

Revised June 6, 2022



Northwoods Child Development Center **“Where learning and fun are one”**

Welcome to Northwoods Child Development Center. We are glad that you have chosen us to be part of your child’s growing experience.

Our **mission** is to provide a happy, warm, nurturing, positive, loving, and safe environment that fosters the growth and development of the whole child. We will nurture the joy of discovery and learning in your child and create a curriculum that complements and follows Wisconsin Model Early Learning Standards (WMELS) and provides for a healthy head start in the Northland Pines School District.

The **philosophy** of Northwoods Child Development Center is to provide exceptional childcare and infant, toddler, and preschool education for children of parents who work outside the home. We provide a stimulating developmentally appropriate learning environment planned to meet the individual needs of the children and parents. Our major emphasis is learning through play. Our approach is to provide a wide variety of opportunities for children to learn by experiencing concepts and ideas. Within our classrooms, children can learn from several settings: learning Centers, large group activities, small group activities and individual time with the teacher. During

“Free choice” children can choose any of the Centers which include easel painting, blocks and trucks, dramatic play, puzzles, books, music, housekeeping corner, art, dramatics, manipulative learning games, math, and science. We use songs, games, language development, fine and gross motor activities, Science, Technology, Engineering, and Math (STEM) and Science, Technology, Engineering, Art, and Math (STEAM) to foster skill development. We take time in our daily schedule for spontaneous discovery of the world around us.

Another major emphasis is to provide activities daily to supply good, healthy building blocks for self-esteem and self-confidence. Hopefully, the children can carry this strong image with them wherever they go. We do this by talking about ourselves, respecting the rights of other children, and knowing what our rights are. We teach the children to “use their words” to express their joy and their anger. We do not promote violence of any kind, which includes the use of play guns and other weapons for play.

We believe that when a child is ready, he/she will learn to read. Usually, they will begin to read when they are 5 or 6 years of age. We do provide opportunities for children to learn readiness skills such as letter and number recognition, sound/symbol association, language, and motor development. Also, we provide an awareness of concepts that positively promote the social, emotional, physical, and cognitive development of each child.

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Teachers and assistants are at the school to guide the children in activities and to help foster independence, creativity, initiative, playing positively with others, and problem solving. Most of all they are there to provide a happy, positive, loving, and warm environment for the children they care for each day.

General Information

Administrative Structure

Owner, President, Teri Mason: Oversees all aspects of business including financial, legal, and business structure as well as the day-to-day operations of the center.

Director, Wendy Kanitz: Implements and manages programs for children, day-to-day operation of center, supervises the staff, and conducts staff meetings, ensures kitchen sanitation and nutrition.

Co - Asst. Directors: Assists Administrator/Director as needed and is in charge when the Director is not at the center.

Teacher: Plans, implements, and supervises the daily activities of a group of children.

Assistant Teacher: Assists the teacher in all activities and supervision of a group of children.

Food service personnel: Combined effort using floating teacher position and staff to prepare breakfast and snack using a rotating monthly menu.

Maintenance personnel: Outsourced as needed.

Janitorial/Cleaning, Tammy Garasha: Maintains cleanliness and sanitation of facility on weekly basis and as needed.

POLICIES

Parent and Personnel Policies are available on our website. You will be given a hard copy of our parent policy packet in your enrollment packet upon our first meeting. Copies are also kept in the office and entryway.

Admission Policy

Northwoods Child Development Center is administered and owned by Teri Mason and licensed through the State of Wisconsin Department of Children and Family Services.

Hours: 7:00 A.M. to 5:30 P.M. Monday thru Friday, year-round.

Ages: We provide developmentally appropriate education and childcare for children ages 6 weeks thru 12 years of age.

Limitations: We have no limitations on children enrolling at the Center.

Number of Children in our Care: At maximum, we care for no more than fifty-seven children at any one time. Currently due to room arrangements and ratio requirements we can have 50 children.

Holidays: New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Day before the

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First Day of School for Northland Pines School District, Thanksgiving, and the day after, Christmas Eve, and Christmas Day. If New Year's Day, 4th of July, or Christmas falls on the weekend, the Center will close on the Friday before or the Monday following the holiday. If the first day of school is the day after Labor Day, the holiday will be Friday. For us to keep quality and qualified staff, the Center provides them paid holidays off, therefore, if your contracted days fall on a holiday, you will be required to pay. We are sure this is a benefit you would want your child's teacher/assistant teacher to receive.

Emergency closing: In the event of severe weather conditions, Northwoods Child Development Center will follow Northland Pines School District in determining if the Center is closed. If Northland Pines School District is closed due to extreme conditions such as, icy road conditions, snow too deep to navigate, we will be closed. If they are closed for severe cold, we will remain open because your children will not be walking or waiting for bus but rather delivered to our center by you. In some cases, we may post a revised schedule for drop off and pick up (i.e., due to weather conditions). Always check our ProCare app for daycare information including school closings.

Non-Discrimination Policy: Northwoods Child Development Center does not discriminate in employment or enrollment against any employee, child and family or any applicant for enrollment/employment in admission, privilege of enrollment, or discharge condition based on age, race, color, sex, sexual orientation, creed, disability, national origin, or ancestry.

Americans with Disabilities Act: The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunities for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation.

Cultural Diversity We follow the National Association for the Education of Young Children (NAEYC) statement: "The nation's children all deserve an early childhood education that is responsive to their families, communities, and racial, ethnic, and cultural backgrounds. For young children to develop and learn optimally, the early childhood professional must be prepared to meet their diverse developmental, cultural, linguistic, and educational needs."

Wisconsin Model Early Learning Standards We follow the (WMELS) for our planning and intentional teaching for each child. Parents are welcome to review the standards at any time.

Program Assessment and Improvement: Northwoods Child Development's efforts to provide high quality programming include continuous opportunities for program assessment and improvement. Approaches used include monitoring visits, comprehensive staff professional development, state licensing compliance and feedback from our annual assessments: Infant/Toddler Environment Rating Scale (ITERS), Early Childhood Environment Rating Scale (ERECS) and Program Administration Scale (PAS).

How to enroll: To enroll a child, contact the center and a tour will be scheduled. Enrollment forms must be completed prior to first day of enrollment. The centers policies are given to you in our enrollment packet as well as, located on our website and must be reviewed. They are also located in the entryway of the center along with a copy of the DCF administrative code.

The following forms must be turned in for your child's first day of enrollment:

- Northwoods Child Development Center Enrollment Contract

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- Health History and Emergency Care Plan
- DCF Child Care Enrollment Form
- Information Card
- Youngstar Intake Form
- Tuition Express
- Authorization to Administer Medication (if applicable)
- Intake for Child Under 2 Years- Child Care Center (under two years only/Every three months until two).

The following forms must be turned in within 30 days of enrollment:

- Child Health Report
- Immunization Record

Change of Contact Information: It is important all contact information be kept current and up to date. Please edit your Procure information and inform the office of any changes. Notify the office staff as well as your child's teacher, as soon as possible with changes in phone numbers, addresses, emergency contact information and authorized pick-up persons. It is your responsibility to update us.

Parent Visitation: We are open to parent visitation and observation before or upon enrollment unless access is denied by court order per DCF 251 Licensing Rules. We encourage parent involvement with the program. No advance appointment is required; however, we encourage you to call before visiting because we do leave the premises for walks and walking field trips.

Records Confidentiality: Children's records are confidential and available for viewing by immediate family and licensing representatives only. The Center will make copies of the Center's Records for your child, upon written request, for any new setting your child may be attending.

Children, Family and Employee Confidentiality: All conversations and meetings between Parent, Child, Teacher, Assistant Teacher, Director and Administrator is to remain confidential.

Medical Logs: Administered medications, accidents, or injuries, marked change in behavior, observations of injuries to a child in the Center or on field trips will be entered into the medical log. Entries in these logs regarding your child are available to you if we make a copy of that page and mark out any other child's name. This helps in keeping the confidentiality of other children in the Center and their confidentiality is NOT compromised.

Important License Information is Posted: Copies of Department of Children and Family Service's licensing rules and Center policies are available to you on our website in our entryway and a hard copy can be requested.

Attendance

Attendance Policy

A 10-hour day is considered the maximum enrollment for each child per day. Please be sure to adhere to your scheduled drop off and pick up times agreed upon during enrollment. If changes to your schedule require a permanent or temporary change in childcare dates or times, please speak with the Director for approval.

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If you take your child out of the program for any length of time, and expect you may return, please speak with the Director. Every effort will be made to have your child return to our Center if spots are available.

Absences: Parents are required to notify the Center by 8:30 am when their child is absent on a day that they are normally expected to be in attendance. If the Center is not notified about an absence within 30 minutes of the specified start time on the written agreement signed by the parent, we will attempt to call the parent or guardian to determine the child's whereabouts.

Arrival/Departure of Children/Sign In and Out

Parents must sign their child/children in and out of the Center daily. There is a sign in sheet at the entrance to your child's classroom. Parents are required to walk their children into the Center through the main entrance, sign in, and walk their child into the classroom where they shall alert the teacher that the child has arrived. If children are on the playground when the parent arrives with his/her child, the parent may drop the child off at the playground alerting the teacher to the child's arrival. Under no circumstances will a parent leave a child unattended in the hall or a classroom to wait for the others to return inside.

Teachers will take attendance with the Parent Engage Procure App and a hard copy sign in/sign out attendance form. Teachers will take attendance in their classrooms as children arrive and are responsible for always knowing the number and names of all children in attendance, including while outdoors. Teachers will check out children as they leave on both the Procure App and hard copy sign in/out form. No child or children will be left unsupervised for even a moment. If there are any specific instructions for the day (for example, medication to be taken, another person picking up the child, or other extenuating circumstances), please inform the Center verbally and through the ProCare app. If the teacher needs further clarification, he/she will contact you.

Student Safety

Authorization to Pick Up Your Child if Not a Parent: All persons picking up a child must be authorized on the child's enrollment sheet. If a teacher does not know the person picking up, a picture ID will be required.

Under the Influence upon Pick Up: If an authorized person arrives to pick up the child and appears impaired by drugs or alcohol, the Center will not release the child and an alternate person will be called. If an impaired person insists on picking up a child, the Center will call 911 and advise authorities of the situation.

Custody and Parental Court Order: If there is a custody issue and the parents' name, other than your own, is on the enrollment form, we cannot stop that parent from picking up your child. Please, keep all pertinent information in your child's file. If a court order has been placed against a parent or other person, provide a copy of the court order to the Center to keep on file. The Center will adhere to any restrictions documented in court orders. If a person/parent who is prohibited from picking up your child makes any attempt to do so, the Center will notify the legal guardian and the authorities if needed.

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Child Abuse: If a licensee, employee, or volunteer at the Center has reasonable cause to suspect child abuse or neglect, they shall contact the Dept. of Social Services in Vilas County, as mandated by law. Staff members receives biannual training in Child Abuse and Neglect.

Grouping of Children: Any children arriving before 8:00 a.m. may be combined with other age groups until staff and classroom ratios can be met. Mixed age groups may also combine around 4:00 pm, for free choice or outside play. This allows the adult: student ratios to reflect the greatest level of supervision and care for all children in the Center.

Emergency Medical Care: When a child or staff at Northwoods Child Development Center needs immediate professional, medical care, the child or staff is taken to Eagle River Memorial Hospital (by rescue squad, if necessary). The child or staff member's emergency contact will be contacted as soon as possible. This transport for the child will be at the parent's expense. If an emergency occurs on a field trip, the child will be taken to Eagle River Memorial Hospital or nearest hospital to the field trip destination.

Accident or Injury Procedure

1. Treatment of Minor Injuries: The Center will use soap and water to clean all superficial wounds and Band-Aid, or bandage will be used to protect such wounds. An ice pack may be applied to any minor bump or swelling. Parents will be notified verbally and in written form at pick-up time concerning any such injury. If a child receives an injury on their head, the parent will be contacted immediately, no matter how minor the injury may seem.
2. Unless a parent states otherwise on the child's emergency information card and enrollment form, Northwoods Child Development Center shall use Eagle River Memorial Hospital as its source of emergency medical care.
3. Written permission from the parents to call the family physician or refer the child for medical care in case of injury shall be on file at the Center. Parents shall be contacted as soon as possible after an injury has occurred.
4. In the event of injuries occurring on Field Trips or walks, the above procedures still apply. If Eagle River Memorial Hospital is not the closest hospital, your child will be taken to the nearest hospital. Again, we will only use contracted busing for field trips we should take.
5. All staff is trained in first aid, CPR, and AED.
6. Medication administration and injuries occurring on or off the premises will be recorded in the Centers medical logbook.
7. If your child has a special health need, we ask that you put it in writing and if necessary, provide a statement from your child's physician. This information will be placed in your child's file. The teacher and Director will collaborate with the parent to create a plan of action for your child.

Photos: We post photos on Facebook, Instagram, newsletters, newspapers, tv stations etc. If you do not want to have your child's photo included, please check no on the media permission section of the enrollment contract.

Security Code: We keep the front foyer door locked by security code which we change out every few months. Please do not give this code out to anyone not on your

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security code form, this includes grandparents. Only immediate family may have the code.

Providing required information to DCF: We are required by DCF to report to them any child abuse we report, Center accidents of children or staff that require medical emergency, damage to our property, incident that involve staff that may involve the police outside of school hours, if a child has been diagnosed with a communicable disease, or if we use our rooms in a different way than they are aware of.

Car and Parking Lot Safety

At no time are parents allowed to leave cars running unattended in the parking lot. At no time may parents allow their children to enter the parking lot on their own. Children must be always supervised.

**Payment & Fees
Fee Schedule**

Annual Registration Fee

A \$50.00 annual registration fee is due upon enrollment and each September thereafter.

Rates are per child.

Infants through Age 2	Daily	Weekly
5 Days/Week	\$55.00	\$275.00
4 Days/Week	\$55.00	\$220.00
3 Days/Week	\$55.00	\$165.00
2 Days/Week	\$55.00	\$110.00

Three Years & Up	Daily	Weekly
5 Days/Week	\$50.00	\$250.00
4 Days/Week	\$50.00	\$200.00
3 Days/Week	\$50.00	\$150.00
2 Days/Week	\$50.00	\$100.00

Part Time Care: Full time families, who attend, Monday through Friday, will have priority on acceptance into the desired classroom. Children will be accepted on a parttime or drop-in basis when there are vacancies in the full-day program. Part-time families can attend two, three or four days a week if there is availability. Arrangements and all required enrollment paperwork must be on file for your child to attend. There are no half hour rates.

Late Fee: There is a late fee of \$1.00 per minute for children picked up after the Centers closing time of 5:30 P.M. Example: pick up at 5:38 P.M. the late fee will be \$8.00. This fee will also apply to any change in our closing schedule if we need to close early for any reason especially due

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together conditions. We want to ensure the safety of our families and staff. Late fees will go to the staff that needed to stay and we will add it to your bill.

Additional fees: We will notify you in advance when additional fees may be required.

Payments

Payments are due weekly, in advance. We use the PROCARE Tuition Express system. Parents are required to complete a Tuition Express Payment form or make other arrangement for payment. Tuition fees will be posted to your account each Monday and charges will be automatically withdrawn the same day. There is no fee for this when using a check account. If you choose to use a credit card there is a 2 ½ percent fee. Payment for the entire week is due upon arrival on the first day your child attends for that week. If you come Monday, your payment for that week is due on Monday. There will be a \$5.00 late fee charged for each day the payment is late.

How to Make Payment

Please pay by the MyProcure Tuition Express system. If you choose not to do that and pay by check or cash, there will be a \$5 handling fee applied. If paying by cash, please, be sure to put it in an envelope with the dates you are paying for. There will be a \$25.00 fee for insufficient funds. Please place your payment in the locked box outside the office door. We are enrolled in Tuition Express where parents can sign up via their checking account (must give to the administrator to enroll) or make online payment via credit card. If you use this method a 2 1/2% processing fee will be added to your payment.

Receipts and Access to Payment Records

An account statement can be emailed to you as requested. Please go on to your MyProcure account to access your family's payment record. You will also be given an end of year statement for your tax purposes. If you need access to your family payment record and cannot get into your my ProCare account, please contact the administrator.

Fees Charged for Absences

To make it fair for all families, the Center will provide each family with one weeks' worth of days your child is enrolled and that is tuition free per year. This time must be used by the end of the year and cannot be forwarded year to year. You may use these days for either sick or vacation leave. A record will be kept by you filling out a request for time off form, which we use to record contracted days into our invoicing program. The form is kept in the check box outside the office door.

Part-Time Children Fees

Part time children may not switch scheduled days to replace a sick day or any other day. Being a small Center, we have limited childcare slots for each classroom and age group. However, you are welcome to call the Center Director, and with one day notice, a part-time child may attend the Center on an unscheduled day, provided the Center has room to accommodate him/her. Parents will then be charged the daily rate.

Holidays

Childcare will not be provided on:

- New Year's Day

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- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- In Service Day (30 day notice given on date scheduled)
- Thanksgiving and the day after Thanksgiving
- Christmas Eve
- Christmas Day

If New Year's Day, 4th of July or Christmas fall on the weekend the Center will be closed on the previous Friday or following Monday. We will notify you through our ProCare app and or newsletter letting you know which day in plenty of time to make your holiday plans. The Center provides the staff with paid holidays off, so if your contracted days fall on a holiday, you will be required to pay. It ensures that we will provide you with qualified, quality staff members and we believe that it is a benefit you would want your child's teachers to have.

Family Vacations

Fulltime families will receive one week (or five days) of vacation after one full year of attendance.

Part-time families will receive their scheduled part-time vacation days after one full year of attendance. (For example: If you regularly come two days a week, you receive two days of vacation.)

This time must be used by the end of the year and may not be forwarded year to year.

This DOES NOT INCLUDE our Summer Camp Program. If you attend only our summer camp program and are not enrolled in our program throughout the entire year, you do not qualify for vacation days. To receive vacation time, you must be enrolled in our program for one full year of attendance.

Full and Part-time Care Definition

Full time families are families who are enrolled 5 days a week. Full time families have priority at the Center. A part time family attends between 1 and 4 days a week and will not have priority. Part-time families may be asked to alternate their schedule to help accommodate other part time families if slots are limited. We understand the childcare needs of each family is unique and we aim to accommodate all our working families.

Wisconsin Shares Financial Help

You may be able to obtain Wisconsin Shares financial help available to you through Vilas or Oneida Dept. of Social Services. All information will be kept confidential. If a family is applying for Wisconsin Shares assistance and wishes to begin their child's attendance before childcare authorization has been completed, they may still enroll and pay out-of-pocket until their authorization has been received by the Center. Each family is responsible for keeping their childcare authorization current. If an authorization ends before the Center receives a new current authorization, the child will either not attend, or the family can privately pay. **Private pay is due weekly on the first day of your child's weekly scheduled attendance.**

First Day Readiness

How to Help Your Child Adjust

Before your child's first day of attendance, we recommend that the parent bring the child into the Center for one to two hours at varying times and spend time in your child's new classroom together. We ask that parents stay in the classroom with their child and participate in all activities that your child may go through during this important adjustment time.

Acclimation Period

There will be a two-week trial period upon enrollment in the Center. Should a child have a challenging time adjusting to the Center, we will discuss resources and options with the parent. If it is felt that placement of the child at the Center is inappropriate, or the child does not interact well with the other children, care will be terminated. If possible, we will recommend other types of care. Fees would be charged only for the time the child was in care.

First Day Requirements (Provided by Parents)

When a teacher asks you for new supplies, please bring them in the next day. If you are out, we will call you and request you bring it in immediately. This is for the health and sanitation rules for your child.

Children 6 weeks to 2 years old parents are required to supply:

- Diapers, pull-ups, wipes, powder, and ointment. All ointments require a medical authorization every 6 months. All medications, sunscreen and bug spray also require medical authorization updates every 6 months.
- Infant Class-Bottles are required. You need to supply a bottle per feeding, which is approximately three. All bottles must be filled at home if not using Center-supplied formula. Bottles must be labeled daily with your child's name and the date. We prefer formula to come in a formula pre-measured container. Breastmilk bags must be labeled and dated. Please put all bags in a labeled zip-lock bag or insulated container to keep in the refrigerator. They need to be labeled and dated. They must go home nightly.
- Pacifier, bibs and crib size sheet, baby bedding (Pack' n play size sheet and receiving blanket) or sleep sack Required for each child. Must be taken home and washed on your last day of attendance each week. Labeled with your child's name.
- Clothing: seasonally appropriate outerwear Coat, snow pants, waterproof gloves, hat, and boots, an extra pair of shoes (no tie shoes allowed) to be worn and kept at school only. Labeled with your child's name. We go outdoors daily except in inclement weather. Two sets of extra clothes labeled with your child's name.
- Any medication your child may need, such as Tylenol, gas drops, etc. may be brought in if your child will need it that day. These medications cannot be kept at the Center. You must also fill out a medication authorization form if the medication needs to be administered by the teacher. Note: Children under 2 will need an additional note from their doctor which authorizes the use of Tylenol.
- Recyclable plastic shopping tote bag. This will store your child's clothing and will prevent coats from touching other coats on the hooks. This is recommended by Youngstar to help prevent lice and spread of germs. Please, no cloth bag, this is not the grocery bag provided at the grocery stores but the recyclable one. Labeled with your child's name.

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Children 2 years old and up parents are required to supply:

- Crib Sheet for preschool to cover the mats that we have. We will stack them on a shelf, on a wall in each room. We wipe down the mats and spray with Lysol. If there is a potty accident, we do use bleach. The pillowcase will give us one more step to help prevent the spread of germs. Label with your child's name.
- Clothing: seasonally appropriate outerwear Coat, snow pants, waterproof gloves, hat, and boots, an extra pair of shoes (no tie shoes allowed) to be worn and kept at school only. Labeled with your child's name. We go outdoors daily except in inclement weather. Two sets of extra clothes labeled with your child's name.
- Any medication your child may need, such as Tylenol, gas drops, etc. may be brought in if your child will need it that day. These medications cannot be kept at the Center. You must also fill out a medication authorization form if the medication needs to be administered by the teacher. Note: Children under 2 will need an additional note from their doctor which authorizes the use of Tylenol.
- Recyclable plastic shopping tote bag. This will store your child's coat, gloves, etc. and will prevent coats from touching other coats on the hooks. This is recommended by Youngstar to help prevent lice and spread of germs. Please, no cloth bag, this is not the grocery bag provided at the grocery stores but the recyclable one. Labeled with your child's name.

Student Health

Observation and Definition of Your Child Being Ill:

Upon arrival at the Center, each child shall be observed for symptoms of illness. These include children with a sore throat, inflammation of the eyes, fever of 100.4 degrees, lice, rash, vomiting, excessive diarrhea, more than 2 times in one day (2 or 3 times per day), irritability or continuous crying. If your child displays any of these symptoms, a teacher or Director will ask you to take your child home. This policy is in place to maintain a safe and healthy environment for all children and staff members.

Evidence of unusual bruises, contusions, lacerations, or burns shall be noted on the child's records/medical logbook and may be reported immediately to Vilas County Social Services, if abuse is suspected.

III Child Procedure

1. Children who become sick while at the Center will be isolated from other children, while remaining within sight and hearing distance of the teacher. The parent will be called immediately. The child will be made comfortable until a parent or authorized person arrives to pick the child up. The child must be picked up from the Center within **1 hour** of notification.
2. A child with a contagious illness, or fever (without medication) must be **24 hours symptom-free** and after a fever (without medication) before returning to the Center.

Contagious Disease Chart

The chart is posted on the parent bulletin board in the foyer as well as the office for your reference. The health department will be called if a child at our Center has been diagnosed by a physician to

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have a contagious disease. If this happens, we will post a notice on the front door, in your child's classroom and call you personally, if it is an emergency, contagious incident.

Allergies

Food and other allergies shall be reported to the Center. This information will be recorded in the child's file. Teachers and caregivers will be notified of the allergy and the information will be discreetly posted in the child's room at the Center, to protect your child's confidentiality and keep them safe while in our care.

A Special Note for Parents:

We know how hard it is for parents to take off work for a sick child, but if you know that your child is sick or not feeling well, please keep them home for the day. For the Center to maintain a healthy and safe environment, we cannot allow sick children to attend. This policy helps prevent your child from being in contact with a sick child while in our care. If the teachers or director notices that you are giving your children medication to prevent the fever and within 4 hours the fever returns, and we monitor that this happens frequently we will ask to give up your spot at the center. Please stay in compliance with this rule as it is a DCF compliance requirement.

Cleanliness/Hand Washing

1. Children shall wash with soap and warm running water upon arrival, before meals and snacks, after toileting or diapering, and upon returning to the classroom from the playground or being outside. A child's hands and face shall be washed after meals.
2. Persons working with children shall wash their hands with soap and warm running water before handling food, after assisting with toileting, after wiping bodily secretions from a child with a disposable tissue, and before and after assisting with diapering.
3. All toys will be sanitized daily in infant/toddler rooms and weekly in other classrooms.
4. Cups, eating utensils, toothbrushes, combs and towels may not be shared and shall be kept in sanitary condition.
5. Children brush their teeth after breakfast or lunch daily.

Medication Procedure

Parents must bring all medications directly to the Director. Never send medication in with your child or in your child's backpack. This includes both prescription and non-prescription medication.

1. No prescription medication or non-prescription medication, including but not limited to aspirin, cough medication, or nose drops, may be given to a child except under the following conditions.
 - A. A signed, dated written authorization by the parent is on file.
 - B. Prescription medication is in the original container and labeled with the child's name, name of drug, dosage, directions for administering, date, and physicians' name.
 - C. Non-prescription medication must be labeled with child's name and the request, signed by the parent, including dosage and directions for administering.
 - D. DCF requires documentation including type of medication given, dosage, time, date, and the name of the person administering the medication. This information shall be recorded in the Center Medical Log, and the authorization will be filed in the child's records. The Logbook shall be reviewed periodically by administration every 6 months.

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2. Medications shall be stored so that they are not accessible to the children.
3. Medication requiring refrigeration shall be kept in the refrigerator in a separate, covered container clearly labeled "medication."
4. It is the parent's responsibility to pick up his or her own child's medicine at the end of each day if it is to be shared by home and Center. It may be kept for the duration of the prescription if we have a separate bottle/container with proper labeling from the Pharmacy or manufacturer, or 6 months if it Diaper Cream, etc.
5. If the Center misses a dosage or there is an error in the dosage distribution, parents will be notified immediately by phone.

Confidentiality and Notification

All information on the child's medical, food, allergies, injuries are kept confidential. We post information discreetly inside the cabinet door in the classroom and in the medical log. Parents are notified by phone or in writing if information needs to be communicated.

Mildly Ill Children

We do not provide care for mildly ill children.

Universal Precautions

The purpose of the Universal Precaution Policy is to protect the children, parents, and staff members from the transmission of all communicable diseases spread by contact with body fluids. These include Hepatitis, HIV, Giardia, Salmonella and others.

Staff Procedures

All staff will be trained in universal precautions procedures, including those described below:

- a) Personal Contact
 1. All staff will wear clean disposable gloves when handling blood, urine, stool or vomit.
 2. Gloves will be removed, and hands will be washed after such contact and before touching another individual.
 3. Staff will thoroughly wash with soap and water any area of the skin which encounters these body fluids
- b) Disposal
 1. Gloves, bandages, etc. which have been contained with these body fluids will be sealed in a plastic bag and disposed of in a plastic lined and covered trash can out of the reach of children.
 2. Children's clothing soiled with these body fluids will be removed from the child, sealed in a plastic bag and returned to the parent.
- c) Sanitation
 1. Staff will thoroughly wash with soap and water all surfaces which have come in contact with body fluids.
 2. After washing the area, staff will disinfect the surface with a disinfectant solution approved by the Dept. of Children and Family Services for this purpose and allow it to air dry as required by public health authorities.
- d) Parent Information

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1. Parents will be informed if their child has any direct physical contact with blood from another individual. These incidents will also be recorded in the Centers Medical Log, omitting the name of the other individual involved to maintain confidentiality.

Diapering and Toileting

- Toilet training will be planned in cooperation with the parent so that a child's toilet routine is consistent between the Center and the child's home. No routine attempts will be made to toilet train a child less than 18 months of age.
- Wet or soiled diapers and clothing will be changed every 1 ½ to 2 hours, or promptly as needed.
- Staff will wash hands with soap and running water before and after each diapering or assistance with toileting routines. For children under one year, hands may be washed with soap, water and a paper washcloth.
- Lotions, powders or salves will be applied to a child during diapering only at the specific written direction of the child's parent or the child's physician. The directions shall be recorded and posted in the diapering area.
- The child's diapering area will be washed before each diapering with a disposable towel used only once.

Physical Examination

1. Each child shall have an initial physical examination not more than six months before or no later than one month after admission to the Center
2. Evidence of the child's most recent physical examination shall be provided by a report signed and dated by a physician.
3. Each child under two years of age shall have a physical examination every six months.
4. Each child two years of age and older shall have a subsequent physical examination by a physician at least once every two years.
5. School-age children are only required to have a record of immunizations on file.

Immunization Record

Each child shall have an immunization history, which states that the child has been immunized.

Immunization Schedule

5 months through 15 months	2 DTP/DT	2 Polio	2 Hep B	2 Hib
16 months thru 23 months	3 DTP/DT	2 Polio	1 MMR	2 Hep B 3 Hib2
2 years through 4 years	4 DTP/DT	3 Polio	1 MMR	3 Hep B 3 Hib2 1 Varicella
Kindergarten entrance	4 DTP/DT	4 Polio	2 MMR	3 Hep B 1 Varicella

Communicable Disease

Parents of enrolled children shall be notified by the Center:

1. When a child has been exposed to a communicable disease which has been diagnosed or suspected, notification shall be given to the child's parent, the county nurse, and all other families at the Center as well as the Division of Children and Family Services.
2. Communicable diseases will be posted on the parent communication board with respect to name confidentiality.
3. Parents will be notified of illness or serious injury to the child, by telephoning immediately.

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S.I.D.S. (sudden infant death syndrome) Guidelines

1. All caregivers in the Center are oriented and trained in SIDS risk reduction and emergency procedures. Parents of infants at the Center will receive a Back to Sleep brochure upon enrollment, which gives information on SIDS risk reduction and back sleep position.
2. Infants under 12 months of age shall be placed to sleep on his or her back in a crib unless otherwise specified in writing **by the child's physician**.
3. A safe crib with a firm tight-fitting mattress and there should be no soft blankets or comforters under the Baby. Remove pillows, quilts, comforters, stuffed toys, bumper pads and other soft items from the crib or playpen. Soft toys will not be kept in the crib.
4. Babies are not placed to sleep on a soft surface such as a waterbed, sheepskin, pillows, sofa, or other soft surface.
5. NO BLANKETS ARE ALLOWED IN THE CRIB. A sleep sack is highly recommended.
6. "Tummy time" for awake, non-mobile infants is provided daily.
7. An orientation on SIDS risk reduction methods will be provided to employees, emergency back-up providers, substitutes and volunteers prior to their caring for children.
8. Unless the child has a note from a physician specifying otherwise, infants will be placed in a supine (back) position for sleeping to lower the risk of SIDS.
9. When infants can easily be turnover from supine to the prone position, they shall be put down to sleep on their back but be allowed to assume whatever position they prefer for sleep.
10. Unless a doctor specifies the need for a positioning device that restricts movement within the children's crib, such devices shall not be used.
11. While the age-old practice of swaddling is allowed within licensing rules, written directions on the use of swaddling from the parent must be obtained (Intake Child under Age 2 form). When a child begins to roll (approx. 4 months of age), etc., swaddling may restrict the child's movement. When a child no longer stays swaddled in the crib during nap time, then swaddling is no longer appropriate. If the child pulls the blanket out during nap time the provider must ensure that the blanket is kept away from the child's mouth and nose.

Health Qualifications for Adults

Any persons, except volunteers, who work directly with children, shall have a health examination including a TB test within twelve months prior to their beginning work or within one month thereafter. The report, dated and signed by a physician, shall be on file in the Center and certify that:

- A. The person is free from illness detrimental to children.
- B. The person is physically able to work with young children.

No staff, volunteer, or parent with the symptoms of illness, communicable disease, or whose behavior gives reasonable concern for the health or safety of the children may be on the premises of the Center.

Staff Continuing Education

The Center shall maintain a file on each employee, including but not limited to:

1. Staff will be responsible for having current documentation of continuing education.

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- a) Staff who work more than 20 hours a week shall participate in at least 25 hours of continuing education each year.
 - b) Staff who work 20 hours or fewer a week shall participate in at least 15 hours of continuing education each year.
 - c) Food Service personnel shall participate in at least 4 hours each year in kitchen sanitation food handling and nutrition.
2. All staff members in regular contact with children shall obtain and maintain a current certificate of completion for infant and child cardiopulmonary resuscitation and AED within 6 months after beginning to work with children.
 3. It is mandatory that all staff attend the monthly staff meetings. Attendance will be taken and documented.

About the Program

Education Policy

“Where Learning and Fun are one.” The philosophy behind our curriculum is that young children learn best by playing. Our teachers create and plan lessons to meet each child’s development goals and objectives. We provide developmentally appropriate practices, daily, for the children. Developmentally appropriate means making curriculum, lesson and other decisions that affect children based on what they can do cognitively, physically and emotionally at a certain age. Of course, not all children develop at the same rate, so often there’s a range of abilities that are considered developmentally appropriate for each age. Developmentally appropriate skills for one child may be very different than that of another child in the same classroom, so teachers often make small and sometimes, large, changes to the way they teach concepts to different children. We believe learning isn’t just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in. In their early years, children explore the world around them by using all their senses (touching, tasting, listening, smelling, and looking).

We use materials such as blocks and trying out their ideas, children learn about sizes, shapes, and colors, and they notice relationships between things. In time, they learn to use one object to stand for another. This is the beginning of symbolic thinking.

For example, children pretend a stick is an airplane or a block is a hamburger. These early symbols—the stick and the block—are similar in shape to the objects they represent. Gradually children become more and more able to use abstract symbols like words to describe their thoughts and feelings. They learn to “read” pictures which are symbols of real people, places, and things. This exciting development in symbolic thinking takes place during the early childhood years as children play.

The Center’s “creative play” curriculum aligns with the Wisconsin Model Early Learning Standards (“WMELS”) guiding principles and reflects their 5 domains of learning & development. The most important goal of our early childhood “creative play” curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We’re teaching them **how** to learn, not just in preschool and kindergarten, but all through their lives. We’re allowing them to learn at their own

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pace and in the ways that are best for them. We're giving the children good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

Our curriculum identifies **goals** in all areas of development:

- **Social:** to help children feel comfortable in the Center and school, trust their new environment, make friends, and feel they are a part of the group.
- **Emotional:** to help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
- **Cognitive:** to help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.

Classrooms

Our classrooms are developmentally age appropriate. We have dedicated age groupings with a Teacher and an Assistant. The children will have the same teacher each day unless they are off for a vacation or a class they may be taking. The intention of each developmental age group is to grow with the peers and teachers for one year – from September to August. On occasion we will move a child to the next classroom if parents, teachers, and the movement for the child is a developmentally appropriate practice.

Curriculum Planning

The teachers are responsible for creating lesson plans and monthly calendars. The activities and themes we plan for children, the way we organize the environment both inside and outside, the toys and materials we select, the daily schedule we plan, and the way we communicate with children, are all designed to accomplish the goals and objectives of our curriculum and give your child a successful start in school.

The daily routine in and outdoors is designed to accommodate a wide variety of learning experiences. Each classroom as well as our playground has learning Centers and areas for large and small group activities. Our curriculum embraces cultural diversity in all parts of our daily learning experiences. The daily routine provides stability and consistency for the children while also providing room for variation and flexibility.

The Center welcomes parents to participate in our classrooms and share hands-on activities that you may know the children will enjoy. You may want to present your specialty (job experience, hobby, talent, etc.) that would enhance a curriculum unit or theme.

Information about curriculum and daily and weekly activities in each classroom is available to parents. Weekly lesson plans with specific activities, along with their objectives will be posted on the parent communication board in each classroom, or on the bulletin board directly outside the classroom door. Parents are encouraged to ask staff about curriculum and classroom events.

Infant and Toddler Curriculum

Each infant and toddler shall be allowed his or her own patterns of sleeping and waking, as well as the child's own feeding schedule. Each infant shall receive warm and caring physical contact and attention such as being held, rocked, talked to, sung to, and taken on walks both inside and outside the Center. Infants and toddlers will be taken outside each day except in inclement weather. Please provide proper clothing to keep your child comfortable. Non-mobile children will

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be offered plenty of "tummy-time" and children who can creep, or crawl shall be given opportunities during the day to move freely by creeping and crawling in a safe, clean, open, warm and uncluttered area.

Infants and toddlers are changed every 1 ½ to 2 hours or as needed. As soon as a teacher suspects a soiled diaper, they will change it immediately. Children being potty trained will be encouraged to try the potty often.

Both care giving and play are important aspects of the curriculum. Feeding, for example, not only meets your child's physical needs, but it provides a variety of sensory experiences, pleasure, and satisfaction along with an opportunity to learn social and self-help skills.

Play is a very important part of the infant and toddler program. Play is vital to growth and learning, along with providing opportunities for discovery through natural experiences. Infants and toddlers make discoveries and choices, solve problems, and begin to learn what is of interest to them. Play is promoted by providing time and space without much interference by the caregiver. The program is arranged to provide an environment conducive to play with constant supervision.

Our primary function is to facilitate learning rather than to teach or train. Infants and toddlers need stimulation from toys, pictures and people. More importantly, however, they need to discover that they can influence the people and objects around them.

The importance of you as parents is understood. We will provide care to your child which reflects your child's care at home. We will work closely with your family to communicate with you exactly the type of care that would be in the best interest of your infant or toddler. It is our intention to ensure that the values, culture, and goals that you, as parents, incorporate into the daily care of your child, is closely replicated at the Center. Our hope is your infant or toddler will see life at the Center as an extension of life at home.

The Infant and Toddler curriculum focuses on two areas of interaction:

- *The interaction between the child and caregiver within the Center
- *The interaction between the child and his/her environment.

The goals of the Center's Infant and Toddler Program include:

- *To provide care to the child that include an individualize approach to health, safety and nutrition.
- *To offer the kind of experiences that includes opportunities for free-choice, exploration, both individual attention and group experiences, and above all, variety and balance in his/her daily activities.

Outdoor Play

Our playground is an extension of our learning environment. Teachers create opportunities within their daily plans to extend the children's learning outdoors. Our playground is designed for children to play, learn, run and explore and is developmentally appropriate for all the age groups we serve. The teachers design their lesson plans with specific physical games and activities to promote positive gross motor development.

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Our infants and toddlers are provided their own playground area in which to crawl and explore. Developmentally appropriate climbing equipment, tunnels, bikes, riding toys, water and sand play are provided. We provide balls, shovels, kitchen tools, plus many more items for the children to use and explore with. There are quiet areas for them to lay on blankets, to just watch and explore the world around them.

On our preschool, we provide climbing equipment, riding toys with a bike trail, sand and water play, gardening, dramatic play, basketball hoop and a cement area for chalk play, two square and more. We also, have a wonderful garden for the children to be able to explore the entire process from seeds to harvesting. There are tools such as shovels, rakes and loose parts, such as, logs, sticks, small two by fours, to create and construct. Teachers provide extra planned physical activity each day to promote running and other intensive gross motor activity to help get the heart rate going. There are quiet areas for children who want to sit and read or watch the clouds go by. We also have an area for creative exploration with an outdoor easel, paints, chalk and water. We provide balls for kicking, bouncing and playing favorite games.

Two outdoor play periods of 45 minutes to an hour are scheduled each day. Parents must send appropriate outdoor clothing for daily variations in the weather.

Children will be protected against extreme hot and cold outdoor temperatures. Guidelines for exclusion of outdoor play in inclement weather are wind chills of 0-degree F. or below for children aged 2 and above, wind chills of 20 degrees F. or below for children under age 2, outside temperatures of 90 degrees F. or higher, and heavy rain.

Screen Time: There is no screen time for children three years of age and under. Four-year old's and older may have up to ½ hour a week of educational screen time.

Toys Brought from Home

Toys brought from home are not encouraged unless otherwise specified or on Show and Tell Day. No guns, war toys, or other toys of destruction may be brought in.

Infant Class Sample Schedule

Schedule is flexible to adjust to the needs of the children

- Morning Group Welcome/Exploring Time
- Breakfast/Diapering
- Learning Activity Time (art, sensory, music and finger plays, etc.)
- Center Time
- Outside Play/Gross Motor
- Lunch/Diaper Check
- Rest/Free Choice
- Snack/Diaper Check
- Exploring Time
- Outside Play/Gross Motor
- End of Day Closings (stories, sing songs)

Toddler Class Sample Schedule

Schedule is flexible to adjust to the needs of the children

- Arrival/Free Play
- Clean Up/Hand Washing

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- Breakfast
- Toileting/Diapering
- Group Time/Music and Finger Plays
- Outdoor Play or Small Group
- Centers/Free Choice
- Hand Washing/Diapers
- Lunch
- Nap/Quiet Time
- Hand Washing/Diapers
- Snack
- Outdoor Play (Weather Permitting)
- Free Play/Centers
- Clean Up/Dismissal

Preschool Sample Schedule

Schedule is flexible to adjust to the needs of the children

6:30 - 7:00	Drop Off/Welcome
7:00 – 8:45	Free Choice-Center Time
8:45 – 9:15	Breakfast
9:15 – 9:30	Clean Up
9:30 – 10:00	Circle time (Music/Movement)
10:00 -10:15	Morning (Calendar/Weather)
10:15-10:30	Large Group Activity (Story Time)
10:30-11:00	Small Group Activity
11:00-11:30	Outdoor Play/Gross Motor
11:30-11:45	Bathroom/Lunch Prep
11:45-12:30	Lunch
12:30-2:00	Rest Time
2:00 – 2:30	Snack
2:30 – 3:30	Uninterrupted Play and Centers
3:30 – 4:30	Outdoor Play/Gross Motor
5:00 - 5:30	Departure/Home Time

On non-school days, the planned school age curriculum shall be developmentally appropriate filled with fun activities throughout the day. There will be opportunities to rest and do homework. The learning centers will provide ample opportunities to explore all the developmental areas: science, math, literacy, dramatic play, art, gross and fine motor, as well as block and construction play.

Snack

A snack will be served and will consist of at least two items, from different food groups (milk, fruit, vegetable, protein, and whole grain).

Transition into New Classrooms at the Center

For children just beginning at the center, their transition will be documented by both family and staff for the first 45 days of attendance. This is to help the child and families acclimate to the center's program, we will conference at the end of the 45-day adjustment span or sooner, if

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necessary, to talk about how the child is adjusting. If the parent/guardian would like to refuse the documentation or meeting, they may sign a refusal form.

Children who are enrolled at our program will have the opportunity to transition into their new classroom during the month before their birthday, or in June or August, when Classrooms change due to the summer program and school year program. Children turning age 2 may transition into an older age group if the new group size does not exceed 8 and the child's second birthday is no more than 2 weeks prior to the transition date. Children will shift during different times of the day for two hours a day, such as, circle time, activity time, outdoor playtime, lunch, and nap time. Teachers will consult with Parents upon this decision and will be documented on our transition form.

Sample Transition Schedule

Week One: Child spends 2 hours in room after naptime for snack and activities

Week Two: Child spends 2 hours in room for Lunch and Nap time

Week Three: Child spends 2 hours in room from drop off through breakfast and the morning.

Week Four: Child spends 2 hours during the afternoon until approximated pick-up time

*Transition times and order may vary for each individual child; we like to make our kids feel comfortable in their environments and with adjusting to new staff. If they are having a hard time transitioning, we will adjust the transition time accordingly.

Transportation for School Age Children

We no longer provide transportation to or from our center.

Summer Fun Program: During the summer, we offer a very fun and creative Summer Fun Program. This program will include weekly themes, crafts, games, gross motor and fine motor activities as well as plays, lots of singing and summer fun. We will have water play outdoors, weather permitting. Sprinklers for outdoor water fun will be provided one to two days a week or more depending on the children. Please provide your child with a bathing suit, towel, water shoes and sunscreen. A sunscreen permission form must be signed so we can apply it on your child.

Child's Developmental Progress

Child Developmental Assessment Portfolios:

Your child will be given a portfolio upon entering our program. This includes infants through school age children. This portfolio will be passed from age group to age group. An age-appropriate checklist for each age level will be provided. It is the responsibility of the teacher and assistant teacher to update the developmental checklist and WMELS observation checklist **on a weekly basis**. The evaluation can be made using causal observation or direct testing through play activities. Assessment portfolios will contain a variety of items, including developmental checklist, photographs, artwork, drawings, writings/literacy, and communication skills, social interaction. Our ASQ's (Ages and Stages Questionnaire) is given to parents within the first two weeks of enrollment. The teachers and parent questionnaires are then merged to see where each child is developmentally and lessons and goals for your child are planned from this assessment and daily observations.

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Parent Teacher Conferences

The Center offers two planned parent teacher conferences in the fall and spring. At this time the teacher will share with you your child's portfolio and developmental checklist. We encourage every family to attend their conference. Other conferences may be called by the director, teacher or parent at any time, with any concerns. If we feel that your child needs outside resources to help with their development, we will work together. We do work closely with Birth to Three.

Confidential

Your child's portfolio, developmental checklist, conference information as well as your child's records will be kept confidential. We will only release it, with your permission, to outside resources, such as Birth to Three.

Behavior Management

Discipline Policy

Discipline at the Center is designed and carried out to help each child (1) learn self-control, (2) choose alternatives, (3) identify feelings and (4) when possible, develop an understanding and respect of the feelings of others.

Discipline shall not damage the child's self-image or embarrass the child who is being disciplined

Positive Guidance of Children

The discipline policy implemented at the Center by all staff members is focused on positive guidance and redirection, as outlined below.

Modeling by the Caregivers

Setting a good example for children is the first step in developing good discipline. The teacher encourages politeness, taking turns, and cooperating by being the model and doing these things his/herself.

Classroom Environment

The childcare setting should be one where children are comfortable and feel at ease. Teachers will be checking rooms daily to make sure there is enough suitable and age-appropriate equipment to keep children interested and to cut down on need for waiting or sharing. Playthings are kept at the child's level so children can select items of their own choosing and later put items away when finished or time to "clean up". Those things that children cannot play with will be stored away from the reach of children, thereby helping to prevent problems before they occur.

Curriculum Related Units

Desirable behavior will be taught. "Work time" and "circle time" will include discussions, stories, role playing, etc. about feelings, courtesy, honesty, self-control, friends, good manners, cooperation, sharing, safety and taking care of toys and other equipment

Ongoing Evaluation of Schedules and Transitions

The daily schedule will be evaluated continually to make sure children are not kept waiting at transition times. If children must sit and wait, teachers should use the time to read a story, teach a new rhyme or finger play, sing some songs, listen to a CD, etc.

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Redirection of Children

Staff will strive to avoid discipline problems in the first place by providing positive guidance and by defining unwanted behavior to children. When unacceptable behavior occurs, discipline will take place as close to the occurrences of the behavior as possible.

The child will be instructed by the teacher that "I cannot allow you to do that because..." The disruptive child may be redirected to a different activity thereby removing them from the troubling situation. If further action is needed, the child may be removed from the group. In this way, the child is taken away from the situation and the teacher can discuss the problem with the child.

In the case of the child who spits, hits, kicks, scratches, bites, etc., the above policy will also be followed. The child will be told that they are never allowed to bite, hit, or kick other people. The teacher will proceed to redirect the child's behavior. He/She may tell them they can hit a lump of clay, scratch a rug, kick a ball spit in the sink, bite their food, etc. Later the teacher will involve the children in a calming activity. During this time, we will be comforting the child who has been bitten, etc. to clean any wound and apply first aid, if necessary.

Setting Clear-Cut Limits for Children

All rules that the children are expected to follow on a consistent daily basis should be made clear upon their entry to the Center and reinforced periodically throughout the year. Rules relating to safety, respect for others, and respect for property will have top priority. Behavior expectations will also be included in the curriculum in the form of discussions, role playing, stories, and showing the children how to use materials and where to put them away.

Children should be told what is expected of them and they should be told what is considered unwanted behavior. We will explain that consequences go together with unwanted behavior, such as being removed from the group. The child should also be taught that there are rewards that follow desirable behavior, such as smiling faces, verbal praise, hugs, stars, special duties, etc. Good behavior will be acknowledged regularly. Further, a pattern of consistency will be established.

Finally, we will consider that:

- A. Children are children, not adults, and we cannot expect perfection.
- B. Discipline should be related to age and development level of the child.
- C. Self-discipline involves a sequence of learning and as children grow, they can be expected to be more responsible.
- D. A baby crawls before she/he walks, and therefore, a child cannot be expected to acquire self-discipline without some "fails" along the way.
- E. Children develop self-control and self-discipline if we are firm, loving and patient.

Development of Children's Self-Control, Self-Esteem, and Respect

To promote self-esteem while disciplining a child, we will remember to:

- Talk to the child, not at the child.
- Get down to their level by kneeling or sitting.
- Make eye contact.
- Look and speak kind, but firm.
- Use body contact by gently taking hold of their arm or sitting the child on your lap.

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- Talk quietly, but firmly.
- Tell the child that you have confidence in their ability to do better next time.

We will not cause the child to be ashamed of self, work, personal belongings, etc. We will explain that what the child did was wrong, not that they are a bad child. We will proceed to discuss with the child a better way or a better thing to do, giving them an acceptable avenue for release of feelings. Remember to use disciplinary measures only, when necessary, after fair warning and in so doing, efforts must be taken to respect dignity and pride of the child.

Children are not allowed to do anything harmful to themselves or others. Hitting scratching, biting, etc., is not allowed. The safety of our children is of utmost importance. All physical and verbal aggression is stopped immediately. Verbal and physical aggression is handled by redirection skills of the teacher and when necessary, with consultation of other professional staff.

If the child exhibits unacceptable physical and verbal aggression which is reoccurring, the parents will be informed, and the following guide is followed:

1. Parents/guardians are informed of child's behavior (formal or informal conference).
2. A home-school partnership/ management plan is set up for the child (consultation with parents and other professional staff) to consider how to deal with the behavior if the aggression is reoccurring often. Parents written consent to the Behavior Management Plan will be obtained and placed in the child's folder.
3. Observation notes of child will be kept, and findings reported to parents/guardians.
4. If the behavior continues, the next steps may include referrals to appropriate community resource if the Center determines an evaluation would be useful for the child's emotional, social, physical or cognitive development, and/or discharge of the child from care.

Please review the following Classroom Rules at home with your child before your child attends:

1. Gentle hands.
2. Gentle words.
3. Share.
4. Clean up.
5. Ask a big person for help.

If a child exhibits unacceptable behavior, a conference will be requested with the parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from care.

Actions that are aversive, cruel, or humiliating, and actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited, such as spanking, hitting, pinching, shaking, verbal or sexual abuse, withholding food, or punishment for lapses in toilet training and other forms of physical punishment are prohibited. These forms of punishment will never be used even at the request of a parent.

To maintain a good rapport between the Center and the children, teachers will:

- A. Acknowledge good behavior.
- B. Develop our listening skills.

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- C. Create a warm, trusting environment.
- D. Treat children fairly.
- E. Get to know children, their likes and dislikes.
- F. Respect each child.

Child Guidance

The Center understands that there will be times when a child will become distraught, fussy or won't quit crying. Staff's first action in these situations will be an attempt to determine the cause of the distress. It is understood that crying is normal, and that all babies will have times when they cannot stop crying. Staff will stay calm and will do whatever they can to soothe the child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when staff may need the Director's advice or assistance. Staff will not hesitate to request such help as they feel necessary.

Biting

Biting is a behavior that is age appropriate, but it is an unacceptable behavior. Children bite because they are frustrated, and they are not at an age where their verbal skills are strong enough to explain why they are angry or frustrated. In infants, they could be teething, so they bite a teacher's or child's shoulder. It is not something to blame on the child, teacher or parents.

At our Center we encourage a child not to bite by saying, "Biting Hurts". We remove the child who is biting from the situation and show the child who is bitten special attention. We clean the bite with soap and water, bandage if necessary and it is recorded in the medical log. We call both sets of parents to inform them of the situation without giving names of the biter/bitten child to the other parent.

Biting behaviors can continue more than once and the teacher will work with the child, observing situations that may be causing the biting and to help reduce or eliminate the instances. If a child does not subside on the biting, the parents, teacher and administration will develop a plan of action.

Teachers will work with parents to help identify why their child is biting. It is expected that every effort will be made to help the child stop the undesirable behavior. If it does not stop, the child may be removed from the Center until behavior is under control.

Nutrition

Nutrition Policy

The Center will provide a breakfast and an afternoon snack. Parents are required to bring a sack lunch for their child. The Center will serve nutritionally balanced breakfast and snacks. Infants are fed on their own schedule. The infants have their own USDA/CACFP requirements. The Teacher will help the parents in following this procedure, by working together with the parent as to when the parent introduces a new food item to their infant. The food personnel shall have training on cleanliness, sanitation and other related training and orientation.

Breakfast

Breakfast shall consist of the following:

1. Fruit or juice.

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2. Cereal or whole grain or enriched bread product; and 3. Grade A vitamin D pasteurized milk.

Lunch

Children must bring their own bag lunches. We can refrigerate and microwave food items included in the lunch.

Snacks

The Center will serve a nutritious snack daily. Snacks shall consist of at least two of the following: milk, fruit or pure fruit juice, vegetable, a protein, whole grain or enriched bread or cereal.

If a child brings their own meals & snacks, the Center will ensure they meet CACFP guidelines & provide supplements when they do not meet the guidelines.

Meal and Snack Schedule

8:30am-9:15am Breakfast

11:30am-12:15pm Lunch

2:30pm-4:00pm Afternoon snack

3:50pm Afternoon snack for afterschool children

BREASTFEEDING SUPPORT POLICY:

Because breastfeeding has been shown to be the superior form of infant nutrition, providing a multitude of health benefits to both infant and mother, and because breastfeeding employees need ongoing support from childcare providers to provide their milk for their babies, we subscribe to the following policy:

- 1. Breastfeeding mothers shall be provided a place to breastfeed or express their milk.** Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. This area provides an electrical outlet, comfortable chair, and nearby access to running water.
- 2. A refrigerator will be made available for storage of expressed breastmilk.** Breastfeeding mothers and employees may store their expressed breast milk in the Center refrigerator. Mothers should provide their own containers clearly labeled with name and date. The Center will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control in ensuring that breastmilk is properly treated to avoid waste. Universal precautions are not required in handling human milk.
- 3. Sensitivity will be shown to breastfeeding mothers and their babies.** The childcare Center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Artificial baby milks (formula) and solid foods will not be provided unless the mother has requested. Babies will be held closely when feeding and bottles will never be propped.
- 4. Staff shall be trained in handling human milk.** All Childcare Center staff will be trained in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers.
- 5. Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.** The time allowed would not exceed the normal time allowed for lunch or breaks.

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- 6. Breastfeeding promotion information will be displayed.** The Center will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the Center.

Special Nutritional Needs

If a child has a special nutritional need or is on a special diet, parents must provide a written doctor' note and sign all required forms. For children with food allergies the nature of the allergy and the kind of food the child is allergic to must be written out. Food allergies must be verified by a physician.

Food Program

Meal menus will be posted on the front foyer bulletin board as well as in each classroom, weekly for parents to review and kept on file. We will also send home a monthly or weekly menu via our Procure engagement app. Food may need to change due to availability and we will post any changes. All children will be provided a snack, if necessary, beyond our planned food program early morning and late afternoon.

No child shall go without nourishment for longer than three hours. No child shall be forced to eat. At the Center snacks and meals are meant to be an enjoyable experience. From time-to-time snacks will reflect cultural and ethnic preferences of children of the community. Mealtimes will be a time for socialization. The teacher will sit with the children at mealtimes whenever possible. Children will be encouraged to serve themselves and develop good eating habits and manners.

The Centers food will be purchased from a store, farmers market, or food service supplier such as Performance Food Service. Food will be refrigerated or stored in sealed and dated containers. Paper plates, cups and plastic silverware may be used. If dishes or utensils are necessary, they will be washed, rinsed and sanitized in a bleach-water solution. Specialty menus (vegetarian, kosher) for a particular child and/or food allergies will be discretely posted in the kitchen and the child's room. Children under two years of age will be fed on their own feeding schedule. A weekly menu along with any menu changes will be posted on the parent communication board and in the kitchen.

Food Service Personnel

Our staff prepare breakfast, and snack. Our director has been trained and oriented on USDA standards and sanitation and oversees the food preparation process.

USDA

For all other FNS nutrition assistance programs, State or local agencies, and their recipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax:

(202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

October 14, 2015

Emergency Response Plan

Emergency and Evacuation Policy

The City of Eagle River Firefighters and Vilas County Sheriff have been notified as to the location of the Center. Northwoods Child Development Center has full interconnecting fire and smoke alarm systems, along with pull-alarm stations. A fire extinguisher shall be always operable and inspected once a year.

Plans for taking appropriate shelter with the children during these emergencies are posted in each classroom near the door. Teachers orient new children to the procedures at the beginning of each enrollment. All teachers will take their classroom sign-in & emergency files with them. The Director will take the master sign-in sheet, phone, and emergency numbers. Attendance will be taken, and the fire department will be called.

The Center shall have a working telephone with a list of emergency telephone numbers posted near the telephone.

Procedures

Evacuation procedures will be posted in each room by the door, and on the parent communication board at the entrance to the Center. Fire drills are practiced by the children monthly and tornado drills are practiced monthly, from April through October. Infants are transported in evacuation cribs. If a staff or child has a handicap the second staff member will help with the child and will take charge and help the staff with a medical or physically, handicapping condition.

Fire

In the event of a fire, the staff and children will exit their classrooms according to the evacuation plan posted in their classroom. Sleeping children will be awakened and lead out or taken out to safety or taken out to safety in an evacuation crib. There will be a central meeting place at the western most gate of the playground. All teachers will take their classroom sign-in & emergency files with them. The Director or the last teacher out of the building will search bathrooms, etc. to be sure all children have safely exited. The Director will take the master sign-in sheet, phone, and emergency numbers. Attendance will be taken, and the fire department will be called.

Tornado

In the event of a tornado at the Center, children will be taken to the basement and assume the crouch position. While a teacher supervises the group, an adult will take attendance. A battery-operated radio, flashlight, and batteries will be kept in the basement for such emergencies.

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National Emergency

In case of a National Emergency, parents/guardians will come as soon as possible to pick up their children. Children will be kept at the Center with their teachers until their parents arrive.

Threat to the Center

If circumstances arise where a threat is made on Northwoods Child Development Center facility, a staff member within the facility, or a child or family attending the Center/facility, Eagle River Police Department (911) will be notified. The Center may close as a result. In the event of closing, the parents will be notified the and children will need to be picked up immediately.

Onsite Evacuation

In the event a threat to the center requires evacuation, each teacher/staff member will move to a designated safe area away from the building as soon as possible. Before leaving the center, teachers will confirm attendance and or do a head count to ensure all children and staff members are accounted for. Bring attendance list along to the evacuation site. If possible, a staff member should bring along child and staff records. During the evacuation, teachers and staff should adhere to predetermined evacuation routes as much as possible (we have the fenced in backyard playground and two parking lots on either side of the center building. However, staff should not hesitate to alter the designated route if determined to be unsafe. The staff will evacuate children as follows: Infants: Place up to four infants in an evacuation crib, or place infants in carriers to evacuate. Toddlers and Preschool: Gather children in a group and supervise an orderly evacuation to the designated assembly area. Children with Special Needs: These children will be assisted by specific staff members who have been trained in their role to evacuate children with special needs. Once teachers and staff report to the designated safe staging area, a second roll call should be conducted to ensure that everyone has exited the building safely. No person should return into the center/home until it is deemed safe by the proper authorities. If needed, teachers and staff should relocate to the secondary offsite location. The director or designee will carry the childcare center/childcare home's emergency cellular phone or other communication device to notify parents of the situation and the pick-up point for the children.

Shelter-In-Place When a threat creates hazardous conditions outside the center, teachers may need to shelter in place. Our designated space is the basement. Teachers will bring the children to the basement which has no windows and adequate space to accommodate staff and children. If needed the director or assistant director will shut off the building's air handling systems, gas, electric, water and other utilities. Gather disaster supplies and bring to the predetermined area, as applicable. As applicable, seal all cracks around the doors and any vents into the room with duct tape or plastic sheeting. Conduct a roll call to ensure everyone is present and accounted for in the area. Contact the center/home's off- site emergency contact, inform them of the situation, and report the list of attendees and staff who are present. Listen for announcements from local officials via portable battery or hand-assisted radio and continue to shelter-in-place until told it is safe.

Allergic Reactions

Be ready to identify symptoms of a severe allergic reaction (anaphylaxis). Each child with known allergies will be identified in each classroom. A notice will be posted in each classroom as well as in the kitchen and office. Teachers and staff will have reviewed the physician instructions provided for each child with an allergy. If an epi pen is provided, the teacher will administer the epi pen which

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will be kept with the child in the classroom. 911 will be called as well as the parents. The known allergen will also be avoided in the classroom and all areas the child plays.

Vehicle Accident

If we are on a field trip, we always use a vehicle leased transportation service. Teachers will carry all child emergency information cards with them whenever they leave the center for a planned field trip. If an accident occurs, they will always notify parents or guardians listed on the child emergency cards. Teachers and staff will keep children safe and help them to remain calm until emergency care is provided.

Severe Weather and Other Emergencies

If circumstances arise where we need to close due to an emergency or building service loss (severe weather, no electricity, no phone, etc.) we will post it on the Center's Facebook page and WJFW, CHANNEL 12 TV station. Should the emergency occur during the day each family will be notified and expected to pick up their child within the hour.

Temperature of the Building and Outside Temperature requirements

The inside building temperature may not be less than 67 degrees F. or more than 80 degrees F. The Center is air conditioned for year-round comfort. Guidelines for exclusion of outdoor play in inclement weather are wind chills of 0 degrees F. or below for children aged 2 and above, and wind chills of 20 degrees F. or below for children under age 2.

Missing Child Procedure

Northwoods Child Development Center is extremely careful with the children entrusted in our care. If a child is missing, the teacher will immediately check with others in her teaching team and then notify the Director on duty. If after a quick search (no more than 5 minutes) the child is not located, the Director will immediately dial 911 to report the child missing and notify the child's parents.

When the child is found, the parent will be immediately notified, followed by all involved in the search. When the crisis has passed the Director and the staff will reconstruct what happened, how it happened, why it happened, and what to do to prevent it from ever happening again. It will also be reported to our local DCF licensing office.

Emergency Contact Person

If an emergency sub is needed, we will call Robert Mason to come to Northwoods Child Development Center within 5 minutes.

Student Life

Nap/Quiet Time

The Department of Children and Families Services require that all children under 5 years of age take an afternoon nap. The nap period is from approximately 12:30 p.m. to 2:30 p.m. If after 30 minutes a child has not fallen asleep, he/she may get up and do quiet activities in the classroom that do not disturb the other children.

Each child is given a 2-inch mat. The parent/guardian is responsible for bringing a crib size sheet and a small blanket for their child's nap time. A pillowcase with your child's name on it will also be required for storage of their sheet and blanket.

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All children's sleeping things will be sent home once a week to be laundered and brought back the following week.

Children's Bins or Mailboxes

Each child has a mailbox where his/her things are kept (papers, artwork, newsletters, messages for home, etc.). Please check it daily as there may be notes to parents in the mailbox.

Cubbies

Each child has a cubby and a coat hook to hang their personal belongings. A storage box is also provided for extra clothing, shoes, etc. This is labelled with your child's name and located across the hall from your child's classroom. The infant class cubbies are located on the wall directly outside their door.

Clothing

Each child will have a plastic bin where they will store their extra clothes (pants, shirts, underwear, and socks). Extra clothing is required on the premises for several reasons:

1. Young children may have toileting accidents.
2. A child may spill paint, water, food, etc., on their clothing or on classmates clothing.
3. A child may get wet or excessively dirty outside and need to change clothes.
4. During the Summer, children need a bathing suit, towel and water shoes for outdoor water play days.

Birthdays

The Center will acknowledge each child's birthday as his or her special day. Parents are welcome to provide a special treat on this day if they wish. (State regulations do not allow homemade foods.) Please let the Center know in advance if you will be doing so and, check with the Director or your child's teacher for any food allergies you need to be concerned with.

Special Snacks from Home

We are always happy when a parent brings in a special nutritious snack treat. We go through many snacks and our parent's help is, as always, is greatly appreciated. Not all the snacks your child receives are paid for by the USDA Food Program. If you wish to bring a special treat from home, please check with the Director or your child's teacher to see if there is any child who may have a food allergy, such as peanuts, pineapple, etc. before bringing in any special treat.

Liability Insurance

The Center carries liability insurance on the premises and on the childcare operations.

Transportation

Transportation is only provided through a licensed transportation agency. We only transport through the licensed transportation agency and all state requirements will be observed.

Field Trips

The Center may take the children on walking field trips and bring in-house field trips to the center. By signing the permission statement on the enrollment form, parent grants permission for small trips such as walks, hikes. We also bring in local guests such as dentists, librarians, performers, etc.

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When on a walking or hiking field trip an attendance list and emergency information will accompany staff on any field trip that is taken by the Center, as well as our traveling first aid kit. Frequent attendance, especially upon leaving and arriving at a destination will be taken. Staff will know the number, names and whereabouts of all children in their care always.

Pets

The Center has (goldfish, hamster) in some of the classrooms. Pets help the children to develop empathy and caring responsibility. We also have a fenced in chicken coop area for the children to visit. Children will be closely supervised while interacting with pets. The pet environment is kept clean. The children are not allowed to help in any of the cleaning of the pet environment. The children do have the opportunity to feed the pets. If the children handle the pet, a teacher will be actively involved. The children and teachers will wash hands after handling our pets. The Center will notify parents of any additional pets added to the classroom on the classroom doors, front door and monthly newsletter.

Staff/Childcare

Though we understand that you and your child may love our teachers, Center families are encouraged not to solicit personal childcare from the staff members, as this causes conflict of interest for all concerned.

Communication/Family Involvement

We encourage your involvement and feedback in our Center. Good relationship and communication between parents and the Center are important for the well-being and positive development of the children. If you have any concerns about your child, parents are encouraged to speak with the Center Director. We understand that parents are their children's first teachers, and we strive to communicate and collaborate fully with each family. We also have at least three, if not monthly, parent meetings per year that parents can attend. The meetings will be about ongoing events at the Center, Child Development, health experts from the community and others depending what families are looking for.

Parent Involvement

The following are ways communication between the Center and families are initiated:

- Daily verbal communication with teachers
- Each family /child has a cubby/mailbox
- Daily individualized infant/child communication report sent via our Procure Engagement app.
- Weekly lesson plan posting /monthly calendar
- Monthly or weekly menu sent home via our Procure Engagement app.
- Monthly newsletters
- Shared nutrition information
- Parent teacher conferences (scheduled twice a year-Spring and Fall)
- Community resource information, Birth to Three, Dental Hygienist, photographer for Picture Day, Health Department

Parent/Family Participation in Classroom and Center

- a. Help organize holiday parties and unique events for the children
- b. Helping teachers cut out bulletin boards, creating and collecting for art center,
- c. Volunteer in classroom

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- d. Become your class's teacher liaison

Religion

Various special religious holidays such as Hanukkah, Christmas, Easter, etc. may be observed and or celebrated. Please inform us of any special religious holiday your family may observe so we may include it in our program.

Termination Policy

Parent Termination

A two-week written notice is required prior to withdrawing your child from the Center. If the Center does not receive advance notice (two weeks), parents/guardians will be required to pay an amount equal to two weeks' charges. All tuition owed will need to be paid to avoid collection action for payment.

Mutual Decision

If both the Center and the parents/guardians concur that the placement is inappropriate for the child, the two-week notice may be waived.

Center Termination

The Center's policy is to provide the best childcare and preschool possible to the children enrolled. However, it may become necessary to discharge a child under one or more, but not limited to, the following conditions:

- A. Needs of the individual child cannot be served by the Center.
- B. Parents are uncooperative, such as, but not limited to:
 - Failure to pay fees, failure to pay fees on time, or receiving non-sufficient funds notices.
 - Failure to submit the required child health forms and required other documentation.
 - Failure to observe the rules of the Center relating to the arrival and the departure of the child.
 - Parent does not cooperate in working with the Center Director and staff when their child's behavioral issues, with themselves, with other children or the teacher is hurtful to themselves or others.
 - If a child's behavior is harmful,
 - Failure to observe Northwoods Child Development Center policies.

The Center tries to work with the families and upon occasion, a two-week notice may be waived on our part, and you will be asked to leave the Center immediately.

A parent may ask to appeal this decision to the Director. A meeting will be conducted, and the perspectives of the parent will be considered. If it is felt that the parent has not abused the above reasons for termination, the Center can allow the parent/child to stay. If that occurs and the reason for termination continues, termination will be automatic and happen immediately, with no two-week notice given.

The Center does follow our non-discrimination policy and ADA policy as per page two of our Parent Policy Packet.

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Additional Note: I have read and reviewed all the rules, policies and procedures for Northwoods Child Development Center LLC and agree to abide by them.

Revised August 2, 2022