



# St. Marcus K3 Childcare Parent Handbook

2664 North Richards Street, Milwaukee

*We believe children...*

- *are redeemed by their Savior Jesus*
- *are made in the image of God and loved by Him; created for a purpose*
- *learn best in a safe and caring environment*
- *learn at their own developmental pace*
- *learn through play and experience*

## Admissions

St. Marcus Child Care is a state of Wisconsin licensed child care center. All children, without discrimination on the basis of sex, race, color, creed, disability, national origin, or ancestry, are welcome at the center. Parent(s) may secure child care enrollment forms and applications from the school office during regular office hours of 8:00 a.m.-4:00 p.m. Parent(s) may enroll students by visiting St. Marcus website and completing child care enrollment forms. At St. Marcus, we require children to be potty-trained and the age of 3 by September 1<sup>st</sup>. All children will be enrolled for a trial period of 30 days. During the trial period, either the provider or the parent may terminate child care without advance notice.

Parents must meet with a lead teacher during a home visit to discuss their child's specific needs and to review program policies. St. Marcus K3 childcare teachers will make reasonable accommodations for a child with disabilities (as specified). The following must be returned to the center by the first day of attendance.

- Health History and Emergency Care Plan
- Child Care Enrollment
- Child Health Report
- Field trip form
- Young Star Family Questionnaire

- Student Information Sheet
- Alternate Arrival/Release Agreement
- Immunization Records
- Completed USDA CACFP Forms
- Contracts/Wisconsin Shares Authorizations
- ASQ-3 (Ages and Stages Questionnaire)
  - Developmental screenings are offered annually to all families. Our program provides referrals from the developmental screenings after being reviewed to our in house speech and language pathologist who is available, with parental permission to observe your child in their classroom learning environment. Details of both the screener and observation are shared with families. If a referral is recommended, our Student Services Coordinator works with families to initiate the IEP process with your neighborhood MPS school.

We will inform you of any update(s) that are needed and will give you 30 days to submit the updated forms.

Children may be enrolled on a full-time basis (40 hours per week) or part-time basis (20 hours per week). Per the Licensing Rules for Group Child Care Centers in Wisconsin: *a child care worker may not provide care to children at the center more than 10 hours in any 24-hour period and a child may not be in care more than 12 hours in any 24-hour period.* No child may be regularly enrolled for less than 20 hours per week. We do not accept children for drop-in care unless prior enrollment arrangements have been made and space is available.

We believe that parent(s) should be informed of the state of Wisconsin’s regulations for child care centers and our continued compliance of them. Therefore, all parents will receive a summary of the licensing regulations. In addition, our state of Wisconsin child care license and compliance record is posted outside of the K3 classrooms and is available upon request.

## Times of Operation

K3 Child Care services will be provided between the hours of 7:30 a.m. and 3:30pm with limited aftercare offered until 5:00 p.m. Monday through Friday. Child care service will follow the St. Marcus school calendar which is distributed prior to the school year starting and is available in the office and online in the St. Marcus Parent Room. No service will be provided on New Year’s Day, Memorial Day, Labor Day, Thanksgiving, and Christmas. St. Marcus Child Care will follow the St. Marcus Lutheran School calendar and will be closed on the days indicated on the school calendar.

## Child Absence

If a child does not attend on a regularly scheduled school day parents are to notify St. Marcus by calling their child into the office promptly by 9:00 a.m. Please call the school office at (414) 539-4843. If a child, who is scheduled to arrive at the center, does not arrive by 9:00 a.m. and St. Marcus has not been notified in advance of the child's absence, a staff member and/or the K3director will attempt to contact the parent or guardian to determine the child's whereabouts. If a child misses three or more consecutive school days a parent must bring in a doctor's excuse upon their return.

## Tardies

"With the Lord begin each task..." We start each day with morning announcements and prayer. It's important for each student to be a part of the morning classroom routine. Therefore, students must be seated in their classroom ready for learning by 8:00am. In order to be on time, students must be seated at their tables or on the classroom carpet when the teacher starts instruction for the day at 8:00am. Breakfast is served in the classrooms in the morning. Breakfast will be served until 7:50am. In order for your child to eat and get settled we suggest arriving no later than 7:30am.

St. Marcus' position on **TARDINESS**:

Tardiness is unacceptable. It is the number one reason for employee termination in the United States. **Prompt arrival and attendance is the responsibility of the parents/ guardians.** Parents/Guardians who develop chronic tardiness issues will be contacted by an administrator to discuss the reason for tardiness, possible solutions and action steps.

If a family has 5 or more tardies in a quarter:

1. Parents/guardians will need to ensure that their scholar(s) arrive at or before 7:30 a.m. for the remainder of the quarter.
2. If the problem continues a probationary plan and/or tardy contract may be initiated as determined by an administrator.
3. If a student's arrival time is later than 9:00am chronically and 5 or more tardies have accumulated in a quarter, that child will not be accepted to stay for the day unless they have a doctor's excuse.

A child could lose his/her "seat" at St. Marcus for unresolved issues and lack of parent communication/support.

## Homework Policy

Homework helps reinforce the learning that happens in the classroom. **Regular homework completion helps your child practice various readiness skills that prepare him/her for K4. In K3, homework completion is documented and tracked daily.** We ask that families keep the following homework supplies at home, a pair of child's scissors, 1 box of crayons, pencils, a glue stick and glue bottle. These supplies will help assist your child with the homework that is sent home daily. As we prepare scholars to do their best, we also expect that all homework assignments will be completed thoroughly by their respective due dates. This includes homework, signatures and permission slips. Because we don't want students missing out on their learning, the reason you send them to school, missing or incomplete

homework will be re-sent and or completed at school (when the teacher(s) decides it is a reasonable time). **Parents/ guardians are encouraged to contact their child's teacher if there are questions or concerns about homework assignments.**

## Policies for Payments

The K3 childcare Director will invoice for child care services. **All families are responsible for making payments for tuition, co-payments and/or after care fees.**

### Policies for 2025-2026 School Year:

- ✓ **All families will be billed on an enrollment basis regardless of sick days, personal days, or family vacation**
- ✓ **Payment contracts will outline hours of attendance, tuition type (personal or Wisconsin Shares) co-payments and participation in after care (optional)**
- ✓ **Payments must be made two weeks in advance of services (\*unless prior arrangements have been made)**
- ✓ **All families are responsible for tuition and unpaid balances**
- ✓ **Unpaid fees and invoice balances will result in children being “blocked” from check-in**
- ✓ **Failure to make payments could result in students losing their “seats” in the K3 program**
- ✓ **Payments can be made at the Center Street Campus Office or on-line at [myprocare.com](http://myprocare.com)**
- ✓ **EBT payments can be made on-line at [ebtedge.com](http://ebtedge.com) or over the phone by dialing the customer service number on the back of your card.**

## Wisconsin Shares

If you are eligible to receive Wisconsin Shares please have your child's day care authorization assigned to St. Marcus Child Care (243 E. Center St.). Families will need to provide proof of authorization. All families must have authorization and have made an EBT payment by the first day of enrollment. At this time if a child is not authorized they may lose his/her K3 seat. If a family uses more funds than they are authorized, additional tuition will be billed at \$7.00/hour including aftercare. St. Marcus will no longer have access to information regarding your Child Care Authorization and the amounts you are authorized for. If you have questions regarding your child care, please speak to your caseworker.

Policy information regarding fees is communicated to families via the St. Marcus Child Care Policies, Parent Handbook and K3 Contracts. Fees will be billed in advance bi-weekly and are to be paid in advance of services (unless prior arrangements have been made). Fees Paid with Wisconsin Shares EBT Card are due the first business day of each month (August-May). Payments must be made by the 3<sup>rd</sup> business day of each month unless prior arrangements have been made. **Parents are responsible for any differences in amounts between what St. Marcus K3 Childcare charges and the State of Wisconsin,**

**Wisconsin Shares places on the EBT cards in the form of a Parent Share.** Inclement weather funds can be used for Parent Shares. **Upon receipt, Wisconsin Shares EBT payments are non-refundable, for any reason (including use of inclement weather for co-payments).** No refunds will be given for days when children do not attend due to illness, vacation, or other reasons when the program receives payment from Wisconsin Shares. Additionally, all payments received by the program will remain in the K3 childcare program to be used for program expenses and salaries of teachers and staff. Positive balances do NOT carry over to a new school year.

## Fees

St. Marcus collects a non-refundable registration fee of \$25.00 when contracts are submitted. The registration fee must be paid at this time to hold your child's spot in the K3 program. St. Marcus charges a regular rate of \$7.00/hour for tuition. St. Marcus Charges \$253.75 per week for 36.25 hours between 7am-3:15pm. Limited aftercare will be offered from 3:30-5:00pm for an additional \$7 per hour. There will be an extra fee for late pick up of a child. Late pick up (per child) will be \$1.00 per minute after 5:00pm. Your child's procare account will be charged an additional NSF fee of \$30 if your check does not clear the bank.

Tuition:

\$7/hour or \$253.75 for full day / \$140 for half day

Full day 7:30a.m.-3:15p.m. Monday-Friday

Half day 7:30a.m.-noon Monday-Friday

After Care Program:

\$7.00/per hour (3:30pm-5:00pm)

## Policy for Aftercare

Families must sign up for aftercare for the K3 childcare program. Students who have an outstanding balance will not be eligible for aftercare. For continuity of our staff, and staffing needs we ask families to stick to a scheduled pickup time for their children. All children are required to be picked up by 5:00pm. In the event that a student is picked up after 5:00pm, the family will incur an additional Late Payment Fee of \$1.00 per minute after 5:00pm. Additionally, for families that pickup late twice in a calendar year, they will be notified by the K3 program director that if an additional late pickup occurs the child will no longer be eligible for aftercare and will need to be picked up promptly between 3:15-3:30pm for the remainder of the school year. Failure to pick up could result in suspension or loss of seat in the K3 Program.

## Termination

A child may be discharged from the center for reasons such as, but not limited to:

**-Failure to pay fees on time including copayments, tuition and aftercare fees**  
(grounds for immediate termination, without advance notice)

**-Lack of parental cooperation**

*\*For example, behavior that is harmful or threatening towards students, other parents or staff members (grounds for immediate termination, without advance notice)*

**-Inability of child care program to meet the needs of the child**

*\* St. Marcus Child Care will consult with the parent before contract is terminated*

**-Repeated failure to pick up the child at scheduled time**

**-Failure to complete and return required forms**

**-Failure to attend mandatory parent meetings and parent teacher conferences**

**-Chronic parent/student expectations issues**

*\*Non-compliance with expectations for attendance, homework completion and uniform*

**-Persistent inappropriate behavior**

*\*Any behavior which threatens the health or safety of other children, staff or a continuous inability to conform to the rules and guidelines of our program*

St. Marcus will commit to using the following progressive guidance steps:

1. We will observe and record the child's inappropriate behavior.
2. We will document what we have to do to try to change the behavior.
3. If inappropriate behavior continues, parents will be asked to participate in an immediate parent-teacher conference. A specific action plan will be developed at this conference to address the behavior. The action plan will outline all the steps the staff will take to try to change the behavior, all the steps the parents will take, and all the steps toward disenrollment if the behavior persists.
4. The director/administrator may suggest outside resources to parents, and we will work with any outside resource for further guidance in responding to the child's behavior.
5. If the inappropriate behavior continues, parents will be asked to limit the child's time at the center to ensure that the child can go home each day experiencing success.
6. If the inappropriate behavior persists after the above steps have been completed, the child may be discharged.

The center may immediately discharge a child/family for any behaviors that may cause significant risk of harm to the health and safety of other children, family members or staff. Examples of harmful behaviors are: verbal threats, physical assault which results in serious bodily injury, an attempted assault (which if

completed would result in serious bodily injury), setting or attempting to set fires, bringing weapons or drug paraphernalia on St. Marcus property and/or substantial damage to real or personal property.

If contract termination isn't immediate, St. Marcus Child Care will give written notice of intent to discharge a child and try to inform parents of local resources that may be of help to them; except when the discharge is due to the parent's failure to keep current with fees owed.

## Withdrawal Policy

Parents must give a 10 day written notice of their intent to withdraw the child(ren) from the K3 Child Care program. An end date will be established and a Contract Forfeiture document will be placed on file. St. Marcus will attempt to fill the open spot immediately after the end date. **All outstanding fees must be paid. The St. Marcus Business Office will expect payment in full unless a payment plan is set with automatic monthly payments occurring with a credit or debit card on file until the balance is paid in full.**

## Potty Training Policy

Children enrolled at St. Marcus childcare must be toilet trained before attending. Children must be wearing underwear. A child having accidents daily, that cannot wipe themselves or wearing pull ups is NOT considered toilet trained.

Why do children have to be toilet trained before they attend?

- There are strict standards for changing and disposing of wet or soiled diapers/ pull ups and our classrooms are not equipped for this.
- When an adult is busy changing a child's soiled clothing, it is taking away learning time for all students and it removes one adult from the direct supervision of and interaction with the rest of the class.

**A toilet trained child is a child who can do the following:**

- Communicate to the teachers that he/she needs to go to the restroom before they need to go
- Alert him/herself to stop what he/she is doing, to go and use the bathroom
- Pull down his/her clothes and get them back up without assistance
- Wipe him/herself after using the toilet
- Get on/off the toilet by him/herself
- Wash and dry hands

- Postpone going if they must wait for someone who is in the bathroom or if they are away from the classroom
- Wake up during nap time should they need to use the bathroom

We certainly will ask your child many times throughout the day and before nap time if they need to use the bathroom. A teacher will assist with clothing items as needed, but children should be able to complete toileting activities independently. We do understand that even toilet trained children will occasionally have accidents. By definition, “accidents” are unusual incidents and should happen infrequently. In these instances, the teachers will monitor students to change their clothes, encouraging independence as much as possible. In the event of an accident that is beyond the scope of the classroom teacher to assist the child in cleaning themselves, the parent or guardian will be notified and will need to pick up the student within the hour for the rest of the day. This is an issue which protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. St. Marcus K3 childcare staff are aware of this. Please have your child dressed in clothing that he/she can easily manage independently. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents, and returned at the end of the school year. In the event that a child does not have a clean change of clothes, St. Marcus staff will seek to provide a change of clothing for the student. If it becomes chronic, that a student does not have a change of clothing when an infrequent accident occurs, the parent or guardian will be called to pick up the child for the remainder of the day.

We understand that each child arrives at this milestone differently, therefore we will allow 4 weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is frequent and not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time. This would result in the loss of a seat in the St. Marcus K3 childcare Program.

**A child will not be considered toilet trained for the K3 childcare program if the child continues to consistently have toileting accidents after the first 4 weeks of school.**

After the first 4 weeks of school, the following policies will be in place for children who have accidents:

- If two accidents occur in one week, the parents will be notified with the understanding that the issue needs to be addressed.
- If three or more accidents occur in one week, the parent will be notified that the child will have to stay home until he/she is completely toilet trained.
- If multiple accidents occur in one day, the parent will be notified and the child will have to stay home until he/she is completely toilet trained.

If a child misses more than a consecutive week of St. Marcus childcare due to not being potty trained, the student will no longer have a seat at St. Marcus childcare.

Please note that this policy is in place not to shame or punish a child or inconvenience primary caregivers. Rather, cleaning accidents in the K3 childcare setting is time consuming, and this time that teachers spend attending to and cleaning accidents is time that they are not spending interacting with all

children. This policy is intended to ensure the safety and happiness of children and staff at St. Marcus K3 childcare program.

## Uniforms

St. Marcus students proudly wear uniforms. The following guidelines are provided to ensure that scholars are dressed for success each day:

- St. Marcus t-shirt (**available for purchase in the Center Street Campus office**)
  - Red or navy blue with St. Marcus logo (\$7/short sleeve or \$9/long sleeve)
- Navy blue uniform bottoms (*pants, skirts, jumpers or skorts*)
  - Shorts can be worn during the 1st and 4th quarters (*weather permitting*)
  - Skirts, jumpers, skorts and/or shorts should be knee length
- Solid color socks or tights for girls (*red, navy blue, black or white*)
- Black dress shoes or sneakers *are permitted for K3... but they **must** be solid black including the laces, bottoms (soles), and sides of the shoes*
- Children may wear another shirt under the uniform top
  - Undershirt should be red, white or navy blue (long or short sleeves)
- Children may wear sweater vests or cardigans over uniform top
  - Sweater vests and/or cardigans should be red, white or navy blue

As scholars we strive to have a neat and clean appearance at the start of each day. We ask that all uniform pieces be in good condition. Uniform pieces with holes, rips, patches and/or fraying should be replaced. If you have any questions or need support ...please feel free to talk to any teacher or the K3 Program Director.

### **Not Permitted:**

- Leggings, wind pants, jeans or jeggings, sweatpants and/or jogging pants
- No colored panels, laces or soles on the shoes or sneakers
- Boots (both winter boots and outdoor boots) are not allowed to be worn during the school day.
- No other colors/designs or pajama shirts will be allowed under uniform shirts

**Please Note: When a student wears an article of clothing to school that is not a part of the dress code or if a required uniform item is missing a violation letter will be sent home with the student in his/her folder. If you have any questions or concerns please talk with the K3 Program Director. Five or more dress code violations accumulated in any one quarter will require a conference with the K3 Program**

**Director. Continued failure to follow dress code expectations could result in a student losing his/her seat.**

## Safe Arrival and Departure Policy

All parents must sign children in upon arrival and out upon departure. **CHILDREN MAY NOT ESCORT THEMSELVES INTO THE CHILD CARE CENTER/SCHOOL.** Staff will not receive students before 7:30 a.m. Dismissal/pick-up time is between 3:15 p.m and 3:30pm. Aftercare is offered between 3:30 p.m. and 5:00 p.m. where children are attending after care and additional fees will be charged.

**Children will only be released to persons listed on the enrollment forms. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, St. Marcus Child Care needs advanced notification in writing or by a telephone call/text. The person picking up the child will need to show a driver's license or other picture ID.**

## Safety and Courtesy Tips During Arrival and Departure

- PLEASE DO NOT DROP STUDENTS OFF OUTSIDE OF THE K3 CLASSROOMS, IN THE PARKING LOT, OR ON THE STREET. CHILDREN MUST BE ESCORTED INTO THE BUILDING BY AN ADULT OR RESPONSIBLE FAMILY MEMBER.
- Please turn your car off and take the keys out of the ignition before entering the building.
- Please turn off or turn down loud music.
- Please drive very slowly and cautiously when approaching the St. Marcus campus.
- Please do not leave small children unattended in vehicles.
- Please escort your child to the vehicle by holding his/her hand to prevent running of children in the parking lot or street.
- Please have your child buckled into a car seat or booster seat.

## Child Abuse and Neglect Prevention/Protection

Wisconsin State Law requires all child care staff to report any suspected abuse and/or neglect of children. The staff at St. Marcus Child Care is trained to keep a log of all unusual bruises, contusions, lacerations or burns received in and out of the center. The staff will then report the suspected abuse/neglect to the center director or an administrator who will contact proper authorities.

## Child Guidance

St. Marcus staff takes a positive, gospel-driven approach to discipline. Each child in our care should experience success throughout his/her days with us. Teachers strive to create classroom settings that provide children with opportunities to explore their environment within consistent, age-appropriate boundaries. Children's behavior will be guided by setting clear limits or rules for children. Teachers will talk with children about expected behaviors and model those behaviors consistently for them. Teachers will state positively what children can do, using specific terms (e.g. "use safe walking feet" rather than

“don’t run”). A child who demonstrates undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem, and respect for the rights of others.

St. Marcus teachers understand that there will be times when children become distraught, fussy, inconsolable, tantrum or cry excessively. In such instances the following actions may take place:

- attempt to determine the cause of distress
- work to calm and comfort the child (considering the child’s age and disposition)
- contact a parent in order to gain feedback, support and/or insight
- seek extra support from center director

The first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. When a child is crying, is fussy or seems distraught, staff will work to calm and comfort the child in ways that are appropriate for the child’s age and personal disposition. This may include offering a drink, acknowledging the child’s fear, separation, sadness or conflict, distracting or redirecting to another activity and/or talking calmly with the child about how s/he is feeling regarding what has happened. If the unhappiness persists, we may contact a parent to share what is occurring and inquire about home dispositions to determine if the behavior is an indicator of onset of an illness or a physical discomfort.

St. Marcus uses Conscious Discipline and Love and Logic techniques to help create a classroom environment that is loving, forgiving, safe and trustworthy. “Recovery” is a guidance technique that can be effective in reducing challenging behaviors of young children. Having a child “recover” may be used with children **age 3 and older**, but never for more than **5 minutes**. The term ‘recover’ in short is a ‘timeout’ from positive reinforcement. The strategy is similar to an extended form of selectively ignoring disruptive behavior. Children are placed in a separate, safe location within sight and sound of a teacher or staff member, for a brief time, from all sources of reinforcement (e.g. teacher and peer attention) following serious challenging behavior.

Usually this strategy requires that a child be removed from an ongoing activity for a brief time, typically by having a child sit on the outside of the activity, within the classroom, until the child calms down and is ready to rejoin the activity and try again. “Recovery” is intended to be a non-violent response to conflict that: stops the conflict, protects the victim and provides a ‘cooling off period’ for the child. The teacher will talk with the child about what behavior was unacceptable and what else she/he might have done or said instead. The child will be praised after completing the time-out and will be helped to rejoin the group. The child will also apologize to appropriate individuals for his/her actions. Teachers will communicate with parents when such occurrences happen.

St. Marcus teachers recognize that no single technique will work with every child every time. If a child exhibits unacceptable behavior, teachers and/or the director will request a conference with parents to consider how to deal with the behavior.

In accordance with DCF 250 Licensing Rules for Family Child Care Centers, actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing, or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box, or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating, or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used even at a parent's request.

## Administering Medicine

Medication may be administered to your child by our staff. **Prescriptive and non-prescriptive medicine will only be given to children if parents have completed the medical authorization form and the St. Marcus medication form.** All medicine must be in its original container bearing the label with the child's name, dosage, and administration directions. Staff will document medication administration on the medical authorization form that includes the date, time administered, dosage, and signature. Prior to applying sunscreen or insect repellent to a child, the center will obtain a written authorization from the child's parent. The authorization shall include the brand and ingredient strength.

## Naptime

Naptime will be provided for all children younger than five years of age who are in care for more than four consecutive hours. All rest time materials (mat, sheet, pillow and blanket) will be provided for children to use while at the child care center. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they wake. Teachers will help children find appropriate activities. The teacher will launder the bedding after five uses or sooner if necessary.

## Nutrition: Meals and Snacks

**The center will provide the following meals and snacks to all children in attendance at the times identified in the daily schedule: breakfast, a.m. snack, lunch, p.m. snack.** To encourage good table manners and conversation, staff is required to sit with children during mealtimes. All meals and snacks will be nutritious in accordance with state requirements. All meals are prepared by MCFI. Menus are posted in classrooms and will be sent home in the monthly newsletter. If your child has special dietary needs (medical condition or personal choice) or has food allergies, parents must notify the center in writing. Please obtain a Special Dietary Restriction Form from the K3 Program Director. The kitchen manager will substitute menu items as needed.

St. Marcus does allow meals, snacks and beverages to be brought from home, however if the meals, snacks or beverages do not meet the guidelines established by the Child and Adult Care Food Program, the program will supplement what food is brought from home to meet the CACFP guidelines.

St. Marcus participates in the USDA Child and Adult Care Food Program.

**USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## Roles of Parents and School

God has given parents the primary responsibility of nurturing their children in all things, as Paul says in Ephesians 6:4: "Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord." A Christian school and a Christian have a secondary responsibility as commanded by Jesus in Matthew 28:19-20: "Go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to obey everything I have commanded you." God's ideal way to raise children is a partnership between parents and the institution that they choose that works together to train a child to be a disciple of Christ so they do not depart from

it. The chief responsibility and decision making always remains with the parents and children are instructed to follow those decisions as Paul says in Colossians 3:20, "Children, obey your parents in everything, for this pleases the Lord."

## Parent Responsibilities

Parents are welcome and encouraged to participate in daily activities at the center. Parents may also observe their child's classes provided that the observation is scheduled in advance or the parent has received permission from the administrator to observe the class. We are committed to providing teachers with advance notice of guests in the classroom. This is done not only as a courtesy to teachers but also as added security. Parents must sign in at the front office and wear a visitor pass before proceeding around the building.

When observing in your child's classroom please:

- avoid interrupting the teacher and learning by refraining from loud conversations
- ask your child's teacher how or if you can help in any way
- do not use your cell phone in the classrooms

## Required Parent Meetings & School Events

All families will receive a welcome packet in July. All forms must be filled out and given to your child's teacher at a home visit or at parent meetings. All families will be contacted by their child's teacher prior to the start of the school year and will be required to do a home visit. Valuable feedback and information from families will be gathered by teachers at these visits. Each family is required to attend our parent orientation meetings in August. This meeting will give very valuable information that is pertinent to a successful start in K3 at St. Marcus. Families are also required to attend first and second quarter parent teacher conferences. Receiving feedback on your child's progress in the classroom is a critical part to nurturing home/school partnerships. At these conferences you will also have the opportunity to create goals and offer input on your child's progress and education. If a mandatory meeting isn't attended and there isn't communication from the family, children will be held out of class until the meeting/conference is scheduled and/or takes place.

## Education and Daily Activities

A schedule of daily activities is posted in each classroom. Activities at the beginning of the day and at the end of the day will be designed for a wide age range of children working and playing together. Groups of children may be combined at the beginning and at the end of the day. A program of activities is planned a week in advance. Staff use a variety of resources in their planning, including the classroom curriculum which is aligned with WMELS. The WMELS (Wisconsin Model Early Learning Standards) are framework that guide decisions about what and how to teach young children and in what order skills and behaviors are built. The WMELS are supported by evidence-based practices and provide developmental expectations including what children should know and be able to do as they develop. Having curriculum aligned with WMELS ensures that the program is providing opportunities for children to grow in all areas

of development. We will also use the services of the Wisconsin Child Care Information Center (800-362-7353) and access their resources to plan activities.

St. Marcus Child Care includes Wisconsin Evangelical Lutheran Synod (WELS) religious instruction and practices in daily activities. Prayers are offered before meals and snacks. St. Marcus offers a Bible study/devotion each day and uses a variety of resources including Christ Light Curriculum.

St. Marcus Childcare teachers will plan activities and provide children with a variety of experiences which integrate the gospel message into the child's learning. Some of the activities will include:

- Language development: books, music, story time, finger plays, flannel board stories
- Large muscle skills: balls, hula hoops, bean bags, swinging, outdoor play
- Small muscle skills: arts/crafts, stringing beads, pegboards, blocks
- Creative expression: dramatic play, puppets, music/instruments
- Self-help skills: assist with mealtime preparation, dress self for outdoors
- Literacy skills: books, storyboard, alphabet and writing games

Play is a major component of our program. Enough time, materials, and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials, manipulatives and housekeeping equipment. Technology is limited to minimal use for educational purposes (ie. programs that encourage creativity, materials that support and extend classroom themes or encourage active involvement by students and staff members).

Children go outdoors daily when weather permits. The children may be kept indoors during inclement weather such as any of the following:

- Heavy rain
- Temperatures above 90 degrees F.
- Wind chills of 0 degrees F or below.

## Evacuation and Emergency

In the event of a fire, children will be escorted outside through the nearest exit. In the event of a tornado, children will be escorted to the lowest level of the building with the least amount of windows. Staff will carry a class attendance sheet and emergency contacts at all times to ensure the safety of all the children. In the event a child should become lost, the administrator will notify the authorities and the parent(s) regarding the situation immediately. In the event a child should need emergency medical attention, the administrator will call 911 to escort the child to the nearest emergency medical facility. Parents will be called immediately after a child's emergent medical needs are met.

If the Milwaukee Public Schools are closed due to a snow emergency, St. Marcus Child Care will also be closed. Due to the fact that fewer than 10% of St. Marcus students walk or take public transportation to school, St. Marcus will **NOT** necessarily close due to extreme cold weather, unless St. Marcus is specifically listed as closing on media outlets. Parents will be informed of the close prior to the center

**opening at 7:30 a.m.** If a center closure occurs for any other reason, parents will be notified via text and email before the center opening at 7:30am.

## Field Trips

Field trips will be taken periodically to nearby places and are considered an important part of the educational program. The same responsible adult supervision will be provided for those excursions as are available to the children while in attendance at the center. Parents will be notified in advance of all field trips and complete information about the trip will be communicated.

## Health and Safety

Any injury or evidence of unusual bruises, contusions, lacerations, or burns received in or out of the center will be noted in a medical log book and parents may be notified. An ill child with symptoms such as a fever over 101 degrees, vomiting, diarrhea, unknown rash, etc. will be moved to a separate room or area. An administrator or the school nurse will be notified by the classroom teacher and will decide if parents need to be contacted to pick up the student. The parent or emergency contact will be notified and arrangements must be made to remove the child from the center within 1 hour. Children may return to the center when they are symptom free, fever free for 24 hours without the use of fever reducing medicine, have been appropriately treated or have been given medical approval to return to school. If a child has a reportable communicable disease such as (Coronavirus, chicken pox, German measles, infectious hepatitis, measles, mumps, scarlet fever or meningitis) the local public health official and parents of enrolled children at the center shall be notified. St. Marcus will take the Department of Health and Human Services and physician recommendations into consideration when allowing children (recovering from illnesses) to return to the center.

**Please Note: Parents whose children have been absent 3 or more days due to illness must submit a doctor's excuse to the school office.**

## Quality Staffing

The key to quality care is quality staff. Therefore, the staff is required to meet all educational requirements as stated by the State of Wisconsin for Group Child Care. They are all specifically trained in Child Abuse & Neglect, CPR and Shaken Baby Syndrome and First Aid procedures. In addition, they must continue their education throughout the year by attending numerous workshops, classes, and conferences relating to early childhood education. They must also pass a criminal background investigation and good health screening.

## Transportation

Transportation to and from the center is not provided on a daily basis. Transportation is provided for field trips only; by a certified and inspected school bus. Parents will receive advance, written notice of the date, time, and destination of any field trip requiring transportation. General emergency numbers, emergency contact information for all children and a cell phone will be carried along by the driver and/or teacher(s) in charge. A first aid kit will always be in the vehicle. The vehicle(s) will be kept clean and uncluttered; with the aisle open for quick exiting.

St. Marcus does carry liability insurance on vehicles used to transport children. Children will never be left unattended in a vehicle. While transporting the children, the driver shall use the following procedures:

- Driver/teachers shall maintain an attendance list by marking children in and out as the children arrive and depart to/from the bus and to/from the center.
- Driver shall walk from the front of the bus to the back of the bus after all children have departed to look for children and belongings.
- Driver shall immediately notify the director and the child's parent/guardian about any transportation absences.

The vehicle shall be inspected regularly to ensure high safety standards. All drivers shall be state licensed, over 21 years of age, and have at least 1 year of driving experience. A copy of the driver's driving record and license shall be kept on file.

## Shaken Baby Syndrome

Shaken Baby Syndrome, also known as SBS, is a severe form of child abuse caused by violently shaking an infant or child; usually to stop them from crying. SBS can occur from as little as 5 seconds of shaking. When an infant or toddler is shaken, the brain bounces back and forth against the skull. This can cause bruising of the brain, swelling, pressure, and bleeding in the brain. The large veins along the outside of the brain may tear leading to further bleeding, swelling, and increased pressure. This can easily cause permanent brain damage or death. Shaking an infant or small child may cause other injuries such as damage to the neck, spine, and eyes.

Symptoms can vary from mild to severe. They may include:

- Convulsions/seizures
- Decreased alertness
- Extreme irritability or other changes in behavior
- Lethargy, sleepiness, not smiling
- Loss of consciousness
- Loss of vision
- No breathing
- Pale or bluish skin
- Poor feeding, lack of appetite
- Vomiting

A child with Shaken Baby Syndrome may have a future that includes:

- Permanent brain damage
- Paralysis
- Deafness
- Learning Disabilities
- Developmental delays

- Cerebral Palsy
- Blindness
- Seizures/Epilepsy
- Behavioral Disorders
- Coma or Death

The following steps can prevent SBS at home:

- Recognize the dangers of SBS.
- **NEVER** shake a baby or child in play or anger!  
*(Even gentle shaking can become violent shaking when you are angry...)*
- Do not hold your baby during an argument.
- If you find yourself becoming annoyed or angry with your baby, put him in a crib and leave the room. Try to calm down. Call someone for support.
- Call a friend or relative to come and stay with the child if you feel out of control.
- Contact a local crisis hotline (1-866-243-2229) or child abuse hotline (1-414-257-7222) for help and guidance.
- Seek the help of a counselor and attend parenting classes.
- Do not ignore the signs if you suspect child abuse in your home or in the home of someone you know.

## What to bring to K3 Child Care?

Families will be given a school supply list detailing items needed for use at the center. Please provide one extra change of clothing in case of an "accident" as well as a book bag.

\*Please note, the following school supplies are shared as community supplies in the classroom. They will not be returned should your child leave throughout the school year: kleenex, paper towels, crayons, markers, glue, clorox wipes, baby wipes, ziplocs, dry erase markers.

## Questions, Comments or Concerns

Lead teachers will attempt to complete a home visit prior to the school year starting. Program details will be explained and parents will have a chance to ask any personal questions regarding their child's enrollment at St. Marcus. For any other questions or concerns feel free to contact the school at **(414) 539-4843**.

## Staff Contact Information

Mr. Henry Tyson  
Superintendent  
414.303.2133

Mrs. April Richter  
Director of Early Education Programming  
414.336.5567

Mrs. Rachel Guenther  
K3 Program Director  
414.403.8959

Mr. Rasheed Vinson  
Director of Operations  
414.405.6687

Pastor Joel Krieger  
Pastor of School Outreach  
414.522.9534

Ms. Angela Hunt  
Office Manager, North Campus  
414.539.4843

Ms. Traneka Buford  
K3 Lead Teacher

K3 Support Teacher

414.405.6237

Ms. Krystal Glosson  
K3 Lead Teacher  
414.405.7032

Ms. Connie Harps  
K3 Lead Teacher  
414.405.4794

Ms. Fatiha (Faye) Kemp  
K3 Lead Teacher  
414.316.8890

Ms. Nigeria Bullox  
K3 Support Teacher

Ms. Sandra Jones  
K3 Support Teacher

Mrs. Fathia (Faye) Kemp  
K3 Support Teacher