



Family Policy and
Procedures Handbook

Last Edit: September 2024

These documents are the property of Little Raiders Childcare Center. If found, please
mail to 358 E River St, Arcadia WI 54612.

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About the Center:

Little Raiders Childcare Center is bridging the gap between childcare and elementary education. The Arcadia School District took on the responsibility of providing the community with a childcare option that was previously not available. This center is a newly remodeled and updated facility that is located in a wing of the Arcadia Elementary School. This center will encourage young children to participate in a comfortable, fun environment that is preparing them with the foundational skills needed to transition to elementary education one day. Parents can count on Little Raiders Childcare Center to care and prepare their children for their future academic journeys.

Mission:

At Little Raiders Childcare Center our mission is to provide child care that meets the needs of each child and family in a safe, educational environment. We strive to provide a high-quality facility with a focus on our children to be independent thinkers through a play based childcare environment and ability to stimulate social, cognitive, physical and emotional growth.

Vision:

A community in which an early childhood education workforce provides a safe and fun place to learn, impact, play and grow in Arcadia, Wisconsin.

Philosophy:

At Little Raiders Childcare Center, we believe that the environment plays an essential role in the success of children development in an early childhood program. We believe that every child has a different way of learning and the environment they have access to should consider social skills, communication skills, physical abilities, and the differing learning styles of each child. Children are agents of their own learning and should be given choices, responsibilities, and opportunities to learn and explore the world that they live in. With our high-quality facility and extensive teacher education, we provide a space for children to develop self-esteem and encourage the growing need for independence.

Licensing Information

Little Raiders Childcare Center is licensed and open 12 months throughout the year from 5:45 am to 5:45 pm Monday through Friday. The facility is licensed to hold a capacity of 85 children with ages between 6 weeks old to 12 years old.

Little Raiders Childcare Center will display the group child care license near the entrance. The license will reflect days, hours, and months of operation, ages of children to be served as well as the maximum number of children to be served at any given time. Any currently annotated violations and compliances will be posted in accordance with state licensing requirements up front on a bulletin board. There will also be a bulletin board up front for center policies, parental notices, observations, and

other parent information to be posted. Little Raiders Childcare Center will comply with all laws governing facilities and operations.

The center policies and procedures will be available at the front reference desk.

Administrative Structure

Our Little Raiders Childcare Center is currently directed by Jolynn Wendt. Parents may contact the center at wendtjo@arcadia.k12.wi.us with questions or concerns related to the center.

Administrative Structure:

- Center Director
- Program Coordinator
- Leadership Team
- Lead teacher
- Assistant teacher
- Support staff (closers)

Classroom Structure

Little Raiders Childcare Center has 8 classrooms to better serve children ages 6 weeks to 12 years of age. At this time (9/17/2024) we are undergoing an expansion that will change our classroom structures.

Child placement is dependent on social and emotional maturity, age and several other factors such as classroom space. Placement in a classroom and transitions to another classroom are necessary to continue serving new community children and families. Transitions are not optional for parents but they are welcome to discuss them with the director as needed.

ADMISSION POLICIES AND PROCEDURES

Non-Discrimination Policy

Little Raiders Childcare Center does not discriminate on the basis of race, gender, color, ancestry, creed, marital status, handicap, disability, sexual orientation, affection orientation national origin, age, military status, familial status, political affiliation, criminal history, or status in regard to public assistance.

Little Raiders Childcare Center is licensed through the Department of Children and Family Services.

Americans with Disabilities Act statement

Little Raiders Childcare Center complies with all aspects of the Americans with Disabilities Act and state handicap laws, and will, therefore, afford any reasonable accommodations to children with known disabilities, unless such accommodations would cause an undue hardship to Little Raiders Childcare Center. Children with special needs will be integrated into Little Raiders Childcare Center programs. Teachers will meet individually with parents to develop a program that works for the child and classroom.

Registration

A child will be enrolled in the center only after the Center Director confirms the availability of space, and the required paperwork is received and reviewed. Any change to enrollment paperwork must be communicated to the Program Coordinator immediately so that current information is always on file. This is for the safety of your child.

Prior to the start date the Center Director will schedule a center tour if you so wish. This tour will give your child an opportunity to spend time in his or her classroom and be introduced to the children and teachers. During the visit, you will have an opportunity to observe your child in the classroom, meet with the Center Director to review center policies and system accesses, and review paperwork.

Enrollment

Enrollment forms may be requested by phone, email, or in person. The center will email enrollment materials to the e-mail address provided. Any family who does not have access to a printer may make arrangements to pick up materials at the center. There are no limitations upon enrollment, if your child is behind in speech, potty training, etc. a plan can be created with the teacher. By state and Little Raiders Childcare Center policy, parents must return forms to the center director prior to the first day of attendance. Please see 'Children's Record' for required paperwork.

Children's Record

Each child participating in Little Raiders Childcare Center's program will have a file that includes all required paperwork for licensing and center compliance. A photo waiver will be filled out before the first day, this will allow staff to take pictures during class activities to be posted on our facebook page or website. You have the choice to deny permission for us to take photos of your child.. All child records will be maintained by Little Raiders Childcare Center to insure confidentiality of all personal information. Teachers and volunteers will maintain all information on a confidential basis. Parents, or persons authorized in writing by parents, may access children's records and reports

upon request, unless the parent / guardian has been denied access by a court order. Only agencies that have legally authorized access to, such as state licensing staff, will be allowed to review records. If the occasion arises that there is a need to share information outside the center, parental consent will first be obtained, unless a parent is being investigated for child abuse and neglect by state or federal authorities. Child Records will be taken with teachers when on walks or in the event of an emergency situation.

Children's Personal Supplies

Little Raiders Childcare Center will provide some supplies and equipment necessary for the center. Little Raiders Childcare Center will provide crib sheets for infants, formula for infants and all food. Parents are welcome to bring other options. Parents need to provide a change of clothing, and personal items unless otherwise indicated.

Parents of children 6 weeks to 3 years will be asked to supply:

1. Diapers
2. Formula (if not using the center supplied formula)
3. Two pacifiers, if used by infant (labeled clearly with child's full name and no soft attachments)
4. Bottles (labeled clearly with child's full name)
5. Blanket, sleeping bag, and pillow for rest time (children over 12 months only)
6. Two complete sets of extra clothes in case of accidents
7. Seasonally appropriate clothing for outdoor play
8. Sunscreen if desired (med form must accompany)

Parents of children 3-6 years old will be asked to supply:

1. Diapers or pull ups (if necessary)
2. Seasonally appropriate clothing for outdoor play
3. Two complete sets of extra clothing in case of accidents
4. Blanket, sleeping bag, and/or pillow for rest time
5. Optional comfort object for rest time (no noise makers please)
6. Sunscreen if desired (med form must accompany)

Personal belongings will be kept in the child's cubby and removed when necessary by the teachers. Teachers may ask parents to bring any items home that are not needed in their cubbies.

Daily Attendance

To ensure each child's safety and to encourage daily communication between families and staff, parents / guardians are responsible for checking their child in and out of the center each day using our ProCare system. The parent/ guardian will have a personal code to log their child in and out each day. Along with using Pro Care as an attendance tracker, we also utilize their electronic attendance system. A device to use this application will be kept by the teacher in each classroom for the teacher to list each child's arrival and departure times. The device (phone or tablet) must remain with the classroom teacher at all times. Attendance will also be taken on a classroom child attendance sheet which teachers will carry with them on walks or anytime they are outside of the building so they know how many and the names of each child in their care at all times.

In order to provide sufficient supervision and to appropriately schedule teachers, families are asked to carefully adhere to the schedule they choose for their child(ren). We ask that if you have an emergency and need to alter your child's schedule, please do not hesitate to contact the Center Director or send a message via ProCare. If a child will not be attending for the day, parents are asked to let their teacher know as soon as possible. If a child is absent from the center without prior notification from the parent, the parents shall be notified in accordance with center policy. We do not allow drop off between 12PM and 2PM for any of our classrooms due to the fact that all children are napping during that time frame and drop offs disrupt the other children's naps. Pick up is allowed at that time. If you have no choice but to drop off at that time, we will require a message via Procure ahead of time to make arrangements for your child to go elsewhere while their friends are napping. There are no minimum hours of attendance required at Little Raiders Childcare Center, however, some states require that children be picked up from the center after a maximum period of time.

Child Location

All teachers must know how many children they have in their classroom at all times. There will be frequent checks to make sure the teacher knows how many children are in their room throughout the day. Any child leaving the classroom for any reason other than leaving with a parent/ guardian must be accompanied by a teacher. Little Raiders Childcare Center is not responsible for a child any time the parent/guardian is physically in the center.

At the end of the day teachers will check the entire center including all bathrooms, classrooms, kitchen, storage areas, and playground to ensure that all children have been picked up. Teachers will confirm by also checking "ProCare" in each classroom.

Authorized Release

If a person other than a guardian will be picking up a child, their name needs to be on the child's enrollment form as an authorized person and may be required to show a valid ID. An authorized pickup person must have permission to pick up the child or Little Raiders Childcare Center will not allow the child to leave. Verbal authorization from a parent is acceptable for this circumstance. Anyone court ordered not to be in the center will be asked to leave immediately. Little Raiders Childcare Center does not provide court order forms. One must be obtained through the parent/ guardian. Any authorized person MUST sign the child in and out using the Pro-Care computer.

Center Closings

Little Raiders Childcare Center will make every effort to stay open to meet your needs. Little Raiders Childcare Center will not close due to inclement weather unless it compromises the operation of the center or the safety of the teachers/children. Please call the center and listen to the voice message, check your email or check your local news station for more details. In the event of an emergency closing, all parents will be notified, and teachers will remain at the center until all the children have been picked up.

Holidays

Little Raiders Childcare Center will be closed for the following holidays if they fall on a weekday:

1. New Year's Day
2. Memorial Day
3. Fourth of July and the day before or after; TBD each year
4. Labor Day
5. Thanksgiving
6. Day after Thanksgiving
7. Christmas Eve
8. Christmas
9. Teacher Inservice Days—at least two a year

**With possible consideration to close the day before or after some holidays*

Holidays are calculated into current weekly enrollment fees and will not constitute a refund or lesser enrollment fee the week before, or the week of, or the week prior to the holiday.

Pets

In the event pets are being allowed in the center we will require permission slips for

every child with a description of how many pets, the kind of animal and what they are here for. Parents will be notified at least 1-2 weeks in advance. We will require proof of animal vaccinations.

Rules and Policy Availability to parents

The Parent Policies and Procedures are available at the front desk.

Parent Involvement and Communication

We have an open-door policy and invite parents to visit the center any time to observe their child unless access is denied by a court order.

Little Raiders Childcare Center strives to keep the communication between parents, teachers, and administration as open as possible. Teachers will communicate with parents on a daily, weekly, and monthly basis by means of “ProCare” daily logs, phone calls, letters, emails, discussions, conferences, newsletters, etc. Any change in schedule or concerns about a child will be directly communicated to the parent as soon as possible.

“ProCare” generates daily logs that parents can view through the procare portal. Teachers will provide newsletters as time allows. General parent information will be distributed in the child's cubby, on the daily log, in their folder, whiteboard or through postings in the classroom. Our center will provide an emailed newsletter or post on facebook once a month (at least) to keep parents informed on center operations. In addition, curriculum will be posted inside the classroom to ensure parents are informed of classroom activities.

Little Raiders Childcare Center will offer individual parent/teacher conferences on pre-planned dates, in the evenings, to meet with each parent to discuss individual growth and goals of the child. These are not mandatory, but are highly encouraged, as this gives a parent 15 minutes to discuss their child's progress while at Little Raiders Childcare Center as well as any concerns from either the parents or the teachers. The Center Director and teacher are also available by appointment for a conference at any time at the request of parents.

Transition emails and/or letters will be given out two weeks prior to a child moving to another classroom. This time will allow parents and teachers to communicate as well as let the child grow accustomed to their new classroom.

TUITION

Tuition Rates Review

Each year Little Raiders Childcare Center will review our rates and will send a letter to all families by the first week of July explaining the need for an increase or that tuition rates will not change. Tuition rates will not increase every year if not necessary, but a letter will still go out to families each July. If a rate increase is necessary, the increase will begin the week of August 30th each year.

Attendance Options

Little Raiders Childcare Center gives one full-time option of 5 days for weekly attendance at time of enrollment. All children will obtain a full time position at the center. A parent may choose to bring their child part time but will still be billed our full time weekly rate.

School-Age children (enrolled in 4k to 4th grade): Have the option to pay part-time rates during the school year. This would ensure their child could be at the center from 5:45AM to school start and again after school to 5:45PM. Summer full-time rates will be a possibility; the rates for full-time summer care will be decided by January of each year.

Benefits

Full time (5-day week) enrolled children are eligible for 1-week vacation per calendar year. The director must be notified of the 1 week vacation. Vacation days must be used 5 consecutive days within the same week.

Parents with more than one child enrolled at Little Raiders Childcare Center will receive a 10% discount on the oldest child's account.

School District of Arcadia employees will receive a 25% discount on their child(ren)'s tuition.

Payment Schedule

Tuition is due Tuesday for the week of scheduled attendance and is billed weekly with the option to pay monthly. Little Raiders Childcare Center collects tuition through ACH withdrawal (Debit/credit or checking account) and/or money order; a form will be given at time of registration. Accommodations for this process can be made at the discretion of the center directors.

In the event that an ACH or draft is returned unpaid or late, a fee of \$45.00 will be charged to the family's account. The account will be debited with the returned fee amount with the next regularly scheduled payment.

Tuition rates remain the same for weeks where there is a holiday and when the center is closed. This is calculated into current weekly enrollment fees and will not constitute a refund or lesser enrollment fee the week before, or the week of, or the week prior to the holiday. If you believe there may be an error in billing, please contact the director.

If financial assistance is needed, please contact your local county agency.

County Assistance

Little Raiders Childcare Center does participate with most county assistance programs for childcare. Parents must pay one week of tuition for each child upon the first day of attendance and every week thereafter until the director receives a payment schedule from the county. It is then the responsibility of the family to pay all back-childcare tuition not covered by the county in a timely manner. If a county authorization is not received within 2 weeks of the child's start date, the child will not be able to attend the center until an authorization has been made. If, during any time the child is enrolled, the authorization ends, the parents will be responsible for ½ of the regular tuition rate until the county is re-authorized. If the child is not re-authorized within 2 weeks, the child will not be able to attend the center until it has been received.

Late Pickup Policy

Teachers are scheduled to work until 5:45pm. For any child picked up after hours of operations or if a child is at the center for more than 14 hours, \$2 per minute beyond licensed standards will be charged to your next tuition bill. Three late pickups will result in a meeting with the director and involved family. If you are running late, please call us in advance so we can plan appropriate staffing and reassure your child. If your child is not picked up by 6:15pm, the local authorities may be called.

Refunds

No refunds will be given for withdrawal of any child from Little Raiders Childcare Center unless they have paid beyond their two-week notice or an unfortunate accident has occurred. In the event a refund does happen it will be paid back in full. Parents will not be charged past their final date as long as a two week notice is given. See 'DISENROLLMENT'.

Past due account balances

Any family with past due fees must pay in full, including late fees, before the child can return. Slots may be given to other children if payment is not received. Suspension of children due to unpaid fees is at the discretion of the Director. There will be no reductions in weekly fees for sick days.

Absence Policy

Full tuition payment is required during any absence including sickness, holidays, inclement weather closings, and vacations (with the exception of a full-time vacation waiver). No credits will be given for absence.

Long-Term Leave of Absence

To ensure all the families an affordable premium experience, if a parent chooses to remove their child from the center (for anything other than vacation or maternity leave) and would like to retain his or her slot in the center, Little Raiders Childcare Center, requires continued payment for the slot that the family would like to continue reserving.

Additional Fees

Little Raiders Childcare Center does not have supply, registration or material fees. In the event that additional fees occur, parents will be notified at least one month prior. Any parent needing assistance is encouraged to let the Center Director know.

Disenrollment

If you are withdrawing your child from our center on a positive note such as change of job, relocation, child entering school, etc., we require a two-week written notice that our services will no longer be required; this notice must be given via email or written to Jolynn (Center Director). Verbal notice is not valid for withdrawal from our center. The two-week written notice is required to the center director on a Monday to avoid fees and the family will still be charged for the last two weeks in full, whether their child attends or not.

If your child's discharge is initiated by the center, the following action will already have been followed:

After the first incident, the parents will be contacted and the problem discussed and a course of action decided upon. The staff of the center will speak to the child at the time the incident occurs and discipline administered. The parents will be asked to review the behavior with the child at home. Documentation will be placed in the child's file. After the second incident, the staff to discuss the situation will contact the parents immediately and the child will be redirected according to center policy. Documentation

will be placed in the child's file along with a written summary of the discussion held with the parents of the child. The parent will be advised at this time that if the inappropriate behavior continues there will be grounds for immediate dismissal and the child is placed on probation. If a third incident occurs, the parents will be contacted and asked to come to the center and remove the child from our care. Documentation will be placed in the child's file once again and payment would be due only for services rendered to the point of discharge. In the case of the child being removed from the program at the discretion of the center, no refund will be given.

All measures will be taken to ensure this does not happen. We will provide adequate supervision and intervention so that situations are not permitted to escalate to the point that discharge would be necessary. *Examples of serious misbehavior may include, but not be restricted to, the following: hitting, kicking, bullying, name calling, pushing and shoving, rude and aggressive behavior, consistent failure to follow center rules of expected behavior.

Because not all conflicts involve just the children in our care, we have found it necessary to include a section in this manual strictly relating to the relationship between the center and parents of the children in our care.

A child will also be discharged under the following circumstances:

Failure on the parents part to pay for childcare at the agreed upon time will result in the parents being told to make alternate arrangements. Parents will be given one opportunity to correct the payment issue and if it becomes an issue again, the parents will be given immediate notice to remove the child and a payment of two weeks will be required.

Failure on the parent's part to communicate any and all situations that may affect their child at the center. This would include but not be limited to the following:

- Past negative experiences with other childcares
- Length of time the parent intends to have the child remain in the center's care. This is important as most centers have lengthy waiting lists. Most children do much better in a long-term placement situation. Parents need to take into consideration that some smaller centers may have a harder time replacing children after a short period of time. Parents who know they require only short term care or have their name on a waitlist at other centers, are required to disclose this fact to the center before placing their child. This disclosure works to benefit both the child and the center.

CHILD EDUCATION

Curriculum

Little Raiders Childcare Center uses a hybrid program that involves creative curriculum and center agreed upon curriculum. Curriculum is developed with developmentally appropriate instructional materials that exceed state standards and match the educational culture of Little Raiders Childcare Center. Our curriculum focuses on eight areas of childhood development: fine motor development, healthy practices, social and emotional development, creative expression, physical health, cognition and critical thinking, language and literacy, and dramatic play. The curriculum is divided into age groups:

Infant

- 0-3 months
- 3 months to 6 months
- 6 months to 9 months
- 9 months to 1 year

Toddler

- 1 year to 1.5 years
- 1.5 years to 2 years
- 2 years

Preschool

- 3 years
- 4 years
- 5 years

School Age

- 6+

Staff will do activities that are tailored to promote growth and development while providing an educational and enjoyable experience for children.

Our curriculum for infants is designed to meet infants' developmental levels by addressing their growth through exploration. Many of the educational goals and activities are based around sensory exploration, repeating sounds, walking, textures, building muscles, communicating, movement, crawling, and writing.

Our curriculum for toddlers is designed to set the stage for preschool. Children focus on exploration, playing together, how we feel, shape and color recognition, fine and gross motor development, how we can make others feel, taking turns, and pre-reading and writing skills. These activities address topics in a way that toddlers can understand while still challenging them educationally in order to develop cognition and critical thinking skills.

Our curriculum for preschool sets the stage for children's continued educational experiences as they prepare to graduate from early childhood Childcare and enter into primary education through: writing, phonemic awareness, social skills, scientific exploration, creative expression, emotional skills, mathematical knowledge, and fine and gross motor development. In this curriculum, children learn basic skills that they can utilize for the rest of their lives. The activities are meant to build upon the knowledge and experiences that the children already possess and expand on it in a way that makes education fun and fosters a love of Childcare.

Weekly curriculum activities will be posted inside the classroom and re-capped on the Friday email. Implementation will also be evident by artwork hanging throughout the centers.

Early Morning and Late Afternoon Care

Little Raiders Childcare Center will have an established curriculum from the hours of 7:30 until 4:30 pm daily. Breakfast will be served daily 8:00-9:00am; lunch served 11:00-12:30; snacks served at 2:30-3:00. There will be planned activities or learning through play opportunities for the children between the hours of 5:45am-11:00am, and 3:00-5:45pm. Children will be provided with structured activities such as coloring, reading, group games, crafts, etc. by the teachers. Children who are at the center between the hours of 3:30-5:45pm will receive a snack around 5pm or after they arrive from school, be taken outside on occasion, and do similar activities as provided in the morning.

Schedule Coordination with Home

Little Raiders Childcare Center respects the values, ideas and traditions of each family enrolled in the center. The teachers will work with the parents to keep the schedule as routine as possible for the benefit of the child. Any concerns or requests may be brought to the Lead teacher's attention.

Program Activities

Little Raiders Childcare Center activities will provide each infant, toddler, and preschool age child with age-appropriate experiences to promote their cognitive, verbal, social, emotional, and physical development. The program includes indoor play, outdoor play, nap/rest periods, opportunities for group play, opportunities for children to read and explore books, daily reading with children, and fostering language and social development.

Program Schedule

Little Raiders Childcare Center program schedules are planned to include the following daily schedules. Tentative time frames will be posted in each classroom.

- **Large Group Activities-** Children are encouraged to interact in a large group, take turns, participate, and allow others to participate with them.
- **Small Group Activities-** Children are assisted in developing particular skills such as cutting, tracing, balancing, hand-eye coordination, color identification, etc.
- **Story Time-** Children are exposed to age-appropriate literature and are encouraged to use their imagination, to build vocabulary, and to develop listening skills.
- **Mealtime-** Children will be encouraged to learn group cooperation, language development, social interaction, good nutrition, and to try a variety of different foods.
- **Rest-** After lunch, each child over 1 year of age and under 5 years of age will receive a cot or mat and have two hours to lie down and either fall asleep or have quiet time. Infants and children under 1 are on their own schedule (infants may sleep more often). If a child does not wish to sleep, they are permitted (after 30 minutes) to get up and do a quiet activity. Each child is permitted to bring a favorite blanket, pillow or stuffed animal to feel more comfortable. Bedding will be sent home to wash weekly or when soiled or wet. If an infant falls asleep before being placed in a crib, Little Raiders Childcare Center will immediately move the infant to a crib. When an infant falls asleep while being held, Little Raiders Childcare Center will continue to supervise the other children while determining how long to hold the infant before placing the infant in a crib to sleep. The sleeping infant will be held in a position that does not block the airway or cover the face. After nap time, children over 2 years of age will pick up their rest area while the teachers place the cots back in their storage area.
- **Outdoor play-** Daily Schedule will include outdoor play; weather permitting.
- **Character Development -** Children will be exposed to a variety of activities, projects, and role modeling that reinforce positive values. Little Raiders Childcare Center will implement character development that emphasizes respect, trust, creativity and personal growth.

- Free Play- This will be a time for children to explore the classroom on their own. They will get to choose what and where they want to play based on what interests them.
- Interest Centers- Different interest centers in the classroom will be available. Children will be in small groups and rotated through these centers getting the opportunity to have structured group play time.

Developing Positive Attitudes

In keeping with our educational goals for the development of positive self-concept, the center teachers help supply the children with correct anatomical names of all body parts. Questions are answered in an age-appropriate and matter-of-fact way. Children in centers share bathrooms. As children develop, they may seek increased privacy. This typically happens around age 4. Teachers are sensitive to the individual needs of children who develop sooner or later than expected. Each child shall be treated as an individual person.

Development of a Child's Self-Image

In order to make guidance a childcare experience and enhance a child's self-esteem, the teachers will allow children to express their feelings through acceptable avenues (physical activities, discussions, group activities, and communication). They are also allowed to express their feelings by childcare words to identify feelings, increasing their vocabulary and showing that all people have emotions and must use self-control giving them the opportunity for growth.

Self Esteem and Positive Self-Image Development

Little Raiders Childcare Center teachers keep interactions with children warm, nurturing, and compassionate. Little Raiders Childcare Center teachers provide materials that support the child's progress and challenge the child's developmental level. They encourage each child to develop his/her own independence and problem-solving skills through the use of classroom materials and experience. Teachers maintain a daily routine, which is consistent and predictable. They plan activities that are consistent with the child's development, interest, experiences, ethnicity and cultural backgrounds. Cultural diversity will be evident in programs, supplies, snacks and mealtimes. Everyone will use positive communication between adults and children. Teachers will stress the importance of process, not product, and that each child is valued for individual achievements and will also allow children time to transition from activity to activity.

Social Interaction

Children will learn how to socially interact with each other and teachers through:

1. Creative play experiences
2. Group time
3. Interaction at the meal table or during snack time
4. Community programs and field trips set up to provide social interaction with outside sources, when possible
5. Planned family activities
6. Teacher- directed planned activities
7. Music, songs, and fingerplays

Self Expression and Communication Skills

Children will learn these skills during such activities as story time (where they will be encouraged to act out parts) , plays, listening to tapes and books read by the teachers. They will have opportunities to participate in show and tell, have creative play experiences, and teacher-directed activities.

Creative Expression

Little Raiders Childcare Center teachers will support children in creative expression by having materials readily available and scheduling opportunities in their day to use constructive toys, interest centers and equipment. Little Raiders Childcare Center will also find community resources to further foster creative expression.

Large/Small Muscle Development

Large muscle development is enhanced through using climbing apparatus, playground equipment, and participating in group activities and classes at Little Raiders Childcare Center. Small muscle development is enhanced through the use of puzzles, beads, and fingerplays, etc.

Intellectual Growth

Little Raiders Childcare Center is a Childcare center that challenges children and gives them every opportunity to participate in decision-making.

Cultural Diversity

The children will learn about different cultures, occupations, lifestyles and traditions throughout the year. The monthly menu will include different ethnic foods throughout the year as it coincides with the theme, events and/or culture that the classrooms are

learning about. Teachers will include culturally diverse music, books, dolls and posters in their classrooms.

Religious Trainings and Holiday Celebrations

Little Raiders Childcare Center is not affiliated with any one religion. The children will learn about different cultures and how they celebrate holidays throughout the year. Little Raiders Childcare Center may celebrate all known holidays. The teachers will not imply that there is any defined way to celebrate any one holiday. These celebrations will help children understand and appreciate various cultures and beliefs. Parents with concerns may address these issues with their teachers and/or the Center Director.

Outdoor Activities

Little Raiders Childcare Center provides children with outdoor activity space. There is free-standing equipment for free play such as cars, trikes, playhouse, etc. There are toys for infants such as push carts, cars, sensory balls, etc. Playground balls and equipment are available for teachers to lead structured play activities outdoors. All classrooms will utilize the outdoor play structures and equipment daily, if weather permits. Children must have appropriate clothing for the weather (i.e. boots, snow pants, coats, hats, gloves, etc.) to be permitted outside.

All children will have designated outside / large motor playtime for at least 30 minutes in the morning and afternoon. Little Raiders Childcare Center is also equipped with an indoor large motor area (school gym) to be utilized throughout the day, as well as when there is inclement weather.

Walking Field Trips

Little Raiders Childcare Center teachers do take the children for walks around the surrounding playgrounds of the elementary school. An approved cell phone, first aid bag, and child enrollment paperwork is all taken along on walks. Teachers must be present during the walk with the children. The Director will be aware of what route each group is on at all times. Written notice will not be sent home with parents notifying them of the walks as they are part of a daily routine. Concerns may be brought to the attention of the Director. Any child who is not permitted to take walks will be placed in an age-appropriate classroom or office with activities to do until the group returns.

Research and Public Relations

Research gives early childhood practitioners and policy-makers essential knowledge to use in making decisions on behalf of young children and families. The goal is to integrate the best available research evidence with the wisdom and values of professionals and families. Little Raiders Childcare Center will make sure that written

permission is obtained from a parent before a child is involved in experimental research or a public relations activity involving a child while at the center. A separate written permission form must be obtained before each occasion of experimental research or public relations activity.

Water Activities

During the summer months, the curriculum often includes water play. The teachers are allowed to use sprinklers, spray bottles, water tables and buckets of water at the discretion of the Director. Teachers will be present during any and all water play. Water balloons are not permitted, as they are a choking hazard.

Developmentally Appropriate Programming

Infant and Toddler Program

Children will receive individualized care and infants will be allowed to follow their own schedules, if necessary. This schedule will simulate, as much as possible, that of the home. Parents and teachers will communicate daily through infant and toddler daily sheets via the parent portal and verbal communication upon drop-off and pick-up. The infant and toddler daily sheets will inform parents about diapering, feeding, and sleeping schedules for infants and toddlers.

In the infant room, teachers will provide language development and other Childcare experiences for babies during normal routines, such as eating and diapering. The curriculum for infants also includes teaching baby sign language, yoga and large/ small motor skills. Infants will be provided with a variety of safe toys and play will be emphasized as a Childcare and growth experience. All infants will receive physical contact and attention including being held, rocked, talked to, and sung to. Soft music will be played during most hours of the center's operation. Children will be given opportunities to go outdoors each day using strollers, weather permitting.

In the Toddler room, independence is encouraged so the children will be given more opportunities to make decisions and accomplish tasks with less assistance from the teachers than in the infant room. Toddler's under 2 will follow more of their own schedule. Toddlers will also participate in a curriculum that works on development of fine and large motor skills as well as social/ emotional and cognitive skills.

6 Weeks to 12 Months

Infant teachers will always make sure of the following:

1. Care by the same caregiver on a regular basis, when possible
2. Individual attention given to each child including playing, talking, cuddling and holding
3. Holding and comforting a child who is upset
4. Prompt attention given to physical needs, such as feeding and diapering 5. Talking to children as they are fed, changed and held such as naming objects, singing or saying rhymes
6. Ensuring the environment is free of objects that may cause choking in children younger than 12 months
7. Never leaving an infant unsupervised

The infant room arrangement must:

1. Make it possible for caregivers to see and/or hear all children at a glance and be able to intervene when necessary
2. Include safe, open floor space for floor time play
3. Have solid barriers between cribs that an infant may not reach into another crib (2ft apart)
4. Provide caregivers with enough space to walk and work between cribs, cots and mats
5. Ensure older children do not use the infant area as a passageway to other areas of the building

All equipment must be in good repair. All highchairs, swings, strollers, infant carriers, rockers or similar devices must have safety straps with a crotch piece and must be fastened at all times when children are in devices. Crib sheets must fit snugly. No pillows, comforters, stuffed toys, quilts, bumper pads or large blankets may be used in the cribs. Each crib must be sanitized, wiped down and changed as soon as it becomes soiled and/or before another child is allowed to use the crib. Infants not able to turnover on their own must be placed in a face-up sleeping position, unless the child's parent presents written documentation from a physician/doctor stating that a different sleeping position is allowed and will not harm the infant.

Infant feeding instructions are required for children not yet ready for table food. Teachers must obtain written feeding instructions found on the Under Two Intake Form that is signed and dated by the child's parent (or physician if something other than formula or breast milk is required). Instructions must be reviewed and updated by the parent every 3 months until the child turns 2.

Teachers will provide a daily log to the child's parent through ProCare every night that the child attends the center. The report must contain the following information:

1. Time the child slept
2. Times and amount of food and liquid consumed
3. Times of and description of diaper changes
4. Child's general mood for the day
5. A brief summary of the activities in which the child participated
6. Any supplies needed for the child the next day

12 Months to 3 Years

In these classrooms, the teachers will provide the following:

1. Routines such as diapering, feeding, sleeping and indoor and outdoor activity times will be consistent, as much as possible.
2. Consistency from teachers, as often as possible.
3. Individual attention given to each child including playing, talking and cuddling.
4. Holding and comforting a child who is upset.
5. Ensuring the environment is free of objects that may cause choking in children younger than 3 years of age.

The toddler area must include:

1. Spaces in the room that allow both individual and group time.
2. A play environment that allows the caregiver to supervise all children at all times.

Activities for toddlers must include at least the following:

1. Daily opportunities for outdoor play when weather permits.
2. Opportunities for thinking (cognitive) skills and sensory development, large and small muscle development, language and social development.
3. Opportunities to develop self-help skills such as hand washing and feeding.
4. Regular meal and snack times. 5. Supervised rest time.

3 Years to 5 Years

Caregivers must provide children with individual attention and encourage children to express feelings in appropriate ways. The curriculum used will introduce activities taught in Kindergarten (when age appropriate) such as counting, alphabet and number recognition, spelling (name), and following directions for a project. Children will improve their listening skills, cooperative Childcare skills, independence skills, and grow in their respect for others, as well as responsibility for their actions.

Physical space requirements for children age 3-5 years must include:

1. Space for furnishings and activities, without limiting children's movement.

2. Space in which children are allowed to find or create individual activities, but which still permits the caregiver to easily supervise.

Furnishings and equipment for children ages 3-5 years must include at least the following:

1. Interest centers, such as dramatic play, block building, stories and books, science and nature activities, art and music, sensory and problem-solving activities that are:
 - a. Clearly defined
 - b. Organized for independent use by children
 - c. Arranged so the children's activities are visible to the caregiver
2. Age-appropriate seating, tables, and nap or rest equipment.
3. Enough popular items available so that children are not forced to compete for them.
4. Containers or low shelving must be available, so children can safely use items without direct supervision, and are accessible to children.

Activities for children ages 3-5 years old must include at least the following:

1. Daily opportunities for outdoor play when weather permits
2. Opportunity for thinking skills and sensory development
3. Opportunities for small and large muscle development, language and social/emotional development
4. Opportunities to develop self-help skills such as toileting, hand washing, returning equipment to storage areas and serving and feeding
5. Supervised nap or rest times

4 Years to 12 Years

Caregivers must provide children with individual attention and encourage children to express feelings in appropriate ways. Children will continue to improve their listening skills, cooperative skills, independence skills, and grow in their respect for others, as well as responsibility for their actions. It is essential for staff to support school-age children in following the curriculum pre-planned for them from the school district.

1. Provide resourceful, caring staff
2. Recognize the importance of peer relationships in child development
3. Utilize both mixed-age and same-age groupings when appropriate
4. Allow children to self-select activities when possible
5. Use positive guidance and discipline techniques
6. Have classroom environments that facilitate individual, small-group, and large-group activities

7. Offer students activities and experiences that foster self-esteem, thinking skills, physical development, competition, cooperation, good nutrition, health and safety, and community awareness.

Child Guidance

The goal of the Little Raiders Childcare Center is to guide children to becoming cooperative, happy, and responsible participants through positive, non-threatening teaching techniques involving problem solving, conflict-resolution, and communication and negotiation skills. Guidance shall not damage the child's self- image or embarrass the children involved. Whenever possible, limits will be displayed and reinforced through active listening (messages, giving information, contingencies, making choices and natural consequences). Environmental room arrangements and setting of limits shall be carried out to help each child learn self -control, make correct choices, identify feelings and develop a healthy understanding and respect of feelings of others.

Guidance shall be ongoing throughout the day in all activities in which children participate. Room arrangement shall consist of preset limits in each area to enable children to recognize a problem in advance and determine what is expected of them in case of overcrowding in an area. Children will use the art of communication and negotiation in settling any disputes that arise between them. Teachers will be in close proximity to encourage children, and to use active listening to help facilitate negotiation skills.

Daily schedules and weekly lesson plans will be posted inside and outside of all classrooms and will be followed to provide consistency and to help children thrive and build their bond of trust with teachers. The following factors shall contribute to guidance:

1. Modeling by teachers: Demonstrate calm demeanor, politeness and gentleness with children through actions and tone of voice
2. Classroom environment: Provide optimal space for children to become involved in both group and solitary play. Children will be arranged in specific areas, each with set limits and visually accessible to caregivers.
3. Planned activities- Provide optimal amount of activities that are tailored to the developmental level of each child
4. Redirect children away from problems and toward constructive activity in order to reduce conflict
5. Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict
6. Protect the safety of children and staff person

7. Provide immediate and directly related consequences for a child's unacceptable behavior
8. Ongoing Scheduled Evaluations: Examine daily routine and evaluate transitional activities with the intent of accommodating the needs of all children

We believe that it is our responsibility to provide children with positive guidance. In the event that a child does not respond, we will notify the parents and work closely with them to develop a plan to help the child gain self-control and a positive attitude toward their peers and teachers. Should the child's continued negative behavior continue to impact the experience of the classroom, Little Raiders Childcare Center reserves the right to disenroll the child from the program.

Child Management Techniques and Transitions

During the early childhood years, children are learning to be in charge of their own behavior. We believe in establishing consistent, easy –to- understand limits and in having teachers who respond to inappropriate behavior with insight, sensitivity, and social-emotional skill. When clear, consistent and age-appropriate limits are present; children increasingly become responsible for themselves.

Teachers are encouraged to be creative when developing child management techniques and transitions as long as they are safe, politically correct, and do not harm or humiliate any child or teacher. These are important for the structure and running of a classroom. They can be fun and educational as they can include interaction, or repetition, for the children. Some techniques used may include, but are not limited to; songs, turning the lights on and off, clapping hands, holding up fingers until all children hold up fingers, redirection, one-on-one attention (child management), lining up, and child jobs (responsibility).

Redirection and Removal

Little Raiders Childcare Center teachers are trained to be aware of the classroom climate indicating potential misbehavior; be informed of family situations, talk privately with children and families involved, and provide guidance. They are trained to be able to give choices and encourage communication and negotiation skills between children. Redirection consists of directing a child to another activity that may include playing with other children, using a quiet corner or one-on-one teacher time. Teachers will attempt this child guidance technique before resorting to a removal period.

Removal periods mean 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. This may include having a child do an activity by him or herself for a few minutes. Removal from an activity may be used at Little Raiders Childcare Center when redirection is not effective. Removal periods are prohibited for children less than 3 years of age. Removal periods will be no longer than 3 minutes. This is done with the teacher to help calm them down, talk things over and redirect the behavior. A child will never be left alone in a room for the purpose of time out.

Biting Issues

Occasional biting from the ages of approximately 12 months to 2 years old is a natural developmental stage that many children go through. Toddlers bite other toddlers for many different reasons (teething, aggression, defense). A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teachers or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. Little Raiders Childcare Center will encourage the child to “use their words” if they become angry or frustrated. Teachers will maintain a close and constant supervision of the children at all times. Parents of both the child who is bitten, and the child who bites, must be notified EACH AND EVERY TIME. Notification should be in a professional manner at all times and teachers should never vent their frustration to the parent. Teachers should state the problem objectively and diplomatically.

To assist the child in the correction of excessive biting the teacher and Director must first determine why the child is biting. This is done through careful observation of the classroom environment, teacher/child interaction, the other children in the classroom, and communication with the child's parent or guardian. Once the reason for biting has been determined teachers will use the following techniques to assist the child in gaining self-control:

1. Teething - Drooling is normally present when children are teething, they may have a low-grade fever, and display abnormal behavior for their personality, and/or is generally fussy for no apparent reason. Crushed ice given twice a day will help a teething child keep from biting other children.
2. Aggression - Aggressive biters bite to gain control, to get attention or because they are over stimulated. Teacher observation is key in determining the reason for the aggression.
 - a. Control issues are usually a result of one child wanting something another child has. In this situation it is important for the teacher to assess the need for more materials or toys in the classroom.
3. Attention-seeking biters need to have more positive attention from teachers throughout the day as they are caught "doing something good".

- a. Overly stimulated biters are identified as children that are easily agitated by the close presence of other children, loud noises and quick movements. Overstimulation can also be caused by overexertion and fatigue. Teachers must make sure that the child's daily schedule meets the requirements of this manual to ensure all children have a balanced schedule of active and quiet activities and that the children are getting enough rest during the rest time.
4. Defending - Defensive biters bite to defend their body, physical space or belongings; attentive supervision of teachers can solve this type of biter under most circumstances.

Biting health care procedures will be taken to help the child with the bite wound, an ice pack or cold rag will be applied and parents will be notified of the incident prior to pick up.

Distraught, fussy or crying children

Little Raiders Childcare Center understands that there will be times when a child will become distraught, fussy or won't stop crying regardless of what the teachers are doing. Our teachers' first response in these situations will be to attempt to determine the cause of the distress. They will determine if it may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. The teachers understand that crying is normal, and that all babies will have times when they cannot stop crying. At these times, the teachers will remain calm and will do whatever they can to soothe your child, including calling the Director or another teacher to come in to help with the child. This may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when they will need some advice or assistance from the parents and will not hesitate to call you if they feel that it is necessary.

All of the Little Raiders Childcare Center teachers have been trained in Abusive Head Trauma and Sudden Infant Death Syndrome, by a certified trainer, before starting their first day of employment.

Prohibited Treatment

Teachers who are found acting in the following manners, prohibited by licensing, will be counseled, which may lead to suspension or discharge without benefits. Children shall not be subjected to the following treatment, even if requested by parent:

1. Spanking, hitting, pinching, shaking, slapping, twisting, throwing, or inflicting any other form of corporal punishment on the child.
2. Verbal abuse, threats or derogatory remarks about the child or the child's family.

3. 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.
4. Withholding or forcing meals, snacks or naps.
5. Actions that are cruel, aversive, humiliating or frightening to the child.
 - (a) A child may not be punished for lapses in toilet training. Or any other behavior constituting abuse

Prevention of Child Abuse and Neglect

Parents are invited, and encouraged, to visit the center at any time and do not need to ask permission or have an appointment to do so. Parents will be informed on a regular basis about their child's program participation in class and at the center. Teachers and volunteers providing direct care for children will be identified by a uniform and/or badge/name tag that is familiar to the children. The Center Director is charged with ensuring program quality, standards, and policies being maintained. Written reports will be filed in the general office. All teachers will receive an orientation, which includes written materials explaining Little Raiders Childcare Center procedures and policies and regulations. Volunteers and parent helpers are not counted in the teacher-to-child ratio and are always under the direct supervision of the teachers in the respective classroom, as well as Center Director. Volunteers and parent helpers will abide by Little Raiders Childcare Center procedures, policies, and regulations.

Teachers and volunteers are to be alert to the physical and emotional state of children in each classroom. Little Raiders Childcare Center will offer information on child abuse and neglect, as well as assistance to parents and teachers through the use of printed and audio/visual resources, as requested. When any sign of injury or suspected child abuse and/or neglect is detected, Child Protective Services and the Center Director and the will be notified immediately.

Teacher orientation and training will include information about the signs of possible child abuse and the approved procedures for reporting the suspicion of abuse. Teachers and volunteers will not verbally, emotionally, or by any other means abuse or punish a child. Teachers and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care, such as food and shelter. Background checks will be conducted for each teacher in accordance with state licensing requirements. All teachers are mandated reporters and will report anything they suspect right away to CPS and then notify their director.

NUTRITION

Kitchen:

The kitchen in Little Raiders Childcare Center will be equipped with all necessary food equipment and utensils. Any sharp objects will be placed in a cabinet or drawer with a child lock on it. No child will be allowed in the kitchen unless accompanied by an adult. The kitchen will be cleaned and sanitized every day before the cook leaves for the day; this means following all sanitary guidelines and making sure all dishes are done and have been run through the dish washing process.. Food storage will be kept in the cabinets and on a shelf inside the kitchen out of reach from children.

Nutritional Meals and Snacks

Little Raiders Childcare Center provides well-balanced, nutritious meals that exceed federal and state requirements and guidelines established by the United States Department of Agriculture (USDA). Meals are prepared on-site in our school kitchen and meet 1/3 of the child's daily nutritional needs as specified by the USDA. Our teachers join the children during meals and snacks, encouraging conversation and modeling appropriate table manners. In cases where exceptions or adaptations to our planned menu are requested for medical or religious reasons Little Raiders Childcare Center requires a note from the child's primary medical provider (dietary) or parent (religious). Children's food preferences will be referenced on the center allergy chart and posted in the child's classroom. The Health History relating food and nutrition information will be stored in the child's personal record. Infant meals: Little Raiders Childcare Center provides formula, baby food, and table food for all infants. Little Raiders Childcare Center provides Infant Formula with Iron.

Safe Food Practices

Little Raiders Childcare Center has food delivered through a commercial food distributor. All food is USDA and state approved. Food shall be clean, wholesome, and free from spoilage, free from adulteration or misbranding and safe for human consumption. Meat, poultry, fish, eggs and dairy products shall be from an inspected source. Only milk and milk products that are pasteurized and meet the Grade A milk standards of the USDA, trade and consumer protection may be served or used.

Meals will be prepared on the premises, in our Arcadia Elementary school kitchen or in our Little Raiders Center kitchen that both have been inspected by a representative of a state agency. Food in dented, bulging or leaking cans, or cans without labels, may not be used. Hermetically sealed, non-acid or low acid food which has been processed in a place other than a commercial food processing establishment may not be used.

Food sources are: Parents, local food distributors, dairies, grocery stores, and center Food Specialists.

Food and Nutrition Specialist Orientation and Training

The food specialist will be trained in basic nutrition and meet the qualifications per state licensing for their position. They will also be required to go through Little Raiders Childcare Center orientation and complete necessary yearly continuing education.

Information on Nutritional Education

Children's nutritional programs may include information from state agencies, films, stories, visiting professionals, parents, or teachers. In-service training programs will contain nutritional education of teachers. Suggestions for nutritional snacks and meals will be communicated from time to time to parents by newsletters and exchange of recipes.

Menu Posting

Monthly menus will be posted in each classroom, outside the center kitchen, and available to view on the family google drive, one week in advance.

Parent Communication in Regard to Nutrition

Parents will see a daily report via the ProCare, which includes a record of the child's food intake on a daily basis. These portals are available for all teachers to refer to during the day. Teachers encourage open communication with parents about their child's eating habits and routines.

The Foxes, Wolves, and RISE classrooms limit the amount of information posted in procare due to the amount of children they teach. If you want to know more information about your child's meal intake, ask the teachers to put it in procare.

Provisions of Meals and Snacks

All lunch meals shall consist of at least one item from each of the following categories:

- a) Meat
- b) Vegetables
- c) Fruit
- d) Whole grain bread products,
- e) Milk.

See USDA Guidelines.

Snacks shall consist of at least two of the following: milk or milk product, fruit, vegetable, whole grain bread/crackers. All snacks and meals provided through the center will be served as appropriate for the age of the children.

Meal Schedule

TIME PRESENT TO NUMBER OF MEALS/SNACKS RATIO

2.5 to 4 hours→ 1 snack

4- 8 Hours→ 1 snack and 1 meal

8-10 hours→ 2 snacks and 2 meals

10 hours plus→ 2 meals and 2-3 snacks

Meals will be offered at least every 3 hours. There will be no meal offered before 8:15am or after 5:15pm. Little Raiders Childcare Center meal schedule is as follows:

8:15am→ Breakfast

11:15/11:45am→ Lunch

2:15pm→ Snack

Snack 5:00pm→ Snack

School Age:

7:30am→ Breakfast

3:30pm→Snack

Meal Routines

Children will be encouraged to serve themselves when possible. Food may not be withheld, used as reward or punishment, or force-fed.

All children will wash their hands and face before and after eating. Children will be allowed transition time before and after meals to avoid standing in line and to help develop eating routines. Children will eat with the group they are with throughout the day. Maximum group size will not exceed licensing ratio guidelines.

Special Diet Needs and Allergies

All appropriate teachers will be informed of such allergies and special dietary needs. Parents must inform the center if their child requires an additional snack early in the morning or late in the afternoon. In an emergency or special situation, the center will provide the necessary food. Scheduling for extra snacks is flexible. Parents are requested to provide meals and snacks for children requiring specialty menus, such as vegetarian or kosher, if the center menu is not meeting the needs of the family, or if a child has a specific allergy such as milk products, or gluten products. In any case where an alternate meal is required from the parent, it must be nutritionally sound

(please no chips, sodas, pastries, fast food, etc.). Any dietary restrictions, parents will be asked to supply a doctor's note stating the dietary restrictions for staff to put on file.

A copy of the USDA nutritional guidelines is available upon request.

Special Treats & Holidays

In the event of a class party or birthday celebration, a child may bring in a special treat for a snack. The standard nutritional snack will also be provided as an option for those who do not want the special treat. Any parent wanting to bring in a snack may ask for the allergy list for the appropriate classroom. Please coordinate any special treats with the Program Coordinator.

Infant/Toddler Nutrition Policy General

Parents will be responsible for providing alternative formula for their child if they choose not to use the formula supplied. Little Raiders Childcare Center provides formula, which contains all needed vitamins and nutrients as other leading formula. Nursing mothers are always welcome, and the classrooms are equipped to store breast milk, if needed. Any request for changes to formula/milk outside of licensing requirements can only be implemented if approved by the parent. The center will wash, rinse, and sanitize bottles. The center will provide food that is developmentally appropriate for infants and toddlers. The center will provide breakfast, lunch, and an afternoon snack for infants 6 months and older which are from the appropriate food groups. Infant seats, highchairs, low tables and chairs will be provided for the children. Babies are always held for bottle-feeding until they are able to hold their own bottle. Individual cups and eating utensils will be provided by the center.

The center will provide the older infants and toddlers with solid foods (same as the rest of the center) each day. Parents will indicate on the enrollment form which solids have been introduced and the time schedule. Parents will regularly update parent intake forms that are available to teachers and are reviewed by the teachers weekly. Children are provided with some finger foods that encourage self-feeding. The center also uses spoons, forks, bowls, and cups that are easily handled by the toddlers.

HEALTH

Cleaning Aids

Poisonous and toxic materials, including cleaning supplies, bleaches and insecticides, shall be labeled and stored in a closet used for no other purpose and shall be inaccessible to children. Cleaning aids such as mops, brooms and buckets shall be cleaned and stored outside of food preparation or food storage areas.

Health Care

The objective of this section is to outline the policies to maintain, protect, and improve the health of all children and teachers; to reduce the risk of injuries and the spread of illnesses and diseases. Mildly ill means a child has a common, temporary illness that is non-progressive in nature.

Emergency Medical Source

Little Raiders Childcare Center will utilize the Mayo Clinic at 895 Dettloff Dr, Arcadia, WI 54612 (closest medical facility) for serious medical incidents. In the event of a medical incident, the parent/ guardian will be called first if the injury is not life threatening. If the injury is life threatening, the teacher will call 911 first, followed by the parent/guardian. If the parent/guardian cannot be reached, the emergency contacts will then be called. All incidents will be documented and signed by the parent/guardian, teacher involved, and Director. Please see your child's teacher or the Center Director for any questions you might have.

SIDS Risk Reduction

Sudden Infant Death Syndrome is a tragic cause of death of an infant under one year of age that remains unexplained after a thorough case investigation, including performance of a complete autopsy, examination of the death scene and a review of the clinical history. Little Raiders Childcare Center teachers are trained specifically to recognize what causes SIDS and how to prevent SIDS. Guidelines the teachers follow are not limited to: having the infant on their back only, putting the infant to sleep on a firm surface, maintaining a comfortable temperature in the room to avoid heavy blankets, avoiding use of positioning devices and keeping the infant's face uncovered during sleep. Teachers are also certified in Abusive Head Trauma at the time of hire.

Universal Precautions

All Little Raiders Childcare Center teachers will be expected to read the American Academy of Pediatrics Fact Sheet pertaining to Universal Precautions as part of their training. These plans address overall precautions when exposed to blood and blood containing bodily fluids, as well as procedures for wearing gloves, hand washing, and dealing with bodily secretions. Everyone exposed to blood or bodily fluids containing blood shall wash their hands immediately with soap and warm running water. Disposable gloves will be worn if there is to be contact with blood or bodily fluids or tissue containing blood. Gloves will be disposed of after one use in a lined, covered bin and hands will be washed with soap and warm running water after removal of gloves. For vomit, urine, feces, blood or other bodily fluid spills, teachers shall clean and

disinfect the area affected including floors, walls, bathrooms, tabletops, toys, kitchen, countertops, and diapering areas with a disinfectant. Children will not be permitted near the area until the area is completely dry.

AED

All Little Raiders Childcare Center members are trained in first aid and CPR within 90 days of employment. Little Raiders Childcare Center will provide first aid to minor injuries by washing the wound with warm water and soap; and applying a bandage. Teachers will notify parents of first aid performed on their child. In the case that child needs emergency medical attention 911 will be contacted first, then the parent.

Observation for illness or injury

Each child, upon arrival, shall be greeted by the teacher and shall be observed for symptoms of illness. If the child is found to have any signs of an illness such as, but not limited to, fever of 100.4 degrees F or higher, vomiting, paleness, severe itching, clammy to the touch, lethargic, complaining of pain, irritability, etc., the child shall be sent home immediately with the parent. If the parent has already left the center, the teacher shall notify the parent/guardian, or, if they are unavailable, the emergency contact person. If your child becomes sick while at Little Raiders Childcare Center, the lead teacher will contact the parent/guardians. You will be expected to pick up your child or send another authorized individual to pick up your child. If the person you choose to pick up your child is not listed as an authorized person, you are expected to notify the center with the name of the person who will be picking up your child. To the best of our ability, sick children will be allowed to rest quietly on their cots or will be removed from the classroom to wait for your arrival. It is expected that arrangements will be made for the pickup of your child within one hour of us contacting you. If the parent cannot be reached, the teacher will call the emergency contact person listed on the child's enrollment form. If a child has no fever or other overt symptoms of illness but displays significant behavior changes and is clearly uncomfortable and unable to participate in the activities, the child may rest on a cot until they are able to partake in the activities or parents/guardians arrive. Parents will be notified of their child's condition as soon as possible.

Any evidence of unusual bruises, contusions, lacerations, or burns found during the informal health check shall be noted in the classroom med log and reported immediately to the Director of the center. Teachers are required to document such observations. Should there be a reasonable cause to suspect child abuse or neglect, the center would follow the procedures listed under the section of reporting of child abuse. Please refer to that section.

Exclusion for illness

Teachers and children will be excluded from the center when ill. Children must remain out of the center for at least 24 hours without symptoms before returning. However, the child may return to the center if they have a note from the child's medical provider stating that the child is not contagious and may return. The director has the ability to override a medical doctor note stating a child isn't contagious if the child is determined too sick to be cared for by staff adequately. If a child has a communicable disease, the child may not return to the center without a doctor's note stating a return date or until the proper incubation period has lapsed; the director is aware of these guidelines and will enforce them as needed. In case of a fever, vomiting, eye drainage, diarrhea, or rash, the symptoms must be gone for 24 hours WITHOUT medication before returning to the center. Children who arrive at the center with the following symptoms will not be admitted. If the child develops symptoms during the day the parent will be called and expected to pick up the child within 30 minutes:

1. Communicable Disease
2. Fever: Temperature of 100.4 degrees F, or more – Can return after 24 hours of remaining fever free without medication.
3. Inflammation of, or drainage from, eyes: Due to possible infectious condition – Can return 24 hours after medication or with a Doctor's note stating that it is not contagious.
4. Discharge from the nose: Thick yellow or green color mucus possibly indicating infection of the ears, sinus, or eyes.
5. Rashes: Possible indication of communicable disease. Impetigo, yeast infection, or other infectious rashes. Can return with a Doctor's note if not contagious.
6. Vomiting: Repeated condition accompanied with flu-like symptoms such as lethargy, poor coloring in face, and loss of appetite. Can return 24 hours AFTER the last vomit.
7. Croup or Severe Coughing: Child has trouble breathing, coughs up phlegm.
8. Diarrhea: Three uncontained diaper changes within a day of watery stool. For 2 years and older- very watery stools at least twice as frequent as usual.
9. Convulsion or severe injury: Parent notified, and action taken accordingly.

Communicable Disease

When a child is suspected of having a communicable disease, Little Raiders Childcare Center will follow licensing policies and procedures of the state. Little Raiders Childcare Center will follow all directives given by the health authority in the event of a communicable disease. Any communicable disease MUST be reported to the director first. When a diagnosis of a communicable disease is made, there will be a posting on

the center communication board for all parents to view. The child shall remain out of the center until all symptoms are gone. The child's doctor can provide incubation period recommendations but overall the director will follow the Wisconsin Communicable Disease guidelines and provide direction for return. All reports will be confidential, so no names will be used, when giving notice to other families. Copies of the communicable disease chart are available on the Department of Health Services website at: [WI Communicable Diseases](#)

Isolation

An isolation area shall be provided for the care of children who become ill while at the center. The child will be provided a cot or mat in the Director's office for isolation when the Director is available to supervise and attend to the child. If the Director is not available to stay with the child, the child will be able to rest in the classroom in an isolated area blocked from the other children but still in plain view of the teacher. A teacher will be aware and attentive to the ill child until picked up. This procedure will be used while children are waiting for the parent to pick them up.

Allergies

Families are expected to notify the center regarding children's food or environmental allergies. Parents / guardians of children with diagnosed allergies are required to provide the center with an individualized health care plan, signed by the child's physician, detailing the child's symptoms, reactions, treatments, care, and all necessary medication. Every child will have a health history form, physical exam and immunization records on file with directors and the child's specific classroom. Parents/ guardians will be notified immediately if a treatment is necessary. A list of children's allergies is posted in all the classrooms throughout the center, including the kitchen. Teachers are trained to familiarize themselves with the list and to consult as appropriate to avoid the potential of exposing children to substances to which they have known allergies.

Child's Special Health Needs

If a child has a special health need, the Director will inform all appropriate teachers working with that child to make any accommodations necessary and we will need a doctor's note.

Medications

Little Raiders Childcare Center will not administer any medication, diapering products, sunscreen lotions, insect repellants, and other nonprescription medications without written parental permission; a parent consent has to be given on any medication. Parents MAY NOT leave any of these items in their child's diaper bag or cubby. Any

medications found in a diaper bag or cubby will be disposed of. The center teachers will administer medication when the following guidelines are met:

1. The medication is in its original container and clearly labeled with the child's full name. All medications administered will be recorded in the classroom medical log.
2. Prescription medicines must have the following information on the container: name of drug, dosage, directions for administering, date prescribed, and the physician's name.
3. Parents must fill out and sign a Medication Authorization form, which gives our teachers permission and full instructions for administering the medicine.
4. Be sure all medications are given directly to a teacher.
5. Medications will be placed in a locked medicine box clearly labeled. Medication that requires refrigeration will be kept in separate, locked containers in the kitchen (for toddlers, 3-5 yrs.) or infant rooms (for infants only).
6. When sending medications for infants, be sure to provide the measuring device necessary for the dosage to be given.
7. Tylenol and other over-the-counter drugs will be administered when a Medical Authorization form is completed. It must be in the original container with the child's name and dosage.
 - If the medicine directions on the bottle state "ask a doctor" for dosage, we cannot administer that medication until you supply us with a physician note from the doctor that states the weight of your child and the amount to give them. No exceptions will be made to this rule.
8. Missed medicine dosages or other problems related to medication will be communicated to the parents immediately.
9. No medication will be left at the center beyond the recommended administration date. Liquid antibiotics expire 14 days after being mixed and will be discarded after the 14 days.

Each classroom has its own medication box, which is locked at all times and kept out of reach of children. The key will also be kept by the respective lead teacher or in a cabinet out of the reach of children. Medications will be administered by the teacher in their respective classrooms in accordance with the "Five Rights" as set out in the Medication Aide Act. The Five Rights are: 1.) The right drug; 2.) The right recipient; 3.) In the right dose; 4.) by the right route; and 5.) at the right time. After every administration of medication, the teacher will log it in the med book and include the child's full name, date, time, prescription name, dosage, and teacher's initials. Medications will be administered at the time of day and number of days as noted on the original prescription label.

Injury on and off site

All staff members have been trained in first aid and CPR. In the event of an accident requiring medical attention, we will proceed as follows:

1. If the accident indicated immediate emergency treatment, we will call 911 and then contact the parents.
2. If less serious, staff will administer the necessary first aid and contact the parents.

If your child is injured at the center or while on a field trip, the Director or Administrator will take whatever steps are necessary to obtain emergency medical care. These include, but are not limited to, the following:

1. Provide first aid for minor injuries, which includes washing with soap and warm water, applying bandage or cold compress and notifying parent
2. Attempt to contact parent or guardian
3. Have the child taken to the emergency hospital for life threatening injuries

If we cannot contact the parent or guardian, we will do one and/or all of the following:

1. Provide first aid as appropriate and indicated in the center's emergency procedures
2. Call an ambulance or paramedic
3. Have the child taken to the closest emergency hospital by 911 ambulance
4. An incident report will be completed and a notation in the medical log to notify the parents of minor or serious injuries.
5. Offsite injuries will follow the same procedure above.

An incident report will be completed for all injuries. A copy will be given to the parents, including information describing what incident / injury occurred, the first aid treatment, and preventative steps.

Medical Log

Teachers will maintain a medical log indicating all injuries, accidents, and medications administered. Log must include the child's full name, date, time, prescription name, dosage, and teacher's initials. The Center Director or Program Coordinator will review the medical log at least every 3 months.

Serious behavior problems will be recorded on an incident report and placed in the child's file. Parents will be notified of the incident reports. Parents may view the medical log, as it applies to their child, upon request but all children's names will be removed from the log to maintain confidentiality.

Parent Notification and Confidentiality

Parents will be notified for each of the following:

1. If the child becomes ill or is injured seriously enough to require professional medical treatment. If the injury or illness is life threatening, 911 will be called first, then parent/guardian. If a parent cannot be reached, emergency contacts will be called. If the injury or illness is not life threatening, the parent/ guardian will be called first, for approval to call 911. If a parent cannot be reached, emergency contacts will be called.
2. If the child seems to have a communicable disease, the parent/ guardian will be called for pickup. If a parent cannot be reached, emergency contacts will be called for pickup. The child will rest in the Director's office or a secluded area of their classroom until picked up.
3. If the child has sustained a minor or serious injury, the teachers will give first aid to the child, if injury is not life threatening. The parent/guardian will be called for a serious, non-life-threatening injury. Minor injuries will not result in a phone call home but will be discussed with the parent at time of pickup. Teachers will document both minor and serious injuries and give documentation to parent/guardian for signature at time of pick up.

Please note: all notifications within the center about child wellness will be kept confidential. Information pertaining to a communicable disease may be reported to the Public Health Department only.

Hand Washing for Teachers and Children

The classrooms will have hand-washing procedures posted above the sinks for all children to view and learn. Children will wash hands: immediately before and after eating, after using the toilet or having their diapers changed, before and after using individual water play items, water tables, or moist items, after playing on the playground, after handling pets, after sneezing or coughing, and whenever visibly dirty. Teachers will wash hands: upon arrival at work, after breaks, when moving from one childcare area to another, immediately before and after handling, preparing or serving food, preparing bottles or feeding children, after using the toilet, assisting a child in using the toilet or changing diapers, after coming in contact with a child's body fluids including wet or soiled diapers, runny noses, spit, vomit, etc., after sneezing or coughing, after handling pets, whenever hands are visibly dirty, after cleaning or handling garbage, after playing in sand and outside, before and after giving or applying medication or ointment, immediately after removing gloves used for any purpose, before going home, before and after eating, drinking, smoking, or taking a break, after handling one food, and before another. If individual combs or toothbrushes are kept at

the center, they will be stored in sanitary conditions. They will not be shared. Cups and eating utensils will not be shared.

Glove Usage and Disposal

Teachers will wear non-latex gloves when changing diapers, treating an emergency, cleaning bodily secretions and will dispose of these gloves in separate foot pedal operated garbage containers. Gloves may only be worn once and will be available to all teachers in every classroom.

Handling Body Secretions

Bodily secretions such as runny noses, eye drainage, and cough-up matter shall be wiped with a disposable tissue, used once and placed in a plastic-lined container. Teachers and children will wash hands immediately following contact with any body secretion. Bodily secretions on surfaces will be disinfected with an Ecolab sanitizer solution.

Diapering

Little Raiders Childcare Center will change children's diapers promptly when soiled or wet no longer than every two hours between each change and upon awakening. Parents of children who wear diapers are responsible for having an adequate supply of diapers at the center. Teachers will notify parents when the supply is running low.

If you want teachers to apply diapering ointment, please label the ointment with your child's full name and provide the required information on the medication form.

Teachers will wash hands before and after diapering each child. Children will wash their hands following diaper changes. Plastic gloves will be used when changing diapers. After use, they will be disposed of in a separate foot pedal covered can with plastic bag liner. The changing pad and surface will be cleaned and disinfected following diapering changes.

Parents are responsible for providing a complete change of appropriate clothing that is labeled and kept in the child's cubby. Soiled clothes/ bedding will be put in plastic bags and placed in the cubby to be picked up at the end of the day. Disposable wipes and diapers will be used for all Infants and toddlers. They will be disposed of in a separate, covered garbage container.

Toilet Training

As soon as the parent and child are ready to begin toilet training, the center should be notified. A cooperative effort between home and the center is most effective. For the

first couple of weeks, continue to send diapers in addition to several extra sets of pants and underwear.

It is the parents choice to use pull ups instead of diapers when toilet training or just switching to underwear. Each parent's perspective on toilet training is different and we understand that. We ask that you refrain from sending your child in pull ups unless they are in the process of potty training. Pull ups are not absorbent and not developmentally appropriate unless they are potty training.

Appropriate clothing: as we help your child learn how to use the potty, we ask that you send them in clothing that is easy for them to pull down and up themselves. Jeans, khakis, or tight fitting pants make it very difficult for your child to get to the toilet quickly when they are learning. After they are nearing potty trained, we would love to teach them how to button and zip their pants.

Children learning to use the toilet at the center are taken to the bathroom every couple of hours, or as needed. Toilet training can be a difficult time for children, so it is handled sensitively, with patience, praise, and positive reinforcement. Any suggestions given to the center with regards to the child's individual needs are much appreciated. A child's request to use the bathroom will never be refused.

Cleanliness and Sanitation

All cleaning chemicals and supplies will be kept out of reach of children. The center will be cleaned daily during closed hours. The carpets will be vacuumed and spot cleaned for stains. The vinyl flooring will be mopped with warm water and safe floor cleaner; windows will be washed with safe window cleaner.

Toilet rooms and fixtures will be in sanitary condition at all times. The center will not use potty chair receptacles. Soaps, toilet paper, disposable towels, and waste paper containers will be provided by the center.

Furnishings, toys, cots, and mats shall be washed or cleaned when they become soiled as well as disinfected once a week regardless. Eating surfaces will be sanitized before and after each use. Infant toys will be disinfected if it is put in a child's mouth prior to another child using it or at the end of the day, whichever comes first. Toys will be put through the sanitation process and all other items will be sprayed and wiped down with our sanitation cleaning spray.

CONTINGENCY PLANS

Emergency Number Posting

Little Raiders Childcare Center has a telephone in the lobby and director's office. Each room has a list of emergency telephone numbers, including telephone numbers for the local rescue squad, fire department, police department or other law enforcement agency, poison control center, and emergency medical service posted.

Emergency Contact

The center shall maintain a signed and dated statement from an individual emergency contact that is within 5 minutes of the center for emergencies. Emergency Contact: Paul Halverson—Elementary School Principal.

First Aid / Emergency Supplies

A complete first aid kit is kept at the center in the Director's office. In addition, each classroom has flashlights, blankets, radio, extra batteries etc. for emergency preparation. First aid kits are checked and restocked on a monthly basis. First aid supplies will also be stored appropriately in the director's and the emergency contact's vehicle.

Special Evacuation

In the event of an emergency any child or staff with a physical/ mental disability will be properly and safely evacuated by other staff or directors' help.

Fire Plan

In case of fire, an emergency plan is posted in every classroom as well as in the kitchen, adult bathroom, office, large motor room, laundry, and storage room showing the safest and quickest exit plan for that room, with an alternate option. There will be a drill every month for the teachers to practice escorting the children out of the building. Drills will be conducted in accordance with state licensing.

The lead teacher will count the children before they leave the classroom, when they are outside, as well as when they get back into their classroom. Each lead teacher will report back to the Director that they have all children. All lead teachers will have emergency contact information on them for all children in their class. All available teachers will assist in getting the infants and children with disabilities out of the building. The Director will call 911. If the Director is not in the building at the time of an emergency, the next in command will do so (See Administrative Structure).

Tornado / Severe Weather / Flash Flood Plan

In case of severe weather, such as tornado or flash flooding, the children will be moved to the innermost area of the center. The duck and cover position will only be enforced if touchdown of a tornado is confirmed. The Center Director will be responsible for deciding when to use this procedure and when children may safely return to their normal activities. There will be a drill every month for the teachers to practice escorting the children to the innermost areas. All available teachers will assist in getting the infants and children with disabilities to the safe location. Drills will be conducted in accordance with state licensing.

Teachers will count their children in the classroom, once they reach their destination in the building, and when they return to their classrooms. All lead teachers will have emergency contact information on them for all children in their class.

Structural Damage Plan

In the event of an emergency related to the facility, fire, or structure during closed hours, parents will be notified as far in advance as possible. Should the facility become unusable due to fire, plumbing, electrical, etc. during the day, the children may be walked to a safe facility until all parents are notified and all children are picked up. A teacher will be available for those children with physical or mental disabilities to help them safely exit the building. The lead teachers will keep the classroom enrollment binders with them at all times. This has information necessary to contact all parents/guardians in the case of an emergency.

Active Shooter

In the event that there is an active shooter within Little Raiders Childcare Center, the center teachers and the Director will barricade the classroom entrance door with anything available. 911 will be notified and teachers will evacuate all children through the classroom emergency exit and assemble at the nearest alternate location. When everyone is accounted for at the alternate location, parents will be notified via any means possible, if they were able to grab the enrollment binders.

Reunification

In times of evacuation or emergency, the Center Director will work with teachers to notify parents however possible at the alternate site location, if they are able to grab enrollment binders. During periods of evacuation and emergency parents will not be allowed to remove their child from the custody of the center. Once Teachers confirm that all children are accounted for, parents may be allowed to sign out their children.

Service Loss and Required Temperatures

The temperature inside the center will not be less than 68 degrees Fahrenheit. If the temperature exceeds 80 degrees Fahrenheit, the center shall provide for air circulation with fans or by other means. Little Raiders Childcare Center is equipped with air conditioning and heat ventilation and will manage temperature control through these means.

Part of the daily curriculum will include outside activities at least once a day. The children will remain inside if there is inclement weather and are able to utilize the large motor area. Inclement weather can be defined as heavy rain, temperatures above 90 degrees, wind chills of 0 degrees or below for children over age 2, and wind chills of 20 degrees or below for children under two years of age.

In the event that there is a building service loss (no heat, no air conditioning, no water, no electricity, plumbing problems, no telephone), the center will remain open and operating as long as it does not interfere with the safety of the children/teachers and does not violate licensing codes. In such cases, the center will close until repairs can be made in a timely manner. The appropriate professional will be called immediately to not interrupt the children's routine. If the center loses phone power, the Director, or next in the chain of command, will use a cell phone to call for repair. Parents will be informed of the situation regardless of the status of the service loss. Emergency supplies (flashlights, blankets, radio, extra blankets) will be stored in the storage closet as well as the kitchen area.

Injured Child Plan

If a child is injured, the proper paperwork will be filled out by the teacher and discussed with the parent/ guardian. There also will be a phone call to the Executive Director of Operations. In any case where the child becomes unconscious or has a severe head injury, 911 will be called immediately.

Missing Child Plan

Little Raiders Childcare Center has the highest regard for the safety of the children in our care. Teachers will always be extremely aware of the potential for a child to go missing during sessions. In the event of a missing child, 911 and parents/ guardians will be called immediately after a full center search has been done inside and outside by all available teachers. The children will be confined to their classroom while the Director and Administrator find the child, possibly with the help of law enforcement.

Lock Down Policy

In the event that a dangerous situation that we are notified and/or are aware of occurs near, on, or around Little Raiders Childcare Center Property, teachers will close window blinds and secure the children away from windows and doors. The Center Director will have discretion regarding managing this contingency. While this situation is in effect, no children will be allowed to leave, and no one can enter the facility until proper authorities notify us that the situation has been resolved.

Emergency Contact Person

When there are 8 or fewer children in the center, there shall be a second adult available within 5 minutes for emergencies. The center shall maintain a signed and dated statement from that person, including address and phone number, certifying that the person is available and agrees to serve if needed. Other emergency phone numbers will be posted in all childcare classrooms, in the kitchen and the lobby area.

Alternate Location

Little Raiders Childcare Center has established a meeting point so that, in the case of the children needing to be removed from the premises due to dangerous situations, the children and teachers will have a safe building to go to. Parents will be notified immediately as to the location of their children. Parents are not permitted to pick up their child from another location unless cleared by the Director or the center is inaccessible. The location is next to the white garage behind the elementary school.

Reporting to DCF

Any fires or structural damage to the center will be reported to the Department of Children and Families. Little Raiders Childcare Center will request an inspection of any repairs by the department so as to comply with all licensing regulations.

Emergency Parent Issues

In the case of a custody dispute, Little Raiders Childcare Center will only allow the child to leave with a parent/ guardian who is listed on the enrollment form as able to pick them up. A valid driver's license or picture ID may be required at time of pick up for all parents/ guardians. If a person who is legally not allowed to pick up the child is at the center, the parents will be called or the police will be called immediately. Little Raiders Childcare Center must have the most recent custody papers. They must be date stamped by the county clerk in order to uphold any custody issues.

If an authorized pickup person seems to be under the influence of drugs or alcohol, the police will be called immediately and be notified of the vehicle, license plate number, and person driving the vehicle.

If a child is left behind at the center after 6:15pm and the center cannot get a hold of the parent/ guardian, Little Raiders Childcare Center holds the right to call 911 and request the police and CPS come to pick the child up. If a child is released to a law enforcement official or CPS worker the child's file must be documented with the name of the officer or worker, their I.D. number and copy of their I.D.

A child will not be allowed to leave the center with any unauthorized person without parent/guardian permission. If we do not receive permission from a parent, we will not allow the child to leave, even with a person who is authorized to pick up that child.

Swimming Safety

Little Raiders Childcare Center does not have access to a swimming pool so teachers will not be required to have any swimming emergency training.

DISCHARGE OF ENROLLED CHILDREN

Circumstances and Procedures for Termination

The decision to disenroll a child from Little Raiders Childcare Center is a difficult one for both the Center and the family. In all cases, Little Raiders Childcare Center's goal is to act quickly, thoughtfully and thoroughly to communicate, address and resolve concerns relating to the children in our care. Teachers will attempt to work with a family to take constructive steps to find a solution that resolves the problem(s), before a disenrollment occurs.

When a child's teacher or Center Director has concerns about a child's behavior, or other circumstances, he or she will document such concerns as soon as they arise. The center will inform and involve the child's parent / guardian by notes, phone calls, and meetings, as necessary, to establish a collaborative environment.

As a behavior plan is collaboratively developed to address a child's particular problem(s), a variety of options should be considered, including changes to the physical environment, the daily structure of activities, outside agency involvement, consistency, transition times, and redirection. Lines of communication will be established, and follow-up meetings will be conducted to review the behavior(s), the strategies implemented to resolve them, and the possibility of disenrollment if the behaviors are not resolved. If the behavior has not been resolved after all remedial actions have been exhausted, a conference will be held with the child's parent /

guardian to communicate the decision to disenroll. A written disenrollment paper will also be sent with the family and also put in the child's file.

A parent may appeal Little Raiders Childcare Center's decision to remove a child from the center, even when the removal is immediate. The parent should submit the appeal in writing to the director. The appeal must be submitted within ten days of the notice to the family of the decision to disenroll. The letter should describe the basis for his / her disagreement with the decision and provide any supporting documents in this written appeal so his / her position can be fully considered. Upon receipt, the Center Directors will review the appeal and will provide a response to the family within thirty days.

Parent Grievances

All parents should state in specific detail what the problem or issue is, what the substance of the discussion or action was that failed to resolve it, and what the parent believes should be done to resolve the issue. Grievances/complaints of a serious nature regarding problems such as sexual harassment or violence directly related to behavior of the person to whom the grievance is to be made pursuant to this policy, may alternatively be reported to the director, at any time. All grievances will be reviewed by the center directors. Any communication of a grievance will be taken seriously, and a determination will be made by the center directors whether additional facts need to be determined to resolve the issue.

Investigating a grievance may include but is not limited to the following: speaking to other related staff members, parents, licensing representatives and supervisors and/or conducting meetings between the person filing the grievance and the other parties related to the issue.

STEP ONE: If a parent has spoken to the Lead Teacher concerning a problem or concern and feels that it was not handled appropriately, and/or that there was no resolution, that parent may file a Step One (1) grievance in writing with the Center Director. The Center Director shall have five (5) days from the receipt of the Step One written grievance to respond to the grievant. A failure to respond shall act as a denial of the grievance.

STEP TWO: If the grievance has not been resolved to the satisfaction of the parent at Step One, then a Step Two (2) grievance may then be filed with the center director. The grievance will be reviewed by the center directors. The center directors shall have ten (10) days from the receipt of the Step Two written grievance to respond to the grievant. A failure to respond shall act as a denial of the grievance.

Discrimination Issues

Any parent concerned that an employee has demonstrated discriminatory acts of any kind to any family may contact bourlandj@arcadia.k12.wi.us. All issues are reviewed by the Center Director.

No signature necessary; by enrolling your child in Little Raiders Childcare Center, you agree to follow ALL center policies stated within this policy book. If you do not agree to follow these policies, we will be unable to allow your child(ren) to attend our center. Violating these policies is grounds for disenrollment for your child(ren). Policies are necessary to remain consistent.

A general note: Policies are subject to change depending on situations and experiences we encounter. Policy changes will be communicated with parents as soon as possible and edited within this policy book. Any grievances, concerns, complaints, or misunderstandings regarding center policies MUST be brought to the Center Director first and foremost.