

Parent Handbook of the Newman Catholic Early Childhood Centers

**NCECC: St. Michael
615 Stark Street
Wausau, WI 54403**

**NCECC: St. Therese
112 W. Kort Street
Schofield, WI 54476**

Handbook Effective January 2011

Last Reviewed / Revised June 2023



Newman Catholic Schools Fosters Disciples of Christ through Catholic Faith, Service, and Academics

Dear Parents,

Welcome to the Newman Catholic Early Childhood Centers. 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. Newman Catholic Schools offers a variety of options including: child care, extended day care and summer care for school-age children, preschool, 4 year-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 Early Childhood Centers: NCECC: St. Michael in Wausau, and NCECC: St. Therese in Schofield. Each Early Childhood 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. The 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.

The Early Childhood Centers encourage parental involvement and feedback. Open communication between staff and families is valued and encouraged. The 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 Newman Catholic Schools has for its students and parents. Please keep it in a safe area at home and refer to it throughout your time with us. Your support is critical.

The administration of Newman Catholic Schools, including the NCECC Site Directors, President, or President's designee, retain the right to interpret all policies and procedures listed, and may amend this handbook for just cause at any time 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

NCECC: St. Michael, Wausau

NCECC: St. Therese, Schofield

Licensed Child Care Program
3-Year-Old Preschool Program 4K Program

Licensed Child Care Program
4K Program Summer Camp



Newman Catholic Elementary Schools

NCES: St. Anne, Wausau

NCES: St. Mark, Rothschild

Kindergarten - Grade 5

3-Year Old Preschool - Grade 5



Newman Catholic Middle and High School

Wausau
Grades 6-12

Graduation and Beyond

Newman Catholic Schools Mission
Newman Catholic Schools Fosters Disciples of Christ through Catholic Faith, Service, and Academics.

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.

NCECC: St. Michael and NCECC: St. Therese are Catholic Schools in the Diocese of La Crosse. As Catholic Schools we will teach and advocate our Catholic Faith. All students are welcome in our schools, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

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Section 1 - Mission, Goals, and Directory Information

A - Newman Catholic Schools Mission Statement

Newman Catholic Schools Fosters Disciples of Christ through Catholic Faith, Service, and Academics.

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 Early Childhood 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 - Newman Catholic Schools Early Childhood Centers Mission Statement

Newman Catholic Schools offer 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

Newman Catholic Schools acknowledges a high quality early childhood 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 children develop and learn best in the context of a community where they are safe and valued. Children need to be assured their physical needs are met. A high quality early childhood program must be child centered and provide many opportunities for self-directed learning experiences. The teacher-child interactions are the most significant determiner of quality. Children will be assigned to a specific classroom with a regularly assigned teacher. In order to maintain high quality staff, all 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 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.

On occasion, Newman Catholic Schools may send out parent satisfaction surveys to collect data on how to better serve our families and students.

D - Goals – Systemwide and Early Childhood Centers

The goals of the Newman Catholic Schools 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 to 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.

The goals of the Early Childhood Center programs are as follows:

- Foster an environment where all children and families are welcome.
- Offer a comprehensive program of early childhood education.
- Provide high quality care to all members of the community.
- Provide a wide range of care options to meet the needs of today's parents.
- Provide excellence in care by meeting state licensing requirements and YoungStar standards.
- 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.

E - Diocesan Administration

Newman Catholic Schools is governed in part by the Diocese of La Crosse. As a program of Newman Catholic Schools, the Newman Catholic Licensed Child Care programs are also part of the Diocese.

- | | |
|---|---|
| 1. Bishop | Bishop William Callahan, Bishop of La Crosse Diocese |
| 2. Office for Catholic Schools | Thomas Reichenbacher, Director for Office of Catholic Schools |
| 3. Dean for Wausau Deanery | Father Samuel Martin, Holy Name of Jesus Parish |
| 4. Dean's Delegate to Newman Catholic Schools | TBD |

Note: Contact information for the individuals listed above may be obtained from the Early Childhood Center Site Director.

F - Newman Catholic Schools Administrative Team

District Office
1130 W. Bridge Street
Wausau, WI 54401

Phone - 715-845-5735
Fax - 715-842-1302

Jeff Gulan
Jacci Lepak
Jessica Noll
Melissa Kallin-Leininger
David Radtke
Renita Ulrich

President
Enrollment Specialist
Controller
Finance Assistant
IT Coordinator
Human Resources / Administrative Assistant

Advancement Office
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Wausau, WI 54401

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Alexzandra Zollpriester

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Josef Ackermann
Paul Michlig

Co-Athletic Director
Co-Athletic Director

Food Service Office
1130 W. Bridge Street
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Jenni Derks

Food Service Coordinator

SCRIP Office
615 Stark Street
Wausau, WI 54403

Phone - 715-842-4805
Fax - 715-842-1302

Christine Svennes

SCRIP Coordinator

G - Specific Building Information and Start / End Times

Newman Catholic Early Childhood Centers

NCECC: St. Michael
Mrs. Sarah Welch, Site Director
615 Stark Street, Wausau, WI 54403
Office - 715-848-0206 **Fax** - 715-842-1302

Open Monday - Friday 6:30 am to 5:30 pm
License Capacity - 70
License Ages - 6 weeks to 13 years
Licensed Child Care, 3-Year Old Preschool Program, 4K Program

NCECC: St. Therese
Mrs. Amy Faust, Site Director
112 W. Kort Street, Schofield, WI 54476
Office - 715-355-5254 **Fax** - 715-359-9565

Open Monday - Friday 6:30 am to 5:30 pm
License Capacity - 90
License Ages - 6 weeks to 13 years
Licensed Child Care, 4K Program Summer Camp

Newman Catholic Elementary Schools

NCES; St. Anne
Mr. Caleb Feidt, Principal
604 N. 6th Avenue, Wausau, WI 54401
Office - 715-845-5754 **Fax** - 715-842-1302

Start - 7:55 am End - 2:45 pm
Kindergarten - Grade 5

NCES: St. Mark
Mrs. Shirley Heise, Principal
602 Military Road, Rothschild, WI 54474
Office - 715-359-9662 **Fax** - 715-842-1302

Start - 7:55 am End - 2:45 pm
3-Year-Old Preschool - Grade 5

Newman Catholic Middle School

Mr. Carl Fech, Principal
1130 W. Bridge Street, Wausau, WI 54401
Office - 715-842-6274 **Fax** - 715-842-1302

Start - 7:45 am End - 2:45 pm
Grades 6 - 8

Newman Catholic High School

Mr. Carl Fech, Principal
1130 W. Bridge Street, Wausau, WI 54401
Office - 715-842-6274 **Fax** - 715-842-1302

Start - 7:45 am End - 2:45 pm
Grades 9 - 12

Newman Catholic Schools Website: www.newmancatholicschools.com

Section 2 - 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 Newman Catholic Schools handbooks.

- A. All Newman Catholic Schools and Early Childhood Centers are an extension of all the parishes in the Wausau area. Newman Catholic Schools and Early Childhood Centers are not private institutions, but parochial in nature. This is a very important distinction. Newman Catholic Schools 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 Newman Catholic Schools PK programs. Tuition covers only 38% of the costs involved in educating the students (PK) at Newman Catholic Schools. If Newman Catholic Schools programs were private, parents would need to fund 100% of the costs, and the religious function of Newman Catholic Schools 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 Newman Catholic Schools 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 Newman Catholic Schools (including the middle school and high school) by being present at school social events and in classrooms, when possible.
 - 2. Support and promote Newman Catholic Schools 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.

Section 3 - Enrollment Procedures and Options

A - Americans with Disabilities Act (ADA)

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, government services, public accommodations (Title III), commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.

B - Center Closure Information

In order to operate efficiently and provide high quality programming to the families, the Early Childhood Centers reserve the right to close a particular classroom or the building. Tuition adjustments may be given when the Early Childhood Center needs to close due to an unforeseen circumstance. The decision to close is based on various factors including, but not limited, to the following:

- Low student enrollment due to holidays or vacations.
Parents will be asked to sign up for care on weeks when low attendance is anticipated.
- Unforeseen facility problems, such as heating, electric, weather, etc.
- Staff shortages

C - Days and Hours of Operation

Days and Related Policies - Both Centers

Open Monday through Friday, year round with the following exceptions:

- Closures due to Employee Holidays
 - New Year's Day
 - Good Friday
 - Memorial Day
 - Independence Day
 - Thanksgiving Day
 - The Friday after Thanksgiving
 - Christmas Day
- Closures due to Staff Development.

An annual Early Childhood Center calendar listing all days closed is included in the annual registration packet.

Should an emergency closure be needed, the Early Childhood Centers will use all available communication methods to share the information with families, such as television and radio station announcements, social media posts (Facebook and Instagram), Constant Contact, and direct phone calls to families.

Hours of Operation - NCECC: St. Michael

- Open from 6:30 am to 5:30 pm.
- Advanced registration is required for Drop-In care.

Hours of Operation - NCECC: St. Therese

- Open from 6:30 am to 5:30 pm
- Extended Day Program for school age children is available from 6:30 am until school begins and from school dismissal until 5:30 pm.
- School Day Off/ Early Release Day care is offered on a space available basis including winter, spring and summer vacation times. Advanced registration is required for School Day Off / Early Release Day care.

D - Class Size / Enrollment Limitations in Regard to State Regulations

Enrollment numbers in each classroom are limited by 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 the information from the Early Childhood Center's Site Director.

Each classroom has a sign-in / sign-out log that lists the name, birthdate, and schedule of each child enrolled in that particular classroom. Each time a student enters the classroom, the staff member will record the time they arrived. Each time a student leaves the classroom, the staff member will record the time they departed. Classroom ratios are recalculated each time a student arrives or departs.

E - Enrollment Procedures and Policies

1. **Enrollment Priorities / Availability** - The following considerations are used in enrolling families or placing names of potential children/families on a waitlist 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.

Families may be placed on a waitlist if enrollments are at capacity. Enrollments may be reserved according to the priorities listed above.

When space in a classroom is available, the potential family will be notified first by phone call, then by email (if available) of the opening. The potential family will have forty-eight (48) hours - or two business days - to either accept or decline the opening before the next family on the waitlist will be contacted.

2. **Enrollment Steps** - The following steps are required in order to enroll a child in an Early Childhood Center:
 - Schedule and attend a parent meeting with the Site Director so Early Childhood Center policies can be reviewed and an evaluation can be completed and discussed to determine if the Early Childhood Center is able to meet the needs of the family.
 - Submit an annual non-refundable registration fee prior to or on the first day of enrollment.
 - Complete and submit all required enrollment forms prior to the first day of enrollment and during the annual re-enrollment period in August. Required enrollment forms include:
 - A signed Registration Form and Tuition Agreement for Newman Catholic Schools
 - The "Child Care Enrollment" form (DCF-F-CFS0062-E).
 - The "Health History and Emergency Care Plan" form (DCF-F-CFS2345-E).
 - The "Child Health Report - Child Care Centers" form (DCF-F-CFS0060-E)
 - The "Child Care Immunization Record" (F-44192)
 - The "All About Me / Family Intake" questionnaire
 - The Newman Catholic Schools Photo Release
 - The CACFP Household Size Income Statement
 - The CACFP Enrollment form
 - The Newman Catholic Schools Statement of Compliance
 - Materials and resources for families are provided in their native language upon request. The Department of Children and Families, Childcaring Inc., Family Resource and Referral and District Specialist will be contacted to make every effort to supply the needed materials and resources for families.
3. **Enrollment Information for Infants and Toddlers** - Parents of infants and toddlers must complete the "Intake for Child Under 2 Years - Child Care Centers" form (DCF-F-CFS0061) which includes the following information:
 - 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
- Sleep and nap schedule
- The child's way of communicating and being comforted

The staff of the Early Childhood Center will use the information to develop a plan of care for the child. The original form will be kept in the student's Early Childhood Center file; a copy will be kept with the teacher in the student's assigned classroom. Parents will document changes in a child's development and routines every three months based on observations at home or input from communication with the child's teacher. Infants/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 am - 8:30 am) or late afternoon hours of operation (3:30 pm - 5:30 pm) when numbers of children receiving care are greatly reduced.

4. **Withdrawal and Re-Enrollment** - Families who withdraw from the Early Childhood Center 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.

F - Parent and Student Information Requirement

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

- physical address
- telephone numbers – home, cell, work, etc.
- emergency contact information
- email address(es)
- 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

G - Termination of Enrollment Policy and Procedures

1. **Parent Request to Withdraw** - Parents must notify the Site Director in writing at least two (2) weeks in advance of withdrawing their child from the Early Childhood Center or charges will accrue. Tuition and fees paid in advance of care will be refunded by Newman Catholic Schools two to three weeks following withdrawal providing proper and timely notification was given.
2. **Dismissal from Center** - The Early Childhood Centers are committed to providing children with the best possible care. However, it may become necessary for an Early Childhood Center to dismiss a child. The Early Childhood Center will provide written notice if a child is dismissed from the Early Childhood Center. A child may be dismissed for one or a number of reasons, including, but not limited to the following:
 - The needs of the individual child cannot be met by the Early Childhood Center.
 - A family's failure to pay tuition and/or fees in a timely manner
 - A family's failure to submit required forms
 - A family's failure to observe policies and procedures of the Early Childhood Center relating to arrival or departure of the child, and to cooperate with staff.
 - A child's behavior is deemed detrimental to other children or adults at the Early Childhood Center. Examples include, but are not limited to habitual biting, chronic misbehavior, overly aggressive or threatening behavior, etc.

The Early Childhood Center's Site Director, appropriate Early Childhood Center staff, and the child's 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.

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.

A family may appeal their dismissal. However, if the proper steps are followed with the appropriate documentation for dismissal in place, having a dismissal overturned is rare.

If a family has a credit balance at the time of dismissal, that balance will be refunded to the family by Newman Catholic Schools two to three weeks following dismissal.

H - Programs Offered for Infancy through Pre Primary Age Children

- 1. Full Time Enrollment:** Full-time is defined as care needed for five or more hours per day. The appropriate full-time rate for the child's age will be charged. Per licensing regulations, families may utilize care up to a maximum of twelve hours per day, however, the Early Childhood Centers are only open eleven hours per day. The minimum amount of time to be enrolled for full-time status would be one (1) day per week for five (5) or more hours on that 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:** Part-time is defined as care needed for less than five hours per day. The appropriate part-time rate for the child's age will be charged. The minimum amount of time to be enrolled for part-time status would be one (1) day per week for less than (5) hours on that day. Families commit to a schedule of attendance and remain responsible for the time scheduled whether it is used or not.
- 3. Varied Schedule:** Early Childhood Center Site Director approval is needed for this type of schedule. A varied schedule is defined as care needed weekly, but the days and times may vary each week due to the parents work schedule. An example would be three days of care one week, but two days of care the following week on an alternating week schedule. A minimum of one day is charged weekly whether child care is used or not.

I - Programs Offered for School Age Children – NCECC: St. Therese 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/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.
- 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 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:** School age (for children who have completed Kindergarten) 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 Early Childhood Center. Registration is required and preference is given to families requesting full week care. A summer program weekly tuition rate is charged.

4. **School Closure Days:** The Early Childhood Centers are 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 Early Childhood Center 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. Note: Children must be enrolled in the School Day Off program to be eligible for school closure days. Newman Catholic Schools students will receive first enrollment options for all school-age student programs.

Section 4 - General Daily Schedule and Activities

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

| | |
|---------------------|---|
| 6:30 am - 7:45 am | Centers - Science, Writing, Art, Math, Blocks, Music, Manipulatives, etc. NOTE - multiple classrooms may be combined in the early morning hours due to low enrollment. |
| 7:45 am - 8:00 am | Handwashing / Bathroom breaks |
| 8:00 am - 8:30 am | Breakfast |
| 8:30 am - 8:45 am | Handwashing / Bathroom breaks |
| 8:45 am - 9:00 am | Group Time (calendar, music, movement, stories, discuss days activities) |
| 9:00 am - 10:00 am | Centers - Science, Writing, Art, Math, Blocks, Music, Manipulatives, etc. |
| 10:00 am - 10:45 am | Teacher directed large motor/gym/outside |
| 10:45 am - 11:00 am | Handwashing / Bathroom breaks |
| 11:00 am - 12:00 pm | Lunch |
| 12:00 pm - 2:00 pm | Handwashing / Bathroom breaks / Nap & Quiet Time |
| 2:00 pm - 2:30 pm | Handwashing / Bathroom breaks / Snack |
| 2:30 pm - 3:30 pm | Centers - Science, Writing, Art, Math, Blocks, Music, Manipulatives, etc. |
| 3:30 pm - 5:00 pm | Teacher directed large motor/gym/outside |
| 5:00 pm - 5:30 pm | Centers - Science, Writing, Art, Math, Blocks, Music, Manipulatives, etc. NOTE - multiple classrooms may be combined in the late afternoon hours due to low enrollment. |

Section 5 - General Information and Policies

A - Arrival and Departure

1. **Pick-Up / Drop-Off** - Procedures regarding picking up a child are strictly enforced.
 - Copies of legal child custody decrees are required in cases of divorce, separation, non-marriage, etc.
 - The Early Childhood Centers CANNOT deny a parent or legal guardian access to his/her child without proper court documents.
 - Children will be released ONLY to the persons listed on the child's enrollment form.
 - Advanced authorization is required for Early Childhood Center staff to release the child to someone not listed on the enrollment form.
 - Proof of identification such as legal photo ID and/or current driver license 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 Early Childhood Center staff will not release the child to that person's care. The Early Childhood Center staff 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.
 - If any unauthorized person arrives to pick-up a child, the child's parents/guardians will be contacted for approval before releasing the child to the pick-up person. Approval must be received or the child will not be released to the person. If the unauthorized person is not cooperative, emergency services will be contacted immediately.
 - At the point of drop-off all parents/guardians are required to bring their child into his/her classroom and have verbal communication with the child's teacher so he/she is aware the student has arrived.
 - Parents must assist their child with coats, hats, handwashing, etc.
 - Parents must inform their child's teacher anytime they depart the Early Childhood Center with their child.
 - Parents must give messages, and medications, directly to the teacher upon arrival.
 - Parents must inform the teacher and/or Early Childhood Center office of any changes of people authorized to pick-up their child.

2. **Sign In / Out**
 - Teachers document each child's arrival time and departure time on the classroom attendance sheet on the classroom clipboard. This will allow the staff to keep track of the children and help in maintaining the teacher to child ratio.
 - By the end of each week, the parent must sign the attendance sheet to verify their child's time in and out for each day of attendance in the week. The attendance sheet will be turned in to the Early Childhood Center office for recordkeeping.

B - Attendance Policies

1. **General attendance expectations**
 - When calling in to report an absence, parents should leave a voicemail if they are unable to speak directly to a staff member.
 - Children are expected to attend the Early Childhood Center during their regularly scheduled hours, and MUST receive prior approval from the Site Director for all schedule changes. If an emergency arises and a family must change their schedule, the family is required to contact the Early Childhood Center office immediately and notify staff so they are able to plan accordingly to maintain teacher to student ratios. If prior approval is not received, care may be denied if the staff are unable to maintain teacher to student ratios.

- Parents are expected to contact the Early Childhood Center on days when their child is not attending. If a parent does not notify the Early Childhood Center by one (1) hour beyond the scheduled arrival time, Early Childhood Center staff will attempt to contact the parent.
 - Children are expected to stay at home when ill. (See Section 7, Letter J “Illness / Disease Policies and Procedures”).
2. **Part-Time Requests for a Full-Time Slot** - Occasionally parents request to pay for a full-time spot when part-time care is needed. When this arrangement is made, full-time fees will be charged for utilizing the spot and all full-time payment policies will be enforced. All such requests are to be referred to the Site Director for approval.
 3. **Maximum Length of Care Per Day** - State regulations require children not be in care for longer than twelve hours a day. The Licensed Child care program is only open for eleven 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 are typically not allowed even if the Early Childhood Center is closed on a normally scheduled day. However, if a schedule change is needed prior approval must be received from the Site Director.
 - Families may request extra days. Extra days will be granted if space is available and permission is received by the Site Director. Tuition changes may occur based on schedule adjustments and tuition rates.
 - If a child is scheduled to attend the Early Childhood Center part-time and the family consistently utilizes more than 5 hours per day, the Site Director will communicate with the family that a schedule modification and/or tuition adjustment may be necessary.

C - Babysitting

At times, parents may ask staff to do babysitting for them outside of the Early Childhood Center’s regular hours of operation or when the staff member is off-duty from the Early Childhood Center. These arrangements are considered private and outside of the scope of authority of Newman Catholic Schools. Newman Catholic Schools 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 Site Director.

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. Procedures for documentation and reporting of suspected abuse and/or neglect is in place at the Early Childhood Centers.

E - Communications with Parents – Newman Catholic Schools Policy

Newman Catholic Schools issues a variety of publications to parents, students and alumni including Newman Catholic Schools Annual Report, Cardinal Connection newsletters, informational letters, news issued in our Newman Catholic Schools parish bulletins, Facebook, Constant Contact, Skylert, etc. Some publications are mailed, while others are included on the Newman Catholic Schools website, (www.newmancatholicschools.com), or sent home with students. Newman Catholic Schools also will solicit email addresses from parents in order to distribute important information to them. All parents are encouraged to provide their child(ren)’s school or Early

Childhood 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

The Early Childhood Centers believe it is important to foster positive relationships with the community. This will help children learn they too are an important part of the community. Therefore, a variety of volunteers are welcome to our Early Childhood Centers. The Early Childhood Centers 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. All volunteers are required to complete the Diocese of La Crosse Safe Environment paperwork, which can be collected from the Early Childhood Center office. Upon completion, the Early Childhood Centers will forward the forms to the District Office of Newman Catholic Schools to submit to the Diocese of La Crosse for review.

G - Concerns by Parents – Newman Catholic Schools Policy

Newman Catholic Schools is committed to helping parents resolve concerns they may have about the school, school programs, personnel, their students, etc. It is expected that parents will not speak negatively about Newman Catholic Schools 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 9, Administrative Recourse in this handbook for further information. Parents should always follow the chain of communication with order of contact as:

1. Your child's Teacher, Coach, or other staff member.
2. The Newman Catholic Schools Athletic Director (for athletic items).
3. The building's Principal or Site Director
4. The Newman Catholic Schools 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 a 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 Site Director. The Early Childhood 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 Early Childhood Center may or may not be able to honor the request depending on what is specifically noted in legal custody documents.

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

Parents are encouraged to be respectful of all children at the Early Childhood Centers 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 gossip among employees. If you have legitimate questions or concerns about behavior you witness at the Early Childhood Centers, please direct these concerns to the teachers present at the time or Site Director.

I - Cultural Awareness

The Early Childhood Centers will provide materials (books, pictures, toys, songs, events, etc.) that reflect diversity including race, abilities, age, culture, gender in non-stereotyping roles, etc.

J - Discipline and Guidance

1. **Basic Philosophy** - Newman Catholic Schools strives 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 focusing on guiding children to develop as caring, respectful and compassionate people is used. An approach focusing 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 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** - Early Childhood Center staff are committed to fostering a positive partnership with parents in the area of helping children develop positive and appropriate behaviors. The staff are 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, etc.

- 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
 - 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:
- observe and process minor behaviors such as whining, noise making and repetitive interruptions
 - encourage children with positive attention when they are behaving appropriately, helping another child or trying something difficult
 - using sincere and specific verbal praise and encouragement.
 - 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
 - discuss with a child consequences for behavior
 - encourage all children to help clean up a mess rather than being scolded for making the mess
 - teach 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
 - 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, biting, etc. The staff of the Early Childhood Centers will:
- redirect a child from an activity for a short period of time before rejoining the group
 - stand near a child to help facilitate his/her attention and actions
 - positively embrace a child if he/she 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** - Any punishment considered humiliating or frightening to a child is strictly prohibited. Corporal punishment is not allowed under any circumstances, even at parent request. 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. For example, a child under the age of 3 may be held on a staff person's lap and comforted until he/she regains control. A child older than the age of 3 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 positive

guidance 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. Timeouts are not to be used with children under the age of three. If a timeout is used, it will not exceed three minutes in length.

K - Display of Student Work – Newman Catholic Schools Policy

Newman Catholic Schools employees or others authorized by Newman Catholic Schools may be displaying student work at school and/or outside of the school building as a way of promoting the Newman Catholic Schools system, a particular class, or building. Parents who do not wish to have their child's work or name included in such displays should provide the Early Childhood Center's Site Director with a written statement explaining their wishes.

L - Dress Code Guidelines – Newman Catholic Schools 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, are 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 Early Childhood Centers are:

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

M - Flyer Distribution Policy

All requests for distribution of information from outside organizations must first receive the proper approval by a District 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 Newman Catholic Schools 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.

N - Inclement Weather Policy

Parents are required to review this annually as the procedures may be different between NCECC: St. Michael and NCECC: St. Therese and among the programs within each Early Childhood Center (Licensed Child Care vs. 3-Year-Old Preschool vs. 4K Program). See Appendix G for the Newman Catholic Schools Weather Related School Closing Procedures.

O - Insurance

The Early Childhood Centers are covered under the incorporation status of the Diocese of La Crosse for liability purposes. However, Newman Catholic Schools 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.

P - Licensing Notifications and Regulations

The Early Childhood Centers 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.

A copy is available in a binder by the family mailboxes. License certificate, recent inspection, notice of enforcement action etc. is posted on the bulletin board in the main entryway of the building.

Q - 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.

R - Parent Handbook

The Early Childhood Centers believe 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. 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.

The parent handbook, which includes child care policies, is in a binder located near the family mailboxes outside the Early Childhood Center Office.

S - Parent Participation and Involvement

Parents would only be prevented from participating in the following opportunities if there is a court order denying access on file with the Early Childhood Center office.

1. **Parent skills and talents** - Parents are welcomed and invited to share their skills and talents in their child's classroom. Parental involvement is key to enriching the everyday curriculum. The Diocese of La Crosse Safe Environment volunteer forms are required to be completed before volunteering for Newman Catholic Schools in any capacity.
2. **Classroom Observations** - Parents are welcome to observe their child's classroom. Contact your child's teacher for additional information. The Diocese of La Crosse Safe Environment volunteer forms are required to be completed before spending time in a classroom aside from picking up or dropping off your child(ren).
3. **Field Trip Involvement** - Parents are welcome to set aside time to join in planned field trip opportunities. The Diocese of La Crosse Safe Environment volunteer forms are required to be completed before joining a planned field trip.
4. **Parent / Teacher Conferences** - Conferences are held two times a year; generally in fall and spring. Conferences are an opportunity to review a child's progress and set learning goals. The Early Childhood Center staff will alert parents when it's time for conferences and assist in scheduling them. Parents are a child's first and foremost teacher and a parent's insight and knowledge will help staff implement an appropriate learning path for the child to follow. Parental participation is a key element in a successful parent-teacher partnership. The Early Childhood Centers value communication and teachers welcome any opportunity to address issues and share accomplishments of a child.

T - Party Invitation and Present Distribution – Birthday Parties – Newman Catholic Schools 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 the students may experience; **we ask parents to refrain from passing out invitations and/or presents at school unless the entire class or all boys and/or all girls receive one.** Please make arrangements for distribution of invitations and/or presents, or for group departures to be handled off school grounds and outside of school time. Please consult with the Site Director if you have questions regarding this policy.

U - Personal Possessions and Property Damage by Students – Newman Catholic Schools Policy

Newman Catholic Schools upholds and enforces the basic Catholic premise that all students should respect another's possessions, and that tampering with, stealing, or defacing someone's possessions is unacceptable. However, students and/or parents are responsible for proper care of their possessions. **The school or Early Childhood Center is not responsible for lost or stolen items.** Newman Catholic Schools discourages students from bringing personal items from home unless invited by their classroom teacher. In certain situations, the school or Early Childhood Center may need to conduct an investigation to help a student recover a lost or stolen item, or may need to contact legal authorities.

In the event 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 the child repeatedly treats materials inappropriately and incurs expense to the Early Childhood Center or school, 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.

V - Photographs of Students – Newman Catholic Schools Policy

Newman Catholic Schools employees, members of the news media, or other individuals involved with the business of Newman Catholic Schools 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 are not limited to promotional materials, the Newman Catholic Schools website, school and/or Early Childhood Center yearbooks, school and/or Early Childhood Center newsletters, news articles, advertisements, etc. Parents are required to complete a Photograph Release form at the time of enrollment and on an annual basis during registration.

W - Safe Environment Training Requirement for Parents – Newman Catholic Schools / Diocesan Policy

All Newman Catholic Schools parents in the schools or Early Childhood Centers are required to receive Diocesan approved Safe Environment training and are required to sign the Newman Catholic Schools compliance form. The Safe Environment training program contains information pertaining to the procedures and policies regarding sexual abuse of students by Diocesan employees.

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. All staff are required to obtain a Registry certificate within three months of their start date.

1. **General Licensed Child Care Teacher Qualifications** - Minimally, all child care teachers must have two courses for credit in early childhood education or its equivalent from an institution of higher education. All staff are required to be Adult and Pediatric First Aid/CPR/AED certified, regardless of the age of students

in a particular classroom. All staff members receive Sudden Infant Death Syndrome (SIDS), Shaken Baby Syndrome (SBS), Abusive Head Trauma prevention Training (AHT) and Child Abuse and Neglect (CAN) training.

2. **Specific requirements for Licensed Child Care Teachers of Infants and Toddlers** - In addition to general qualifications, 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 Early Childhood Center receive orientation by the first day of employment. The orientation will consist of the following: review licensing rules, center policies, contingency plans, first aid, job responsibilities, training in childhood illness/infectious diseases and universal precautions, schedule of center of activities, review child abuse and neglect/reporting procedures, procedure assigned children in your care, guidance techniques, sharing information of children/special needs, review of SIDS, procedure to contact a parent in child's absence, emergency training (First Aid/CPR/AED) and procedure for tracking transported children. The DCF "Staff Orientation Checklist - Group Child Care Centers" (DCF Form DCF-F-CFS2026) is used as part of the orientation process to ensure all policies and procedures are covered. There may be additional items to review that are site specific to NCECC: St. Michael or NCECC: St. Therese.
4. **Licensed Child Care Teacher Continuing Education Requirements** - All staff members are required to complete fifteen (15) hours of continuing education every calendar year. Courses, seminars, conferences covering early childhood education are appropriate topics for continuing education. Continuing education hours will be prorated as appropriate for new and part-time employees. Documentation of hours are kept in the staff personnel file for the licensing specialist to review. Staff may carry over hours of continuing education, approval from the Site Director is needed.

On a monthly basis, mandatory staff meetings are held. Meeting agendas and attendance are kept by the Site Director. On occasion, staff meetings may provide an additional source of continuing education credit depending on the topic(s) covered during the meeting. If a meeting topic is related to continuing education, the Site Director will provide the appropriate documentation for the employee and their staff file.

5. **Preschool Teachers and Aides** - Preschool teachers will have a Bachelor's degree along with meaningful experience and/or education in early childhood. Preschool Aides will have a high school diploma and/or Early Childhood I Certification (or the equivalent).
6. **4K Teachers and Aides** - 4K teachers will have a DPI certified teaching license. 4K Aides will meet the requirements issued by the public school district per the agreed upon program agreement/contract.
7. **Staff File** - Staff files are to have one file located at Newman Catholic Schools District Office and a file at their local site. Staff files have the following required paperwork:
 - staff health report / physical
 - background / fingerprinting / BID results
 - education and certificate requirements (Adult and Pediatric First Aid/CPR/AED, CAN, Shaken Baby, SIDS, Registry BBP, AHT)
8. **Staff Notification Requirements** - Any staff member convicted of a crime, has been or is being investigated by a government agency, has a substantiated governmental finding, or has a professional license denied, revoked, restricted or otherwise limited is required to notify the Site Director or Newman

Catholic Schools President as well as the Early Childhood Center's licensing agency no later than the next business day after the occurrence.

Y - Student Records

1. **Education 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 complete court order. If a court order exists, parents should provide the Early Childhood Center office with a copy of the court order. Please notify the Site Director if you wish to review any information and it will be made available to you.

2. **Child Care Records**
 - **"Ages & Stages Questionnaires" (ASQs)** - ASQs will be completed by parents for their child(ren) at certain age benchmarks. The ASQs are meant to assist with screening and monitoring children for potential early identification of children who may need further assessments done. The ASQ results may not be used in a way to contradict the family's philosophies. While the Early Childhood Centers would prefer parents complete the ASQs when requested, they are not obligated to do so. Parents would be asked to complete a waiver acknowledging their wishes to not complete the assessments for their child(ren).

 - **Daily Communication** - Parents are provided a daily communication journal or form containing notes pertaining to the child's day included but not limited to how they ate, moods, good vs. bad behaviors, etc.

 - **Licensing File** - Parents are required to provide up to date paperwork pertaining to their child, including their health. Early Childhood Center staff will be in contact with families when paperwork needs to be updated, such as the Child Health Report and Immunization Record which need to be updated every six months for children under two years old or every two years for a child over two years old.

Z - Website – Newman Catholic Schools Policy

Newman Catholic Schools employees, members of the news media, or other individuals involved with the business of Newman Catholic Schools 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 are required to complete a Photograph Release form at the time of enrollment.

The Newman Catholic Schools website is a major way in which Newman Catholic Schools 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 Centers encouraged to visit the Newman Catholic Schools website at www.newmancatholicschools.com on a consistent basis. Important parent information pertaining to each program in the system is included on the website including newsletters, registration forms, menus, handbooks, etc.

Section 6 - Curriculum Information and Related Policies

A - Extended School Day Program (Before and After School Care) – NCECC: St. Therese 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 and/or after their school day. Time is made available for children to do their homework, play games both indoors and out, have a snack, and engage with others.

Teachers plan appropriate weekly lesson plans. 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

B - Field Trips

Field trips are an important part of the child's growing knowledge of the surrounding community. Field trips are designed to support learning objectives. Generally field trips are in the Wausau metro area. Children will be transported to the field trip destination by walking, Wausau Metro Ride city bus, or Lamers school bus as appropriate. Children who are not regularly scheduled the day of the outing, are permitted to attend as long as their parents accompany them. Parent volunteers are encouraged to join Early Childhood Center staff on field trips provided they have completed the appropriate Safe Environment paperwork for the Diocese of La Crosse.

Parents will be notified of upcoming field trips and will be required to sign a permission slip and possibly 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 Early Childhood Center. Tuition remains the same regardless of attendance.

Field Trip Procedures

- Staff members will maintain a list of all field trip participants. Staff members carry emergency contact 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 by name. One teacher will be the last one on the bus to ensure 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 no child is left behind on the bus.
- Periodically throughout the field trip, attendance will be taken to confirm all students are present, which will be documented on Newman Catholic Schools Field Trip Attendance Report.
- Safety precautions are implemented when transporting children with disabilities or children who have limited ability to respond in an emergency such as additional chaperones, parent/family attendance, contact/discussion with field trip location supervisor, etc.

C - Program / Curriculum for Infants & Toddlers

The educational program for infants/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. The Early Childhood Centers follow the **Creative 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 interrelatedness 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.

Throughout the day each infant/toddler shall receive personal attention such as being held, rocked, talked to, sung to and taken on walks inside and outside the Early Childhood 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/toddlers is flexible due to the nature of their developmental needs.

As there are many activities for infants/toddlers to participate in throughout the day, screen time will not be an activity permitted for this age group through 35 months. This will include TV, videos, computer usage, etc.

D - Program / Curriculum for Pre-Primary Students

The educational philosophy of the Early Childhood Centers 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.

The educational program for children ages two years through five years (before Kindergarten enrollment) 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 Early Childhood Centers follow the **Creative Curriculum Model** with a developmental interaction approach to learning and development. The **Creative Curriculum Model** is a play-based curriculum that recognizes the importance of the development of creative individuals and the interrelatedness 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 or directly inside the classroom.

At times TV, videos, computer usage, etc. may be incorporated into the curriculum. Children between three and five years will be limited to 30 minutes per week and no more than 15 minutes at one time.

E - Religion Curriculum

The Early Childhood Centers promote Christian values and include basic concepts, prayers, and religious songs and stories in the curriculum. Supplemental materials may be used to support and enhance the religion curriculum. Children are typically not taken to church for formal liturgies and/or services. If you choose to have your child not participate in religious curriculum please contact your child's teacher and send your request in writing.

There are six main pillars 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, etc.. Children and teachers will pray simple prayers before meals.
2. **Life in Christ** - Basic concepts to 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 under this curricular area include:
 - Mary is the Model of Faith and Love.
 - Mary is Jesus' Mother and the Mother of the Church.
 5. **Scripture** – Children are taught that the Bible has stories of faith, hope and love and helps us to know and experience God.
 6. **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.

F - School Days Off Program – NCECC: St. Therese Only

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

G - Summer Program for School Age Students - NCECC: St. Therese Only

The summer program for school age children operates independently from the pre-primary care program. Tuition is paid for the time a student is registered for regardless of a student's 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, and 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.

H - Transitions

1. **Activity Transitions** - Children will experience a number of transitions throughout their day. For example, moving from free play to outdoors. Teachers will engage children in positive interactions to create smooth transitions and allow for additional learning experiences. For example, teachers may sing songs, count, have conversations, play guessing games, etc.
2. **Room Transitions** - During the course of the year, children may be transitioned to the next classroom. The child's age, cognitive, social and emotional development will be assessed to determine if transition to the next classroom will be in the child's best interest. Notification will be made to the parent/guardian of the child in the form of a letter. This letter will explain the transition process for their child and will encourage a meeting with the Site Director if any questions or concerns arise. Both the Site Director and parent/guardian will agree upon the transition.

Section 7 - Nutrition, Student Health, Care, and Safety

A - Biting

If a child's habitual biting is deemed detrimental to other children or adults at the Early Childhood Center, the Site Director, staff, and parents will meet to discuss the options and develop a plan of action to help resolve this concern. A plan of action may include reading stories, re-directing, teething, etc. 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.

B - Breastfeeding Policy

Breastfeeding is welcomed at the Early Childhood Centers. Mothers will be provided with a private space including an electrical outlet, chair, small table, waste basket, sink nearby with running water, and refrigerator or storage space for a small cooler nearby.

C - Child and Adult Care Food Program (CACFP)

1. **General Information** - Newman Catholic Schools operates a child nutrition program in accordance with the 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.

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 Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136(Spanish). USDA is an equal opportunity provider and employer.

2. **CACFP Household Size Income Statement** - 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 Early Childhood Center for meal reimbursement. The funds received through CACFP reimbursement stay with the Early Childhood Center and are used to help defray food program expenses.
3. **CACFP Enrollment Form** - Upon enrollment, each family is required to complete a form asking for information pertaining to hours and meals while in care. This information is required as part of the federal child nutrition program. The information is used to verify enrollment.
4. **Infant Meals and Required Notification** - Newman Catholic Schools will provide infants with iron-fortified formula and other foods suitable for infants according to CACFP requirements. 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 will receive an "Infant Menu" that outlines what foods will be provided for the infant.
5. **Special Dietary needs and Food Allergies** - Parents must inform Early Childhood Center staff if their child has known food allergies or other special dietary needs. Information will be confidentially posted in the kitchen and by the classroom's food service area. In some cases, depending on what the specific need of the child is, parents may be asked to supply additional food items for their child. Supporting documentation will be required by a child's physician.

D - Classroom Supplies

Families will be provided with a school supply list at the time of enrollment and in the annual registration packet for their child's classroom needs. Occasionally children are encouraged to bring items from home to help make learning more meaningful.

E - Clothing and Personal Supplies

Parents are required to supply the following personal items for their child(ren):

- a change of clothes to be left at the Early Childhood Center at all times in a Ziploc bag labeled with the child's name. These clothes should be checked periodically for weather and size appropriateness
- wipes
- diapers
- bottles
- special blanket (thin, not bulky) to ease with transition to nap/rest time – must be taken home and washed every Friday or the last day of attendance for the week

F - Communication in Times of Crisis or Disaster – Newman Catholic Schools Policy

1. National Level Crisis or Disaster

- **Middle / High School** - The school will generally interrupt a class to inform 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.
- **Elementary Schools** - The schools will temper the release of crisis information to young students. They 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 Newman Catholic Schools 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 Newman Catholic Schools families are informed is under the direction of the Newman Catholic Schools 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 and Toilet Training

Parents must provide diapers and wipes as needed for their child. Diapers will be checked or changed a minimum of every two hours, and more often as needed if a child becomes soiled. Parents who would like powder, lotion, or salve applied during diapering, must complete the Early Childhood Center's "Non-Prescribed Ointment and Lotion Permission Slip" so it is on file. Each product desired must be documented on the form and labeled with the child's name. Parents are required to ensure an adequate amount of diapers and wipes are available at the Early Childhood Center for their child at all times, which will be communicated on a child's daily report.

Toilet training will be planned in cooperation with the parent, so a child's toilet training routine is consistent between the Early Childhood Center and the child's home. No routine attempts will be made to toilet train a child before eighteen months of age.

H - Emergency Policies and Procedures

1. **Emergency Telephone Numbers** – Contact numbers for emergency situations are posted in each classroom by the telephone. This includes a second adult emergency contact who is available within 5 minutes.
2. **Filing Required Reports** – Following any emergency which affects the Early Childhood Center, the proper paperwork will be completed and returned to the State Licensing agency as required by the Wisconsin Administrative Code.
3. **Emergency Action Plan (EAP)** - The Early Childhood Centers have a copy of their EAP in each room used by Early Childhood Center staff, volunteers, and students. The EAP includes evacuation routes and safety procedures to be followed in a variety of emergency situations such as extreme weather temperatures, floods and threats both outside and inside of the building.
4. **Special Needs** - Parents need to inform staff if their child has a special need such as a physical or mental limitation needing accommodation during an emergency. Accommodations will be included in contingency and evacuation practices and plans.
5. **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.
6. **Emergency Supplies** – Emergency supplies such as flashlights, blankets, radio, extra batteries, etc. are available in each classroom to be used by staff in any emergency situation.
7. **Allergic Reactions** - A person who has a severe allergic reaction can quickly have their airway swell shut. Proper, timely use of an EpiPen can save the person's life. Each classroom has instructions on the proper steps to administer the EpiPen. All EpiPen are located in the First Aid Closet, in the medical box. In addition, staff will call 911 and the parents immediately.
8. **Annual Safety Drills** - Fire drills are practiced monthly as the weather permits. Tornado drills are practiced monthly from April through October. Soft and Hard Lockdown drills are practiced on an annual basis.

During a drill or a real emergency, teachers are to take the following items with them:

- Classroom attendance logs.
- Classroom emergency kit.
- Staff cell phone and walkie talkie.

In a true emergency:

- Early Childhood Center students and personnel would be evacuated to designated evacuation sites as stated in the Emergency Action Plan (EAP). Students and personnel would only be allowed back in the building if it was safe to do so.
 - Emergency services would be contacted by Early Childhood Center office staff.
 - Parents would be contacted by Early Childhood Center office staff as soon as possible,
9. **Loss of Building Service** - The loss of service - such as heat, water, electricity and/or telephone usage - will be evaluated to determine the need to evacuate or close the building. A representative for the Early Childhood Center will contact the Parish Office and/or maintenance representative to evaluate the outage. The proper authority will be contacted by the Parish Office and/or Early Childhood Center representative.

If the building is to be evacuated, the staff will follow procedures indicated in the Emergency Action Plan. Information will be made available to local radio, television stations and the Newman Catholic Schools website banner for emergency announcements.

10. **Missing Child** - Precautions are in place to assure a child is never missing from the Early Childhood Centers. 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 Early Childhood Center, the teacher would gather their group of children together and do a sweep of the immediate area. The teacher would contact the Site Director and a sweep of the entire Early Childhood Center would be made. If the child is not located, the parents and the police would be notified immediately.

I - First Aid/CPR/AED Policy

All Newman Catholic Schools schools and Early Childhood Centers are equipped with an automated external defibrillator (AED).

All staff are Adult and Pediatric First Aid/CPR/AED certified. All staff are required to keep their Adult and Pediatric First Aid/CPR/AED certification up to date.

J - Illness / Disease Policies and Procedures

Your child's health is important to Newman Catholic Schools. 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 symptoms of illness with each child upon arrival. Ill children will not be allowed to stay at the Early Childhood Center. In compliance with state requirements, any evidence of unusual bruises, marks and or burns, will be noted in writing by staff in the classroom's medical log, and reported immediately to the Site Director.
2. **Becoming Ill While at the Early Childhood Center** - If a child displays any of the symptoms listed below, the parent(s) will be contacted to pick up their child:
 - Diarrhea (more than one loose stool)
 - Severe itching of body or scalp
 - Difficult or irregular breathing
 - Sore throat
 - Extreme or unusual behavior
 - Unusual spots or rashes
 - Fever of 100.0° F. or higher
 - Vomiting
 - Severe coughing
 - Yellowish skin or eyes
 - Pink eye (eye does not necessarily have to be pink but may be discharging mucus).

The child will be isolated from the other children until they are picked up by their parent or other authorized person. The child will remain within sight and sound of Early Childhood Center personnel while they are in isolation.

If parents cannot be reached, Early Childhood Center personnel will call one of the emergency telephone numbers listed on the "Child Enrollment and Health History - Certified Child Care" form (DCF Form - DCF-F-DWSW13251). Arrangements must be made to have the child picked up within one (1) hour from initial contact. Once a child has been picked up, their cot will be sanitized with bleach and water solution. In addition, extra sanitizing is completed on all play materials and equipment in the classroom the ill child may have been in contact with.

Children cannot return to the Early Childhood Center until they have been symptom free for 24 hours. The Early Childhood Centers are not licensed to care for mildly ill children at the Early Childhood Center. The Early Childhood Centers will not accept a physician's excuse stating the child is fit to return prior to the 24 hour limitation. The Early Childhood Centers 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, they may only return with a written medical excuse from a physician or health care provider stating the child is no longer contagious and may safely be involved in the group activities. If this notification is not provided, the child will need to remain absent for the period of time designated by the Marathon County Health Department for the specific communicable disease or illness. Diseases and/or illnesses requiring a written notification or extended absence include but are not limited to the following:

- Chicken Pox
- German Measles
- Infectious Hepatitis
- Lice
- Measles
- Mumps
- Poliomyelitis
- Ringworm of the scalp
- Scarlet fever
- Whooping cough
- Diphtheria
- Meningitis

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 at the main entrance of the Early Childhood Center to notify parents. A Constant Contact of the illness posting will be sent to all Early Childhood Center parents and personnel as well. 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 Early Childhood Center so the staff is alerted to watch for symptoms.

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

K - Immunization Requirements

The Early Childhood Centers maintain an immunization history on each child. A signed immunization record must be submitted to the Early Childhood Center office within thirty (30) days of enrollment. Additional updated copies will also require parent signatures. Parents must notify the Early Childhood Center of subsequent immunizations within thirty (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 must obtain a waiver form from the Site Director.

L - Infant Meal Information

Each infant/toddler will be fed according to their 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 6 weeks through 11 months follow the CACFP Infant Meal Pattern (See Appendix B for CACFP Meal Patterns - Breakfast, Lunch / Supper, Snack). Parents are asked to provide the food items their child consumes other than those recommended by the USDA. All food items provided by the parents should be in containers clearly labeled with their child's name.

The Early Childhood Centers will provide iron enriched formula to any infant or toddler who is not yet drinking 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, they will be encouraged to experiment self-feeding with their hands and spoons. Child size eating utensils and cups will be provided. If your child is still in need of a bottle, this

should be provided by the parent or guardian. Children will be encouraged to develop a change in eating patterns when developmentally appropriate.

M - Injuries and Emergency Medical Care and Transportation

1. **Emergency Medical Care and Transportation** - When a child needs immediate emergency medical care, Early Childhood Center 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 Early Childhood Center. The child's teacher will record the injury/illness in the classroom's medical log book. In addition, all accidents are documented according to state and Diocesan policies.
2. **Minor Injuries** - Early Childhood Center 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 classroom's medical log book, and parents will be notified through a completed Incident Report.
3. **Serious Injuries** - All Early Childhood Center staff are required to be Adult and Pediatric First Aid/CPR/AED certified. 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 incident report is also completed. Any head injury is considered serious and the parents will be contacted immediately.
4. **Injuries During Field Trips** - While on a field trip, staff carry a backpack with basic aid supplies such as band-aids, vinyl gloves, tissues, ice packs, student emergency medical forms, and a cell phone. As with any injury, an Early Childhood Center staff member 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 incident report is also completed.
5. **Allergic Reactions** - A person who has a severe allergic reaction can quickly have their airway swell shut. Proper, timely use of an EpiPen can save the person's life. Each classroom has instructions on the proper steps to administer the EpiPen. All EpiPen are located in the First Aid Closet, in a medical box. In addition, staff will call 911 and the parents immediately.
6. **Student Emergency Form** - All parents are required to complete and maintain an updated Child Care Enrollment and Health History form on file at the Early Childhood 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. It is also utilized in emergency situations such as a fire, tornado, etc.

N - Medication Policy and Procedures

- Prescription and Non-Prescription Medications may be administered to a child only if the following conditions are met:
 - A signed and dated authorization form has been completed for all medication and is on file at the Early Childhood Center.
 - All prescription medications must be in the original container and labeled with the child's name, name of the drug, dosage and directions for administration, date(s) and time(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. The Early Childhood Centers recommend asking your physician for the prescription to be divided into two containers, one for at home and one that can be left at the Early Childhood Center.

- 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, directions for administration and date(s) and time(s) to be administered.
- Early Childhood Center staff will maintain a medical log. Information recorded will include the child's name of medication, dosage, time, date, and name of staff member administering medication. The Early Childhood Center's Site Director will review each classroom log at least every six months.
- All medications are securely locked in an area inaccessible to children.
- 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 in each classroom, in an area inaccessible to children.
- Parents are required to provide accurate medication measurement devices. Common teaspoon sizes vary and do not provide correct dosage amounts.
- Missed or late dosages or other errors in medication administration will be reported to the parent upon arrival at the Early Childhood Center.
- Occasionally, physicians dispense sample prescription medication to the patients. If this 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, the Early Childhood Centers are unable to administer sample medications.

O - Nutrition Programs

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 and authorization from a physician. Age appropriate foods will be offered in serving sizes following state guidelines.
2. **Infant Nutrition** - See Appendix A (Infant Meal and CACFP Infant Meal Pattern) for Infant nutrition guidelines.
3. **Child Nutrition (Ages 1 - 12)** - Children over one year maintain the same dietary needs. The Early Childhood Centers 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, and an authorization from a physician may be required. See Appendix B (CACFP Meal Patterns - Breakfast, Lunch / Supper, Snack) for child nutrition guidelines.
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 food station. Parents must alert the Early Childhood Center

staff to the presence of a food-related allergy with their child. Parents will also be asked to provide food allergy and dietary information in writing so all Early Childhood 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. See Appendix C for the "Eating and Feeding Evaluation: Children with Special Needs" form.

5. **Sack Lunches** - Occasionally, on special days such as a field trip or for special occasions, parents may be required to provide a sack lunch for their child. Sack lunches must be nutritionally balanced including a serving from the meat and bread/cereal group and two servings from the fruit/vegetable group. When the sack 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 sack lunches, provide additional copies of nutritional requirements, and provide feedback when necessary. See Appendix B for nutritional information on lunches.
6. **Classroom Treats** - Due to student safety precautions, homemade treats are not permitted at the Early Childhood Centers, even for special occasions. All classroom treats must 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 Early Childhood Center so staff have 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**
 - **Breakfast - 8:00 am to 8:30 am** - The open 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 fruit.
 - **NCECC: St. Michael** - Children arriving for extended care will be offered early breakfast before school from 7:45 am to 8:00 am.
 - **NCECC: St. Therese** - Children arriving for extended day care will be offered early breakfast before school from 6:30 am to 7:10 am.
 - **Lunch - 11:00 am to 12:00 pm** - Lunch is prepared in the Kitchen at NCECC: St. Michael for both sites. It is transported to the NCECC: St. Michael classrooms by the Head Cook. It is transported to NCECC: St. Therese by City Delivery. 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 the group of students sit around a table.
 - **Snack - 2:00 pm to 2:30 pm** - Snacks meet USDA requirements for child nutrition and are varied. Children arriving for the extended day program will be offered a snack upon their arrival at the Early Childhood Center. Snack times for infants and toddlers may vary due to their sleeping schedules.
8. **Meal Interactions** - 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. No child will be required to eat what they do not want.
9. **Nutrition Programs** - The Early Childhood Centers currently offer individual breakfast, lunch and afternoon snacks. Monthly breakfast, lunch, and snack menus are sent home and posted on the Newman Catholic Schools website. Staff will note on the menu any changes, and update them daily.

10. **Carry-In Food Policy** - Carry-in foods from convenience restaurants are not allowed to be brought into the Early Childhood Centers for health and sanitation reasons. This policy discourages parents from bringing in their child's breakfast, lunch, snack, etc. If a child misses a meal due to an appointment, schedule change, etc. the parents or guardians are responsible for providing the meal to the child before dropping the child off.
11. **Kitchen Detail** - The kitchen and food storage areas (including the walk-in cooler) are kept in good, clean condition. The head cook shall hold a Certified Professional Food Manager, meaning they are certified in food service safety and sanitation. Newman Catholic Schools Food service personnel will receive staff orientation upon employment and maintain updated qualifications. The head cook ensures all aspects of food safety and sanitation are followed at all times. Precautions taken include, but are not limited to:
- All surfaces in the kitchen are regularly cleaned and sanitized.
 - Proper handwashing techniques are followed.
 - Procedures regarding health and personal hygiene are followed.
 - Thermometers are used correctly to regularly check the temperatures of the walk-in cooler and freezer. Temperatures are also checked and recorded of all cooked foods to ensure they have been heated to and are served at the correct temperatures. Thermometers are regularly sanitized and calibrated.
 - All kitchen equipment is in good working order.
 - Food is stored properly. Refrigerated foods are stored at 41° F or below; frozen foods are stored at 0° F or below; dry goods are stored between 50° and 70° F. Shelves are at least 6" above the floor. First In First out (FIFO) rotation is used on all food items. Chemicals are stored separately from food.
 - Fresh fruits and vegetables are properly washed and handled.
 - Dishes are washed and sanitized using a commercial dishwasher. Wash at 130°F to 150°F, using an effective cleaning agent, chemical sanitizer and automatic rinse injector.

P - Outdoor Play

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 outdoor clothing available at all times such as a warm jacket, hat, mittens, boots, snow pants, etc.

1. **Cold Weather Guidelines** – the following temperatures are used to decide if the children go outside:
 - Under two years old The wind chill is above 20 degrees F.
 - Over two years old The wind chill is above 0 degrees F.
2. **Warm Weather Guidelines** – the following temperatures are used to decide if the children go outside:
 - Under two years old The actual temperature or heat index is above 80 degrees F.
 - Over two years old The actual temperature or heat index is above 90 degrees F.

On warm days, teachers will try to rearrange the daily schedule in order to have outdoor play time during the cooler periods of the morning. Water is offered.

Q - Pets

Classroom pets may be included in the Early Childhood Centers. Parents will be notified by a paper letter home and by Constant Contact prior to pet involvement in a program. Children may be involved in the care of classroom pets by feeding, helping to clean cages, or giving pets attention. Please let the Early Childhood Center office know if your child has an allergy to specific animals 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.

The Early Childhood Centers have an open door policy on pet visitation, however, parents are required to speak with the Site Director 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 required that the pet's vaccinations are current and the animal is people friendly. Parents may not leave a pet at the Early Childhood Center unattended or leave a pet in the care of their child.

R - Physical Examination Requirements

1. **Required Forms** - The Child Health Report form is required and available through the Early Childhood Center office. A completed form must be signed and dated by a licensed physician or health care provider within thirty (30) days of enrollment. The exam shall be held no more than twelve (12) months prior to or no later than thirty (30) days following the date of admission to the Early Childhood Center. It is the parent's responsibility and expense for obtaining their child's health examination.
2. **Exam Requirements**
 - **Ages 6 weeks through 24 months** - Record of an updated physical examination by a licensed physician is required to be on file at least once every six months.
 - **Ages 2 years and older** - Record of an updated physical examination by a licensed physician is required to be on file at least once every two years.
 - **School Age** - Record of an updated physical examination by a licensed physician is required to be on file.

S - Rest Periods / Nap Time

State regulations require all children under the age of five to have a daily designated rest time. Rest time is scheduled immediately following lunch. Children are not required to sleep. Children over the age of five who are in attendance during the regular school year, and children who do not sleep after thirty minutes or who awaken early, may have quiet play time with toys or books to 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 next 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 children do not become fatigued or over stimulated.

Parents of children aged five and over may request their child take a nap. Those that do so should contact the Early Childhood Center Office in their building to complete the "Nap Permission Slip" for their classroom teacher.

T - Sanitation, Cleanliness and Safety Precautions

Good handwashing 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 Early Childhood Center staff practices a number of safety precautions when handling bodily fluids and matter such as urine, feces, blood and nasal mucus and while handling food and other items including:

- Proper handwashing 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, after messy classroom projects and activities such as playing at the water table or after handling pets, or anytime it's deemed appropriate for handwashing.
- Proper handwashing upon arrival to work.

- Use of disposable gloves while handling fluids/matter, wet or soiled diapers, soiled bedding or clothing, etc.
- Proper disposal of soiled materials - including gloves - by placing them inside a plastic bag prior to depositing them in a waste receptacle or sending them home.
- Washing and sanitizing of toys, classroom furnishings and cot sheets exposed to bodily fluids. Depending on the items, it may be sanitized on either a daily or weekly basis.
- All waste receptacles have lids so access by children is restricted.
- Requiring parents to frequently wash their child's toys, napping blanket, other items carried to and from the Early Childhood Centers on a regular basis, or any items that became soiled while at the Early Childhood Centers.

U - SIDS Risk Reduction & Shaken Baby Syndrome Training

The Early Childhood Centers will provide all parents of enrolled children ages 6 weeks to 24 months with information on SIDS prevention. See Appendix E for additional information on SIDS Safety.

1. SIDS Policies and Practices

- All staff participate in SIDS training.
- Infants/Toddlers will be placed on their backs in a crib 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 crib with a firm tight-fitting sheet with no soft blanket/comforter under the infant/toddler.
- Pillows, quilts, comforters, stuffed toys, bumper pads and other soft, bulky items will not be permitted.
- Infant/Toddlers will not be placed to sleep on soft surfaces such as a waterbed, sheepskin, pillow, sofa, or other soft areas.
- Sheets or blankets used to cover a child shall be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.
- Infant/Toddler's heads are uncovered during sleep.

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

V - Transportation

- 1. General Information** - Early Childhood Center staff are responsible for a child between the time the child is dropped off until the child is picked up by the parent or a responsible person designated by the parent. The Early Childhood Centers do not provide transportation to or from the Early Childhood Center to a student's home or school. In the case of field trips that occur during the course of the child's day, appropriate transportation will be provided such as a contracted school bus service or use of a public bus system such as Wausau Metro Ride. When children are transported in school buses as defined in s.340.01 (56) state, the Early Childhood Centers are assuming the school buses shall comply with ch. Trans 300. Contact information for all contracted transportation services is on file at the Early Childhood Center. In the event of a medical emergency 911 will be contacted to provide transportation for a child to a medical facility.
- 2. Alternate Arrival / Release Agreement** - The Early Childhood Centers shall maintain a written plan for regularly scheduled transportation of a child between the child's school and the Early Childhood Center. This will include:

- List of children transported and the usual plan for leaving or arriving at the Early Childhood 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.
- Children with special needs will have a plan of action. The parents and staff will meet to determine the best practice care for field trips and emergency situations.

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 Site Director or designated authority within fifteen minutes. That person will contact the parents regarding the child's absence.

W - Water Activities, Safety, Swimming, Wading Pools

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

School age children from NCECC: St. Therese have the opportunity to swim at the Rothschild Community Pool during the summer program. Lifeguards are provided by the Marathon County Park Department and ratios are maintained with Early Childhood Center staff.

Section 8 - Financial Information

A - Fundraising

1. According to Diocesan policy, student, parent and athletic fundraisers must be first approved by the building Principal or Site Director who will then seek approval from the Newman Catholic Schools Advancement Director and the Newman Catholic Schools President.
2. Funds raised by the school, Early Childhood Center, or any entity of the school and all parent organizations (ex. Home & School , Booster Clubs) must be used solely for the local school programs and for outside organizations only as approved by the administration team.
3. According to Diocesan policy, expenditures of money by parent and student organizations should have the prior approval of the building Principal or Site Director, Newman Catholic Schools Advancement Director, and Newman Catholic Schools President.

B - Non-Sufficient Funds Policy – Newman Catholic Schools Policy

If a Newman Catholic Schools family account has a check returned for non-sufficient, the family's account will be charged a NSF fee.

C - Tuition Policies and Procedures

A shortened version of these tuition policies is included in the annual Registration Form and Tuition Agreement with a statement saying "I also agree to abide by the additional policies and procedures stated in the NCECC Parent Handbook."

1. **General Policies and Procedures**
 - Tuition is based on the actual cost of operating the Early Childhood Center and does not receive additional support from the area Catholic parishes.
 - Tuition rates are determined based on how many days a week the child needs care and how many hours per day the child needs care. Tuition is not calculated on a sliding fee scale.
 - Each program and Early Childhood Center charges a non-refundable annual registration fee per child.
 - Parents are billed weekly. Tuition payments are due before the close of Newman Catholic Schools business the Friday before the week of service. Tuition for drop-in care is billed at the point of service and must be paid prior to service.
 - Tuition is not reduced because of vacation, scheduled holidays, illness or other absences, Early Childhood Center closures due to snow or other unscheduled emergency situations. No allowance is given for make up days.
 - Charges for regularly scheduled care remain the same each week. 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, but must be approved by the Site Director.
 - Tuition will be charged for previously scheduled "no show" days.
2. **Late Payment Policy** - If not paid by the due date, accounts will be charged a daily late payment fee as indicated on the annual Registration Form and Tuition Agreement. Delinquent accounts require a tuition payment plan. Accounts determined to be delinquent will result in suspension of services and disenrollment. Newman Catholic Schools reserves the right to pursue legal recourse and/or collections for non-payment and fees.
3. **Late Pick-Up Fee** - The Early Childhood Centers 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. Students not picked up by the close of business will be charged a fee as indicated on the Registration Form and Tuition Agreement. After five minutes, an additional fee will be added per child to the late

charge as indicated on the Registration Form and Tuition Agreement. Late pick-up fees are due with the next tuition payment. Consistent failure to pick-up by the close of business will result in disenrollment. Early Childhood Center staff will contact the police 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).

4. **Sign-In Policy – NCECC: St. Therese Only** - Parents are required to sign their child(ren) in and out each day in the Early Childhood Center’s “Parent Logbook”. If a parent doesn’t sign their child(ren) in or out, the parent’s account will be charged for a full day. Children are listed by last name. Please sign with your name or initials.
5. **Schedule Change Charge** - We understand schedules change. A schedule change can mean a change in pickup or drop off time or in how many days a week a child attends care. A change in schedule will only occur with the approval of the Site Director. Should a family request to change their schedule more than three (3) times between September 1 and May 31, a \$20.00 “Schedule Change Charge” may be applied to their child care account. This fee will be assigned at the Site Director’s discretion.
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. **Multi-Child Discounts** - Multi-Child Discounts for the child care program are available to families with two or more children enrolled that pay the 4-5 Days / Week Full-Time rate for all children enrolled. Contact the Site Director to discuss your family’s options.
9. **Referral Bonuses** - The Early Childhood Centers do not offer referral bonuses to families.
10. **Before and After-School Care – NCECC: St. Therese Only** - Parents enrolling school-age children in the extended day program for care before or after the school day contract for a specific amount of time in increments of one hour. Children arriving at the Early Childhood Center before or after the contracted time will be billed for an additional hour. Additional hours are billed immediately to the parent’s tuition account and prompt payment of these charges is expected.
11. **Payments from the Department of Social Services** - The 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.

MyWICildCare is the electronic benefits transfer (EBT) payment system for Wisconsin Shares, the state’s child care subsidy program. Families are responsible for the authorization process through the Department of Children and Families (DCF). Once a family is authorized through DCF to receive Wisconsin Share child care benefits, families will receive an authorization notice and EBT card to make payments. Newman Catholic Schools requires all families to provide the school with a copy of their state subsidy authorization notice to be on file in the school office. Parents are responsible for activating their EBT card and setting their pin number once the card is received. Every month a family’s state child care subsidy will get loaded onto their personal MyWICildCare card, which they will use to make their child care payments. MyWICildCare will deposit the money onto the family’s card typically on the first day of the month. A family’s MyWICildCare EBT card will only work at their pre-selected child care provider. Parents are responsible for making payments with their EBT card either online (www.ebtedge.com) or by

telephone (1-877-201-7601). Providers are unable to make the payments for the family, but will provide access to a telephone and computer for families to complete the payment process, if needed. Newman Catholic Schools requires all subsidies to be paid in full for the entire month by the 5th day of each month. If the payment day falls on a weekend or holiday, the payment is due prior to the due date. If payment is not received for the entire month by the 5th of the month, your account will be charged the daily late fee per the Licensed Child Care Registration and Tuition Agreement. The state subsidy does not cover the full cost of child care. The remaining cost is called the Parent Shares (formerly known as co-pay) and is due before the close of Newman Catholic Schools business of the week preceding service, generally Fridays. Full tuition payment will be due until a family's state subsidy authorization notice is accepted by DCF and received by Newman Catholic Schools. If enrollment is terminated before month end, due to the parent request to withdraw or dismissal from the Early Childhood Centers, the family's MyWICChildCare shares will not be refunded.

12. **Payments from Good Start Grants** - The Early Childhood Centers are licensed through the State of Wisconsin and are therefore eligible to receive payments from Good Start Grants (Marathon County) for qualifying families. Parents seeking more information on financial assistance for child care should contact the Site Director for the appropriate Good Start Grants contact information. Families are responsible for the authorization process through Good Starts Grants. Good Start Grants do not cover the full cost of child care. The remaining cost is the parent's co-pay and is due before the close of Newman Catholic Schools business of the week preceding service, generally Fridays. Full tuition payment will be due until a family's authorization notice is accepted by Childcaring and received by Newman Catholic Schools.
13. **Refunds** - Refunds are only issued to families if they leave the child care program with a credit balance on their tuition account. Refunds are sent as checks from the Newman Catholic Schools District Office.

Section 9 - Administrative Recourse - Diocesan Policy

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

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

Section 10 - 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 Newman Catholic Schools 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 he or she is being sexually harassed shall immediately report 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

- **Racial or Ethnic Harassment** is UNWANTED comments regarding a person's ethnic or racial makeup. Examples: ethnic or racial slurs, name calling etc.
- **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.
- **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.
- **Intimidation** is UNWANTED threats to cause harm. Telling someone to "watch your back," or warning someone else is going to "beat you up" are just two examples.
- **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 A - Infant Menu and CACFP Infant Meal Pattern



Child and Adult Care Food Program (CACFP) Infant Menu

As a program in the CACFP, we must offer to supply all meal components of the [Infant Meal Pattern](#).

We will supply the following items to your infant while in our care:

- One type of iron-fortified infant formula
- Iron-fortified infant cereal
- Baby foods and/or table foods in the appropriate textures for your infant

Parents/Guardians may choose to accept our offered formula and/or foods or provide your own.

Our program will provide the following formula and infant foods:



Formula Offered: Parent's Choice Infant Powder Formula with Iron

Parents/Guardians: You may choose to accept our offered formula or provide a different iron-fortified formula of your choice, expressed breast milk or breastfeed your baby on-site.



Iron-Fortified Infant Cereal Offered:

Check one or more boxes as it applies to your program

- | | |
|--|---|
| <input checked="" type="checkbox"/> Rice | <input type="checkbox"/> Barley |
| <input type="checkbox"/> Wheat | <input checked="" type="checkbox"/> Oat |



Foods Offered:

Check one or more boxes as it applies to your program

- | |
|--|
| <input checked="" type="checkbox"/> Store-bought baby foods |
| <input checked="" type="checkbox"/> Fruits and vegetables |
| <input type="checkbox"/> Meats |
| <input type="checkbox"/> Homemade baby foods (i.e. pureed whole foods) |
| <input checked="" type="checkbox"/> Table foods (i.e. foods from the regular menu) |
| <input checked="" type="checkbox"/> Grains (crackers, ready-to-eat cereal, bread) |

This institution is an equal opportunity provider.



CACFP Infant Meal Pattern

The CACFP infant meal pattern encourages delaying the introduction of solid food until the infant is 6 months. However, the age when solid foods are introduced will depend on the infant. Infants develop at different rates - some infants are ready to consume solid foods before 6 months of age while others are ready after 6 months.

Food amounts listed in the meal pattern begin with zero (0) because not all infants are developmentally ready to eat solid foods at a certain age. It does not mean serving the food is optional. Once an infant is developmentally ready to eat foods, including infants younger than 6 months, programs are required to offer them to the infant.

| Breakfast / Lunch / Supper | |
|--|--|
| Birth through 5 months | 6 through 11 months |
| 4-6 fluid ounces breastmilk, iron fortified infant formula, or portions of both | 6-8 fluid ounces breastmilk, iron fortified infant formula, or portions of both |
| | and when developmentally ready <i>(One or more items from the following)</i> |
| | 0-½ oz eq (0-4 tablespoons) iron fortified infant cereal (IFIC)*; OR 0-4 tablespoons meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas); OR 0-2 ounces of cheese; OR 0-4 ounces (volume) of cottage cheese or yogurt <p style="text-align: center;">AND</p> 0-2 tablespoons vegetable, fruit, or a combination of both <i>(no juice)</i> |
| *Grain items (i.e., bread, pancakes, waffles, breakfast cereal, etc.) are not creditable foods at breakfast, lunch, and supper in the infant meal pattern. They cannot be served in place of IFIC. | |
| Snack | |
| Birth through 5 months | 6 through 11 months |
| 4-6 fluid ounces breastmilk, iron fortified infant formula, or portions of both | 2-4 fluid ounces breastmilk, iron fortified infant formula, or portions of both |
| | and when developmentally ready <i>(One or more items from the following)</i> |
| | 0-½ oz eq bread/bread-like items**; OR 0- ¼ oz eq crackers; OR 0-½ oz eq (0-4 tablespoons) iron fortified infant cereal (IFIC); OR 0- ¼ oz eq ready-to-eat breakfast cereal <p style="text-align: center;">AND</p> 0-2 tablespoons vegetable, fruit, or a combination of both <i>(no juice)</i> |
| **Bread-like items: biscuit, bun, roll, muffin, English muffin, pancake, pita bread, soft tortilla, waffle See next page for the Infant Grains Chart and serving size amounts. | |

| Additional Requirements |
|---|
| <ul style="list-style-type: none"> Breastfed infants who consume less than the minimum required amount of breastmilk per feeding may be served less than the minimum with additional breastmilk offered later if the infant will consume more. Yogurt must contain no more than 23 grams of total sugars per 6 ounces. Grains served at snack must be whole grain-rich, enriched meal, or enriched flour. Breakfast cereals served at snack must contain no more than 6 grams of sugar per dry ounce. |

Rev. 4/2021



CACFP Infant Grains Chart

The following grain items are creditable at SNACK only.

The chart below is a serving size guide for grain items commonly served to infants. The amounts listed are what must be served to meet the ounce equivalent (oz eq) grain requirement. They are based on the weight of the grain items in grams (g).

| Bread and Bread-like Items: 1/2 oz eq Required | |
|--|--------------------------------|
| Grain Item and Size | 1/2 oz eq is about... |
| Biscuit | 1/2 biscuit or 14 g |
| Bread | 1/2 slice or 14 g |
| Bun or Roll | 1/2 bun/roll or 14 g |
| Corn Muffin | 1/2 muffin or 17 g |
| English Muffin (top and bottom) | 1/4 muffin or 14 g |
| Pancake | 1/2 pancake or 17 g |
| Pita Bread/Round | 1/4 pita or 14 g |
| Tortilla, Soft, Corn (about 5 1/2") | 3/4 tortilla or 14 g |
| Tortilla, Soft, Flour (~ 6") | 1/2 tortilla or 14 g |
| Tortilla, Soft, Flour (~ 8") | 1/4 tortilla or 14 g |
| Waffle | 1/2 waffle or 17 g |
| Crackers and Ready-to-Eat Cereals: 1/4 oz eq Required | |
| Grain Item and Size | 1/4 oz eq is about... |
| Cereal, Ready-to-Eat: Flakes or Rounds (e.g., o-shaped cereal) | 4 Tablespoons (1/4 cup) or 7 g |
| Cereal, Ready-to-Eat: Puffed (e.g., crispy puffed rice cereal) | 5 Tablespoons (1/3 cup) or 7 g |
| Cracker, Animal (about 1 1/2" x 1") | 4 crackers or 7 g |
| Cracker, Bear-shaped* or Similar, Sweet (about 1" x 1/2") | 6 crackers or 7 g |
| Cracker, Cheese, Square, Savory (about 1" x 1") | 5 crackers or 6 g |
| Cracker, Fish-shaped or Similar, Savory (about 3/4" x 1/2") | 11 crackers or 6 g |
| Cracker, Graham* (about 5" x 2 1/2" full sheet) | 1/2 cracker or 7 g |
| Cracker, Oyster | 14 crackers (1/8 cup) or 6 g |
| Cracker, Round, Savory (about 1 3/4" across) | 2 crackers or 6 g |
| Cracker, Round, Savory, Mini (about 1" across) | 4 crackers or 6 g |
| Cracker, Saltine (about 2" x 2") | 2 crackers or 6 g |
| Cracker, Thin Wheat, Square, Savory (about 1 1/4" x 1 1/4") | 3 crackers or 6 g |
| Cracker, Zwieback* | 1 cracker or 6 g |

*Honey or honey-flavored foods should never be fed to babies younger than 1 year.

Minimize Choking Risks:

- Do not offer babies crackers containing seeds and nuts.
- Cut breads and bread-like items into thin strips or small pieces no larger than 1/2 inch.

APPENDIX B - CACFP Meal Patterns - Breakfast, Lunch / Supper, Snack



CACFP Child Meal Pattern Must serve the required components and serving sizes

| Breakfast | | | | |
|--|-------------------|-------------------|-------------------|-------------------|
| Must serve milk, vegetable or fruit, and either a grain or meat/meat alternate | | | | |
| Food Components and Food Items | Ages 1-2 | Ages 3-5 | Ages 6-12 | Ages 13-18 |
| Fluid Milk <ul style="list-style-type: none"> 1 year olds: Unflavored whole milk 2-5 year olds: Unflavored 1% or skim 6-18 year olds: Unflavored or flavored 1% or skim | ½ cup (4 oz) | ¾ cup (6 oz) | 1 cup (8 oz) | 1 cup (8 oz) |
| Vegetables or Fruits (or portions of both) <ul style="list-style-type: none"> Full-strength juice may only be served to meet the fruit or vegetable requirement at one meal or snack per day | ¼ cup | ½ cup | ½ cup | ½ cup |
| Grains <ul style="list-style-type: none"> Must be whole grain-rich, enriched, or fortified At least one serving per day must be whole grain-rich Grain-based desserts are not creditable (Refer to CACFP Grains Chart) Cereals must contain no more than 6 grams of sugar per dry ounce | | | | |
| Bread | ½ oz eq | ½ oz eq | 1 oz eq | 1 oz eq |
| Bread products such as biscuits, rolls, or muffins Refer to the CACFP Grains Chart for options and serving sizes | ½ oz eq | ½ oz eq | 1 oz eq | 1 oz eq |
| Cooked breakfast cereal, cereal grain, rice and/or pasta | ¼ cup | ¼ cup | ½ cup | ½ cup |
| Ready-to-eat breakfast cereal (dry, cold) <ul style="list-style-type: none"> Flakes or rounds Puffed cereal Granola | ½ cup | ½ cup | 1 cup | 1 cup |
| | ¾ cup | ¾ cup | 1 ¼ cup | 1 ¼ cup |
| | ⅛ cup | ⅛ cup | ¼ cup | ¼ cup |
| Meat/Meat Alternates <ul style="list-style-type: none"> Not required at breakfast, but may be served in place of entire grain component a maximum of 3 times per week | | | | |
| | ½ oz eq = | ½ oz eq = | 1 oz eq = | 1 oz eq = |
| Lean meat, poultry, or fish | ½ oz | ½ oz | 1 oz | 1 oz |
| Cheese (natural and processed; soft and hard) | ½ oz | ½ oz | 1 oz | 1 oz |
| Shredded cheese | (⅓ cup) | (⅓ cup) | (¼ cup) | (¼ cup) |
| Cottage cheese, ricotta cheese, cheese spread, cheese food 2 ounces = 1 ounce meat/meat alternate | ⅓ cup (1 oz) | ⅓ cup (1 oz) | ¼ cup (2 oz) | ¼ cup (2 oz) |
| Egg, whole, large | ¼ egg | ¼ egg | ½ egg | ½ egg |
| Cooked dry beans or peas | ⅓ cup | ⅓ cup | ¼ cup | ¼ cup |
| Yogurt (regular and soy) - Must contain no more than 23 grams of total sugars per 6 ounces | ¼ cup (2 oz) | ¼ cup (2 oz) | ½ cup (4 oz) | ½ cup (4 oz) |
| Peanut butter, soy nut butter or other nut or seed butters | 1 Tbsp | 1 Tbsp | 2 Tbsp | 2 Tbsp |
| Peanuts, soy nuts, tree nuts or seeds | ½ oz | ½ oz | 1 oz | 1 oz |
| Surimi | 1.5 oz | 1.5 oz | 3 oz | 3 oz |
| Tempeh | ½ oz | ½ oz | 1 oz | 1 oz |
| Tofu (commercially prepared) 2.2 oz. (1/4 cup) must contain at least 5 grams of protein | ⅓ cup (1.1 oz) | ⅓ cup (1.1 oz) | ¼ cup (2.2 oz) | ¼ cup (2.2 oz) |
| Soy products (e.g. soy sausage, veggie burgers) or alternate protein products. Must meet the requirements in Appendix A to Part 226 | ½ oz | ½ oz | 1 oz | 1 oz |



CACFP Child Meal Pattern

Must serve the required components and serving sizes

| Lunch and Supper | | | | |
|--|-------------------|---------------------|-------------------|-------------------|
| All five components required for a reimbursable meal | | | | |
| Food Components and Food Items | Ages 1-2 | Ages 3-5 | Ages 6-12 | Ages 13-18 |
| Fluid Milk <ul style="list-style-type: none"> 1 year olds: Unflavored whole milk 2-5 year olds: Unflavored 1% or skim 6-18 year olds: Unflavored or flavored 1% or skim | ½ cup (4 oz) | ¾ cup (6 oz) | 1 cup (8 oz) | 1 cup (8 oz) |
| Meat/Meat Alternates Amounts below must be served to meet the m/ma serving size requirements | | | | |
| | 1 oz eq = | 1 ½ oz eq = | 2 oz eq = | 2 oz eq = |
| Lean meat, poultry, or fish | 1 oz | 1 ½ oz | 2 oz | 2 oz |
| Cheese (natural and processed; soft and hard) | 1 oz | 1 ½ oz | 2 oz | 2 oz |
| Shredded cheese | (¼ cup) | (3/8 cup) | (½ cup) | (½ cup) |
| Cottage cheese, ricotta cheese, cheese spread, cheese food 2 ounces = 1 ounce meat/meat alternate | ¼ cup (2 oz) | 3/8 cup (3 oz) | ½ cup (4 oz) | ½ cup (4 oz) |
| Egg, whole, large | ½ egg | ¾ egg | 1 egg | 1 egg |
| Cooked dry beans or peas | ¼ cup | 3/8 cup | ½ cup | ½ cup |
| Peanut butter, soy nut butter or other nut or seed butters | 2 Tbsp | 3 Tbsp | 4 Tbsp | 4 Tbsp |
| Peanuts, soy nuts, tree nuts or seeds - May be used to meet no more than ½ the M/MA serving size - Combine with another M/MA to meet the full minimum serving size | ½ oz = 50% | ¾ oz = 50% | 1 oz = 50% | 1 oz = 50% |
| Yogurt (regular and soy) - Must contain no more than 23 grams of total sugars per 6 ounces | ½ cup (4 oz) | ¾ cup (6 oz) | 1 cup (8 oz) | 1 cup (8 oz) |
| Surimi | 3 oz | 4.4 oz | 6 oz | 6 oz |
| Tempeh | 1 oz | 1 ½ oz | 2 oz | 2 oz |
| Tofu (commercially prepared) 2.2 oz. (1/4 cup) must contain at least 5 grams of protein | ¼ cup (2.2 oz) | 3/8 cup (3.3 oz) | ½ cup (4.4 oz) | ½ cup (4.4 oz) |
| Soy products (e.g. soy sausage, veggie burgers etc.) or alternate protein products. Must meet the requirements in Appendix A to Part 226 | 1 oz | 1 ½ oz | 2 oz | 2 oz |
| Vegetables <ul style="list-style-type: none"> Full-strength juice may only be served to meet the fruit or vegetable requirement at one meal or snack per day | ⅛ cup | ¼ cup | ½ cup | ½ cup |
| Fruits <ul style="list-style-type: none"> Full-strength juice may only be served to meet the fruit or vegetable requirement at one meal or snack per day A second vegetable may be served in place of fruit. When served, must serve the minimum fruit serving size. | ⅛ cup | ¼ cup | ¼ cup | ¼ cup |
| Grains <ul style="list-style-type: none"> Must be whole grain-rich, enriched, or fortified At least one serving per day must be whole grain-rich Grain-based desserts are not creditable (Refer to CACFP Grains Chart) Cereals must contain no more than 6 grams of sugar per dry ounce | | | | |
| Bread | ½ oz eq | ½ oz eq | 1 oz eq | 1 oz eq |
| Bread products, such as biscuits, rolls, or muffins Refer to the CACFP Grains Chart for options and serving sizes | ½ oz eq | ½ oz eq | 1 oz eq | 1 oz eq |
| Rice, pasta, grains, and/or cooked cereals | ¼ cup | ¼ cup | ½ cup | ½ cup |



CACFP Child Meal Pattern

Must serve the required components and serving sizes

| Snack | | | | |
|---|-------------------|---|-------------------|-------------------|
| Must serve 2 of the 5 components. Only 1 of the 2 components may be a beverage. | | | | |
| Food Components and Food Items | Ages 1-2 | Ages 3-5 | Ages 6-12 | Ages 13-18 |
| Fluid Milk <ul style="list-style-type: none"> 1 year olds: Unflavored whole milk 2-5 year olds: Unflavored 1% or skim 6-18 year olds: Unflavored or flavored 1% or skim | ½ cup (4 oz) | ½ cup (4 oz) | 1 cup (8 oz) | 1 cup (8 oz) |
| Meat/Meat Alternates Amounts below must be served to meet the m/ma serving size requirements | | | | |
| | ½ oz eq = | ½ oz eq = | 1 oz eq = | 1 oz eq = |
| Lean meat, poultry, or fish | ½ oz | ½ oz | 1 oz | 1 oz |
| Cheese (natural and processed; soft and hard) | ½ oz | ½ oz | 1 oz | 1 oz |
| Shredded cheese | (⅛ cup) | (⅛ cup) | (¼ cup) | (¼ cup) |
| Cottage cheese, ricotta cheese, cheese spread, cheese food 2 ounces = 1 ounce meat/meat alternate | ⅛ cup (1 oz) | ⅛ cup (1 oz) | ¼ cup (2 oz) | ¼ cup (2 oz) |
| Egg, whole, large | ½ egg | ½ egg | ½ egg | ½ egg |
| Cooked dry beans or peas | ⅛ cup | ⅛ cup | ¼ cup | ¼ cup |
| Peanut butter, soy nut butter or other nut or seed butters | 1 Tbsp | 1 Tbsp | 2 Tbsp | 2 Tbsp |
| Peanuts, soy nuts, tree nuts or seeds | ½ oz | ½ oz | 1 oz | 1 oz |
| Yogurt (regular and soy) - Must contain no more than 23 grams of total sugars per 6 ounces | ¼ cup (2 oz) | ¼ cup (2 oz) | ½ cup (4 oz) | ½ cup (4 oz) |
| Surimi | 1.5 oz | 1.5 oz | 3 oz | 3 oz |
| Tempeh | ½ oz | ½ oz | 1 oz | 1 oz |
| Tofu (commercially prepared) 2.2 oz. (1/4 cup) must contain at least 5 grams of protein | ⅛ cup (1.1 oz) | ⅛ cup (1.1 oz) | ¼ cup (2.2 oz) | ¼ cup (2.2 oz) |
| Soy products (e.g. soy sausage, veggie burgers) or alternate protein products. Must meet the requirements in Appendix A to Part 226 | ½ oz | ½ oz | 1 oz | 1 oz |
| Vegetables* | ½ cup | ½ cup | ¾ cup | ¾ cup |
| Fruits* | ½ cup | ½ cup | ¾ cup | ¾ cup |
| * Full-strength juice may only be served to meet the fruit or vegetable requirement at one meal or snack per day | | | | |
| Grains | | | | |
| <ul style="list-style-type: none"> Must be whole grain-rich, enriched, or fortified At least one serving per day must be whole grain-rich | | <ul style="list-style-type: none"> Grain-based desserts are not creditable (Refer to CACFP Grains Chart) Cereals must contain no more than 6 grams of sugar per dry ounce | | |
| Bread | ½ oz eq | ½ oz eq | 1 oz eq | 1 oz eq |
| Bread products, such as biscuits, rolls, crackers, or muffins Refer to the CACFP Grains Chart for options and serving sizes | ½ oz eq | ½ oz eq | 1 oz eq | 1 oz eq |
| Cooked breakfast cereal, cereal grain, rice and/or pasta | ¼ cup | ¼ cup | ½ cup | ½ cup |
| Ready-to-eat breakfast cereal (dry, cold) | | | | |
| Flakes or rounds | ½ cup | ½ cup | 1 cup | 1 cup |
| Puffed cereal | ¾ cup | ¾ cup | 1 ¼ cup | 1 ¼ cup |
| Granola | ⅛ cup | ⅛ cup | ¼ cup | ¼ cup |

APPENDIX C - Eating and Feeding Evaluation: Children with Special Needs and CACFP Special Dietary Needs Tracking Form

Non-School Special Milk Program (SMP) 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 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 | | |



Special Dietary Needs Tracking Form

CACFP program staff complete this form

CACFP staff must complete this form for each participant served menu substitutions. This form and applicable documentation, as specified, must be kept on file.

Section I: Disability - Complete when a participant has an impairment that restricts eating and/or feeding and a valid medical statement signed by a State licensed healthcare professional (physician, physician assistant, or nurse practitioner (APNP)) is on file. Programs must offer a reasonable modification.

Section II: Non-disability special dietary need - Complete when:

- Participant's family requests meal substitutions
- A medical statement not valid for a disability is provided. Examples:
 - Statement from a non-licensed health care professional (e.g. registered nurse, dietitian or chiropractor, etc)
 - Statement from a licensed health care professional that specifies a family's dietary preference, not a disability (e.g. statement indicates participant may drink rice milk per parent)

Participant's Name _____ Date form completed _____

Section I: Disability

Complete this entire page. Check off boxes when action is completed.

- Participant has a physical or mental impairment that substantially limits one or more major life activities
 - ✓ Major life activities include eating, breathing, digestive, and respiratory functions, etc. Impairment does not need to be life threatening; ex. lactose intolerance is a physical impairment of the digestive function
- Attached is a valid written medical statement which includes:
 - ✓ Description of impairment (reason for request)
 - ✓ How to accommodate the impairment (e.g. food(s) to be avoided and recommended substitution(s))
 - ✓ Signature from state licensed healthcare professional (physician, physician assistant, or nurse practitioner (APNP))
- List substitution(s)/modification(s) **offered by the program** that effectively accommodates the disability:
 - ✓ Must be appropriate to accommodate the participant, but does not have to be the exact modification requested

- Choose One. Family of participant:
 - Accepts program's accommodation(s)
 - Declines program's accommodation(s) and chooses to provide: _____

- Check meal(s) that can be claimed:
 - Breakfast Lunch/Supper Snacks

- Discuss participant's meal modifications with staff, including when meals can and cannot be claimed. Record date discussed with staff: _____

Claim meals when:

- ✓ Program has made reasonable modification according to the medical statement
- ✓ Program provides the modification or family chooses to provide the modification. The program must provide at least one component

Do not claim meals when:

- ✓ Family chooses to provide all foods (the program is not providing any components)

Section II: Non-disability special dietary need (SDN) request

Complete this entire page. Check off boxes when action is completed.

- Participant has a non-disability request (check all that apply):
 - Religious Ethnic Lifestyle preference (circle: vegetarian, organic) Other: _____
- Attached is a written statement from the family, DCF Health History form, or medical statement not valid for a disability that:
 - ✓ Identifies the non-disability request, including foods not to be served and allowable substitutions
 - ✓ Includes a statement that the family chooses to provide foods (if applicable)

- List specific food item(s) the program chooses to substitute:
 - ✓ Food substitutions must meet meal pattern requirements
 - ✓ If a food substitution does not meet meal pattern requirements, **do not claim** that meal/snack
 1. _____ CACFP creditable: Yes No
 2. _____ CACFP creditable: Yes No
 3. _____ CACFP creditable: Yes No

Non-creditable beverages:

- Non-dairy beverages not nutritionally equivalent to cow's milk including almond, cashew, coconut, hemp, oat, rice and some soy milks
- 2% milk
- Water

When served in place of cow's milk, meals/snacks cannot be claimed

Meatless substitutes made from alternate protein and/or textured vegetable protein ingredients may only credit to the CACFP meal pattern with a Child Nutrition (CN) Label or Product Formulation Statement (PFS)

- List specific food item(s) provided by the family:
 - ✓ A family may choose to provide one creditable component
 - ✓ Programs must ensure that food provided by the family meets meal pattern requirements
 - ✓ If the family provides more than one component or a food substitution that does not meet meal pattern requirements, **do not claim** that meal/snack
 1. _____ CACFP creditable: Yes No
 2. _____ CACFP creditable: Yes No
 3. _____ CACFP creditable: Yes No

- Check meal(s) that can be claimed:
 - Breakfast Lunch/Supper Snacks
- Discuss participant's meal modifications with staff, including when meals can and cannot be claimed. Record date discussed with staff:

Claim meals when:

- ✓ Substituted foods and beverages are creditable to the meal pattern
- ✓ All other required meal/snack components are provided by the program
- ✓ Family provides **no more than one creditable** component at a meal/snack

Do not claim meals when:

- ✓ Family provides **more than one component**
- ✓ Non-creditable food(s) are served (this includes program-provided and family-provided)

APPENDIX D - Crib Safety

Chapter HFS 45

APPENDIX D

CONSUMER PRODUCTS SAFETY COMMISSION (www.cpsc.gov)

Your Used Crib Could Be DEADLY

CPSC Document # 5020

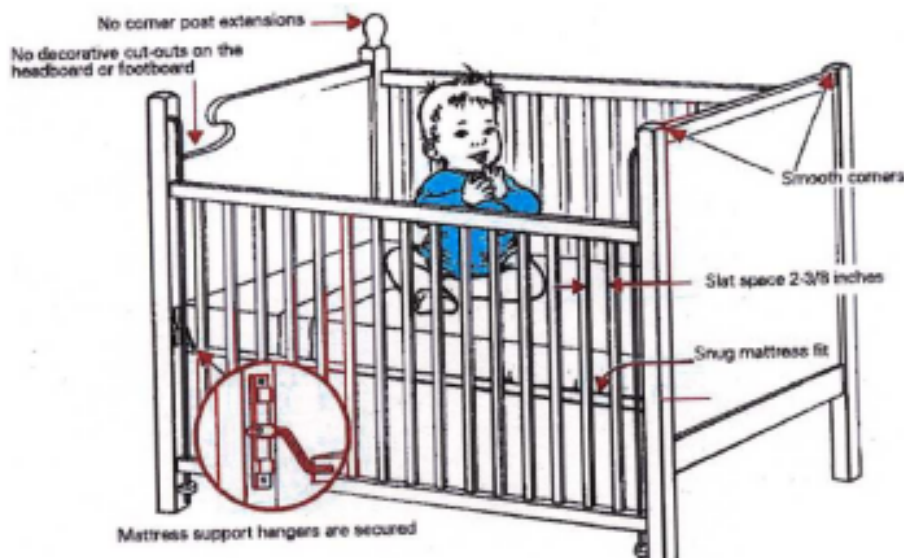
An unsafe used crib could be very dangerous for a baby. Each year, about 50 babies suffocate or strangle when they become trapped between broken crib parts or in cribs with older, unsafe designs.

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 your 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 - SIDS Safety

What does a safe sleep environment look like?



Baby's sleep area is in the same room, next to where parents sleep.

Use a firm and flat sleep surface, such as a mattress in a safety-approved crib*, covered by a fitted sheet.

Baby should not sleep in an adult bed, on a couch, or on a chair alone, with you, or with anyone else.

Do not smoke or let anyone else smoke around your baby.

Do not put pillows, blankets, sheepskins, or crib bumpers anywhere in your baby's sleep area.

Dress your baby in sleep clothing, such as a wearable blanket. Do not use a loose blanket, and do not overbundle.

Always place your baby on his or her back to sleep, for naps and at night.

Keep soft objects, toys, and loose bedding out of your baby's sleep area. Make sure nothing covers the baby's head.

Car Seat Recommendations for Children



- Select a car seat based on your child's age and size, and choose a seat that fits in your vehicle and use it every time.
- Always refer to your specific car seat manufacturer's instructions; read the vehicle owner's manual on how to install the car seat using the seat belt or LATCH system; and check height and weight limits.
- To maximize safety, keep your child in the car seat for as long as possible, as long as the child fits within the manufacturer's height and weight requirements.
- Keep your child in the back seat at least through age 12.

Birth – 12 months



Your child under age 1 should always ride in a rear-facing car seat.

There are different types of rear-facing car seats: Infant-only seats can only be used rear-facing. Convertible and 3-in-1 car seats typically have higher height and weight limits for the rear-facing position, allowing you to keep your child rear-facing for a longer period of time.

1 – 3 years



Keep your child rear-facing as long as possible. It's the best way to keep him or her safe. Your child should remain in a rear-facing car seat until he or she reaches the top height or weight limit allowed by your car seat's manufacturer. Once your child outgrows the rear-facing car seat, your child is ready to travel in a forward-facing car seat with a harness.

AGE



4 – 7 years



Keep your child in a forward-facing car seat with a harness until he or she reaches the top height or weight limit allowed by your car seat's manufacturer. Once your child outgrows the forward-facing car seat with a harness, it's time to travel in a booster seat, but still in the back seat.

8 – 12 years



Keep your child in a booster seat until he or she is big enough to fit in a seat belt properly. For a seat belt to fit properly the lap belt must lie snugly across the upper thighs, not the stomach. The shoulder belt should lie snug across the shoulder and chest and not cross the neck or face. Remember: your child should still ride in the back seat because it's safer there.

DESCRIPTION (RESTRAINT TYPE)



A REAR-FACING CAR SEAT is the best seat for your young child to use. It has a harness and in a crash, cradles and moves with your child to reduce the stress to the child's fragile neck and spinal cord.



A FORWARD-FACING CAR SEAT has a harness and tether that limits your child's forward movement during a crash.



A BOOSTER SEAT positions the seat belt so that it fits properly over the stronger parts of your child's body.



A SEAT BELT should lie across the upper thighs and be snug across the shoulder and chest to restrain the child safely in a crash. It should not rest on the stomach area or across the neck.



www.facebook.com/childpassengersafety



<http://twitter.com/childseatsafety>

March 21, 2011

APPENDIX G - Newman Catholic Schools Weather Related School Closing Procedures

NCES: St. Anne

- **Delayed Starts** – Delays only affect students riding a yellow school bus. Classes will continue to run on the normal schedule for all other students. Delayed busing is considered an excused absence. Parents can choose to drop their students off to avoid delays.
- **Early Release** – When closing early, NCES: St. Anne follows the WSD. All students must be picked up by the stated release time. Bused students will be picked up according to the WSD early release schedule included in this document. Pick-up times are flexible during travel delays.
- **Closing** – NCES: St. Anne follows the "Newman Catholic Schools" closing announcements. Busing will not be available if the WSD closes and NCS does not.
- **Before and After Care** – In the event that there is a delayed start, before care will still be available. In the event that there is an early release, after care will not be available. Additionally, if there is a closing, before and after care will not be available. At times, when inclement weather is anticipated in the evening, after school activities are canceled, and we ask that you please pick up your child from after care as soon as possible, prior to the 5:30pm closing time.

WSD Dismissal & Bus Pick-up Times – Early Release
(NCES: St. Anne and NCMS/HS)

| | | | | | |
|--|----------|----------|----------|----------|---------|
| Dismissal Time (parents pick up if not riding the bus) | 11:30 am | 12:00 pm | 12:30 pm | 1:00 pm | 1:30 pm |
| Bus Pick-up Time (First Student) | 11:20 am | 11:50 am | 12:20 pm | 12:50 pm | 1:20 pm |

NCES: St. Mark

- **Delayed Starts** – Delays affect students riding a yellow school bus. Classes will continue to run on the normal schedule for all other students. Delayed busing is considered an excused absence. Parents can choose to drop their students off to avoid delays. Three-year-old Preschool will be canceled at NCES: St. Mark.
- **Early Release** – When closing early, NCES: St. Mark follows DCE. All students must be picked up by the stated release time. Bused students will be picked up according to the DCE early release schedule. Pick-up times are flexible during travel delays.
- **Closing** – NCES: St. Mark follows the "Newman Catholic Schools" closing announcements. Busing will not be available if DCE closes and NCS does not.
- **Wrap-Around and Before & After Care** – In the event that there is a delayed start, before care will still be available. In the event that there is an early release, after care will not be available. Additionally, if there is a closing, wrap-around and before & after care will not be available. At times, when inclement weather is anticipated in the evening, after school activities are canceled, and we ask that you please pick up your child from after care as soon as possible, prior to the 5:30pm closing time.

NCECC: St. Michael

- **Delayed Starts** – Three-year-old Preschool and 4K AM/PM classes will be canceled at NCECC: St. Michael.
- **Early Release** – When closing early, NCECC: St. Michael follows the WSD. All students must be picked up by the stated release time. Pick-up times are flexible during travel delays.
- **Closing** – NCECC: St. Michael's Three-Year-Old Preschool follows the "Newman Catholic Schools" closing announcements. NCECC: St. Michael's 4K AM/PM classes follow the "WSD" closing announcements.
- **Licensed Child Care** – Delayed starts, early releases or closures may occur to ensure the safety of students, families and employees. In these rare instances, site directors will make the best decision for the safety of all, and families will be notified directly or using the standard of communication tools.

NCECC: St. Therese

- **Delayed Starts** – 4K AM/PM classes will be canceled at NCECC: St. Therese.
- **Early Release** – When closing early, NCECC: St. Therese's 4K AM/PM classes follows DCE. All students must be picked up by the stated release time. Bused students will be picked up according to DCE's announcement, which will be determined on the day of the early release. Pick-up times are flexible during travel delays.
- **Closing** – NCECC: St. Therese's 4K AM/PM classes follow the "DCE" closing announcements.
- **Licensed Child Care** – Delayed starts, early releases or closures may occur to ensure the safety of students, families and employees. In these rare instances, site directors will make the best decision for the safety of all, and families will be notified directly or using the standard of communication tools.

Updated: SCK 01.16.2017 (Reviewed: 01.12.2018, 12.21.2018, 10.16.2019), JL 11.21.22, JL 3.3.23, JL 7.24.23