



# Policies

### Philosophy:

Discover Little Miracles is committed to providing a nurturing, stimulating, value based, and safe environment for children. Our center encourages the child's intellectual, physical and social-emotional development. We believe each child is unique and has a natural curiosity to learn about his/her environment. Teachers and staff speak with the children on their level and treat all children as equals, promoting an environment of consideration and respect. We work with the children to help them learn and grow in their own unique and special way.

### Admission

Discover Little Miracles is owned by Mike and Roxane Kesselhon. Our Licensed capacity is 100 children. The center is open from 6:00am – 6:00pm Monday through Friday, operating 12 months a year. Exceptions include all major holidays (New Year's Day, July 4<sup>th</sup>, Thanksgiving Day, the Friday after Thanksgiving, Memorial Day, Labor Day, closed at Noon on Christmas Eve, Christmas Day). The center will also be closed the Thursday and Friday before Neenah Public School starts for Teacher In-service/Staff Development. All Center days closed are charged days. We accept children ages 6 weeks to 12 years without discrimination on the basis of race, creed, religion, political persuasion, nation origin, sexual origin, or handicap. Children may be enrolled on a full-time or part-time status.

Full-time: more than five hours a day

Part-time: less than five hours a day

Child Attendance will be monitored with the ProCare computer system as well as sign in/out sheets in every classroom.

Children may only attend during scheduled days and times. A child's time in the center may not exceed 10 hours per day. Anything over 10 hours will be charged at an hourly rate, rounded up to the hour. No half hours will be calculated. After 6pm there will be a charge of \$1 per minute per child. Parents must turn in a schedule for their child/ren by Thursdays at 9:00am to avoid a \$5.00 charge. If a child is absent on a scheduled day that day is still charged.

We maintain an open door policy. Parents/Guardians are welcome to visit the Center to observe at any time during operating hours.

Center policy, license certificate, results of most recent inspection, enforcement actions, stipulations, conditions, exceptions or exemptions will be posted in the front of the building. Parental notices, observations and other parent information will be posted outside each child's individual classroom. All information will also be available, by request, from the Director. It is required by law that we report all suspected cases of child abuse to the Winnebago County Department of Social Services, Protective Services Section.

## Drop-off and Pick-up Procedures:

### Drop-off Procedures

#### Parent will:

- Bring child into the Center and check them in at the front desk
- Remove child's outer clothing and place in designated cubby. (Cubbies are located in the child's room, with the exception of school-age cubbies, which are located along the wall at the front of the center.)
- Take child to classroom and relay any information or changes to the teacher concerning the child that day.

### Pick-up Procedures:

Release of the child is only allows to previously authorized people

#### Parent will:

- Dress the child in outer clothing
- Read over Daily Care Sheet (2yrs and under)
- Notify the teacher you are leaving the Center
- Check the child out

Prior to admittance to the Center, the following information (if applicable) must be completed and returned:

- Contact/Registration form and \$50 enrollment fee per child
- Intake information for children under 2 years
  - The intake form includes essential information about the child's eating, sleeping, Toileting, communication and comforting needs. It shall be reviewed and updated periodically to better coordinate care between the Center and home.
- School-age release
- Transportation authorization
- Immunization record
- Parent(s)/Guardian(s) schedule
- Federal Food Program form (if applicable)
- Release of pictures form
- Field Trip permission form
- Hospital medical consent form
- Health History and Emergency care plan form
- Physical completed by health care provider

The Center will provide:

- Grade A, Skim & Whole Milk and 100% Juice
- Baby food/cereal/formula (Simulac with Iron only)
- Table food (once you notify us your child is ready or they turn 1)
- Bibs
- Feeding utensils appropriate for age and abilities

Items to be provided by Parents:

- All crib linens including blankets for children up to age 2
- Disposable diapers and wipes
- At least 2 changes of play clothes including socks labeled with child's name
- Formula (if other than formula provided by center) and 2-3 bottles with child's name
- Those choosing to send breast milk will need to send it in bottles or frozen in the amount they wish the child to be fed, and labeled with the date and child's name
- Pacifier (labeled with permanent marker)
- Over-the-counter items (sunscreen, diaper ointment, etc.) labeled with child's name
- Sleeping bag for children ages 2 and up labeled with child's name
  - To be cleaned as needed, or at least monthly
- Appropriate outdoor clothing for the season labeled with child's name
- Security blanket, toy (if needed)

Withdrawal

Any parent or guardian who wishes to withdraw their child from the program must notify the Director in writing at least 2 weeks prior to the child's last day of attendance. The Center reserves the right to remove a child from the Center if it is determined that the program is not beneficial to the child, or the child exhibits behavior that causes harm to other children, themselves or property.

## Child Guidance Policy

It is the policy and the philosophy of Discover Little Miracles childcare center that positive guidance will help children develop self-control and pro-social behavior patterns.

Positive guidance is provided through communication that reflects what the children can do. Communication is clear, concise, open, honest, and reflects a genuine concern for the thoughts and feelings of the children. Consideration is also given to the physical environment to promote positive group interactions. Curriculum activities promote a balance between teacher-directed and child-initiated activities so that children have an opportunity to contribute to their program.

Children will be guided in ways that will enhance self-esteem, self-control, and respect for the rights of others.

With Wisconsin Licensing, Discover Little Miracles' prohibits all forms of physical and verbal punishment. This includes, but is not limited to: humiliating, frightening, hitting, spanking, shaking, verbal or sexual abuse. Withholding food, force-feeding and punishment for lapses in toilet training is also prohibited.

Discover Little Miracles uses a time-away policy. This policy entails removing that disruptive child from the group to a designated area within the view of the teacher, and giving the child a quiet activity to do until the child's behavior modifies, allowing them to rejoin the group. The child's undesirable behavior will be discussed with the child, so he/she understands what was undesirable.

When a child's behavior is physically or verbally harmful to him/herself and/or other another child, or property, the child will be removed from the group. After a time period, not to exceed 1-minute/per 1 year of age, for children 3 and up, the child will be given the opportunity to change his/her behavior, and return to the group. However, if the behavior is repeated, the child will be removed from the room, the Director will notify the parents of the child's persistent disruptive behavior. A conference will be set up, wherein the consistent behavior of the child is continually disruptive to other children and detrimental to the daily program, the child will be discharged, upon notification of the parents. This discharge may be for the day, or permanently. No child will be allowed to physically or verbally abuse another child. No verbal abuse or derogatory remarks will be tolerated. Behavior, such as this, may result in discharge. Upon discharge, referrals will be made to professional agencies for counseling and guidance in re-directing the child's behavior. All possible help will be given to the parents in finding a new, suitable placement for their child.

When managing crying, fussy or distraught children the center will: rock, sing, talk, cuddle, or anything soothing until the child is calm and ready to engage back into activities. Under no circumstance will we shake a child.

## Education Policy

### Developmentally Appropriate Curriculum:

Our program is tailored to meet the needs of children, rather than expecting children to adjust to the demands of a specific program. The program provides a safe and nurturing environment that promotes physical, social, emotional, and cognitive development of young children.

Discover Little Miracles will be using The Creative Curriculum Framework in each of our classrooms. Creative Curriculum focuses primarily on giving teachers guidelines for setting up their classroom using eleven interest areas and instructional strategies to insure that all aspects of a child's development (social, emotional, cognitive and physical) are addressed. Our fundamental goal is to help young children use their environment productively, and allow them to discover themselves as individuals and independent learners. The framework of The Creative Curriculum includes: setting up a healthy room environment, working with parents and guiding the children to use problem solving strategies, building social skills and meeting objective goals. Play enables children to progress along the developmental sequence from the sensorimotor intelligence of infancy, to preoperational thought in the preschool years, to the concrete operational thinking exhibited by primary children. In addition to its role in cognitive development, play also serves important functions in children's physical, emotional, and social development. Child initiated, child directed, teacher supported play is an essential component of this developmentally appropriate curriculum. To meet the developmental needs of each child, the educational program will provide the opportunity for:

- Active quiet play
- Outdoor activities (weather permitting)
- Individual, small, and large group activities
- Experiences that allow for learning at the child's own level
- Creative Expression
- Intellectual Stimulation
- Language Development
- Multicultural and diversified experiences

### Specific Infant/Toddler Educational Policies:

- Infants and toddlers will have specialized care based on their own needs and schedules in accordance with home care.
- Infants' positions and locations will be changed several times throughout the day
- Infants will have freedom of movement in a safe, clean, open, warm and uncluttered environment
- Each child will receive physical contact and attention by being held, rocked, spoken and sung to
- Feeding, naptime, and diapering will be used for language development and learning experiences

School-age Children:

School-age children will have a quiet place to study, if needed, and have the opportunity to use large muscle equipment outdoors (weather permitting). There will also be a variety of activities for them to participate in indoors.

Early A.M. & Late afternoon care for all children:

6:00am- 8:30am & 3:30pm- 6:00pm

\*Supervised free play/ study time, arrival, and departure and Parent/Teacher communication

-Parents and Teachers may also set up specific times to meet and discuss the child's progress as needed.

Core values and manners will be emphasized to all children throughout the learning experience. Respect for themselves and others will be promoted strongly, both through model and positive reinforcement.

The Center will recognize holidays including: New Year's Day, Easter, Memorial Day, July 4<sup>th</sup>, Thanksgiving and Christmas. These holidays will be incorporated in that weeks' program.

#### Continuing Education Policy

In-service and continuing education, of at least 25 hours, is required throughout the year to enhance caregivers', administrators', and directors' skills and knowledge. (Applies to staff employed for more than 20 hours a week. For staff employed less than 20 hours per week, 15 hours of continuing education is required per year.) These hours may be used to meet the requirements in the year they are earned, as well as the 2 years following that year. Assistant child care teachers who are currently enrolled in their first entry level course are exempt from continuing education requirements for that year. All education and continuing education will be documented and kept in the employees' file at the Center. Staff members meet at least once a month to insure that we provide the highest quality care. (Meetings will be documented.) All employees shall obtain CPR Certification within 6 months of employment, and maintain thereafter. CPR Certification maintenance applies to hours of continuing education.

## Emergency Policies

### Attendance:

Daily attendance will be taken of both enrolled children and staff members. Parents, guardians or other authorized persons will sign their children in and out at the front desk computer. The number of children in the Center and their locations will be known at all times by staff. Each staff person will have a list of children in their room each day. In the case of an evacuation, the staff will escort the children out of the Center, and attendance will be taken out of the Center to assure that all of the children are evacuated.

### Evacuations:

Written procedures and diagrams of escape route are posted in each room. The primary escape route is exit #1 and the secondary escape route is exit #2. Program supervisors will take the list of children in each room and file box containing each child's records. Staff will take count of all children and line the children up. Staff will lead the children to the appropriate exit. A staff member will be the last to exit the building after checking bathrooms, closets, hallways, etc. After children are assembled to the pre-designated areas, staff will refer to the list of children to account for each child. Staff must report any missing children to the administrator or director.

### Missing Child:

In the event that staff cannot locate a child all attempts will be made to locate the child on the premises. A staff member will inform the administrator and director of the situation. They will assist in the process of locating the child. If the child cannot be located within 10 minutes, the child's parents/guardians will be contacted. In the event no parent/guardian can be reached, emergency contacts will be notified. If no one can be contacted, the police will be notified. In the event the child is readily found, staff will promptly notify all persons contacted and complete an incident report to be signed by the parent/guardian.

### Unfamiliar Person:

When an unknown person comes to the Center to pick up a child, the staff will check to see if a parent authorized the pick-up. If not, a parent will be notified before we release the child. We will request a picture identification to verify their identity.

### Fire Procedures:

In the case of a fire, Discover Little Miracles' will engage in scheduled evacuations once per month. Children will be taught what to do in an emergency situation through role playing. Fire extinguishers and smoke alarms are maintained throughout the Center. Staff will have knowledge of the location of each fire extinguisher and its use.



#### Tornado Procedures:

In the event of a tornado warning, the staff will escort the children to a designated place in the Center with a phone, flashlight, and blankets. (Each room will be equipped with an emergency flashlight and extra batteries.) If a tornado occurs, the children will remain in the designated location until the fire department clears a safe exit.

#### Maintenance Problems:

The parents will be notified to pick up their child in the event of maintenance problems such as loss of heat, fire or structural damage. The Center will remain closed until the problem is corrected. If the maintenance problem is temporary (meaning less than three hours), the Center will remain open.

#### Extreme Temperatures:

If outdoor temperatures reach 10 F, the staff will use their own discretion as to whether the children should go outside. There will not be an outdoor playtime if the temperature is at 0 degrees or below. Staff will also use their own discretion regarding excessively high temperatures. The child's safety and well-being will always be of utmost concern.

An emergency list containing parents' full names and phone numbers, 911, poison control phone number, fire department, police department, etc. will be posted by every phone in the Center for quick reference.

In case of a life-threatening emergency such as uncontrolled bleeding, non-breathing, or poison, we will follow the following procedures:

- Perform first aid and/or CPR, if needed
- Call 911 for emergency transportation by ambulance
- Call parents
- Go to the hospital with the child and their medical file
- When parents arrive, brief them and allow them to take over the situation

In case of a non-life-threatening emergency such as a broken bone, large abrasion, or eating a mushroom, we will follow the following procedures:

- Perform first aid as needed
- Call parents to pick up and transport child to the hospital
- Provider will transport/follow along and assist as needed

In the case of an emergency or illness for the provider, a qualified substituted provider is on call. In the case of an emergency, such as an injury to a child, parents will be contacted. If parent cannot be contacted, the staff will attempt to contact the emergency contact listed in the child's file. If necessary, the child will be transported to Theda Clark, where the teacher will remain with the child until a parent arrives to take responsibility. Parents will be notified of minor injuries when they pick up their child.

## Health Care Policy

### Child Health Information:

Each child shall have an initial examination by a physician, not more than 1 year prior to, nor later than 90 days after admission. Children under 2 years shall be given a physical exam, by a physician, every 6 months after admission; verification of this must be on file. Children over 2 years will need a physical every 2 years. School-age children, who are enrolled in school, need only a health history completed by the parents. Parents must list known allergies. They will be posted in a prominent place at the Center.

### Staff Health Requirements:

All personnel who come in contact with children will have health examination within 6 months prior to employment, or within 30 days after beginning work. The report will be on file at the Center and certify that:

The person is free from illness detrimental to children and has a negative tuberculin test or chest X-ray. The person is physically and emotionally able to work with young children.

\*The employee shall submit a list of known immunizations he/she has had and most recent dates when immunized.

The employee shall be excluded from work when ill, including such conditions as upper respiratory infections and infectious lesions. Staff with contagious illnesses such as mononucleosis and streptococcal infections will need a physician's release before returning to work. No person with a health history of typhoid, paratyphoid, dysentery or other diarrheal diseases will work in the Center until it is definitely determined, by appropriate tests that such person is not a carrier of these diseases.

### Rest Period:

Children under five who are at the Center for more than four hours daily will rest for at least 30 minutes. A child who does not fall asleep in 30 minutes will be allowed to get up and play a quiet activity.

### Sanitation Policies:

All persons exposed to blood or blood-containing body fluids and tissue discharges shall wash their hands immediately with soap and running water. Disposable gloves shall be worn if there is contact with blood-containing body fluids or tissue discharge. Hands shall be washed after removal of gloves, and gloves are to be discarded in plastic bags. For any spills of bodily fluids, any affected surface shall be cleaned and disinfected.

Wet or soiled clothing and diapers shall be changed promptly, and shall be disposed of or placed in plastic bags (receptacles). Toys and equipment will be cleaned weekly or when visibly soiled. Providers and children are required to wash their hands with an anti-bacterial soap at appropriate times during the day i.e. - before and after meals, toileting and diapering. A child's hands and face will be washed after meals. Diapering tables are washed and disinfected after each use.

## Illness in Children:

Sick children may not be brought to the Center for care. Should your child become ill at the Center, the teacher and the management will assess the situation to determine if you should be called. Please make arrangements to pick up the child within one hour of notification. A quiet corner and resting area will be provided for your child in the Director's office until you arrive. Every child will be observed upon entry for signs of illness, as well as throughout the day.

Your child must remain out of the Center when the following conditions occur:

- Any undiagnosed rash
- Intestinal disturbances (diarrhea, vomiting)
- Sore or discharging eyes, ears, or profuse nasal discharge
- Temperature over 101 degrees

It is required that we have on file the names, addresses and phone numbers of persons authorized to pick up your child if you cannot be reached. These are the only individuals, other than parents, that a child will be released to, unless written notification is received from parents.

If a child is excused because of a suspected communicable disease, the families of the other exposed child shall be notified by the Director or Teacher and such children shall be watched for symptoms of the disease.

In cases of bacterial infections, there shall be a statement that he/she is free of the infectious stage from a physician for re-admission. A child may be re-admitted after a communicable disease without a statement from a physician if they are symptom free for at least 24 hours.

## First Aid & Medication Administration:

Bandages and ice packs will be available at all times. Soap and water will be used to clean all superficial wounds. For major and questionable injuries, parents will be contacted. If necessary, the child will be transported to Theda Clark, where the teacher will remain with the child until a parent arrives to take responsibility. Parents will be notified of minor injuries when they pick up their child.

If medication must be given, it will be with the parent's written permission. Medication will be labeled and stored with parental consent forms in a sealed box out of the children's reach. A sealed box will be available for both refrigerated and unrefrigerated medications. If prescription medication is to be administered, it must be in the original container with the physician's name, date and prescribed dosage. All over the counter medication which does not have specified dosage on the label for the age and weight of an individual child, must have signed instruction from your personal physician before being administered. Instructions and times given will be posted and noted in out medical log. All accidents, medicine administration, and conditions of child upon entry will be logged. This log is available for a parent to view their child's injury, medication, or accident. A parent may view only their child's records, unless consent is given by then parent to release the information to another party.

\*All employees shall be trained in Sudden Infant Death Syndrome (SIDS) risk reduction.

## Nutrition Policy

It is the policy of Discover Little Miracles to serve the most nutritious foods available to us. Our goal is to establish healthy eating habits for a lifetime. We will use fresh fruits and vegetables in the children's weekly diet. Whole grains in breads will be served to aid in digestion, and 2% milk, to reduce fat, will be served to all children over two. We will also emphasize no additives or preservatives in our supply of foods. Organic foods will be included as price and availability dictates.

Discover Little Miracles participates in the USDA Food Program. All meals are made on the premises by our cook, who will be trained in preparing food for young children. All meals and snacks are planned to encompass the four major food groups in their proper serving portion for your child's age.

The meal schedule is as follows:

Breakfast	7:00- 8:30am
Lunch	11:30am- 1:00pm
Afternoon Snack	2:30- 4:00pm

A variety of foods will be served, and will meet the USDA and state licensing requirements. The food will be served family style, and the children will be encouraged to try everything. Menus will be posted at the Center and be available to parents upon request. It is important that the staff is aware of any allergies a child may have. Parents may bring in special treats for their child's class on holidays and birthdays. (Please check with the teacher first).

The Center will provide:

- Grade A, 2% & Whole Milk and 100% Juice
- Rice, Mixed and Oatmeal baby cereal % baby food
- Table food (once you notify us your child is ready or they turn 1)
- Bibs
- Feeding utensils appropriate for age and abilities

Items to be provided by Parents:

- Formula and 2 bottles, with date and child's name
- Those choosing to send breast milk will need to send it in bottles or frozen in the amount they wish the child to be fed, and labeled with the date and child's name.

\*Infants will be fed based on their own needs and schedules in accordance with home care.

\* School-age children will participate in afternoon snack after school.

## Orientation of Staff Policy

### Confidentiality:

Persons having access to children's records will not discuss or disclose personal information regarding the child or child's relatives. (This includes information obtained as a result of parent teacher conferences, and conversations between coworkers and management.) This does not apply to the parent or a person authorized in writing by the parent to receive the information.

\*A parent, upon request, has access to all records and reports maintained on his or her child.

### Child Abuse and Neglect Recognition and Reporting:

Any staff member at the childcare center who knows or has reasonable cause to suspect that a child has been abused or neglected shall immediately contact the program director or administrator. The program director or administrator may then contact the county department of social services or human services or a local law enforcement agency. All staff will be trained in child abuse and neglect law, how to identify abuse or neglect, and the procedure for ensuring that known suspected cases of child abuse or neglect are reported immediately to the proper authorities.

### Staff Orientation:

All staff will participate in orientation prior to working at the Center. Staff orientation will consist of the following information:

- Policies and licensing rules (compliance with all applicable laws)
- Emergency procedures
- Health observation and recording procedures
- Job responsibilities and duties
- Training in the recognition of illnesses and prevention including universal precautions for handling body fluids
- SIDS reduction techniques
- Child management and supervision techniques
- Schedule of daily activities at the Center
- Tour of facility
- Probationary period and benefit information
- Completion of employee handbook and sign-off sheet

### Emergency Training:

All staff members will know what their duties are if there is a fire, tornado, a tornado warning or other emergency (blood exposure, unauthorized person in center, etc.) The plan will be posted and practiced monthly. All staff will have knowledge of the location and use of fire extinguishers. All staff shall be certified in CPR as dictated by the state licensing agency. All staff will be aware of hospital information and persons to notify in the case of emergency. Providers are required to know the whereabouts of all children at all times in the Center.

## Transportation Policy

### Bus Regulations:

- Driver must be at least 21 years of age, hold a valid Wisconsin driver's license, and have at least one year driving experience.
- All drivers must have their motor vehicle record checked, approved and on file prior to operating a vehicle.
- The bus must be signed out in advance. The registration book is located at the front desk. The keys are located in the Director's office. The keys must be returned after each use.
- Driver and all passengers must wear seat belts
- Drivers must complete the Vehicle Use Log each trip. The log is located in a folder in the bus.
- First aid kits are located in the front of the bus.
- Lock all doors and windows after each use. Turn off all lights, wiper, and radio. Double check to be sure all exterior and interior lights are off after shutting doors.
- Each driver is responsible for cleaning the inside of the bus after each use
- Drivers must obey all motor vehicle laws. All tickets will be the responsibility of the driver
- Smoking is not allowed in the bus
- The bus will be parked at least 18' in front of the building

### Specific Regulations for Transporting Children:

- Children must wear seatbelts
- The following information must be carried in the vehicle for each child:
  - An address or telephone number where parent/guardian can be reached in an emergency
  - The name, address, and telephone number of the children's physician or medical facility
  - Written consent from the child's parent/guardian for emergency medical treatment
  - A list of children transported

### Transportation Route:

- Passenger doors must be locked at all times when transporting passengers
- Children may not be left unattended in the vehicle
- One adult, in addition to the driver must be in the vehicle if:
  - There are more than 10 children in the vehicle under 5 years of age
  - A child has a handicap, which limits their ability to respond in an emergency
- Upon arrival at the Center, after the children have unloaded the bus, the driver will come in the building, check in all the children to the appropriate rooms, and then have the administrator, the director or assistant director go out the bus and check to ensure all children are out of the bus.
- The driver will park the bus, complete the Vehicle Use Log and check the van in at the front desk and return the keys to the director's office.

### Bus Emergency Evacuation Procedure:

- In the event of an accident, immediately contact one of the following:
  - Mike or Roxane Kesselhon- Owner/Administrator
    - Work Phone: 722-5159
    - Home Phone: 729-6182
  - Lori Fravel- Director
    - Work Phone: 722-5159
    - Home Phone: 915-0102
- The driver will exit the bus
- The driver will then assist each child off the bus starting with the first row, then the second and third. The children will remain seated until the rows in front of them have exited.

### Procedure for Picking up Children from Schools:

#### Within walking distance:

- Staff member will carry notebook with a list of kids to be picked up
- Staff will walk to the school and arrive at dismissal times
- Staff member will meet teacher aid by the front doors of the school
- Staff member will check off children on clipboard to ensure all children are accounted for
- Staff will return to the center and check the kids on the clipboard in the classroom

#### In the event a child is missing:

The staff member will ask school personnel at the school about the child and have them go into the school and check for the child while the staff member stays with the other children

If child is not found the staff member will go back to Discover Little Miracles and notify the Director or whomever is in charge and the parents will be called within 20 minutes of school getting out.

#### Using the bus:

- Bus Driver will take bus list
- Bus Driver will park bus in designated area
- School personnel will walk with children to the bus
- Bus Driver will check off children on clipboard to ensure all children are accounted for
- Bus Driver will return to the Center, walk the kids into the building and the teacher in the classroom will check the kids in on the attendance sheet

#### In the event a child is missing:

- Bus Driver will ask school personnel to check for the child
- If child is not found, bus driver will call center and talk to the center director, or person in charge and they will contact parents