



## First Steps Parent Quick Guide

First Steps Child Care Center exists to provide attentive, high-quality care for every child. We work to develop loving, respectful, and positive relationships with children from infancy through school age by partnering with families to support a child's Christian growth and development.

### Our Services

We provide year-round child care, before school care, and after school care for up to 116 children ages 6 weeks through 13 years. We currently follow the state licensing guidelines but are not state licensed.

### Our Hours

We are open Monday through Friday 6:30 a.m. to 5:30 p.m. except on select holidays. We are closed when the Oconomowoc Area School District is closed for SNOW or ICE emergencies that cause dangerous road conditions. We will not close for COLD weather closings unless road conditions are deemed dangerous.

### Available Schedules

Child care (6 weeks through 2 years): 3 days per week minimum. Child care (2 years old-PreK): 2 days per week minimum. Before and after school care (5K-8): Offered Monday through Friday per requested schedule.

### Items You Provide if Needed

Please be sure your child's items are all labeled with their name. Parents provide the following items:

#### Nursery-2 Year Old Room

- Infant formula or breast milk
- Bottles and lids
- Water bottle
- Food for breakfast (optional)
- Diapers
- Baby wipes
- Blanket sleepers (both summer and winter)
- Lotions (diaper cream, sunscreen, etc.) signed authorization is required
- Two full changes of clothing including underwear, socks, pants, and shirts that are appropriate for the season
- Clothing suitable for outside play for each season including, hats, mittens, and boots

#### Young 3s-PreK Room

- Food for breakfast (optional)
- Diapers and baby wipes (if not potty trained)
- Child-sized blanket
- Lotions (diaper cream, sunscreen, etc.) *signed authorization is required*

- ❑ One full change of clothing including underwear, socks, pants, and shirts that are appropriate for the season
- ❑ Clothing suitable for outside play for each season including, hats, mittens, and boots
- ❑ Water bottle

### **Registration and Enrollment**

We offer child care services year-round. Registrations are accepted on a first come first served basis.

Our non-refundable registration fee is \$75 per child or \$100 per family. Additionally, each family will be charged an annual re-registration fee of \$50 per child or \$75 per family in March. If you choose not to enroll your child at First Steps during the summer months, you will be charged a 2 day retainer. You can choose to send your child on those 2 days or just pay to hold your spot. This will ensure your spot will be held until you return to your regular schedule in the fall.

**\*Due to our required staffing ratios, we begin billing for child care on the date listed on your registration form unless we do not have capacity in your child's classroom. We will contact you as far in advance as possible to verify that you wish to enroll your child.**

### **Waiting List**

In the event we reach capacity in any age bracket or classroom we will maintain a waiting list on a first come first served basis. Parents wishing to add their child to our waiting list will be required to complete a registration and pay our nonrefundable registration fee.

### **Admission Prioritization**

Enrollment will be on a first-come, first-served basis. However, in the case where a classroom's capacity is limited, we will prioritize enrollment as follows:

1. Children with siblings currently enrolled at First Steps
2. Members of St. Matthew's

In the case of infant care, current First Steps families with enrolled siblings and St. Matthew's members may apply for enrollment up to 9 months before care will begin. First Steps will accept applications from all other families 6 months in advance. For example, on March 15 we begin accepting applications for infant care that will begin on September 15. Due to the high demand for infant care, we will begin billing for infant care on the date you provide us on your application. While we will do our best to accommodate siblings of children enrolled at First Steps and St. Matthew's members, First Steps cannot guarantee enrollment due to required teacher ratios and classroom capacity.

### **Leave of Absence Retainer Requirement**

Parents who choose to take a leave of absence beyond their vacation days and wish to reserve their child's spot to resume their regular schedule are required to pay for a minimum of two days per week during the leave of absence. We will do our best to accommodate your preferred schedule if your child will be attending two days per week during the leave of absence, but your flexibility is appreciated as available days may be limited.

This policy applies to maternity leave, summer break, extended winter breaks, and any other time longer than your standard vacation days.

### **Registration Forms**

Our registration packet includes a complete list of everything needed to register your child, including our policy handbook. The following items in the packet must be completed and returned to First Steps by the first day of attendance:

- Form DCF-62, "Child Care Enrollment"
- Form DCF-44, "Health History and Emergency Care Plan"
- Form DCF-104, "Alternate Arrival/Release Agreement" (if applicable)
- Form DCF-56, "Child Care Transportation Permission" (if applicable)
- Form DCF-61, "Child Care Intake for Child Under 2 Years" (if applicable)
- First week's child care fee and registration fee

The following items are due within 30 days after your child starts attending:

- Form DPH-4192, "Day Care Immunization Record"
- Form DCF-60, "Child Health Report" or record signed by a doctor

### **Pass Code**

You will be given an entry code on your child's first day at First Steps. This code will be used both to access our facility and sign your child in and out of our care.

### **Arrival and Departure**

When you drop off or pick up your child at First Steps you must:

- Sign your child in and out using our electronic attendance system located at the Parent Sign-in station.
- Arrive not more than 10 minutes before your scheduled drop-off time.
- Accompany your child to their assigned classroom or play area.
- Pick up your child promptly according to your designated pick-up time.

### **Absent Child**

Please call us by 8:30 a.m. if your child will not be attending on a scheduled day.

### **Vacations Days**

All parents will be given vacation days to use at their discretion. The number of vacation days varies based on your child's schedule:

- 5 days per week receives 10 vacation days per year
- 4 days per week receives 8 vacation days per year
- 3 days per week receives 6 vacation days per year
- 2 days per week receives 4 vacation days per year
- 1 day per week receives 2 vacation days per year

Vacation days may be used as sick days (call by 8:30 am the day your child is sick), vacation days (2-week notice required), or used for a holiday (2-week notice required). All holidays that fall on your child's registered day will be charged to you unless a vacation day is used.

Vacation request forms are to be filled out and returned within 2 weeks of planned day(s) off.

**Mandatory Closing of a Room or Rooms Due to Pandemic**

In the event one of our children or teachers tests positive for COVID-19, we will follow the direction of the Waukesha County Health Department. As of this writing, the Health Department requires that all children and teachers in the COVID-19 child's classroom self-quarantine for 14 days. To cover a small portion of our ongoing operating expenses during a quarantine, we will consider any quarantine to be a leave of absence with a 2-day per week retainer requirement. Parents may use vacation days to cover the days charged during any leave of absence.

Vacation request forms are to be filled out and returned within 2 weeks of planned day(s) off.

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I \_\_\_\_\_ have received the parent quick guide to the center policies.

Signature \_\_\_\_\_

Date \_\_\_\_\_

I am aware of where the Center Handbook and Policies are located at First Steps and was directed to the website to read the full Policy book.

Signature \_\_\_\_\_

Date \_\_\_\_\_

