the staff will notify the director or assistant director. If no contact has been made by 7:00 p.m., the staff, with administrative permission, will call 911 or the Police Department at (952)446-1131 and leave a note on the entry door as to where the child is. The parent may then call the authorities regarding their child. If failure to pick up a child becomes a pattern, or if staff suspects that parents are behaving irresponsibly, the local law enforcement agency will be notified.

MEDICAL CARE

Our sources of emergency medical care are Lakeview Clinic (952) 442-4461 and Ridgeview Medical Center (952) 442-2191 located in Waconia.

CHILD ABUSE

Our staff is mandated by Minnesota state law to file a report with the Hennepin County Child Protection Unit if we feel that your child's needs are not consistently being met. It then becomes the role of the Child Protection Unit to work with your family to insure that your child's needs are being met. Should you have difficulty providing for your child's emotional or physical needs, you are encouraged to ask for help. Our staff can help you find a community resource, which can offer assistance. If you find that you are experiencing more stress than you can handle, the following 24 hour community resources are available: Parents Anonymous (651) 487-2111, Hennepin County Crisis Intervention (612) 379-6363, and Child Protection (651) 266-4500.

HEALTH

It is essential that you keep the staff informed about your child's health history, illness, and injuries. Please make a point of informing us when your child develops a health problem, communicable disease, or is injured. Also, when your child has a 'well-child' check up, please obtain a current copy of your child's immunization records and furnish a copy to FLC.

INSURANCE

Freshwater Learning Center has liability insurance covering bodily injury under the Freshwater Community Church Insurance Policy.

HEALTH CONSULTANT

Freshwater Learning Center employs a health consultant who is a licensed R.N. The consultant visits monthly to review health records and check policies and procedures. This is done in order to protect the health of children in our care.

MEDICAL RECORDS

Each child must have a medical form which includes an immunization record and medical history signed by a physician. The immunization record **must** be on file the first day the child is in school. A health care summary must be on file within 30 days of the child's enrollment. A medical form, along with the child's admission form, (which includes emergency information), is kept in the child's file. If medical forms are not turned in to the Learning Center prior to the child's entry, (according to laws set by the Minnesota Department of Human Services), the child must be excluded from the program until forms are supplied. As the child moves up in age from one department to another, medical history forms must be brought up to date. All immunization shots must be up to date within 30 days.

HEALTH REGULATIONS

For the protection of all children, your child should be kept at home, (and we cannot accept him/her at the Learning Center), if he/she shows any of the following symptoms: fever, diarrhea, vomiting, undiagnosed rash, dis-

charging from eyes or ears, abdominal pain, or undiagnosed cough. **In order for the child to return to the Learning Center, the child must be free of the previous symptoms for at least 24 hours WITHOUT the aid of ANY symptom reducing medication.**

If your child contracts a contagious disease, **your child's condition should be reported to the Learning Center.** Common contagious diseases include: Strep throat, pinworms, viral infection, infected ears or glands, measles, mumps, chicken pox, conjunctivitis/pink eye, etc. Parents should exercise every caution and keep their child home should other unusual symptoms occur.

Any outbreak of contagious illness will be posted by the front entrance for parents' awareness. It will also be noted in the Learning Center's file.

DISEASE AND REPORTS (Minnesota Rules, part 4605.7040)

Cases, suspected cases, carriers, and deaths due to the following diseases and disease agents shall be reported to the Department of Health. The disease followed by an asterisk shall be reported immediately by telephone to the Commissioner of Health.

- A. Acquired Immune Deficiency Syndrome (AIDS)
- B. Amebiasis (*Entamoeba histolytica*)
- C. Anthrax* (*Bacillus anthracis*)
- D. Babesiosis (*Babesia* sp.)
- E. Blastomycosis (*Blastomyces dermatitidis*)
- F. Botulism* (*Clostridium botulinum*)
- G. Brucellosis (*Brucella* sp.)
- H. Campylobacteriosis (*Campylobacter* sp.)
- I. Chancroid (*Haemophilus ducreyi*)
- J. Chlamydia tytrachomatis infections (nonspecific urethritis, cervicitis, salpingitis, neonatal conjunctivitis, pneumonia, and lymphogranuloma venereum)
- K. Cholera* (*Vibrio cholerae*)
- L. Diphtheria (*Corynebacterium diphtheria*)
- M. Diphyllbothrium latum infection
- N. Encephalitis (caused by infectious agents)
- O. Echinococcosis (*Echinococcus* sp.)
- P. Giardiasis (*Giardia Lamblia*)
- Q. Gonorrhea infections (including Gonococcal salpingitis, ophthalmia neonatorum, and penicillin-resistant *Neisseria gonorrhea* infections)
- R. *Haemophilus influenzae* disease (only invasive disease including epiglottitis, cellulitis, bacteremia, and meningitis)
- S. Hepatitis (viral types A, B, and non-A, non-B)
- T. Herpes simplex infections (neonatal, less than 30 days of age, disease only)
- U. Histoplasmosis (*Histoplasma acapsulatum*)
- V. Influenza (unusual case incidence or laboratory confirmed cases)
- W. Lead (poisoning and undue absorption)
- X. Legionellosis (*Legionella* sp.)
- Y. Leprosy (*Mycobacterium leprae*)
- Z. Leptospirosis (*Leptospira interrogans*)
- AA. Lyme Disease (*Borellia burgdorferi*)
- BB. Malaria (*Plasmodium vivax*, *P. malariae*, or *P. falciparum*)
- CC. Measles (Rubeola)*
- DD. Meningitis (caused by all types of bacterial, viral, or fungal agents)
- EE. Meningococemia (*Neisseria meningitidis*)
- FF. Mumps*

GG.	Mycobacteriosis (symptomatic cases only, exclusive of tuberculosis and leprosy)
HH.	Pertussis (<i>Bordetella pertussis</i>)
II.	Plague (<i>Yersinia pestis</i>)
JJ.	Poliomyelitis*
KK.	Psittacosis (<i>Chlamydia psittaci</i>)
LL.	Q Fever (<i>Coxiella burnetii</i>)
MM.	Rabies* (animal and human cases suspects)
NN.	Reye's Syndrome
OO.	Rheumatic Fever (cases meeting the Jones Criteria only)
PP.	Rubella and Congenital Rubella Syndrome
QQ.	Rocky Mountain Spotted Fever (<i>Rickettsia rickettsii</i> , R. Canada)
RR.	Salmonellosis, including typhoid (<i>Salmonella</i> sp.)
SS.	Shigellosis (<i>Shigella</i> sp.)
TT.	Staphylococcal disease (<i>Staphylococcus aureus</i> outbreaks only)
UU.	Streptococcal disease (only <i>Streptococcus agalactiae</i> [Group B] neonatal, less than 30 days of age)
VV.	Syphilis* (<i>Treponema pallidum</i>)
WW.	Tetanus (<i>Clostridium tetani</i>)
XX.	Toxic Shock Syndrome
YY.	Trichinosis (<i>Trichinella spiralis</i>)
ZZ.	Tuberculosis (<i>Mycobacterium tuberculosis</i>)
AAA.	Tularemia (<i>Francisella tularensis</i>)
BBB.	Typhus (<i>Rickettsia prowazeki</i> and <i>R. typhus</i>)
CCC.	Yellow Fever
DDD.	Yersiniosis (<i>Yersinia</i> sp.)

SICK CARE POLICY

If a child becomes sick while under our care, the parent will be telephoned by the staff with notification of the condition and temperature. The child will be isolated from other students, but not left alone, until the arrival of the parent or a substitute authorized by parent. If parents cannot be reached, the emergency names given will be called. Children need to be removed from the Learning Center as soon as possible, and no later than one hour after receiving the call.

MINNESOTA DEPARTMENT OF HUMAN SERVICES

DIVISION OF LICENSING RULE 3 GUIDELINES

9503.0080 EXCLUSION OF SICK CHILDREN

A child with any of the following conditions or behaviors is a sick child and must be excluded from Freshwater Learning Center, as we do not offer a sick care program. If the child becomes sick while at the Learning Center, the child must be isolated from the other children in care and the parent notified immediately. A sick child must be supervised at all times. The license holder must exclude a child:

1. With a reportable illness or condition as specified in part 4605.7040 that the commissioner of health determines to be contagious and a physician determines has not had sufficient to reduce the health risk to others.
2. Chicken pox, until the child is no longer infectious or until the lesions are scabbed over;
3. Vomiting two or more times since admission that day;
4. Three or more abnormally loose stools since admission that day;
5. Contagious conjunctivitis or discharge draining from the eyes;
6. A bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of anti-microbial therapy;
7. Unexplained lethargy;
8. Lice, ringworm, or scabies that is untreated and contagious to others.
9. 100-degree Fahrenheit underarm or higher temperature of an undiagnosed origin before fever reducing

- medicine is given;
10. Undiagnosed rash or a rash attributable to a contagious illness or condition;
 11. Significant respiratory distress;
 12. Not able to participate in child care program activities with reasonable comfort.
 13. Requires more care than the program staff can provide without compromising the health and safety of other children in care.
 14. **Returning to Learning Center after illness:** child **must** be free for 24 hours from fever and fever reducing agents, vomiting, diarrhea, and etc.

ALLERGIES AND SPECIAL MEDICAL CONDITIONS

It is the parent's responsibility to notify the Learning Center of any allergies or other medical conditions and needs. All allergies will be posted in the kitchen as well as the child's classroom.

MEDICINES

Medications may be administered only when signed by a physician and parent on the Medication Authorization Form. Medicine must have the child's name on it and all medications must be given by the parent to the staff. Non-prescription and prescription medications must be brought to the Learning Center in the original container. Prescriptions can be administered only to the child whose name appears on the label attached to the original container. No medicine, prescription, sunscreen, etc., will be administered without written permission.

PRESCRIPTION/NON-PRESCRIPTION MEDICATION ADMINISTRATION POLICY

Parent Responsibility:

Signed authorization form by physician and parent required.

Staff Responsibilities:

- Store medication where children do not have access to it.
- Refrigerate if necessary in the designated, covered container in the refrigerator.
- Identify child with form from parent.
- Identify medication with form from parent.
- Accurately measure medication using clean measuring device.
- Tightly recap medication and store in appropriate place.
- Chart time, dosage, date, and who administered medication.
- When form is completed at end of week, file form in child's file in office.
- Return medication to parent at the end of the day.

By state law, if a prescription medication form is not signed, medicine WILL NOT be administered.

MINOR INJURIES AND EMERGENCIES

Minor injuries:

Scratches and scrapes are inevitable when children play. Injuries will be cleaned and treated with a bandage when necessary. You will receive an accident report for any injury requiring treatment. If First Aid is required, one of the Learning Center's staff, certified in First Aid will administer needed treatment.

Emergencies:

In the case of accidental injury of a more serious nature, we will make an immediate attempt to contact you, call your child's physician, and summon an ambulance if necessary. It is very important, therefore, that we have current emergency information on file in the office at all times. Emergency care sources are the Lakeview Clinic, Ridgeview Medical Center, and Rescue Squad 911.

1. Every attempt will be made to notify the parent at once.
2. If necessary, your child will be taken to Lakeview Clinic, or to Ridgeview Medical Center.
3. In the event of a serious injury, it is possible that a child may have to be sent to the hospital for emer-

- gency care before a parent can be reached.
4. If a child is taken to the hospital, a staff person will accompany the child and stay until the parent arrives.
 5. Your signature on the application form is an agreement to these emergency procedures.

NOTIFICATION OF COMMISSIONER (Department of Human Services)

The Learning Center must notify the commissioner within 24 hours of the use of emergency medical service for a child while in care, within 24 hours of injury to a child in care at the Learning Center which requires treatment by a physician, within 24 hours of the death of a child in the Learning Center's care, and within 24 hours of the occurrence of a fire during the hours of operation that requires the service of the fire department.

INFANTS

FORMULA, MILK, AND BABY FOOD

All formula, milk, and baby food will be stored according to the manufacturer's instructions. When required, all perishable food will be stored in the refrigerator. The parent will supply food. **All bottles are to be labeled with the infant's first and last name, and date.** Bottles need to be transported to the center in a cooler or insulated container. Each infant will be fed according to the parent's wishes, providing they meet with the nutritional guidelines of our consulting physician.

Bottles of formula are to be prepared at home and transported to the center in a cooler or insulated container. Bottles will be warmed in a container of warm water. The temperature will be tested before given to infant. Any heated, unused formula must be discarded. Unused prepared bottles of formula will be sent home or discarded after 24 hours of refrigeration. Hands will be washed with soap and water before feeding all children.

When breast milk is supplied, single service disposable gloves will be used when bottles are handled. **All breast milk must come to the center in ready to feed bottles.** Breast milk will not be micro waved or heated above 130 degrees. Heated, unused breast milk will be discarded. Left over bottles of breast milk will be sent home at the end of the day to be discarded.

Bottles will be rinsed at the Learning Center but are to be taken home each night for a thorough cleaning. Please be sure all supplies are well marked. When babies are too young to hold a bottle, they will be held during feeding.

SAFETY POLICIES

All infant equipment and toys are age appropriate. Each day, Freshwater's staff will clean, disinfect and inspect equipment in order to insure it is safe and in good working condition. If equipment or toys are found to be unsafe, they will be discarded. When a child is using equipment that has safety straps, the straps will always be used. Staff persons who work with infants will be trained in SIDS, SBS prevention and infant CPR.

NAPS

Naps will be given with the individual needs of each child in mind, according to the request of the parent. Each infant will have a crib with their name on it. That crib will only be used by that child. Infants will be placed on their backs for naps. Sleeping babies will be checked on every 10-15 minutes.

MEDICATION

Prescription and non-prescription medication procedures are the same as for toddler, pre-school, and school-age children, (see page 11).

DIAPERING

Disposable diapers are required and supplied by the parent while children are in the infant room. Wipes are furnished by Freshwater Learning Center. If a child is sensitive to the diaper wipes furnished by FLC, parents will then need to supply their own.

DAILY LOG

Daily logs are available which record diaper checks and changes, naps, feedings, and other pertinent information of the day.

PACIFIERS

Pacifiers **must be labeled with the child's name**. Pacifiers must be free of yarn, strings, and ribbons. Nipples must not have tears or holes that could come off in infant's mouth. Please start weaning your child from pacifier use at age 14 months, or 6 weeks prior to moving to the toddler department. Pacifiers are used only during nap-time in the toddler department. Consistency at home and at the Learning Center provides for the most successful transition.

COMMUNICATION

We want your child's time with us to be a positive and delightful experience. If you have any suggestions or concerns, please share them with the staff. Parental involvement is strongly encouraged.

VISITATION

Parents may visit anytime the Learning Center is in operation. Parents are always welcome to join in activities and field trips whenever possible.

NEWSLETTER

Once a month a newsletter is sent home informing the parent of activities that are taking place, such as, upcoming events, field trips, and etc. It is our hope that you take the time to read this newsletter carefully and share this information with your child.

BULLETIN BOARDS

Messages of importance will be posted and should be checked daily. Each room has their own bulletin board in the classroom. Please check for any important messages. There is also a parent board above the sign in sheets in the reception area.

CONFERENCES

Children benefit most when there is close communication between home and Freshwater Learning Center. We offer conferences twice a year. We feel it is imperative to keep you well informed about your child's progress. Written progress reports will be available to all parents. If at any time you want to talk to your child's teacher, a time will be scheduled. Your child's teacher and director will offer to schedule conferences with you during the course of the year. Other conferences may be arranged whenever desired by the parent or teacher. If you have any questions about your child's development, your concerns can be discussed with the child's teacher or the director, who will make a referral for assessment if necessary. Parents are encouraged to communicate with the teacher by phone during naptime **between 1:30-2:45 or by emailing the Director at Courtney@FreshwaterChurch.org** rather than trying to discuss problems when bringing or picking up children. Confidentiality concerning children and their families is strictly maintained. In order to establish a relationship of mutual trust and support, we need and value your constant feedback about our program.

PARENTAL GRIEVANCE POLICY

An "open door" of communication between parents and the staff is essential for the effective operation of Freshwater Learning Center. Parents are encouraged to communicate their suggestions, concerns, and problems to the Director. In the event of a particular issue that cannot be resolved in a mutually acceptable way between parents and Director, the issue may be referred to the Freshwater Learning Center Advisory Team. If resolution cannot be achieved at this level, the issue may be presented to the Board of Elders of Freshwater Community Church. At each step, parents have five service days to respond to a decision. The decisions made by the Board of Elders are final.

PARENT INVOLVEMENT

You have the responsibility and right to learn as much as possible about our Learning Center to make it a positive influence in the life of your child. We encourage you to share your talents and professional skills with the children. Some of you have occupations, which make occasional visits to the Learning Center difficult. Please know we are able to alter our schedule should you have free time to visit and share your special interests with us.

OUTSIDE ASSESSMENT

Should your child require outside assessment or evaluation, we can permit outside resource personnel to perform the evaluations or testing of your child during Learning Center hours. Arrangements for the day, time, and the person doing the assessment must be cleared through the director prior to the date of the evaluation.

FUNDRAISERS

Freshwater Learning Center may at times sponsor fundraising projects. The proceeds from these fundraisers will be used to purchase a variety of equipment and toys to benefit the Learning Center. Parents are invited to participate on a voluntary basis.

BEHAVIOR GUIDANCE POLICY

Behavior guidance is to ensure that each child is provided with a positive model of acceptable behavior. Behavior guidance redirects children and groups away from problems toward constructive activity in order to reduce conflict. It is tailored to fit the development level of the each child. Behavior guidance teaches children how to use acceptable behavior in order to reduce conflict and to protect the safety of children and staff. Behavior guidance provides immediate and directly related consequences for a child's unacceptable behavior.

Methods of Behavior management: No child will be handled roughly or hit in any way. Corporal punishment, including but not limited to shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, or spanking, will not be used. Subjecting a child to emotional abuse, which includes but is not limited to name calling, ostracism, shaming, making derogatory remarks about a child or a child's family, and using language that threatens, humiliates, or frightens the child is prohibited. A child will not be punished for lapses in toilet training. Denying or administering of food will not be used as a form of punishment. No discipline will be delegated to another child. No type of mechanical restraint, such as tying, will be used. The Freshwater learning Center staff uses the following basic methods of discipline (beginning with the most frequently used): talking to the child, redirection or intervention, modeling expected behaviors as an acceptable alternative, rewarding desirable behavior, "time out" within the classroom, removal of privileges or toys. Ongoing incidences will be noted in a daily log along with notifying the parent by note or phone call.

Persistent unacceptable behavior: Staff will observe and record the behavior of the child and staff response to the behavior. A plan will be developed to address the behavior documented with the child's parent and with other staff persons and professionals when appropriate.

Separation from the group: Children between 6 weeks and 16 months will not be separated from the group. A child will not be separated from the group unless less intrusive methods of guiding the child's behavior have been ineffective and the child's behavior threatens the well being of the child or other children. A child who requires separation from the group will remain within an area where the child can be seen and heard by a program staff person. When separation from the group is used, the return of the child to the group is contingent on the child's stopping or bringing under control the behavior that precipitated the separation. The child will be brought back into the group as soon as the behavior stops.

Separation Report: All separations from the group will be noted on a daily log which can be obtained from the Director. The log will include the child's name, staff person's name, time, date, and information indicating what less intrusive methods were used to guide the child's behavior and how the child's behavior threatened the well being of the child or other children.

Actions and consequences: Teachers will notify parents by written note, telephone, or personal contact of a child's unacceptable behavior. If a child has three time outs or separations from the group in one day, parental notification will be made and noted in the daily log. In cases of persistent unacceptable behavior—five time outs or separations from the group in one week or eight within two weeks—and in cases in which the physical well-being of others is threatened, parents may expect the child to be suspended from Freshwater Learning Center for one to five days. The three months following the suspension will be a period of probation. If persistent unacceptable behavior or a threat to physical well-being requires a second suspension during the probation period, the second suspension will be regarded as permanent and parents will be told to make child care arrangements elsewhere. The Freshwater Learning Center Council reserves the right to terminate enrollment of a child if the child is expressing consistent threatening and/or violent behavior.

PROGRAM

Our aim is to provide an educational experience that develops the whole child:

Intellectually: by creating in each child an enthusiasm for learning and discovery by broadening the child's experiences.

Physically: by providing experiences, which will develop large and small muscles, coordination, and motor skills.

Socially: by encouraging children to participate in group activities, to get along with others, and to develop a sense of belonging and security.

Emotionally: by encouraging independence in making choices and problem solving. We strive to help each child gain confidence, self-esteem, and a strong sense of self-worth through love and care.

Spiritually: by developing an awareness of God's love and His presence in our daily lives.

Because children learn best by experience, our learning environment is created so that children will actively participate in the learning process. The intellectual, physical and emotional development of each child will be documented in the child's record and shown to the parent during conferences.

Each year, the program will be evaluated and modified as needed by a qualified staff person.

At times, parts of the daily program will be changed or deleted, but our program will generally include the following:

Free Time: At the beginning of each day, children will be allowed to choose from many different learning activities, which are arranged in learning centers around the room. Teachers will guide the students in choosing an activity.

Together Time: After putting all materials and equipment away, children will gather for a time of group sharing and learning. Each day we will meet to share in a Bible time that will include songs, stories, Bible verses, and prayer.

Singing and Story Time: Circle time will give children experience with music and stories. Music will be explored through singing, creative movement, and rhythm instruments. Each day the children will be told a story in the form of books, records, filmstrips, and videos. This time strengthens readiness skills and helps to develop an appreciation for literature and music.

Learning Time: Activities are planned to strengthen a skill or introduce a new experience. Children will gain a further appreciation for the world around them. Skills covered will include fine motor skills, reading readiness,

number sense, science experiments, social studies lessons and unit activities.

Large Motor Time: Whether inside or outside, equipment will be available for development of large muscles. Children will be encouraged to cooperate with others and participate in group activities. Skill development (throwing, hopping, jumping, running, and skipping), organized games, and using playground equipment are some activities in which children will participate.

PROGRAM PLAN

Infants and Toddlers

6:00-7:00am	Learning Center opens/free time
7:00-8:00	Breakfast/playtime
8:00-8:30	Potty time/Playtime
8:30-9:15	Snack Time
9:15-10:15	Cleanup and Devotions
10:15-10:45	Large muscle activities-either gym or outside
10:45-11:15	Music or story time
10:15-11:30	Project time
11:30-12:30pm	Lunchtime
12:30-1:00	Cleanup, prepare for resting, diaper changes/potty training
1:00-3:00	Nap time
2:00-3:00	Diaper changing/Potty training-Quiet play, books, puzzles
3:00-4:00	Snack time, group play indoors/outdoors
4:00-6:00	Supervised playtime

Preschool Children

6:00-7:00 am	Learning Center opens/quiet play
7:00-8:00	Free play in gym or breakfast
8:00-9:00	Free play in pre-school room or in gym.
9:00-9:30am	Snack/Bathroom break
9:30-9:45	Music time/calendar and weather
9:45-10:30	Gym or outside
10:30-11:30	Centers and fine motor/project
10:30-11:45	Story time/ Jesus time
11:45-12:30pm	Wash hands/Lunch
12:30-1:00	Video time or outside
1:00-3:00	Nap time
3:00-3:20	Bathroom break and hand washing
3:20-4:00	Gym time or outside
4:00-4:30	Centers in classroom
4:30-6:00	Gym or outside

Pre-Kindergarten

9:00-9:30am	Bathroom break/Calendar time/Jesus time
9:30-9:45	Snack
9:45-10:45	Group time/songs/project/free play
10:45-11:15	Gym or outside
11:15-11:30	Bathroom break/sharing/story
11:30-12:00pm	Lunch
12:00-12:30	Free play/ outside/read books
12:30-1:00	Video
1:00-3:00	Naptime
3:00-3:30	Bathroom break/snack
3:30-4:30	Outside/gym time
4:30-5:30	Quiet play in room
5:30-6:00	Gym time

School-Age

