

PARENT HANDBOOK

for

Trinity Equestrian Center's Ranch Care

55300 State Highway 37 Eau Claire, WI 54701 ~ (715)835-4530 ~ www.trinity-ec.com

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This document is meant to be an adjunct to your Ranch Care Agreement and to give you more working information of our program.

Our Promise to you:

- **Our Program** will be a wonderfully unique & innovative summer child care program. It will be Christ-centered and provide an environment that is physically and emotionally safe for your children.
- **Our Staff** will be well trained, kind, conscientious and positive role models for your children. Our ratio of staff to child will not go below 1:9.
- **Our Days** will be well organized and thoughtfully planned in order for your children to enjoy a healthy balance of "on and off" time, activities, sports, religious learning and more. We will provide activities and an environment that will be very fun and that will enhance the social, emotional, spiritual and physical growth and development of your child.

Days of Operation

We are open Monday through Friday, 7:30 AM to 5:30 PM, June through August. We will be closed on July 4th in observance of Independence Day.

Drop-Off /Pick-Up of your children

- When you arrive for the day, please announce your arrival to Staff in charge.

- Always sign your children in/out at the time of arrival and departure in the daily log.
- Please have your children arrive dressed for play. Your children will be involved with all sorts of fun activities. They will have a ball but, they will get messy.
- We ask that parents are considerate and pick their children up at the times stated on the written agreement. Our staff members need to leave promptly at closing to meet their personal commitments. Late pick-ups will result in fees.
 - Only persons with written permission will be able to pick up your children to ensure the safety and well-being of your child.
- Persons appearing under the influence of drugs or alcohol will not be permitted to pick up children from the center. An authorized person from your child's Ranch Care Registration Form will be called to pick up your child.

Medication

Staff at Ranch Care may not administer medication unless the parent gives written permission. You will need to sign an Authorization to Administer Medication Form. All medication must be in the original container with the child's name on it, dosage and directions for administering medication must be on the label. All medication will be documented in the medical log book. Medication will be administered by the child's Co-Director, Director, or Lead Assistant.

All medications will be kept in a medicine box in the staff room and medication that needs to be refrigerated will be placed in a medicine box in the refrigerator. Any remaining medications will be sent home. Medication can be left at the center to be used on an as needed basis.

Since we do not have trained medical personnel on staff, there may be situations where we do not feel comfortable administering certain medications (example: anything invasive or requiring penetration of the skin). We always reserve the right to decline administration of medicine for any child at any time. Parents may be requested to return to the center to administer medication to their child.

Payment Schedule

Fees for childcare are due in advance and at the beginning of each month. Please refer to your Ranch Care agreement for all of the specific details.

We understand that there are times when some families experience temporary financial difficulties. If this is the case, please see Toni Mattson, the Director. She will do her best to work with you to come up with realistic payment schedule on a temporary basis.

Enrollment Fee

There is a one-time enrollment fee of \$150.00 per child that is required to be paid at the time of enrollment. This fee holds a spot in our program for your child and covers all field trips and material costs for your child's summer with us.

Daily Activities

Children will take part in activities that are not only fun, but that encourage creativity and learning. They will learn new ideas and skills, be exposed to a variety of cultures, and participate in imaginative play. PLAY is the major component of our program. Daily activities include indoor and outdoor play.

Indoor play consists in part of reading & story time, coloring, drawing, painting, A Walk thru the Bible, & educational games.

Outdoor play consists in part of riding, ground work and learning time with horses, playing in the Grand Sandbox (aka; sand volleyball court), basketball, soccer, volleyball, pickle ball, treasure hunt, outdoor planting/gardening, fishing, swimming, nature walks and many more. All children are required to spend time in active play outdoors every day. If children are well enough to be at the Center, we expect they are well enough to participate in all of the activities. The children may be kept indoors during inclement weather such as any of the following:

- Rain
- Temperatures above 90 degrees F

The Director develops the changing weekly themes and daily activities. They are educated and have experience in creating fun, interactive, age appropriate activities for their groups.

Children who are here in the early morning or late afternoon will be given special projects, puzzles, music, story time or free choice activities prepared by our Staff.

Transportation/ Field Trips

We use Eau Claire Student Transit to transport children on field trips. There is a field trip permission form requiring your permission for your child to participate in all of our scheduled field trips. You will need to sign and return the form in order for your child to participate. For ease and safety, we split the children into groups based on the number of Staff attending the field trip. We also have a field trip checklist that we use on every field trip for extra safety measures. We do double checks with roll counts of the children before we leave the center, once we are on the bus, after we get off the bus, once we arrive at the field trip and throughout the visit. This is all extra steps to ensure the safety of all the children at all times.

We always bring a Field Trip backpack with us anytime that we leave the center. In this backpack we have a first aid kit, ready to use icepacks, Kleenex, cell phone, and classroom binder. In the classroom binder we have a copy of every child's emergency information and names of those who have permission to pick up each child, and field trip permission forms.

In Case of:

Injury- If your child is injured while in our care, the wound will be washed with soap & water and covered with a bandage. A note will be made in the injury log book, a copy put in your child's backpack and the parent who is picking up the child will be informed of the injury. If your child requires immediate medical attention, 911 will be called and your child will be transported to Sacred Heart Hospital, and by ambulance if necessary. After 911 is called and an ambulance has been dispatched we will then call you to notify you of the situation. Any injury whether minor or more severe will be documented in the medical log book. Please inform our staff if your child has any special needs that we should be aware of. There is a first aid kit in all main areas on the Ranch. The Co-Directors are responsible for making sure that all medications and injuries are documented.

Fire- There are fire extinguishers placed in the main areas of the center. In case of sizable fire, the Directors are responsible for getting their group of children out of the building with the help of the assistant staff and calling 911 if need be. They will assemble at the far side of the big outdoor arena and the Director will take a roll call to confirm the presence of all the children.

If there are any missing children, the group will be put in charge of an assistant staff and the Director will do another search through the center, providing it is safe. The Director will report any children not accounted for to the fire personnel.

Severe weather- Staff will drive the children to the Ranch house with staff vehicles and take cover in the basement until the severe weather passes. Blankets, first aid kit, a portable radio, flashlight (with extra batteries for both) are kept in the basement.

Illness- We do not allow sick children to attend Ranch Care. Please be respectful of others and keep your child home if they have experienced any of the symptoms in the last 24 hours:

- Heavy, flemy cough
- A fever of 100.4 degrees or higher
- Diarrhea (except if due to being on an antibiotic)
- Vomiting
- A green, yellow, or continual discharge from nose
- Discharge from eyes (clear or yellow)
- Contagious disease

You will be notified immediately if your child experiences any of these symptoms while attending day care. If your child is vomiting or have diarrhea, they will be separated from other children and will rest in a comfortable area within sight and sound of Staff until they can be picked up from the center by the parent or authorized person. You will be expected to pick up your child within 1 hour's time to prevent the rest of the children & staff from becoming ill. Even if they seem healthy, your child must remain at home until they are symptom free for 24 hours to ensure they are not going to get other children/staff sick.

Any child with a communicable illness such as chicken pox will not be allowed to return until all their pox have scabbed and they are no longer contagious. We will report any serious communicable disease to the parents of all enrolled children. Confidentiality guidelines will apply for the ill child.

Child Abuse

If any staff member has reasonable cause to suspect that a child has been abused or neglected, they are mandatory reporters and must immediately report it to the Ranch Care Co-Directors and Director. If the assessment is confirmed by our administration, a call will be placed to the Children Protection Services. Any injury to a child or evidence of unusual bruises, contusions, lacerations, or burns received by a child shall be recorded in detail in a medical and injury log book.

Children's Behavior

Children's behavior will be guided by setting clear limits for children. We will talk with children about expected behaviors and Staff will model those behaviors consistently for them. We will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). 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.

Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others. We do use "take a break" to deal with unacceptable behavior. "Take a break" will be used to remove a child from a situation that has gotten carried away before a child could injure himself or others. When used, the "take a break" will immediately follow the behavior and will be for (no more than) as many minutes as the child is old. The child will come back from "take a break" and rejoin the group. The Staff will take a few brief moments to explain the behavior that was unacceptable and a choice that would have been better. Some examples where a "take a break" may be used are:

- Hitting, biting, punching or hurting another child or Staff in any way
- Hurting themselves
- Throwing or damaging toys
- Using inappropriate or foul language
- Throwing a fit and can't calm down

We don't use "take a break" as a form of punishment or humiliation, nor to make children feel threatened or afraid. It is time taken to help them calm down and regain self-control. When they are feeling calm and ready to come back and join the group they are encouraged too. We recognize that no single technique will work with all children every time. If a child exhibits unacceptable behavior that is chronic and continues to disrupt the flow of the daycare, we will request a conference with parents to consider how to deal with the behavior. If the behavior still continues, the next step may include referrals to appropriate community resources, and/or discharge of the child from care.

Ranch Care MUSTS:

- Children and adults will speak in conversational voice and with respect. No one shouts or yells.
- Children are asked to walk rather than run when inside all buildings.
- Children are responsible for their own work. They take out, work with, and put away their own materials.
- Group projects are cleaned up by entire group.
- Children may work independently or in small groups.
- Materials are kept in the assigned areas.
- Children and their property must be respected by all other children and Staff.
- No one is allowed to harm or hurt another person or their materials.
- Each child is assigned a hook for their backpack storage. Their personal belongings must be kept in it.
- Children sit only on chairs, floors, benches and picnic table benches.
- Sand stays in sandpit and is not thrown.
- Children stay engaged in activities unless they need to use the bathroom with Staff escort.
- No hanging on basketball hoops or tent ropes.
- Stay away from outdoor arenas as they are most often in use

Sanitation

- Hands of Staff and children will be washed before snack and lunch time, after touching the dog, after playing outside, and after going to the bathroom.
- Hands will be washed when used to cover mouth from a sneeze or cough, and after blowing nose.
- Each activity area has a daily cleaning list to ensure that all cleaning/sanitizing is done.

Universal Precaution

All persons exposed to blood or blood-containing body fluids and tissue discharge shall wash their hands immediately with soap and water. Single use disposable gloves, shall be worn if there is contact with blood-containing body fluids or tissue discharge. Hands shall be washed with soap and water after removal of gloves. Gloves shall be discarded in plastic bag. For spills of vomit, urine, feces, blood, or other body fluids, staff shall clean and disinfect all surrounding areas.

Divorce/ Separation

Unless stated otherwise, any parent is allowed to pick up their children. We do not get in the middle of divorce/separation issues. Ranch Care fees are payable by the enrolling parent. If there are financial agreements between the two parents, that is something that they will need to work out among themselves.

Pictures

We take many pictures of children having fun & doing different activities throughout the summer. Many will be posted on the Ranch Care bulletin board and on Trinity's website which is www.trinity-ec.com under Photo Gallery ~ Ranch Care.

Parent Feedback Survey

Over the years parents have provided us with valuable feedback which has assisted us in improving our program via a survey. This survey can be found at the check-in/out counter throughout the summer. We encourage you to provide thoughtful answers and let us know what you think, are feeling, and what we can improve. We encourage and respect parent feedback so that we can provide the best summer child care experience for all children. We also encourage ANY suggestions, comments, or communications throughout the summer!

Referrals

One of the best gifts a parent can give us is to refer their friends and families to attend our Ranch Care program and we like to return the favor! For every new child enrolling in Ranch Care from your personal referral, we will credit you one week Ranch Care fee (\$140). This could result in you having many FREE weeks of summer child care!!!

Late/Pick Up

Please see your Ranch Care agreement for the stated specifics on this topic.

Termination

We reserve the right to terminate a child's enrollment immediately for the following reasons, which is not limited to:

- Failure of payment in a timely matter
- Child disrupts the balance and safety of the center and means to correct the situation have been exhausted and unsuccessful.

Remember the Necessities!

All children need to have extra clothing to allow for unforeseen accidents during the day and weather change. The clothing should be loose and comfortable for play and must be labeled with the child's name inside to ensure against possible loss and/or exchange. If you would like bug repellent and/or sunscreen put on your child while we are outside, you'll need to provide these items with an authorization to apply. Please don't allow your child to bring toys or other personal belongings. We do not want their special items to get broken or lost. Exceptions will be made for special items that your child may need for a special activity.

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I/We _____ have received and read a copy of Trinity's Ranch Care Handbook dated June 1, 2016. I/We know that if we have any questions or concerns, we can bring these up with the Director at anytime.

Mother/Guardian _____

Date _____

Father/Guardian _____

Date _____

(Parent Copy)

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