Immanuel Lutheran

Wee Care Center

HANDBOOK

Immanuel Lutheran Wee Care Center

608 South Hanover Street

Okawville, IL 62271

(618) 243-6161

Revised September 2026

Immanuel Lutheran Wee Care Center

Welcome to Immanuel Lutheran Wee Care Center. We are here to provide you with the care you need for your children while you have to be away from them. Our goal is to provide a nurturing environment with developmentally appropriate activities to stimulate the intellectual, physical, social, and emotional growth of young children.
Our staff is made up of people who care about you and your children. Immanuel Lutheran Wee Care Center is licensed by the Department of Children and Family Services of the State of Illinois, in accordance with the provisions of the Child Care Act for ages fifteen months to three years of age. The 15 months - 3 year old room is the only room licensed by the Department of Children and Family Services. The other two rooms are licensed exempt.
Our care center is a not-for-profit community-oriented care facility. We wish to say "Thank you for choosing Immanuel Lutheran Wee Care Center!"

PROGRAM OBJECTIVES

Our objective is to foster social, emotional, physical and academic growth for children in a program of activities, which is appropriate for young children.

Social Growth
Through interaction with peers, role-playing, learning how to cooperate and share, expressing feelings verbally, accepting responsibility and making decisions to accomplish tasks.

Emotional Growth
By helping the child to develop a good self-image, giving opportunities for self-expression through conversation and creative art media and fostering an awareness of responsibility to others.

Physical Growth
Large muscle: through use of blocks, workbench, balance beam, climbers, tricycles, obstacle courses, etc.
Small muscle: through use of drawing tools, scissors, pasting, art media, and visual perception activities,

critical thinking, problem solving, concepts in math, science, etc.

AGE GROUPS

Young Children - Ages 15 months to 3 years licensed through DCFS
3 & 4 year old Preschool Programs
Kindergarten through Eighth Grade Program
Before and After School Program for Kindergarten through Age 12

Children are advanced to the next age group according to the child's progress and availability of space. A notice to the parents will be given before any changes are made.

HOURS OF OPERATION

We are open 6:30 a.m. - 5:30 p.m., Monday through Friday. We are closed New Year's Eve, New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Friday following Thanksgiving, Christmas Eve, Christmas Day. There will be no charge for the above listed holidays.

TUITION

Tuition is due each week,unless other arrangements are made with the director/principal and noted on the contract for care. If your child's tuition becomes two weeks past due, your child will be automatically dropped from our program, and your account will remain due. If your child's name is dropped from our enrollment, this would mean that his/her day care slot is open for a new student's enrollment. **THIS POLICY IS STRICTLY ENFORCED WITH NO EXCEPTIONS.** Please make sure that you are aware at all times of the status of your account. All legal fees incurred in collecting outstanding balance will be added to the family account.

Please note: At the discretion of the Immanuel Lutheran Parochial Board of Education, any account with a history of delinquency will be required to pre-pay each week. The Director will give a one-week notice to any family that falls into this category.

All payments for day care services may be paid by check or cash. (We strongly encourage the use of checks.) Checks are to be made payable to: ***Immanuel Lutheran* Wee *Care Center***. **If you pay by cash, please obtain a receipt at the time of payment. If you pay by check, be aware that there be a $25.00 service charge for any checks returned for any reason.**

At the time of enrollment, you will need to complete an enrollment form establishing a set number of days that your child will attend the Center. You will be responsible for paying for that number of days, whether your child attends the Center all the days allotted. In addition, because our program and licensing requirements force us to engage staff based on the number of children enrolled, we cannot give tuition refunds for days your child is absent for any reason, including illness.

Tuition rates are subject to change. A fourteen (14) day notice will be given prior to rate increases. See the tuition/childcare rates page for further information.

Please note, a week for tuition purposes is considered 5 consecutive business days in this order: Monday, Tuesday, Wednesday, Thursday, and Friday.

Wee Care staff will provide a written statement of account to parents periodically. This statement may be used for tax purposes as needed by parents.

If your child will not be attending during the summer but would like a position in the fall, a $30 holding fee will be charged per child to your bill to hold their spot.

VACATION/SICK DAYS

As your children attend Wee Care, they accumulate free days which calculate based on the number of

days of regular attendance. Free days may be used for vacation or also for sick days when a child is unable to attend Wee Care. If the allotted free days are used up and your child is not in attendance, the normal amount of tuition will be charged for those days.
Free days are counted from Labor Day to the following year Labor Day. The specific amount of days your child accumulates are detailed in your contract. A copy of your contract is always kept on file in the director's office, in case it needs to be referenced. Please notify the Director when free days will be used.

UNSCHEDULED CLOSINGS

Immanuel Lutheran Wee Care Center will be closed when very severe weather is forecasted. The closings will be announced through a school reach call and/or an Immanuel Lutheran Church and School Facebook post. On days when inclement weather is forecasted for later in the day and the Center needs to close early, it will be necessary for you to leave a name and phone number of the individual you would like contacted. Immanuel Lutheran Wee Care Center will not necessarily be closed when the schools are closed. The Center will remain open on these holidays if there are at least 15 students in attendance. We are aware that we have many parents who must work no matter the weather and we make every effort to remain open to care for your child during these times.

ENROLLMENT

The following is required for enrollment:

1. Physical Exam. Illinois Law requires Preschool, Kindergarten and School Age children to have a physical exam within six months prior to admission to the center. This exam must include a TB test, lead screening, and Hepatitis B vaccine.
2. Registration forms completed and signed.
3. Emergency forms completed and signed.
4. Registration Fee
5. Permission Slips

All records are confidential and information will not be released without parental consent. Additional forms will need to be completed by parents/guardians on days when medication is needed or when field trips will be taken.

ITEMS NEEDED

Each child should have a complete change of clothing at our center to use in case of accidents or spills. Extra clothing, jackets, boots, mittens, etc., should have the child's name printed clearly on the inside of the item. A pillow and blanket for naptime is needed. A favorite toy or blanket is encouraged. Please mark all items with your child's name.
Diapering supplies: only disposable diapers and wipes will be used for children who are still in diapers. Parents are expected to provide disposable diapers and wipes for their children. It is best to bring a large bag of diapers to be left at the center. If your child's diapering procedure includes ointment or powder, these items must be provided as well.

ARRIVAL AND DEPARTURE

The **SIGN-IN SHEET** is very important. It is used to verify attendance records for all the children and in case of an emergency to account for all children in attendance on any given day.
When dropping your child off at the center, it is essential that you sign him/her in on the "SIGN-IN" sheet. Please make sure your child is with staff before you leave the Center. It is also essential for the person picking the child up to mark the time and sign their name in the space provided when the child leaves the center.
Please come inside the building to pick up and drop off your children. Children are not allowed to leave without their parent or escort. Please hold your child's hand in the parking lot. Some of our friends are very

short, but very quick! Children are not allowed to play in the parking lot.
Children will be released to their parents/guardians. If for some reason you are unable to pick up your child, children can only be picked up by the alternate persons listed on the child's application form. (Unless the parent notifies a staff person in advance of a change, a note indicating your permission should be given to the Director in advance, or a phone call to the Director or staff must be made.) If your child does not appear to recognize the alternate person who arrives to pick up your child, or is unknown to the staff, the escort will be asked for a picture ID. Although this may be inconvenient, we are more concerned for your child's safety and welfare. Please inform all alternate persons of this policy. The staff will refuse to release a child to an alternate person who may appear to be under the influence of drugs or alcohol. An alternate person will be called from your child's emergency card.

SECURITY

Doors to Wee Care are locked throughout the day. An intercom/doorbell system is installed that requires the parent/guardian/escort to communicate with staff before they are permitted to enter the building. **All firearms are forbidden on daycare premises.**

LATE FEES

Immanuel Lutheran Wee Care Center closes at **5:30 p.m. sharp**. Late fees will be strictly enforced by the Center's staff. Parents who do not pick up their children by 5:30 p.m. will be automatically charged $5.00 for every 10 minutes that parents are late after 5:30 p.m. A $5.00 charge will be added for each. 10-minute increment.

WITHDRAWAL POLICY

In the event that a child is withdrawn from our center for any reason, a written notification of that withdrawal two weeks prior is required. If notice is not given, you are legally responsible for payment of the two weeks.
DISCHARGE POLICY
There is a four-week adjustment period. If necessary, the center has the right to cancel for the following reasons

- Any child who demonstrates an inability to benefit from our care, or whose presence is detrimental to the group, will be discharged from the facility. If this occurs, the director will meet with the parents and will make an appropriate referral to another agency or facility. If tuition is two (2) weeks overdue.
- Failing to return and update all forms required by the Center and/or State. Failure to follow policies of this Handbook.
- If your child has a health concern/risk and should not have contact with other children.
- If the child is continuously picked up late after the Center's closing hours.
- If the child's behavior is unacceptable and the parent has been given 2 written warnings.

DAILY ATTENDANCE

Families will be required to register their children for the specific days each week they wish to have their children attend the Center. Attendance on days other than those registered will be on a space available basis and at the discretion of the Center staff. Due to limited space available in the class rooms, priority will be given to children attending on a full-time basis.
Children will be served breakfast, lunch and two snacks daily. Children receiving breakfast must be at the center before **7:30 a.m**. Pre-school classes begin at **8:00 a.m**. If your child does not eat breakfast at the Center, we encourage your child to be at the Center by **9:00 a.m**. Our teachers begin their special activities at that time. Your child will benefit the most from our program by arriving early and participating in all activities. Also, arrival by **9:00 a.m.** enables us to get an accurate lunch count. If for some reason your child will not be here by **9:00 a.m.**, (e.g. doctor's appointment), but will be eating lunch at the center,

you MUST call prior to **9:00 a.m.** Also, afternoon children must report in by **12:30** p.m.**,** but not prior to **12:00** p.m.

If your child is unable to attend a day of school, a phone call must be made by 9:00 a.m. to notify us whether this is a free day/sick day. If no phone call is made, it will be counted as a normal day for tuition purposes. Also, we need to be notified if your child is coming in late or if you will be picking up your child early, e.g. doctor's appointment.

MEDICATION/ILLNESS

Prescription medications may be administered at our center. The label must have: child's name, doctor's name, pharmacy label, prescription number, date and directions for administering this medication. A parent or guardian must sign the medication distribution sheet DAILY in order for us to dispense this medication to your child. It is extremely important that you notify the director or your child's teacher if it is the first time your child has been given this particular medication.

A patent medicine, such as cough syrup, ibuprofen, etc. may be administered with written permission. This medication will be administered according to package instructions. All non-prescription medication should be labeled with your child's name and date. Please indicate any non-prescription medicine with dosage and time on the medication distribution sheet. The medication distribution sheet must be completed DAILY. A dosage **cannot** be more than the recommended amount on the label, unless there is written authorization from the child's physician. All records of medication given to your child will be kept in their file at the Center.

Please do not ask us to make exceptions to these rules. Our compliance with these rules allows us to keep our day care license.

Any child who has FEVER, DIARRHEA OR VOMITING, may NOT be brought to the Center. (Please see additional documents provided by the Illinois Department of Health.) Children who show any of these symptoms must be free of them for 24 hours. The 24-hour period is from 6:00 p.m. on the day you pick them up until 6:00 p.m. the next day. This is in compliance with the Illinois Department of Public Health. It is very important for your child to be healthy while they are in our care. This avoids the continuing spread of germs in the Center. The teachers are in constant contact with your child and it is important for them to stay healthy so they may continue to work and care for your child.

Any child who shows signs of communicable illness upon arrival at the Center will be asked to leave after an evaluation by the teacher in charge.

If an illness develops at the daycare, the child's teacher will follow procedures (as documented on the Emergency Medical Forms found in the child's file) and contact the mother, father, or the significant other listed on the form. The child will be isolated from his/her peers until picked up from the Center by a responsible adult. If a parent does not pick up the ill child from the center, a parent must notify the Director as to who will be taking the ill child from the Center. That person will be asked to show identification before the ill child will be released. An ill child must be removed from the center no longer than one hour after a parent is notified.

LICE

Immanuel Lutheran Wee Care Center has a **NO NIT POLICY**. Your child will not be permitted to attend the center with eggs or live bugs.

PEST CONTROL

Wee Care has a contract with a pest management service which comes to the Center one time a month and as needed. The service inspects and applies preventive treatments after or before hours. Please see the Center's Director for any concerns or information needed about this process.

MEDIA

At times, the local newspaper will visit the Center and take photos of the children. Wee Care children may also appear in photos or videos that appear on the Immanuel website, Facebook page, yearbook or other forms of media. If you have concern regarding this, please discuss with the Center's Director.

GENERAL RULES

1. Children will be expected to participate in all activities (indoor and outdoor) unless teachers are notified otherwise. Please trust our judgment as to the use of outdoor play. If your child is too ill to go outdoors, he/she is also too ill to be at our Center.
2. Parents of children who require special diets due to allergies, religious or other health reasons should indicate such to the staff at the time of registration so that appropriate arrangements can be made to accommodate the child's needs.
3. It is the policy of Immanuel Lutheran Wee Care Center to keep confidential the information provided to us through the application, permission forms and medical forms. This information will be provided to outside sources only with the permission of the parents or legal guardian of the child. The only exception to this policy is information that may be requested of us by the State of Illinois and Federal government.
4. All age groups of children, from 15 months to 12 years, need to bring an extra change of clothes. If your child has an accident (liquid, paint, etc.) and there is no change of clothes in their cubby, we will change the child into some of the Center's spare clothes. However, these garments must be washed and returned as soon as possible. We do not have a large supply of spare clothes. Also, parents are asked to send in plastic bags (store or grocery bags) for the staff to use when sending home any accidents on clothes and providing a place for papers when there is no back pack available.

STUDENT DRESS

Immanuel Lutheran Wee Care children will dress and groom themselves according to Christian standards. of good judgment, good taste, and modesty. Apparel that is sloppy or dirty has a negative influence on attitudes in general.

Recognizing the fact that the tolerance for outdoor temperatures varies among children, it is expected that the parent/guardian will dictate and supervise the needs and desires of their child as to their attire for the day, including suitable shorts.

All children are asked to wear clothing that is appropriate for our Christian daycare setting. Any type of clothing bearing words and/or pictures associated with liquor, drugs, foul language, satanic groups, or any other non-Christian subject matter will not be tolerated. Immodest clothing is also prohibited.

Inappropriate clothing for school age-children includes spaghetti strap tops, bare midriff tops, short shorts, non-hemmed cut-off jean shorts, and undershirts. Shorts may be worn on days when the temperature is predicted to be greater than or equal to 70 degrees. Due to past accidents and injuries, all children may wear flip flops or open-heeled shoes to daycare, but may not wear them on the playground. If you send your child to daycare wearing flip-flops or open-heeled shoes, please also send a pair of tennis shoes for outdoor use. **All children must have tennis shoes available.**

Inappropriate attire will be referred to the director for action, and may result in a verbal warning to the child, a written warning to the child's parent/guardian, and/or release from daycare for the purpose of having the child change into proper attire.

TODDLER CARE

Parents of children 15 to 36 months will receive a daily written account of their children's schedule and activities while at the Center. This room is the only room that is licensed through the Department of

Children and Family Services (DCFS) in our facility. Our program for children in this age group will include language development, exposure to media, music, finger plays, and large muscle activity. Independent life skills including self-feeding and potty training will be closely coordinated between parents and staff. Every attempt will be made to meet the needs of the individual child. The Center does request that **no bottles be brought to the day care**.

PRE-SCHOOL CARE

Children ages 3 to 5 will have the option of Pre-school. The program for this age group also includes language development, exposure to art media, music, finger plays and large muscle activities. See the Director for the current year schedule.

SCHOOL-AGE CARE

For those parents requiring child care for their grade school children, Wee Care provides quality care year round: before and after school care during the school months and summer care. Before-school children have the option of being served breakfast and are provided transportation to school. After- school children will be picked up by the Wee Care bus at Okawville Grade School or walked over from Immanuel Lutheran School and brought to the Center. A snack will be provided. Games, toys, arts, crafts, computers and outside playground equipment are available for the children. If requested, Wee Care staff will assist your children in completing their homework. Our summer program consists of extracurricular activities such as field trips, public pool visits, movie theater trips, walks to the park/baseball diamonds and swimsuit days at Wee Care. During many weeks in the summer we will have a special theme with corresponding snacks, activities and crafts.

EMERGENCY MEDICAL PROCEDURES

In the event of accidental injury or a medical emergency, we will make every effort to reach you or the person you have designated to be contacted in your absence. If you or that person cannot be reached, we will call your child's physician as well an ambulance, if needed, at your expense. Your child will be transported to Washington County Hospital in Nashville, IL.

Until the arrival of a parent, doctor or ambulance, the Director (or acting Director) will make necessary decisions about the care of your child. The Director or your child's teacher will accompany your child to the hospital.

In addition to the General Liability Policy, the Center carries an Accident Policy, similar to School Accident Policies, on each child enrolled at Wee Care.

Should your child require the services of a certified practitioner due to your family's religious beliefs, the child must have on file, a notarized copy of the procedures and policies to be followed in the event of an accident, illness, or emergency. This list of procedures must be furnished by the parents and signed by the certified practitioner.

PLEASE NOTE: In the best interest of your child, please notify Immanuel Lutheran Wee Care Center of any changes in phone number, addresses or emergency persons to be contacted.

Also please note, Licensed Child Care Providers are legally mandated by the State of Illinois to report immediately to the Department of Child and Family Services any reasonable belief that a child in their care may be abused or neglected.

BIRTHDAYS

Birthdays are a special time at Immanuel Lutheran Wee Care. Your child's special day is marked on the classroom calendar and we welcome special treats. Food brought into the Center for this purpose must arrive unopened - as packaged by the bakery or manufacturer. If you would like to plan some games,

check with your child's teacher for a good time to coordinate it in the schedule.

FIELD TRIPS

From time to time, walking trips in the community or special excursions outside the community will be taken, with the understanding that such trips are under the supervision of the Wee Care Center and that all possible precautions are taken to insure the health and safety of each child. Additional forms may need to be completed by the parents/guardians when field trips are taken.

PERSONAL BELONGINGS

The Center discourages bringing toys from home unless the item is important to the child's feelings of security. Those items, which are brought from home, will be stored in the child's cubby while he/she is at the Center. Toys which encourage violent play (swords, guns, etc.) are not to be brought to Wee Care and will be kept in the child's cubby or the Director's office and returned to the parent when the child is picked up at the end of the day. Showing of movies is prohibited in the licensed room unless it pertains to a theme or a special day.

PARENT PARTICIPATION

Parents are welcome to attend the Center at any time to observe the daily program and their child's adjustment to the Center. With a day's advance arrangement, parents are welcome to have lunch with their child at the Center. Parent-Teacher conferences can be scheduled at any time at the request of a teacher, parent or the Center Director. A newsletter will be sent home periodically to keep parents informed about ongoing activities.

DISCIPLINE POLICY

In accordance with the law of the State of Illinois and the philosophy of the Immanuel Lutheran Wee Care Center, the daycare does not use physical punishment.

For the safety and well-being of the children we serve, however, some form of discipline and guidance. of the children's behavior is necessary. This guidance is set by:

1. Keeping the children engaged in a wide variety of stimulating activities.
2. Providing plenty of love and physical interaction.
3. Praising good behavior.
4. Setting appropriate limits for unacceptable behavior.
5. Substituting one activity for another.
6. Redirecting the children's energies and attention.
7. "Time-outs" may be used to guide behavior. This technique is used only when a child knows that he/she has broken an already established rule. The child is asked to sit in an area away from the group. "Time-out" lasts from no longer than one minute for each year of the child's age while the child is always visible to the staff member who is disciplining the child. Any child under two years of age will not be placed in "time-out." After the child has calmed down and is ready to talk, the child care worker will discuss the problem with the child. The staff member then helps the child re-engage in activities.

These methods encourage children to develop self-discipline and positive ways of interacting with others. There will be no corporal punishment of any kind, no abusive or profane language, no public or private humiliation, no form of emotional abuse, or any form of withdrawal of rest, food, or bathroom privileges.

DAILY SCHEDULE: 15 MONTHS-3 YEARS OF AGE

6:30 am	Children arrive/Free choice of activities
7:30 - 8:00 am	Breakfast served
8:00 - 9:00 am	Free play
9:00 am - 9:15 am	Clean up
9:15 - 9:45 am	Snack
9:45 - 10:15 am	Hygiene break
10:15 - 10:45 am	Story time
10:45 - 11:15 am	Arts/Crafts/Outside Play
11:15 - 11:30 am	Clean up
11:30 - 12:30 pm	Lunch
12:30 - 1:00 pm	Hygiene break
1:00 - 3:00 pm	Nap
3:00 - 3:30 pm	Wake up/Hygiene break
3:30 - 4:00 pm	Snack
4:00 - 5:30 pm	Free play

5:30 pm	Center Closes

DAILY SCHEDULE: 3-5 YEARS OF AGE

6:30 am	Children arrive/Free choice of activities
7:30 - 8:00 am	Breakfast served
8:00 - 9:15 am	Pre-school activities begin. This may include math, art, science, cooking, sharing, manipulatives, language, stories, circle time, music, songs, finger plays, or outside time.
9:15 am - 9:45 am	Snack
9:45 - 11:00 am	Continue Pre-school activities
11:00 - 11:30 am	Clean up
11:30 - 12:15 pm	Lunch
12:15 - 12:30 pm	Hygiene break/Prepare for nap
12:30 - 2:30 pm	Nap
2:30 - 3:00 pm	Wake up/Free choice
3:00 - 3:30 pm	Snack/Clean up
3:30 - 5:30 pm	Free play, outside time, stories, coloring, painting, group time, games or movies
5:30 pm	Center Closes

IMMANUEL LUTHERAN WEE CARE CENTER

HANDBOOK ACKNOWLEDGEMENT

PARENT SIGNATURE REQUIRED

My signature below indicates that I have read the Immanuel Lutheran Wee Care Handbook and other registration information. I also agree that any questions not addressed in these materials have been answered verbally by Wee Care staff or in writing (if requested). I am willing to abide by all rules and regulations of Immanuel Lutheran Wee Care Center as described herein.

_____ _____

Date Parent/Guardian Signature

_____ _____

Date Parent/Guardian Signature