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ADMISSION-ENROLLMENT

Shiocton Child Care Center ("SCCC") is licensed by the State of Wisconsin, Department of Children and Families (www.dcf.wisconsin.gov). ~~We participate in e-re-inspected~~ 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.~~

CENTER OPERATION

We are licensed to care for up to 50 children at any one time, ages 6 weeks to 5 years of age. Our hours of operation are Monday through Friday, 5:30AM to 6:00PM. ~~SCCC offers full-time enrollment (5 days per week) and part-time enrollment (2 – 4 days per week), year round, with the exception of the 4th of July week. SCCC will close the week of July 4th for annual cleaning and maintenance.~~

~~-SCCC will also offer half-day child care, beginning at 12noon, for those students who are attending Shiocton Elementary School's Summer School program. See "Summer Child Care" for more details.~~

Additionally, SCCC will offer before- and after-school care for ~~the siblings, children~~ ages 5 - 8, ~~of the children enrolled in SCCC~~. The hours of operation for the before-school care will be 5:30AM to 7:45AM and for the after-school care from 3:10PM to 6:00PM.

See **Inclement Weather** and **Summer Care** sections for more information regarding enrollment and hours of service.

~~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.~~

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 Broad 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. Folks 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

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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 Monday following. Parents will be notified in advance of SCCC closings due to holidays.

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

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Summer Child Care

SCCC understands the potential for increased child care services during the summer months when school-aged children are no longer in classes. To that end, summer child care enrollment at SCCC will begin in March; school-aged children currently enrolled in before- and after-school care will be guaranteed enrollment for the summer months.

Half-day enrollment is available during the month of June for school-age children who are enrolled in Shiocton Elementary School's Summer School program. As summer classes typically run from 8AM til 12noon, students enrolled for a half-day during the month of June would be able to join SCCC at 12noon. Parents can choose to send a lunch with the student or participate in the lunch program through SCCC.

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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 windchills, a winter storm that brings heavy snowfall or ice. 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 by 5:00AM. 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.

~~even when the District closes school, runs a late start, or dismissals early due to inclement weather.~~

On days that the District runs a delayed start, before-school care will provide child care services from 5:30AM 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.

~~In the event that the weather is such that opening the Center would jeopardize the safety of staff traveling in to work, then the Center would be closed. Normal notification systems utilized by the District would be employed to notify all parents of the closure by 5:00AM.~~

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** section 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.

~~Absent Child without prior notification – Parents are responsible for 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.~~

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Emergency Closings – There may be times when an emergency arises ~~which that~~ requires the child care center to close. In such an event, parents will be notified via the ~~Skylet-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.

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.

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Attendance methods -

Children may be enrolled on a **full-time** basis ~~FOR 40 HOURS OR MORE PER WEEK(5 days per week)~~, or on a **part-time** basis ~~(2 - 4 days per week). FOR 39 HOURS OR LESS PER WEEK.~~ No child may be enrolled for less than ~~three (3)two (2) days per week or 30 hours per week.~~ At no time may a child be in the care of SCCC for more than 10 hours per day.

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Assigned to Nichole Schweitzer

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

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~~Absent Child without prior notification - Parents are responsible for 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.~~

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, public, private or parochial school, etc.

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
- Nichole Schweitzer, Superintendent
- Program Director
- Lead Teacher
- Teachers (child care worker)
- Assistant

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.

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)
- Photo Release Form
- Media Release Form

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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"

Parents Provide:

- Parents are responsible for bringing any bedding, sleeping bags, or blankets required or desired by the child.
- Parents are also responsible for providing 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.
- Parents are also responsible for providing diapers, wipes, pull-ups, and the like.
- Parents are also responsible for providing two (2) a changes of clothing and appropriate outdoor attire, including boots and closed-toed shoes.

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.

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. 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.

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.