



*Newman Catholic
Early Childhood Centers*

*615 Stark Street
Wausau, WI 54403*

*112 W. Kort Street
Schofield, WI 54476*

*Parent Handbook
Effective July 1, 2010*

*A proud member of Newman Catholic Schools
"Faith in Education"*



PARENT HANDBOOK
Effective July 1, 2010
Newman Catholic Early Childhood Centers

Wausau and Schofield

NEWMAN CATHOLIC SCHOOLS: United Through the Spirit

Dear Parents,

Welcome to the Newman Catholic Early Childhood Centers (NCECC's). Newman Catholic Schools is proud to offer the community high quality holistic educational programs ranging from infancy and early childhood through high school, all in a caring and Catholic environment. Centered on the needs of families, NCS offers a variety of options including; childcare, extended day care and summer care for school-age children, preschool, 4 yr-kindergarten, elementary, middle and high school. Programs are available throughout the community, making it convenient for families traveling to and from work and home.

Newman Catholic Schools offers two licensed early childhood centers; Newman Catholic Early Childhood Center, Schofield, and Newman Catholic Early Childhood Center, Wausau. Each center operates as a state licensed, non-profit facility administered by Newman Catholic Schools under the cooperation and governance of the Catholic Diocese of La Crosse. The early childhood programs offer families a developmentally appropriate foundation for learning and future success. A safe and child centered day encourages growth and exploration in a teacher planned and prepared environment. The activities provided are based on the developmental needs and interests of each individual child.

Newman Catholic Early Childhood Centers incorporate the celebration of Christian holidays and traditional core values into its curriculum. It reserves the right to use religious stories, songs, mealtime prayers, and other religious materials as it deems appropriate. The early childhood program welcomes children and families of all religious denominations!

Newman Catholic Early Childhood Centers encourage parental involvement and feedback. Open communication between staff and families is valued and encouraged. NCS Early Childhood Centers respect the dignity of each individual and will not discriminate in its enrollment or employment on the basis of race, color, creed, sex, sexual orientation, handicap, religion, and national or ethnic origin.

Please read this handbook in order to become familiar with the expectations that NCS has for its students and parents. Please keep it in a safe area at home and please refer to it throughout your time with us. Your support is critical.

The administration of NCS including the early childhood center administrator, president or president's designee, retain the right to interpret all policies and procedures listed, and may amend this handbook for just cause at anytime throughout the year. Parents will be given prompt notification if changes are made.

Sincerely,
Administration of
Newman Catholic Schools

NEWMAN CATHOLIC SCHOOLS

Programs and Grade Alignments

Newman Catholic Early Childhood Centers

State Licensed Early Childhood Centers provide childcare for ages
6 weeks - 12 years

Two Locations

Schofield - 6 weeks - 12 years

Wausau - 6 weeks - 12 years; Preschool, 4K

Newman Catholic Elementary Schools

Two Locations

Wausau
K-5

Rothschild
PK-5

Newman Catholic Middle School

6-8

Newman Catholic High School

9-12

Graduation and Beyond

Newman Catholic Schools Mission

Newman Catholic Schools provide excellence in education in a Catholic environment and enhances the personal and spiritual growth of our students to meet life's challenges.

The administration of the Diocese of La Crosse and Newman Catholic Schools retains the right to interpret and/or amend this handbook at any time for just cause. Parents will be given prompt notification if changes are made.

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I. MISSION, GOALS, AND DIRECTORY INFORMATION

A. Newman Catholic Schools Mission Statement

Newman Catholic Schools provides excellence in education in a Catholic environment and enhances the personal and spiritual growth of our students to meet life's challenges.

A Ministry Rich in Education

Our Catholic schools and early childhood centers stand by a set of guiding beliefs that are used to fulfill our educational mission. We want our schools and child development centers to be places where:

- There is a commitment to a collegial and collaborative working relationship with all those involved in the operation and governance of the schools.
- Academic excellence and high expectations are encouraged and supported among teachers, students, and parents.
- We are conscious of the influence we have on young people and use this influence to help them become confident.
- Students, parents, and teachers experience a community that fosters a strong sense of religious commitment.
- There is a personal approach to each student.

B. NCS Early Childhood Centers Mission Statement

Newman Catholic Schools offers a quality, nurturing, early childhood program that meets each child's individual needs and strives to be a place where teachers and parents work together.

C. Commitment to Quality

NCS acknowledges that a high quality child development program should maintain several basic components including small group size, low child to staff ratios and consistency in care giving. Staff must have professional training in early childhood education and development; and close partnerships with parents must be developed. We know that children develop and learn best in the context of a community where they are safe and valued. Children need to be assured that their physical needs are met. A high quality child development program must be child centered and provide many opportunities for self-directed learning experiences. The staff-child interactions are the most significant determiner of quality. In order to maintain a high quality staff with low turnover rates; staff must be provided with equitable wages and benefits. This program, including salaries, supplies and administrative expenses are supported entirely through program fees. Tuition along with fundraising, ensures that the program maintains its commitment to quality in staff, materials, and equipment. Your commitment to maintaining your tuition schedule is an important aspect of this process.

D. Goals – System-wide and Early Childhood Centers

1. System-wide

The goals of the NCS system are as follows:

- Through the cooperation of faculty, students, and parents, create an environment which stresses Catholic Christian values and helps to develop the spiritual life of students.
- Provide an educational environment in which the intellectual, social, spiritual, emotional, and physical potential of each child may develop to the fullest extent possible.
- Provide opportunities for students to learn not only factual knowledge but also higher level thinking skills that help them understand the process of learning.
- Prepare today's youth for a productive and successful life during which they will realize their fullest potential.
- Accent a core curriculum of Religion, Reading, Language Arts, Math, Science, Social Studies, Computer Science and the Arts.

2. Early Childhood Centers

The goals of the Newman Catholic Early Childhood Centers are as follows:

- Foster an environment where all children and families are welcome.
- Offer a holistic program of early childhood education through age 12.
- Provide high quality care to all members of the community.
- Provide a wide range of care options that meet the needs of today's parents.
- Provide excellence in care by meeting state licensing requirements.
- Provide a developmental program of early childhood care and education that meets the interests of each child.
- Infuse the celebration of Christian holidays and traditional values in the curriculum.
- Foster a close relationship with parents by encouraging involvement, communication and feedback between parents and teachers.

I. MISSION, GOALS, AND DIRECTORY INFORMATION, CONTINUED

E. Diocesan Administration

Newman Catholic Schools is governed in part by the Diocese of La Crosse. As a program of NCS, the Newman Catholic Child Development Centers are also part of the diocese.

- | | | |
|----|--|---|
| 1. | Bishop | TBA, Bishop of La Crosse Diocese |
| 2. | Office for Catholic Schools | Mrs. Diana Roberts, Director for Office of Catholic Schools |
| 3. | Dean for Wausau Deanery | Very Rev. Charles Hiebl, Pastor of St. Anthony Parish
Athens, WI 54411 |
| 4. | Dean's Delegate to Newman Catholic Schools | Rev. William Grevatch, Pastor, St. Michael Parish, Wausau |

Note: Contact information for the individuals listed above may be obtained from your site director or administrator.

F. Newman Catholic Schools Central / System-wide Administrative Team

- | | |
|--|-----------------------|
| President* | Mrs. Janet Klosinski |
| Business Manager* | Mrs. Coleen Krasowski |
| Administrative Assistant* | Mrs. Patty Thomson |
| Development and Alumni Relations Director ** | Mrs. Kelly Meverden |
| SCRIP Coordinator** | Mrs. Juliana Franzen |
| NCS Technology Coordinator** | Mr. Jason Schenzel |
| NCS Food Service Manager** | Mrs. Sharon Poblitz |
| NCS Athletic Director** | Mr. Danny Rozwadowski |

*Office located at St. Michael Parish site

**Office located at Newman Catholic High School

Contact information

NCS Central Office

619 Stark St.
Wausau WI 54403
Phone: 845-5735
FAX: 848-3582

NCS Athletic Office

1130 W. Bridge St.
Wausau, WI 54401
Phone: 845-8274
FAX: 842-1302

NCS Food Service Office

1130 W. Bridge St.
Wausau, WI 54401
Phone: 845-7509
FAX: 845-7512

NCS Scrip Office

(Scrip forms available on the NCS website)
1130 W. Bridge St., Suite 1
Wausau, WI 55401
Phone: 842-8895
FAX: 842-8895

NCS Development Office

619 Stark St.
Wausau, WI 54403
Phone: 842-4805
FAX: 842-8895

NCS website: www.newmancatholicschools.com

II. RELATIONSHIP BETWEEN PARISH, SCHOOLS/CENTERS AND FAMILIES

The following policy was approved by the Newman Catholic Schools Education Commission in 2003 and is required to be included in all NCS handbooks.

- A. All Newman Catholic Schools and early childhood centers are an extension of all the parishes in the Wausau area. NCS and early childhood centers are not private institutions, but parochial in nature. This is a very important distinction. NCS does exist to provide parishes a way to promote the Catholic faith in a very intimate and integrated way into the lives of their young parishioners. The parishes fund approximately 40% of the operating budget for NCS K-12 programs. Tuition covers only 38% of the costs involved in educating the students at NCS. If NCS programs were private, parents would need to fund 100% of the costs, and the religious function of NCS would not be present.
- B. Families, schools and parishes work **together** toward the common goal of preparing students to live as disciples in their schools, parishes, and the larger community. Pastors and parishioners should be visible in the schools, and families and students need to be visible in their parishes, in order for students to live the message of Christian discipleship.
- C. To meet these goals, it is important that **families and NCS students** do the following:
 - 1. Formally register as parishioners with the parish.
 - 2. Attend Sunday Mass every week. School Masses are additional Masses and are not the same as the family participating in weekly Sunday liturgies.
 - 3. Support their home parish in terms of sharing time and talents on such things as parish council, parish missions, parish picnics, parish committees, special parish events, etc.
 - 4. Support their home parish in terms of financial support on a weekly or monthly basis.
- D. To meet these goals, it is important for the **pastors** to lead in the following ways:
 - 1. Be visible in NCS (including the middle school and high school) by being present at school social events and in classrooms, when possible.
 - 2. Support and promote NCS as the preferred method of teaching the faith.
 - 3. Act as celebrants for Masses with students and administer the sacrament of Reconciliation.
- E. **Sacramental Preparation** – Parishes are responsible for the “immediate” preparation for receiving the sacraments of Reconciliation, First Eucharist and Confirmation. The schools (and parish religious formation programs) provide the background education – the catechism, the history of the sacrament and theology. Parishes confer the sacraments, as well as provide the immediate preparation for the sacrament itself. Teachers are welcomed and encouraged to participate in parish celebration of the sacraments with their students.
- F. By working together, families, schools and parishes do a more effective job of helping our students become the future of our Church.

III. ENROLLMENT PROCEDURES AND OPTIONS

A. Center Closure Information – Both Centers

Occasionally a center may be faced with days of low enrollment due to holidays, vacations, unforeseen facility problems, or other crises, sudden staffing shortages, etc. In order to operate efficiently and provide high quality programming to the families, NCECC's reserve the right to close a center or a particular classroom due to the above reasons. The decision to close is based on various factors including, but not limited to, ages of children, required teacher-student ratios, etc. Price consideration may be given to tuition on weeks when the center closes due to unforeseen reasons.

Parents will be asked to sign up for care on weeks when low attendance is anticipated. NCS will make every effort to accommodate your scheduling needs.

B. Days and Hours of Operation– Both Centers

Days and related policies

1. Open Monday-Friday, **year round**
2. Closed for the following days – New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.
3. Closed for Staff Development Days – before the start of the new school year.
4. Weekly tuition remains the same for weeks when holidays occur.
5. Consideration is given to tuition for weeks when staff development days occur.
6. A one month notice will be given of closing dates related to staff development, consideration of holidays, and for parish functions.

Hours of Operation – Schofield Location – (St. Therese)

1. The Schofield center is open from 6:30a.m. to 5:30p.m..
2. Extended Day Program for school age children is available from 6:30a.m. until school begins and from school dismissal until 5:30p.m.
3. School Day Off/ Early Release Day care is offered on a space available basis including winter, spring and summer vacation times.
4. Advanced registration is required for School Day Off / Early Release Day care.

Hours of Operation – Wausau Location - (St. Michael)

1. The Wausau center is open from 6:30 a.m. to 6:00 p.m.
2. Advanced registration is required for Drop-In care.

C. Class size / Enrollment Limitations in Regard to State Regulations – Both Centers

Enrollment numbers in each classroom are limited by set standards established in the Wisconsin state licensing regulations. The state establishes child-teacher ratios or “weights” depending on the age of the child. Parents wishing to know specific class size restrictions may obtain that information from the centers’ administrator and/or site director.

D. Enrollment Procedures and Policies – Both Centers

1. **Enrollment steps** - The following steps are required in order to enroll.
 - a. Schedule and attend a parent meeting with the site director so all center policies are reviewed.
 - b. Submit payment in full for all registration fees and the first week’s tuition.
 - c. Complete and submit all required informational and enrollment forms.
2. **Enrollment priorities/availability**

The following considerations are used in enrolling families or placing names of potential children/families on a waiting list for either part-time or full-time care and/or in securing an enrollment reservation.

 - Children enrolled in Newman Catholic Schools for before and after school, summer, and school days-off programs.
 - Children needing full time care.
 - Children needing consistent part-time care.
 - School –age children needing variable part-time care or drop-in care are accommodated on a space available basis. Variable and drop-in care is not guaranteed from one visit to the next.
3. **Enrollment Information for Infants and Toddlers**

Parents of infants and toddlers must provide the following information prior to their child attending the center. Complete the Under-2 Intake form which contains the following:

 - Schedule of meals, feeding and developmental health history
 - Types of food introduced and timetable for new foods
 - Toileting and diapering procedures along with habits of the child

III. ENROLLMENT PROCEDURES AND OPTIONS, CONTINUED

- Sleep and nap schedule
- The child's way of communicating and being comforted

D. Enrollment Procedures and Policies – Both Centers

3. Enrollment Information for Infants and Toddlers, Continued

Center staff will use the information to develop a plan of care for the child. The information is kept in the child's assigned classroom and in the child's file. Teachers will document changes in a child's development and routines every three months based on observations at the center and input from communication with parents/guardians. Infant/Toddlers will be assigned to a specific self-contained classroom or area with a regularly assigned teacher and will not be transferred to another group or classroom with the exception of early morning hours of operation (6:30-8:30a.m.) or late afternoon hours of operation (3:30-5:30/6:00p.m.) when numbers of children receiving care are greatly reduced.

4. Registration fee

A non-refundable registration fee is required for enrollment of each child. The registration fee generally will reserve a place for up to 30 consecutive days; however, this may vary with infant registrations. Families who do not begin attendance after that time will lose their enrollment reservation.

5. Waiting List / Reservation Steps – Families may be placed on a waiting list if enrollments are at capacity. Enrollments may be reserved according to the priorities listed above.

6. Withdrawal and Re-enrollment

Families who withdraw from the center for a period of time and then wish to re-enroll are subject to all new family registration policies and procedures which may include being placed on a waiting list, paying registration fees, etc.

E. Parent and Student Information Requirement – Both Centers

The center must be notified of any changes made to information contained on the enrollment form including but not limited to changes in:

- address
- telephone numbers – home, cell, work, etc.
- emergency contact information and phone numbers
- name of employer and/or work location
- names of adults authorized to pick up your child
- any other significant changes that could affect your child and/or our ability to serve your child
- Custody agreements/arrangements

F. Termination of Enrollment Policy and Procedures – Both Centers

1. Parent Request to Withdraw

Parents must notify the site director/administrator in writing at least one week in advance of withdrawing their child from the center or charges will accrue. Tuition and fees paid in advance of care will be refunded by NCS two-three weeks following withdrawal providing proper and timely notification was given.

2. Dismissal from Center

Newman Catholic Early Childhood Centers are committed to providing children with the best possible care. However, it may become necessary for a center to dismiss a child. The center will provide written notice if a child is dismissed from the center. A child may be dismissed for one or a number of reasons, including, but not limited to the following:

- needs of the individual child cannot be met by the center
- failure to pay fees in a timely manner
- failure to submit required forms
- failure to observe policies and procedures of the center relating to arrival or departure of the child
- failure on the part of the parent to follow required policies and procedures or to cooperate with staff
- child's behavior is deemed detrimental to other children or adults at the center. Examples include, but are not limited to, habitual biting, chronic misbehavior, overly aggressive or threatening behavior, etc.

The center administrator, site director, staff and parents will meet to discuss the options and develop a plan of action to help resolve a behavioral concern. The child's best interests are the focus of the meeting. Parent partnerships with staff can create a climate of mutual concern and cooperation, and the action plan may result in a positive outcome. Parents may be expected to seek outside help for their child in the case of serious behavioral concerns or developmental delays.

III. ENROLLMENT PROCEDURES AND OPTIONS, CONTINUED

F. Termination of Enrollment Policy and Procedures – Both Centers, Continued

2. Dismissal from Center, Continued

No child will be terminated because of inappropriate behavior without just cause and without at least one attempt at developing alternative solutions or resolution. No child will be terminated because of disability, cultural, or religious practices or because of parental choices and values regarding child rearing.

Any credit balance will be refunded by NCS two to three weeks following dismissal.

G. Programs Offered for Infancy through Preprimary Age Children – Both Centers

- 1. Full Time Enrollment:** The full-time tuition is charged. Full-time is defined as care needed beyond five (5) hours per day. Per licensing regulations, families may utilize care up to a maximum of 12 hours per day, however, the NCECC's are only open 11 hours per day. Families commit to a schedule of attendance and remain responsible for the time scheduled whether it is used or not.
- 2. Part Time Enrollment:** The part-time tuition rate is charged. Part-time is defined as care needed that is less than five (5) hours per day. Families commit to a schedule of attendance and remain responsible for the time scheduled whether it is used or not.

H. Programs Offered for School Age Children – NCECC @ St. Therese location ONLY

- 1. Extended School Day Care:** The extended care tuition rate is charged. This option is designed for school-age children. Options include before school care, after school care, or both before and after school care. This option is available for children who qualify for transportation to or from their school. Newman Catholic Schools does not provide transportation to or from area schools. Families are required to arrange their own transportation in this situation. Families are required to commit to a schedule of drop off and pick up times, and will be responsible for their schedule whether time is used or not. Families may not add additional time without prior approval of the site director or administrator.
- 2. School Day Off or Early Release Day:** A School Day Off or Early Release Day tuition rate is charged. Children are able to spend their day or extra time off of school at the NCECC @ St. Therese. Due to limited space, advance registration is required. This care is charged in addition to the regular contracted tuition amount. Once sign up occurs, parents are financially responsible for the time they have requested.
- 3. Summer Program:** A summer program weekly tuition rate is charged. School age children are invited to participate in a high quality, motivational and exciting summer program based on a summer camp theme. A variety of adventures are planned for both at and away from the center. Registration is required and preference is given to families requesting full week care.
- 4. School Closure Days:** The Newman Catholic Early Childhood Center is typically open on days when area schools may close for all or part of a day due to weather related emergencies such as "snow days". However, depending on the severity of the weather, the NCECC's may also be forced to close to ensure the safety of all children and staff members. Tuition rates will be billed the same as rates for School Day Off or Early Release Days.
- 5. NOTE:** Children enrolled in the Newman Catholic Schools will receive first enrollment options for all school-age student programs.

I. Room Names and Age Assignments

Schofield Site		Wausau Site		
Room Names	Ages		Room Names	Ages
Coral Reef Room	Infant/Toddler		Little Lambs Room	Infant/Toddler
Pooh Acres Room	2-3		Rainbow Room	2-3
Jungle Room	3		Noah's Ark Room	4-5
Treehouse Room	4-5			
School Age Room	6-12			

IV. GENERAL DAILY SCHEDULE AND ACTIVITIES – Both Centers

6:30-8:30a.m.	<u>Arrival</u> <u>Breakfast</u>	Greet parents, assist with saying goodbye Enriched bread or cereal choice, milk, and 100% Fruit juice A hot breakfast will be offered several times each month at both centers. Check the monthly menu for details.
6:45-9:00a.m.	<u>Learning</u> <u>Center Time</u>	Developmentally appropriate teacher planned learning time. Children will explore a broad range of concepts that support art, dramatic play, block building or other manipulatives, science, math, music, table toys, books, language, arts and crafts, and games.
9:00-9:30a.m.	<u>Clean up,</u> <u>Music</u> <u>Movement Circle</u>	Teacher directed circle time which may include singing exercises movement activities, finger plays, storytelling, conversation, etc.
9:30-9:45a.m.	<u>Small Group</u> <u>Time</u>	Children will interact with teachers in small group settings to further reinforce or develop concepts, learn new skills, complete unit theme activities, discuss morning activities, story time, etc.
9:45-10:15a.m.	<u>Learning</u> <u>Centers</u>	Children have time to explore teacher planned and developed learning centers that reinforce current themes, concepts and topics.
10:15-10:45	<u>Outdoor</u> <u>Learning Centers</u>	Children will be able to develop large motor skills.
10:45-11:00	<u>Transition Time</u>	Time to move from learning/activity time to lunch – restroom, hand washing, etc.
11:00-12:00	<u>Lunch</u>	Children will learn many aspects of good nutrition, eating habits and mealtime manners.
12:00-12:15	<u>Transition Time</u>	Time to move from the meal to nap time– restroom, hand washing, etc.
12:15-1:50	Nap Time	Children will have an opportunity to rest which is key to sound child development
1:50-2:20	<u>Wake Up</u> <u>Time</u>	Time to transition from nap time back to activity. Table toys are offered to children while teachers assist children in self-help skills of dressing and toileting. As children awake and are ready, they move to quiet activities at the table.
2:20-3:00	<u>Snacks, Music</u> <u>and Movement</u>	Children will be invited to join together in a circle for shared music and movement activities.
3:00-3:30	<u>Small Group</u> <u>Time</u>	Children participate in teacher planned, child-centered activities, that are incorporated to meet individual and group developmental needs.
3:30-5:30/6:00	<u>Late Afternoon</u> <u>Learning Centers</u>	Children will be able to choose activities that utilize the learning centers, work on special projects or participate in outdoor learning center time.

Note: This schedule is general in nature and individual classroom schedules may vary. Parents are asked to check the posting area outside of each classroom or the office for currently scheduled instruction and activities.

V. GENERAL INFORMATION AND POLICIES– BOTH CENTERS

Listed in Alphabetical Order

A. Arrival and Departure

1. Pick Up / Drop Off

Procedures regarding picking up a child are strictly enforced.

- Children will be released **ONLY** to the persons listed on the child's enrollment form.
- Advanced written authorization is required for the center to release the child to someone not listed on the enrollment form.
- Copies of legal child custody decrees are required in cases of divorce, separation, non-marriage, etc.
- The center **CANNOT** deny a parent or legal guardian access to his/her child without proper court documents.
- Proof of identification such as legal photo ID and/or current drivers licenses is required for all people who are not the child's customary adult assigned for drop-offs or pick-ups.
- If any authorized pick-up person appears impaired by drugs and/or alcohol, the center will not release the child to that person's care. The center will first contact an alternate person listed on the child's emergency form. If no other person is able to be reached, the police will be called to provide safe transportation for the child and the pick-up person.

2. Sign In / Out

- When calling in to report an absence, parents should leave a message on the answering machine if they are unable to speak directly to a member of the staff.
- Children must be escorted into the center by the parent.
- Parents must assist their child with coats, hats, etc. and escort the children to meet the teacher.
- Parents must inform their child's teacher anytime they depart the center with their child.
- Parents must complete the sign-in/sign-out log each time they bring their child and leave with their child with the following information:
 - a. exact time entering or leaving the building
 - b. signature or initial of authorized drop-off/pick-up person
- Children on hourly rates who do not have an exit time recorded will be billed for the entire day.
- Parents must give messages, medications, and schedules directly to the teacher upon arrival.
- Parents must inform the teacher and/or center of any changes of people authorized to pick-up their child.

B. Attendance Policies

1. General attendance expectations

- Children are expected to attend the center during their regularly scheduled hours.
- Parents are expected to contact the center by 8:00 AM on days when their child is not attending. If a parent does not notify the center by 9:00 AM or one (1) hour beyond the scheduled arrival time, the center will attempt to contact the parent; for part-time students, parents will be billed for the entire 11 hour day.
- Children are expected to stay at home if ill.

2. Part-time requests for a full-time slot

Occasionally parents request to pay for a full time spot even though only they need part time variable use. When this arrangement is made, full time fees will be charged for saving the spot and all full-time payment policies will be enforced. All such requests are to be referred to the Site Director for approval by the Administrator.

3. Maximum length of care per day

State regulations require that children not be in care for longer than 12 hours a day. The NCECC's are only open for 11/11.5 hours per day.

4. Part-time care requirements

Families who enroll for part-time care are subject to the following expectations:

- Schedule for care must remain the same each week. Variable or switching schedules will be not allowed even if the center is closed on a normally scheduled day.
- Families may request extra days on a space available basis and with the permission of the director or administrator.

V. GENERAL INFORMATION AND POLICIES– BOTH CENTERS, Continued

C. Babysitting

At times, parents may ask staff to do babysitting for them outside of the center’s regular hours of operation or when the staff member is off-duty from the center. These arrangements are considered private and outside of the scope of authority of Newman Catholic Schools. NCS is not responsible for the child, communication, arrangements, or fees agreed upon between staff members and parents for outside care. If a staff member is used for a child’s pick up, a written parent permission note must be given to the Director/Administrator.

D. Child Abuse and Neglect Policies

Section 48.981 of the Wisconsin Children’s Code requires administrators, educators, child care providers, coaches, counselors and other individuals employed to work with children in a school or child care setting to report any suspected abuse or neglect of a child, or threatened abuse or neglect of a child to the appropriate law enforcement authorities. Wisconsin’s mandatory reporting requirement also protects the identity of the individual making the referral.

At Newman Catholic Early Childhood Centers, a procedure of documentation of suspected abuse and/or neglect is in place.

E. Communications with Parents – NCS Policy

NCS issue a variety of publications to parents, students and alumni including school newsletters, NCS Annual Report, Newman Cardinal, informational letters, news issued in our NCS parish bulletins, etc. Some publications are mailed, while others are included in the NCS website www.newmancatholicschools.com or sent home with students. NCS also will solicit email addresses from parents in order to distribute important information to them. All parents are encouraged to provide the school/center with an email address. Parents are encouraged to read all publications and check the website on a regular basis as a means of staying informed and involved with their child’s school.

Newman Catholic Schools’ belief in an individual approach to each child encourages both parents and staff to seek a more personal form of communication including phone calls and conferences, and openly discourages staff from trying to resolve conflicts or difficult situations regarding students and/or parents via email. Parents are reminded that we may not be able to answer an email immediately for a variety of reasons. In reality it may take a day or more for an employee to gather the necessary information before a response can be given.

F. Community Involvement and Volunteers

NCECC’s believes that it is important to foster positive relationships with the community. This will help children learn that they too are an important part of the community. Therefore, a variety of volunteers are welcome to our centers. NCECC’s invite various groups and organizations to join the children in activities. Parishioners, pastors, students, teachers, parents, senior aides, and other community members bring richness to the program. Working under staff supervision, volunteers enhance the quality of the program.

G. Concerns by Parents – NCS Policy

NCS is committed to helping parents resolve concerns they may have about the school, school programs, personnel, their student, etc. It is expected that parents will not speak negatively about NCS or its staff when students are present. It is very inappropriate to deride or speak angrily to a staff member in the presence of students. There is a specific process or order to work toward a possible solution. Failure to follow the steps to resolve an issue may result in additional time as the parent will be referred back to the proper authority. Parents are asked to refer to **Section IX, Administrative Recourse**, for further information. Parents should always follow the chain of communication with order of contact as:

1. Teacher, Coach or other staff
2. Athletic Director (for athletics only) or Site Director for Child Care Centers
3. Principal / Child Care Administrator
4. President

H. Confidentiality Policy

Newman Catholic Schools strives to maintain confidentiality and is not permitted to discuss or disclose personal information regarding a child, a child’s family, professional or personal staff information to outside parties without written authorization from said party. Information concerning specific children or family will be shared in a professional manner with the appropriate staff members. Families who wish to have specific information withheld must meet with the director or administrator. The child development centers are bound to follow legal protocol as well. For example, if a parent requests to have information withheld from the child’s other parent; the center may or may not be able to honor the request depending on what is specifically noted in legal custody documents.

V. GENERAL INFORMATION AND POLICIES– BOTH CENTERS, Continued

H. Confidentiality Policy, Continued

Newman Catholic Schools requires professionalism of its staff and discussion of children or families by them outside of the center, or in public spaces of the center, in the presence of other parents, students, etc. is not permitted. NCS will impose consequences on staff who fail to follow this expectation.

Parents are encouraged to be respectful of all children at the center and are asked to strive to maintain the same expectations put forth for the staff.

Parents also have access to confidential information as they observe children interacting during drop off and pick up times. It is our most urgent request that parents also respect the confidentiality rights of children and families. Which child is upset or acting inappropriately, or seems to be having an off day is not a matter for gossip or discussion among parents and their acquaintances any more than is gossip among employees. If you have legitimate questions or concerns about behavior you witness at the center, please direct these concerns to the teachers present at the time.

I. Discipline and Guidance

1. Basic Philosophy

Newman Catholic Schools strive to help children feel secure in themselves and their environment. Appropriate individual and social behaviors are nurtured and developed through a plan of guidance, rather than punitive discipline. An approach that focuses on guiding children to develop as caring, respectful and compassionate people is used. An approach that focuses on discipline and punishment is NOT used. Guidance of children's behavioral development includes the setting of clear-cut limits of behavior, loving firmness, consistency, respect for all, and a positive, problem-solving approach by a warm secure adult.

2. Guidance Goals

The Newman Catholic Early Childhood Centers strive to:

- help children learn strategies for self-control and self-discipline
- meet a child's need for security, support, nurturance, and protection
- meet group needs for structure, control, and safety
- enhance and support children's self-concept and self-esteem
- help children develop appropriate conflict resolution skills and resilience
- help children respect the curriculum through a positive and productive learning environment
- be a model of respect for all children and adults
- assist children in appreciating all forms of diversity including cultural, physical, etc.
- work in partnership with parents to support children's guidance goals

3. Teacher Support

The staff of the NCECC's is committed to foster a positive partnership with parents in the area of helping children develop positive and appropriate behaviors. The staff is committed to:

- set realistic, developmentally appropriate expectations for children in partnership with parents
- provide a developmental curriculum with carefully designed and organized lessons for all children
- provide an organized, stimulating, safe and secure classroom environment that gives children a sense of stability, comfort and limits stress
- provides consistency and organization in day-to-day routines by establishing and maintaining a daily schedule that includes age appropriate routines, limits the number of transitions and avoids placing children in situations that are not supervised or unstructured
- maintain diligence in observation of children's behaviors and developmental capabilities
- model and encourage appropriate voice levels
- communicate clear messages to the children
- overlook small annoyances and deliberate provocations
- step back from the situation to assess and plan for a response
- help children learn natural or logical consequences by pointing them out or talking about them
- model and encourage respect to all people including classmates, adults
- provide effective communication cues with children by talking to children at their eye level, waiting for them to give their attention before engaging in conversation, using language that is easily understood and avoids confusion, biases or double meanings
- address situations regarding the child's behavior rather than the child's character or personality
- set clear cut limits and expectations in a positive way defining what should be done, rather than what should not be done

V. GENERAL INFORMATION AND POLICIES– BOTH CENTERS, Continued

I. **Discipline and Guidance, Continued**

3. Teacher Support

- address potential areas of difficulty proactively rather than reactively.
- help children to understand how people are different and guide them to respond appropriately

4. Teacher Response to Minor Behavioral Concerns

In an attempt to help guide children, the staff will:

- ignore minor behaviors such as whining, noise making and repetitive interruptions, so as to minimize attention for such behaviors
- encourage children with positive attention when they are behaving appropriately, helping another child or trying something difficult
- use verbal praise and encouragement that is sincere and specific
- redirect children from inappropriate behaviors when too many children are in an area, or when disputes or negative body language signal the beginning of a conflict
- talk to a child and discuss consequences for behavior
- all children are encouraged to help clean up a mess rather than being scolded for making the mess
- teaching conflict resolution as an opportunity for children to evaluate what caused the disagreement and to find ways to resolve future problems before they create conflict
- provide time for renewal
- give hugs and loving care to children
- facilitate discussion between children and help them to resolve conflict
- guide discussion between a child and adult
- give gentle reminders
- redirect a child's attention to a positive model
- interject humor when appropriate
- affirm positive behavior with praise
- offer choices

5. Teacher Response to Major Behavioral Concerns

Incidents of major behavioral concerns may include, but are not limited to, a child hurting another child through hitting, kicking, pushing, spitting, scratching or biting. etc. The staff will:

- ask the child to leave the activity for a for a short period of time before rejoining the group
- stand near a child to help redirect his/her attention
- give a child in a loving embrace if child is destructive to him or herself, another child, or the environment
- develop an awareness for special circumstances in the life of a child that affect behavior, such as physical or emotional abuse, physical or behavioral limitations caused by special need or stress in the home. Teachers may need to individualize guidance strategies to meet the needs of each child.
- involve parents in developing solutions to individual guidance concerns
- incorporate behavioral strategies suggested by parents, counselors or specialists

6. Prohibitions

All punishment that is humiliating or frightening to a child is strictly prohibited. There will be no corporal punishment under any circumstances. Children, regardless of age, shall not be scolded, punished, or restrained for lapses in toilet training.

Discipline and guidance shall be appropriate to the age and development of the child. A young child or toddler (under the age of 3) will be held on a staff person's lap and comforted until he/she regains control, while an older child (age 3 or older) may be asked to sit next to the teacher during a group activity or asked to take a short break from the activity and rejoin the group in a minute or two. Redirection and staff-child physical soothing will be techniques more frequently used with younger children and toddlers. Modeling, gestures, talking to and encouraging independence, reflection and vocalizing of feelings will be used more frequently and in greater depth with the older children.

J. **Display of Student Works – NCS Policy**

NCS employees or others authorized by NCS may be displaying student work at school and/or outside of the school building such as the public library, mall, etc. as a way of promoting the NCS system, particular class, or building. Parents who do not wish to have their child's work or name included in such displays should contact the child care administrator and should provide a written statement explaining their wishes.

V. GENERAL INFORMATION AND POLICIES– BOTH CENTERS, Continued

K. **Dress Code Guidelines – NCS Policy**

Students' dress and personal appearance are primarily the responsibility of each individual student and parent. However, Newman Catholic Schools, as part of the Diocese of La Crosse, is required to follow a more defined dress code for the schools of the school program. As part of Newman Catholic Schools, the early childhood centers are also bound to follow certain standards of dress for both students and staff. Basic standards for children enrolled at the child development center are:

- age appropriate clothing
- clothing that is comfortable, appropriately sized and is appropriate to the activities of children and the season
- style and manner of dress promotes a Christian learning environment
- style and manner of dress helps students grow in the virtue of modesty and promotes self respect

L. **Flyer Distribution Policy – NCS Policy**

All requests for distribution of information from outside organizations must first receive the proper approval by a Central Office administrator. If approved, it must contain the following disclaimer: “**Disclaimer: This is not a Newman Catholic Schools sponsored event or activity and the opinions expressed are not necessarily those of the NCS system or its personnel.**” Newman Catholic Schools reserves the right to determine which, if any, information to be distributed, and if approved, will require all copies for distribution to be provided by the entity requesting such.



M. **Inclement Weather Policy**

Newman Catholic Early Childhood Centers located in Wausau, and Schofield, will generally remain open even if area schools are closed due to weather related emergencies. However, if a center is forced to closed, parents will be contacted as soon as possible.

N. **Insurance**

The Newman Catholic Early Childhood Centers are covered under the incorporation status of the Diocese of La Crosse for liability purposes. However, NCS does not provide medical insurance for its students. Medical expenses are the responsibility of the parent or legal guardian. Families are encouraged to provide their own accident/liability insurance coverage for their child.

O. **Licensed Child Care Centers**

The Newman Catholic Early Childhood Centers, Schofield and Wausau, are state licensed group child care facilities. Licensing regulations are stated in the Wisconsin Administrative Code of the Department of Children and Families, Division of Early Care and Education.

P. **Nondiscrimination Policy**

As per DSP 5101, every Catholic school in the Diocese of La Crosse respects the dignity of each individual and therefore, will not discriminate on the basis of religion, race, nationality, or sex in regard to enrollment.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Q. **Parent Handbook**

Newman Catholic Early Childhood Centers believe that successful parent partnerships are created when communication is a priority. Parents are expected to read the handbook and be familiar with the policies and expectations that have been agreed to with enrolling your child here. Your support and cooperation is critical to forming a strong parent-center partnership and for the success of your child's experience. Parent input and suggestions regarding the handbook are welcome. Please take the time to ask questions as you read our policies and procedures.

Licensing regulations, center policies, violations, parental notices, and other information pertaining to parents is located at the parent center in front of the parent bulletin board.

V. GENERAL INFORMATION AND POLICIES– BOTH CENTERS, Continued

R. **Parent Participation and Involvement**

1. Parent skills and talents

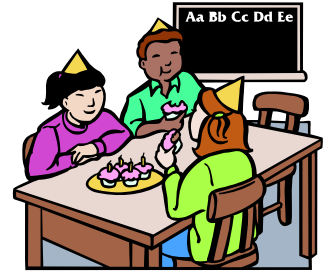
Parents are welcomed and invited to share their skills and talents in their child's classroom. Parental involvement is a key to enriching the everyday curriculum. Included in the enrollment packet is a parent volunteer form to help staff in planning of curriculum.

2. Classroom Observations and Field Trip Involvement

Parents are welcome to observe their child's classroom or set aside time to join in any of the planned field trip opportunities. Contact your child's teacher for additional information.

S. **Party Invitation and Present Distribution – Birthday Parties – NCS Policy**

Parties are a very special event in the life of every student, no matter what age. Gatherings of this nature provide a wonderful opportunity to celebrate life and love. Unfortunately, sometimes these celebrations bring a great deal of pain to fellow classmates. This happens when invitations are passed out in school, birthday presents come to school, or party groups leave together from school. In light of the emotion that the students may experience; we ask that parents refrain from passing out invitations/presents at school unless the entire class or all boys/all girls receive one. Please make arrangements for distribution of invitations, presents, or group departures to be handled off of school grounds and outside of school time. Please consult with center staff if you have questions regarding this policy.



T. **Personal Possessions – NCS Policy**

Newman Catholic Schools upholds and enforces the basic Catholic premise that all students respect another's possessions, and that tampering with, stealing, or defacing someone's possessions is unacceptable. However, students or parents are responsible for proper care of their possessions. The school or center is not responsible for lost or stolen items. In certain situations, the school may need to conduct an investigation to help a student recover a lost or stolen item, or may need to contact legal authorities.

U. **Photographs of Students – NCS Policy**

NCS employees, members of the news media, or other individuals involved with the business of NCS may take photos, record videos, or use other forms of media to record images of students involved in school activities. These materials may be used for, but not limited to, promotional materials, the district website, yearbook, school newsletters, news articles, advertisements, etc. Parents who do not wish to have their child included in these items should contact the center director and should provide a written statement explaining their wishes.

V. **Property Damage by Students**

In the event that a child treats classroom property inappropriately, the staff will use their positive guidance techniques to teach the child the appropriate use of materials. In the event that the child repeatedly treats materials inappropriately and incurs expense to the center, the parent may be assessed a financial charge above the cost of tuition to cover all or a portion of the cost of the damage.

W. **Safe Environment Training Requirement for Parents – NCS / Diocesan Policy**

All NCS parents in the schools or early childhood care programs are required to receive diocesan approved safe environment training and are required to sign the compliance form. The safe environment training program contains information pertaining to the procedures and policies regarding sexual abuse of students by diocesan employees.

V. GENERAL INFORMATION AND POLICIES– BOTH CENTERS, Continued

X. **Staff Training and Qualifications**

Newman Catholic Schools makes every effort to hire and maintain highly qualified staff members who are committed to providing high quality care to the children entrusted to the system for care and education.

1. **General Qualifications**

Minimally, all child care teachers must have two (2) courses for credit in early childhood education or its equivalent from an institution of higher education. All staff are required to be CPR/first aid certified. Regardless of the age of students in a particular classroom, all staff members receive Sudden Infant Death Syndrome (SIDS) and Shaken Baby Syndrome training.

2. **Specific requirements for Teachers of Infants and Toddlers**

Infant and Toddler teachers have a minimum of ten (10) hours of training specific to infant and toddler care, approved by the Department of Health and Family Services. Training must be obtained upon hire or within six (6) months after assuming the position, along with other necessary certification required by the state licensing department.

3. **Orientation of New Staff and Volunteers**

All staff members and volunteers new to the center receive orientation within the first week of employment or working in the center. See Appendix F for orientation topics.

Y. **Student Records (DSR 5301)**

Parents have the right to review the contents of their child's educational file. Records are maintained following standard procedures and confidentiality with records is observed. Both parents, whether they are custodial or non-custodial, have the same right of access to their child's records, unless prohibited by a court order. If a court order exists, parents should provide the child development center with a copy of the order. Parents are also provided a daily communication journal that contains notes pertaining to the child's day. The parent supplies the journal upon starting at the center. Please notify your child's teacher if you wish to review any information and it will be made available to you.

Z. **Website**



The Newman Catholic Schools website is a major way in which NCS issues general communications to its parents. Parents are responsible for staying informed with communications geared to them, and all families whether enrolled in school or one of the early childhood programs are encouraged to visit the NCS website at www.newmancatholicschools.com. Important parent information pertaining to each program in the system is included on the website including newsletters, registration forms, menus, etc.



VI. CURRICULUM INFORMATION AND RELATED POLICIES

A. Conferences – Parent-Teacher – Both Centers

Parent-teacher conferences are held two (2) times a year; generally in November and April. Conferences are an opportunity to review a child's progress and set learning goals. Teachers will alert parents when it's time for a conference and arrange a mutually agreeable time to meet, usually at pick-up time when a parent's schedule may be more flexible. Parents are a child's first and foremost teacher and a parent's insight and knowledge will help staff direct an appropriate learning path for the child to follow. Parental participation is a key element in a successful parent-teacher partnership. NCECC's value communication and teachers welcome any opportunity to address issues and share accomplishments of a child.

B. Extended School Day Program (Before and After School Care) – Schofield Site Only

The extended school day program is designed to give children the opportunity to develop friendships, interests, and hobbies in a safe and caring environment before or after their usual school day. Time is made available for children to do their homework, play games both indoors and out, have a snack, and work with others.

Goals for children enrolled in the extended school day program include:

- develop an awareness of cultural and ethnic diversity
- develop responsibility for themselves, their environment and personal space
- enhance and build positive relationships with others

The professional after-school staff plans weekly activities based on appropriate and interesting themes.

C. Field Trips – Both Centers

Field Trips are an important part of the child's growing knowledge of the surrounding community. Field trips are designed to support specific learning objectives. Generally field trips are in the Wausau metro area. Children will be transported for field trips according to the transportation policy in this book (see section under "Transportation"). Children, who are not regularly scheduled the day of the outing, are permitted to attend as long as their parent accompanies them. Parent volunteers are encouraged to join center staff on field trips. Parents will be notified of upcoming field trips and will be required to sign a permission slip and pay a small field trip fee. If parents choose not to have their child attend a scheduled field trip, they are responsible to find alternative care for their child during the field trip time since the staff will be on the trip and not available to provide care at the center. Tuition remains the same regardless of attendance.

Procedures: Staff members carry emergency contact information for the children and a first aid backpack on each field trip. One teacher will lead the children off the bus and take attendance as the group exits the school bus and/or city bus to ensure that no child has been left on the bus. One teacher will do a sweep of the bus following the group of children exiting the bus to ensure that no child is left on the bus.

D. Infant/Toddler Curriculum – Both Centers

The educational program for infant/ toddlers is to provide developmentally appropriate, theme-based learning experiences for the children throughout the day. Children's learning is enhanced in the following areas: large and small muscle development, fine arts, science, social studies, math readiness, pre-reading, oral language, self help skills, and emotional and social development. NCECC's follow the **Creative Play Curriculum Model** with a developmental interaction approach to learning and development. This is a play-based curriculum that recognizes the importance of the development of creative individuals and the inter-relatedness of developmental areas. The curriculum focuses on encouraging and supporting children's play to promote development in six domains: personal awareness, emotional well being, cognition, communication, socialization, and perceptual-motor

Through out the day, each infant/ toddler shall receive physical attention such as being held, rocked, talked to, sung to and taken on walks inside and outside the center. Getting ready for naps, eating, diapering and toileting are occasions when staff works on language development and other learning experiences for each infant/toddler.

Children who are not yet walking will have the opportunity to move freely by creeping and crawling in a safe, clean, open, warm and uncluttered area each day. The schedule of daily activities for Infants and Toddlers is flexible due to the nature of their developmental needs.

E. Pre-Primary Child Care Philosophy and Program – Both Centers

The educational philosophy of the Newman Catholic Early Childhood Program is that children learn best by being actively engaged. The activities, planned by our professional caregivers, offer the children a variety of experiences appropriate for individual levels of development as well as age. Lesson plans are created to facilitate children's development in the areas of communication skills, physical development, social interaction, a positive self-image, creative expression, intellectual growth, and awareness of cultural and ethnic diversity.

VI. CURRICULUM INFORMATION AND RELATED POLICIES, Continued

E. Pre-Primary Child Care Program – Both Centers, Continued

The educational program for children ages six (6) weeks to five (5) years (before enrolled in kindergarten) is to provide developmentally appropriate, theme-based learning experiences for the children throughout the day. Children’s learning is enhanced in the following areas: large and small muscle development, fine arts, science, social studies, math readiness, pre-reading, oral language, self help skills, and emotional and social development. The Newman Catholic Early Childhood Centers follow the **Creative Play Curriculum Model** with a developmental interaction approach to learning and development. The **Creative Play Curriculum Model** is a play-based curriculum that recognizes the importance of the development of creative individuals and the inter-relatedness of developmental areas. The curriculum focuses on encouraging and supporting children’s play to promote development in six domains: personal awareness, emotional well being, cognition, communication, socialization, and perceptual motor. Lesson plans are posted outside the classroom in the hallway.

F. Religion Curriculum Information – Both Centers

Newman Catholic Early Childhood Centers promote Christian values and includes basic concepts, prayers, and religious songs and stories in the curriculum. Children are not taken to church for formal liturgies and services. There are six main pillars that are included in the religion curriculum; prayer, life in Christ, Creed, Mary, Scripture, and Sacrament. All religious instruction is handled age appropriately the same as other areas of the curriculum.

1. **Prayer** - The children will be introduced to the important experiences of simple prayer. Prayers taught include the Sign of the Cross and spoken or sung prayers of thanksgiving and praise. Various seasons of the church year are observed through activities, stories and themes including Advent, Christmas, Lent, Easter and ordinary time. Children and teachers will pray simple prayers such as before a meal.
2. **Life in Christ** - Basic concepts that will be introduced include:
 - We have life in Christ.
 - I am a child of God.
 - I belong to a family and I belong to God’s family.
 - Jesus is my friend and I am a friend of Jesus.
 - All living things and people deserve respect.
3. **Creed** covers basic beliefs in God as Creator, Father, Son and Holy Spirit and in the existence of the Church.
4. **Mary** - Concepts that fall under this curricular area include:
 - Mary is the Model of Faith and Love.
 - Mary is Jesus’ Mother and the Mother of the Church.
5. **Angels** - Concepts that fall under this curricular area include:
 - Angels exist and watch over children.
 - They are God’s messengers and they guide and protect people.
6. **Scripture** – Children are taught that the Bible has stories of faith, hope and love and helps us to know and experience God.
7. **Sacraments** - are experienced through living day-to-day experiences of loving, caring, sharing, helping and serving one another in their family, classroom, communities and faith community. Children will experience the basic values of welcoming others, forgiveness, healing, and gathering at the table.

G. School Days Off Program – Schofield Site Only

A curriculum that blends the components of the extended school day program and the summer program is used to help children have a positive experience on days when school is not in session.

H. Summer Program for School Age Students –Schofield Site Only

The summer program for school-age children operates independently of the pre-primary care program. Tuition is paid for time that is registered for regardless of a students’ attendance. This approach ensures a place for each child. **Summer program registration fees are charged for each student being enrolled.** Many fun field trips, bowling league, swim days are offered throughout the summer months. Additional participation fees may be charged depending on the trip or activity. Parent events are also scheduled. Children enrolled in the Newman Catholic Schools will receive first enrollment options for the extended school-day, summer, and school days off programs.

VII. NUTRITION, STUDENT HEALTH, CARE AND SAFETY- Both Centers



A. AED Policy

All Newman Catholic Schools school program sites are equipped with an automated external defibrillator (AED). All staff have received AED training as well as CPR/first aid for children and infants/toddlers.

B. Breastfeeding Policy – Both Centers

Breastfeeding is welcomed at the Newman Catholic Early Childhood Centers. Mothers are asked to breastfeed in the child’s classroom, be discreet, and use a blanket to cover up. Parents requiring more privacy should contact their child’s teacher or the center director to find another location for feeding times.

C. Child and Adult Food Care Program (CACFP)

1. General Information

Newman Catholic Schools operates a child nutrition program that is in accordance with U.S. Department of Agriculture Child and Adult Care Food Program (CACFP) policies. All children enrolled are eligible for meals provided through the CACFP program. Meals provided meet nutrition guidelines for children and infants. The child nutrition program does not discriminate on the basis of race, color, sex, age, disability, or national origin.

2. Required Household Information

Upon enrollment, each family is asked to complete a form asking for information pertaining to income and household size. This information is kept confidential and is required as part of the federal child nutrition program. The information is used to determine if a child’s meal qualifies the center for meal reimbursement. The funds received through CACFP reimbursement stay with the center and are used to help defray food program expenses.

3. Infant Meals and Required Notification

As part of the CACFP, NCS will provide infants with formula and other foods suitable for infants according to CACFP requirements. The iron-fortified formula provided is “Parents Choice with Iron”. Parents may decide to provide their own formula, breast milk, and other infant foods to meet the CACFP infant meal pattern requirement. Upon enrollment of an infant, parents must complete an “Infant Meal Notification Letter”. This form allows a parent to state the milk preference for his/her infant, and it explains the process for introduction of solid foods into a child’s diet.

4. Special Dietary Needs and Food Allergies

Parents must inform center staff if their child has known food allergies or other special dietary needs. Information will be posted in the kitchen and by the teacher’s work area. In some cases depending on what the specific need of the child is, parents may be asked to supply additional food items, lunches, etc. for their child.

D. Classroom Supplies – Both Centers

Teachers will have a classroom supply list for your child’s classroom needs. Occasionally children are encouraged to bring items from home to help make learning more meaningful. Parents are also asked at times to supply miscellaneous household items such as egg cartons, plastic containers, greeting cards, etc.

E. Clothing and Personal Supplies – Both Centers

Parents are required to supply various personal items. Please refer to the following list.

1. Not toilet trained – Infant/Toddlers

- several changes of clothes that are left at the center at all times
- label all items with the child’s name
- check clothes periodically for weather and size appropriateness
- diapers
- wipes
- bibs – must be taken home each day for cleaning
- bottles - must be taken home each day for cleaning
- special blanket (thin, not bulky) and/or crib toy to ease with transition to nap/rest time



VII. NUTRITION, STUDENT HEALTH, CARE AND SAFETY- Both Centers

E. Clothing and Personal Supplies – Both Centers, Continued

2. Toilet trained children

- complete change of clothes that are left at the center at all times
- check clothes periodically for weather and size appropriateness
- special blanket or sleepy-time toy to ease with transitions to nap/rest time

F. Communication – In Times of Crisis or Disaster – NCS Policy

1. National Level Crisis or Disaster

In times of national crisis or disaster, the school will generally interrupt a class to inform high school and middle school students and will either keep them updated or allow them an opportunity to watch news coverage of the event. The school will have crisis counselors available for students directly affected by such an event or tragedy. Generally, NCS elementary schools will temper the release of crisis information to young students and will communicate to parents information pertaining to what the students have been told and suggestions on how parents can handle sensitive information with young children.

2. School Level Crisis or Disaster

According to the NCS Safety Response plan, the nature of the crisis or disaster tends to dictate how communication is disseminated to parents and students. Each staff member has a unique role in times of crisis. Announcements to parents may be made through the district website, email, local media, notes home with students, or some other means that are efficient and sensitive to the nature of the situation. Specific means as to how NCS families are informed is under the direction of the NCS president or delegate. Parents are reminded that in some emergency situations, calling the school or coming in person to the school may not be possible.

G. Diapering – Both Centers

Parents will provide diapers and wipes as needed for their child. Diapers will be checked a minimum of every two hours, and more often as needed if a child shall become soiled. Parents who would like powder, lotion, or salve applied during diapering, should complete an authorization to administer medication form. Each product desired must be documented and on file.

H. Fire / Tornado and Other Emergency Policies and Procedures – Both Centers

- **Emergency Telephone Numbers** – Contact numbers for emergency situations are posted in each room by the telephone.
- **Filing Required Reports** – following any emergency which affects the center, the proper paperwork will be completed and returned to the State Licensing agency as required by the Wisconsin Administrative Code.
- **Special Needs**
Parents need to inform staff if their child has a special need such as a physical or mental limitation that needs accommodation during an emergency. Accommodations will be included in contingency and evacuation practices and plans.

WAUSAU

1. **Fire** - Evacuation routes are clearly posted in each classroom and evacuation is practiced monthly. Children will be evacuated through the nearest safe exit by the teacher and will walk to St. Michael Church/Parish Center, on the corner of N.6th Street and Steuben Street. In the event the parish center is not available, the teachers will walk across Stark Street and N. 6th Street, to Franklin Elementary School. The fire department will be notified by the Director or Administrator. Parents will be notified by the Director or Administrator.
2. **Tornado** - Evacuation routes are clearly posted in each classroom and evacuation is practiced monthly April through October. Teachers will lead children to the bathrooms in the middle of the building. Parents will be notified as soon as possible after an actual tornado by the Director or Administrator.
3. **Flood** – The building will be evacuated according to the Fire Evacuation Plan (see above).
4. **Loss of Building Service** - including no heat, water or electricity.
The loss of service will be evaluated to determine the need to evacuate the building. The Director/Administrator will contact the Holy Name Parish office and/or janitor to evaluate the outage. The proper authority will be contacted by the parish office and/or the Director/Administrator. If the building is to be evacuated, the staff will follow procedures for a fire evacuation, including taking attendance by making visual and/or physical contact with each child and checking the name on the roster. A note would be posted on the outside entrance of the building. Parents would be contacted by the Director/Administrator to arrange early pick up of children. Information

would be made available to local radio, television stations and the Newman Catholic Schools website banner for emergency announcements.

5. **Threats to the Building/Occupants** - If the threat involves evacuation of the building, the fire evacuation plan will be put into place. Children will only return to the building when the threat is no longer in effect. The police will be contacted (911) by the Director/Administrator. Parents will be notified by the Director or Administrator. If there is an intruder or other danger to the occupants of the building, the door to the center will be locked. The teachers will lock their classroom doors and the shades/blinds will be drawn in the rooms. The Director/Administrator will contact the police (911). Teachers and children will stay in the classrooms until the all clear signal is given by the Director/Administrator. A sign will be posted on the main door of the center asking the parents to call the center to gain access. The Director/Administrator will provide access to the building.
6. **Missing Child** - Precautions are in place to assure that a child is never missing from the center. Parents are required to sign their child in and out when dropping off and picking up. Teachers are required to sign the child in and out when they come into or leave the classroom. Children are not allowed to leave the group and go away from their group at any time. Teachers verify attendance whenever the group moves from one activity to another or from one location to another. If, in spite of the precautions in place, a child would be missing while at the center, the teacher would gather her group of children together and do a sweep of the immediate area. The teacher would contact the Director/Administrator and a sweep of the entire center. If the child is not located, the parents and the police would be notified immediately.

SCHOFIELD

1. **Fire** - Evacuation routes are clearly posted in each classroom and evacuation is practiced monthly. Children will be evacuated through the nearest safe exit by the teacher and will walk to the school age playground. In case of inclement weather, the teachers will walk the children to St. Therese Church, located on the corner of Kort Street and Grand Avenue. The fire department will be notified by the Director or Administrator. Parents will be notified by the Director or Administrator.
2. **Tornado** - Evacuation routes are clearly posted in each classroom and evacuation is practiced monthly April through October. Teachers will lead children down the stairs to the basement level of the building. Parents will be notified as soon as possible after an actual tornado by the Director or Administrator.
3. **Flood** – The building will be evacuated according to the Fire Evacuation Plan (see above).
4. **Loss of Building Service** - including no heat, water or electricity.
The loss of service will be evaluated to determine the need to evacuate the building. The Director/Administrator will contact the St. Therese Parish office and/or janitor to evaluate the outage. The proper authority will be contacted by the parish office and/or the Director/Administrator. If the building is to be evacuated, the staff will follow procedures for a fire evacuation, including taking attendance by making visual and/or physical contact with each child and checking the name on the roster. A note would be posted on the outside entrance of the building. Parents would be contacted by the Director/Administrator to arrange early pick up of children. Information would be made available to local radio, television stations and the Newman Catholic Schools website banner for emergency announcements.
5. **Threats to the Building/Occupants** - If the threat involves evacuation of the building, the fire evacuation plan will be put into place. Children will only return to the building when the threat is no longer in effect. The police will be contacted (911) by the Director/Administrator. Parents will be notified by the Director or Administrator.

If there is an intruder or other danger to the occupants of the building, the door to the center will be locked. The teachers will lock their classroom doors and the shades/blinds will be drawn in the rooms. The Director/Administrator will contact the police (911). Teachers and children will stay in the classrooms until the all clear signal is given by the Director/Administrator. A sign will be posted on the main door of the center asking the parents to call the center to gain access. The Director/Administrator only, will provide access to the building.
6. **Missing Child** - Precautions are in place to assure that a child is never missing from the center. Parents are required to sign their child in and out when dropping off and picking up. Teachers are required to sign the child in and out when they come into or leave the classroom. Children are not allowed to leave the group and go away from their group at any time. Teachers verify attendance whenever the group moves from one activity to another or from one location to another. If, in spite of the precautions in place, a child would be missing while at the center, the teacher would gather her group of children together and do a sweep of the immediate area. The teacher would contact the Director/Administrator and a sweep of the entire center would be made. If the child is not located, the parents and the police would be notified immediately.

VII. NUTRITION, STUDENT HEALTH, CARE AND SAFETY- Both Centers

Fire Extinguishers

All fire extinguishers are inspected annually to assure they are operable. All staff members are required to be trained in the correct usage of the fire extinguishers.

I. Illness / Disease Policies and Procedures – Both Centers

Your child's health is important to NCS. The objective of the health policy is to maintain, protect and improve the health of all children and to reduce the risk of the spread of disease and childhood illnesses.

1. Observation of Symptoms

Staff will observe for symptoms of illness with each child, upon arrival. Ill children will not be allowed to stay at the center. In compliance with state requirements, any evidence of unusual bruises, marks and or burns, will be noted in writing by staff in the center medical log, and reported immediately to the director.

I. Illness / Disease Policies and Procedures – Both Centers

2. Becoming Ill While at the Center

If a child displays any of the symptoms listed below, he/she will be isolated from the other children on a cot, and the parents will be contacted. If parents cannot be reached, NCS personnel will call one of the emergency telephone numbers listed on the application form. Arrangements must be made to have the child picked up within one hour.

Symptoms of special concern include but are not limited to:

Diarrhea (more than one loose stool)*

Difficult or irregular breathing

Pink eye (eye does not necessarily have to be pink but may be discharging mucus)*

Sore throat

Fever of 100 degrees F. or higher*

Severe coughing

Yellowish skin or eyes

Unusual spots or rashes*

Severe itching of body or scalp

Extreme or unusual behavior

Vomiting*



IMPORTANT* - Children must remain at home for 24 hours. NCECC's will not accept a physician's excuse that states the child is fit to return prior to the 24 hour limitation. The Center reserves the right to make the final determination based on the information gathered from all resources.

3. Communicable Illness or Disease

If a child is sent home or absent due to a communicable disease, he/she may only return with a written medical excuse from a physician or health care provider stating that the child is no longer contagious and may be safely involved in the group activities or the child remains absent for the period of time designated by the Marathon County Health Department for specific communicable diseases/illnesses. Communicable disease or conditions such as chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, lice, ringworm of the scalp, scarlet fever, whooping cough, diphtheria or meningitis will be reported to the county health nurse and are all examples of illnesses or diseases that require a physician's written release or extended absence before being readmitted to the center.

When a diagnosis of a communicable disease is made, all remaining children will be watched for symptoms of the disease. A sign identifying the disease or illness will be posted on the classroom door to notify parents of the concern. Confidentiality of the child carrying the illness or disease is maintained. Parents should notify the staff if their child has been exposed to a communicable disease outside the center, so that the staff is alerted to watch for symptoms.

NOTE: The Center reserves the right to make the final determination for re-admittance to the center based on the information gathered from all resources.

J. Immunization Requirements – Both Centers

NCECC maintains an immunization history on each child. An initial immunization record must be submitted to the center within 30 days of admission. Parents must sign the immunization record. Parents must notify NCECC of subsequent immunizations within 30 days of each immunization so their child's record can be updated. Parents who object to required immunizations for medical, religious or personal convictions or reasons may obtain a waiver form from the site director.

VII. NUTRITION, STUDENT HEALTH, CARE AND SAFETY- Both Centers, Continued

K. Infant Meal Information – Both Centers

Each infant/toddler will be fed on his or her feeding schedule. Food and formula brought from home will be labeled with the child's name and date and will be refrigerated if required. Children ages 6wks through 12 months maintain the same dietary needs. Parents are asked to provide food items that their child consumes that are other than what is recommended by USDA. All food items provided by the parents should be in containers/packages that are clearly labeled with their child's name.

Newman Catholic Early Childhood Centers will provide "Parent's Choice Iron Enriched Formula" to any infant or toddler who is not yet drinking whole milk. However, after 13 months a physician's note will be required for a child to continue drinking infant formula. Parents who want their child to consume another brand of formula will need to provide it.

As an infant or toddler grows and develops, he or she will be encouraged to experiment self-feeding with their hands and spoons. Child size eating utensils and cups will be provided, but if your child is still in need of a bottle, this will be provided by the parent or guardian. Children approaching age two, or otherwise instructed by parents, will be encouraged to develop a change in eating patterns to prepare each child for their transition into the two year old classroom.

L. Injuries and Emergency Medical Care – Both Centers

1. Emergency Medical Care and Transportation

When a child needs immediate emergency medical care, NCECC staff will contact 911 and then contact the parent. The child requiring transportation to a hospital facility will be transported to Aspirus Wausau Hospital, 333 Pine Ridge Blvd, Wausau, or St. Clare's Hospital, 3400 Ministry Parkway, Weston whichever is indicated on the child's emergency medical form. Parents are fully responsible for any expense incurred for emergency medical treatment, transportation, etc. of their child. When possible and/or allowed, the child will be accompanied by an adult from the center. The child's teacher will record the injury/illness in the center's medical log book. In addition, all accidents are documented according to state and diocesan policies.

2. Minor Injuries

NCECC staff will use soap and water to clean all superficial wounds and band-aids will be administered to protect such wounds. An ice pack may be applied to minor bumps or swellings. The child's teacher will record the injury in the center medical log book, and parents will be notified when they pick up their child.

3. Serious Injuries

All NCECC staff are required to know basic first aid and CPR. Staff members assess the nature of the injury and apply basic aid or CPR as needed. Parents will be notified immediately in cases when an injury appears to be serious. The staff may also notify 911 depending on the nature of the injury. The injury is recorded in the medical log book. An accident report is also completed.

4. Injuries during field trips

While on a field trip, staff carries a backpack with basic aid supplies such as band aids, vinyl gloves, Kleenex tissues, hand sanitizer, ice packs, student emergency medical forms, and a cell phone. As with any injury, a NCCDC staff will first assess the nature of the injury, apply basic first aid and/or CPR, and if serious, immediately contact 911 and parents. If injury is minor, the procedures for minor injuries will be followed. All injuries are recorded in the medical log book. An accident report is also completed.



5. Emergency Form

All parents are required to complete and maintain an updated emergency medical form on file at the center. This form allows the staff to make the necessary contacts with medical personnel and/or refer the child for emergency medical care in case of illness or injury.

VII. NUTRITION, STUDENT HEALTH, CARE AND SAFETY- Both Centers, Continued

M. Medication Policy and Procedures – Both Centers

1. **Prescription and non-prescription medications** may be administered to a child only if the following conditions are met:
 - a. A signed and dated authorization form has been completed for all medication and is on file at the center.
 - b. All prescription medications must be in the original container and labeled with the name, name of the drug, dosage and directions for administration, date(s) to be administered and the name of the prescribing physician. The dosage must match the recommended dosage on the container/package. A physician's authorization is required for administration of non-prescription medications in cases when the dosage is different than what is recommended on the container/package by the manufacturer or in cases when the use is different than what is recommended by the manufacturer. NCECC recommends asking your physician for the prescription to be divided into two containers, one for at home and one that can be left at the center.
 - c. All non-prescription or over the counter medication must be in its original container and labeled with the child's name, name of drug, dosage and directions for administration and date(s) to be administered.
2. The NCECC staff will maintain a medical log. Information recorded will include name of medication, dosage, time, date, and name of staff member administering medication.
3. All medications are securely locked in an area inaccessible to children.



M. Medication Policy and Procedures – Both Centers, Continued

4. Medications requiring refrigeration are kept in the classroom refrigerator in a sealed container clearly labeled "Medication". Parents are responsible to alert staff members to medications requiring refrigeration. Refrigerators are located either in closets or up on tables, inaccessible to children.
5. Parents are required to provide accurate medication measurement devices. Common teaspoon sizes vary and do not provide correct dosage amounts.
6. Missed or late dosages or other errors in medication administration will be reported to the parent upon arrival at the center.
7. Occasionally, physicians dispense sample prescription medication to their patients. If that pertains to your child's medication, please have the physician label the medication with his/her name, child's name, dosage and other pertinent directions. The physician may also include this information on his/her prescription pad. Without this information, NCECC's are unable to administer sample medications.

N. Nutrition Programs – Both Centers and Site Specific

1. **General Information**
Parents must inform staff of special dietary requirements and all food related allergies. Parents with children with food related special needs may be asked to provide special food or supplements. Foods that are age appropriate will be offered; serving sizes will follow state guidelines.
2. **Infant Nutrition**
Infant nutrition guidelines are provided in the Appendix of this handbook.
3. **Toddler and Older Children Nutrition**
Children ages 12 months and above maintain the same dietary needs. NCECC's follow the USDA recommendations for child nutrition. If your toddler consumes other than what is recommended, parents will be asked to provide these items in containers labeled with their child's name.
4. **Food Allergies and Special Dietary Needs**
Notices of food allergies will be posted in the kitchen area and also in the classroom by the teacher's station. Parents must alert NCECC's staff to the presence of a food-related allergy in their child. Parents will also be asked to provide food allergy and dietary information in writing so that all center staff will have first hand knowledge of the parent's request for their child. Written notice is to be provided from a medical authority.
5. **Sack Lunches**
Occasionally on special days such as for a field trip or for special other reasons, parents may be required to provide a sack lunch for their child. Nutritional information for lunches is provided in the Appendix of this handbook. Sack lunches must be nutritionally balanced including a serving each from the meat and bread/cereal group and two servings from the fruit/vegetable group. When the bag lunch does not meet nutritional standards,

parents will be reminded about the need to meet nutritional requirements. Staff will be happy to offer suggestions for bag lunches, provide additional copies of nutritional requirements, and provide feedback when deemed necessary.

VII. NUTRITION, STUDENT HEALTH, CARE AND SAFETY- Both Centers, Continued

6. Classroom Treats

Due to student safety precautions, homemade treats are not permitted at the center, even for special occasions. All classroom treats should be purchased and in individually sealed wrappers or in its original container if treat items are not individually packaged. The original package should be brought to the center so staff has access to the complete ingredient list. Parents are encouraged to provide treats that promote a healthy lifestyle or to provide non-food treats such as small toys, pencils, stickers, etc.

7. Serving Times for Meals and Snacks

a. Breakfast – Both Centers

8:00-8:30 AM. The open center breakfast approach is used. In this case, children may choose to eat breakfast or may choose not to eat. Children who are not eating will select an appropriate activity at one of the classroom centers. Breakfast is offered as a self-serve meal and consists of a variety of foods including, but not limited to, pancakes, mini-bagels, toast, cereal, milk and 100% fruit juice. Children arriving for extended day care at the St. Therese site will be offered early breakfast before school (6:30-7:10 AM).

b. Lunch – Site Specific

11:00 AM -12:00 Noon **Lunch at the Schofield** center is prepared in the center's kitchen and is provided as part of the total care program. **Lunch at the Wausau** center is prepared in a NCS kitchen and transported to the center. Lunch time is used to help all children develop appropriate table manners and learn self feeding and serving skills. Lunch is eaten "family style" where the teacher and a group of students sit around a table.

c. Snack – Both Centers

2:00-2:30 PM Snacks meet USDA requirements for child nutrition and are varied. Children arriving for the extended day program will be offered snack upon their arrival at the center. Snack times for infants and toddlers will vary.

8. Staff interaction with children during meal and snack times

Staff members are expected to eat with the children and model appropriate behavior, encourage good eating habits and engage the children in comfortable conversation. Staff will not force or withhold food for behavioral issues, and no child will be required to eat what they do not want, or be denied the amount of food that they do want. Desserts are limited and are considered part of the meal when they are served. Desserts are not considered a reward for good eating, and will not be denied for reasons of behavior.

9. Specific information for child nutrition program at NCECC- Schofield

The NCECC in Schofield currently offers individual breakfast, lunch and afternoon snack. Monthly breakfast, lunch, snack menus are sent home and posted on the parent board. Staff will note on the menu any changes, and update them daily.

10. Specific information for child nutrition program at NCECC – Wausau

The NCECC – Wausau currently offers individual breakfast, lunch and afternoon snack. Monthly breakfast, lunch, and snack menus are sent home and posted on the parent board. Staff will note on the menu any changes, and update them daily.

11. Carry-in Food Policy

Carry-in foods from convenience restaurants are not allowed to be brought in to the center for health and sanitation reasons. This policy then discourages parents from bringing in their child's breakfast, lunch, snack, etc.

12. Additional Information regarding Nutrition Program

Food service personnel will receive staff orientation within one week of employment. Requirements for food service personnel are included in the job description.

The cook is responsible for keeping the kitchen and food storage areas and walk in cooler, in good, clean condition. Proper dishwashing techniques are followed. Proper food handling is followed. Food used in preparing breakfast, snack and lunch is currently acquired through Sysco Foods Incorporated.

VII. NUTRITION, STUDENT HEALTH, CARE AND SAFETY- Both Centers, Continued

O. Pets – Both Centers

Pets may be included in the center’s program. Children may be involved in the care of classroom pets by feeding, helping to clean cages, or giving pets attention. Please let the center know if your child has an allergy to specific pets or another medical concern that may be affected by the presence of an animal. This information needs to be included on the health history form. The classroom teacher will adjust the curriculum to meet the special needs of your child. Children will wash their hands after the care and handling of classroom pets. Children will learn to care and handle the pet in a manner that protects the well being of both the children and the pet(s). Pets will not be allowed in food preparation areas. We do have an open door policy on pet visitation however; parents are asked to please speak to their child’s teacher in advance of a visit about the nature of the pet and an appropriate time for the visit to take place. If you or a family member would like to bring a pet to visit, it is necessary that the pet’s vaccinations are current and the animal is people friendly. Parents may not leave a pet at the center unattended or leave a pet in the care of their child.

P. Physical Examination Requirements – Both Centers

1. Required Forms

Copies of required physical examination forms are available through the office at each center and are included in the appendix of this handbook. Parents are encouraged to take their form to their child’s exam appointment. A new physical examination form must be completed for each exam.

2. Required Exams for New Students

A completed official form provided by NCCDC that is signed and dated by a licensed physician or health care provider is required to be on file within 30 days of enrollment. A physical examination by a licensed physician is required of all students seeking admission to any NCECC. The exam shall be held no more than six (6) months prior to or no later than 30 days following the date of admission to the center. It is the parent’s responsibility and expense for obtaining their child’s health examination.

3. Required exams for continuously enrolled students

- a. Ages 6 weeks through 24 months - Record of a physical examination by a licensed physician is required to be on file at least once every six months.
- b. Ages 2 years and older - Record of a physical examination by a licensed physician is required to be on file at least once every two (2) years.

Q. Outdoor Play Time – Both Centers

All children shall be taken outdoors for part of each day except during inclement weather, unless a written request by a medical professional is in the child’s file. Parents are asked to make sure their child has appropriate seasonal outer clothing available at all times such as warm jacket, hat, mittens, boots, snow pants, etc.



1. **Cold Weather Guidelines** – the following temperatures are used to decide if the children go outside
Ages 0-2, wind chill is above 20 degrees F.
Ages 2 and up wind chill is above 0 degrees F.
2. **Warm Weather Guidelines** – the following temperatures are used to decide if the children stay inside
Ages 0-2 actual temperatures or heat index is above 80 degrees F.
Ages 2 actual temperature or heat index is above 90 degrees F.
On hot days, teachers will try to rearrange the daily schedule in order to have outdoor play time during the cooler periods of the morning.

R. Rest Periods – Nap Time – Both Centers

State regulations require all children under the age of five to have a designated rest time daily. Rest time is scheduled immediately following lunchtime. Children shall not be required to sleep, but shall be expected to have a quiet rest time. Children over the age of five who are in attendance during the regular school year, and children who do not sleep after 30 minutes or who awaken early, may have quiet play time with toys or books that do not disturb children who are sleeping. Children who are approaching the age of two, or otherwise instructed by parents, will be encouraged by staff to develop a change in napping pattern to prepare them for transition to the two year old classroom

If school age children attend during summer with a room designated for their use only, no nap or rest time shall be required. However, the day will be carefully planned to provide a balance of active and quiet play so that children do not become fatigued or over stimulated.

Parents of children age five (5) and over may request that their child take a nap by filling out an official form. Forms are available at each center.

VII. NUTRITION, STUDENT HEALTH, CARE AND SAFETY- Both Centers, Continued

S. Sanitation, Cleanliness and Safety Precautions – Both Centers

Good hand washing practices have been proven in research to be the single most effective way of preventing the spread of communicable disease in-group child care settings. The NCECC staff practices a number of safety precautions when handling bodily fluids and matter such as urine, feces, blood and nasal mucus and before handling food and other items including:

- proper hand washing using warm water and soap before and after meals, blowing or assisting with blowing one's nose, handling bodily fluids/matter, diaper changing, toileting of self or a child, and after messy classroom projects and activities such as playing at the water table or after handling pets or anytime it's deemed appropriate for hand washing.
- proper hand washing upon arrival to work.
- use of vinyl gloves while handling fluids/matter.
- proper disposal of waste items by placing them inside a plastic bag prior to depositing them in a waste receptacle.
- washing and sanitizing of toys and classroom furnishings that are exposed to bodily fluids.
- scheduled washing and sanitization of toys, classroom furnishings and cot sheets.
- use of gloves when handling wet or soiled diapers, bedding or clothing and placing them in a plastic bag prior to sending them home or depositing them in a waste receptacle.
- all waste receptacles have lids so access by children is restricted.
- requiring parents to frequently wash their child's toys, napping blanket and other items that are carried to and from the center on a regular basis or any items that have become soiled while at the center.

T. SIDS Risk Reduction & Shaken Baby Syndrome Training – Both Centers

Newman Catholic Early Childhood Center will provide all parents of enrolled children ages 6 weeks to 24 months with information on SIDS prevention, and request a signed form indicating they have received said information.

1. SIDS policies and practices

- All staff participate in SIDS training.
- Infant/Toddlers will be placed on their backs in a pack-n-play or on a cot, but they are allowed to adopt whatever position they prefer for sleep. Physician's authorization is required to place a child in a position other than on the back.
- Infant/Toddlers will be placed in a safe pack-n-play with a firm tight-fitting mattress or cot with no soft blanket/comforter under the infant/toddler.
- Pillows, quilts, comforters, stuffed toys, bumper pads and other soft, bulky items will be removed.
- Infant/Toddlers will not be placed to sleep on soft surfaces such as a waterbed, sheepskin, pillow, sofa, or other soft areas.
- Soft toys will not be kept in a pack-n-play or cot, unless written consent is given by parent or guardian.
- Sheets or blankets used to cover shall be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.
- Infant/Toddler's head is uncovered during sleep.

2. Shaken Baby Syndrome

- All staff receive training in prevention of Shaken Baby Syndrome before beginning employment at the center.
- Updated information and renewal of training is conducted as required by the ruling in the Wisconsin Administrative Code.

U. Toilet Training and Diapering – Both Centers



Parents must provide diapers and wipes as needed for their child. Diapers will be checked a minimum of every two hours, and more often as needed if a child shall become soiled. Parents should complete a medication form if they would like powder, lotion, or salve applied during diapering. Each product desired must be documented and on file.

Toilet training will be planned in cooperation with the parent, so that a child's toilet training routine is consistent between the center and the child's home. No routine attempts will be made to toilet train a child less than 18 months of age.

V. Transportation – Both Centers

1. General Information

The center is responsible for a child between the times the child is dropped off until the child is picked up by the parent or a responsible person designated by the parent.

NCECC's do not provide transportation to or from the center to a student's home or school. In the case of field trips that occur during the course of child's day at one of our centers, appropriate transportation will be provided such as a contracted school bus service or use of a public bus system such as Wausau MetroRide. When children are transported in school buses as defined in s.340.01 (56) state, the center is assuming the school buses shall comply with ch. Trans 300. Contact information for all contracted transportation services is on file at the center.

VII. NUTRITION, STUDENT HEALTH, CARE AND SAFETY- Both Centers, Continued

2. Written Plan Requirement

The center shall maintain a written plan for regularly scheduled transportation of a child between the child's school and the center. This will include:

- list of children transported and the usual plan for leaving or arriving at the center.
- schedule and transportation route.
- name(s) and address(es) of the individual authorized to receive the child.
- emergency procedures for when the parent or other authorized adult is not at home or available to receive the child.

A staff member will maintain a check in and out attendance list for all children participating in the Before and After-School Program who are transported either to or from by school bus. In cases when a child is scheduled to attend and has not arrived with the designated bus, staff will notify the program director or designated authority within 15 minutes. That person will contact the parents regarding the child's absence.

3. Field Trip Transportation Procedures

Staff members will maintain a list of all Field Trip participants. Staff members carry emergency contract information for the children and a first aid backpack on each field trip. When entering the bus, one teacher will lead the children onto the bus and will take attendance. One teacher will be the last one on the bus to ensure that no child is left behind. When exiting the bus, one teacher will lead the children off the bus and take attendance as the group exits the bus, while one teacher does a sweep of the bus (back to front) following the group of children exiting the bus to further ensure that no child is left behind.

W. Water Activities, Safety, Swimming, Wading Pools

Swimming pools and wading pools are NOT available at Newman Catholic Early Childhood Centers. Any water activities planned at the center do not include a pool. Programming for children ages 2-5 may include a visit to the Marathon County Park Splash Pad one or two times during the summer months. Lifeguards are provided by the county park department and ratios are maintained with center staff. Time spent at the splash pad is scheduled so that only children from the NCS centers are present during this time.

School age children from NCECC - Schofield have the opportunity to swim at the Rothschild Community Pool during the summer program. Lifeguards are provided by the park department. Child-teacher ratios are maintained at all times with center staff.

VIII. FINANCIAL INFORMATION – Both Centers

A. Fundraising

1. According to Diocesan policy, student, parent and athletic fund-raisers must be first approved by the center administrator who will seek approval from the NCS Alumni/Development Director and the NCS President.
2. Funds raised by the school or any entity of the school and all parent organizations (ex. Home & School Organization, Booster Clubs) must be used solely for the local school programs and for outside organizations only as approved by the administration.
3. According to Diocesan policy, expenditures of money by parent and student organizations should have the prior approval of the building administrator, NCS Development Director, and the NCS President.

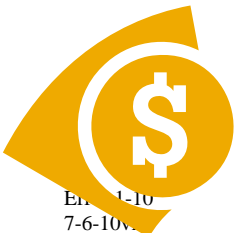
B. Non-sufficient funds Policy – NCS Policy

NCS family accounts that have a check returned for non-sufficient funds will be charged a NSF fee of \$30.00. Services such as hot lunch, field trips, childcare, etc. will then require only cash or money order payments for the remainder of the current fiscal year.

C. Tuition Policy and Procedures

1. General Policies and Procedures

- Tuition is based on the actual cost of operating the center and does not receive additional support from the area Catholic parishes. Tuition rates are determined based on the hours and schedule that a family has requested.



VIII. FINANCIAL INFORMATION – Both Centers

C. Tuition Policy and Procedures, Continued

- Each program and center charges a non-refundable annual registration fee per family.
- Parents for full-time and part-time care elect to be billed and paid either weekly or monthly before the week or month of service. Tuition for drop-in care is billed and must be paid daily.
- Tuition is not reduced because of vacation, scheduled holidays, illness or other times of absence. No allowance is given for make up days. An accruing late fee of \$15.00 is assessed for tuition payments after the signed payment deadline. The late fee does accrue each week the tuition account is in arrears, even if a parent has made a partial payment.
- Charges for regularly scheduled care remain the same each week. No credit is given for closed holidays, sick days, school holidays or school closings, snow days, etc. Fees will be reduced to a reservation fee of 50% of the tuition if the child is hospitalized or has an absence due to death in the immediate family.
- Tuition will be charged for “no show” days that were previously scheduled.

2. Tuition Payment Schedule

Tuition for full-time and part-time care is due the Friday before the upcoming week of care. Tuition for drop-in care is due upon arrival at the center.

3. Late Payment Policy

Accounts not paid in full within two weeks following the due date will result with a request to withdraw the child(ren).

4. Sign-In Policy

Parents are required to sign their child in and out each day in the center “Parent Sign in Logbook”. If a parent doesn’t sign his/her child in or out, the parent’s account will be charged for a full day (11 hours).

5. Schedule change charge

Schedule changes may be made only with the consent of the director. Three schedule changes are allowed per school year without an additional charge. Families requiring more schedule changes there will be \$20.00 per change.

6. Cash payments

Cash payments are discouraged, and only accepted for special circumstances or for fees such as field trips.

7. Additional fees

Occasionally, there is a need to collect an additional fee for special projects, field trips or other reasons.

8. Late Pick-Up Fee

The NCECC’s close at 5:30 PM. It is the parent’s responsibility to pick up their child on time or by 5:30 PM or have his/her designated authorized adult pick up the child. A late fee of \$1.00 per minute per child will be billed to tuition accounts in situations when the parent or authorized adult picks up the child after 5:30 PM. Habitual lateness in child pick up (after 5:30 PM) will result in dismissal from the center. NCECC staff will contact the Schofield or Wausau Police Departments in cases when a child has not been picked up by 6:30 PM and staff members have been unable to reach either the parent or emergency contacts. The authorities will determine the next measure to be taken regarding the care of the child(ren) in question.

9. Before-School Care –Schofield

Parents enrolling school-age children in the extended day program for care before the start of the school day contract for a specific amount of time in increments of one hour. Children arriving at the center before the contracted time will be billed for an additional hour. “Additional hours” are billed on a monthly basis to the parent’s tuition account and prompt payment of these charges is expected.

10. After-School Care– Schofield

Parents enrolling school-age children in the extended day program for care after the end of the school day contract for a specific amount of time in increments of one hour. Children who are picked after the contracted pick up time, even 1 minute late, will be billed for an additional hour. “Additional hours” are billed on a monthly basis to the parent’s tuition account and prompt payment of these charges is expected.

IX. FINANCIAL INFORMATION – Both Centers

C. Tuition Policy and Procedures, Continued

11. Payments from the Department of Social Services

Newman Catholic Early Childhood Centers are licensed through the State of Wisconsin and are therefore eligible to receive payments from the Department of Social Services for qualifying families. Parents seeking more information on government funded child care should contact the site director for the appropriate DSS contact information.

NCECC's receive an attendance form from DSS. Billing by the center is based on the sign-in and sign-out book. Families on DSS who fail to properly sign-in/sign-out will be billed for the entire day. Depending on circumstances, this may ultimately cause a family to pay greater co-pay.



IX. ADMINISTRATIVE RECOURSE, DIOCESAN SCHOOL POLICY – Both Centers

This policy outlines the chain of authority to be followed in resolving disputes:

1. Teacher, Coach or other school/center employee
2. Athletic Director if applicable to an athletic issue
3. Center Site Director
4. Principal or Early Childhood Center Administrator
5. President or Vice President in absence of President
6. Pastoral Authority – Dean’s Delegate to the Catholic School or Early Childhood Center
7. Dean
8. Diocese

When one of Christ’s faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she, first, is to confront the person in question with the grievance and seek reconciliation with the person.

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastors of the church within thirty calendar days of time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reason for the response given.

If the grievance is against an authority of the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body such as members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. The pastor is obliged to respond to the recourse, the conflict is considered reconciled, unless the pastor’s response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

If reconciliation is not achieved with the pastor’s help or if the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of Church life in his deanery. (cf. Can. 555, 1, 10; 2, 20) If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery, with the consent of the diocesan bishop. The dean is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If reconciliation is not achieved on the deanery level, or if the grievance is against the dean in the exercise of his office of dean, then the appeal is to be made to the diocesan bishop directly. The diocesan bishop may carry out the work of reconciliation himself or he may name another to act for him in the matter. In the latter case, the diocesan bishop is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If the grievance is against the diocesan bishop, the legislation in the Code of Canon Law is to be followed. (cf. Cann. 1732-1739)

It should be kept in mind that the Code of Canon Law requires a special procedure to be followed by the diocesan bishop in the case of the removal of a pastor (cf. Cann. 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf. Cann. 1749-1752)

PENALTY STATUS DURING ADMINISTRATIVE RECOURSE (DSP 1392)

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of schools to speed up the recourse procedure. This request can be made by the school, employee, student or parent affected. The request can be granted or denied.

X. DIOCESE OF LA CROSSE HARASSMENT POLICY

All students and staff of Catholic schools of the Diocese of La Crosse are entitled to learn in and work in an atmosphere that is **safe** and free from harassment, and to be in an environment where people are treated in a way in which Jesus would treat them. Harassment of any kind is never permitted. The NCS Personnel Policy Manual addresses the course of action dealing with harassment of employees by other employees. The following applies to students and defines various types of harassment, but is not limited to those listed.

A. Sexual Harassment

As per Diocesan School Policy (DSP 5512) sexual harassment is defined as any unwanted sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. “Unwelcome verbal or physical contact of a sexual nature” includes, but is not limited to, “the deliberate repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes.”

No student shall be subject to sexual harassment as a Catholic school student. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school principal. All claims of sexual harassment shall be thoroughly investigated by the school principal after consultation with the Diocesan Director of Schools. No student shall receive any retaliation or disciplinary action for reports of sexual harassment made in good faith.

B. Other forms of Harassment

- a. **Racial or Ethnic Harassment** is UNWANTED comments regarding a person’s ethnic or racial makeup. Examples: ethnic or racial slurs, name calling etc.
- b. **Verbal Harassment** is UNWANTED oral or written comments, which make a person, feel bad or unsafe. Examples include teasing to cause embarrassment, threatening to cause harm to the person, or teasing about an individual’s clothing, hairstyle or appearance.
- c. **Physical Harassment** is UNWANTED behavior of a physical nature. Examples include pushing, striking another student, or any action causing physical harm. Physical harassment often is a legal issue and is defined as battery, assault, or disorderly conduct.
- d. **Intimidation** is UNWANTED threats to cause harm. Telling someone to “watch your back,” or warning that someone else is going to “beat you up” are just two examples.
- e. **Disability Harassment** is UNWANTED comments or actions regarding a person’s disability, be it physical, learning, mental, etc.

C. Consequences for Harassment

Since harassment is in direct conflict with Catholic values and shows a basic disrespect for others, all situations involving harassment will be dealt with severely and according to the school discipline plan.

APPENDIX B



**CACFP Infant Meal Pattern
Birth through 11 Months**



To comply with the Child and Adult Care Food Program regulations, it is the responsibility of child care centers caring for infants to purchase all required meal components on the Infant Meal Pattern according to the different age groups in care. The Infant Meal Pattern lists the minimum amount of food to be offered to infants from birth through 11 months. The infant meal must contain each of the following components in at least the amounts indicated for the appropriate age group in order to qualify for reimbursement. Food within the meal pattern should be the texture and consistency appropriate for the development of the infant and may be served during a span of time consistent with the infant's eating habits; for example, the food items for lunch might be served at two feedings between 12 noon and 2 p.m. Solid food should be introduced gradually to infants when developmentally ready and instructed by the parent.

Items on the following meal chart with a “•” indicate the items are required and must be provided to the infant in order to claim reimbursement for that meal. Items listed under “When developmentally ready” are required only when the infant is developmentally ready to accept them.

Birth through 3 months	4 through 7 months	8 through 11 months
Breakfast		
<ul style="list-style-type: none"> • 4–6 fl oz formula¹ or breast milk^{2,3} 	<ul style="list-style-type: none"> • 4–8 fl oz formula¹ or breast milk^{2,3} <p><u>When developmentally ready</u> 0–3 T infant cereal¹</p>	<ul style="list-style-type: none"> • 6–8 fl oz formula¹ or breast milk^{2,3} and • 1–4 T fruit or vegetable or both and • 2–4 T infant cereal¹
Lunch/Supper		
<ul style="list-style-type: none"> • 4–6 fl oz formula¹ or breast milk^{2,3} 	<ul style="list-style-type: none"> • 4–8 fl oz formula¹ or breast milk^{2,3} <p><u>When developmentally ready</u> 0–3 T infant cereal¹ and 0–3 T fruit or vegetable or both</p>	<ul style="list-style-type: none"> • 6–8 fl oz formula¹ or breast milk^{2,3} and • 1–4 T fruit or vegetable or both and • 2–4 T infant cereal¹ <p>or in place of infant cereal you may serve a meat/meat alternate</p> <ul style="list-style-type: none"> ○ 1–4 T meat, fish, poultry, egg yolk, cooked dry beans or peas; or ½–2 oz cheese; or 1–4 oz (volume) cottage cheese; or 1–4 oz (weight) cheese food, cheese spread <p>or you may also serve</p> <ul style="list-style-type: none"> ○ both the infant cereal and meat/meat alternate
Snack		
<ul style="list-style-type: none"> • 4–6 fl oz formula¹ or breast milk^{2,3} 	<ul style="list-style-type: none"> • 4–6 fl oz formula¹ or breast milk^{2,3} 	<ul style="list-style-type: none"> • 2–4 fl oz formula¹ or breast milk,^{2,3} or fruit juice⁴ <p><u>When developmentally ready</u> 0–½ slice crusty bread⁵ or 0–2 crackers⁵</p>

¹Infant formula and dry infant cereal must be iron-fortified.

²Breast milk or formula, or portions of both, may be served; however, it is recommended breast milk be served in place of formula from birth through 11 months.

³For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered with additional breast milk offered if the infant is still hungry.

⁴Fruit juice must be full-strength.

⁵A serving of this component must be made from whole-grain or enriched meal or flour.

APPENDIX C CACFP Meal Pattern Requirements—Children (Age 1 through 12)

The meal must contain, at a minimum, each of the components listed in at least the amounts indicated for the specific age group in order to qualify for reimbursement.

	Age 1 & 2	Age 3, 4, & 5	Age 6 through 12 ⁱ
BREAKFAST			
1. Milk, fluid	1/2 cup	3/4 cup	1 cup
2. Juice, ^a fruit or vegetable or Fruit(s) or vegetable(s)	1/4 cup 1/4 cup	1/2 cup 1/2 cup	1/2 cup 1/2 cup
3. Grains/Breads: ^b			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. ^b	1/2 serving	1/2 serving	1 serving
Cereal:			
Cold dry	1/4 cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Hot cooked	1/4 cup total	1/4 cup	1/2 cup
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
LUNCH OR SUPPER			
1. Milk	1/2 cup	3/4 cup	1 cup
2. Meat or meat alternate:			
Meat, poultry, fish, cheese	1 oz	1+1/2 oz	2 oz
Alternate protein products ^g	1 oz	1+1/2 oz	2 oz
Yogurt, plain or flavored, unsweetened or sweetened	4 oz or 1/2 cup	6 oz or 3/4 cup	8 oz or 1 cup
Egg	1/2 egg	3/4 egg	1 egg
Cooked dry beans or peas	1/4 Cup	3/8 cup	1/2 cup
Peanut butter or other nut or seed butter	2 Tbsp.	3 Tbsp.	4 Tbsp.
Peanuts or soy nuts or tree nuts or seeds	1/2 oz = 50% ^d	3/4 oz = 50% ^d	1 oz = 50% ^d
3. Vegetable and/or fruit ^e (at least two)	1/4 cup total	1/2 cup total	3/4 cup total
4. Grains/Breads: ^b			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. ^b	1/2 serving	1/2 serving	1 serving
Cereal, hot cooked	1/4 cup total	1/4 cup	1/2 cup
Cereal, cold, dry	1/4 cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
SNACK			
Select two of the following four components:			
1. Milk	1/2 cup	1/2 cup	1 cup
2. Juice, a,f fruit or vegetable or Fruit(s) or vegetable(s)	1/2 cup 1/2 cup	1/2 cup 1/2 cup	3/4 cup 3/4 cup
3. Grains/Breads: ^b			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. ^b	1/2 serving	1/2 serving	1 serving
Cereal:			
Cold dry	1/4 Cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Hot cooked	1/4 cup	1/4 cup	1/2 cup
4. Meat or meat alternate			
Meat, poultry, fish, cheese	1/2 oz	1/2 oz	1 oz
Alternate protein products ^g	1/2 oz	1/2 oz	1 oz
Egg, Large ^h	1/2 egg	1/2 egg	1/2 egg
Cooked dry beans or peas	1/8 Cup	1/8 cup	1/4 cup
Peanut butter or other nut or seed butter	1 Tbsp.	1 Tbsp.	2 Tbsp.
Peanuts or soy nuts or tree nuts or seeds	1/2 oz	1/2 oz	1 oz
Yogurt, plain or flavored, unsweetened or sweetened	2 oz or 1/4 cup	2 oz or 1/4 cup	4 oz or 1/2 cup

a Must be full strength fruit or vegetable juice.

b Bread, pasta or noodle products, and cereal grains shall be whole grain or enriched, cornbread, biscuits, rolls, muffins, etc., shall be made with whole grain or enriched meal or flour.

c Either volume (cup) or weight (oz), whichever is less.

d No more than 50% of the requirement shall be met with tree nuts or seeds. Tree nuts and seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purpose of determining combinations, 1 oz. Of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry or fish.

e Serve 2 or more kinds of vegetable(s) and/or fruit(s). Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

f Juice may not be served when milk is the only other component.

g Alternate protein products may be used as acceptable meat alternates if they meet the requirements on the following page.

h One-half egg meets the required minimum amount (one-ounce or less) of meat alternate.

i Youth ages 13 through 18 must be served minimum or larger portion sizes than those specified for ages 6 through 12.

APPENDIX C-1

Eating and Feeding Evaluation: Children with Special Needs

PART A		
Child's Name	Age	
Name of Facility		
Does the child have a disability ? If Yes, describe the major life activities affected by the disability.	Yes	No
Does the child have special nutritional or feeding needs? If Yes, complete Part B of this form and have it signed by a licensed physician .	Yes	No
If the child is not disabled , does the child have special nutritional or feeding needs? If Yes, complete Part B of this form and have it signed by a recognized medical authority .	Yes	No
If the child does not require special meals, the parent can sign at the bottom and return the form to the provider.		
PART B		
List any dietary restrictions or special diet.		
List any allergies or food intolerances to avoid.		
List foods to be substituted.		
List foods that need the following change in texture. If all foods need to be prepared in this manner, indicate "All." Cut up or chopped into bite size pieces: Finely ground: Pureed:		
List any special equipment or utensils that are needed.		
Indicate any other comments about the child's eating or feeding patterns.		
Parent's Signature	Date:	
Parent's Printed Name and Phone Number		
Physician or Medical Authority's Signature	Date:	
Physician or Medical Authority's Printed Name and Phone Number		

APPENDIX D

CRIB SAFETY

CONSUMER PRODUCTS SAFETY COMMISSION (www.cpsc.gov)

Your Used Crib Could Be DEADLY

CPSC Document # 5020

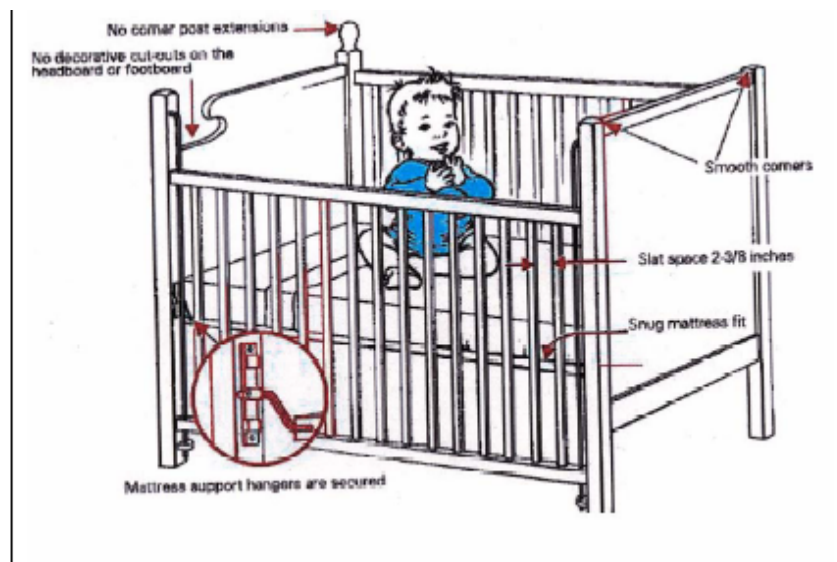
An unsafe used crib could be very dangerous for a baby. Each year, about 50 babies suffocate or strangle when they become trapped between broken crib parts or in cribs with older, unsafe designs.

A safe crib is the best place to put a baby to sleep. Look for a crib with a certification seal showing that it meets national safety standards.

If a crib does not meet these guidelines, it may not be used by children enrolled in a child care center. To protect all children, destroy it and replace it with a safe crib.

A safe crib has:

- No missing, loose, broken, or improperly-installed screws, brackets, or other hardware on the crib or the mattress support.
- No more than 2 3/8 inches between crib slats so a baby's body cannot fit through the slats.
- A firm, snug-fitting mattress so a baby cannot get trapped between the mattress and the side of the crib.
- No corner posts over 1/16 of an inch above the end panels (unless they are over 16 inches high for a canopy) so a baby cannot catch clothing and strangle.
- No cutout areas on the headboard or foot board so a baby's head cannot get trapped.
- A mattress support that does not easily pull apart from the corner posts so a baby cannot get trapped between mattress and crib.
- No cracked or peeling paint to prevent lead poisoning.
- No splinters or rough edges.



APPENDIX E

CHILD SEAT SAFETY

NEW CHILD PASSENGER SAFETY – BOOSTER SEAT LAW

Wisconsin Act 106

- The Child Booster Seat Law went into effect on June 1, 2006.
- On January 1, 2007, law enforcement officers began issuing citations for violations.

How to comply with the law

Generally, children must be properly restrained in a child safety seat until they reach age four (4), and in a booster seat until age 8. The new law includes the following four-step progression for effective child safety protection in vehicles.

1. **Rear-facing child safety seat in the back seat* is required when the child:**

- Is less than 1 year old or
- Weighs less than 20 pounds.

2. **Forward-facing child safety seat in the back seat* is required when the child:**

- Is at least 1 year old but less than 4 years old.
- Weighs at least 20 pounds but less than 40 pounds.

3. **Booster seat is required when the child:**

- Is at least 4 years old but less than 8 years old.
- Weighs at least 40 pounds but less than 80 pounds.
- Is not 57 inches (4 feet, 9-inches) or taller.

* Child safety seat must be in the back seat if the vehicle is equipped with a back seat.

4. **Safety belt is required when the child:**

- Is 8 years old or older or
- Weighs 80 or more pounds or
- Is 57 inches or taller

Exemptions:

- Children whose body-size, physical condition or medication conditions makes safety restraints unreasonable are still exempt from the booster seat and safety belt laws.
- There no longer is a “personal needs” exemption allowing the child to be removed from a safety restraint to attend to the child’s personal needs, such as feeding or diapering, while the vehicle is moving.

Changes to mandatory safety belt law:

- Under the new law, drivers may be cited for allowing passengers of any age to be unbelted in their vehicle. *(The new law removes a previous provision in the mandatory safety belt law that did not make the driver responsible for unbelted passengers age 16 or older.)*

For More information or answers to questions: Contact the Wisconsin Information Network for Safety at its toll-free number 1-866-511-9467 or Web site www.BoosterSeat.gov

One-Minute Car Safety Seat Check-up

A. Infant-only seat



B. Rear-facing convertible seat



C. Convertible seat turned to face forward



D. Belt-positioning



Using a car safety seat correctly makes a big difference. Even the “safest” seat may not protect your child in a crash unless it is used correctly. So take a minute to check to be sure...

Does your car have a passenger air bag?

- An infant in a rear-facing seat should NEVER be placed in the front seat of a vehicle that has a passenger air bag.
- The safest place for all children to ride is in the back seat.
- If an older child must ride in the front seat, move the vehicle seat as far back as possible, buckle the child properly, and make sure he stays in the proper position at all times.

Is your child facing the right way for weight, height, and age?

- Infants should ride facing the back of the car until they have reached at least 1 yr of age **AND** weigh at least 20 lbs.(A &B).
- A child who weighs 20 pounds or exceeds the height limit for the car safety seat before she reaches 1 year of age should continue to ride rear-facing in a car safety seat approved for use at higher weights and heights in the rear-facing position.
- A child who weighs more than 20 pounds **AND** is older than 1 year may face forward (C). It is safest for a child to ride rear-facing until she reaches the top weight or height allowed by the seat for use in the rear-facing position.
- Once your child faces forward, she should remain in a car safety seat with a full harness until she reaches the top weight or height allowed by the seat. When changing the convertible seat for use in the forward-facing position, you must make adjustments. Check your car safety seat instructions.

Is the harness snug; does it stay on your child’s shoulders?

- Harnesses should fit snugly against your child’s body. Check the car safety seat instructions on how to adjust the straps.
- The chest clip should be placed at armpit level (C) to keep the harness straps on the shoulders.

APPENDIX E CHILD SEAT SAFETY, CONTINUED

Has your child grown too tall or reached the top weight limit for the forward-facing seat?

- Children are best protected in a car safety seat with a full harness until they reach the top weight or height limit of the car safety seat.
- Once your child outgrows his car safety seat, use a belt-positioning booster seat to help protect him until he is big enough for the seat belt to fit properly. A belt-positioning booster seat is used with a lap and shoulder belt (D).
- Shield boosters: Although boosters with shields may meet current Federal Motor Vehicle Safety Standards for use by children who weigh 30 to 40 pounds, on the basis of current published peer-reviewed literature, the American Academy of Pediatrics (AAP) does not recommend their use.
- A seat belt fits properly when the shoulder belt crosses the chest, the lap belt is low and snug across the thighs, and the child is tall enough so that when he sits against the vehicle seat back, his legs bend at the knees and his feet hang down.

Does the car safety seat fit correctly in your vehicle?

- Not all car safety seats fit in all vehicles.
- When the car safety seat is installed, be sure it does not move side-to-side or toward the front of the car.
- Read the section on car safety seats in the owner's manual for your car.

Is the seat belt in the right place and pulled tight?

- Route the seat belt through the correct path (check your instructions to make sure), kneel in the seat to press it down, and pull the belt *tight*.
- A convertible seat has 2 different belt paths, 1 for use rear-facing and 1 for use forward-facing.
- Check the owner's manual for your car to see if you need to use a locking clip. Check the car safety seat instructions to see if you need a tether to keep the safety seat secure.

Can you use the LATCH system?

- Lower Anchors and Tethers for Children (LATCH) is an anchor system that allows you to install a car safety seat without using a seat belt.
- Most new vehicles and all new car safety seats have these attachments to secure the car safety seat in the vehicle.
- Unless both the vehicle and the car safety seat have this system, seat belts are still needed to secure the car safety seat.

Do you have the instructions for the car safety seat?

- Follow them and keep them with the car safety seat. You will need them as your child gets bigger.
- Be sure to send in the registration card that comes with the car safety seat. It will be important in case your car safety seat is recalled.

Has your child's car safety seat been recalled?

- Call the Auto Safety Hotline or check the National Highway Traffic Safety Administration (NHTSA) Web site for a list of recalled seats. (See below.)
- Be sure to make any needed repairs to your car safety seat.

Has your child's car safety seat been in a crash?

- If so, it may have been weakened and should not be used, even if it looks fine.
- If you must use a secondhand car safety seat, first check its full history. Do not use a car safety seat that has been in a crash, has been recalled, is too old (check with the manufacturer), has any cracks in its frame, or is missing parts. Make sure it has a label from the manufacturer and instructions.
- Call the car safety seat manufacturer if you have questions about the safety of your seat.

Questions?

Ask your pediatrician, a local safety group, or NHTSA. A certified Child Passenger Safety (CPS) Technician can help you use your child's car safety seat correctly. On the NHTSA Auto Safety Hotline or Web site, you may give your ZIP code to find the nearest CPS Technician.

The NHTSA Auto Safety Hotline

888/DASH-2-DOT (888/327-4236) (8:00 am to 10:00 pm ET, Monday through Friday) www.nhtsa.dot.gov/people/injury/childps/

The AAP offers more information in the brochure *Car Safety Seats: A Guide for Families*. Ask your pediatrician about this brochure or visit the AAP Web site at www.aap.org.