



Parent Handbook

TSL Roots Early Learning Center Mission Statement

TSL Roots Early Learning Center exists to cultivate deep roots in the Gospel of Jesus Christ and to nourish children and their families by providing quality education, childcare, and learning opportunities to the whole community.

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THIS WE BELIEVE

Trinity-St. Luke's (TSL) Roots Early Learning Center follows the teachings of the Bible as confessed by the Wisconsin Evangelical Lutheran Synod (WELS). We firmly believe and teach:

- That God has made us and all creatures (Genesis 1 & 2) (Psalm 139)
- That all of the Bible is the inspired, inerrant Word of God (II Peter 3:20-21) (II Tim 3:15-17)
- That all people are born into sin (Psalm 51:5) (John 6:5-6)
- That God punishes sin with eternal death (Ezekiel 18:4) (Romans 6:23) That God sent His Son, Jesus Christ, to pay for the sins of all people (John 3:16) (Romans 4:25)
- That through faith in Jesus Christ we have complete forgiveness and the gift of everlasting life (Ephesians 2:8-10) (Romans 3:28) (I John 2:1-2)
- That God makes us His children by giving us faith through baptism and His Word (Galatians 3:26-27) (Romans 6:23) (Titus 3:5-7)
- That, by desire, we strive to live in accordance with the Ten Commandments (Galatians 5:13-14) (I John 5:2-5)
- That God wants us to share the gospel of Jesus Christ (Matthew 28:19-20) (I Timothy 2:4)
- That all who believe in Jesus as their Savior will be saved (Mark 16:15-16)

TEACHING PHILOSOPHY

In Matthew 19:14 Jesus said, "Let the little children come to me." TSL Roots Early Learning Center is designed to assist parents in guiding each child in the instruction of our loving Lord.

TSL Roots Early Learning Center strives to provide opportunities that help children...

- Develop spiritually by daily hearing and applying God's Word as it is taught in its truth and purity.
- Develop physically through opportunities to use their large and small motor skills, strengthen their self-help skills, and integrate input from their senses to respond to the world around them.

- Develop socially and emotionally by understanding that we are redeemed children of God who need to understand our emotions and how to interact with other people in our world.
- Develop language skills by expressing emotions, feelings, and words in appropriate, respectful ways that will aid in sharing the Word of God. Children will also understand that language is spoken, heard, and written.
- Develop intellectually by encouraging curiosity, perseverance, creativity, and problem-solving.
- Develop cognitively by providing developmentally appropriate activities in basic language arts, literacy, science, social studies, writing, and math.

CENTER INFORMATION

License

TSL Roots is currently working towards licensure through the state of WI.

TSL Roots Early Learning Center operates as licensed by the State of Wisconsin from 7:00 A.M. to 5:30 P.M., Monday through Friday, twelve months a year. We provide care for children six weeks through twelve years old. TSL Roots may accommodate 75 children.

Our license (when obtained), policies, a copy of DCF 251, “Licensing Rules for Group Day Care Center” and any non-compliance notices will be kept in plain view on the bulletin board outside of the office.

Nondiscrimination Statement

TSL Roots Early Learning Center will not tolerate discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or any program.

Confidentiality

Every staff member who is employed at TSL Roots Early Learning Center is expected to keep all information regarding a child and his/her family confidential. A breach of confidentiality is grounds for immediate dismissal. This confidentiality policy does not apply to the parents or persons authorized in writing by the parent/guardian to receive such information, an agency assisting in planning for the child, the licensing agency, or Youngstar rating personnel.

Security

A door lock system is in place at TSL Roots Early Learning Center. Each parent will receive a key fob upon completing registration and initial payment. This fob is for parent use only. Please do not share with any other family members. If you lose your key fob, please speak to someone in the office so it can be deactivated, and a new number can be issued. Your key fob will only work during TSL Roots Learning Center's hours of operation, 7:00 am – 5:30 pm. If your fob does not work, you may use the intercom button to speak with a staff member inside who can unlock the door for you.

Any time after 5:30 pm your fob will not work, and you must use the intercom. Staff will let you in and you will be charged the appropriate late fee.

Center Closings

TSL Roots Early Learning Center gives praise and thanks to our almighty God for the gifts of family and time to spend with family. Holidays and celebrations throughout the calendar year are established times to share in the joy and love of family. TSL Roots Early Learning Center will be closed in recognition of the following holidays:

- New Year's Day
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving
- December 24th – December 31st

A yearly calendar for the center's scheduled closing days will be provided to parents. Any additional closing days that appear on the yearly calendar are days in which tuition will be paid if it is a day that your child is normally scheduled to attend.

Weather Related Closings

When the Watertown Unified School District closes due to heavy snow and ice, or because of cold warnings, we will also close. Please check your local TV stations and radio for closings. We will post all closures on our Facebook page and send our messages through the Procure App.

Staff Qualifications and Requirements

Every employee is mandated by the State of Wisconsin to have:

- A background check is repeated annually.
- Health examination upon hire.
- All employees need 15 hours of continuing education per year.
- Training in Abusive Head Trauma and Sudden Infant Death Syndrome before working in the classroom.
- Abuse and Neglect training before working in the classroom and updated biannually.
- CPR with AED (automatic external defibrillator) upon hire and every 2 years following.
- Review of Licensing Rule Book
- Review of Parent and Staff Handbooks

HEALTH AND SAFETY

Building Temperature

The inside temperature may not be less than 67 degrees and not exceed 80 degrees. If the temperature rises to 75 degrees, the central air will be turned on.

Infection Control/Cleanliness

One of the most important factors in keeping the spread of infectious diseases in the classroom from spreading is proper hand washing. Teachers will model proper hand washing and teach children when and how to wash their hands. All hands will be rinsed with warm water, washed with soap for 20 seconds, and then completely rinsed with warm water when arriving at school, after playing outside, before setting the table, when preparing and serving food, before and after eating or using the sensory table, before and after diapering and changing a child's soiled clothing or assisting a child with going to the bathroom, and after coughing, sneezing, nose wiping or any contact with bodily fluids or any time hands become soiled.

Teachers and assistant teachers will make sure that toys and all areas of TSL Roots Early Learning Center will remain clean and orderly. They will be responsible for making sure that all toys and materials are cleaned with soapy water and disinfected with a solution that is non-toxic and approved by the State every week or as needed. If possible, the toys will be run through the dishwasher in the kitchen.

Universal Precautions

Any person exposed to blood or blood-containing bodily fluids will immediately wash their hands with soap and water. Disposable gloves will be worn if there is contact with blood. Hands will be washed after gloves are removed. Gloves will be discarded in a separate plastic bag. Staff will clean all spills of vomit, urine, feces, blood, and other bodily fluids using gloves. All staff members receive training in these procedures during their orientation.

CPR and First Aid

All staff and those who have regular contact with the children are required and will be trained in pediatric first aid, CPR with AED (Defibrillator), and universal precautions. The AED is located in the gym and first aid kits are in each classroom and on the playground.

Minor Injuries

If your child should receive a minor injury while at the center, it will be washed thoroughly with soap and water and a bandage or ice pack will be applied. Parents will be

notified of the injury through the Procure app. Accident/Injury incidents will be written in the room's medical log and signed by the caregiver.

Serious Injuries

If a child becomes seriously injured while at the center, 911 will be called and the child will be transported to Watertown Regional Medical Center unless a parent has indicated otherwise on the child's childcare enrollment form. If a parent indicates a different hospital, their instructions will be followed. Parents will be immediately notified. The child will be made comfortable and not be left alone while waiting for medical treatment. Any injury requiring a visit to the doctor must be reported to the director and a report will be completed for our licensing specialist.

Injuries off campus

An injury that occurs to a child off-site of the center will be handled with the first aid kit that is brought along for minor injuries. For a serious injury, 911 will be called from the mandatory cell phone that is taken on any trip away from the center. The child's parents will be immediately notified.

Toilet Training Policy

Children, regardless of age, shall not be scolded or punished for lapses in toilet training. TSL Roots Early Learning Center will work with the parent on a plan of action that is acceptable and consistent to the parent, child, and staff. Parents are encouraged to have open communication with staff as to when they feel comfortable in beginning the process of toilet training.

No child will be denied or turned away because they are not toilet trained. Toilet training is a process and will be looked at as a process that will happen when the child's mind and body are ready. Employees will plan toilet training in cooperation with the parents so that a child's toilet routine is consistent between the center and home.

Children must be toilet trained to move into the 3K classroom.

Children are considered toilet trained when they meet all of the following criteria:

1. Consistently tell their teacher when they have to use the bathroom.
2. Can pull clothes up and down with little assistance.

3. Follows three-step instructions (go to the bathroom, wipe, and wash hands) without assistance.
4. Has no more than one accident during any two weeks.

Diapering and Soiled Clothing

All diapers must be supplied by parents. Diapering will be done in designated diapering areas only. Teachers' and children's hands will be washed after each diapering. Diapers will be checked and changed at regular intervals or immediately upon discovering the diaper has been soiled. Diapers will be changed with the child lying down. The diaper changing area will be cleaned and disinfected after each use. Soiled diapers will be stored in covered garbage containers that are emptied and disposed of at least daily. Wet and soiled clothing and bedding will be changed immediately and sent home with the child.

Communicable Diseases

If your child is diagnosed with a communicable disease such as RSV, rotavirus, chicken pox, German measles, hepatitis, measles, mumps, scarlet fever, or meningitis, please alert us immediately. If there are exposed children, they will be watched for symptoms. Parents will be notified of the exposure by posting signs outside their child's classroom and on the parent board. The Health Department will be notified of the illness. The ill child's name will be kept confidential.

Illness

The illness of children in childcare can be a challenge for staff and parents. It is inconvenient for both the parents who may have to leave work or school and for the staff trying to care for the child at the center. The child's well-being is our priority. The center cannot care for a child who is ill. Parents need to have alternate plans for an ill child.

If we find it necessary to take your child's temperature while at the center, it will be taken in both ears. If your child becomes ill while at the center, he/she will be isolated from the other children in the office or classroom under the supervision of a staff member or director until he/she is picked up. We are not licensed for sick childcare, and therefore an ill child must be picked up within one hour of the first contact of a parent or emergency contact by the center.

To facilitate a healthy environment, we ask that you do not send your child to the center if he/she has any of the following symptoms:

- Temperature of 100 degrees or higher
- Recurring diarrhea
- Vomiting within the last 24 hours
- Severe nasal and/or chest congestion Contagious stage of any communicable disease Behavior indicating pain.
- Head lice, nits, or scabies.
- Any unexplained rash
- Inability to participate in the program (If your child is well enough to be at the Center, he/she is well enough to participate in all aspects of the program including going outside)

The child may return to the center after being symptom-free for 24 hours. If an antibiotic is prescribed the child may not return to the center until they are on the prescribed antibiotic for 24 hours. When determining the 24 hours for being feverfree, the child needs to be fever-free for 24 hours without the aid of fever-reducers (ex. Tylenol, Ibuprofen).

Allergies

When a child enrolls at TSL Roots Early Learning Center, all allergy and special needs information will be noted. The name of the child, along with the child's picture and their special needs will be posted so that all staff members and kitchen staff are always aware of this information. According to our licensing handbook, any special diet may be served only upon the written instruction of a child's physician. If our kitchen is not able to accommodate a child's allergy, parents may be asked to provide meals for their child.

Medical Log

A medical log is kept recording all injuries (both serious and minor), when medications are given, any injuries noted on the children in or out of the Center, or if a child goes home sick.

The information recorded in the medical log: documentation of the date, child's first and last name, what happened, how it happened, time that it happened, where and what were the injuries, how was the injury treated, and the signature of the one recording the information. Parents have the right to view any entries concerning their child. The teacher or administrator will administer the medications. The administrator will review the medical log frequently.

Medication

Prescription and non-prescription medication will be administered only after a "Medication Authorization" form has been completed, dated, and signed by the child's parent. These forms are available in each classroom. Prescription medication must be in its original labeled container. The child's name, physician's name, name of medication, and the dosage must be on the label. The medical authorization form MUST match the instructions and dosage on the container.

Staff may give non-prescription medication, such as Tylenol, cough medicine, or cold medicine, to a child or apply parent-provided and labeled sunscreen or insect repellent to a child only under the following conditions:

- A written authorization dated and signed by the parent is on file.
- The medication is in the original container and labeled with the child's name and the label includes the dosage and directions for administration.
- The label indicates that the medication is appropriate for the child's age.
- The medical authorization form MUST match the instructions and dosage on the container. NO EXCEPTIONS.

Medication shall be stored in a cabinet that is not accessible to the children. Medication requiring refrigeration shall be kept in the refrigerator in a separate, covered container clearly labeled "Medications" not accessible to the children.

Sunscreen

During the summer months (late May-August) TSL Roots Early Learning Center will provide sunscreen (the equivalent of Water Babies 40 SPF or higher) for the children to use. If your child has sensitive skin and can only use a certain type of sunscreen, please provide that sunscreen with your child's name written on the bottle. Each parent must fill

out a medication form giving the staff permission to apply sunscreen and directing the staff on how often they would like it applied. This will be kept on file throughout the current year. At the end of the summer, any sunscreen belonging to families will be sent home. If left at the center for more than six months or if the expiration date has passed, the sunscreen will be discarded.

Cigarettes, Drugs, Alcohol

Smoking is not allowed on the childcare premises inside or outside during hours of operation. Persons who appear to be under the influence of drugs or alcohol will be asked to leave the premises. If an adult comes to TSL Roots Early Learning Center to pick up a child in this condition, they will be asked to call another responsible adult listed on the release form. If this request is not accepted, and the adult insists on leaving with the child, the Watertown Police Department will be notified.

Firearms

According to Wisconsin Acts 35, all firearms must be kept inaccessible to children. In group licensed childcare centers this means that firearms, ammunition, and other potentially dangerous items may not be kept on the premises.

Child Abuse and Neglect

Childcare centers and staff are required by law to report any suspicion of child abuse, neglect, or sexual abuse to the proper authorities. The staff is trained in recognizing the signs of abuse and neglect. Any staff reporting suspected abuse or neglect will notify the director and the appropriate agencies immediately.

Every employee at TSL Roots Early Learning Center receives the Wisconsin Mandated Reporter Training every two years. The director must contact DCF within 24 hours to report suspected abuse or neglect by a member of the staff.

Meals

Menus (and any changes to the menu) will be posted in the kitchen. Lunch menus will be planned, food purchased, cooked at the approved kitchen in the Clark Campus, and brought over to the Western Avenue Campus in insulated containers. TSL food service personnel will provide the lunches. Snacks will be prepared on-site.

Meals will be delivered to the classrooms so that teachers may focus on caring for the children. Each child will be encouraged to try all items offered but will never be forced to eat a food item nor will any food be withheld for any reason. Proper eating habits will be taught. Teachers will sit at tables with the children to assist when necessary.

All snacks and meals will be planned under guidelines established by the US Department of Agriculture. Lunch will consist of milk, protein, vegetables, fruit, and grain. Snacks will consist of two of the following: milk, fruit or vegetable, grain, or protein. School-age children who attend the center will receive all meals served while in attendance.

Food allergies and other allergies need to be made known to the staff. Any special food requirements/allergies will be posted in the child's classroom and the kitchen. When a child's allergy has been documented by the child's physician, the family may be responsible for their supplementing full or partial meals and/or snacks, ensuring that the food they provide meets the guidelines established by the USDA. TSL Roots Early Learning Center is a peanut-free facility.

Infant Feeding Procedures

Parents will provide teachers with a feeding schedule for infants. The schedule will be followed as written. Solid food will be introduced according to a timetable established by the parents. Water may be provided periodically between feedings according to the wishes of the parents.

Formula or breast milk may be provided by the parents. Parents will also have the option of using the formula provided by the center. Bottles are to be labeled with the child's name and the date before bringing them to the center. Formula, breast milk, milk, and other perishable foods will be properly refrigerated. Liquid formula will not be stored for more than 24 hours after opening.

We will adhere to the following guidelines when feeding breast milk: fresh breast milk can be stored no longer than 5 days; frozen breast milk must be served within 24 hours once thawed. Any formula or milk left over after a feeding will be discarded. Foods are covered and labeled with contents, date of opening, and child's name. Foods will be

discarded 36 hours after opening. Each bottle and nipple will be used for a single feeding, only. Bottles (formula or breast milk) will not be heated in the microwave; rather, they will be placed in a crock pot. The temperature will be tested before feeding. Infants will be fed in a semi-upright position until they are old enough to sit in a highchair. Infants will be held by caregivers while being given a bottle.

Toddler Feeding Procedures

Toddlers will be provided meals following the center's meal/snack schedule unless otherwise directed by the parents. Appropriate size tables and chairs, as well as utensils, are provided for toddlers. Teachers will encourage self-feeding. Menu adjustments for age groups will be made for food difficult to eat such as raw vegetables and crunchy crackers.

Breastfeeding Friendly Childcare Center

TSL Roots is committed to providing a breastfeeding-friendly environment for our enrolled children and staff. We subscribe to the following policy:

Breastfeeding mothers shall be provided with a place to breastfeed or express their milk.

Breastfeeding mothers, including employees, shall be provided with a private and sanitary place to breastfeed their babies or express milk. This area has an electric outlet, a comfortable chair, and nearby access to running water.

Mothers are also welcome to breastfeed in front of others if they wish.

A refrigerator will be made available for storage of expressed breast milk.

Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.

Sensitivity will be shown to breastfeeding mothers and their babies. The center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening and holding off giving a bottle, if possible, when the mom is due to arrive. Infant formula and solid foods will not be provided unless requested by the mother.

Babies will be held closely when feeding.

Staff shall be trained in handling breast milk.

All center staff will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers. The center will follow human milk storage guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention to avoid waste and prevent food-borne illness.

Universal precautions are not required in handling human milk.

Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.

Breastfeeding employees shall be provided with a schedule that allows time for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. Employees must clock out during these times.

Parking

All parent & visitor traffic should use the parking lot/6th Street entrance. All TSL Roots parents will be issued a fob that will grant them access to the first-floor doors by the parking lot. This fob will work on the exterior and interior doors. Please note, if you do not have your fob, it will take time for someone to come, answer the door, and let you in, so it is important to have it with you at drop off and pick up. If the doors are locked, please use the button on the gray box to the right of the main doors. Our secretary or someone from the Roots office should be able to buzz you in.

The 5th Street entrance is primarily used as an emergency exit and for faculty/staff use. Parents cannot be buzzed in at the 5th Street door, so they may go unnoticed and be locked out. If the parking lot gate is closed (for recess, etc.), parents can park on Western Avenue and use the small gate by the playground to access the doors.

CLASSROOM INFORMATION

Education and Curriculum

TSL Roots Early Learning Center has been blessed by God with a special privilege and given a great responsibility to nurture and educate His children with the Holy Word. The administrator and the teachers, with the support of the teacher's assistants and kitchen staff, will carry out the responsibilities of the education of the children.

Teachers use the Christ Light and/or Little Lambs publications for religious instruction, along with other WELS-supported materials. These publications take stories from the Bible and apply them to our lives today. Curriculum and Bible stories are adapted to be understood by children at all age levels. We will supplement a Christian approach with the Creative Curriculum. Creative Curriculum is a play-based curriculum that recognizes the importance of the development of creative individuals and an interwoven context of the developmental domains: personal awareness, emotional awareness, cognition, communication, socialization, and perceptual-motor. Using Creative Curriculum will give the children opportunities to plan, create, and expand a process or projects that they are interested in or would like to learn more about. The teacher will work as a facilitator in helping them to problem solve and to think critically about how and where to find information, instructions, materials, and/or ideas that will build on all learning areas and domains.

Creative Curriculum is in alignment with the Wisconsin Model Early Learning Standards. Wisconsin Model Early Learning Standards specify developmental expectations for children from birth through the entrance to first grade and are supported by evidence-based practice and scientific research. Designed for all children, they create a common language for communicating expectations for young children's growth and learning and set the stage for the development of appropriate curriculum and assessment practices. Staff use the teaching cycle of ongoing assessment and observation; planning and curriculum goals based on assessment and implementation of meaningful activities to reach goals are set for each child. For a complete copy of Wisconsin Model Early Learning Standards, visit www.collaboratingpartners.com To see the Alignment of the Wisconsin Model Early Learning Standards with the Creative Curriculum please go to www.TeachingStrategies.com.

Lesson Plans

Lesson plans will be created by the teachers and posted in each classroom. Four times a year, lesson plans will be reviewed by the director. When a child enrolls, an assessment will be done to set goals and plan lessons to assist the child in reaching those goals. Lesson planning is based on recorded assessments, observations, and the interests of children and staff. To show accountability for our teaching we will use assessments,

observations, and portfolios and the teaching staff will look for feedback from children, other staff, and parents.

Portfolios & Assessments

The teachers will create a digital portfolio for each student as they enter the TSL Roots Early Learning Center. The teachers will set goals for each child and base their lesson plans on the goals set. Children will have samples and observations placed into their portfolios at least one time per month. As your child grows and moves to other classrooms, the portfolio will move with them. Most of the materials from the portfolios will be available to parents through the Procure Connect app.

Part of a child's portfolio will be their assessments. The teachers will assess children four times a year, using the Portage Guide assessment. Assessments will be done in November, February, May, and July. If you have any questions about your child's progress, please don't hesitate to contact your child's teacher.

Screen Time Policy

Because we care about the health and well-being of the children in our care, we follow the American Academy of Pediatrics Recommendations on Screen Time:

- Children under 3 should have no screen time.
- Children ages 3 to 5 should watch less than 1/2 hour per week at childcare.
- School Age children should watch less than 1 hour per day at childcare.

Screen time includes the use of television, videos, computers, and video games during care. TSL Roots does not use screen time as part of our normal scheduling and lesson plans.

Cultural Diversity

Cultural diversity will be interwoven throughout the whole program. The children will be taught that many types of people may have similar or different characteristics including, but not limited to, race, personalities, family makeup, ways in which families celebrate, structure of families, etc. Similarities and differences do exist, and we are to remember that we take example from our God who has created us and looks at each person as a child of God. We are to love, nurture, and care for each other, building each other up in God's love. This does not mean we accept behaviors that are sinful and not healthy for

our physical, emotional, or spiritual well-being. Through Jesus Christ our Savior, who died on the cross to save us from our sins, we are taught that it is possible to love the person, but not the behavior.

Outdoor Play

Children will have time outside daily except in inclement weather including rain, sleet, extreme heat (over 95°), or extreme cold (under 0°). Please have your child dressed appropriately. Outside time is mainly a free-play choice that promotes gross and fine motor skills and social development. Fifteen minutes of the outside time will include a teacher-directed activity which will make sure that each child is up and moving. When the weather is inclement, the children participate in this active learning in the gym.

Transitions

To help children smoothly transition from one activity to another, the staff will continually look to plan ways so that children will not stand in lines. We will do this by having:

- Adequate warnings of a move or transition
- A schedule of the day is posted to prepare children for a transition.
- Systems in place to help the child be actively involved in the process.
- A plan for the environment to allow for the free flow of children from one activity to another.
- Alternative activities to help transition flow easier. For example, finger plays, songs, body movement activities, and props that provide visuals to show what children are to do next.

Clothing

Parents are encouraged to send their children in play clothes or clothing that can be used during messy or active play. Every effort will be made to protect children's clothes and keep them clean and dry during sensory or art experiences by wearing art shirts.

Although these measures help, they are not absolute. If something special is going on after school and you need your child dressed in new or special clothing, the staff will be happy to change the child's clothing just before you pick the child up.

All children must have at least one complete set of spare clothes, but two sets are encouraged. Children will be changed with the clothing provided by the parent if they are wet or soiled by food, drink, paint, sand, mud, etc. A complete set of clothing consists of a shirt, pants, underwear, diapers, pull-ups, and 2 pairs of socks. Please label every piece of clothing sent to TSL Roots Early Learning Center to ensure its return.

In the winter months children are required to have snow boots, hats, mittens, extra socks, snowsuits, or snow pants. The weather is unpredictable; please dress your child accordingly. In the summer months tennis shoes or sandals that cover toes and heels are recommended daily foot attire. NO flip-flops.

Rest and Nap Time

All children under age 5 will have a nap or rest period each day. Cribs and crib sheets will be supplied by the center for children in the Infant Room and the 1-Year-Old Room. We will launder sheets after five uses or sooner should they become soiled. Once a child is napping on a cot, the parents are responsible for providing a blanket, or a sleeping bag. If after 30 minutes, a child does not fall asleep, he/she will be permitted to do quiet activities until the rest of the group is awake. Blankets, pillows, and sleeping bags will be stored at the center, replaced immediately if wet or soiled, and sent home weekly for laundering (or at least every five uses.)

SIDS Risk Reduction

To comply with the recommendations of the American Academy of Pediatrics, all children less than one year of age will be placed on their back to sleep. Fitted sheets will be used in all cribs, blankets and/or soft toys will not be allowed in cribs. If a child falls asleep in a swing or bouncy seat, the child must be removed immediately and be placed to sleep on their back in the crib assigned to him/her. When a non-walking child is awake, the childcare worker will provide the infant with supervised “tummy time”. During Orientation, all staff will be trained in SIDS risk reduction procedures.

This is shown to lower the risk of SIDS (sudden infant death syndrome). The only instance in which we will deviate from this is if we have a note from the child’s physician stating it is a medical necessity for the child to sleep on his/her stomach or side. In such cases, we will require a waiver of liability to be signed by the parents as well.

Attendance

Children will be expected to attend TSL Roots Early Learning Center during regularly contracted scheduled hours. Parents are expected to call the office or message the teachers by 8:30 am if their child will not be attending for that day. If we do not hear from you within an hour after your child is expected, then a staff member will make an attempt to phone you or send you a message through the Procure Connect app. It will be documented in the attendance sheets who we talked to and the reason for the absence. If we do not reach you, we will leave a message. Please return our call. We will do this out of concern for you and your child and so that the teachers may plan their day accordingly.

Arrival

Each parent is responsible to sign their child into their classroom using the Procure app. Staff in each room will also keep an ongoing daily record of children that are in attendance. We invite and encourage parents to allow a little extra time when dropping your child off or picking your child up to communicate with the classroom teacher.

Dismissal of Children

The staff is responsible for dismissing children to a parent, or another adult listed on the childcare enrollment form. All adults who are not familiar to the staff will be asked for a picture identification. The picture identification will then be compared to the names listed on the childcare enrollment form.

If you have an emergency and need someone who is not an authorized pick-up contact to pick up your child, please call the TSL Roots office with detailed information about the person. Please inform the person picking up the child to bring a picture ID. TSL Roots Early Learning Center cannot stop a child from being picked up or visited by a parent or legal guardian unless a copy of a court order is placed in the child's file stating no contact and/or release.

Child Tracking System

The first system in place to assure the safety of all children enrolled is the parent signing children in and out using the Procure app on the tablets. The parent is responsible for

signing the child in and out. The attendance of children will be reviewed by the director and/or the teachers throughout the day.

A secondary system to assure an accurate account of all children, at all times, is teachers and other staff completing a name and sight roll call at transitions and throughout the day. Staff will use class lists or the Procure Connect App to complete roll calls at each transition that requires movement from one area of the building to another.

Photographs

Children may be photographed and/or videotaped for use of observation, building selfconcept, building positive attitudes and teaching about diversity, reinforcing concepts taught, and seeing the enjoyment of friendships. Parents will be asked to sign a media release upon enrollment. With permission of a parent or legal guardian, these pictures may be put in the local newspaper, the TSL Roots or TSL Facebook page, or the TSL Roots website. The photos can also be used for advertisement and/or marketing of the Center. If a parent denies permission, the photos of their children will only be used in the classroom and shared with that parent.

Birthdays & Celebrations

TSL Roots Early Learning Center celebrates children's birthdays. We celebrate children's birthdays in recognition and celebration of the day we were born and to thank God for the gift of everlasting life. You are welcome to bring in store-purchased, prepared food items. Some examples- are trail mix, yogurt parfaits, and 100% juice/fruit pops.

PLEASE CONTACT THE DIRECTOR OR YOUR CHILD'S TEACHER ABOUT ALLERGIES IN THE CLASSROOM. Please consider non-food birthday treats such as bubbles, stickers, coloring books, pencils, rings, bracelets, cars, etc.

Toys from Home

Toys from home are to remain at home. We realize that personal toys are very dear and important to children. Because we are sensitive to the needs of children, we know that sharing personal items with others is too difficult in a situation with many children.

Young children also get very upset if a toy gets broken or lost. To avoid these conflicts, if a child brings a toy from home into the classroom, we will ask the parent to take the toy

with them when they leave, or it will be placed in the child's cubby. We will not be responsible for any lost or broken toys that are brought from home.

Holiday Policy

TSL Roots Early Learning Center will celebrate those holidays that worship and honor the Lord, our God. The emphasis of these holidays will be the gifts that have been given and the sacrifices that the Lord has made for us. Remember to thank and praise God daily for the gift of our Savior, Jesus Christ, who was born, died, was buried and on the third day rose from the dead to save us all by giving us eternal life in heaven. Listed below are the holidays that will be celebrated throughout the year. Celebrations come in many forms, depending on what the holiday stands for and what customs families pass down. Some of these holidays may include a party, costumes, or other decorations that the children will help plan, make, and enjoy with the teachers, other children, families, and special guests.

New Year's Day	Ash Wednesday	Valentine's Day	Grandparent's Day
Maundy Thursday	Palm Sunday	Good Friday	Easter
Ascension Day	Pentecost	Memorial Day	Veteran's Day
July 4 th	Labor Day	Reformation	Mother's Day
Thanksgiving	Advent	Christmas	Father's Day

Pets

Any pets kept at the center (gerbils, goldfish, guinea pigs, etc.) will meet all State requirements for immunization and rabies vaccinations if applicable. If your child is allergic to any type of animal, please let us know. If a pet shows any sign of aggression, it will be removed from the center immediately. Parents will be made aware of the presence of pets and animals in the center. If pets are added after a child is enrolled, parents shall be notified in writing prior to the pets' addition to the center.

Field Trips

Field trips are planned by the staff and with parents' input when possible. Field trips will take place primarily within the Watertown community. Longer field trips may be planned occasionally and there could be additional costs for field trips. Parents will be notified of upcoming field trips and will be required to sign a permission slip for each trip. All

children are invited to participate in field trips whether or not they are scheduled for care on the day of the trip. Parents are welcome to participate in field trips.

We regularly go on walking field trips, so please make sure your child has good walking shoes. Walking also promotes good physical health habits throughout your child's life. Children going for walks are considered field trips. Parents will sign a field trip form that indicates the destination, date and time of leaving and expected time returning. No children shall leave the center property without at least two childcare workers. The office will be notified every time the children leave the campus. If a walking trip is planned, the teacher will alert the office to the route which they will be taking. If the trip changes en route, the teacher will call the office to let the director know the new route.

Attendance sheets, emergency supplies, and emergency forms for each child must always accompany the teacher on any outing. A cell phone will be brought along in case of emergency.

Contracted Transportation Services

There will be occasions when a private company may be hired to transport the children to and from the Center (i.e., a bus for a field trip). In these instances, we will notify parents via email and a hard copy memo of the date(s), times, and destinations of each field trip. Teachers will take their classroom sign-in/out sheet for that day and account for all the children in their care as the bus is loaded and unloaded. Upon arrival at each destination, once all the children have been accounted for outside the bus, the teacher will re-enter the bus and do a complete check that all seats are empty. When transporting children with disabilities or children who have limited ability to respond in an emergency, we will seek input from the parent to better understand the safety precautions needed and create an implementation plan. Staff will also follow the procedures listed above regarding sign-in/out sheets, as well as having first aid and all emergency information available and on hand.

CHILD GUIDANCE

Child Guidance and Classroom Management

Effective discipline stems from careful planning and consistency. Caregivers will strive to develop a positive relationship with each child and continually redirect unacceptable

behavior. Proper Christian discipline at TSL Roots Early Learning Center will be maintained and exercised lovingly in keeping with the Law and Gospel. Therefore, our form of discipline will not be physical or demeaning in any way. Our staff will seek to keep the wonderful example of our loving Savior before the children.

If a child is crying, fussing, or distraught the caregiver will attempt to ensure that the child's physical and emotional needs have been met. Children will be comforted with kind words spoken in a soothing and loving tone. Infants will be gently held or placed in an appropriate infant seat or swing.

We will provide positive Christian guidance, set clear limits, and redirect unacceptable behavior. When TSL Roots Early Learning Center cannot meet the needs of a child due to behaviors that are not able to be managed in the classroom or the need for one-on-one staffing, a meeting will be held to discuss further options and/or intervention. The center staff will aim to communicate sincerely with parents regarding any behavior problems.

We believe by using the following techniques we will minimize inappropriate behavior while maintaining a positive Christian environment:

- Use transitioning techniques such as sing-alongs, stories, games, music, extra staff, etc. to minimize and ease the waiting time in large groups and lines.
- Redirect negative behavior by changing activities.
- Give specific, alternative choices.
- Modeling and reinforcing appropriate Christian behavior.
- Praising and promoting behaviors that enhance positive self-esteem, respect, and self-control.
- Provide clear guidelines and promote positive behavior through classroom arrangement and by toys, equipment, and materials used.
- Explain the consequences of behavior to children.
- Setting reasonable expectations for the child's age.
- Providing interesting, challenging activities.

Self-Regulation Time

If one of these techniques does not work, the staff may give the child a time-out.

Occasionally, a time to step away from the whole group can help a child relax and regain

control of his/her actions and feelings. A time-out will involve separating a child from the group for a period of one to three minutes in an area that is set up with calming materials. Teachers will then help them get re-involved in the group's activity. Time-outs will only be used with children three years and older.

24 Hour Stay at Home Policy

When repeated efforts are not successful in helping the children regulate and keep themselves and others safe, we may need to take further steps. For the safety and well-being of all the children in the classroom, TSL Roots reserves the right to implement the following-

1 full day stay at home time for any of the following:

- Repeated throwing objects.
- Hitting/pushing.
- Choking or kicking.
- Using the body to react to frustration with physical aggression.
- Disrupting the learning of others.
- Repeated foul language that doesn't respond to redirection.
- Repeated biting.

No child will be spanked, pinched, hit, shaken, or verbally abused. They will not be subjected to punishment that is frightening or humiliating. No child will be punished for lapses in toilet training nor will staff withhold or force meals, snacks, or naps. These techniques are prohibited even at parent request.

EMERGENCY PLANS

Emergency Contact Person

We have an emergency contact list, which includes five adults. Two of the adults who are on our emergency contact list can get to the center within 5 minutes.

Tornado/or Severe Weather

Tornado drills will be reviewed with children and practiced monthly (April-October). The administrator and/or office staff will listen to local radio stations or check the internet and keep staff updated on any local watches or possible severe weather. During a

watch (conditions are right for possible severe weather) activity will resume as normal.

At the first call of a warning (severe weather is approaching):

- The director or office staff will notify the staff.
- The teacher will take their classroom backpack, and visually scan the surroundings for children while guiding children to the designated bathrooms (designated locations are recorded on fire escape plans posted within each classroom). The teacher will count children as she guides children into the bathroom and takes attendance by name and sight immediately. Areas that contain windows or glass doorways should be avoided. The bathroom doors will be closed.
- The assistants will get the flashlight and cell phones from the classroom and bring them to the meeting area.
- The administrator will be the last one to enter the bathrooms after checking all classrooms.
- Storms usually move quickly through an area, and the children will go back to normal activity when the National Weather Service gives a clear signal. Teachers will interact with the children by leading finger plays, songs, and storytelling.

Fire Emergency

Building evacuation procedures and exit routes are posted in each classroom. Fire drills will be practiced every month by staff and children. It is the responsibility of the staff to guide the children out of the building using prearranged exit routes. DO NOT stop for coats, shoes, etc. One staff member must be designated to pick up the attendance sheet and childcare enrollment forms on the way out. The director and all other support staff will assist with the infants and toddlers. Infants will be transported using designated evacuation cribs. Take all children to the designated location on the evacuation plan. The director or an assigned staff member will check the building including the bathrooms. Once everyone is outside, attendance is taken to see that all children are accounted for. Everyone will stay outside until the director gives the “all clear” for re-entry into the building. In the case of an actual fire, the director will direct the staff and children as to the next step.

Evacuation

In case of evacuation, staff will take the attendance list and children's childcare enrollment forms, evacuate the building using the fire emergency routes, and report to the designated area. Once the staff and children arrive at the designated area, staff will take attendance and note any students who are not present and the reason. The director will call 911, identify the name of the childcare center, describe the emergency and that we have evacuated, as well as identify the location of the evacuation site. In case of an off-site evacuation, the staff will walk all children to Trinity Lutheran Church located two blocks north of TSL Roots, and use the east entrance of the church at 604 South 5th Street, Watertown, WI. The director will contact the licensing specialist as soon as possible.

Family Reunification

In case of evacuation, staff members will have the following items and materials; cell phones, pens, attendance records of children, childcare enrollment forms, or equivalent information that includes medical/emergency contacts. Staff will ensure that every child's parent/guardian/emergency contact is notified of the reunification site. Staff will only release children to authorized persons after checking proof of identification. The director and teachers will instruct parents/guardians to leave the site once they have checked out their child(ren). Children and parents/guardians will be notified of the reunification procedures in advance.

Loss of Building Services

In case of loss of building services including, but not limited to, insufficient heat, insufficient air conditioning, loss of water, loss of electricity, plumbing problems, or no telephone will be dealt with on an individual basis. Whenever possible the problem will be taken care of in a timely matter so as not to interrupt the daily routine of the children. If the loss of service affects the daily routine of the children and cannot be remedied in a timely manner, we may close the center for the day and resume as soon as we have the service operating as needed.

Lockdown Procedures

In case of lockdown, staff will be notified immediately to remain in place or move to their secure location, if it is safe to do so. The director will call 911 to identify the name and address/exact location of the childcare center. They will then describe the emergency

and state that childcare is going into lockdown. The director will provide an intruder description and weapon(s) if known. If children are outside, staff will immediately move them inside the childcare center and account for children in care.

Missing Child

If a child is missing, the director will be notified immediately. Other children will be asked if they know the whereabouts of the missing child. The director will take a cell phone and staff not needed to meet staff-child ratios and will conduct a full search of the campus, beginning with areas that may pose a greater risk of danger. The director will use the phone to call 911 after a quick search (no more than 5 minutes) is done and report a missing child. The administrator will describe the child and what they were wearing to the dispatcher of 911. Next, the parent will be notified of the missing child. Then the administrator will call the Department of Children and Families.

When the child is found, the parent (if not on the premises) will be called immediately. When the crisis is over, the director and staff will sit down and review what has happened, why it happened, and how to avoid future occurrences. Policies and procedures that will need to be changed will then be changed.

PARENT INVOLVEMENT

Parent Visits

TSL Roots Early Learning Center has an open-door policy. This means we are open for parents to visit or observe at any time during hours of operation. Parent participation is encouraged in ways that the parents and the children feel comfortable. TSL Roots Early Learning Center legally can't stop a parent or legal guardian from visiting, picking up a child, or reviewing confidential records concerning their child unless denied by a court order. This official document needs to be placed in the child's file. This document will be shared with the childcare staff to ensure the child's safety.

Parent Meetings

Parent meetings will be set up as needed. The purpose of these meetings is for parents to become involved in all aspects of the center, including family days, fundraising events, speakers, and giving input into curriculum planning, field trips, and other important

functions of our program. Please contact the director if you have an interest in a specific educational opportunity. Suggestions may be placed in the payment box or brought to the administrator at any time. TSL Roots Early Learning Center also conducts surveys annually to collect feedback from parents on ways to improve the center.

Parent / Teacher Conferences

Parent-teacher conferences are offered twice a year in November and late April. Additional conferences may occur at any time. Teachers will notify the parents of conferences in multiple ways including newsletters, notes in the app, signs in the classroom, and verbally. A signup sheet of available days and times will be posted for parents to sign up.

Developmental Screenings

Ages and Stages Questionnaire and developmental screening are completed by the family and scored by the trained program staff. Results and findings are discussed with the families via an optional conference with the teacher or director, or further resources (as needed). This is to assist in goal setting for your child's developmental growth. A screener could also be completed by another professional and the results shared with the program. If a family declines screening, a refusal form is acceptable.

Developmental screenings are also available through the Watertown Unified School District and birth-to-3 services. More information about these screenings is available on the bulletin board outside of the office.

Parent Communication

TSL Roots uses a variety of communication methods (i.e., phone calls, app messages, verbal, or email). Each room will post lesson plans, classroom schedules, and any other information that pertains to that group by or in the classroom. Each child will be provided with a space for communication to be sent home such as receipts, newsletters, memos, etc. We will rely greatly on the day-to-day communication between the director, the staff, and the parents. If you have questions or would like to share your concerns, please feel free to speak with or schedule an appointment with the director. Your opinions are of

great value to us as we continue to grow in the quality of childcare that we offer to your children.

Parents are encouraged to follow TSL Roots on Facebook or Instagram and read monthly newsletters to receive regular updates about upcoming events.

Family Support Strategies

TSL Roots Early Learning Center acknowledges families' cultures and values the family's rights to make decisions for their children. We gather regular information that is communicated through the Procure Connect app or intake forms and updates to these forms. This could include information about routine care items, feeding, sleeping, and toileting.

Family Fun Events

TSL Roots Early Learning Center believes that building relationships between the staff and parents, as well as networking between parents, is an important part of meeting the needs of the whole child. To promote these relationships, we will offer opportunities throughout the year to encourage families to get to know each other and our staff.

Grievances

If a parent has a concern about a child or a staff member, please talk with the director. You may call or email the director at any time. We strive to build relationships and trust. This can only be accomplished through open communication and problemsolving. Please call as soon as possible, if you have any concerns.

Family Input

TSL Roots Early Learning Center values input from parents and staff. We believe that any concern or question is a valid concern or question and the input from parents is pertinent to the success and quality of the center. We have many ways in which you may give input into the policies and procedures:

1. Suggestion Box –Please write up any ideas that you may have concerning a policy or procedure and drop them in the payment box outside of the office.
2. E-mail or call the director.

3. Annual Survey - We also send out an annual survey to get additional information on how we are doing, what improvements we can make, and what other services are needed.

All input that is obtained will be shared with the staff and the TSL Joint Board. We value and encourage the parents to share their thoughts and ideas. The Joint Board and staff will discuss all input from parents to see if/how it fits into the strategic plan for TSL Roots Early Learning Center. It is important to understand we value parents' input, but we are licensed by the State of Wisconsin, and following the rules and regulations of our license will always be a priority. In addition, all ideas need to be appropriate for all of the participants, meeting the needs of growing a whole child and maintaining quality care.

Volunteers

Parents are encouraged to set up a time with the director to share their skills, talents, and hobbies. Children feel proud when their parents come in and share their time and talents. Being church-sponsored, TSL Roots has many members with unique skills, talents, and hobbies and these members will also be encouraged to come in and share their expertise. From time to time a community member may be asked to come to share career occupations, skills, or a talent that may reinforce concepts that are being taught in the classroom. If a parent knows someone who may be interested in sharing their time, please have them contact the director.

FINANCIAL INFORMATION

General Fees

TSL Roots Early Learning Center does not have an annual registration fee. To reserve a spot for your child, the first week's non-refundable tuition deposit is required. This amount is based on the child's age at enrollment. This deposit will be credited to your first week's tuition.

Fees are charged on the basis of enrollment rather than attendance for both full and part-time students. There is no fee reduction for weather-related, emergency-related building issues, such as, but not limited to, heating, cooling, water, sewer, loss of electricity, holiday, illness, daily absences, or vacation.

All tuition payments are based on your contracted schedule and are to be paid in advance. They are due on Friday for the following week of childcare. All children, with the exception of before and after school care, have a 2-day minimum per week. Morning snacks, lunch, and afternoon snacks are included in the tuition.

A \$50 late fee will be added to your account if payment is not made before closing on Friday. Any payment that is more than one week late will result in the child's enrollment being suspended unless acceptable arrangements are made with the director.

A \$50.00 fee for NSF returned checks will be charged. This fee must be a cash payment made along with a cash payment of the original check amount.

A \$50 fee for declined credit cards will be charged. This fee must be a cash payment made along with a cash payment of the original credit card amount.

Families who wish to hold their spot during the summer to return in the fall must pay for two full days of care per week. You are welcome to set up a schedule with the director whereas you can bring your child in for two days per week. We encourage you to use this opportunity to keep your child acclimated to the childcare center. This will help ease the transition in the fall when you return to your original schedule.

TSL Roots, when licensed, will accept the enrollment of families participating in Wisconsin Shares. Wisconsin Shares families are responsible for their weekly parent portion co-pay.

Field trips will be handled on an individual basis. Parents are responsible for any field trip fees that may apply. When a parent receives a consent waiver for their child to participate in a field trip, they will also receive notification of any fees owed pertaining to that field trip.

Late Pick Up

Hours of operation for TSL Roots Early Learning Center are from 7:00 A.M. – 5:30 P.M. Monday through Friday. Failure to pick up your child by closing time will result in an

additional late fee of \$1 per minute per child. If you are not able to pick up your child(ren) by 5:30 P.M. because of an emergency or conditions beyond your control, please contact us as soon as you can. Appropriate late pick-up fees will be applied and due with the next week's tuition. The Procure app will be used to determine late pickup times.

Vacation Policy

Vacation days per year are based on the number of days your child attends childcare. If your child attends five days per week, you will receive five days of vacation. If your child attends two days per week, you will receive two days of vacation. Children enrolled in our school-age program or who attend less than 2 days a week are not eligible for vacation. The time can be used after the child has been enrolled for six months.

Vacation days reset on July 1. Vacation requests should be made to the director through email (director@tslwels.org). Your account must be paid in full before vacation time can be used.

Staff Professional Development Days

TSL Roots may schedule staff professional development days. Any staff training days will be included on a yearly calendar and are days in which tuition will be paid if it is a day that your child is scheduled to attend.

ENROLLMENT

TSL Roots Early Learning Center follows the teachings of the Bible as confessed by the WELS. All programs, activities, and educational philosophies will strive to display and communicate the love of God as seen in His only son, Jesus Christ. While the center will not discriminate against anyone because of race, color, or national or ethnic origin, we will encourage all children to participate in Christian devotional activities, Bible stories, prayers, and songs as practiced and taught by Trinity Lutheran Church and St. Luke's Lutheran Church. TSL Roots Learning Center is founded to provide quality care and spiritual guidance for children.

Child Admission Forms

The following forms must be completely filled out and in the possession of the center before the child's first day of attendance.

- Childcare Enrollment form
- Health History and Emergency Care Plan
- Immunization record
- Child Health Report (signed by a doctor within 3 months of start date)
- Age-Appropriate Intake Questionnaire
- Consent for Observation Form
- Family Intake Questionnaire
- Family Information Sheet
- ASQ-3 Questionnaire Consent (children under 4 only)
- Parent Agreement
- Tuition Payment Form
- New Family Orientation
- Parent Handbook signature
- First week's tuition

Parents must notify us in writing of any changes in their home/work phone numbers as well as those for anyone authorized to pick up their child from the center.

Admission Process

- Children must be at least 6 weeks of age.
- Parents are urged to observe their child's prospective group before enrollment. Tours of the entire center are also encouraged before enrollment. After enrollment begins, periodic observation is welcome.
- Students enrolling in the 3K school year morning only class must enroll in August before the beginning of the school year.
- Each child under 2 years of age shall have an initial health examination not more than 6 months prior to or later than 3 months after being admitted to a center, and a follow-up health examination at least once every 6 months after admission. Children 2 years of age and older shall have an initial health examination not more than one year before or later than 3 months after being admitted to the center, and a follow-up health examination at least once every 2 years after

admission. Children over 5 years old are not required to have a health exam on file.

- For TSL Roots to meet the state licensing requirements, all new childcare paperwork is due before the start of care as well as any updated forms needed in the future (i.e., immunization updates, health report updates, etc.). Failure of a parent to update paperwork may result in a child's enrollment being suspended.

Children with Special Needs

We welcome families with special needs as long as the needs of the child, family, and staff can be met to where it is a positive outcome for all involved. This will be determined by a joint effort and planning with the parent, teachers, and director before the child is enrolled. There will be a documented meeting among teachers, parents, and the director to discuss the needs of the child, and what type of environment the child needs to grow socially, emotionally, intellectually, physically, and spiritually. If the team believes that these needs can be met within a group setting, then a plan of action will be written up. If outside help is required, they will also be invited to attend these meetings. If everyone on the team believes and agrees that the needs of the child can be met, the child will be enrolled upon availability of an open slot. The needs of the child, family, and staff will be re-evaluated every three months or as needed to make sure this is a positive experience for all involved.

Transitions

Children who are moving to a new classroom will have the opportunity to visit that classroom occasionally during different daily activities and transitions over two weeks before the official move dates. Some examples of "daily activities" would be free play, music, and movement, outside play, or Bible time. The length of the transitions will vary based on the child's age and individual needs.

Preparing a Child for Childcare

The first day of activities at a new center or the first day of childcare is an exciting yet anxious time for your child. You must take special steps to prepare your child for this part of his/her life. Talk with your child ahead of time about coming to the center. Let him/her know what is happening..." you are going to play at the center today while I go to work."

When you arrive at the center on that first day try to involve your child in a fun activity. The staff will help you with this process. Assure your child that you will return after work to pick him/her up. Once you are ready to leave, be sure to say goodbye, then leave and don't stop. You must follow through with your departure even though your child may cry. Always feel free to check in later to see how your child is doing. Many children adapt quickly to this routine, while others may take several days or even weeks to adjust to daily separation.

Discharge Policy

TSL Roots Early Learning Center has a desire to unify parents, staff, and children as a family under Christ. Our goal is to consistently provide complete care to each child. Working together in the guidance of Christ's love is a must.

The staff of TSL Roots Early Learning Center works with families to provide the best possible care for their children. TSL Roots Early Learning Center staff offers to meet with and support all children and their families transitioning out of the program including when children are transitioned to another educational setting. Discharge of an enrolled child will occur under the following conditions:

1. Mutual Decision between Parent and Center:

A mutual decision may be reached between the parent and the center whereby both parties agree that the placement of the child is inappropriate and that the child would better profit from another placement. Written notice of two weeks must be given, or parents will be responsible for payment of fees for those two weeks. If the parent has paid fees in excess of those two weeks, a refund will be given.

2. Parent Initiated-Voluntary Discharge:

Circumstances may arise when parents voluntarily choose to withdraw their child from the center. A two-week written notice must be given to the director stating the child's last date of attendance at the center. Parents are responsible for payment of fees for those two weeks. If the parent has paid fees over those two weeks, a refund will be given.

3. Center Initiated-Involuntary Discharge:

Under the guidance of the TSL Joint Board, the director may initiate discharge or immediately discharge a child for the following reasons:

- a. Failure to pay fees. If payment of fees is delinquent for two weeks or more, a child may be discharged.
- b. Failure to observe or cooperate with the policies of the center. The policies of TSL Roots Early Learning Center have been established to provide quality care for the children. Any parent or child who fails to follow the policies may put the children in jeopardy. Center policies will be kept at the reception area where parents have access to review.
- c. Inappropriate verbal/physical behavior toward staff or children at the center. Immediate discharge may be granted by the director for inappropriate physical or verbal behavior.
- d. TSL Roots is not able to meet the needs of a child. When TSL Roots Early Learning Center cannot meet the needs of a child due to behaviors that are not able to be managed in the classroom or the need for one-on-one staffing, discharge may be initiated.

Right to Appeal:

Any family who feels they have been unfairly discharged may submit a written appeal to the director or the chairperson of the TSL Joint Board. The appeal should state the reason for the dismissal, what actions were taken on the part of the parents to resolve the problem, and why they feel the discharge was unfair. The child who was discharged will not be readmitted during the appeal process.

The director will respond to the appeal in writing within seven working days. The appeal will be discussed with members of the TSL Joint Board and parents will be notified of the board's decision regarding the appeal.

Once your child is unenrolled your key fob will be deactivated from our system, and you will not gain access to the building upon voluntary termination of enrollment or center-initiated termination of enrollment. TSL Roots will transfer any child's records to a new setting at the family's request and with the family's written consent.

SCHOOL AGE PROGRAM

School-Age Program Description

This program involves children in kindergarten through 5th grade in planned, supervised activities designed to meet the individual educational and recreational needs of each child. This unique program has been developed to enhance the child's existing skills while introducing and encouraging new interest areas and skills. The school-agers will be provided with a change of routine from school that will include a flexible balance each day of active and quiet activities, individual and group activities, and indoor and outdoor activities, weather permitting. TSL Roots Early Learning Center will plan for materials and facilitate activities that are appropriate to schoolage children such as, but not limited to, board games, organized games, crafts, jigsaw puzzles, books, etc. During the school year, we will only offer supplemental care and during the summer a full school-age program will be available.

Full-day care is not available for school-age children during the school year while school is in session. If a school-aged child should be suspended from school for any reason, he/she will not be permitted at the center until he/she is able to return to school.

School-Age Guidance Policy

TSL Roots Early Learning Center will promote Christian values and principles of love, respect, and concern for each other's safety and well-being. We will encourage children to express their emotions and feelings in appropriate, respectful ways to their teachers and to their peers.

Teachers will prevent possible unacceptable behaviors by:

- Talking frankly and firmly about issues that are relevant in the lives of schoolage children on an individual basis and in small groups.
- Problem-solving and using critical thinking skills to solutions to "what if" situations.

We realize school-age children have many temptations and pressures to fit in with their peers and may make choices that are not always safe or appropriate. We also realize that school-age children need to be taught to make alternative, safe, and appropriate choices

when faced with these temptations and peer pressures. We firmly believe that children, as well as adults, need to take responsibility for their behaviors and actions. Through the examples of our Lord Jesus Christ, we will show love to each and every child and emphasize that the behavior and/or inappropriate action will not be accepted.

When unacceptable and inappropriate behaviors do arise, the teacher will use the following suggestions in resolving the conflict, situation, or unacceptable behavior or action:

1. Use logical consequences whenever possible.
2. Allow time and space for children to problem solve and work out solutions themselves, with the teacher working as a facilitator to encourage the expression of feelings respectfully and to teach and model respectful listening skills.
3. For unacceptable behaviors that are repetitive or that may be unsafe or distracting for the child or others around them, a child will have a discussion about the following questions: what the unacceptable behavior or action is, what they need to change, and what they will do differently next time. This is done to help the children realize what action or behavior is causing them a problem and promotes problem-solving and critical thinking as to what they can do next time to be successful and appropriate.

Zero Tolerance

TSL Roots Early Learning Center has zero tolerance for the following concerns:

1. Absolutely no alcohol, cigarettes, tobacco of any kind, illegal drugs, or inhaling chemicals may be brought onto the premises or used before attendance at the center. Prescription drugs or non-prescription drugs that are needed for health reasons will be kept by the teacher in a safe, locked container. The only exception will be an inhaler or other medication that is prescribed by a physician with orders that it must be carried by the patient at all times. This documentation must be in writing and be on record in the child's file.
2. Any violent behavior that causes potential danger to themselves or another person.
3. All items that may pose as a weapon, including, but not limited to, knives (including utility or jack), guns (pretend or real), karate sticks (nun-chucks), etc.

The director will be notified immediately of any zero-tolerance behaviors or actions. The director will notify the parents and depending on the severity of the situation, the TSL Joint Board. All zero-tolerance behaviors or actions may lead to termination of enrollment and notification to Social Services and/or the Police. This notification will be a referral for helping the child and family to get the help they need and to keep our school safe for all the children.

Before and After School Care

We realize that it is important for children to join in after-school activities and that some of these activities are temporary or seasonal. We also realize with shared custody of your child/ren, the schedules may change from week to week. Please work with the other parent to make the schedule as consistent as possible. With the licensing code requirements and the safety of knowing where children are at all times and making sure that the center will be able to hire quality staff and remain financially secure, we will need to know your child's schedule as soon as possible.

In Closing

In closing, we want you to know how very pleased and excited we are to have you and your family involved with our center. We hope that all the information presented in this manual has not been too overwhelming. Keep in mind that you are never alone, we are here to help and assist you in any way possible, and we know that our Lord God will never leave us or forsake us and will not give us more than we can handle.

Rest assured that we will do all that we can for you and your family: we hope to be able to fill a definite need in your lives. Know also, that while we will do all we can to meet the physical, social, emotional, and intellectual needs of your child, our main concern will always be for you and your family's eternal welfare.

May God bless the time we are given together!