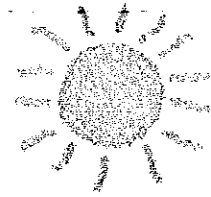


**REnaissance**  
Child Development Center



# Parent Handbook

## 2009

## **WHO WE ARE**

Renaissance Child Development Center is a non-profit community operated organization dedicated to providing high quality childcare on Milwaukee's East Side. Renaissance is the result of the 2001 merger of Ragamuffin Daycare and St. Peter & Paul Catholic Church Daycare. Those two centers had operated separately on the East Side since the early 1970's.

Center operations are overseen by the Renaissance Board of Directors. The Board is comprised of parents, community members, and other interested parties. The Board is made up of the President who serves as the Center Director, Vice President, Secretary, Treasurer, and a center staff member. Board membership is entirely voluntary and board members do not receive compensation for their services. The Board is always welcoming new parents and community members. Parent advisory meetings are held three times each year by the board to get parent input and recruit new members to the board and our fundraising committee.

## **PHILOSOPHY**

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

Renaissance Child Development Center, Inc is a nondenominational, non profit, non-sectarian program. There is no religious component to our curriculum. We do, however, welcome and encourage families to share their cultural tradition in the classroom.

## **PROGRAM**

### **CURRICULUM**

Children learn best by actively exploring and participating in their environment. At Renaissance, activities focus on the "hands on philosophy".

The center's program is designed to help children:

- Be curious, wonder, seek answers to questions,
- Strengthen physical skills,
- Learn to cooperate with others,
- Develop a positive self-esteem, and a feeling of good self worth, and
- Facilitate social and cognitive development.

Children have a wide variety of experiences in their play, fieldtrips, art projects, group projects and literacy programs.

### **SPECIAL EVENTS**

Every year parents are invited to several special events: holiday lunches or breakfasts, Pot luck with Santa, silent auction, and a summer picnic. The children may also have parties in the classroom from time to time. Notice of these will be posted.

### **PARENT CONCERNS AND SUGGESTIONS**

The staff at Renaissance welcomes your suggestions and we want to know about any problems or concerns you may have. Please feel free to share these with your child's teacher or, if you prefer, you can also meet with the Director. There is also a parent suggestion box located in the lobby, so feel free to drop a note in there. We will offer Parent Teacher conferences twice a year, but would encourage you to schedule a phone or in-person conference at any time. If you have a problem and are unsatisfied with a teacher's response, you may want to talk to the Director. Parents are welcome and encouraged to visit the classroom unannounced at anytime.

## **MEDICAL INFORMATION**

### **INJURY/ACCIDENT POLICY**

In case of minor accident, first aid will be administered and the parent will receive an accident report which they must sign. These forms will be in your family cubby in the main entryway. Please sign and return it to a teacher. In the event of a serious injury (particularly a head injury) a parent will be notified immediately and they will be responsible for medical treatment and transportation.

### **MEDICAL EMERGENCY**

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. EMT'S will make the decision. You will be notified immediately.

### **ILLNESS**

Children with a sore throat, inflammation of the eyes, fever, lice, rash, vomiting, diarrhea or other illness or condition may be immediately isolated. Sick children are provided with a cot, sheet and blanket and kept in the office. The child's parents or a designated responsible person, are contacted as soon as possible after an illness is discovered. The parent or designated responsible person must immediately arrange for the pick up of the child from the center.

Children with three loose bowel movements in one 24 hour period will be sent home. Children with a temperature of 101 degrees or more will be sent home. If a child vomits the classroom teacher and/or the Director will make the decision whether or not to send the child home. These children will be sent home only if it is believed that the child's vomiting is brought on by illness.

## **COMMUNICABLE DISEASE**

When a child is suspected of having a communicable disease, such as chicken pox, German measles, infectious hepatitis, mumps, poliomyelitis, lice, ringworm, scarlet fever, whooping cough, diphtheria or meningitis, the city health nurse will be notified.

When a diagnosis of a communicable disease is made by a health care professional, the children will be watched for symptoms of the disease and parents of other children will be notified by a posting.

A child with a communicable disease will be readmitted to the Center after providing a written statement from a physician, or after the designated time as recommended by the City Health Department.

## **MEDICATION**

Medication will be administered by center staff only under the following conditions:

- 1) When a signed, dated written authorization of the parent is on file. This form can be obtained from the center staff.
- 2) Prescription medicine is in the original container, labeled with the child's name, name of drug, dosage, directions for administering, date and physician's name.
- 3) Non-prescription medication is labeled with the child's name, including dosage and directions for administering.

## **ENROLLMENT PROCEDURES**

### **ADMISSION**

Renaissance 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 full-time child care needs, and 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 until center enrollment has been reviewed by the Director

### **HOW TO ENROLL A CHILD**

Appointments for a parent/child visit and parent interview are made by calling the Center and scheduling an appointment. As soon as the request for admission is approved, the child will be accepted and enrollment may begin within a week of admission. The Director will determine a child's first day of attendance after reviewing the needs of the family and the center's schedule.

## **TUITION**

All new families must pay a one-time family registration fee. This fee is non-refundable and is not used as a deposit on future daycare services. The fee helps the center offset the cost of supplies it must purchase when a new family enrolls.

Families enrolling any child under the age of 5 years must pay a one-time \$90 registration fee.

Families enrolling only children 5 years and older must pay a \$50 per child activity fee. This fee is paid annually.

Families submitting paperwork and registration fees no more than 30 days prior to the first day of enrollment will have their child's classroom space reserved following receipt of the "Application for Enrollment" and the registration fee. Families wishing to hold a space for more than 30 days prior to the child's first day of attendance must submit the "Application for Enrollment", the registration fee, as well as the first week's tuition payment. These payments are non-refundable but the tuition payment will pay for the child's first week of care. If a family later decides not to enroll their child the registration fee and first week's tuition payment will not be refunded under any circumstance.

Parents are billed for all scheduled days. Even if the child is absent, staffing is still planned for the number of children enrolled on that day. Parents must schedule the same attendance days each week. **Trading days is not allowed** but additional days may be added if space is available. A 10 day notice is preferred for extra hour requests, but additional requests can be made with less notice, although the chances of that request being granted are far less.

Tuition will be billed bi-weekly and is due by the first Thursday of bill delivery. All family bills have the payment due date listed on the lower portion of the statement. A late payment fee of \$5 per day is assessed for untimely payment. Billing can be found in parent cubbies in the main entryway. Bills are delivered on a Monday and payments are due 3 days later on that Thursday. Please put payments directly in the tuition box. Cash payments must be made in person to the Director.

Any check or money order paid to the center returned due to non-sufficient fund status will result in a \$25.00 charge to the parent. Additionally, a replacement payment must be provided within 3 days of parent notification.

Full day care is provided for school-age children when there is no school, during vacations and the summer. During the school year, staff must be notified if your child needs a full day of care at least 1 week in advance.

There is a 17% sibling discount for families that pay full tuition with no subsidies. The oldest sibling will receive the 17% discount in weekly tuition.

Families are allotted a limited number of vacation days each year. A vacation day is a day that the child will not be in attendance at Renaissance and the family will not be charged for care on that day. Requests to use a vacation day are located in the foyer. All vacation requests must be submitted at least 10 days prior to the start of the vacation in order to avoid paying tuition for those days. Each family is allotted two work weeks of its regular weekly schedule to be used for

vacation days each anniversary year. For example, a child enrolled fulltime can use up to 10 vacation days each anniversary year. A child enrolled for 4 half days per week will receive 8 half days of vacation each year and so on. An anniversary year begins on the anniversary of enrollment for the oldest enrolled child in the family. Vacation days cannot be used within a child's final two weeks of attendance at Renaissance. Obviously a child scheduled to be on vacation on a certain day may not attend Renaissance on that day.

### **DROP-OFF / PICKUP TIMES**

Children enrolled in the morning session can be at the center from 7AM until 12PM (noon). Children enrolled in the afternoon session can be at the center from 12PM (noon) until 6:30PM. Children enrolled for a full day can be at the center for any 10 hour period between the hours of 7AM and 6:30PM. The ten hour limit is a law set by the State of Wisconsin. Families with children enrolled for half days wishing to have their children at Renaissance up to one hour extra can request so. Children enrolled for the afternoon session can request to be dropped off at 11AM whereas children enrolled for the morning session can request to stay until 1PM. An additional fee will be charged per child if these requests are granted. For children ages 6 weeks to 24 months the fee is \$6 per day and \$5 per day for children over the age of 24 months. The sibling discount will not be credited towards that additional fee.

If the center is put in a position where a child receiving an extra hour of care is holding the final space available in the classroom and a new family would like to enroll and take that space the family with the final space will be given 3 days to determine if they would like to drop the additional hour everyday or instead pay for the full day. If no answer is given within three days and the Director is unable to obtain an answer or response from the family the space will be given to the new family. Families known to be on vacation will be given until their return to make a decision on this matter.

### **LATE PICKUP**

A late fee prorated on a scale of \$10 per hour will be charged for each child at the center after 12:00 p.m. for half days. Children at the center after 6:30PM will be charged a late pickup fee of \$1 per minute. The staff time clock is the gauge for the correct time. Failure to pay the late fee is grounds for discharge from the center.

Children at the center after 7:00 p.m. may be released to Child Protective Services.

### **ARRIVAL/DEPARTURE**

An adult must accompany all children into/and out of the center, sign the child in/out and take them to their classroom. A child will only be released to someone listed on the "Health History and Emergency Care Plan". Please keep this form up to date. If a new teacher or substitute is in the classroom, they will ask for an ID before you take your child. Please do not be offended. This is a center policy and it is for your child's safety.

If a parent has a medical condition or ailment that prevents him/her from using the stairs to pickup his/her child a request should be made to the Director that someone escort the child down to the parent. Children may under no circumstances escort themselves out of their classrooms to leave with a pickup person.

It is important to pick your child up from the center on time. The center's staff expects to leave at the center's closing time and children become very upset when a parent is late. Please do not linger at the center after closing time.

### **DISCHARGE**

Renaissance wishes to provide a happy social and learning experience for all the children enrolled in our center. In order to achieve this goal, however, it may be necessary to dismiss a child for one or more of the following reasons:

1. Child has handicap or another condition that cannot be adequately accommodated by our staff or our facility.
2. Child has extremely disruptive behaviors that could cause harm to other children.
3. Parents are uncooperative with regard to: timely payment of fees, filling out all paperwork needed for enrollment, observing rules of the center for arrival and departure of the child, all other policies as stated in this and the policy book.

### **PARENT TERMINATION**

Parents must notify the Director in writing two weeks prior to a child's final day or attendance from the center. Families giving less than two weeks notice will still be charged for two weeks of care based upon the family's regular schedule and will be responsible for paying that bill on the final day of attendance. If a payment plan needs to be established the family must meet with the Director as soon as possible. If the Director does not receive notice from a family regarding the need for a payment plan prior to the day that the payment is due late payment fees will be charged. Renaissance understands that childcare is expensive and is normally very accommodating with regards to final payments plans but advance notice is necessary. Vacation days cannot be used during a child's final two weeks of attendance at Renaissance.

### **CENTER CLOSING**

Parents will be notified in advance of the center's closing and fees will be prorated, if necessary, and returned

There are nine holidays observed by the center. The center will be closed on those days. Families will be billed for those days. The following are the center's observed holidays

1. New Year's Day
2. Memorial Day
3. The Fourth of July (or the nationally observed day)
4. Labor Day
5. Thanksgiving Day
6. The Friday following Thanksgiving Day
7. Christmas Eve
8. Christmas Day
9. New Year's Eve

In the event that any of these holidays fall on a weekend the center will close on the governmentally observed weekday.

The center will close for snow if Milwaukee Public Schools closes for the same reason. The center will not close for wind chill even if Milwaukee Public Schools close for that reason. If the center is forced to close for any other reason the Director will notify Channel 6 news and try to post that information on the center website at [www.eastsidedaycare.com](http://www.eastsidedaycare.com).

## **FORMS**

There are a number of forms that the center must have on file for your child. There are 8 forms required for all children, 9 for children ages 12-24 months, and 11 for infants.

1. Application for Enrollment
2. Health History and Emergency Care Plan (emergency card)
3. Child Health Report (To be completed within 90 days of enrollment)
4. Immunization Record (Or a immunization record printout from a doctor's office)
5. Photo Permission/Field Trip Form
6. Family Food Service Agreement
7. Income Statement
8. Intake Form (For Children under the age of 2 years)
9. Jar Food/Cereal Notification Letter (infants only)
10. Infant Formula Notification Letter (infants only)

The *Health History and Emergency Care Plan* Form is what all staff will use to identify the proper pickup people for each child. Please keep this form current so staff can contact you or the person designated as your emergency contact in case your child becomes ill or injured. We only allow a child to leave the center with individuals listed on this form, unless otherwise notified by the parent. Please notify us if someone different will be picking up your child. All records, reports and forms Renaissance maintains on your child are kept confidential.

## **INFANT/ TODDLER POLICIES**

### **PURPOSE**

Infants and Toddlers have very different needs than children over the age of two. Our goal is to provide a stable, nurturing and loving environment for infant/toddlers to grow and develop at each child's own unique rate. We also strive to support and respect the parents' views regarding their child.

### **ENROLLMENT**

Prior to or on child's first day, the parent and care giver shall meet to discuss the child and his/her individual needs. This information shall aid the caregiver in individualizing the care for the child.

Information will include:

- Feeding/Meal Schedules
- Types of Food introduced and time schedule for new foods
- Toilet/Diapering Schedule

- Sleep and Nap Schedule
- The child's way of communicating and being comforted
- Development and Health History

Much of this information will be found on the child's Intake Form that is kept in the child's room. This form shall be updated every three months by the family.

### **SUPPLIES**

You will need to bring in supplies for the classroom on your child's first day of attendance. These supplies will be for your child's classroom.

- 4 bibs
- 4 wash clothes
- Bottle of laundry detergent
- 2 boxes of Kleenex

### **GROUPS**

A minimum ratio of 1 adult to 4 infants/toddlers will be maintained. Your child will be in contact at times with more than one care giver during the day. This is to provide your child with more than one familiar face.

### **DIAPERING**

Infants will be changed immediately when they have a soiled diaper, otherwise, diapers will be checked and changed every two hours. The child's diaper area will be washed with disposable wipes, no wash clothes will be used for diapering.

Disposable/Cloth diapers and wipes will be supplied by the parents. The diapering surface will be disinfected after each use. Care givers will thoroughly wash their hands before and after each diaper change with a disinfectant hand soap and use disposable gloves.

Applications of lotions, powders, or salves may be used by staff only with specific written directions from the parent or physician. These directions will be posted at the changing table and recorded on a medication form.

### **CLOTHING**

Children shall be clothed at all times to assure warmth and comfort. Parents shall be required to keep at least one complete set of seasonally appropriate clothing at the center at all times. Sleepers are encouraged for younger children to keep the child warm, as socks, tend to fall off easily

### **SIDS**

Renaissance Child Development Center complies with all of the SIDS requirements for reducing the risks of SIDS at our Center.

- We always put the child on their back to sleep.
- We have firm mattresses for all the infant cribs.

- We check the infants periodically during naptime to make sure the baby's head and face are uncovered.
- We make sure all the bedding is tightly fit on the cribs. We keep all fluffy and loose bedding from the cribs.
- We check to make sure that the child is not too hot or uncomfortable.

Children will only be allowed to sleep on their side or back if written instructions to do so are provided by the child's pediatrician for medical reasons.

## **FEEDING**

Renaissance supplies all meals to all enrolled children. The cost of providing meals is included in the cost of tuition. Parents may choose to provide their child's meals or portions of their child's meals but the price of tuition will not change. Renaissance supplies iron fortified milk or soy based formula for infants as well as jar foods and infant cereal. Families requesting that certain foods not be served to their child must supply all alternative foods necessary to ensure that the child's meal meets all USDA child meal requirements.

Infants will be fed on their own schedules. Staff will hold and talk to infants while feeding a bottle. Infants will be offered appropriate finger food when they are ready as determined by the parent. Children will be encouraged to self-feed.

Bottles can be ready to use or can be prepared by our staff according to the instructions on the can. Leftover formula is discarded and the bottles rinsed after each use. Parents are asked to bring in at least one bottle for every two hours the child is at the center.

Baby food jars supplied by each family shall be unopened and labeled with the child's name. No other foods shall be placed in baby food jars. Home prepared food must be packed in a plastic container. Baby foods shall not be served directly from the jar. Leftovers will be properly covered, stored and dated. If not used the next day, they will be discarded.

Renaissance provides whole milk for children ages 12-24 months and 2% milk for all children over 24 months old.

Drinking water shall be offered periodically throughout the day.

All infant/toddler supplies should be labeled with the child's name. Bibs, both parent and center provided, shall be changed and washed after each use.

## **INFANT EDUCATION**

Our goal is to meet the developmental needs of each child. Planned activities will be posted weekly. Activities will include: language and communication, sensory, cognitive, experiences, large and small motor, indoor/outdoor play, art and music.

## **BITING**

Biting is a common problem with toddlers. It is caused by a variety of reasons: teething, frustration, inability to communicate, self defense, etc. We ask your understanding as the children move through this stage of development. As the parent of a child who is bit, it is a very

frustrating and frightening experience. As the parent of a child who is biting, it is just as frustrating. Biting is an age-appropriate response, however, it is not socially appropriate or acceptable. Staff will try to determine the cause of the biting and rectify it. When bites occur, they will be washed with soap and water and an injury report written. Parents of both children will be notified. You will not be told who the other child was due to state laws concerning confidentiality.

## **PRESCHOOL/SCHOOL AGE POLICIES (2+ Years Old)**

### **SUPPLIES**

Families with children 24 months and older will need to provide the following supplies on the child's first day of attendance. These supplies will be for the child's classroom.

- 2 Boxes of Kleenex
- 1 or more family photos
- 1 box washable markers
- 1 box water color
- 1 box crayons

### **NAPTIME**

Preschool naptime is from 1PM to 3PM. All the children under the age of 5 must rest 30 minutes. Non-sleepers get up to play quietly in the classroom. School age children have a quiet reading time in their classroom. Renaissance provides sheets for cots. Children bring blankets from home. Blankets should go home weekly to be washed. Teachers rub the children's backs and play soft music to calm children for sleep.

### **OUTDOOR PLAY**

Renaissance children play outdoors each day that it is not raining and when the temperature (including wind chill factor) is above ten degrees Fahrenheit. Please dress your child for year round outdoor play. During inclement weather children ride bikes, climb, play active games and have other large muscle activities indoors. If your child is too ill to participate in outdoor play, then we ask that you keep your child home.

### **CLOTHING**

Please dress your child in comfortable, easy to launder clothing. We spend a great deal of time outdoors and do some messy art projects. While teachers do their best to protect children from mud and paint, accidents do happen. Tennis shoes or other sturdy shoes are best for running, climbing and fieldtrips. Please do not send your child in flip flops. Strapped Sandals are acceptable.

### **FIELD TRIPS**

The preschool children regularly go on field trips. We walk, take a city bus, or school bus. You will be notified about field trips in the parent letter and/or notices posted on the parent bulletin board. We welcome parents to join us on the field trips as chaperones. Let a teacher know if you are interested in participating on a field trip.

## **MEALS**

Renaissance provides meals for all enrolled children. Infants are supplied formula, jar food, and infant cereal. Children 12 months and older are given a morning breakfast, hot lunch, and afternoon snack. Lunch is catered in on a daily basis from an outside organization. Renaissance has particular brand foods that it purchases. Families with differing preferences on food brands should supply their child's food from home. Families with questions about the brands or types of foods supplied should speak with the Director. Children with allergies or special dietary restrictions should have their meals supplemented with appropriate supplements from home. This includes families with social/religious dietary restrictions.

Breakfast is served from approximately 8AM-9AM

Lunch is served at approximately 12PM (noon)

Afternoon snack is served at approximately 3PM

If parents provide a snack for their child, it must be a nutritious snack. Any non-nutritious snack will not be given to the child and will be returned to the parent at the end of the day. Renaissance welcomes families to provide nutritious snacks for their child's classroom for special occasions.