

WEE LEARNERS



PRESCHOOL/KINDERGARTEN  
*Pursuing Excellence in Character and Academics*

Dear Parent

This handbook contains general information regarding Maranatha Wee Learners' Childcare program. The goal of our program is to provide a safe, fun, loving environment in which children explore the world around them, form friendships, and develop a strong foundation for future learning.

We encourage you to visit our childcare center to see what a valuable experience this will be for your child. Please feel free to visit any time during the hours of operation.

We are currently licensed to care for 14 school-age, 30 preschoolers, 30 infant/toddler combination, not to exceed 16 infants or 22 toddlers, between the hours of 6AM and 6PM. To contact the MN Department of Human Resources regarding concerns about your child's care call 651-296-3971. Our license number is 1011527.

In Christ's service,

A handwritten signature in cursive script that reads "Pastor Carol Morley". The signature is written in black ink and is positioned above the typed name and title.

Pastor Carol Morley  
Director, Maranatha Wee Learners' Childcare  
Maranatha Assembly of God

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## Philosophy

Wee Learners' childcare center uses a Christ-centered, bible-based curriculum. We believe that biblical instruction and Christian principles give children and adults a firm foundation for life.

## Eligibility

Maranatha Wee Learners' Childcare admits students of any race, color, national ethnic origin, or religious affiliation to all the rights, privileges and programs and activities generally accorded or made available to children at the childcare center. We do not discriminate on the basis of race, color, national, ethnic origin, or religious affiliation in administration of admission policies or any other childcare administered programs.

## Enrollment Requirement

Children 2 months of age to 6 years of age are eligible for enrollment. When all openings have been filled, names and dates will be placed on a waiting list and called, as openings become available.

Maranatha Wee Learners' is licensed for 74 children.

## Fees and Tuition

Enrollment Fee.....\$100/child

## Full-time childcare for:

As of June 1, 2007 the following fees will apply;

Infants (2mos. – 15mos.) .....\$205/week

Toddlers (15mos. – 33mos.) ....\$180/week

Preschool (34mos. – 60mos.) ...\$165/week

For a current price list or partial week options, please check with the childcare administrator.

Maranatha Childcare is open from 6:00AM – 6:00PM Monday through Friday except for the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Holiday Thursday and Friday, Christmas Eve and Christmas Day.

A "late pickup" fee of \$25.00/15 minutes will be charged for any child not picked up by 6:00PM. If by 7:00PM, a late parent has not picked up their child and/or has not communicated with the staff, the Chisago County child protection agency will be notified.

## Objectives

The students will receive opportunities to:

- Be introduced to appropriate readiness concepts and skills
- Develop large and small muscle/motor movements
- Experience relationships with adults other than parents
- Express their creativity and individuality
- Grow in self-confidence and poise
- Increase language skills
- Learn about Jesus and His love for us
- Learn about the community in which we live
- Participate in a variety of art, music and movement activities
- Play with other children
- Promote math skills through the use of manipulatives
- Share, take turns and cooperate with others

## Daily Schedule

6:00-7:30	Arrival/ Breakfast
7:30-8:00	Story Time
8:00-9:00	Choice play
9:00-9:30	Circle Time - Calendar, Weather, Singing
9:30-10:00	Art
10:00-10:20	Snack
10:20-11:00	Outdoor play or games/large motor
11:00-11:45	Language and Math Activities
11:45-12:15	Lunch
12:15-2:30	Quiet time
2:30-3:15	Snack/ Choice Play
3:15-4:30	Outdoor play or games
4:30-5:30	Dramatic play
5:30-6:00	Clean-up/Dismissal

Children are supervised at all times.

## Arrival and Dismissal Time

Please enter through the northeast door when bringing your child to the center.

## Art Projects

The art projects are age-appropriate so your child will enjoy creating and completing them independently. Please admire and display his/her artwork.

## Behavior Management

The following are guidelines for behavior management

- Children will be treated with dignity and respect.
- Staff will model positive, kind, thoughtful, and acceptable behaviors.
- Behavior expectations will be consistent with the developmental level of the children.
- Children will be redirected to alternative, constructive activities if behavioral problems arise.
- Children will be taught acceptable alternatives to problem behavior.
- Protecting the safety of children and staff is of primary importance.
- Immediate and directly related consequences of a child's misbehavior will be provided.

If problem behavior persists, it will be recorded, and the parent will be notified and consulted to determine a further plan of action. This plan **will not** include corporal punishment, emotional abuse, or complete separation from the group. The only acceptable physical restraint will be to physically hold the child to protect the child or others from harm. If separation from the group becomes necessary it will be geared to the age of the child and will always be within the sight and hearing of an adult. A written, daily log will be kept of all separations.

## Birthdays

Birthdays are special days. We will celebrate the children's birthdays with a special recognition. The child may bring special treats. Sorry, no home baked items can be brought into the daycare.

## Children with Special Needs

If your child has special needs, please contact the administrator before enrolling him/her.

## Clothing

Please dress your child in comfortable, washable clothing. Children wear smocks during messy art activities but spills do happen! We will go outside whenever weather permits. Please mark all outerwear clothing with your child's name. Please send an extra set of clothing for your child. Place them in a Ziploc bag with child's name on it.

## Conferences

Parent/Teacher conferences will be offered in the fall and spring of the year. Your child's cognitive, physical, social, and emotional progress will be discussed and documented in their record. Please feel free to call the supervisor anytime to discuss concerns or questions you may have.

## Diapering Procedures

1. Get all of the supplies that you need (diaper, wipes, non-porous gloves, paper liner, plastic bag, clothes, etc.).
2. Wash your hands, following the recommended procedures, and put on non-porous gloves. Place a paper liner on the changing pad.
3. Pick the child up; holding him or her away from your clothing if you know s/he is soiled. Place the child on the changing table. Never leave a child unattended.
4. Remove clothing. Bag soiled clothes and securely tie the plastic bag to send home. Open diaper and fold over the tabs so they do not stick to the child's skin. Leave the soiled diaper under the child.
5. Clean the child with baby wipes from front to back using a fresh wipe each time. Use as many wipes as necessary. Pay close attention to cleaning the folds of skin (e.g., around the legs). Place the wipes inside the dirty diaper.
6. Remove the dirty diaper from underneath the child. Re-secure diaper with tabs.
7. Remove latex gloves by holding diaper in left hand and using the right hand to pull the left glove off your hand and over the diaper. Repeat with the right hand. This procedure helps to secure the germs inside the diaper and gloves.
8. Dispose of the diaper in a covered, lined step can if it is possible to do so without leaving the child. If you cannot, place the diaper on the corner of the changing table out of the child's reach.
9. Wash your hands with a disposable wipe. Dispose of wipe as you did the diaper in Step 8.
10. Put the clean diaper on and redress the child.
11. Assist the child in washing his or her hands. If the child is too young to wash his or her hands at the sink, you can wash the hands with a baby wipe. If you use soap, be sure to remove all soap from the child's hands. Return the child to the play area.
12. Dispose of all materials, if it wasn't possible to do so before now.

13. Sanitize the changing table using a bleach and water solution and disposable paper towels.
14. Wash your own hands according to proper hand washing technique. Record the diaper change on the child's chart.

## Fire Safety

In the event of fire, we will exit through the closest fire exit. Fire drills will be held and fire safety measures will be reviewed monthly with the children.

## First Aid/ Emergency

If a child becomes injured at the center, a childcare staff member will administer first aid. Teachers are CPR and first aid certified. For any serious injury, the 911 service will be called and the injured child will be brought by ambulance to Fairview Hospital in Wyoming MN. Cost of transportation by ambulance will be the responsibility of the parents.

If a poisoning occurs, the center for poison control will be contacted and their recommended emergency procedures, if any, will be implemented while awaiting ambulance transportation.

## Goals

It is our goal to provide learning activities in a safe, positive environment, that will nurture, educate and train children, thereby, contributing to their over all physical, social, academic, and spiritual development.

## Grievances

All grievances must be brought to the attention of the teacher within a week of the incidence. If a mutual understanding/satisfaction cannot be arrived at between the teacher and parent, a written grievance is to be given to the childcare supervisor. The supervisor will notify the administrator and return a written response within thirty (30) days of the original grievance.

## Health Regulations

The MN Department of Human Services requires that we have on file a current immunization record and health care summary for each child. **These completed forms must be stamped by your doctor or clinic and be in our files on the first day of enrollment in daycare. If you reject immunizations on the premise of conscience objection, the form must be notarized.**

Parents are required to inform the childcare within 24 hours when a child has a contagious and/or reportable disease (i.e. lice, scabies, impetigo, ringworm, chicken pox, etc.) so that we can inform other parents of their child's exposure. If your child has been exposed to a communicable disease, the supervisor will notify you by written notice within 24 hours of the exposure.

Prescription medications **will** be administered upon the written request of the parent. Medication must be clearly labeled in a pharmaceutical container. Medication will be kept in the nurse's office in a locked cabinet.

## Illnesses

Many parents are frequently concerned about when children should stay home or attend. The following information may help with this decision:

- Do not send child to childcare with significant symptoms.

- If child has had a fever of greater than 100 degrees orally, the child should stay home for 24 hours after the temperature returns to normal.
- Do not give aspirin or aspirin substitutes to any fever-related illness.
- If a child has vomited more than once or had two or more diarrhea stools, it is recommended that the child stay home until 24 hours after the last episode to prevent the spread of disease.
- If a child has any rash that could be disease-related or is of unknown origin, check with your family physician before sending the student to school.
- Your child's health is important to all of us. If your child should display symptoms of illness (i.e. a temperature >100 degrees or repeated vomiting or repeated diarrhea etc.) while at school, the parents will be notified and requested to pick up their child immediately. The child will be asked to lie down on a mat in the classroom and made as comfortable as possible while awaiting parental arrival. The child will be supervised at all times.

## Inclement Weather

Maranatha Wee Learners' Childcare Center will make every effort to be open regardless of weather. But should any announcement regarding closing need to be made, it will be broadcast on WCCO, 830 on your am dial.

If a snowstorm warrants an early closing of the center, parents will be notified to pick up their child. A staff person will stay with any child whose parent was unable to be reached until that parent arrives.

## Infant Food Policy

### Preparation, Handling, and Storage

- Infants must be fed according to their individual feeding schedule which is determined by the parents. Individual feeding plans will be reevaluated monthly until the child is 15 months old.
- Infants will be held during bottle feeding. Formula or breast milk left in a bottle at the end of a feeding will be discarded.
- Parents will provide enough breast milk or formula and bottles to allow for feedings every two to three hours. The individual bottles must be labeled with child's name and date, and refrigerated at the center until used. Formula or bottled breast milk will not be stored or used more than 24 hours after preparation. Breast milk must be labeled and dated. Frozen breast milk must be used within two weeks.
- Refrigerated bottles will be warmed in warm water. The temperature must be tested by sprinkling a little on your wrist.
- Baby food may be served cold, at room temperature or heated. Do not heat baby food in baby food jars. They are not heat-resistant and can crack or break when heated in the microwave. Food can be warmed by placing in a microwave safe dish and heating for a few seconds. When the food is warm, stir, and let the food stand a short time before serving because hot spots can be created. Food may feel cool to the touch but be hot in the middle. Always test food by placing some on your wrist or by tasting the food. Use your own spoon for tasting; never use the baby's spoon.
- All readily perishable food or drink brought by children will be refrigerated at or below 45 degrees (F), 7 degrees (C), except when being prepared or served.

- g. Formula or bottled milk will be kept at room temperature for no more than 2 hours at which time it will be discarded.
- h. Sanitary methods will be used in handling formula, bottles and nipples.
- i. Commercially prepared formulas must be prepared and stored according to package labeling.
- j. Pre-filled bottles for single use by one child are to be cleaned and sent home.
- k. Solid food shall be introduced to the individual child according to the parent's instructions provided such instructions do not conflict with safe health practices.
- l. Commercial baby food containers that are opened will be covered, dated and labeled as to the contents and refrigerated. The contents will be used or discarded within a 36 hour period. A child will not be fed directly from baby food containers. If the contents are to be fed to the child at more than 1 sitting, one serving will be put in a serving dish and the second serving will be kept in the original container and immediately returned to the refrigerator. Any food left over in the serving dish must be discarded.
- m. Staff will wash their hands according to the recommended hand washing technique prior to preparing or serving any food or drink.
- n. Medically required special diets, formulas or food supplements shall be given to children only after obtaining written instructions from the child's parent(s) and registered dietician or physician.

## Lunch

We provide lunch, for toddlers and preschoolers, which is included in weekly tuition. A monthly menu calendar is available each month. Children will sit at tables to eat their lunch.

## Pets

If we have a pet come to visit the childcare, parents will be given prior notification.

## Photos

Periodically, we may take pictures of the children during their activities to display on the bulletin boards. No children's pictures will be published without the parent's written permission.

## Playtime

We will play outside each day as the weather permits. During cold or rainy days, the children will enjoy active play in the large muscle room.

## Show and Tell

Children will have an opportunity, on a rotational basis, to bring something to share with their age mates. The rotation will be determined and directed by the teacher. Please assist your child in their selection.

## Snacks

A healthy snack will be provided for your child in the morning and afternoon. Children will sit at tables while eating snacks.

## Transportation

It is the parents' responsibility to provide transportation to and from childcare. Please let the childcare supervisor or director know if someone other than the parent or usual person will be picking up your child. The staff cannot provide transportation.

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