

# Peace Childcare Learning Center

Family Handbook



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Phone: 715-623-2200

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## **Welcome to Peace Lutheran Ministries Church – School – Childcare**

Dear Family,

We welcome you and your child to the Peace Childcare Learning Center (CLC). We strongly believe that open communication between families and our staff is essential to fully meet your child's needs. We look forward to developing a positive relationship with you through Christ.

Peace CLC is committed to making a difference for children by providing well trained professionals and a happy, warm, educational, Christian environment to foster your child's growth and development. All staff have been chosen because of their educational qualifications, a love of young children and dedication to the Christian Faith.

Peace CLC uses a thematic approach and children's individual interest, creative curriculum and national standards to develop our classroom curriculum. Each classroom develops learning centers and activities based on the age and appropriate developmental stage levels of the children. We promote cultural diversity within our center by exposing the children to different areas of the world through creative play.

Peace CLC is not licensed, nor is required to be by the State of Wisconsin. We choose to closely follow regulations that assure the health and safety of children in a quality environment.

The staff of Peace Lutheran Ministries are eager to know if there are ways our programs might better serve your needs. As a family enrolled in our program, you are encouraged to observe and to participate in activities and events. If you ever have any suggestions or concerns, please feel free to talk about them openly with the staff.

Again, we welcome you and thank you for choosing Peace Childcare Learning Center. We look forward to a long and rewarding relationship. We hope you will find this handbook useful as an orientation to our policies. If you have any additional questions, please feel free to ask me.

Jenny Weyker  
Childcare Director



## **Welcome to Peace Childcare Learning Center**

The Vision of Peace Lutheran Ministries:  
Peace will nurture and educate families in our community,  
beginning with children, so that they live abundant  
lives in Christ.

### **Our approach will be to guide children in their development in the following areas:**

- *Spiritual*
- *Emotional*
- *Social*
- *Physical*
- *Intellectual*

### **We Believe:**

- It is important for children to know Jesus loves them, is always with them and forgives them. We promote interest in the Bible through everyday activities.
- When working with children, it is important to be a partner with and supportive of the whole family, not just the child. Therefore, a loving respectful relationship between children, staff, and families is vital for success.
- It is important to provide positive guidance in helping children make smart choices by learning through play, regarding feelings and behaviors so they can develop positive self-esteem and self-control.
- Open communication between families and staff is important to effectively partner with families.
- Children need a safe, clean, healthy environment in which to learn and grow. This is why consistency and routine are important for children's growth and development.
- Academics are a vital part in the development of the whole child, including the following areas:
  - Health and Physical Development
  - Social and Emotional Development
  - Language Development and Communication
  - Approaches to Learning
  - Cognition and General Knowledge
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Peace Lutheran Ministries invites you and your family to join us for church services.  
We worship on Saturdays at 6:00 PM (or Thursdays at 6:30 P.M. during summer months)  
and on Sundays at 8:00 AM and 10:30 AM.  
We would love to see you!

**3K - School Program Fees:**

2024-25 School Year

Mon./Wed. or Tues./Thurs. (8-11 a.m) \$800.00 per year (may be paid in 10 monthly installments of \$80.00)  
 3K Registration Fee \$75.00 (due at time of registration)

**Special Enrollment Required** This is a school-year only program that operates with Peace Lutheran School but under the supervision of Peace Childcare Learning Center. Special enrollment is required due to limited program space. Class is held two mornings a week for 3 hours only with school calendar. Enrollment/attendance in 3K does not guarantee placement in 4K at Peace Lutheran School.

**Childcare Fees: (effective 6/05/24)**

6 weeks – up to 2 years

No. of Days/Week	1	2	3	4	5
Full Days (more than 5 hours)	\$46.00	\$92.00	\$138.00	\$184.00	\$230.00
Half Days (5 hours or less)					

2-year-olds

No. of Days/Week	1	2	3	4	5
Full Days (more than 5 hours)	\$40.00	\$80.00	\$120.00	\$160.00	\$200.00
Half Days (5 hours or less)					

3,4 and 5 year olds (includes 3K wrap around care and All Saints 4K)

No. of Days/Week	1	2	3	4	5
Full Days (more than 5 hours)	\$38.00	\$76.00	\$114.00	\$152.00	\$190.00
Half Days (5 hours or less)	\$30.00	\$60.00	\$90.00	\$120.00	\$150.00

School-Aged (Peace 4K, All 5K and up)

(Peace 4K will be charged before and/or after school - plus 3/4/5 year-old full day rate (\$38) if using Fridays)

No. of Days/Week	1	2	3	4	5
Full Days (more than 5 hours)	\$32.00	\$64.00	\$96.00	\$128.00	\$160.00
Half Days (5 hours or less)	\$28.00	\$56.00	\$84.00	\$112.00	\$140.00
Before School Only	\$8	\$16	\$24	\$32	\$40
After School Only	\$10	\$20	\$30	\$40	\$50
Before & After	\$15	\$30	\$45	\$60	\$75
School Out Day (in addition to Before/After Chg.)	+\$15/day				

*\*15% discount is given to families with more than one child enrolled and is applied to the oldest child's fees*

**Registration Fees:**

Initial Registration Fee – due at time of enrollment \$35 individual/\$50 family  
 Annual Registration Fee – due at time of Fall registration \$20.00 per child  
 Summer Activity Fee – will be charged the first week of summer program for certain age groups

**Age and Requirements:**

Serving families with children 6 weeks through 12 years of age

**Days/Hours of Operation:**

Monday – Friday, 6:00 A.M. – 6:00 P.M.  
 \*Hours subject to actual attendance schedules

**Holidays that Childcare is Closed:**

New Year's Eve (early closure)	In-Service Days (late August)
New Year's Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Thanksgiving Friday
In-Service Days (late May or early June)	Christmas Eve
Independence Day	Christmas Day

***\*Peace CLC has the right to close the center on any day due to low enrollment, center emergency or weather conditions.***

## **Enrollment:**

Enrollment is open to children of any sex, race, color, creed, handicap/disability, sexual orientation, and national or ethnic origin. Reasonable accommodation will be made for all children enrolled at Peace CLC. All enrollment paperwork must be thoroughly completed and returned in a timely manner for your child to utilize childcare services.

- The *Peace Childcare Learning Center Enrollment* form must be returned and accompanied with the \$30.00 non-refundable initial registration fee per child/\$45.00 per family. (An annual registration fee per child of \$20.00 is due upon registration for Fall, each year.)
- The *Childcare Enrollment and Health History* forms must be completed and returned on or before your child's first day of attendance. Forms must be updated each year. \*\*Emergency contacts should include persons that would be available within 10 minutes of notification.\*\*
- The *Child Health Report*, a portion is to be completed by a parent and a portion is to be completed and signed by your child's physician. The examination date is to be dated no more than one year prior to your child's first date of attendance. This form is to be returned within 90 days after your child's first day of attendance.
- The *Immunization Record* form is to be completed and returned within 30 days after your child's first day of attendance. This form should be kept current as your child is immunized.
- The *Emergency Action Plans* are forms to be filled out if child has known food allergy, asthma, or seizures. Please request form from Childcare Director.
- The *Childcare Parent Handbook* is available at [www.peaceantigo.org/childcare](http://www.peaceantigo.org/childcare). You are responsible for the information located inside this document.

ACCORDING TO STATE OF WISCONSIN LICENSING GUIDELINES,  
ENROLLMENT OF A CHILD MAY BE TERMINATED IF THESE FORMS ARE NOT  
COMPLETED AND RETURNED IN A TIMELY MANNER.

Information included on these forms and all other information concerning your child is kept confidential and in a locked file. Individuals at Peace CLC having access to your child's records may not discuss or disclose personal information regarding your child or family. This does not apply to:

- Parent or person authorized in writing by the parent to receive such information.
- The licensing representative from the Department of Health and Family Services may have access to all necessary records in compliance with licensing standards.
- Parents may have access to their child's records upon request to the Director. Peace CLC permits parents to visit and observe at any time during regular hours of operation, unless access is prohibited or restricted by court order.

## **Daily Schedule:**

Classroom Schedules are posted outside the classrooms. Schedules are flexible to accommodate the day's events.

## **Fee Policy:**

Peace Childcare Learning Center is a ministry of Peace Lutheran Church. To keep our childcare fees down we depend on tuition being paid on time, so we meet our obligations. All part-time and full-time enrollments (excludes drop-in) have contracted with Peace CLC to hold a spot for your child. You are responsible for paying tuition for that spot whether your child attends or not. If you need to change your agreed upon schedule, please see the Childcare Director or follow the steps in the attendance policy.

- There is a non-refundable initial registration fee of \$30 per child/\$45.00 per family.
- Registration payment is due the first day your child attends Peace CLC. Tuition will be billed the Friday of care. Payment is due upon receipt of the invoice. Prepaid tuition is non-refundable, apart from the decision to end the child's enrollment, subject to approval by the Childcare Leadership Team.
- If no payment has been made within a two-week period, children will not be allowed to return until the tuition is paid in full or a payment plan is in place.
- A \$25.00 late fee per week can be charged for accounts excessively past due. Assessment of this fee is at the discretion of the Childcare Director. Please contact the Director if your payment is past due.
- There is a \$50.00 fee for all returned checks.
- A 15% discount is given to families with more than one child enrolled. A discount is applied to the oldest child's fees.
- Only one discount can be applied per child.
- SCRIP can be used to pay childcare fees.
- Checks should be made out to Peace Lutheran. In the memo line write childcare and child's name.
- Cash and checks should be placed in the locked payment box located by the childcare information table. Do not hand tuition to childcare staff or leave on office desk.
- Credit or debit card payments can be made online at [myprocare.com](http://myprocare.com) or by using the ProCare app.
- There is a charge of \$2.00 for every minute your child is not picked up after 6:00 PM. The director will charge this fee to your account.
- An account with a history of overdue balance will have grounds for termination of enrollment.
- Any unpaid balance will be sent to Small Claims Court. Late charges will be applied to the account in addition to any legal fees involved.

Scrip Program Explanation - Families of Peace CLC can earn fee credit by applying the 50% SCRIP earnings to the childcare bill. For families that enroll children in both PCLC and PLS, credit will be applied to any previous balance first. Family and friends sign a family designation form to indicate which family they wish to designate SCRIP proceeds. Earnings from June 1 – May 31 will be applied to childcare fees for the following year, beginning July 1<sup>st</sup>.

## **Religious Observations and Training:**

Peace Childcare Learning Center is a ministry of Peace Lutheran Church, part of the LCMS. Children will participate in chapel, be asked to pray before meals and snacks, learn bible stories and songs in accordance with the Lutheran faith. Families do not need to be members of the Lutheran Church Missouri Synod (LCMS) to attend Peace CLC.

## **Absent Days:**

Absent days may be used for illness, vacation or any other reason. Full-time children will receive 12 (twelve) absent days to use September- August with no charge. Part-time children will receive a prorated number of absent days. If you exceed these days, you will be charged for your agreed upon number of days. Absent days do not carry over. Children attending solely in the summer months will receive 3 (three) absent days to be used. You must call the office or email [jenny@peaceantigo.org](mailto:jenny@peaceantigo.org) to communicate your need to use an absent day.

## **Attendance Policy:**

- Children's attendance must be consistent with the hours and days that were indicated on the registration form and the childcare tuition agreement. A varied schedule must get pre-approval from the Director.
- Full tuition payment will be required for the hours and days that were indicated on the registration form, even if your child is not present at the center for any reason (excluding absent days).
- Parents must notify the Director in writing by noon on Thursday prior to any changes that occur in the child's permanent attendance schedule. This is done by filling out a schedule change request form.
- Varied schedules (pre-approved) must be submitted by noon on Thursday prior to care. Requests for care or changes received after Thursday will be charged an additional \$10.00 per child. All request approvals are subject to availability.
- A two-week notice to the Director is required in writing if a child is to end their enrollment at Peace CLC. If a child's enrollment ends without the two weeks' notice to the Director, the parents are still required to pay tuition for the two weeks following the child's last week present at Peace CLC.
- Children may be put on a waiting list if the age appropriate program is full. Priority consideration will be given to siblings of currently enrolled children and members of Peace Lutheran Ministries.
- If your child will be absent for any reason, please notify Peace office #100 by 9:00 AM.
- If your child is not at the Center during their regular scheduled time and you have not called, we will attempt to contact you after 9 AM to confirm your child's absence.

## **Daily Arrival and Dismissal:**

- Families should enter at Peace main office (East) doors. Use your family code on the keypad on the right and wait for the door to be "clicked" open.
- Parents are required to sign their children in and out of Peace CLC via the Procure i-pad daily. This station is located around the corner from Peace Lutheran Ministries' main office. \*\*\*
- You must walk your child into Peace CLC, sign them in, and then walk them to their assigned classroom. There is NO DROPPING AT THE DOOR ANYTIME! \*\*\*
- Your child may be picked up only by those names listed on the Contact Information – Enrollment Agreement form. If someone other than the child's parents listed on the enrollment form is picking up your child, you will need to notify Peace CLC. We will then require written consent from the parent authorizing the pickup. The person picking up will be required to identify him / herself with a picture ID before they will be able to leave with that child. Anyone picking up must be 18 years or older.
- Notification to Peace CLC is required if you are going to be delayed in picking up your child by 6:00 PM. Please see Peace CLC's Fee Policy section of the handbook for clarification.

## **Late Starts / Early Release from School:**

- If Antigo Schools and Peace Lutheran School delay school start time or release students early from school, students enrolled in Peace CLC may attend. Please verify attendance with a staff member.

## **Staff Continuing Education & Training:**

All teaching staff of Peace CLC are trained in first aid, CPR, AED and other emergency training requirements. Staff maintain requirements for continuing education yearly.

## **Classroom / Playground Safety:**

- \*Be Kind (show caring and compassion for each other)
- \*Be Clean (wash hands, pick up toys when done)
- \*Be Safe (walking feet, inside voices, hands to ourselves)
- \*Be the Best you can BE!

## **Safety:**

- Children are signed into a headcount form, upon arrival, by the classroom teacher. Hourly name to face counts are made. Classroom teacher tracks how many children are in their care, at all times.
- Cameras are located at the main entrance and hallway of Peace CLC and throughout PLM.
- When a child is being picked up, all parents and guardians are required to use the main entrance. You will not be permitted into the building by the side entrance.
- When leaving Peace CLC parents and guardians must exit using the main entrance.
- All external doors are locked during Peace CLC hours of operation.
- Classrooms and office are equipped with a weather radio.
- Classrooms are equipped with plans for fire, tornado, missing child or other emergencies.

## **Guidance Policy:**

Peace Childcare Learning Center recognizes the diversity in each child's needs and development. Classroom arrangement and programming will be used to promote positive behavior. Teachers will use positive strategies and techniques to guide children's behavior. This may include use of encouraging statements, praise and prayer, making note of desired behavior, redirecting undesirable behavior, offering choices, setting appropriate and enforceable limits, encouraging problem-solving and allowing logical natural consequences.

Transition techniques such as finger plays, songs, or reading will be used to limit a child's wait time when moving from one activity to another. If two teachers are available, one should be engaged in an activity that keeps children's attention while the other finishes getting children ready. This may aid in preventing undesired behaviors.

A time out period may be used to interrupt a child's undesirable behavior. Time out periods may not exceed 5 minutes and will vary according to the child's age. The classroom teacher will discuss with the child the positive behavior desired. The use of punishment with children is strictly prohibited. At no time may a staff member withhold food, bathroom use or rest. Staff members are not permitted to use any form of physical punishment, including spanking. There will be no use of harsh, demeaning, or abusive language regarding children.

Further action, beyond utilizing age-appropriate teaching techniques, will be taken if a child is known to exhibit any of the following behaviors:

- Physically hurting others (ex. pinching, hitting, kicking, biting, pushing (to the ground))
- Throwing toys or furniture (with negative intention)
- More than one use of inappropriate language or touch
- Repeated refusal to travel with the class
- Unsafe actions that continue beyond a teacher's attempt at direction/redirection (ex. leaving the class, climbing indoors, frequent running or horseplay, hiding etc.)

With discretion of the Childcare Director and/or Childcare Leadership Team, further action may include and will often progress in the following order:

- writing an incident report
- logging child's undesired behavior
- a phone call to parent/guardian
- design of a Behavior Intervention Plan
- teacher and Director meeting with parent/guardian
- suspension or lessening of time in childcare/class
- termination of enrollment



Safety is our number one concern. Peace CLC believes that parents and staff must work together to address persistent behavioral issues Children who pose a direct threat (a substantial risk of serious harm to the health and safety of others) will be excluded from Peace CLC after meeting with the Director

#### Discharge from Peace CLC:

When Peace CLC cannot meet the individual needs of a child or if program policies are consistently being disregarded, the Director may immediately terminate the child's enrollment in Peace CLC.

Possible reasons for termination of enrollment:

- The child's behavior has a negative effect on the well-being and development of other children. See list of behavior examples above.
- Parent/guardian failure to address complaints through proper procedures.
- Non-payment of tuition and fees or habitual lateness in picking up a child.
- Failure to provide the required Peace CLC forms.
- Obscene or lewd behavior or language.
- Possession of dangerous material.
- Flagrant disrespect of Peace CLC staff, Director or other individuals in the center by a child or parent/guardian.
- Theft or willful destruction of school property or the property of others.

#### **Child Abuse and Neglect:**

All staff of Peace CLC including volunteers, who know or have reasonable cause to suspect that a child has been abused or neglected, shall immediately contact the Department of Social Services or a local law enforcement agency.

#### **Health & Wellness Policy:**

Wellness policies at Peace CLC are designed to protect the health and safety for all participants. A child must be kept home if there is any indication that he/she is too ill to comfortably carry out the day's routine (including outside play) or has other symptoms of illness. Each child, upon arrival at Peace CLC, will be observed by a staff person for symptoms of illness and sent back home if ill.

For the health and welfare of our children, parents will be required to pick up their child within 1 hour if the following is displayed:

- Excessive irritability and fatigue; inability to participate in classroom activities
- Complaints of sore throat or stomachache
- Inflammation of or discharge from the eyes
- Fever of 100.4 degrees or higher
- Unexplained Rash
- Vomiting
- Diarrhea (2 or more episodes within a two hour time period)
- Persistent coughing and excessive discolored runny nose

Children may not return to the center until symptom free for 24 hours. See Vacation & Sick day policy about tuition payments.

Communicable diseases must be reported to the director upon confirmation so proper notification of the exposure can be given to childcare families. If a child has a communicable disease, they may return to Peace CLC only after the longest period of contagion for the disease has ended, according to the Department of Health guidelines or a statement from a physician is provided. Families will be notified of exposure through signs and information provided at the childcare table. All children's names will be confidential in this matter.

Staff members of Peace CLC may administer prescription or non-prescription medication to a child only when an authorization form is signed and dated by a guardian. The medication must be in the original container and labeled with the child's name. The original label must include the dosage directions for administration. All medication will be kept in a locked box or cabinet in the childcare office. All medication administered will be recorded in a medication logbook.

Staff members of Peace CLC may apply sunscreen and/or insect repellent to a child only when an authorization form is signed and dated by a parent. The center will provide sunscreen or the family may choose to bring their own. All sunscreen must be in the original container and clearly labeled with the child's name.

### **Injury Procedures:**

Staff members will treat any minor injury obtained by a child while present at Peace CLC or on a field trip. The extent of the treatment will be soap, water, ice, bandage and comfort care. Parents will be notified of the situation both verbally and via ProCare or a written *Accident Report*. Staff members will document the accident in the injury logbook. In the event of a serious, but non-life-threatening injury, the child's parents will be notified immediately by phone. It is then the parent's responsibility to seek medical attention of their choice. While waiting for their parent to arrive, the injured child will be made as comfortable as possible. When an injury requires professional treatment, an *Accident Report* must be filled out and sent to a Wisconsin Day Care Licensing Specialist (if licensed.) Once a child has been signed out at the end of their day, Peace CLC is no longer responsible for the well-being and care of that child.

### **Emergency Medical Treatment:**

The standard medical procedure for a child or adult, who requires further medical treatment or hospitalization, will be transported by ambulance from Peace CLC to Aspirus Langlade Hospital in Antigo, at the cost of the parent or guardian. In the event of a life-threatening injury to a child, 911 will be called. That child will be transported to Aspirus Langlade Hospital in Antigo. A staff member will accompany the child to the hospital. Parents will be notified immediately. A staff person or vehicle is available within 5 minutes in cases of emergency.

### **Allergy Aware Facility:**

Peace Lutheran School is an allergen aware facility and strives to minimize potential food allergen exposure as much as reasonably possible. Peace Childcare Learning Center attempts to follow the guidelines set forth by PLS. If your child has an allergy, inform Childcare Director upon enrollment and complete the necessary paperwork.

### **Nutrition:**

Menus will be posted on the childcare bulletin board, on the Peace website and in the childcare kitchen. All food is prepared in the Peace Ministries kitchen. Food is never used as a reward or punishment. Parents are always welcome to come eat lunch at the center. Please let us know ahead of time so we may tell the cook.

Cooks, staff members, and childcare workers having direct contact with children shall be informed about food allergies of specific children. Special diets may be served only upon written instruction of a child's physician and upon request of the parent.

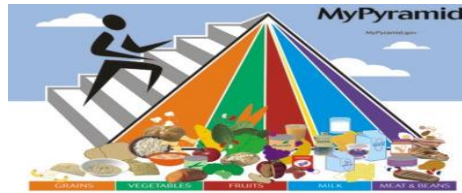
Each classroom has an allergy list and medical board for all children in the center. All food allergies and special diets are reviewed with the center cook and a plan is posted in the center kitchen.

Families are welcome to pack and send breakfast and lunch if it is a complete and nutritious meal. Food may be brought in for the following reasons: personal preference, food allergies, medical reasons or a special diet

such as vegetarian or kosher. We are unable to heat or cool foods provided from home. A doctor's note is required if childcare will be substituting food due to allergies.

All children will be offered morning breakfast, lunch, and afternoon snack every day at no additional cost. Meals and snacks offered at Peace CLC will meet the U.S. Department of Agriculture Child Care meal requirements. Food will be served at flexible intervals, but no child will go longer than three hours without eating. Enough food shall be prepared for each meal so that second portions of fruit, vegetables, and milk are available to children. Infants consuming (formula or breastmilk) bottles and food other than program provided table-food (baby food) will follow a schedule lead by the infant along with parent input. Parents will be asked to provide the bottles, formula or breastmilk and baby food.

School aged children will be provided snack during the After-School Program. School aged children can purchase a lunch through the NSL program during the school day. During the summer months, breakfast and lunch will be provided as well.



### **Birthday Policy:**

We understand that birthdays are a special time for our young friends and parents want to make the most of their child's day special. Each child is a blessing from God and we want to celebrate their life. Parents are more than welcome to come and join their child for lunch to help them celebrate. Age-appropriate favors such as bubbles, play-dough, etc. are perfectly acceptable to share with the classroom. No homemade treats please, prepackaged items only.

### **Sleeping and Rest Time:**

After lunch is "Quiet Time." Children lie on a provided cot, mat or sleeping bag and listen to soft music. Children can sleep until the end of nap period. Staff will be available to "rub backs" and maintain a restful atmosphere. Children who are still awake after 30 to 40 minutes are permitted to have quiet time with activities that will not disturb other children.

Each child has their own cot or mat. Cots are disinfected after nap time and stacked. Parents can supply a small crib-size blanket for their child during rest time. This blanket will need to go home weekly to be washed and returned the following week. Stuffed toys are acceptable with the teacher's approval.

### **Personal Belongings:**

All children share the toys and educational materials at Peace CLC as part of their learning experience. The center has an ample supply of equipment and materials. Peace CLC cannot assume responsibility for loss or damage to any personal possessions' children bring to the site. Therefore, children are asked to leave their personal belongings at home or in their backpacks.

### **Inside & Outside Temperature:**

The inside temperature of Peace CLC will not be less than 67 degrees Fahrenheit. If the inside temperature exceeds 80 degrees Fahrenheit, Peace CLC will provide for air circulation using air conditioning and / or fans.

Children **over** the age of two years will go outside daily unless the wind chill is 0 degrees Fahrenheit or below, or the temperature is above 90 degrees Fahrenheit. Parents must remember to supply their children with proper clothing for outside play, including shoes. All children will go outside for morning and afternoon play.

### Winter Weather Policy:

Please remember PCLC does not follow the public school or Peace Lutheran School closings. It is important that you check for closures as follows:

- Tune into local media (television, radio) to watch/listen for an announcement about Peace Childcare Learning Center.
- Receive an e-mail, text or ProCare message informing you the childcare is closed.



We will only close Peace CLC if we feel driving conditions and safety is a concern or if a State of Emergency has been posted. Tuition charges may still apply.

### Pet Policy:

Currently, the school has a dog on premises. Dexter is a therapy dog, belonging to our principal. Acceptable classroom pets are fish, hamsters, or gerbils. Each classroom is allowed one pet at a time and the lead teacher is responsible for the daily care of the pet. Children may have supervised contact with the classroom pet and will wash hands before beginning a new activity. Any animal visitors will be announced ahead of time.

### Before/After School Activities:

The Before/After School Program is offered to children 5-12 years old. Full-time care is available on days that school is closed for all children enrolled in this program. Enrollment paperwork is necessary for participation in our Before/After School Program. There is no drop-in care for this program. Preregistration is required for scheduled school days off.

- |                      |                    |                                   |
|----------------------|--------------------|-----------------------------------|
| • Before School Care | 6:00 AM to 7:30 AM | No Snack / No Breakfast           |
| • After School Care  | 3:00 PM to 6:00 PM | Snack Offered                     |
| • No School Days     | 6:00 AM to 6:00 PM | Breakfast & Lunch & Snack Offered |

### Summer Program:

We offer full-time and part-time care during the summer. This program runs ten to twelve weeks. You must be enrolled at Peace CLC to be part of this program. There is no drop-in care for this program.

Summer Program activities include the following:

- Water Play Days
- Chapel
- Movies
- Cooking
- Arts/Crafts
- Science
- Field Trips
- Gym activities
- Park Trips



### Field Trip Policy:

Field trips give children the opportunity to learn about the community. You will be notified in advance of all scheduled trips and will be responsible for signing and returning the permission slip. Supervision is provided for these excursions. A lunch from home may be required. A summer activity fee will be charged for some age groups. If for any reason your child cannot participate in a scheduled trip, please inform the teacher, and keep your child at home.

Transportation for field trips may involve walking or bussing. Attendance records and child emergency information are kept with the Lead Teacher. Attendance is taken at each destination and again upon return to the site. Children are never left unattended on or near the vehicle. After exiting the bus an adult will physically walk through the vehicle to ensure all children have exited the vehicle. Child behavior on a field trip shall remain consistent with the classroom expectations, expressing Christian kindness and love toward all we meet. Any special accommodations for a child will be discussed with all parties involved including the driver, staff and volunteers. Peace CLC will contract with Malliette Busing for transportation – 715-627-4807. The use of staff vehicles is prohibited except in an emergency.



### **Parents and Staff Communication:**

We believe families are the most significant adults in a child’s life. Building a bridge between home, God, and Peace Childcare Learning Center plays a fundamental role for the children, parents, and Peace CLC staff. Parents are encouraged to visit Peace CLC throughout the year and are a valuable resource to the children and staff. We encourage you to volunteer your time by sharing your talents and abilities. Please feel free to arrange a time that works best for the children and staff to share story time, chapel time, a family tradition or joining the children for lunch. All volunteers, in contact with children, will require a background check. It is essential that Peace CLC staff and parents keep the lines of communication flowing. Procure or Peace email are the only acceptable forms of electronic communication between childcare staff and parents. Texting and social media are not to be use.

Peace CLC will provide opportunities for discussing your child’s needs/progress upon request or as seen fit.

We are protecting God’s very special gift at Peace Childcare Learning Center. As stated in our Mission Statement: We are followers of Jesus Christ. Our purpose is to strengthen each other in Him so that we share His love and Good News with everyone. Please display proper behavior and language when around the center.

Please check information table and board, classroom bulletin boards, newsletters, E-newsletters, Facebook page and our website [www.peaceantigo.org](http://www.peaceantigo.org) for current Peace CLC news.

### **Permission to Share Information:**

Peace Childcare Learning Center has permission to use my child’s image in the classroom, throughout the building, and on Peace Lutheran Ministries media pages. Names will not be associated with photos. If you do not want your child’s image used please provide a dated written exception to the Childcare Director.

### **Contact Information:**

Peace Childcare Learning Center’s Director is responsible for teachers, childcare kitchen staff, volunteers and student teachers. All financial and childcare business inquiries will go through the Center Director. The Center Director is overseen by the Childcare Leadership Team and their contact information can be found through the Peace office.

Peace Lutheran Ministries Administrative Team are;  
Pastor David Karolus (Lead Pastor) [d.karolus@peaceantigo.org](mailto:d.karolus@peaceantigo.org),  
Ms. Jenny Weyker (Childcare Director) [jenny@peaceantigo.org](mailto:jenny@peaceantigo.org) and,  
Mr. Paul Thompson (School Principal) [p.thompson@peaceantigo.org](mailto:p.thompson@peaceantigo.org)

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