

# Family Handbook

## 2025-26

Little Saints Child Care Program  
*Located at* GRACE Holy Family Catholic School  
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[gracesystem.org](http://gracesystem.org) | [About GRACE](#) | [Little Saints Childcare Program](#)



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## **Introduction**

Little Saints Child Care is a Catholic child care center operated by the [GRACE School System](#). We provide care for children six weeks old through age three, full time and part time availability with a minimum of two day requirement per week. The center is open daily Monday through Friday 7:00 a.m. until 5:00 p.m. year round. The program is open for GRACE employees and the GRACE community. Parents or guardians are welcome to visit Little Saints Child Care any time during hours of operation.

## **Mission**

Little Saints is a Catholic Childcare setting that partners with families to provide a faith-filled, loving, enriching and developmentally appropriate environment which will allow each child to grow to his or her full potential.

## **Welcome**

*Dear Parents:*

*Little Saints Child Care welcomes your family into our faith community and heart. Our goal is to provide you with excellence in child care. Your child will have many opportunities to learn and grow with us. We work to develop the whole child through an engaging, faith-enriched environment. Little Saints Child Care staff is very excited to get to know your family.*

*As Manager, I believe there should be open communication between your family and our staff. Through daily encounters we will create a great relationship with your child and family. Please feel free to share your concerns, questions or comments with me and I will reciprocate. I can be reached at (920) 272-3123 or email [tvanguensven@gracesystem.org](mailto:tvanguensven@gracesystem.org).*

*God bless,  
Mrs. Tami Van Gruensven  
Little Saints Child Care Manager*

## **Family Orientation & Tour**

During the initial tour of our Catholic Child Care center, you will have the opportunity to meet the Child Care Manager, learn about our teachers, receive information about the curriculum, faith experiences, and classroom procedures and receive answers to any questions you have. We invite every family to participate in classroom functions and want you to be part of your child's learning experience. Tours are set by appointment only to ensure the availability of our staff.

## **Communication**

It is important to ensure robust communications daily concerning the needs and interests of your child. To foster communication on a regular basis Little Saints Child Care staff will meet and greet families daily, maintain an open-door policy and daily (electronic) communication about your child will be provided through our ProCare App. In addition, we utilize monthly newsletters, maintain a family resource area, and will place and return phone calls and emails in a timely manner.

## **Cell Phones**

Cell phones need to be on silent during pick up and drop off. These visits are vital opportunities to communicate with your child's teacher.

## **Confidentiality**

Records concerning your child (i.e. enrollment forms, health records etc.) are confidential and will only be accessible to you, the Child Care Manager and your child's teachers.

## **Attendance**

Arrival and departure times of a child must be recorded by a family each day through our ProCare App. Families must bring their child directly to his/her classroom and make sure that the teacher is aware of the child's arrival. This is often a busy time in the classroom. Families should allow extra time to ensure a smooth and peaceful transition for the child, staff and family.

## **Procare App**

Procare is an application Little Saints Child Care uses to stay connected with families, teachers and our center during the day. It gives you the ease of being part of your child's day through communication, photos and activities. The application allows you to sign your child in and out for the day. It gives you the option to pay online, receive invoices and track your payment history. Most importantly you are able to see what your child is up to during the day with updates about meal tracking, bathroom breaks, nap times and activities occurring in their day. It also has a messaging feature that allows you direct communication with your child's teacher or other Little Saints Child Care staff.

## **Authorized Pick Up**

A child will only be released to the family/guardian or an adult 18 years or older who is authorized by the family on the Little Saints Enrollment Form. Identification (formal ID) may be requested from the designated person. Children are not allowed to leave with unauthorized individuals. It is the family's responsibility to keep Little Saints Child Care informed of any changes that may need to be made to the "Authorization to Pick Up" release form.

## **Absenteeism**

Little Saints Child Care will verify daily attendance of children enrolled. Please remember to inform center staff if your child/children will not be attending the center or if your arrival will be more than an hour past your usual drop-off time. If you do not call the center within a reasonable time we will be contacting you of the child's whereabouts or absence.

## **Visiting**

Little Saints believes in an open-door policy. We invite parents to visit the center and encourage you to ask questions and build relations with the care staff. We seek active involvement as a family in the center's program, particularly in following your child's progress.

## **Family Status/Court Order**

When changes in the family status occur; (i.e. moves, job changes, student schedules, separation, divorce, marriage, emergency contacts, etc.) you will be required to fill out a "Family Change Form". This will enable us to help meet the needs of your child and maintain accurate records.

## **Inclement/Severe Weather Policy**

Little Saints Child Care will follow the decision made by [GRACE Holy Family Catholic School](#) for weather-related emergency closing. Note: Holy Family Catholic School follows Green Bay Area Public School District weather decisions. Decisions to close early are announced over the local radio/television stations. Please listen to the radio/television rather than calling the child care for information about emergency closing. We do our best to inform parents via ProCare App should an early close or schedule interruption occur at any time.

## **Admission**

An orientation tour/meeting with the Child Care Manager will be required prior to all enrollments.. In this session, necessary forms are completed and families have the opportunity to discuss their child and the program in depth. Forms to be completed and updated include:

Enrollment Form	Infant Intake Form (children under 2 year of age)
Child Health Report*	Immunization Record**
Health History	Admission Form
Getting To Know You	<a href="#">Child Care Forms</a>

\*Child Health Report is due within 30 days of admission

\*\*Immunization Record is due within 30 days of admission

You will be informed when updates to forms are needed and given a two week notice to complete them. Please inform the center when you are doing well checkups to get appropriate forms.

## **Fees**

Daily fees are provided to parents at the initial tour and meeting. Rates are based on your enrollment. . Payments can be paid by cash, check or through our Procare App. Each employee or family will sign an admission form stating how many days per week their child(ren) will attend and which days of the week. This schedule determines what you will be billed if your child is in attendance or not. If you need additional days please check with the Child Care Manager to see if there is availability. Additional fees will be charged for additional days. *See pricing information for the program you are in.*

## **Fee Policies**

1. Fees will be billed biweekly and due 10 days after receipt of invoice through Procure. Payments can be in the form of cash, checks or through the Procure App.
2. No refunds are given if a child(ren) does not attend on your scheduled day. (This includes but is not limited to illness, surgery, funeral leave or vacation time) The full weekly agreed rate is still due.
3. Review fees prices for holiday pay.
4. If a child is brought to Childcare late, a full day payment is still due.
5. In the event of inclement weather (school closed or delayed) payment is still expected for that day.

## **Holidays**

Little Saints Child Care will be closed the same holidays as GRACE schools are.

Labor Day	September 1, 2025
Thanksgiving	November 27 & 28, 2025
Christmas	December 22, 2025 - January 2, 2026
Good Friday	April 3 2026
Memorial Day	May 25,. 2026
4th of July Little Saints is closed for the week	To be determined

[Link](#) to GRACE Little Saints Calendar

## **Withdrawal**

A two-week written withdrawal notice is required for withdrawing your child. Payment is expected to be made during this two-week period.

## **Termination**

In some circumstances, Little Saints Child Care may terminate care. Reasons which may result in the termination of care are as follows:

1. Non-payment for child care services.
2. Abusive behavior and/or verbal threats by families (including profanity).
3. Continued failure to comply with the program handbook.
4. A child exhibits severe behavior problems which would endanger safety of self-and/or others.
5. Lack of cooperation from families with the program's efforts to resolve differences and/or to meet the child's needs through family/staff meetings or conferences.
6. The child exhibits special needs or needs related to a serious illness that are not possible to meet at the program. In this case, the Child Care Manager and program staff will make every effort to involve the families, and other resource persons (as appropriate), in order to decide together on the best course of action for this child.

7. Failure to keep records up to date.

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## **Medical Logbook**

This logbook is used to document the following types of situations:

1. Medication given to children.
2. Serious and minor injuries requiring any kind of treatment are recorded.
3. Any evidence of possible child abuse neglect such as injuries to child's body, hunger, fatigue or personal hygiene problems.

## **Illness**

In order to keep illnesses to a minimum please keep your child/children at home if they have any of the following symptoms:

- Temperature over 101.1 degrees
- Diarrhea or vomiting (more than 1 time)
- Head lice or scabies
- Skin or mouth lesions
- Any unexplained rashes (other than diaper rashes)
- Discharge of thick green or yellow mucus from the nose
- Chicken pox/measles/strep throat/or pink eye
- Child has not been on prescribed medication for 24 hours or continues to have symptoms of illness
- Hand, foot and mouth - Need to fever free for 24 hours w/no medication and have no open or oozing sores to return to childcare

Zsxc  
During a health pandemic or significant outbreak, Little Saints Child Care may change "the exclusion of care" criteria. All notifications will be shared via email.

Children may return to the center when they are symptom free, have been appropriately treated, are fever free without medication for 24 hours, or have been given medical approval to return to the Child Care center. Little Saints Child Care will follow procedures on personal cleanliness and communicable diseases with licensing rules and the guidelines for exclusion of children from child care as adapted from the Division of Public Health.

## **Child Becomes Ill at the Center**

If a child/children becomes ill while at the center, parents will be notified and the child will be made comfortable and separated from the rest of the children for rest until picked up by parent. Temperature will be taken if a fever is suspected. If parents can't be reached an emergency contact person will be called.

## **Communicable Diseases**

- When a child is suspected of having a communicable disease or condition (such as but not limited to chicken pox, German measles, infectious hepatitis, measles, mumps poliomyelitis, lice, ringworm of the scalp, scarlet fever, whooping cough, diphtheria or meningitis) the Brown County Health Department will be notified (920) 448-6400.
- When a diagnosis of a communicable disease is made, the exposed children shall be watched for symptoms of the disease and the families shall be notified. A positing of the notice shall be made

that day and placed at the family entrance to the classrooms. The identity shall not be posted and procedures for confidentiality shall be maintained.

- A child may be re-admitted without a statement from a physician after a communicable disease if the child has been absent for a period of time designated by the Health Department.

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## Medication

It is encouraged by all families to administer all medications prior to attending child care if possible. Medication can only be given under the written authorization of parents. This includes both prescription and non-prescription medication. A medical authorization form will be provided for each child; these must be completed and signed by the parent before any medication can be given. Prescription medicines must be in original containers with pharmacy labels. Non-prescription medication must be in the original container labeled with the child's name. Parents should provide measuring spoon/dispenser. Medicines that are in need of refrigeration will be placed in a container labeled "medication". A permission slip needs to be signed if any salves, ointments, sunscreens or powders can be applied. Any kind of medication given will be logged in the Medical Logbook.

## Safety

To reduce the risk of Sudden Infant Death Syndrome the Child Care center provides the following guidelines:

1. Infants will sleep on their back on a firm mattress or surface unless otherwise specified in writing by the child's physician.
2. Remove comforters, pillows, and stuffed animals from cribs.
3. Babies should be kept warm, but not too warm.
4. The Child Care center is smoke-free.
5. The Child Care center must be informed of any health conditions.
6. Infants will not be placed on a soft surface.
7. If a blanket is used, the infant will be placed at the foot of the crib or playpen with a thin blanket tucked around the mattress, reaching only as far as the infant's chest.
8. The baby's head will be uncovered during sleep.
9. If a child falls asleep in a swing or car seat they will be moved to their crib/playpen.
10. All staff will have Sudden Infant Death Syndrome training.

## Accident or Injury

If your child becomes injured while at Little Saints Child Care the following procedure will be followed:

**IN CASE OF MEDICAL EMERGENCY, ALL CHILDREN ATTENDING LITTLE SAINTS CHILD CARE WILL BE TRANSPORTED TO HOSPITAL INDICATED ON ENROLLMENT FORM. IF NO HOSPITAL IS SPECIFIED, CHILD WILL BE TRANSPORTED TO NEAREST EMERGENCY CENTER.**

- Immediate attention will be given to any child who has sustained any type of injury.
- Superficial wounds shall be cleaned with soap and water only and protected. Families will receive an accident report on minor injuries.
- All injuries to the head area will be subject to an immediate phone call regarding the injury.
- If the injury does not appear to be serious or life-threatening but may require medical attention, the family will be asked to determine the necessity of medical attention.
- If it is necessary to call 9-1-1 for an ambulance, the family will be immediately contacted. All ambulance fees incurred will be the responsibility of the family.
- Medical logs are kept and all accidents and injuries are recorded.

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## Personal Cleanliness

Personal cleanliness is a part of each day's activities and includes:

1. Children are asked to wash their hands with soap and water upon arrival at the center.
2. Children's hands must be washed before eating and after toileting.
3. Children's hands and face shall be washed after meals.
4. Children will be required to wash their hands after coming inside from playing.
5. Staff shall wash their hands with soap and water before handling food and after assisting with toileting or wiping noses. In the case of diapered children, staff must wash their hands before and after diapering. The child's hands must be washed with soap and water before and after diapering and infants hands wiped with a disposable cloth before and after diapering.
6. Soiled or wet clothing shall be changed promptly.
7. Before entering infant play space, adults and children must remove, replace or cover shoes with clean foot coverings. The infant room will be street shoe free because our infants are exploring their environment and we want the floor to be clean for them to do this.

## Meals

We are not offering meal service at Little Saints. At this time, we will provide milk and healthy snacks. It is suggested that meals align with USDA guidelines. Your child's breakfast and lunch should be brought to child care in a labeled lunch box or bag. Our staff will try to eat with children to promote good eating habits, table manners and provide socialization skills. Little Saints staff will be teaching or reciting to children a meal prayer prior to serving meals. Mealtimes should be a relaxing time to share, learn, and communicate with one another. Parents or guardians will be responsible for bringing breakfast, lunch formula or breast milk, baby cereal and baby food. We can discuss how this will be handled individually.

### Breakfast

**Infant breakfast should consist of:**

<u>Infant 0 – 5 months</u>	<u>Infant 6 – 11 months</u>
<ul style="list-style-type: none"> <li>• 4 – 6 fl oz breastmilk or formula</li> </ul>	<ul style="list-style-type: none"> <li>• 6 – 8 fl oz breastmilk or</li> <li>• 0 – 4 tbs infant cereal, meat, fish, poultry, whole eggs, cooked dry beans or peas; or</li> <li>• 0 – 2 oz cheese; or</li> <li>• 0 – 4 oz cottage cheese; or</li> <li>• 0 – 4 oz yogurt;</li> <li>• or a combination 0 – 2 tbsp vegetable, fruit or both</li> </ul>

**Toddler breakfast should consist of:**

<u>Ages 1 – 2</u>	<u>Ages 3 – 5</u>
<ul style="list-style-type: none"> <li>• ½ cup milk (provided)</li> <li>• ¼ cup vegetables, fruit or both</li> <li>• ½ serving grains</li> </ul>	<ul style="list-style-type: none"> <li>• ¾ cup milk (provided)</li> <li>• ½ cup vegetables, fruit or both</li> <li>• ½ serving grains</li> </ul>

- Vitamin D milk will be served to all children under the age of 2 and then 1% milk will be served to older children. If your child has an allergy to any of these milks the parents will be responsible for bringing appropriate milk for meals and snacks.\*
- Water will be given to your child throughout the day to drink.

## Lunch

**Infant lunch should consist of:**

<b><u>Infant 0 – 5 months</u></b>	<b><u>Infant 6 – 11 months</u></b>
<ul style="list-style-type: none"> <li>• 4 – 6 fl oz breastmilk or formula</li> </ul>	<ul style="list-style-type: none"> <li>• 6 – 8 fl oz breastmilk or</li> <li>• 0 – 4 tbs infant cereal, meat, fish, poultry, whole eggs, cooked dry beans or peas; or</li> <li>• 0 – 2 oz cheese; or</li> <li>• 0 – 4 oz cottage cheese; or</li> <li>• 0 – 4 oz yogurt; or</li> <li>• a combination 0 – 2 tbsp vegetable, fruit or both</li> </ul>

**Toddler lunch should consist of:**

<b><u>Ages 1 – 2</u></b>	<b><u>Ages 3 – 5</u></b>
<ul style="list-style-type: none"> <li>• ½ cup milk (provided)</li> <li>• 1 oz meat and meat alternatives</li> <li>• 1/8 cup vegetables and 1/8 cup fruits</li> <li>• ½ serving grains</li> </ul>	<ul style="list-style-type: none"> <li>• ½ cup milk (provided)</li> <li>• 1 ½ oz meat and meat alternatives</li> <li>• ¼ cup vegetables and ¼ cup fruits</li> <li>• ½ serving grains</li> </ul>

**Food that comes from home for sharing among children must be either whole fruits/vegetables or commercially prepared packaged foods in factory sealed containers. All food allergies in the classroom also need to be recognized.**

## Food Allergies

Food allergies and/or other allergies need to be made known to Little Saints Child Care. The Child Care center will work with families concerning allergies on a one to one basis and make sure it is fully understood to what extent the allergy is, and what to do if they come in contact with it. Any other medically based eating requirement and any other special requests regarding dietary needs can be discussed with the Child Care Manager. Confidentiality will be kept when informing all families of food allergies and those foods not being served in special diets.

## Reporting- Child Abuse

All child care centers are required by law to report any suspected child abuse to the County Department of Health and Social Services or the police. Any evidence of unusual bruises, lacerations and burns shall be noted on the child's record, log book and reported to the Child Care Manager. Brown County Human Services may be notified.

## **Child Guidance/Discipline**

Little Saints staff will provide positive guidance, redirection and work on setting clear expectations that are age appropriate. Our aim is to ensure an environment that will help develop self-regulations, self-esteem, connection with peers, and respect for self and respect for our Catholic faith.

Positive ways to channel children's emotions and handling misbehaviors include:

- Redirect negative behavior to an acceptable activity by gently encouraging the child to change activities.
- Use examples of what God would do or like us to do in these situations.
- Ignore the behavior if possible.
- Give specific choices when possible.
- Help children understand consequences to behavior.
- Modeling positive behaviors for children to imitate.

A child's cry will be immediately attended to. Our staff will address, assess and try different methods to soothe your child. We want your child to feel comfortable, safe and welcomed at all times.

Little Saints Child Care recognizes that no single technique will work with children every time. If a child exhibits unacceptable behavior, our staff will gather information through classroom observation and anecdotal notes. We will notify and work with parents on the behavior and set up a plan to support positive behaviors.

## **Program**

Little Saints Child Care has a program that develops the whole child socially, intellectually, emotionally, spiritually and physically through our classroom environment. We bring families and teachers together to provide the opportunity for happy and healthful growth for each child. Little Saints Child Care will plan activities and provide children with a variety of experiences. Children will be able to explore their environment and use developmentally appropriate material. Some of these activities will include:

- Language development: Books, music, story time, finger plays, flannel board stories, puppets
- Large muscle skills: Balls, hula hoops, bean bags, swinging, outdoor play, balance board
- Small muscle skills: Arts/crafts, stringing beads, pegboards, blocks
- Creative expression: Dramatic play, puppets, music/instruments, flannel board
- Self-help skills: Assist with mealtime preparation, dress for outdoors
- Faith awareness: Prayers will start and end our day, Grace meal prayer will be learned during meals and snacks, songs will be sung and listened to, books will be read, theme projects and activities will be explored and values will be worked on.

PLAY is the 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 the opportunity to use a variety of art materials, manipulative and housekeeping equipment. Children including infants and toddlers will go outside daily when weather permits. They will be engaged in a faith enriched environment where themes and activities will be explored. Through play and planned activities the child care knows where your child is at all times through careful observation.

- Holiday themes will be included into weekly learning themes.
- Religion will be practiced. Little Saints Child Care will say daily prayers, prayers before meals, sing or listen to religious music, and religious beliefs and principles will be discussed.

### **Outdoor Play**

Daily outside activities are a part of our schedules. Little Saints Child Care recognizes that physical activity is critical for healthy development, and promotes active indoor and outdoor play daily. Our staff will do their best to get our Littles outside as much as possible. The children will be kept indoors during inclement weather and provided with large motor activities indoor under the following conditions:

- Heavy rain
- Temperatures above 90 degrees Fahrenheit
- Wind chills of 0 degrees Fahrenheit or below for children age 2 and above
- Wind chills of 20 degrees Fahrenheit or below for children under age 2

**If a child is well enough to be in the center, the child is generally assumed well enough to go outside.**

### **Infants**

*(six weeks to approximately 12 months)*

Infants will be kept on a flexible schedule. They will be given individual attention including lots of time for talking. Infants are rocked, cuddled, spoken to, sung and read too often, and have daily tummy time. They have their positions changed regularly so that they are not in the same one for long periods of time. They will have the opportunity to hear prayers, religious songs and stories throughout their day. Infants will follow their own schedules. Parents will be asked to update child intake forms as necessary. Parents will be updated with daily activities through our ProCare App.

### **Toddlers**

*(age 12 months to 24 months)*

Toddlers will also be kept on a flexible schedule. Toddlers are encouraged to play and explore. Activities will include story time, prayers, songs and dancing, painting, coloring, building with blocks, prayers, spiritual learning and puzzles. They will be encouraged to participate in arts and crafts and dramatic play.

### **Diapering Procedure**

All diapering will be done in the diapering area only and on a regular basis or as needed. Little Saints Child Care staff will wash his/her hands before and after changing the diaper. The child is placed in a lying down position, diaper changed, child's hands will be washed, the surface will be cleaned with both soap and water and bleach solution or Clorox Wipe. The diapers will then be stored in a covered garbage container, which is emptied and disposed of daily.

Wet or soiled clothes will be changed immediately and put in a zipped bag to be sent home.

### **Toilet Training**

Toilet training will be planned in cooperation with parents so the routine is consistent between Little Saints Child Care and the child's home.

[Link](#)

## Naptime

Naptime will be provided for all children younger than three years of age who are in care for more than four consecutive hours. Every child will lie down for a nap but will not be forced to go to sleep. Children who do not fall asleep within 30 minutes will be permitted to do a quiet activity until the rest of the children are awake. Infants and toddlers should follow his or her own patterns of sleeping and waking. The parents can tell you what the typical pattern is for their child; however the child will dictate their needs.

## Handwashing

The child/children and provider will wash their hands with soap and water before and after eating, toileting, and diapering and after wiping bodily excretion (runny nose).

## Sanitation of Toys

Toys and equipment will be washed and sanitized on a regular basis with a disinfectant approved by the Department of Health. Eating surfaces will be sanitized before and after each use.

## Biting

Biting is not uncommon among infants, toddlers and two-year olds. Children bite for a number of reasons: teething, frustration, excitement or lack of control. If your child/children are bitten the bitten area will be washed with soap and water. The biter will learn other means of coping rather than biting. Parents of both children involved will be notified about the bite and the incident will be logged in the Medical Logbook.

[Link](#)

## Supplies

Supplies that need to be provided by parents follow below. Items with \* should be clearly marked with the child's name.

- Breakfast and lunch\*
- Formula or breast milk, baby food or baby cereal\*
- Bottles\*
- Disposable diapers\*
- Baby wipes\*
- Pacifier\*
- Diaper Cream
- Sunscreen (if you want used)
- One or two extra sets of clothes
- Three boxes of tissues
- One-quart size box of baggies and one-gallon size box
- Four **large containers of** Clorox or bleach wipes (75 count or more)
- Six rolls of paper towels (prefer jumbo size)
- One cheap package of paper plates (no prints)

Children need to come to Child Care with appropriate outdoor clothing every day.

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## **Toys**

Please do not bring toys from home unless we have show and tell, or we request something we are working on. It is very difficult to deal with children because they become very possessive of their belongings and don't want to share and then the children fight.

## **Gum & Candy**

Gum or candy is not allowed. Please do not bring your child in with these items.

## **Transportation**

Transportation is not provided by Little Saints Child Care. At this time there will be no planned field trips.

## **Emergencies**

The program follows protocols of [GRACE](#) and [Holy Family Catholic School Handbooks](#).

## **Pandemic**

In the event of a pandemic, we will follow the advice of our GRACE and Holy Family Catholic School leaders. They will work with CDC and local doctors/nurses to determine what is in the best interest of our children.

***\*Families will be notified regarding any protocol changes through our Weekly Family Newsletter.\****