



Shiocton Child Care Center Parent Handbook

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Approved by Board of Education 4/9/18
UPDATED 12/19/2023 and EFFECTIVE (1/1/2024)

Mission Statement

The mission of the School District of Shiocton is to provide an exceptional education to secure the future of our children and families. "Where Excellence is Expected"

Purpose Statement

The purpose of the Shiocton Child Care Center ("SCCC" or "Center") is to provide quality, affordable care for the children of the community in an environment that supports the development and growth of each child. The SCCC will provide opportunities for children to grow intellectually, socially, and emotionally through both structured programming and organized play that incorporates resources and supports from the Shiocton School District and the larger community.

Welcome

The Shiocton Child Care Center (SCCC) is a school-based child care center licensed by the State of Wisconsin and regularly monitored to ensure all state requirements are being met. Our chief goal is to provide the quality care you want for your child. Employees of the Center strive to provide your child with nurturing and stimulating experiences in an environment of warmth, security, love, and emotional growth. We feel it is very important to have a close open relationship between the parents and staff. The better we communicate with one another, the better we are equipped to give the best quality care possible.

Our curriculum is designed so that each child may be successful while developing positive self-esteem. Our activities and lessons help children use and develop strong language skills, effectively develop large and small muscle groups, utilize learning resources, and take part in activities that encourage creativity, promote independence, and stimulate learning through a flexible balance of active and quiet play, both indoors and outdoors.

Schedules are maintained for toddlers through school-age children, while infants are on a more personal schedule that meet each child's needs. Daily routines provide opportunities for learning and nurturing while providing stability and predictability in the children's day. Routines for infants change as the child develops.

Our promise to each family is to work diligently to provide the highest quality childcare within an atmosphere of respect, patience, and understanding. If you ever have any questions or concerns, please feel free to reach out to one of us. Together, we make a strong team!

The Staff of SCCC

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GENERAL INFORMATION

Shiocton Child Care Center (“SCCC”) is licensed by the State of Wisconsin, Department of Children and Families (www.dcf.wisconsin.gov). We participate regularly in inspections, including those by Young Star, to ensure that our center meets licensing standards.

Shiocton residency is not required for a child to enroll in SCCC. There are currently no limitations to enrollment such as toilet trained, walking, etc.

Child care services are available without discrimination based on sex, race, color, creed, disability, sexual orientation, national origin or ancestry.

The center will have posted in the District Office the following items for the public’s review:

- Licensing rules
- License certificate
- Results of the most recent licensing inspection
- Notice of any enforcement action, stipulations, conditions, exceptions or exemption

The center will also make available for the parent’s review:

- Center policies
- Parental notices
- Observations

SCCC will strive to provide each parent with requested information within a reasonable time.

CENTER OPERATION

We are licensed to care for up to 100 children at any one time, ages 6 weeks to 10years of age**. Our hours of operation are Monday through Friday, 5:45AM to 6:00PM. SCCC offers both full-time (five days per week) and part-time enrollment with a minimum of three days of attendance per week with set days of the week, year round for families enrolling on or after October 1, 2023, with the exception of the 4th of July week. *SCCC will close the week of July 4th for annual cleaning and maintenance.* Parents are charged only for the one day of holiday (July 4th, the Friday before, or the Monday after); parents are not charged for the other days that SCCC is closed that week.

NOTE: When July 4th lands on a Saturday, SCCC will be closed the week before the holiday. When July 4th lands on a Sunday, SCCC will be closed the week after.

SCCC will also offer half-day child care, for a total of five (5) hours per day, for those students who are attending Shiocton Elementary School’s Summer School program. See “Summer Only Enrollment” for more details.

SCCC will also offer a 4K enrollment option for children who are enrolled in Shiocton Elementary School’s 4K program, which operates all day, Monday through Thursday. See “4K Enrollment Option” for more details.

Additionally, SCCC will offer before- and after-school care for children ages 5 – 10**. The hours of operation for the before-school care will be 5:45AM to 7:45AM and for the after-school care from 3:10PM to 6:00PM.

**If a child who turns 10 years of age while s/he is enrolled in SCCC, then s/he may continue to be enrolled in SCCC through August 31 of the current year.

PARENT HANDBOOK

All parents should take time to read through this Parent Handbook as each parent will be required to sign the attached Acknowledgement Form indicating they have read and understand the policies contained in this Parent Handbook. SCCC reserves the right to modify, suspend, revoke, terminate, or change in whole or in part any of its policies, procedures, or practices at any time with reasonable notice. This Parent Handbook supersedes all former oral, implied, or other policies, including written policies, as described in previous handbooks administered by SCCC.

ENROLLMENT PROCESS

Parents interested in enrolling their children at SCCC must meet with the Program Director to discuss their child's specific needs and to review program policies. We appreciate and respect each families' culture and values. We strongly believe that you, as a parent, have the right to make decisions for your child, and we want to encourage you to give us as much information about your child as possible at enrollment. We want to work with you and your family to make the transition into our center is as comfortable as possible. We encourage you, the child being enrolled, and any other family members to come and visit the center before the child's first day of attendance.

Physical Exams and Immunizations

As of July 15, 2020, Wisconsin state law requires every child to have a physical examination form signed by a doctor. All children will need to have a **Health Report** on file. The examination for a child under age 2 needs to be dated not more than 6 months prior or 90 days after the first day of attendance at SCCC. The examination for a child age 2 and older must be dated no more than 12 months prior or 90 days after first day of attendance. Physicals for children under 2 years of age will need to be updated every 6 months. Physical exams for children over 2 years of age will need to be updated every 2 years. School aged children, age 5 and up, will need only a health history on file.

Children will need to be **properly immunized*** and an immunization record will need to be on file within 30 days of the first day of attendance. Visit the Department of Health Service's Immunization Requirements webpage (<https://www.dhs.wisconsin.gov/immunization/reqs.htm>) for more information. NOTE: It is the parent's responsibility to keep the child's immunizations up-to-date and also to inform the SCCC as additional immunizations occur

* Learn more about Student Immunization Law Age/Grade Requirements at <https://www.dhs.wisconsin.gov/library/P-44021.htm>

Enrollment Forms

The following items must be completed and returned to the center by the first day of attendance.

- Form DCF-62, "Child Care Enrollment"
- Form DCF-44, "Health History and Emergency Care Plan"
- Form DCF-104, "Alternate Arrival/Release Agreement" (if applicable)
- Form DCF-56, "Child Care Center Transportation Permission" (if applicable)
- Form DCF-61, "Child Care Intake for Child Under 2 Years" (if applicable)
- Signed Contract with weekly schedule
- Photo Release Form
- Media Release Form
- Registration Fee
- First week's regular fee for child care

The Director will inform parents when updates are needed, giving 30 days' notice to submit updated forms.

Due, completed, within 30 days after child starts attending:

- Form DPH-4192, "Day Care Immunization Record" or an electronic record of your child's immunizations

Due, signed by medical professional, within 90 days after child begins attending:

- Form DCF-60, "Child Health Report"

ENROLLMENT INFORMATION

CONTRACT PERIOD

Each family will be required to complete a contract for the full year. However, if schedules change and/or an extended break occurs, the family will need to complete a new contract. See EXTENDED BREAKS section for more information.

MINIMUM ENROLLMENT

For families enrolled prior to October 1, 2023:

Effective June 1, 2024, all families will be required to enroll for a minimum of two (2) days per week year-round*. The days per week must be the same ("set days") for the contract period with the exception of those grandfathered in with a rotating schedule. For the time period November 27, 2023 to June 1, 2024, families will maintain their current weekly enrollment schedule that was in effect as of November 27, 2023.

For families enrolled on or after October 1, 2023:

All families will be required to enroll for a minimum of three (3) days per week year-round*. The days per week must be the same ("set days") for the full year.

* See 4K ENROLLMENT OPTION for clarification regarding minimum days per week for students attending Shiocton 4K program.

INITIAL ENROLLMENT:

Spot Held: Parents seeking to enroll their child(ren) in SCCC for the first time may select to pay for a spot to be held for their child(ren) when availability in the classroom exists but the parent chooses to delay enrollment. A Spot Held Fee of \$100 per week will be charged with the first payment being made at the time of registration. A spot may be held for a maximum of four (4) weeks. Failure to make payment(s) on time will result in the loss of the spot being held and forfeiture of all monies paid.

4K ENROLLMENT OPTION

The Shiocton Elementary School's 4K program currently runs the full school day, Monday – Thursday. There is no 4K programming (class) on Fridays.

For families enrolling a child in SCCC who is also attending the Shiocton Elementary School's 4K program, an exception to the Minimum Enrollment requirement will be made for the school year only. The school year is defined as the days of school as scheduled per the District Calendar.

Families enrolling a 4K student under this option (i.e. Friday only) will be charged the daily rate for a preschooler every week for the duration of the school year regardless of attendance in SCCC.

NOTE: A new contract will need to be signed for "summer break" months (June, July, and August), keeping in mind the minimum number of days per week required. See MINIMUM ENROLLMENT information for minimum days of attendance.

EXTENDED BREAKS

Extended breaks include summer break (typically June through August), winter shut-down/lay-off, maternity or paternity leave, and similar extended absences from attendance. During extended breaks, fees will be paid based upon the following enrollment expectations:

- For families enrolled prior to October 1, 2023, a minimum of two (2) days per week is required. The days per week must be the same (“set days”) for the duration of the break.
- For families enrolled on or after October 1, 2023, a minimum of three (3) days per week is required. The days per week must be the same (“set days”) for the duration of the break.

Attendance: Families may choose to have their child(ren) attend on these days but are not required to.

Payment: Regardless of attendance, payment will be due according to our regular payment schedule.

Withdrawing: Families wishing to withdraw their child(ren) during an extended break may do so with the following understanding:

- The child(ren)’s spot will not be held.
- Families wishing to re-enroll at the end of the break may place their child(ren) on a waiting list. Enrollment at the end of the break is not guaranteed.
- If the child(ren) subsequently enrolls at the end of the break, the child(ren)’s minimum number of days per week may revert back to their original date of enrollment (IE: before 10/1/23 or on/after 10/1/23) with set days each week for the full year.

NOTE: A new contract will need to be signed upon re-enrollment, keeping in mind the minimum number of days per week required. See MINIMUM ENROLLMENT information for minimum days of attendance. Additionally, registration fees will need to be paid.

SUMMER SCHOOL ENROLLMENT

SCCC understands the potential for increased child care services during the summer months when school-aged children are no longer in classes. To adequately prepare for the increased attendance, SCCC will hold summer child care enrollment from May 1 to May 15. School-aged children currently enrolled in before- and/or after-school care will be granted priority enrollment for the summer months so long as they enroll by May 15. All remaining available slots will be filled on a first-come-first-serve basis. The first day of summer care will be the first weekday following last day of the child’s school year.

Half-day enrollment is available during the month of June for school-age children who are enrolled and attending in Shiocton Elementary School’s Summer School program. As full-time summer school enrollment typically includes classes scheduled from 8AM until 12noon, students can enroll for a half-day, or a total of five (5) hours per day, during the weeks of Summer School. Should a child be enrolled in the Summer School program less than full time such that his/her time in SCCC exceeds five (5) hours per day, then a full-day’s charge will be assessed. Parents can choose to send a lunch with the student or participate in the lunch program through SCCC. (NOTE: the calculation of the five (5) hours begins when the child is dropped off and when the child is picked up less the time spent in Summer School classes. Before-school charges will not apply during Summer School.)

SUMMER ONLY ENROLLMENT

Summer Only Enrollment applies to the months of June, July, and August, when school is typically closed for summer break.

- For families enrolled prior to October 1, 2023, a minimum of two (2) days per week is required. The days per week must be the same (“set days”) for the duration of the break.
- For families enrolled on or after October 1, 2023, a minimum of three (3) days per week is required. The days per week must be the same (“set days”) for the duration of the break.

Continued Enrollment: Families enrolling their child under the Summer Only Enrollment option and who subsequently seek enrollment for the months following will be placed on a waiting list. Enrollment for the months following the end of the Summer Only Enrollment option is not guaranteed.

Spot Held Fee: To ensure a spot is held for your child(ren) for enrollment in the summer under this option, families can elect to pay \$25/month non-refundable fee. The payment is due the Friday before the 1st day of the next month. Failure to pay the fee will result in a loss of the spot held.

See “Summer Child Care” for additional information.

See “VACATION DAYS” for additional information.

VACATION DAYS

SCCC will afford all families vacation days for each child equivalent to the number of days that child is enrolled per week during the school year. One (1) day of vacation will be afforded to those families whose child(ren) are not enrolled during the school but choose to enroll under the Summer Only Option.

EXAMPLE A: The Smith family has two children enrolled in SCCC. Child 1 is enrolled for five days each week. Child 2 is a 4K student and is enrolled for only one day each week under the 4K Enrollment option. As a result, SCCC will afford the Smith family five (5) days of vacation for Child 1 and one (1) day of vacation for Child 2.

EXAMPLE B: The Andres family has three children enrolled. Child 1 is enrolled for five days each week. Child 2 is a 4K student and is enrolled for only one day each week under the 4K Enrollment option but attends five (5) days per week during the summer. Child 3 attends five (5) days per week during the summer under the Summer Only option. As a result, SCCC will afford the Smith family five (5) days of vacation for Child 1, one (1) day of vacation for Child 2, and one (1) day for Child 3.

Vacation allocations renew each year on July 1 and expire on June 30 of the following year, with the exception of those enrolled under the SUMMER ONLY OPTION. For children enrolled under the SUMMER ONLY OPTION, the one (1) day of vacation must be used within the current summer months of June, July, or August.

Vacation days may not be shared or exchanged between children.

Vacation days may not be carried over into the next year nor borrowed from the coming year.

Billing: All parents will be billed for the week ahead based on their contract.

- Families wishing to use vacation days must provide a minimum of ten (10) business days advanced notice.
 - NOTE: Vacation days can be used for any absences other than holidays.
- When all of the vacation days have been used, all other days of attendance as planned for based on the contract will be billed for with or without prior notice of an absence.

WITHDRAWAL

A formal Notice of Withdrawal must be submitted two (2) weeks in advance of your child’s last day of attendance to ensure no additional charges are added to your account. If less than two (2) weeks’ notice is given, then the normal (usual) weekly tuition will be charged for the two weeks. Upon withdrawal, parents are responsible to make payment for the full amount due on their account. Failure to pay your balance is full when withdrawing may result in the account being sent to collections. Standard credits, such as vacation credits, may not be used to fulfill your notice obligation. See Appendix A for Notice of Withdrawal form.

FEE PAYMENT

For current tuition rates and registration fees (initial, annual), see “Rate Sheet” at the end of this document. Tuition rates are subject to increase at the discretion of the Child Care Committee based on the Center’s needs, including but not limited to operational costs. Notice shall be given to families with the option to terminate their contract should care become unaffordable. See Notice of Withdrawal.

Regarding fee payments and refunds:

- Parents will be charged in advance for the week to come based upon the calendar submitted. [NOTE: In the absence of a calendar, and without at least three (3) school-days prior notice, parents will be billed for the coming week based upon past attendance history.]
- Payment shall be made weekly on the Friday prior to the week of child care services to be provided or assessed a late fee of \$15. Parents may pay by cash, check, or through automatic withdrawal (auto-pay).
- If there will be a third- party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.
- Sick: Parents will be charged in full for days that the child is sick.
- Late pick-up: An extra fee of \$15 will be assessed for every 10 minutes. NOTE: it is against State regulations for any child to be in the care of SCCC for more than 10 hours/day.
- Non-Sufficient Funds (NSF): You will be charged an additional fee of \$30 NSF if your check does not clear the bank.
- SCCC charges an initial registration fee and an annual registration fee. See “Rate Sheet” for details.
- From time to time, there will be additional fees for field trips and enrichment activities. Parents will be advised ahead of any additional fees.
- Siblings: SCCC offers families a 10% discount when multiple children from one family are enrolled for full-time day care services. See Rate Sheet for details.

WISCONSIN SHARES (State Subsidies)

Families are responsible for renewing their Wisconsin Shares authorizations. Families will be charged at the full-time rate until such time as an authorization is received. Once the authorization is received, the parent is responsible for the cost of tuition that the authorization does not cover. The Director will work with the parent to establish a payment plan.

In the event that the parent fails to renew their Wisconsin Shares authorization, the parent will be charged at the full-time rate from the date of lost authorization.

The parent with the approved authorization is required to use the authorized swipe card to make the State subsidy payment on the first day of each month. Failure to use this card is considered non-payment and may result in attendance being suspended until the family’s tuition payment is up-to-date. Tuition will be due regardless of attendance until the child is formally withdrawn. See Appendix A for Notice of Withdrawal form.

Fee determination methods (attendance, parent sign-in):

SCCC will charge a fee based on your child's hours of enrollment and child's age. These fees are outlined in the attached Rate Sheet. A contract will be drafted and signed by parents with an agreement on the rate per week for your child's care. Additional fees will be assessed for additional hours beyond those outlined in the parent contract. In the event a parent requests a change in the child's hours of enrollment, SCCC will consider such request and implement the change in hours of enrollment subject to space availability and sufficient staffing.

Fee calculating methods (hourly, daily): A full-time weekly rate is offered for children who attend five (5) days per week. A part-time daily rate is charged if children will attend fewer than five (5) days per week. For families enrolling on or after October 1, 2023, no child may be enrolled for less than three (3) days per week.

PARENT INFORMATION

SCCC seeks to provide resources relative to the child's development and growth intellectually, physically, socially, and emotionally. As a collaborator in the child's development and growth, parents are responsible for providing the following resources:

- bedding, sleeping bags, or blankets required or desired by the child (NOTE: parents may choose to provide a sleep sack or other warm sleep clothing for infants as blankets are not allowed in cribs for children under the age of 12 months)
- breast milk, formula, and other nutrition for students not able to or not choosing to participate in the breakfast and lunch programs offered by SCCC (see **Nutrition** for more information)
- diapers, wipes, pull-ups, and the like
- two (2) changes of clothing and appropriate outdoor attire, including boots, related winter wear, and closed-toed shoes
- bottles for infants and a water bottle or sippy cup for older children

Drop-off/Pick-up/Parking

When dropping off and picking up children, parents are encouraged to use the parking lot located at the corner of North Broad Street and Maple Street, across from the Elementary School entrance. Parking out front of the building in the diagonal stalls is highly discouraged after 7:00AM due to school bus and other transportation needs. Absolutely no parking in front of the school can occur from 7:30 to 8:00AM nor from 3:00 to 3:30PM.

Please note: North Broad Street becomes a one-way street from the hours of 7:30 - 8:00AM and 3:00 - 3:30PM, Monday through Friday, so as to maintain the safety of all persons crossing the street. Persons found driving the wrong way during these one-way time frames will be reported and may be ticketed by local law enforcement.

Holidays - No service will be provided on New Year's Day, Good Friday, Memorial Day, July 4th*, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. *All regular fees will be charged for these holidays.* If a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed the following Monday. Parents will be notified in advance of SCCC closings due to holidays. Vacation days may not to be used for holidays.

* SCCC will close the week of July 4th for annual cleaning and maintenance

Inclement Weather – To the greatest extent possible, SCCC will be open to provide child care services as normal during inclement weather. A decision by the District to close, delay, or release does not automatically dictate such will be the case for SCCC. That said, there may be times when the general care and concern for SCCC children and staff dictate a change to the normal day's operational hours or even a closure. Examples of this could be dangerously cold wind chills, a winter storm that brings heavy snowfall/ice, or the closing of roads by State officials. Too, there may be extenuating circumstances beyond the District's control that necessitate a change. Examples of this could be a gas leak, power outage, or lack of heat/water/sewer.

In the event the weather is such that opening the Center would jeopardize the safety of staff and others traveling in to SCCC, then the Center would be delayed or closed. Normal notification systems utilized by the District* would be employed to notify all parents as soon as possible but no later than 5:45AM. See **Emergency Closings** for more notification information.

Again, the intent of SCCC is to provide daily, dependable child care services for the children enrolled. Decisions to alter the normal hours of operation will be made very judiciously keeping in mind a parent's need to work.

On days that the District runs a delayed start, before-school care will provide child care services from 5:45AM to the start of classes (approximately 10:00AM), unless notified otherwise. On days that the District runs an early release, after-school care will provide child care services from time of release until 6:00PM, unless notified otherwise.

Scheduled School Closings/Early Release Days - On days that the District is closed due to planned professional development, non-contract day, or other (except Holidays), SCCC will be open normal hours. [See **Holiday** regarding SCCC hours of operation for days the District is closed due to a holiday.]

On days that the District runs a scheduled early release (see school calendar), after-school care will provide child care services from time of release until 6:00PM.

Emergency Closings – There may be times when an emergency arises that requires the child care center to close. In such an event, parents will be notified via the ProCare system. As well, parents should plan to watch the local television channels (WLUK, WBAY, WFRV, and NBC26 or tune in to 99.9 WSAU for closing, delay, or early release notice. Parents are also encouraged to download the Shiocton School app for smart phones (Android, iPhone) as an additional means of notification. Finally, parents can visit the district website at: <http://www.shiocton.k12.wi.us/> and watch for the red alert notification at the top of the screen.

ATTENDANCE METHODS

Children may be enrolled on a **full-time** basis (5 days per week), or on a **part-time** basis (less than 5 days per week). For new families enrolling on or after October 1, 2023, all children must be enrolled for three (3) or more days per week. For families enrolled prior to October 1, 2023, a two (2) day schedule will still be accommodated for currently enrolled children and children of those families enrolling in the future.

At no time may a child be in the care of SCCC for more than 10 hours per day.

Drop-in Care: SCCC may accept children for drop-in care IF prior enrollment arrangements have been made, enrollment forms are on file, space is available, and sufficient staffing is available.

Absent Child without prior notification - Parents are responsible for, and charged according to, the schedules they provide us with. We expect children to be in attendance on those days at those times. If a child who is scheduled to arrive at the center, does not arrive within 30 minutes of the specified time on the written agreement signed by the parent, and we have not been informed of the child's absence, we will attempt to contact the parent or guardian to determine the child's whereabouts.

Fees charged for a sick child - See **Ill Child**. Also see **Fee Payment and Refunds**, as well as **Rates**.

Confidentiality: To protect each family's confidentiality, SCCC will not share information about a child or a child's family with anyone who is not authorized to receive this information. Only those persons or agencies that have been given permission in writing by a parent/guardian will be allowed to receive information on a child and/or her/his family. At the families' request and with written consent from the family, we will transfer any child's record to the new setting whether it be a new child care facility, Head Start, Birth to Three, a public, private or parochial school, or other.

The Department of Children and Families licensing representative may visit and inspect any group child care center at any time during licensed hours of operation. A department licensing representative shall have unrestricted access to the premises identified in the license, including access to children served and staff records and any other materials or other individuals having information on the group child care center's compliance with the DCF 251 rules.

All child care providers are mandated reporters of suspected child abuse and neglect. If a child care provider suspects a child has been abused or neglected, that provider is required to report the abuse or neglect to the county's Child Protective Services (CPS) office or law enforcement. Reports will be made to Outagamie County Child Protective Services, (920) 832 - 5161.

Each child care provider and substitute will receive training at least every two (2) years in: child abuse and neglect laws; how to identify children who have been abused or neglected; and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

If an employee or volunteer is suspected of having mistreated a child, a verbal report must be made to the SCCC Director. An investigation and resulting consequences will be conducted and administered in accordance with board policies. The incident will be reported to the Department of Children and Families within 24 hours of occurrence and any other agency as required through board policies or state statutes.

Our administrative structure is as follows:

- Shiocton Board of Education
- Superintendent
- SCCC Director
- Lead Teacher
- Teachers (child care worker)
- Assistant

Parent/Guardian/Visitor: At SCCC, parents are welcome to visit the child care program at any time during the hours of operation in accordance with Board Policy 9150: School Visitors. When visiting, parents and others with them, must sign in at the Elementary Office or District Office and procure a visitor's badge which must be prominently worn in plain view on his/her person at all times while in the building (visitors are asked to clip the badge to the outside of his/her shirt or coat).

In the event that parental or guardian access is prohibited or restricted by a court order, a copy of said order must be submitted to the District Office and to the SCCC Director. Please understand that we cannot legally limit access to a parent or guardian if there is not a copy of a court order on file at the center.

Pets: SCCC will only allow pets on-campus and in classrooms in accordance with Board Policy 8405: Environmental Health and Safety Program and Board Policy 8390: Animals on District Property. In the event an animal is on campus, the children will be closely supervised when the animals are accessible to ensure that both the children and the animals are protected from harm. SCCC, through the School District of Shiocton, will have proper liability insurance coverage for all pets placed in classrooms for educational purposes. All pets for which there is an effective vaccine against rabies will have been vaccinated prior to their first day in SCCC. Prior to adding (new) pets to the center, staff will notify parents in writing. If your child has pet allergies, please inform the center staff verbally and be sure to write them down on the Health History and Emergency Care Plan under the non-food allergies section.

Equality in Access: Materials and resources for families are provided in their native language and are made available in a way that they can be understood. Additionally, the use of an interpreter will be available to parents upon request for in-person meetings or other verbal communications.

Family communication: Families are encouraged to be in communication with SCCC teachers and the lead teacher on a daily basis, but certainly as concerns or events take place. Additionally, parents are encouraged to meet with the SCCC Director at the first sign of a significant concern or event. Staff will utilize Tadpoles, or a similar parent communication app, to communicate with families on a daily basis.

Family feedback: Formal surveys will be distributed semi-annually to gather feedback from parents regarding the SCCC's program, policies, and procedures. From time to time, family members may be asked to volunteer at SCCC or for an SCCC-sponsored activity/event.

Non-discrimination - We will never refuse to enroll a child based on race, sex, color, creed, political persuasion, national origin, handicap, ancestry, or sexual orientation. Parents must meet with the SCCC Director to discuss their child's specific needs and to review program policies. The SCCC will operate in accordance with all board policies, including those that govern or otherwise address non-discrimination practices.

Americans with Disabilities Act - SCCC will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act. The SCCC will operate in accordance with all board policies, including those that govern or otherwise address access for those with disabilities. For more information on the ADA go to: <https://www.ada.gov/chcinfo.pdf>

Access to children's records - In accordance with Board Policy 8330: Student Records, parents shall have the opportunity to review their child's records. Please call the main number to make a request to review the records so that they can be prepared for you.

Use of children's photos - SCCC may take photos or videos of children from time to time. These may be used in children's portfolios, for hanging on walls within the Center, in the Center's newsletter, etc. As the saying goes, "A picture is worth a million words". SCCC may also use the photos and/or videos in our marketing materials. We will never take or use photos of you or your child/children without signed and dated photo permission and media release forms.

DISCHARGE OF ENROLLED CHILDREN

Child's progress communication between SCCC and parents: It's important that SCCC staff and parents communicate daily concerning the needs and interests of each child. If there are issues or concerns that need to be discussed, parents should arrange with us a convenient time to talk on the phone or schedule a conference. To foster communication on a regular basis, SCCC provides written newsletters and daily conversations to all parents.

Parent Communication Procedures - SCCC strives to keep parents regularly informed on their child's progress. We do this by providing personalized daily sheets, daily conversations with parents and/or guardians and through parent teacher conferences. With parental consent and consultation, we try our best to coordinate programming activities with the local school district, Birth to Three agency and/or any other agency for those families who have children who may have an Individualized Family Service Plan (IFSP) or an Individualized Education Plan (IEP).

Circumstances and Procedures for Termination of Enrollment

Parent-initiated mutual decision, center initiated, and involuntary discharge

A child may be discharged from the center for many reasons. Often **parents initiate** the termination. Occasionally, after an action plan has been tried without positive result, the center and the parents come to a **mutual decision** to end the child's enrollment. In some circumstances, the termination may be **center initiated**.

Child related: SCCC will regularly advise parents on their child's progress through daily sheets, daily conversations, and Tadpoles or similar parent application. When children have problems adjusting to the center's daily schedule and classroom rules, parents will be contacted for a face-to-face conference. At this meeting, the teacher will state her/his concerns and discuss observations made of the child's behavior, and an action plan will be developed. If, after two (2) weeks, the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services.

Parent related:

If the problem leading up to termination is due to non-compliance to the center's policy by the parents, the teacher will contact the parents for a face-to-face meeting. At this meeting, the teacher will state her/his concerns and review and clarify agency policy with the parents. Input from parents will be encouraged so that a common understanding can be reached. If, after two (2) weeks, the problem is still present, parents will be advised in writing that their child's enrollment will be terminated. Parents will be given a 2-weeks' notice regarding the termination of their child's enrollment. The parent will be responsible for child care fees for the final 2 weeks even if the child does not attend.

Involuntary discharge of a child could occur for the following reasons:

1. Failure to pay fees on time. (Grounds for immediate termination, without notice.)
2. Lack of parental cooperation
3. Inability of child care program to meet the needs of the child. Staff will consult with the parent concerning how any problems might be solved before ending the care arrangement. These steps will be documented in the child's file. The parent will be referred to other community resources.
4. Repeated failure to pick up the child at scheduled time.
5. Failure to complete and return required forms.

Behavior related discharges. Acting out, inability to follow classroom rules, inability to follow teacher's directions are all examples of reasons why a child could be discharged due to behavior.

Steps will be taken prior to child's discharge. All efforts will be made to work out a plan for behavior management between staff and the parents to see if problematic behaviors can be managed and/or corrected. The teacher will ask for a parent/teacher conference to discuss the behaviors in detail. Input from parent on behavior management is vital. If, after two (2) weeks, the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services. All meetings, behavior plans, and outcomes will be documented and placed in the child's file.

Outside agency involvement:

Prior to any child being terminated, efforts may be made to seek additional services from other care providers to address the problem. For example, children may be referred to a physician for a vision or hearing screening. Referrals to Birth-to-3, speech and language screenings are some of the outside agencies that could be utilized. Should the child require additional services that are not available directly through the center, an outside agency may be contacted to meet those needs. Staff will consult with parents before contacting any outside agency.

Discrimination issues:

The SCCC will follow all Board Policies that address or otherwise attend to the issue of discrimination. If you feel your child has been discharged due to discrimination, please bring these concerns to the Program Director for a thorough review. It is our policy to never refuse to enroll a child based on race, sex, color, creed, political persuasion, national origin, handicap, ancestry, or sexual orientation.

Appeal process:

Should parents disagree with the termination of your child for any **reason**, please discuss your concerns with the SCCC Director. Should parents feel a satisfactory resolution was not reached during the discussion with the Program Director, they are encouraged to schedule a meeting with the Program Director and the Superintendent.

CHILD EDUCATION

There is a child care worker/teacher assigned to each classroom in the center and DCF child-to-staff ratios are always maintained. Depending on the number of children present on any given day, there may also be an assistant child care worker in the classroom. Each group/classroom of children is supervised by a teacher who is within sight and sound of the children to guide the children's behavior and activities, prevent harm and assure safety. The curriculum offered in each classroom is structured to complement and supplement the curriculum taught within the School District of Shiocton.

Groups of children may be combined at the beginning and at the end of any given day. Being that SCCC is open in the early morning and late afternoon, a written plan for activities which meet the individual needs of the children during those time periods will be in place. Activities at the beginning and at the end of the day will be designed for a wide age range of children working and playing together. The plan will include opportunities for children to rest and eat and to use materials and engage in age-appropriate activities that continue their academic, social-emotional, and gross/fine motor growth.

Children, including infants and toddlers, will go outdoors daily when weather permits, so dress your child appropriately for the weather. The children may be kept indoors during inclement weather such as any of the following:

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

Make sure your child/children wear sturdy, closed toed shoes that will allow them to be active. Teachers will supervise children while outdoors at all times. Best practices recommend at least 15 minutes of teacher-led physical activity each time children are outdoors. SCCC's outdoor environment consists of a rubber-based surface with access to fixed and portable play equipment that allow for mastery of balance and coordination (tunnels, balance boards, safe climbers), traveling skills (tricycles, scooters, push/pull toys) and large manipulative skills (balls, hoops). Multiple pieces of equipment so that multiple children can participate in a single activity at the same time will be provided, as will gross-motor space for children of all ages, including infants. When weather does not permit outdoor play, children will have access to a large, open room that will allow for active play.

Infants and toddlers will have a flexible schedule, which reflects the child's individual needs. They will be given individual attention including lots of time for talking and engaging in two-way communication. The body position of non-mobile infants and their location in the center will be changed frequently. SCCC will provide safe, open

spaces for children whom are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects. A written report will be maintained daily documenting what each child ate, when they ate, when they slept, and when they wet or soiled a diaper. We will use this daily reporting system, currently Tadpoles, to share information with parents about the child's activities and disposition for that specific day.

Preschool age children will have opportunities to play and explore their surroundings. They will be given many learning experiences in a variety of developmental areas that are age appropriate. Daily activities will include math, science, large and small muscle movement, art, and literacy.

School age children will have a quiet place to study or relax, access to appropriate materials and activities, and will have ample time for large muscle activities.

It is important that SCCC staff and parents communicate daily concerning the needs and interests of each child. SCCC offers parent-staff conference opportunities at least two (2) times per year to discuss the child's growth and development and adjustment to the program. Until such time as formal conferences are scheduled, please arrange a convenient time to talk with your child's classroom teacher. To support healthy development, we intentionally include information about physical activity, gross motor development and nutrition in our communications with families.

Learning through play is the major component of SCCC's program. Adequate time, materials, and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials, manipulatives, and appropriate equipment. SCCC's curriculum will provide exposure to a variety of cultures through music, stories, games and art; will celebrate how individuals are the same and different from one another.

SCCC will occasionally provide children with the opportunity to participate in field trips, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises. You will be notified in advance of any field trip requiring transportation.

SCCC will incorporate The Wisconsin Model Early Learning Standards (WMELS), which are voluntary standards that were designed to help centers develop programs and curriculum to help ensure that children are exposed to activities and opportunities that will prepare them for success in school and into the future. The Standards are primarily intended as guidance on developmentally appropriate expectations and are not intended to be used as a checklist to gauge a child's progress. The Standards are based on scientific research. Copies of the Wisconsin Model Early Learning Standards are available on the Wisconsin Early Childhood Collaborating Partners website at <http://www.collaboratingpartners.com> or through the Child Care Information Center at 1-800-362-7353.

In addition to the specific standards for mastery within WMELS, SCCC's program provides each child with experiences which will promote all the following: self-esteem and positive self-image, social interaction, self-expression and communication skills, creative expression, large and small muscle development, intellectual growth, and literacy.

A schedule of daily activities is posted in each classroom. A program of activities is planned a week in advance. Staff use a variety of resources in their planning. SCCC will also use the services of the Wisconsin Child Care Information Center (800-362-7353) and access their resources to plan activities. The activities focus on a weekly theme based on the interests of the children and lesson plans are available for parents to review.

CHILD GUIDANCE POLICY

When a child is crying, fussy, or distraught, staff will work to calm and comfort the child in ways that are appropriate for the child's age and personal disposition. This may include stroking, cuddling, rocking; offering a drink; acknowledging the child's fear, or separation sadness, or conflict; distracting or redirecting to another activity; offering a comfort item; or talking calmly with the child about how s/he is feeling or what has happened. If the unhappiness persists, SCCC staff may contact a parent to share what is occurring and inquire if this might indicate onset of an illness.

Children's behavior will be guided by setting clear limits or rules for children. SCCC staff will talk with children about expected behaviors and model those behaviors consistently for them. SCCC staff will state positively what children can do, using specific terms; e.g. "you need to use an inside voice" rather than "don't yell". Undesirable behavior will be redirected with the desirable behavior modeled. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for helping children develop self-control and self-esteem, as well as respect for the rights of others. Opportunities for physical activity are not withheld as a behavior management strategy. Children are redirected to safe physical activities and are involved in discussion about safety concerns when necessary.

"Time-Out" is a guidance technique that can be effective when dealing with unacceptable behaviors of young children. Time-outs may not be used with children under age 3, and never for more than 5 minutes. The term 'time-out' is short for 'time-out from positive reinforcement.' The strategy utilizes time away from all sources of reinforcement (e.g., teacher and peer attention), which provides quiet time to think and regain control of one's self. Usually this strategy requires that a child be removed from an ongoing activity for a brief time, typically by having a child sit on the outside of the activity within the classroom until the child calms down and is ready to rejoin the activity and try again. Time-out is intended to be a non-violent response to conflict that stops the conflict, protects the victim, and provides a 'cooling off period' for the child.

"Time-out" is only effective when used in the context of a comprehensive approach to behavior support that is designed to teach, nurture, and encourage positive social behaviors. Time-out should be used only when less intrusive discipline procedures have been tried and deemed unsuccessful and only in combination with positive procedures designed to teach new skills, reinforce desired behavior, and prevent challenging behaviors from reoccurring. Effective management of behavior should always start with praise and encouragement for prosocial behavior and self-regulation and be accompanied by distraction, redirection, withdrawal of attention, and logical and natural consequences. The teacher will verbally and physically walk the child through the desired behavior before helping the child rejoin the group.

SCCC recognizes that no single technique will work with children every time. If a child exhibits unacceptable behavior, SCCC staff will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from care. In accordance with "Wisconsin Rules for Group Child Care Centers," actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally or physically painful, discomfiting, dangerous, or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment on the child; verbal abuse threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement or enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

Routines such as toileting and eating and intervals between activities are planned to avoid keeping children waiting in lines or assembled in large groups.

Classroom arrangement, materials/resources, and programming are scaled to the developmental level, size, and ability of children which will contribute to providing clear guidelines and promoting positive behavior.

The SCCC staff will make every effort to stop a biting incident before it occurs. This can be achieved by using multiple toys, encouraging a child to use their words instead of actions and by separating children who may bite other children. If a bite does occur, staff will first attend to the child who was bitten with first aid and they will comfort the child. The biter will then be separated and their behavior will be discussed with the staff member. Staff will document the biting incident in the medical log book and complete an incident/accident form. Parents of children involved in a biting incident will be notified at their child's pick-up time. A child who has a pattern of biting on a regular basis may require additional attention. If a pattern is forming, the center director may ask for a meeting between the child's teacher, the director and the parents of the biter. At this time possible solutions and alternatives to the behavior will be discussed. An action plan will be developed. If the child continues to bite, the director may ask the parents to find alternative care for their child or a leave of absence.

While a child is in the care of SCCC, no fear-based discipline shall be used. If an employee uses time-out periods to deal with unacceptable behavior, time-out periods may not exceed five (5) minutes, and may not be used with children under the age of three years old. No SCCC staff member will take actions that may be psychologically, emotionally, or physically painful, discomfoting, dangerous or potentially injurious.. Examples of this behavior include but are not limited to spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other forms of corporal punishment, verbal abuse, threats or derogatory remarks about the child or the child's family, physical restraint, binding, trying to restrict movement or enclosing in a confined space, withholding or forcing meals/snacks/naps, actions that are cruel, aversive, frightening or humiliating to the child, and no child will be punished for lapses in toilet training. Inappropriate discipline of a child by a SCCC staff member must be reported to the Department of Children and Families (DCF) within 24 hours after the occurrence under DCF 251.04(3)(j). Failure to comply with this policy will result in disciplinary action, up to and including termination.

Per the Department of Children and Families policy number 251.07(2):

1. "Time-out period" means removing the child from the situation in a non-humiliating manner and placing the child in a designated location in order to interrupt the child's unacceptable behavior.
2. "Redirection" means directing the child's attention to a different program activity

Parental Involvement in solving behavior: All efforts will be made to work out a plan for behavior management between staff and the parents to see if problematic behaviors can be managed and/or corrected. The teacher will ask for a parent/teacher conference to discuss the behaviors in detail. Input from parent on behavior management is vital.

Rest or nap time will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they awaken. Staff will help awake children find quiet activities. SCCC will provide cribs for children ages 6 weeks – 1 year and sleeping cots (2" thick) for children 1 year – 5 years. Parents are responsible for bringing any bedding, sleeping bags, or blankets required by SCCC or desired by the child. SCCC will provide a crib sheet for each crib. SCCC will launder the crib sheets after every week, or sooner if necessary. Any bedding, bags, or blankets supplied by parents will need to be laundered by parents at the end of each week.

CONTINGENCY PLANS

Fire and Tornado evacuation plans will be practiced monthly. SCCC's Director will document dates of fire and tornado drills in compliance of State of WI requirements. Weekly testing of smoke detectors will be conducted and documented by the Director of Building and Grounds for the School District of Shiocton.

In case of an emergency that would require an evacuation, the children will be evacuated by all available staff through the nearest exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken out by the staff member designated to be "in charge" to assure that all children are accounted for and all families can be notified. Infants will be evacuated four to a crib with emergency provisions and all children will be taken outdoors to the designated meeting spot on campus. The Director or person in charge will check classrooms, bathrooms, and staff areas to make sure all persons are evacuated. The Director or person in charge will await the all-clear signal from a school staff member before re-enter the building once it is safe to do so. If we are unable to return to the building following an evacuation, the children will be taken to the Shiocton-Bovina Fire Department building until parents or another authorized adult can be reached and come for them. Fire drills will be conducted in conjunction with the School District of Shiocton year-round.

In the event of a tornado warning, the children will be taken to the designated safe location by all available staff members. Blankets, a portable radio, and a flashlight, with extra batteries for both, will be kept in a designated tote to be taken with to the safe location. The attendance form and emergency contact information will also be brought along by the staff member designated to be "in charge". The Director or person in charge will check classrooms, bathrooms, and staff areas to make sure all persons are evacuated. Staff will engage the children in quiet activities until we are assured by the authorities that the danger has passed. Tornado drills will be conducted in conjunction with the School District of Shiocton.

In the event of severe weather, children will be kept indoors and, if necessary, the tornado evacuation plan will be initiated.

In the event of a missing child, staff will check all areas of the center. If the child cannot be found, the child's parents and/or emergency contact; the Program Director and/or the Superintendent will be notified immediately, as will the police. The Program Director will notify the Department within 24 hours after the occurrence.

Procedures for extreme heat or cold:

The children may be kept indoors during inclement weather such as any of the following:

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

If there is a threat to the building or occupants, we follow the procedures outlined in the School District of Shiocton's Emergency Crisis Handbook. SCCC staff members will participate in safety trainings conducted or provided by the School District of Shiocton.

Loss of building services: If the Center should lose the use of heat, water, or electricity before the center opens, parents will be notified as soon as possible. Such conditions will likely result in both the school and SCCC being closed or opening late; the parents will be responsible for finding alternate care for their child until the situation is resolved. Upon resolution of the situation, parents will be notified via email or Skyward.

In the event that the Center loses building services during the day, an assessment will be made by school officials to determine the anticipated duration of the loss of said services and thereby determine if the Center can maintain operations or if the Center needs to close. In the event that the Center needs to close, parents will be notified by phone and email. Notifications will also go out using the same mediums as described in **Inclement Weather**.

If there is a medical emergency with a child, an adult staff member, such as the school nurse, who is appropriately trained will perform first aid, and the initial check, call, and care procedure. Children who are present will be taken from the area calmly by available staff for supervision and safety. If there is a need for **emergency medical treatment**, 911 will be called. If it is a life-threatening situation, with no time to consult the child's file or parent, the child will be taken to ThedaCare in New London. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All staff will have training in infant and child CPR, AED, and first aid. First aid supplies will be stored in each classroom. The child's records will be taken along in emergencies.

When children or staff are off-site for a walk or field trip, teachers will take along emergency contact information, attendance sheets, and a first aid kit in case an injury occurs to children or staff. The injured person will be seen by the school nurse upon return to the center; the injury will be recorded in the medical log book. A cell phone will be carried along in case help is needed. If the injury is serious, 911 will be called and the injured person taken to the nearest hospital.

Minor Injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when they pick their child up and an incident report will be signed by the teacher, parent, and Director, then filed accordingly.

Attendance: Staff will be trained to manage the established system of knowing the whereabouts of all children in their care always. Parents are encouraged to call if their child will not be attending or will be arriving late. If a child is being transported by a transportation company and does not arrive at the scheduled time, staff will call the parent or authorized adult to check on the child.

Daily arrival/departure times are recorded via accurate documentation for each group of children. During early AM arrival and late PM pick-up, teachers will be kept aware of children they're responsible for, as rooms are condensed, and staff leave the center. Teachers will know the names of each child and their whereabouts always.

Parents or authorized adults are required to bring children into the building and to sign the children in at the beginning of the day (documenting arrival time) and sign them out at the end of the day (documenting departure time). Staff will maintain classroom attendance records recording children's arrivals and departures as they occur to ensure an accurate, ongoing accounting of the children's whereabouts always. Comparison of the attendance record to the actual children in care will occur at each transition and frequently throughout the day.

SCCC does not allow concealed weapons to be carried on persons (any person or employee entering the building), or on the premises. If a person is found to be in noncompliance with this regulation, they will be asked to vacate the premises. If a person should refuse to vacate the premises, the local authorities will be contacted.

Child Absences: If a child who is scheduled to arrive at SCCC does not arrive within 30 minutes after the specified time on the roll call sheet, and there is no notice in advance of the child's absence, all attempts will be made to contact the parent or guardian to determine the child's whereabouts. All attempts will be documented in the student information system used by SCCC. SCCC requires payment for these scheduled times.

Premises means the tract of land on which the center is located, including all buildings and structures on that land.

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, staff at the Center must be notified in advanced and in writing. The person picking up the child may need to show a driver's license or other picture ID. In the event an unauthorized person arrives to pick-up a child and the center was not notified in advance, the parent/guardian shall be immediately notified. Only upon parent/guardian permission will the child be released to the unauthorized person.

Reports to the department: The center will report to the Department of Children and Families any situation as it pertains to statute 251.04(3) (a-n) DCF 251 *Licensing Rules for Group Child Care Centers*.

Emergency supplies such as radio and flashlight with extra batteries for both, first aid kit, and blankets will be kept in a designated tote and taken with to the safe location or to the off-site location in the event of an evacuation. A flashlight is also kept in each classroom always.

Emergency phone numbers will be posted in each room occupied by children as well as in the Center's classrooms. The address and phone number of the facility will appear on the phone list as well.

Emergency transportation: In the case of an emergency requiring off-site medical care, the Shiocton-Bovina Ambulance is available within ten minutes of a phone call.

Special evacuation considerations: Any child who has a limited ability to respond in an emergency will be identified at time of admission. Staff will be aware of any **special evacuation needs** the child will have and accommodations will be made to ensure their safe removal from the building.

Custody Issue Disputes: In the event that parental or guardian access is prohibited or restricted by a court order, a copy of said order must be submitted to the District Office and to the SCCC Director. Please understand that we cannot legally limit access to a parent or guardian if there is not a copy of a court order on file at the center.

Other Concerns: If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While staff cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger.

HEALTH CARE

Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS staff will do the following with any child *under the age of ONE year*.

Infants:

- All infants will be placed to sleep on their backs, unless the **child's** physicians authorize another position in writing.
- Soft objects will be removed from the crib.
- Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
- Sheets will be tight fitting.

- Blankets will be tucked tightly around the child and away from his or her face. (NOTE: parents may choose to provide a sleep sack or other warm sleep clothing for infants as blankets are not allowed in cribs for children under the age of 12 months)
- If a child falls asleep in a swing, we will move them to their crib.
- If a child is sleeping in a car seat upon arrival, s/he will be moved to a crib.
- If a child falls asleep in a location other than a crib (EX: while lying on the carpet, in a bouncy seat, etc), the child will be moved and placed to sleep on his/her back in a crib.
- Staff will ensure that awake, non-mobile children have time each day to spend in a prone position ("tummy time").
- All staff members, substitutes, and volunteers will be trained on these procedures before they begin working with children.
- Swaddle blankets may be used at the direction of the parent

Children between one and two years of age:

- Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
- Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.
- If a child falls asleep in a location other than a crib (EX: while lying on the carpet, sitting in the rocking chair, while being held, etc.), the child will be placed to sleep on his or her back in a crib.

Ill Child - SCCC staff will exercise reasonable judgement and discretion regarding children who show symptoms associated with an illness. Children who are ill are not to be brought to the center. Examples of children who are ill, include but are not limited to:

- A temperature of 100 degrees F. or higher.
- Vomiting has occurred one or more times in the past 24 hours
- Diarrhea has occurred more than three (3) times in the past 24 hours
- A contagious disease such as chicken pox, strep throat or pink eye
- An unidentified rash
- Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness
- Has a constant, thick colored nasal discharge

If a child should become ill or seriously injured while at the center, parents will be contacted immediately. Sick children will be isolated within sight and hearing and made as comfortable as possible; children should be picked up as soon as possible. If the child is not picked up within the hour, the emergency contact person on the child's enrollment form may be called.

Children may return to the center when they are fever and symptom free *for at least 24 hours*, have been appropriately treated, or have been given medical approval to return to child care. We will follow procedures on personal cleanliness and communicable diseases stated in licensing rules and the guidelines for exclusion of children from child care as adapted from the Division of Public Health.

For billing purposes, parents will be charged for days that the child is ill unless three (3) school-days' notice has been given.

In the event of an **epidemic/pandemic or other health concern** of state or national priority, SCCC will work with parents regarding best practices for the health and safety of all children and staff. Practices and procedures to be followed by SCCC, students, and parents will be determined by the School District of Shiocton. All practices and

procedures must be followed by SCCC staff, students, and parents; failure to do so will result in consequences up to and including dismissal/termination.

In the event of a communicable disease exposure at the center, parents will be informed. Certain diseases must also be reported to the public health department and to our licensing specialist.

All medication administered, accidents or injuries occurring during the time the child is in our care, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of our center, will be entered the center's medical logbook. All staff are mandatory reporters and thus are required to report suspected child abuse or neglect to the local authorities.

Medications

SCCC will accept and administer medications per Board Policy 5330: Administration of Medication/Emergency Care and in consult with the School Nurse. As a general rule:

- Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided.
- All medicine must be in its original container, bearing the label with child's name, dosage, and administration directions. Additionally, prescription medication will bear the name of the doctor and pharmacy. It will be stored in a medication box that is inaccessible to children.
- Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator.
- We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. If a dose is missed, we will not double up. You will be notified and missed dosage will be documented in medical log.

Non-medicinal products: Sunscreen, insect repellent, lip balm, diaper creams, and other non-medicinal products will only be used on a child when signed authorization is on file, and the specific products are supplied by the parent and labeled with the child's name.

Medication log procedure are as follows: All medication will be accounted for and administered per Board Policy 5330: Administration of Medication/Emergency Care. Accidents or injuries occurring on-site will be brought to the attention of the school nurse and attended to accordingly. **In the event the absence of the nurse is not present, a SCCC staff will provide care to the child.** Additionally, accidents or injuries, as well as marked change in behavior or appearance, or any observation of injuries to a child's body received outside of center care will be entered the center's medical logbook. The director will review the medical log book every three (3) months and document this procedure. **An Incident/Accident Report form will be completed and signed by teacher, parent and the Director for each one.**

The center will maintain confidentiality of child and family regarding health care needs. Information will only be shared with those staff that provides care to the child.

Cleanliness will be maintained always. Tables will be washed before and after meals and snacks. Floors and bathrooms will be cleaned and disinfected daily.

Diapering: Before changing a diaper, the staff person involved will wash his/her hands. Following the diaper change, the soiled diaper will be bagged and disposed of in a plastic-lined, foot-activated diaper pail. Any wet or soiled clothing will be put into a plastic bag and tied. Hands of both the child and the staff member will be washed. The changing pad will be cleaned and disinfected.

Toys: Toys used by infants and toddlers will primarily be ones that may be washed and sanitized. Any toy that has been in a child's mouth will be picked up as soon as the child lets go of it and placed into a basket to be

washed, sanitized, and air dried. Toys requiring laundering, such as stuffed dolls or animals, will be laundered weekly or sooner, if needed. Toys in classrooms for older children will be cleaned and disinfected daily.

SCCC will practice **universal precautions** when handling all blood injuries and bodily fluid. All staff will use disposable gloves when treating blood injuries. Surfaces touched by blood will be washed and disinfected, and all materials used to treat the injury will be wrapped in an airtight plastic bag and disposed of immediately.

Proper hand washing procedures will be followed to prevent the spread of disease. Hand washing procedures will be posted at all sinks.

Minor injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when they pick their child up and an incident report will be signed by the teacher, parent, and Director, then filed accordingly.

Serious Injury: If there is a need for **emergency medical treatment**, 911 will be called. If it is a life-threatening situation, with no time to consult the child's file or parent, the child will be taken to ThedaCare in New London. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All staff will have training in infant and child CPR, AED, and first aid. First aid supplies will be stored in each classroom.

Procedure for sharing information on a child's special health care needs with everyone responsible to care for the child. "Special health care needs" includes children with physical, emotional, social, and cognitive disabilities. When a child is known to have any special health care needs, that information will be shared with those staff who are assigned to care for the child and will always be treated with confidentiality. Such special needs, including dietary requirements, will be posted on the inside of the staff cupboard door, where medication and medical log book are stored. When specialized equipment is needed, such as nebulizer or epi-pen, the School Nurse will train staff in the correct procedures.

Child biting health procedures will be as follows. The area of the bite wound will be washed with soap and water and a bandage applied. If necessary, an ice pack for comfort. The incident will be documented in the medical log book and parent informed upon pick up.

CARE OF MILDLY ILL CHILDREN

SCCC is NOT licensed to include care of mildly ill children.

NUTRITION

Food service personnel orientation and training

Food service, including breakfast and lunch, can be purchased through the School District of Shiocton Food Service program for children ages 12 months and older. All food service staff will receive the annual mandatory training of at least four (4) hours in kitchen sanitation, food handling and nutrition.

Infant and toddler feeding

Children younger than 12 months must be served formula or breast milk, unless written direction is on file from the child's health care professional. Parents can request that children younger than 12 months be fed age appropriate baby food to be supplied by the parent. Any unused baby food will be disposed of immediately. All bottles and commercial baby food must be labeled with your child's name and dated. Babies will be held for bottle-feeding. Bottles will never be propped, and unused formula or breast milk, which was heated or placed in

a bottle, will be disposed of immediately. Children who are able to sit upright of their own control will be afforded their meals in a high chair.

School age children and eating: School age children will be offered a snack upon arrival after school.

Meal time

We will provide a morning and afternoon snack to all children in attendance at the times identified in the daily schedule. School-aged children will be offered an afternoon snack upon return from school. Children will eat family style and will be allowed to serve themselves. As caregivers, SCCC will strive to make sure the food provided are healthy, nourishing meals and understand that it is a child's role to decide whether and how much to eat.

Breakfast: Parents of children older than 12 months who did not have breakfast prior to arrival at SCCC, may choose to provide a nutritious breakfast to be fed to the child at the center OR may choose to purchase breakfast from the School District of Shiocton's food service program. Prices are determined annually; a menu is made available monthly and published in [The Link](#) and on the District's website.

Lunch: Parents of children who are 12 months and older, may choose to provide a nutritious noon meal for their child(ren) OR may choose to purchase lunch from the School District of Shiocton's food service program. Prices are determined annually; a menu is made available monthly and published in [The Link](#) and on the District's website.

Child guidance and food

Children will be served all items that are available with the exception of known allergies since the school is a 'serve' center. Children will not be forced to eat; they will be encouraged to try new foods as appropriate. Meals will not be withheld as a form of punishment. To support development, we provide child-sized dishes and utensils.

Meal time socialization

Staff and children will eat together. Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners and develop sound nutritional habits. Our staff model healthy eating behaviors in the presence of children, eating the same foods as children and refraining from eating or drinking unhealthy foods in front of children. Often, our staff spend time talking with children about healthy foods and nutrition. Children will be encouraged to clean up after themselves. Meals will never be withheld as a form of punishment.

Menu requirements, preparation and changes, age appropriate menu, USDA guidelines

SCCC participates in The USDA Child and Adult Food Program. Breakfast and lunch food items are prepared on the premises by the School District of Shiocton food service staff. The USDA guidelines are followed when preparing and planning menus. Serving sizes will match age appropriate amounts as outlined in the USDA guidelines. Refer to Healthy Bites: A Wisconsin Guide to Promoting Childhood Nutrition for recommendations on specific nutrition policies related to fruits, vegetables, whole grains, meats, meat alternates and beverages. NOTE: the breakfast and lunch menus as published are subject to change.

In the event a meal is brought from home that is not USDA compliant, SCCC will supplement so that the meal is compliant with USDA requirements. This could result in a meal charge to the parent.

Early AM and late PM feeding

Children who attend during the early morning or late afternoon hours will be offered a snack to ensure that they never go without food for more than 3 hours.

Specialty menus (vegetarian, kosher): SCCC partners with the School District of Shiocton to provide food services for breakfast and lunch. Parents will be responsible to provide **specialty menu items such as those consistent with a vegetarian or kosher diet** when alternatives are not available.

Food allergies: If your child has food allergies parents must notify the center in writing. Food allergies will be discreetly posted in the classroom and the kitchen.

Special diets: If your child has special dietary needs, parents must notify the center in writing. Special dietary needs will be discreetly posted in the classroom and the school kitchen.

Menu posting: Monthly records of meals and snacks are available for parents to review. If a menu must be changed for any reason, the food substituted will be noted on the posted menu. If a parent prefers a certain food, meal, or snack not be provided to their child, the parent must notify the Center. Where an alternative cannot reasonably be made or provided for, the parent is responsible for providing the alternative food, meal, or snack.

Cleanliness, dishwashing: Eating surfaces will be sanitized before meals and snacks, and everyone will wash their hands before and after eating. Dishes will be washed and sanitized in accordance with licensing regulations.

Food storage: Food will be stored up off the floor and once opened, in airtight containers.

Special treats, holidays, etc. Birthday and holiday treats are allowed. Only treats that are store purchased and factory sealed will be allowed. We cannot accept anything homemade. Please try to provide nutritious choices low in fat and sugar. We encourage nutritious alternatives for special treats, as well as replacing a food-based treats with creative activities.

Detailed kitchen instructions (equipment, requirements, food sources, cleanliness, food prep., hand washing, cleaning aids):

- SCCC does not have a kitchen with a stove. SCC does have a refrigerator in each classroom.
- Refrigerator (40 degrees or colder) and freezer temperatures (0 degrees or colder) will be properly maintained. Proper hand washing procedures will be followed to prevent the spread of disease.
- Hand washing procedures will be posted at all the sinks.
- All cleaning products will be kept in a separate locked cabinet apart from all food and food items.

TRANSPORTATION POLICY

SCCC does not provide transportation for children other than for SCCC-sponsored field trips.

Parent Transportation of Children:

- Parents are responsible for the transportation of their children to and from SCCC.
- Non-school age children will not be permitted to ride the school bus.

Field Trips: Parents will be notified in advance of any field trip requiring the use of a vehicle, including the date, time, and destination, as well as any fee associated with the child's participation. A form outlining the date, time and destination of the field trip will be given to parents. No child may participate in a field trip without the signed permission form from parents. Children who are unable to attend a field trip will be given the option to stay home or remain at the center under staff supervision.

Procedure to ensure no child is left unattended in a vehicle:

Children may not be left unattended in a vehicle. A second adult, in addition to the driver, must be present if more than 5 children under age 5 are in the vehicle, or if more than 3 children are under 2 years in age or

with a disability which limits their ability to respond in an emergency. The Driver will make a visual check of the vehicle above and below the seats when children enter or exit.

Tracking policy when transporting children: To be sure no child is left unattended in a vehicle, an attendance form will be carried along with children and checked whenever they board the vehicle and whenever they exit. General emergency numbers, emergency contact information for all children and a cell phone will be carried along by the teacher(s) in charge. A first aid kit will always be in the vehicle. The vehicle(s) will be kept clean and uncluttered, with the aisle open for quick exiting.

Transporting children with disabilities or children who have a limited ability to respond in an emergency: Special care will be given to all children with disabilities or limited ability to respond to an emergency. Staff will ensure that these children receive additional assistance in exiting the vehicle should an emergency occur.

Driver requirements:

Drivers must be at least 18 years of age, hold a valid Wisconsin operator's license for the type of vehicle driven, have at least 1-year experience as a licensed driver, and be pre-approved to drive District-owned vehicles. The driving record for all drivers will be checked annually. Smoking is prohibited in the vehicle at all times.

Volunteer drivers: Volunteer drivers may be used on occasion. These drivers will meet all licensing requirements and the same **Driver Requirements** as noted above.

Transportation: SCCC will provide transportation for field trips as available vehicles and drives allow. In the event that transportation needs exceed that which District-owned vehicles can accommodate, SCCC, through the District, will utilize one of the companies currently under contract with the School District of Shiocton to provide needed transportation.

Required forms: All children who are transported will have the following completed and signed forms on file:

- *Transportation Permission – Child Care Centers*
- *Field Trip or Other Activity Notification / Permission –Child Care Centers*

Use of personal vehicles: SCCC does **not** allow staff, volunteers, or others to transport children in personal vehicles. All transportation of students must be in school-owned or school-sponsored vehicles.

Child safety restraints:

Vehicles used to transport children must be equipped with car seats, booster seats and seat belts, appropriate for the age and size of children being transported. Children under age 13 may not ride in the front seat.

Vehicle inspections:

Vehicles used to transport children must be registered in Wisconsin, seating area must be enclosed, and vehicle must be inspected annually.

A first aid kit is stored in each vehicle. Should there be an accident, the Director is to be informed immediately and will then inform the District. The Director will verbally inform the licensing office within 24 hours and provide a written report within five (5) business days after the incident.

RATE SHEET – Shiocton Child Care Center

(Updated December 19, 2023)

Rates are effective January 1, 2024

Tuition rates are subject to increase at the discretion of the Child Care Committee with adequate notice given to all families.

CLASSROOM:	Full Time (5 days per week)	Four Days Per Week	Three Days Per Week	Two Days Per Week **
INFANTS (6 weeks – approx 12 months)	\$250 per week	\$242 per week	\$184 per week	\$126 per week
TODDLERS (approx 12 – 24 months)	\$250 per week	\$242 per week	\$184 per week	\$126 per week
TWO'S (approx 24 – 36 months)	\$240 per week	\$222 per week	\$169 per week	\$116 per week
PRESCHOOL (approx 36 months – 5 years)	\$235 per week	\$222 per week	\$169 per week	\$116 per week
SCHOOL AGE (approx 5 – 10 years)	\$235 per week	\$222 per week	\$169 per week	\$116 per week
Before-school Care*	\$8/morning	-	-	-
After-school Care*	\$12/afternoon	-	-	-
BOTH before & after care	\$15/day	-	-	-
4K Only Option (Drop-in Rate)***	\$58.00 per day			

* Before-school and After-school care is not eligible for multi-student discount.

** See **Summer Only Care** and/or **Extended Leave** for more information on this rate.

*** See **4K Enrollment** for more information on this rate. The Drop-in Rate is applicable for all age levels.

NOTE 1: If a child is enrolled on a part-time basis where the weekly schedule is not consistent each week (i.e. “rotational”), the parent will be billed for the child’s care based on full-time rates unless the parent requests to be billed at the Part Time rate, which would mean that the family discount will not be applicable and there will be no guarantee of space/availability for care. Families enrolled prior to October 1, 2023 that utilize a rotating weekly schedule are able to maintain their current arrangements.

NOTE 2: If a child is unable to move up to the next classroom due to lack of space availability or staffing, the parent will be billed for the child’s care at the rate assigned to the classroom s/he should be in.

ADDITIONAL INFORMATION

SCCC charges an initial \$50 registration fee (max of \$80/family), which must be paid at time of initial enrollment.

An annual registration fee of \$25 (max of \$40/family) will be included with the first billing in September.

In the event that a student leaves/withdraws from SCCC and subsequently re-enrolls, an initial registration fee will be charged upon re-enrollment.

SCCC offers families a 10% discount when multiple children from one family are enrolled for fulltime day care services. The discount is applied to the tuition cost for the oldest child enrolled in an SCCC classroom. The discount does not apply to before- and after-school care services. For discount purposes, the School Age classroom is considered a summer-only offering.

Parents will be charged in advance for the week to come based upon the calendar submitted. [NOTE: In the absence of a calendar, and without at least three (3) school-days prior notice, parents will be billed for the coming week based upon past attendance history.] Parents will be charged in full for days that that the child is sick

Weekly rates shall be paid in advance by Friday of the week prior. Payments can be made in the form of cash, check, money order or online at myprocare.com. Failure to render payment in advance shall be grounds of termination of child enrollment in SCCC.

See **Vacation Days** for days not charged.

For questions regarding rates, fees, and registration, contact the SCCC Director at (920) 986-3351 x790.

APPENDIX A

NOTICE OF WITHDRAWAL

Parent/Guardian Name: _____

The Parent/Guardian of: _____

Date notice is given: _____

Last day of attendance: _____

I hereby give SCCC a two weeks' notice from the date listed to withdraw my child from care.

Parent comments regarding the reason for withdrawal:

In order for your notice to be valid, the Notice of Withdrawal must be submitted two (2) weeks in advance of your child's last day of attendance to ensure no additional charges are added to your account. If less than two (2) weeks' notice is given, then the normal (usual) weekly tuition will be charged for the two weeks. Upon withdrawal, parents are responsible to make payment for the full amount due on their account. Failure to pay your balance in full when withdrawing may result in the account being sent to collections. Standards credits, such as vacation credits, may not be used to fulfill your notice obligation.

Parent Signature: _____

Signature Date: _____

Director's Signature: _____

Signature Date: _____

Shiocton Child Care Center Parent/Guardian Acknowledgement

I have read this policy book and agree to uphold the policies as stated in the Parent Handbook. I understand that I can contact the Director if I have further questions.

Parent/Guardian Signature _____ Date: _____

Thank you for choosing the Shiocton Child Care Center. Please sign and return to the SCCC. Failure to sign and return this form or your child's subsequent attendance in SCCC shall be deemed acceptance and acknowledgement of this Parent Handbook.

Approved by Board of Education 4/9/18
UPDATED 12/19/2023 and EFFECTIVE 1/1/2024