

Good Shepherd Lutheran Childcare Information Packet

Good Shepherd Lutheran Church
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Our **Childcare Center** is a twelve-month program that helps meet the needs of those families whose schedules are consistent or vary. We are open year round except for the days listed on the Childcare's Yearly Calendar.

Our hours of operation are **6:30am to 6:00pm Monday through Friday** (except for days listed on the Childcare Calendar). We take children from 6 weeks through 12 years.

CHILDCARE TUITION RATES: There are two rate categories: *Scheduled Hourly Rates* and *Incidental Hourly Rates*. (Rates are calculated by the hour.)

Scheduled Hourly Rate: **\$6.25/hr. under 2 years and \$5.25/hr. 2 years and older**
When childcare is used on a scheduled weekly basis.

Incidental Hourly Rate: **\$7.25/hr. under 2 years and \$6.25/hr. 2 years and older**
When childcare is used on a last minute or non-scheduled basis.
(Depending on availability of staff)

CHILDCARE REGISTRATION FEE POLICY

The registration fee is paid per child upon registration. The part time fee is \$25 (**anything under 20 hours per week**) and the full time fee \$50 (**anything 20 hours or more per week**). Not to exceed \$100 per family. The Registration Fee is non-refundable and due prior to enrollment.

ENROLLMENT

Children become enrolled at Good Shepherd Lutheran Childcare when the Child Enrollment Form is complete and the **non-refundable Registration Fee is paid**.

Other forms that need to be completed:

**** MEDICAL EXAMINATION:** The State Department requires medical forms to be filled out by a physician *within a 6 month period* prior to the child's enrollment & returned to childcare no later than the end of the first month of care.

**** IMMUNIZATION FORM:** The State Department requires this form to be completed by the first day of childcare. Your child **will not be allowed** in childcare unless this form is completed.

CHILDCARE SCHEDULING

Monthly Schedules must be received the **1st day of each month by 3pm to assure proper staffing.** Schedules are prepared using 30 minute increments. Any changes to that monthly schedule, **if notified by 2 weeks prior to the change,** will not be penalized. However, any changes that fall inside the 2 week period will be subject to staff availability and the Incidental Rate will apply.

GRACE DAYS/CANCELLATIONS

There will be **5 Grace Days** per child, per calendar year, these can be used for **cancellations or sick days.** If childcare is closed due to weather or unforeseen circumstances, **NO Grace Days** will be charged.

PAYMENT FOR HOURS SCHEDULED

Payment is required for the number of hours your child is scheduled each week as well as any additional hours accrued. **Schedules are based on 30 minute increments.**

EARLY DROP OFF/LATE PICK UP

Childcare is open at 6:30am and closes at 6:00pm. **Children cannot be dropped off earlier than 6:30am. 5 minutes before or after scheduled pick up time will be allowed.** However, **concerning your scheduled time:** If you arrive more than 5 minutes before or after your scheduled time, you will be **charged the Incidental Rate for that 30 minute increment.**

Example Late Pick Up: You are scheduled from 9am to 3pm and you arrive between 3:06 to 3:30pm to pick up your child, you will be charged the incidental rate for 3:00 to 3:30pm.

Example Early Drop Off : You are scheduled from 9am to 3pm and you drop your child off at 8:45am, you will be charged the incidental rate from 8:30 to 9:00am.

Please understand it is very difficult to have the proper staffing unless we know how many children will be in childcare at any given time.

CHILDCARE BILLING

All childcare fees are due weekly. Billing is done each Monday with payments due by Friday that same week. Your bill will be emailed to you each week. Payments can be placed in the childcare payment box or made online via Zelle with Chase Quickpay or PayPal. Checks should be made payable to: Good Shepherd Lutheran Church or GSLC. Email used for online payments is: goodshepherdtreasurer@gmail.com

Childcare Payments cannot be combined with Preschool Payments, they are separate programs.

PAST DUE ACCOUNTS

****One week past due accounts will be assessed a \$10 late fee, unless communicated to the director.**

****Returned Checks: \$10 charge plus any bank fee's will be assessed. Payment thereafter need to be made in cash or money order.**

TERMINATION OF ENROLLMENT

****TW30 days past due accounts will be referred to a Collection Agency,****
Childcare. Your account must be paid in full at the time of notice, (two weeks prior to

withdrawal). Good Shepherd Lutheran Childcare reserves the right to dismiss a child at any time, upon consulting with the parents. Reasons for dismissal may include the following:

*-Lack of parental cooperation -Non-payment of fees -Continual late pick up -Failure of the child to adjust to the center
-Required health information not submitted -Inability to meet the needs of the child without requiring additional staff*

ILLNESS

Children **will not be allowed at childcare** when the following symptoms are present:

- Temperature above 99.7 F
- Diarrhea (with or without fever)
- Vomiting (with or without fever)

****Children with the above mentioned ailments must not return to childcare within 24 hours of the last incident****

- The contagious stage of a communicable illness
- Behavioral signs of pain or distress

PERSONAL PROPERTY

Unless given permission by the Childcare Director, **personal belongings are not to be brought to childcare.**

EXTREME WEATHER CONDITIONS

When Kenosha Unified School District (KUSD) cancels school due to snow conditions, **childcare and preschool will also close.** When KUSD cancels school due to sub-zero temperatures, childcare and preschool **may choose** to remain open. Information will be provided to parents by the Childcare Director. Please consult local weather/news channels to verify KUSD school closures due to snow. **The Childcare Director will send notification by email to verify closures. Phone calls will not be made to notify closures.**

CHILDCARE SNACK/LUNCH REQUIREMENTS

*****SNACK*****

Snack will be provided to children 1 year and older (infants require a separate snack-not provided) at the Center. Snack will be served 9:00am and again at 3:00pm. **We do not provide milk. (Parents may bring milk we will store in our refrigerator.)**

*****CHILDCARE LUNCHES*****

Children shall bring their own lunch from home. **Please make sure cold lunches are complete with cold packs,** (we do not have lunch space in our refrigerators).

EMERGENCIES

POWER FAILURE

In the event of a power failure, **by law, all public buildings must close.** Parents or authorized persons shall be called to pick up children.

LOST CHILD

Children are instructed and expected to stay with their class/caregiver. If a child is missing, staff shall search the building and grounds immediately. If the child is still not found, the police and parents will be notified.

CHILD ABUSE

Suspected child abuse (non-accidental infliction of serious injury upon a child by a parent or caregiver) cases will be documented and reported to Kenosha County DCFS, who will report the incident to the proper authorities.

UNDER THE INFLUENCE

If a parent or authorized person picking up their child appears to be under the influence of drugs or alcohol, the parent will be asked to call someone else to pick up their child or Good Shepherd Childcare will be forced to notify the police to report our suspicions. If the parent or authorized person does take the child, Good Shepherd Childcare will call 9-1-1 and report our suspicions.

WINTER BLIZZARD

When a severe blizzard warning is issued while childcare is open, parents will be contacted and should pick up their children **within an hour of the issued warning**.

ANIMALS

Animals are NOT allowed on school grounds, (mammals or reptiles).

PARKING LOT

Please do not park in fire lanes or on the concrete sidewalks in front of the building. Also, it is unlawful to allow a running car unattended.

ADDITIONAL CHILDCARE POLICIES

+++ Infants and all toddlers in diapers should have a supply of diapers, wipes, cream for diaper rash, and any lotions, **on first day of childcare**.

+++ For "Nap Time/Quiet Time" your child is allowed to bring a small blanket, small pillow (no regular sized pillows.) stuffed animal and/or pacifier. Items should be clearly labeled with your child's name. We will provide the mat and sheet/pack-n-play sheet.

+++ Children 5 years and under are required to lay down for nap time. They do not need to sleep but they do need to be quiet, allowing other children to sleep. Children 6 and older can do an activity that staff deems appropriate for quiet time.

+++ We **will not** release any child to anyone other than those adults listed on your child's application form. If someone, not listed on your application form, is to pick up your child, please speak with staff or send a note regarding the change on that day. We will request proof of identification, ie. Driver's License.