



**Northwoods Child Development Center  
The Curiosity Club Summer Program  
Parent Policy Packet  
“A Great Place to be a Child”**

**Located at Trees for Tomorrow – Juday Hall  
519 E Sheridan St Eagle River, WI 54521  
Ages 5 through 12**

Welcome to the Curiosity Club provided by Northwoods Child Development Center. We are glad that you have chosen us to be part of your child’s growing experience. The Curiosity Club is our summer camp program located at 519 E Sheridan St, Eagle River, WI 54521. It is held in the Juday Hall on the grounds of Trees for Tomorrow. This summer program runs from June through the end of August or the start of Northland Pines School District beginning of school year for ages 5 through 12.

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 YoungStar School-Age Curricular Framework. Summer Camp is a time to explore, relax and have tons of fun. We will provide a wide range of opportunities for children to expand their interests, develop their talents and enhance their learning through experiences in language arts, literacy, science, technology, engineering, and mathematics (STEM), social studies global learning, visual and performing arts. We encourage our Curiosity Kids to do community service projects throughout the summer.

The **philosophy** of The Curiosity Club is to provide an exceptional summer fun program for the kids in our community. 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 fun. Our approach is to provide a wide variety of opportunities for children to learn by experiencing and exploring nature our wonderful Trees for Tomorrow environment. Within our classrooms, both indoors and outside, our children can learn from several settings: learning Centers, large group activities, small group activities set up indoors and outside to enhance their daily experiences.

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

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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 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.

Our Director and Camp Counselors are at the Center 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.

Administrator- Wendy Kanitz-Oversees the Director

Director: Implements and manages programs for children, day-to-day operation of center, supervises the staff, and conducts staff meetings.

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

Assistant Camp Counselor: Assists the Director and Camp Counselors with activities and supervision of a group of children.

Maintenance personnel: Outsourced as needed.

### **POLICIES**

Parent and Personnel Policies are available on our website. We have a packet ready with the initial meeting as well as the availability on our website. Copies are also kept in the entryway at Juday Hall with the Parent Information Table.

#### **Admission Policy**

The Curiosity Club is administered and owned by Northwoods Child Development Center 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, June through the end of August or the beginning of Northland Pines School District school year.

**Ages:** children ages 5 years through 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 25 children at any one time in our summer program.

**Holidays:** 4th of July. 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 Director and Camp Counselors to receive.

**Emergency closing:** In the event of a severe weather condition, the Curiosity Club will follow the Director of weather statements, Fire Department and/or our Police Department. Always check the Procure App in the morning and throughout the day for school closings. Please respond back so we know that you received our message. We will also call you if we have not heard back from you if we need to close immediately.

**Non-Discrimination Policy:** The Curiosity Club 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."

**How to enroll:** To enroll a child, contact the center, meet with our Center Director and receive your Enrollment packet which includes the Parent Policy Packet and necessary forms. You may also find the forms on our website and fill out and return to the director upon your meeting. All forms must be completed prior to enrolling. We would appreciate at least one week to allow everything to be set up administratively, although we know some families will be enrolling at the last minute and we will work as a team to get your child ready for fun.

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

- Northwoods Child Development Center Enrollment Contract
- Health History and Emergency Care Plan
- DCF Child Care Enrollment Form
- Information Card
- Youngstar Intake Form
- Tuition Express
- Authorization to Administer Medication for sunscreen and bug spray
- Field Trip authorization form

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

- 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 Director and Camp Counselor, 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 Curiosity Club. 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, Camp Counselor, Assistant Camp Counselor, 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 and in our entryway on the Parent Information Table.

## **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.

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. Parents are required to walk their children into Juday Hall 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 Procare 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 Procare 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.

**Field Trips and Driving Records:** Staff members are trained on procedures for safe transport tracking and ensuring that the whereabouts of children are always known. When walking or using contracted busing (i.e., Schilleman Bus Service), an attendance checklist and emergency information will be taken by staff for each child. If Schilleman Bus Service is used, a staff member will review the driver's check-off list and do a walk-through of the vehicle to ensure that all children are accounted for and have safely entered & exited the vehicle. A copy of staff driving records will be on file at the Center if appropriate. Staff take a traveling first aid kit and emergency info card with them on all field trips, to the playground as well as hikes on our hiking trail.

## 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.

**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 the Curiosity Club 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, The Curiosity Club 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, swimming at Silver Beach, hiking on Trees for Tomorrow trails or walks in the community, 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 camp counselor 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 enrollment contract.

**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. There is parking on both east and west sides of the Juday building with handicap parking on the west side.

## **Payment & Fees**

### **Fee Schedule**

#### **Annual Registration Fee**

A \$50.00 registration fee is due upon enrollment of the summer program to help cover the program costs. A minimum of two days is required in our summer program, although you may enroll your child on Fridays only at this time. You may choose two, three, four or five days a week or Fridays only. We usually have more availability on Friday due to part-time families.

#### **Rates for 12-Week Summer Program Ages 5 to 12 Years**

The daily rate for our summer program is \$50.00

- 1 Day- \$50.00
- 2 Days \$94.00
- 3 Days \$141.00
- 4 Days \$188.00
- 5 Days \$235.00

**Drop-in or Part Time Care:** As a summer camp program, we do not provide drop-in care. Full time families, who attend, Monday through Friday, will have priority on acceptance into the desired classroom. Children will be accepted on a part-time 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, or Friday only's 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 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 such as a field trip or person coming into our facility to perform.

#### **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 checking 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. All payments for the week are due on Monday regardless of your child's days of attendance. There will be a \$5.00 late fee charged for each day the payment is late.

#### **How to Make Payment**

Please pay by the My Procure 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 give your payment to a teacher if paying by check or cash. 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.

### **Refunds**

We will credit refund payments within 1 to 3 business days according to the payment method used, tuition express or check. If payment was made with cash, a check will be issued for refund. Parents have the option of having check refunds mailed or to pick up.

### **Receipts and Access to Payment Records**

An account statement can be accessed through your email via the MYPROCARE app. Please go on to your MyProcure account to access your family's payment record. If you have a hard time accessing your account, we will be glad to assist you or give you a hard copy. You can also do this for the end of year statement for your tax purposes. Our taxpayer ID number is in the upper right-hand corner of the report.

### **Fees Charged for Absences/Part-Time Children Fees**

Because our summer program is limited to 25 children, we cannot credit you for days absent. We cannot waive charges for any vacation time you take off. We count on your contracted tuition to make our program a success.

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:

- 4th of July

If 4th of July falls 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 DOES NOT INCLUDE our Summer Camp Program.**

### **Full and Part-time Care Definition**

Full time families are families who are enrolled five days a week. Full time families have priority at the Center. A part time family attends between two and four 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 <https://access.wisconsin.gov/access/>. 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**

### **First Day Requirements (Provided by Parents)**

When a camp counselor 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.

- Complete change of clothes labeled with your child's name
- An extra set of tennis shoes
- Water Shoes
- Bug Spray and Sunscreen (You will need to complete an authorization for medication form for both)
- A swimsuit and towel as we do play outside with water and go swimming at Silver Beach.
- Any medication your child may need 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 camp counselor.

## **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. If your child displays any of these symptoms, a camp counselor 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.

### **Ill 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 camp counselor. 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.

### **Allergies**

Food and other allergies shall be reported to the Center. This information will be recorded in the child's file. Camp Counselors 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 Camp Counselors 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 you to give up your spot at the center. Please stay in compliance with this rule as it is a DCF compliance requirement.

We follow CDC Guidelines for Covid. If our Health Department reports to us that our region is having High Rate of positivity, they will require us to wear masks.

### **Cleanliness/Hand Washing**

1. Children shall wash with soap and warm running water upon arrival, before and after meals and snacks, bathroom time and upon returning to the classroom from the playground or being outside.
2. Persons working with children shall wash their hands with soap and warm running water before handling food, after wiping bodily secretions from a child with a disposable tissue, and all other times as needed.
3. All toys will be sanitized weekly.
4. Cups, eating utensils, toothbrushes, combs, and towels may not be shared and shall be kept in sanitary condition.

### **Medication Procedure**

Parents must bring all medications directly to the Director or Camp Counselor on duty. 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.
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.
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

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.

**Immunization Record**

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

**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 and a Procure message will be sent to each parent.
3. Parents will be notified of illness or severe injury to the child, by telephoning immediately.

**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.
  - a) Food Service personnel is provided by Trees for Tomorrow for our breakfast and snack and 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 staff counselors 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, social/ emotionally at a certain age as well as thinking of the health and safety aspect for each child. Of course, not all children develop at the same rate, so often there is a range of abilities that are considered developmentally appropriate for each age. Developmentally appropriate skills for one child may be quite different than that of another child in the same classroom, so camp counselors often make small and sometimes, large, changes to the way they teach concepts to different children.

We believe learning is not 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. Children explore the world around them by using all their senses. Our Creative Play foundational teaching reaches all the developmental stages.

Our goal is to help children become independent, self-confident, inquisitive learners. We believe in providing the children an environment that gives the children good habits and positive attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

### **Age Grouping**

Our summer program is developmentally age appropriate. We have dedicated age groupings with a Camp Counselor and an Assistant. We also spend time as a whole group with all ages.

### **Curriculum**

The summer program is planned with themes and activities. We create a schedule and daily activities. This schedule and activities is subject to change based on the children’s ideas and with their collaboration with the camp counselors. 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 summer filled with good memories.

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 based on the direction and ideas of the children.

**Summer Fun Program:** During the summer, we offer an incredibly fun and creative Summer Fun Program. This program will include weekly themes, crafts, games, gross motor, fine motor activities as well as plays, lots of singing, field trips, hiking, 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. Staff will supervise all waterplay. A staff member will be present during all transition from one activity to another. Prior to a transition a headcount will be conducted, making sure that all children are accounted for.

The Center welcomes parents to participate in 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 ProCare or main area of parent communication in the Juday building. Parents are encouraged to ask staff about curriculum events.

### **Outdoor Play**

Our playground is an extension of our learning environment. Our Camp Counselors 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 camp counselors design their lesson plans with specific physical games and activities to promote positive gross motor development and nature exploration.

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

Children will be protected against extreme hot temperatures. Guidelines for exclusion of outdoor play in inclement weather for the summer is outside temperatures of 90 degrees F. or higher, and heavy rain or storms.

**Screen Time:** Camp counselors may offer a prorated amount of educational screen time to children depending on the amount of time they are at the center during that day, No cell phones are allowed in the classroom.

### **Toys and Electronics Brought from Home**

Toys and electronics brought from home are not encouraged. No guns, war toys, or other toys and electronic games of destruction may be brought in.

### **Lunch and Snack**

Each child must bring his or her own bag lunch. It must include fruit and vegetable, protein, and whole grain. Milk will be provided

A breakfast and snack will be served and will consist of at least two items, from different food groups (milk, fruit, vegetable, protein, and whole grain). Trees for Tomorrows cook, and kitchen staff will provide breakfast and afternoon snack. We will eat in their cafeteria.

## **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 Director and Camp Counselors

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

#### Classroom Environment

The setting should be one where children are comfortable and feel at ease. Camp Counselors will be monitoring the environment daily to make sure there is enough suitable and age-appropriate equipment to keep children interested and to cut down on the need for waiting or sharing. Children can select items of their own choosing and later put items away when finished or time to "clean up."

#### 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 sing some songs, listen to a CD, etc.

### **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 camp counselor 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 camp counselor can discuss the problem with the child.

In the case of the child who spits, hits, kicks, scratches, bites, etc., this policy will be followed: The child will be told that they are never allowed to bite, hit, or kick other people. The camp counselor 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 camp counselor 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 summer. 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, 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. 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:

- A. Talk to the child, not at the child.
- B. Get down to their level by kneeling or sitting.
- C. Make eye contact.
- D. Look and speak kind, but firm.
- E. Talk quietly, but firmly.
- F. 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 camp counselor 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 center.

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

1. Gentle hands, keep hands to yourself.
2. Please only use kind words
3. Share.
4. Clean up.
5. Follow camp counselors' directions
6. Go to a camp counselor if you cannot resolve a conflict with a friend.
7. Have fun and make it a wonderful day.

In order to maintain a good rapport between the Center and the children, camp counselors will:

- A. Acknowledge good behavior.
- B. Develop our listening skills.
- C. Create a warm, trusting environment.
- D. Treat children fairly.
- E. Get to know children, their likes, and dislikes.
- F. Respect each child.

### **Nutrition**

#### **Breakfast**

Breakfast shall consist of the following:

1. Fruit
2. 2 Cereal or whole grain or enriched bread product; meat or meat alternates may be used in place of a grain if one grain serving is part of the meal.
3. Grade A vitamin D one percent or fat-free milk.

#### **Lunch**

Children must bring their own bag lunches. We can refrigerate and microwave food items included in the lunch. Lunch for children should include the following:

1. A food furnishing protein, such as meat, poultry. Fish, egg cooked dried peas, beans. Cheese or peanut butter.
2. A fruit or vegetable.
3. Cereal or whole wheat enriched bread products

#### **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.

#### **Meal and Snack Schedule**

8:30am-9:15am Breakfast

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11:30am-12:15pm Lunch  
2:30pm-4:00pm Afternoon snack

### **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/ Food Service Personnel**

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 menu to put on your refrigerator. 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.

During our summer camp program, we have contracted the staff of Trees for Tomorrow to prepare breakfast, and snack. A Vilas County Recreational Educational Camp Inspection Report is on file with us for Trees for Tomorrow.

## **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 Curiosity Club at Juday Hall at Trees for Tomorrow.

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 onsite in the Juday Hall. Camp counselors orient new children each day the first week of camp. All camp counselors 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.

Emergency supplies will be kept on site including a flashlight, blanket, radio, and extra batteries.

### **Procedures**

Evacuation procedures will be posted 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. 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 classroom according to the evacuation plan posted in their classroom. There will be a central meeting place at the back gate of the playground. All teachers will take their classroom sign-in & emergency files with them. The Director or the last camp counselor 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 Trees for Tomorrow Main Education Hall and assume the crouch position. Trees for Tomorrow monitors weather constantly and will make sure you are aware of severe weather. A radio will be kept in the Juday Hall so we will know if/when there are weather alerts as well. 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.

### **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 Camp Counselors until their parents arrive.

### **Threat to the Center**

If circumstances arise where a threat is made on facility, a staff member within the Curiosity Club 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 and children will need to be picked up immediately.

### **Onsite Evacuation**

In the event a threat to the center requires evacuation, each camp counselor/staff member will move to a designated safe area away from the building as soon as possible. Before leaving the center, staff 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, staff should adhere to predetermined evacuation routes as much as possible (we have the fenced across the road from the Juday Hall playground and two parking lots on either side of the building. However, staff should not hesitate to alter the designated route if determined to be unsafe. The staff will evacuate children as follows: 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 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 until it is deemed safe by the proper authorities. If needed staff should relocate to the secondary offsite location. The director or designee will carry the childcare center 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, camp counselors may need to shelter in place. Our designated space is the Trees for Tomorrow Main

Education Hall basement. Staff will bring the children to the basement which has no windows and adequate space to accommodate staff and children. If needed the 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 classroom as well as in kitchen. The allergic list will be kept in the traveling first aid kit. Staff will have reviewed the physician instructions provided for each child with an allergy. If an epi pen is provided, the camp counselor will administer the epi pen which will be kept in the classroom in the traveling first aid kit, in a secure container. 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 or eats.

### **Vehicle Accident**

If we are on a field trip, we always use a vehicle leased transportation service. Camp counselors 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. 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 and send an emergency message to parents via Procure. 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 not air conditioned, but fans will be provided. Guidelines for exclusion of outdoor activities is if the temperature is more than 90 F. we will not go outside.

### **Missing Child Procedure**

The Curiosity Club is extremely careful with the children entrusted in our care. If a child is missing, the staff will immediately check with others in her 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.

## **Student Life**

### **Children's Bins or Mailboxes**

Each child will have a designated spot during summer camp to store his or her belongings (papers, artwork, newsletters, messages for home, etc.). Please check it daily as there may be notes to parents in the mailbox.

### **Children's Storage**

Each child will have a plastic bin where they will store their swimsuit, towel, shoes, and 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 camp counselor 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, appreciated. State regulations do not allow home-made food. If you wish to bring a special treat from home, please check with the Director or your child's camp counselor 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. We only use transportation on field trips that are not walking field trips within our community.

### **Parking**

There is parking on both east and west sides of Juday Hall with handicap parking on the west side.

### **Field Trips**

The Center may take the children on field trips. By signing the permission statement on the enrollment form, parent grants permission for small trips such as tours, walks, hikes, and picnics at local parks.

For field trips requiring transportation, parents will be notified, and signed permission slips will be required. For transportation, the Center will decide with the local busing service. The bus company providing transportation for field trips must comply with applicable regulations. Staff do not use their cars for driving on field trips. Parents may follow the bus, using their own car.

Field trip fees will not be included in weekly tuition fees. Parents are welcome to accompany the Center on field trips.

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. A staff member will also physically go to the back of the vehicle to make sure no child is left inside.

### **Pets**

Pets will not be a part of our summer program.

### **Staff/Childcare**

Though we understand that you and your child may love our camp counselors, 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.

### **Parent Involvement**

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

- Daily verbal communication with camp counselors
- Each family /child has a bin/mailbox
- Daily individualized communication r through the ProCare app
- Weekly lesson plan posting /monthly calendar
- Weekly menu for breakfast and snack
- newsletters

### **Parent/Family Participation in Classroom and Center**

- a. Help organize unique events for the children
- b. Volunteer in classroom

## **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 summer program 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 Curiosity Club 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. The Director works closely with the Northwoods Child Development Center owner. 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.

Revised: May 3, 2022