

# RENAISSANCE CHILD DEVELOPMENT CENTER

1306 N. Marshall St  
Milwaukee Wisconsin 53202  
414-276-1133

## ADMISSION POLICY

### I. Philosophy

At Renaissance we believe that all children deserve high-quality child care to provide a sound foundation for later growth and development. We will strive to provide a warm, nurturing environment in which children can learn and grow to respect themselves and others.

### Admission to the center

#### Who may be enrolled

Renaissance Child Development Center is a not-for-profit child care center serving a maximum of not more than 93 children, ages 6wks through 12 years, at any one time. Admission of any child will be based on the number and ages of those already accepted.

2. Renaissance Child Development Center does not discriminate on the basis of race, color, sex, creed, disability, political persuasion, national origin, or ancestry. Integration of special needs children into the program requires development of a strong relationship between parents and staff in order to assist the child. Children with handicapping conditions will be admitted if they can be served with reasonable accommodation.

Enrollment priorities are given on a first-come first-serve basis. Priority is given to: (1) full-time child care needs, and (2) families with a child already enrolled at Renaissance. Part-time schedules may be difficult to accommodate; we will try to arrange for your needs but cannot guarantee a spot.

### B. Administrative Structure

Renaissance Child Development Center is governed by a Board of Directors. The Board hires an Executive Director to supervise the daily operations of the Center.

## How to enroll a child

A. Appointments for a parent/child visit and parent interview are made by calling the Center and scheduling an appointment with the Executive Director.

B. As soon as the request for admission is approved, the child will be accepted.

C. Forms to be completed:

1. Child Enrollment form and Health History and Emergency Care Plan must be on file first day of attendance.

Field trip and Photo Permission Form must be on file first day of attendance.

Child Health form must be on file with 90 days of admission.

Immunization History must be on file with 30 days of admission.

Parent permission forms regarding testing or research must be on file before testing or participation can occur.

A copy of any court order regarding the child, e.g., responsibility for payment of fees, drop off/pickup, no contact orders, must be provided to the center within one week of admission or entry of the order.

No information will be given to any outside agency without parental consent.

An Intake form for all children under 24 months of age is required on the first day of attendance for all children under the age of 2 years.

An Income Statement is required on the first day of attendance.

A Food Service Agreement is required on the first day of attendance.

D. Supplies to be provided by parent

Upon acceptance, parents will be provided with a list of supplies they must provide. The list will contain items used by your child and items used by your child's classroom. In lieu of classroom items, a parent can

pay an annual supply fee, the amount of which will be determined by the Executive Director.

Parents are responsible for maintaining a supply of diapers and wipes for children requiring them. Parents are also responsible for maintaining at least one complete change of clothes for their child at the center.

#### Attendance Policy

Renaissance is open year round, Monday through Friday, from 7:00 a.m. to 6:30 p.m.

Full-time enrollment consists of 5 full days/week, any hours between 7:00 a.m., and 6:30 p.m.

Full-time enrollment for after-kindergarten consists of 5 days/week, after kindergarten.

Part-time enrollment is anything less than 5 full days/week.

Renaissance will be closed the following days:

→New Year's Day

→Memorial Day

→Friday of Holy Women Parish Festival (mid-June)

→Independence Day

→Labor Day

→Thanksgiving

→Friday after Thanksgiving

→Christmas Eve

→Christmas Day

→New Year's Eve (The center will be open until 3 p.m.)

→If any of these days fall on a Saturday or Sunday, the Center will observe the holiday on Friday or Monday.

→The center reserves the right to close on other days if attendance will be very low. Adequate notice will be given.

#### V. Participation Policy

Parents are: (1) required to have all forms on file at the specified time and pay fees on time; (2) welcome to visit the center any time during the hours of operation, and (3) given a set of rules and regulations of the Center when enrolling the child.

- B. A child's record is confidential but will be made available upon request to parents.
- C. Day care license, child care rules, center policies, and any rule violations cited by the Department of Health and Family Services will be posted in a conspicuous area in the center that will be identified by the Operations Director.

All information from the center to parents will be put either in your family mailbox located at the main entrance or in your child's individual cubby located in his/her room.

If your child needs emergency medical treatment, 911 will be called and your child will be transported to St. Mary's Hospital 2388 N Lake Drive, or Children's Hospital 9000 W. Wisconsin Avenue. EMTs will make the decision. You will be notified immediately.

All Renaissance employees are required by law to report any incidence of child abuse or suspicion of abuse. All injuries or reports of injuries, or behaviors that endanger the emotional or physical well being of a child will be recorded in a medical log maintained at the center. Any questions or concerns regarding this should be made to the Executive Director.

State of Wisconsin Group Center Licensing rules, the center's state license, and a copy of any non-compliance statements issued by the State of Wisconsin Department of Regulation and Licensing are posted in the main entryway.

All public parent postings, including center policies are located in the main entryway or inside the applicable classrooms.

Attendance is maintained at the center using sign in sheets. The sign in sheets are located on clipboards inside each classroom. Parents are responsible for signing their children in and out upon pickup and drop off of their child everyday. Parents will sign in and out by marking the time of pickup or drop off and initialing next to the written time.