Washburn Early Learning Center

We are committed to developing children's intellectual, social, emotional, creative, and physical development through purposeful play.

Our mission is connecting to educate, inspire, and empower.

Address:
411 West 8th Street
Washburn, Wisconsin 54891

Phone:
715-373-6199

Website: www.washburn.k12.wi.us/early-learning-center

Updated: August 2026

Our administrative structure is as follows:
Washburn School Board
District Administrator
Building Administrator
Program Director
Lead Teacher
Assistant Teacher

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If English is not your family's primary language, resources will be made available per request.

The WELC accepts families that qualify for the Wisconsin Shares Subsidy Program. Please contact the Washburn Early Learning Center or your local Health and Human Service Agency for more information or with additional questions.

PHILOSOPHY

The Washburn Early Learning Center (WELC) will strive to meet the needs of all children. We will engage children in meaningful activities that will promote growth in the areas of intellectual, social, emotional, creative, and physical development through purposeful play.

GENERAL INFORMATION

Washburn Early Learning Center (WELC) is exempt from regulation by the Department of Children and Families under Wis Stat 120.13(14)(a).

Childcare and school-age care programs that fall into this category are operated under the supervision of the local public-school board and shall meet the standards for licensed childcare centers established by the Department of Children and Families. For more information, please contact the School District of Washburn District Office. An onsite Lead Teacher will manage the day-to-day operations. We will be inspected regularly to ensure that we meet licensing standards to the best of our ability.

We will post the following items for parents' review at the front entrance on the parent information board: License certificate, results of the most recent licensing inspection, including any rule violations cited by the department and any notice of enforcement action including, license revocation or denial and any stipulations, conditions, exceptions, or exemptions that affect the license issued by the Department as soon as it is received. These items will remain posted until the violation(s) has been verified as corrected and the action is closed.

We will post the following items for parents' review in the WELC office: center procedures, parental notices, and any other parent information. Washburn School District policies are available online via the school district website.

PARENT INVOLVEMENT

Parents are welcome to visit the childcare program at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, we will need a copy of the order. Please understand that we cannot legally limit access to a parent if a copy of a court order is not on file at the center.

COMMUNICATING TO FAMILIES

The WELC will communicate with families on the Parent Communication Board in each classroom. Each child has a cubby where notes will be placed. Communication for the infants will be completed daily with the Infant Daily Report. The WELC will also use a private Facebook Page.

It is important that we communicate daily concerning the needs and interests of each child. The center is required to offer parent-staff conference opportunities to discuss the child's growth and development and adjustment to the program. If there are issues or concerns that need to be discussed, parents should arrange with us a convenient time to talk on the phone. To foster communication on a regular basis, WELC staff will provide scheduled conferences/written newsletters/parent bulletin boards, and daily conversations.

We occasionally take field trips, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises. You will be notified in advance of any field trip requiring transportation.

HOURS OF OPERATION

The Washburn Early Learning Center (WELC) will serve children ages 2 months to 5 years or 4K entrance, whichever comes later.

Snow Closure: If the Washburn School District is closed due to inclement weather, the WELC will also be closed. If school is canceled during the school day, the WELC will remain open under the direction of the District Administrator. School closures can be found on the District Website.

The Center is open Monday through Friday, from 7:30 AM to 5:00 PM, January through December.

The Center will not provide services on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day.

New Year's Day Guidelines:
If New Year's Day falls on a Saturday, the center will be closed the Friday preceding (December 31st). If New Year's Day falls on a Sunday, the center will be closed the Friday preceding (December 30th) due to the likelihood of Washburn Schools being open on January 2nd.

July 4th Guidelines:
If July 4th falls on a Saturday, the center will be closed on the Friday preceding. If July 4th falls on a Sunday, the center will be closed on the following Monday.

Christmas Holiday Guidelines
If Christmas Day falls on a Saturday, the center will be closed on December 23rd (Thursday) and 24th (Friday) if the Washburn schools are closed on the 23rd. If the Washburn school calendar has school on December 23rd, the center will instead be closed on December 24th (Friday) and 27th (Monday).
If Christmas Day falls on a Sunday, the center will be closed on December 23rd (Friday) and 26th (Monday) if the Washburn schools are closed on the 23rd. If the Washburn school calendar has school on December 23rd, the center will instead be closed on December 26th (Monday) and 27th (Tuesday).
If Christmas Day falls on a Monday, the center will be closed on December 25th (Monday) and 26th (Tuesday).

Washburn Early Learning Center is covered by liability insurance, which provides coverage that meets or exceeds the amounts specified by licensing rules or law as applicable.

ENROLLMENT

New enrollment is based on a first-come come first-served basis. Enrollment preference will be given to Washburn School District staff, followed by families with children currently enrolled in the WELC and families employed by Bayfield County.

Parents interested in enrolling their children at WELC must meet with the Lead Teacher to discuss their child's specific needs and to review program procedures. The following items must be completed and returned to the center before the first day of attendance:

- Child Care Enrollment
- Health History and Emergency Care Plan
- Alternate Arrival/Release Agreement (if applicable)
- Child Care Center Transportation Permission (if applicable)
- Child Care Intake for Child Under 2 Years (if applicable)
- Immunization Form/Waiver

Parents will be informed when updates are needed, giving 30 days' advance notice to submit updated forms.

The WELC Wait List Procedure:

1. Fill out the Wait List Form and return or email it to the Washburn Elementary office. Waitlist names are kept on a first-come, first-served basis and used to fill openings as they arise in the various age groups. Washburn School District staff have waitlist preference, followed by families that have a currently enrolled child in the WELC and families employed by Bayfield County.
2. When a childcare slot opens, the family of the first child on the wait list will be offered an opportunity for enrollment and be required to accept/decline within 48 hours of notification of an opening per phone call and email from numbers and email listed on the waitlist form.
3. Families who are offered the childcare opening will need to notify the WELC of their decision whether to accept or decline the opening within 48 hours of notification.
    a. Acceptance: Families who accept the open slot will need to begin paying for the childcare opening immediately. Families who wish to hold the opening for a future date may do so by paying the full daily/weekly rate as if their child were enrolled.
    b. Decline: Families who decline the opening at the time of offering will be removed from the waitlist or moved to the bottom of their waitlist, upon request.
    c. No answer: Families who do not respond within the 48-hour decision period will result in an automatic decline of the position and will result in removal from the WELC waiting list. Families may put their name on the waiting list again at any time.
4. Families who receive enrollment preference due to employment with the Washburn School District must remain employed by the Washburn School District for the duration of their child's time in the Washburn Early Learning Center. Termination or resignation from the District will result in the end of care and the enrolled child returning to the bottom of the wait list.

Items provided by parents: clearly labeled with your child's name

For all children's safety, please leave toys at home. The WELC has adequate developmentally appropriate toys and activities to entertain your child throughout the day. Items for comfort during rest time will be allowed.

- A sleeping bag or playpen sheet (families will be required to launder weekly)
- Extra clothing appropriate for the season (2 sets is ideal)
- Disposable diapers, wipes, and/or ointments needed
- Formula or breast milk and baby food for children under 1 year
- A sack lunch or purchase of school hot lunch when available (for children over 1, who eat table food)

The Washburn Early Learning Center will not discriminate in enrollment of a child based on race, sex, color, creed, political persuasion, national origin, handicap, ancestry, or sexual orientation.

Tuition:

2 months to 2 years old
5 days - $205.00

2-3 years old
5 days - $205.00
4 days - $175.00

3-5 years old (a child 3-5 years, not yet toilet trained, will be charged an extra $4.00 per day)
5 days - $185.00
4 days - $160.00
3 days - $130.00

Snacks are included in the daily fee.

Parents will need to provide a sack lunch or may purchase a hot lunch through the school when available.

Summer Care
Summer care includes enrollment when the Washburn School District is not in session during June, July, and August. The contract for summer care may not be changed during June, July, and August.
If your child is currently enrolled at the WELC and you would like to reduce your current contracted slot during the summer months only, your options are as follows:

1. A child enrolled 4 or 5 days a week may reduce their contracted days to 3 days per week. These days must remain the same weekly; you will be charged for 3 days per week and may or may not send your child.
2. The child does not attend during the summer months at all, and the parent will pay 1/3 of their weekly fee until the child returns in August.
3. The family may choose to terminate enrollment for their child/children from the WELC and re-enroll in August. Re-enrollment will then follow new enrollment procedures. At this time, the wait list procedure may apply if the center is full to capacity.

Drop-in Care
WELC may accept children for drop-in care if prior enrollment arrangements have been made, enrollment forms are on file, and space is available. If childcare is needed on a day that was not previously scheduled or the child is not enrolled, the parent/guardian may contact the WELC and request attendance for that day. Approval will be based on the availability of space for that day and the staff-to-child ratio. Those who choose not to enroll will be charged the "drop-in" rates:

Full Day: $55.00 per child - Payment for non-enrolled, drop-in care is required on or before attendance.

Late pickup fee - $25.00 for the first 15 minutes and $2.00 every minute thereafter. After the first 15 minutes, the person on your emergency contact form will be contacted for pick up.

Early drop-off fee - $10.00 charge for dropping your child off before your contracted drop-off time. Reminder, you may change your contract with a two-week notice.

FEE PAYMENT AND REFUNDS

- The Washburn School District will evaluate fees yearly. Rates are subject to yearly increase per the Board of Education.

- If there is a third-party payment, such as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.
- Refunds will not be given for days when children do not attend due to illness or other reasons.
- There will be no reductions for additional children from one family. We do not offer a sliding scale fee, discounts, or referral bonus.
- There will be an extra fee assessed for late payment or late pick-up of a child.
- You will be charged an additional fee of $25.00 if your check does not clear the bank.
- A late fee of $10.00 will be charged if payment is not received by 5:00 pm the Monday after bills are dispersed every other week, with an additional charge of $5.00 per day thereafter.

Fee determination methods: Washburn Early Learning Center will charge a fee based on your child's days of enrollment. These fees are outlined in the rate sheet. A contract will be drafted and signed by parents with an agreement on the rate per week/month for your child's care.

Additional fees will be assessed for additional hours beyond those outlined in the parent contract.

ATTENDANCE/SIGN IN

Attendance will be maintained in each classroom. Daily arrival/departure times will be recorded for accurate documentation for each group of children.

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

Children will only be released to people listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, we need to be notified in writing or by telephone in advance. The person picking up the child may need to show a driver's license or other picture ID.

If parents wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity by completing an Alternate Arrival/Release Agreement. School-age children who leave the center unescorted must be traveling to their home, school or another activity where adult supervision is present.
If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While staff cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger.

Child's absence without notification procedures are as follows: if a child who is scheduled to arrive at the center does not arrive within 30 minutes of the specified time on the written agreement signed by the parent, and we have not been informed in advance of the child's absence, there is a $10.00 fee.

Accesses to records: Parents have full access to review their child's records. Please call 715-373-6199 ext. 202 to make a request to review the records so that they can be prepared for you.

DISCHARGE OF ENROLLED CHILDREN

Child's progress communication between center and parents: It is important that we communicate daily concerning the needs and interests of each child. If there are issues or concerns that need to be discussed, parents should arrange with

us a convenient time to talk on the phone. To foster communication on a regular basis, Washburn Early Learning Center provides written newsletters/parent bulletin board and daily conversations.

Circumstances and procedures for termination of enrollment:

- **Child related:** Washburn Early Learning Center will regularly advise parents on their child's progress through daily communication logs and scheduled conferences. When children have difficulty adjusting to the center's daily schedule and classroom rules, parents will be contacted for a face-to-face conference. At this meeting, the teacher will state their concerns and discuss observations made of the child's behavior and an action plan will be developed. If after two weeks the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services. The center coordinator will be involved in the child's action plan and communications with the families.

- **Parent related:** If the problem leading up to termination is due to non-compliance with the center's procedures by the parents, the program coordinator and lead teacher will contact the parents for a face-to-face conference. At this meeting, the program coordinator and teacher will state their concerns, review, and clarify agency procedures with the parents. Input from parents will be encouraged so that common understanding can be reached. If after 2 weeks the same problems are still present, parents will be advised in writing that their child's enrollment will be terminated. Parents will be given a minimum of 2 weeks' notice regarding the termination of their child's enrollment. The parent will be responsible for childcare fees for the final 2 weeks even if the child does not attend.

Time Frame & Verbal vs. Written Notice: Parents must give a 2-week written notice of their intent to withdraw the child/children and will be required to pay for those 2 weeks whether or not children attend.

Should the center decide to terminate a child's enrollment, the parents will be notified in a face-to-face meeting. In this meeting, parents will be told verbally as well as in writing of their child's termination.

Parents will be given a minimum of 2 weeks' notice regarding the termination of their child's enrollment. The parent will be responsible for childcare fees for the final 2 weeks even if the child does not attend.

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

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

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

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

or terminate placement and refer the child to other services. All meetings, behavior plans, and outcomes will be documented and placed in the child's file.

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

Decision-making: All decisions regarding the discharge of enrolled children are summarized in the section above, circumstances and procedures for termination of enrollment.

Discrimination issues: If you feel your child has been discharged due to discrimination, please bring these concerns to the building administrator for a thorough review. It is our procedure to never refuse to enroll a child based on race, sex, color, creed, political persuasion, national origin, handicap, ancestry, or sexual orientation.

Appeal process: Should you disagree with the termination of your child for any reason, please discuss your concerns with the daycare administrator, or the School Superintendent.

Reasons: e.g. fee payment, procedure compliance: Washburn Early Learning Center will give 2 weeks written notice of our intent to discharge a child (and try to inform parents of local resources that may be of help to them), except when due to the parent's failure to keep current with fees owed. Parents are expected to comply with all the procedures of the daycare center, failure to comply could result in the termination of your child's enrollment.

WELC EDUCATIONAL COMPONENT

There is not a religious component to our program. We do not offer mealtime prayers, songs, stories or displays of the religious aspects nor do we celebrate religious holidays.

Groups of children may be combined at the beginning and at the end of any given day. Being that WELC is open in the early morning and late afternoon, we have a written plan for activities, which meet the individual needs of the children during those time periods. Activities at the beginning and at the end of the day will be designed for a wide age range of children working and playing together. Our plan includes opportunities for children to rest and eat and to use materials and engage in activities, which for the most part do not duplicate activities planned for the major part of our program.

Transitioning to a New Classroom: The WELC does not move children from their classroom solely based on the date of their birthday. The child will be moved to an older classroom after several factors are considered: the social and emotional state of the child, developmental readiness for the older classroom, ratio in classrooms, as well as the age of the child compared to the ages of the other children in the classroom. To help prepare your child to move to another classroom, we will have "visit" days and or times in which children are moved to the older classroom to explore, get used to the routine, and meet the other children and teachers.

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

A schedule of daily activities is posted in each classroom. A program of activities is planned a week in advance. Staff use a variety of resources in their planning. We will also use the services of the Wisconsin Childcare Information Center (800-362-7353) and access their resources to plan activities. The activities focus on a weekly theme based on the interests of the children and lesson plans are available for parents to review. All activities will follow the framework of the Wisconsin Model Early Learning Standards. Learning through play is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials, manipulatives and housekeeping equipment. Our curriculum will provide exposure to a variety of cultures through music, stories, games and art, and we will celebrate how we are all the same and how we are all different from one another. Routines such as toileting and eating and intervals between activities are planned to avoid keeping children waiting in lines or assembled in large groups.

Children, including infants and toddlers, will go outdoors daily when the weather permits, so please dress your child appropriately for the weather. Your child's education will continue as we provide and engage in daily outdoor activities. We will encourage free and guided exploration of the environment and will strive to encourage children to participate in taking part in creating a safe and sustainable world. Trampolines and inflatable bounce surfaces are not allowed. If we choose to provide a wading pool for the children, staff will be outside providing sight and sound supervision when the wading pool contains water and is present in the outdoor play space.

Children under two years of age will have a flexible schedule, which reflects the child's individual needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. We will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects. A written report will be maintained documenting what each child ate, when they slept and when they wet or soiled a diaper. We will use this report to share information with parents about the child's activities and disposition for that specific day.

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

Screen time is limited to no more than 30 minutes of educational viewing per day for children in the Preschool Room and Toddler Room. Educational viewing, through the Promethean Board, includes short stories that are read aloud, short educational shows that are developmentally appropriate and teach specific skills, or short videos that promote gross motor movement, each used during times of transition and with other options available such as quiet reading or resting. Screen time will be selected by the classroom teachers for specific purposes, supervised by the teachers in the classroom, and will not be used as a reward or punishment. Infants, under age 2, will have no screen time while in care at the WELC.

CHILD GUIDANCE ON BEHAVIOR MANAGEMENT

Our goal is to provide a safe, stable, enriching, challenging and loving environment.

We expect all children to:

- Be respectful of themselves and others.
- Assume responsibility/ownership for their own actions, words, and attitudes.
- Listen to the directives of all adult role models in their lives.
- Appropriately communicate their needs to other students and adults in a courteous manner.
- Try their best in all they do.

If a child demonstrates behavior which has a negative impact on the child or others, the staff will take one or more of the following steps:

Prevention: Every effort will be made to make reasonable adjustments to the program to accommodate the unique needs of each child. Adjustments may be made in these four areas:

- Environment
- Grouping of children
- Activities
- Staffing

Behavior management will be for the purpose of helping children develop self-control, self-esteem, and respect for the rights of others.

Positive Redirection: Staff will help the child identify acceptable alternatives to unacceptable behavior and help the child understand the impact of his/her behavior on self and others.

"Taking a break" is a guidance technique that can be effective when dealing with unacceptable behaviors of young children. "Taking a break" may not be used with children under age 3, and never for more than 5 minutes. The term "taking a break" is short for "time out from positive reinforcement." The strategy is similar to an extended time from all sources of reinforcement (e.g., teacher and peer attention) following a serious challenging behavior of selectively ignoring disruptive behavior. Children are removed for a brief break. Usually, this strategy requires that a child be removed from an ongoing activity for a brief time, typically by having a child sit on the outside of the activity within the classroom until the child calms down and is ready to rejoin the activity and try again. "Taking a break" is intended to be a non-violent response to conflict that stops the conflict, protects the victim, and provides a "cooling off period" for the child.

"Taking a break" is only effective when used in the context of a comprehensive approach to behavior support that is designed to teach, nurture, and encourage positive social behaviors. "Taking a break" should be used only by well-trained teachers and caregivers when less intrusive discipline procedures have been tried and deemed unsuccessful and only in combination with positive procedures designed to teach new skills and prevent challenging behaviors from occurring. Effective management of behavior should always start with praise and encouragement for pro-social behavior and self-regulation and be accompanied by distraction, redirection, withdrawal of attention, and logical and natural consequences. The child will be praised after completing the "break" and will be helped to rejoin the group.

Modeling: Staff and peers provide positive modeling of appropriate behavior. Children learn to take responsibility for their actions.

Setting Limits: Simple behavior expectations are established for the site. Staff will:

- Tell children what is expected of them in a positive yet firm manner.
- Make sure children understand the expectations.

- Apply expectations consistently and appropriately.
- Use natural and logical consequences.

Behavior Considered Harmful or Inappropriate
Behaviors which directly or indirectly threaten the safety of others:

- Any form of aggression
- Verbal threats, disrespectful language, or other harassing behavior
- Inappropriate touching of a person's body or belongings
- Inappropriate gestures

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

OUTSIDE AGENCY OPPORTUNITIES
With parental consent and consultation, we will collaborate programming with the school or other involved area agencies to those families who have children that may have an Individualized Family Service Plan (IFSP) or an Individualized Education Plan (IEP).

HEALTH CARE
All children will need to have a Health Report on file. The examination for a child under age 2 needs to be dated not more than 6 months prior or 90 days after the first day of attendance at Washburn Early Learning Center. The examination for a child age 2 and older must be dated no more than 12 months prior or 90 days after the first day of attendance. Physicals for children under 2 years of age will need to be updated every 6 months. Physical exams for children over 2 years of age will need to be updated every 2 years. School aged children will need only a health history on file. Each child's immunization record must be completed and kept up to date. Immunization records will need to be on file within 30 days of the first day of attendance.

Shaken Baby Syndrome (SBS): All staff, including substitutes and emergency back-up providers, must have attended an approved training in the identification, prevention, and grave effects of shaking babies, before being allowed to work.

Sudden Infant Death Syndrome (SIDS): To reduce the risk of SIDS staff will do the following with any child under the age of ONE year.

- All infants will be placed to sleep on their backs unless the child's physicians authorize another position in writing.
- Soft objects will be removed from the crib.
- Blankets will be tucked tightly around the child and away from his or her face.
- Sheets will be tight fitting.
- If a child falls asleep in a swing or car seat, we will move them to their crib.
- Staff will ensure that awake, non-mobile children have time each day to spend in a prone position ("tummy time").
- All staff members, substitutes, and volunteers will be trained on these procedures before they begin working with children.

Children under two years of age:

- Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
- Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.
- If a child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a crib.

Child Illness: Each child will be checked upon arrival daily for signs of illness.

We are not authorized to care for children that are ill and/or may have the potential to affect the health of other children/persons.

Examples of children who are ill and cannot attend WELC

- A temperature above 100 degrees without medication (a child must be fever free for 24 hours without medication prior to returning to the WELC)
- Discharge from the eyes or ears
- Vomiting or diarrhea has occurred in the past 24 hours
- A contagious disease such as chicken pox, strep throat, pink eye, RSV, or Covid-19
- On medication for a communicable disease for 24 hours
- Other symptoms of communicable diseases
- Symptoms of COVID-19
- An unidentified rash with a fever
- A persistent cough
- A constant, thick colored nasal discharge
- Lice
- Ringworm of the scalp

The WELC staff are unable to provide one on one care for a child that is too ill to participate in regular daily activities including going outside. Please keep your child home if they need one on one support during an illness. If a child should become ill or seriously injured while at the center, parents will be contacted immediately. Sick children will be isolated within sight and hearing and made as comfortable as possible. Children should be picked up as soon as possible. If the child is not picked up WITHIN ONE HOUR, the emergency contact person on the child's enrollment form will be called.

Children may return to the center when they are fever and symptom free, are not taking fever reducing medications, have been appropriately treated, or have been given medical approval to return to childcare. We will follow procedures on personal cleanliness and communicable diseases stated in licensing rules and the guidelines for exclusion of children from childcare as adapted from the Division of Public Health.

In the event of a communicable disease specified in ch. DHS 145, exposure at the center, parents will be informed. Parents will also notify the center within 24 hours if their child acquires a communicable disease. Certain diseases must also be reported to the public health department and to our licensing specialist.

Medications

WELC staff will administer medications under the following conditions:

- Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided, within a designated time period.
- All medicine must be in its original container, bearing the label with the child's name, dosage, and administration directions. Additionally, prescription medication will bear the name of the doctor and pharmacy.

- Medications will be stored in a medication box that is inaccessible to children. Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator.
- We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. You will be notified of a missed dosage, will be documented in medical log.

Medication log procedures are as follows: All medication administered, accidents or injuries occurring on-site, marked change in behavior or appearance, or any observation of injuries to a child's body received outside of center care will be entered into the center's medical logbook. The director will review the medical logbook every six months and document this procedure. Parents will have access to entries regarding their child.

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

Cleanliness will be maintained at all times**.** Tables will be washed before and after meals and snacks. Floors and bathrooms will be cleaned and disinfected daily.

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

Toilet Training: The WELC will make every effort to follow the same toilet training procedure the family is using. It will be in the child's best interest for the family to start the process over a long weekend or extended time off. During the toilet training process, please provide multiple sets of changes of clothing.

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

Toys used by infants and toddlers will primarily be ones that may be washed and sanitized. Any toy that has been in a child's mouth will be picked up as soon as the child lets go of it and placed into a basket to be washed, sanitized and air dried. Toys requiring laundering, such as stuffed dolls or animals, will be laundered weekly or sooner if needed. Toys in classrooms for older children will be cleaned and disinfected regularly.

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

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about minor injuries when they pick their child up.

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

Rest or naptime will be provided for all children younger than five years of age who are in care for more than four consecutive hours. A crib or playpen is provided for each child less than one year of age. Children aged one and older will sleep on a rest mat/ sleeping bag provided by the WELC. The WELC has a written program of activities, which are

suitable for the developmental level of each child and each group of children. The program provides each child with experiences which will promote all the following: self-esteem and positive self-image, social interaction, self-expression, communication skills, creative expression, large and small muscle development, intellectual growth, and literacy.

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

NUTRITION

Mealtime routines: Parents will provide their child with a cold lunch or they may choose to purchase a hot lunch from the school when available. The WELC will not heat items in a child's cold lunch. A cold pack in the child's lunch may be necessary due to limited refrigerator space and cold lunches should contain nutritious foods that create a balanced meal. The program will supplement meals if they do not meet the guidelines established by the Child and Adult Care Food Program (CACFP) and will encourage families to adjust the cold lunches being packed or to select hot lunch when available. The WELC will provide a morning and afternoon snack.

Mealtime socialization: Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners, and develop sound nutritional habits. Children will be encouraged to clean up after themselves as one of the many social and self-help skills that are learned during snack/mealtime.

Infant and toddler feeding: Children younger than 12 months must be served formula or breast milk, unless written direction is on file from the child's health care professional. All bottles and commercial baby food must be labeled with the child's name and dated. Babies will be held for bottle-feeding. Bottles will never be propped, and unused formula or breast milk will be disposed of immediately. Breast milk will be given in bottle form only.

Food allergies: If your child has food allergies parents must notify the center in writing. Food allergies will be discretely posted in the classroom and the kitchen. In the event of extreme food allergies, parents will need to provide all food for their child, following the FDA food guidelines, which can be found in the District Food Service Plan.

Menu posting: Records of snacks are available for parents to review. If a menu must be changed for any reason, the food substituted will be noted on the posted menu.

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

SPECIAL HEALTH CARE NEEDS

The center will maintain confidentiality of children and family regarding special health care needs. Information will only be shared with those staff that provide care to the child. Parents must meet with the center Coordinator to discuss their child's specific needs and to review program procedures. The center Coordinator will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.
Such special needs, including dietary requirements, will be posted where medication and medical logbook are stored. When specialized equipment is needed, such as a nebulizer or epi-pen, the child's parent will train staff in correct procedures.

CONTINGENCY PLANS –See Washburn School District Safety Plan

EMERGENCY PROCEDURES

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

In the event of a lost child, all areas of the school will be checked. If the child cannot be found, the child's parents and/or emergency contact and the police will be notified immediately.

Fire and Tornado evacuation plans will be practiced monthly. The Director will document dates of fire and tornado drills and the monthly testing of smoke detectors on a form provided by the state.

In case of an emergency that would require an evacuation, children will be evacuated by all available staff through the nearest exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken out by the staff member designated to be "in charge" to assure that all children are accounted for, and all families can be notified. Infants will be evacuated four to a crib with emergency provisions and all children will be taken outdoors to a designated location. The lead teacher or person in charge will check classrooms, bathrooms, and staff areas to make sure all persons are evacuated. The director or person in charge will call all clear to re-enter the building once it is safe to do so. If we are unable to return to the building following an evacuation, the children will be taken from the Elementary/Middle School to the High School until parents or another authorized adult can be reached and come for them. If those buildings are compromised, the evacuation site is the St. Louis School.

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

Procedures for extreme heat or cold: The children may be kept indoors during inclement weather such as any of the following:

- Heavy rain or snow
- Temperatures above 90 degrees F. without a breeze
- Wind chills of 0 degrees F. or below for children aged 2 and above
- Wind chills of 20 degrees F. or below for children under age 2
- If the indoor temperature reaches 80 degrees F. airflow will be maintained with fans, open windows, or an air conditioner

If there is a threat to the building or occupants, the School District of Washburn's Safety Plan will be followed.

All emergency phone numbers will be posted in each room occupied by children, as well as, in the center's office, staff area, and kitchen areas in the center. The address and phone number of the facility will appear on the phone list.

Emergency supplies such as radio and flashlight with extra batteries for both, first aid kit and blankets will always be kept in the shelter area. Any child who has a limited ability to respond in an emergency will be identified at time of admission. Staff will be aware of any special evacuation needs the child will have and accommodation will be made to ensure their safe removal from the building. Reports to the department, the center will report to the Department of Children and Families any situation as it pertains to statute 251.04(3) (a-n) DCF 251 *Licensing Rules for Group Child Care Centers.*

MANDATORY REPORTING

As a childcare center, all staff are required to report any suspected abuse or neglect to Bayfield County Human Services or law enforcement. If an employee or volunteer is suspected of having mistreated a child, that person will be subject to immediate suspension pending the outcome of an investigation. The incident will be reported to the Department of

Children and Families within 24 hours of occurrence. To protect each family's confidentiality, WELC will not share information about a child or a child's family with anyone who is not authorized to receive this information.

TRANSPORTATION

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

Center provided transportation: WELC does not provide transportation to and from school and/or to and from home.

Use of staff vehicles: WELC does not transport children in staff vehicles.

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

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

PETS

Washburn Early Learning Center does not have pets on the premises. Prior to adding pets to the center, staff will notify parents in writing.

SMOKING

Smoking is not permitted anywhere on the premises of the center, indoors or outside.

CONCEALED WEAPONS

Washburn School District Policies: 3217, 4217, 5772, and 7217

ADMINISTRATION OF THE WASHBURN EARLY LEARNING CENTER

Washburn School District recognizes that special circumstances may arise that may necessitate a review of guidelines in this handbook. Administration reserves the right to alter guidelines on a case-by-case basis.

Please sign and return to the Washburn Early Learning Center for verification that you have read and agree to the guidelines of the WELC Handbook. A copy of the handbook can also be found on the Washburn School District website under the Early Learning Center tab.

I have read the Washburn Early Learning Center Handbook and understand all the guidelines.

_____

Parent/Guardian Printed Name

_____ _____

Parent/Guardian Signature Date