

# WELCOME TO THE C.H.I.L.D. CENTER

We would like to welcome your child and family to our program for young children. We look forward to working together as a team, guiding your child through the early years. Throughout this handbook, you will gain insight into expectations that have been established for the programs and for the staff. If you have any questions or concerns, please feel free to contact us. We will be happy to assist you.

The program practices a play-based curriculum. A planned, prepared environment is the structure for the learning experience that is available to the children. A balance of child-initiated and teacher-directed activities is provided to characterize the "learning through play" philosophy.

A copy of the Parent Handbook is available online at [www.uwrf.edu/childcare/](http://www.uwrf.edu/childcare/) or is available upon request. Our license is located above the sign in and out computer near staff restrooms. This bulletin board will also serve as notification for illness or other important information (compliance or non-compliance report, etc).

***\*Special Note: It is the responsibility of all parents to read and become familiar with the policies in this handbook. If your child has other guardians/caregivers that need to be informed of our policies, please share this handbook with them.***

## **Our Philosophy**

We believe that learning is wholistic. Social, emotional, physical, communicative, and intellectual aspects of the self interact to produce growth. This learning process is based upon developmental achievements, the child's individual style of learning and experiential background. Each child is unique.

We believe that most of life's learning, including how to learn, occurs in the first five years of life. Children learn by active exploration, manipulation, and concrete experience. These aspects form the foundation for more abstract learning that allow the children to question, reason, create, and engage in meaningful interactions with others. The primary medium for young children's learning is play.

The nature and needs of the individual child are recognized. The child can attain meaning and mastery within the environment through social interactions with peers, the teacher and other nurturing adults. Close communication between parent and teacher is necessary for optimum growth. The family is always the child's primary educator and the school's role is to support the family.

## **Religion and Cultural Diversity**

This concept is of continued importance throughout the curriculum, and will not be isolated from other learning. Continuing opportunities for investigation of religious/cultural diversity may include:

- Use of language other than English in the Center, especially those spoken by the children in attendance.
- Incorporation of traditional family customs, games, and festivals in the Center routine. Incorporation of religious awareness with permission from all parents.

- Displays of art, music and literature from other cultures.
- Preparation of ethnic foods with the children.
- Available materials and equipment that enhances the appreciation for cultural diversity may include ethnic dolls, children of the world posters, ethnic cookbooks and non-sexist materials.

**It is the purpose of The C.H.I.L.D. Center to:**

Provide quality childcare, at a reasonable cost, to the children of students of the University of Wisconsin-River Falls.

Provide quality childcare to children of University of Wisconsin-River Falls staff members, on a space available basis.

Provide quality childcare to children of the community, on a space available basis.

Serve as a fieldwork site for programs including, but not limited to, Early Childhood Education, Elementary Education, Communicative Disorders, Social Work, Counseling, School Psychology and Educators of Cooperating Institutions.

Serve as a work site for University of Wisconsin-River Falls students working through the Federal Work Site Program or student help.

Provide care for all children that support each family, culture, background. All children, regardless of need are welcome to attend.

**Quality care shall include:**

A well-balanced schedule of large and small group activities including: outdoor and indoor activities and restful and active activities.

Nutritious meals and snacks provided on a daily basis. Parents will find weekly menus posted in each classroom and on the Parent Board located by signing in computer.

Supervision by professionals trained in early childhood education

A balance of teacher-planned activities and child-initiated activities

Access to age-appropriate games and equipment to help the child develop physically, emotionally, socially, and intellectually, at his/her own pace.

Individual attention to a child's unique needs, capabilities, and background.

**University goals for the program:**

To provide an exemplary model of early childhood programming for University students.

To provide training experiences for careers in the field of Early Childhood Education including observation, participation experiences and student teacher placements.

To provide services to students, staff, and community families.

To provide a research and demonstration site focused on early education and child development.

**The C.H.I.L.D. Center goals:**

Offer a positive and supportive environment for the children.

Help the children gain confidence, self-esteem, sense of self, and awareness of others.

Provide a safe, secure and comfortable environment.

Provide the children with opportunities to develop their creativity, enhance curiosity, and communicate effectively.

Promote the love of learning in children.

Build on and extend the knowledge and experiences the children already have.

Create an environment that creates a sense of challenge for the children by providing curriculum that develops problem solving skills and task persistence.

Continue open communication with parents.

**Research and Teacher Education Policies**

The CHILD Center serves as a laboratory for the study of child development and teaching/learning in early childhood. Studies may be undertaken by a classroom teacher, a team composed of the classroom teacher and a University researcher, or by a student or University researcher alone.

The director must first approve all research studies or observations done at the CHILD Center. Parents must give consent for the studies, if their child is identified as a potential subject. The child and parent are free to withdraw at any time. Center research policies require that teachers be informed of all studies in process and give consent for children to participate. Every effort is made to ensure that the child has a pleasurable experience. Confidentiality is important to us and is implemented at all times.

**Center Wide Expectations- What would Freddy Do?**

Your child will soon be learning about the role Freddy Falcon has in our center. When we talk to children about classroom rules and expectations we use our very own Freddy Falcon as a role model. Parents are expected to follow the same center wide expectations. Below is the guideline for all parents/guardians and must be followed daily.

**Be Safe**

- Enter/exit parking lot correctly
- Notify the teacher you are picking up/dropping off your child
- Remind any person (other than those listed on emergency contact) to bring photo ID in when picking up

#### Be Respectful

- Turn off cell phones when picking up/dropping off
- Turn in all forms
- Check your red folder
- Call if your schedule changes/consistent pick up/drop off times
- Arrange for babysitters outside of our business hours

#### Be Responsible

- Check and fill your child's cubby box
- Pay your tuition on time
- Check your email for important notifications
- Sign your child in and out of the computer by staff bathrooms

#### Be Kind

- Give compliments
- Show appreciation
- Set a good example
- Get to know the other children and families

#### Be Understanding

- Have realistic expectations for menu and curriculum
- Take advantage of the open door policy
- Respect our open and closing times(7am- 6pm) and 10 hour limit
- Teachers wear many hats in one day

#### Be Healthy

- Keep your ill child at home
- Pick up ill children promptly
- Bring your child properly groomed for the day

### **Communications Committee Team (previously Parent Advisory Council)**

This council meets 2-3 times each year and is open to all families. The focus of this group is to improve communication lines of center, plan events outside of operation hours and to discuss necessary changes in policies of the C.H.I.L.D. Center. The meetings are held at the center and childcare is offered to the families at no cost.

### **Parent Teacher Conferences**

The lead teachers at The C.H.I.L.D. Center offer parents, two times a year, an opportunity to attend a parent/teacher conference with their child. Teachers either post a sign up sheet with times available, or they will verbally ask the parents what would be a convenient time for them. If the parents are unable to schedule a time, the teacher will send home a packet of materials that she and the child have worked on throughout the year. This documentation will be kept in each child's file.

It is also important to note that a parent may schedule a meeting at any time with their child's Lead Teacher. Likewise, a teacher may schedule a meeting with parents if she has concerns or issues with a child. The staff strives to keep open communication with all parents.

### **Parent Involvement**

The C.H.I.L.D. Center offers two open houses throughout the school year. At those events we encourage families to attend, having the opportunity to meet all the staff that work with their child/children throughout the day. There are several staff who may work

only in the middle of the day, and there will be times when parents do not know who their child is talking about. The teachers have planned activities for all visitors and we provide a snack also.

We also encourage parents to join their child for a snack or lunch, when the time is convenient for them. Other possibilities for involvement may include sharing a cultural background and/or language, reading a story or singing with the children, or simply spending time during free play. Please contact your Lead Teacher if any of these activities are of interest to you. The C.H.I.L.D. Center has an open door policy for all parents.

### **Meal Schedule**

- A. Breakfast is served no later than 8:00 a.m.
- B. Morning snack is served around 10:00 a.m.
- C. Lunch is served between 11:30 and 11:45.
- D. Afternoon snack is served around 2:45 p.m.

### **Special Diet**

A record of any restriction of a child's diet, requested by a physician or parent/guardian, due to an allergy or medical condition, or religious belief is kept in the child's file. The restrictions are posted in the kitchen and the classrooms as a daily reminder. Parents are responsible for supplying meals/snacks in the event of a special diet, allergy, restriction or family preference.

Parents will find weekly menus posted for breakfast, lunch and snacks. These may be found on the Parent Board in the front entryway.

### **Weather/Room Temperature**

Classroom temperatures will remain under 80 F. Children 2 years and older may not be outdoors in temperatures below 0 or above 90 F. Children under 2 years may not be outdoors in weather below 20 F or above 90 F.

### **Items to Bring from Home**

#### **Infants:NO BLANKETS PERMITTED**

Baby food, labeled with child's name and dated

Formula, labeled and dated

3 Baby bottles-no glass bottles

Pacifiers, labeled

Disposable diapers, label bag

Disposable wipes, label container

2 or 3 changes of clothes, labeled

Sleep sack

Security items

**Photo of family**

Slippers (rubber or leather soles)

**Toddlers:**

Disposable diapers, label bag

Disposable wipes, label container

1 or 2 changes of clothing, labeled

Sweater or jacket, labeled

Security items, labeled

Bag or backpack large enough to fit an 8x11 sheet of paper, labeled

**Photo of family**

Slippers with rubber or leather bottoms, labeled

Any blanket or pillow brought from home for nap must fit into small shoebox tote in cubby.

**Preschool:**

1 change of clothes, labeled

Sweater or jacket, labeled

Bag or backpack large enough to fit an 8x11 sheet of paper

**Photo of family**

Slippers with rubber or leather bottoms, labeled

Any blanket or pillow brought from home for nap must fit into small shoebox tote in cubby.

\*All children are required to bring a pair of slippers with leather or rubber bottoms to wear in the classrooms. This is especially helpful in the winter so mud and snow are not tracked into the classrooms. Character head slippers are NOT allowed in the CHILD Center. They are a tripping hazard for all children.

**The children enjoy seeing their family photos displayed in the classroom, at their eye level, to share with all their friends and teachers.**

Toothbrushes and toothpaste are purchased by the Center. If your child has a special toothpaste please send it (labeled) to be left at the center.

Parental notices and information will be posted in the entry. It is up to the parents/guardians to check the parent board daily. The center license handbook is always available by the sign-in book. The posting of rules, license and violations will also be available on the parent board located in the entry.

# Infant Sleep Position Policy

## **Why set an Infant sleep position policy?**

Statistics illustrate that this policy is necessary and our state-licensing agency requires it! While **Sudden Infant Death Syndrome** is not anyone's fault there are steps that we can take to prevent it. For more information on SIDS please visit [www.sids.org](http://www.sids.org)

## Statistics on SIDS:

- Infants were found on their stomachs in more than 60 percent of SIDS cases.
- Many babies were found on a sleep surface that was not designed for infants.
- Bedding covered the Baby's head or face in nearly 30 percent of SIDS cases.
- Approximately 20 percent of SIDS cases occurred in childcare facilities.
- For every homicide of an infant there are almost 4 infant deaths by accident and 12 infant deaths from SIDS.
- 6 to 8 babies out of 1000 die from SIDS each year.
- SIDS is the number one cause of death in infants from age of 1 month to 1 year.

## **Our Policy:**

1. Unless the child has a note from a physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping to lower the risks of **Sudden Infant Death Syndrome**. (The C.H.I.L.D. Center reserves the right to refuse enrollment of a child that cannot adhere to this policy.)
2. Infants under one year old will be placed in a crib/playpen on a firm tight-fitting mattress for sleep periods.
3. Waterbeds, sofas, soft mattresses, pillows, and other soft surfaces shall be prohibited as infant sleeping surfaces.
4. All pillows, quilts, comforters, sheepskins, stuffed toys, and other soft products shall be removed from the crib.
5. Parents will supply a sleep sack if they choose. No blankets are allowed with children under 1 year of age.
6. When infants can easily turn over from the supine to the prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleeping.
7. Unless your physician specifies the need for a positioning device that restricts movement within the child's crib, such devices shall not be used.

# Typical Daytime Schedule

The daily schedule may include:

- Play in a prepared environment which includes opportunities for children to choose activities such as blocks, dramatic play, science, games, puzzles, art, water and sand play, cooking, woodworking, listening center and cognitive skill activities. All classrooms will provide a developmentally appropriate learning environment based on the ages and needs of the classroom.
- Group activities such as stories, music, creative dramatics, discussion, large motor activities.
- Outdoor play, field trips, walks near childcare center.
- Special events planned by the childcare center.

Parents will find a daily schedule posted in their child's room, particular to their needs. Although each classroom's daily schedule varies, activities alternate between quiet and active, free play and total group experiences.

An example of a daily schedule is as follows:

7:00 - 8:00	Arrival, warm greeting, play with parents, free choice play with friends
7:45 - 8:15	Wash hands, breakfast
8:15 - 8:30	Wash table space, transition to outdoors
8:30 - 9:30	Outdoor play
9:30 - 9:50	Whole group activity (music, story, language)
9:50 - 10:00	Snack
10:00 - 11:30	Transition to free play in learning centers
11:30 - 11:45	Clean-up, preparation for lunch, wash hands
11:45 - 12:15	Lunch
12:15 - 12:30	Wash hands, brush teeth, toileting
12:30 - 2:30	Rest, soft music, back rubs, quiet activities for non-nappers
2:30 - 3:00	Toileting, wash hands, snack
3:00 - 3:45	Self-selected activities
3:45 - 4:15	Outdoor play
4:15 - 4:45	Large group activities (stories, music)
4:45 - 6:00	Free choice of activities in learning centers

## Rest Periods

A child under the age of 5 years of age, in care for more than 4 hours, shall have a nap or rest period. Child care teachers will allow a child who does not sleep after 30 minutes and a child who awakens to have quiet time through the use of equipment or activities which will not disturb other children. Each child who has a rest period will be provided with a cot/crib/playpen, sheet, and blanket that is placed at least 2 feet from the next sleeping child.



# Educational Policy

## Objectives:

The overall objectives of the educational program are based on the C.H.I.L.D Center Philosophy:

- Offer a positive and supportive environment for the children.
- Help the children gain confidence, self-esteem, sense of self, and awareness of others.
- Provide a safe, secure and comfortable environment.
- Provide the children with opportunities to develop their creativity, enhance curiosity, and communicate effectively.
- Promote the love of learning in children.
- Build on and extend the knowledge and experiences the children already have.
- Create an environment that creates a sense of challenge for the children by providing curriculum that develops problem solving skills and task persistence.
- Continue open communication with parents.

## Planning:

- Each teacher is responsible for submitting bi-weekly lesson plans outlining the concepts to be introduced to his/her small group. These programs are posted for the Administrator's approval and for the parent's information.
- Teachers are also responsible for meeting with the entire staff once a month to exchange program ideas and to plan for Center wide activities.
- The Administrators are responsible for planning in-service programs to serve the needs of the teaching staff and to create long- range program goals.
- The Center will base its curriculum on the developmental needs of the children and will utilize a play-based approach through themes.
- Parents will be given newsletters quarterly describing the activities in the classroom. The newsletter will also contain announcements about the Center.

## Classroom Structure:

- Young Infants            1:4     6 weeks. - 12 months. (walking)
- Older Infants            1:4     12 months. - 24 months.
- Toddlers                 1:6     2 years – 3 ½ years
- Preschool                1:10    3 ½ years to 5 years

## Outdoor Policy

The children will spend time outdoors each day. If the child is too sick to go outdoors, the parent will be called to take the child home until the child is able to participate in all activities. As the weather gets colder, the children will go outside weather permitting. While outdoors the children will be presented with activities to enhance their large muscles. Most outdoor time will be free choice to permit the children to use excess energy, engage in more active play, get exercise, do messy activities, interact with nature and elements, and work on social skills.

All children are required to wear tennis shoes or sandals with straps around the heel. Absolutely NO flip flops on the playground. We have seen too many foot injuries due to flip flops or sandals without straps in the back.

### **Pets/Animals**

Any classroom pet will be approved by the families enrolled within the room seeking the pet. Parents will be informed by newsletter which will include where the pet will be placed, the children's access to each pet and the number of pets in the classroom. Some of the pets may include fish, hamsters or gerbils.

### **Safety**

Our main concern and basic commitment at the center is the safety of your child.

The children are supervised in their indoor and outdoor activities; however, accidents may occur. In any case, parents (guardians) will be notified of any accidents and its circumstances. If the accident is minor, the center staff will either call the parent to report the incident or report it when the child is picked up (verbally and written). The parent and/or staff member can then decide if the child needs immediate medical attention. When a serious accident occurs and the child needs immediate medical attention, our first action will be to obtain the needed help. The second action will be to notify the parents. The center will refer to the child's enrollment form for emergency #'s. The local hospital/clinic (River Falls Hospital) will be used if necessary.

Parents should notify the center of the times when (1) the child is not going to be at the center and (2) when the parents will not be at the regular address or phone number, so that they can be reached at all times, not just in case of an emergency.

### **Absence from the Center** (See "Policy on Communicable Diseases")

To insure the health of all the children, please check your child for signs of communicable disease before sending him/her to school. Please call the school (425-0656) to notify us if your child will be absent, state the reason, and the duration of the absence. In case of a communicable disease, we then can monitor to see if the disease has been transmitted to the other children in the class. Licensing rules do not allow children with communicable disease to return to school until a doctor has agreed to the return.

If your child is ill, please keep him/her at home. Children are not allowed at the Center if they have a medicine induced normal temperature. If your child was running a fever in the morning and medication was administered to reduce the fever, the child is not allowed at the Center. Likewise if your child should become ill at daycare, the parents will be notified and will be required to pick up their child immediately or within one hour of notification. If the parents cannot be reached, the person listed on the enrollment form will be contacted. The child will be isolated on a cot in the office until your arrival. The center reserves the right to terminate care if parents continue to be unreachable in the event of an illness.

There will be no reduction in fees because of absence. In the event of an extended absence, (1 week or more) the parent/guardian will pay half of the regular rate of tuition to hold the child's spot(see family rate/ reduced rate for clarification). All parents must

put any extended absence in writing to receive the half tuition discount. **ALL notices must be put in writing and given to the office staff only.**

If your child should vomit or have diarrhea while at the CHILD Center, we will notify you after the second episode of either case. Your child will need to be picked up immediately, no later than one hour from the time of notification and be removed from daycare for 24 hours. Children that have vomited or had diarrhea at home are not permitted at the center until 24 hours after the last episode.

<b>Fevers Over 101.0</b>	24 hours after the fever breaks.
<b>Pink Eye (viral or bacterial)</b>	When drainage is no longer present or 24 hours after appropriate treatment has started.
<b>Strep Throat</b>	24 hours after the start of an antibiotic treatment.
<b>Whooping Cough</b>	5 days after the start of an antibiotic treatment or 3 weeks after the onset of cough if not treated.
<b>Chickenpox</b>	7 days after the start of the rash or until the sores have crusted over.
<b>Hand, foot &amp; mouth</b>	When fever is gone and the sores have improved.
<b>Diarrhea &amp; Vomiting Rotovirus</b>	Will be sent home from day care if your child has 2 occurrences in the same day. May return 24 hours after last episode.
<b>Head Lice</b>	After the first treatment with an effective lice shampoo/lotion

### **Policy on Communicable Diseases**

- A. The following shall constitute signs of potential communicable disease:
  - 1. Temperature of 100 degrees Fahrenheit, taken by auxiliary method (under the arm).
  - 2. Skin rash.
  - 3. Diarrhea and/or vomiting two or more times in the same day.
  - 4. Evidence of lice infestation.
- B. Any child who becomes ill while at school or shows signs of a communicable disease shall be removed immediately to the office. The child shall be made comfortable on a cot.
- C. The parent shall be contacted to pick up the child as soon as possible. In the event that the parent(s) cannot be reached, the teacher shall call the emergency telephone number listed on the child's enrollment card. The classroom teacher shall make judgment as to whether the child's illness constitutes an emergency necessitating immediate departure from the center. Every attempt should be made in the case of less than emergency conditions to contact the parent.
- D. No child who is isolated because of illness shall be left unattended at any time.
- E. A child needs to remain at home at least twenty-four hours after the temperature returns to normal. If your child has a temperature over 100 degree F(auxiliary) at 8:00 a.m. the earliest they may return to the Center is 8:00 a.m. the following day. They must remain fever free for at least 24 hours after the fever breaks in order to return to the Center

- F. No medications (including over-the-counter items such as aspirin) or special diets are administered unless instructions to administer such items are written, signed, and dated by a licensed physician, and are prescribed for a specific child. That means that if you wish the school to administer either a prescription or non-prescription item to your child, we must have a written statement from the parent authorizing us to do so. All medication should come to the Center in its original container. It is against licensing to administer medication that has been added to food/sippy cups/bottles, etc.
- G. The communicable disease chart is located in the Center office.
- H. Prevention of illness will be addressed by cleaning tables and equipment with bleach solution, proper hand washing, and daily cleansing of equipment used.
- I. Hand washing will be encouraged throughout the day.
- J. Parents are notified via a written note when their child has been exposed to a communicable disease such as chicken pox, strep throat or lice. Confidentiality will be granted at all times.

## **Medication**

Prescriptive medications are administered only under the following conditions:

- A signed, dated authorization from the parent/guardian is on file.
- The medication is in the original container and labeled with the child's name, directions for dosage, date and physician's name.
- Lotions, powders or salves may be applied to a child during diapering under the specific written direction of the child's parent or the child's physician.
- Sunscreen may be applied when a written authorization dated and signed by the parent is on file.
- Sunscreen must be in the original container, labeled with the child's name, dosage and directions for administration.
- Medication requiring refrigeration will be kept in a container labeled MEDICATION. All other medication is kept in a lock box within each class.

## **Child Protection**

In accordance with Wisconsin Statutes, section 48.981, all licensed childcare providers are required by law to report all suspected cases of neglect, physical or sexual abuse to the County Department of Social Services, Human Services or the law enforcement authority.

1. Parents are required to sign their child in and out of the Center at each arrival and departure.
2. The child shall be taken to a regular teacher at each arrival, and a teacher should be informed when each child departs. Children may not be dropped off or picked up at the door and should be accompanied to and from the building by a parent.
3. Parents/guardians must designate in writing, on the Child Enrollment Form, who is allowed to pick up the child from the Center. The staff will not release the child to anyone but those listed on the form.
4. Confidentiality - All records pertaining to an individual child and his/her family are kept confidential and are available to the parent upon request.
5. Center Policies - All operating policies are available for perusal by the Center clients upon request. Pertinent "parent information" will be provided to clients upon enrollment. Any changes in operating policies will be published two (2) weeks prior to their effective date.

## **Child Abuse Reporting**

Staff will closely observe children upon admission to childcare and throughout the day. Any evidence of unusual bruising, contusions, lacerations, or burns will be noted on the child's records and reported to the Director immediately. Wisconsin law mandates that any staff member who suspects child abuse must refer any case to Pierce County Human Services Department, as well as bring this to the attention of the Director. The phone number for this agency is located in the Director's office as well as on the classroom emergency number lists. All staff will be trained in possible signs of neglect and abuse.

## **DISCIPLINE POLICY**

Our goal is to help the child become self-reliant and internalize rules of behavior. Our major strategies are to

- (1) set clear limits for children
- (2) state cause and effect when appropriate
- (3) change the environment when it interferes with positive behaviors
- (4) use redirection and diversion.

Emphasis is placed on rewarding positive behavior; no physical or demeaning punishments will ever be used on any child.

Children are encouraged to take appropriate responsibility for their own behavior and to generate ideas for solving social conflict problems (e.g., how to share a toy). On-going behavior from children may require parental involvement. Your child's teacher may request a conference at any time to discuss the behavior and devise a solution to the behavior as a team.

### **Positive guidance of children is accomplished in the following ways:**

1. Thoughtful analysis is given to the daily routine and room arrangement. If it is noted that certain areas of the room are conducive to misbehavior, they are changed.
2. Teachers are encouraged to model productive behavior and to explain what is expected from the children. These expectations are to be reasonable and should be attained by the children.
3. Teachers receive on-going training in discipline techniques.

### **Discipline Delegation:**

1. Only members of The C.H.I.L.D. Center regular staff are allowed to discipline the children, and then only after they have shown an understanding of the Center's philosophy and techniques of discipline.
2. Older children, volunteers, and parents are not allowed to take disciplinary actions with Center children (unless it is a member of their own family, in the case of a parent only), and corporal punishment is never allowed on the Center premises.

3. Teachers are evaluated annually on their ability to handle discipline situations, and are encouraged to seek help from other staff members if they have difficulty with a particular child or situation.

### **Continued Misbehavior**

1. If a child does not respond to positive guidance and redirection, and is posing an emotional problem for him/her self or others, or is a physical threat to others, the following steps are taken:
  - a) The child is warned that repeating the behavior will result in his/her separation from the group. Alternatives are suggested to the child.
  - b) If the child repeats the action, s/he is removed from the group to a private place within sight of a teacher. The teacher tells the child s/he will return to discuss the situation when the child has calmed down.
  - c) In a few minutes (not more than 5) the teacher returns the child to discuss what happened, why it was unacceptable, and what the child must do to control his/her behavior.
  - d) The child is invited to return to the group when he/she is ready. If the child needs or wants more time alone s/he may take it.
  - e) When the child returns to the group, the teacher welcomes him/her back into the group and tries to make the transition as smooth as possible.
  - f) Children under the age of 3 will not be removed from the group.

### **Prohibited Punishments**

This includes all punishments which is humiliating or frightening to a child, such as but not limited to:

1. Spanking, hitting, punching, biting, shaking, or inflicting any other form of corporal punishment.
2. Verbal abuse, threats, or derogatory remarks about the child or child's family.
3. Binding or tying to restrict movement, or enclosing in a confined space, such as a closet, locked room, box, or similar cubicle.
4. Withholding or forcing meals, snacks or naps.
5. Punishment for lapses in toilet training.
6. Excessive or long term exclusion from group activities.

These punishments will not be used on any child even at a parent's request.

Discipline techniques vary to some degree with the age of a child. As children grow older they are asked to assume more responsibility for their own behavior, and to practice more self- control.

Staff members who punish children in a prohibited manner, or who do not first apply proactive, rather than reactive, techniques will jeopardize their employment at The C.H.I.L.D. Center. A staff member found using any of the above listed "Prohibited Punishments" will be dismissed. Any infractions of this discipline policy reported by parents/guardians, or other staff members, will be investigated.

## **Intervention Plan**

\*This plan can and will be used for instances where an intervention is necessary. Interventions can include a wide variety of topics but are not limited to those mentioned below: biting, aggression towards others (adults and children), sexual exploration of self and others, continuous inappropriate verbal language (swearing), any behaviors developmentally inappropriate or deemed hazardous to others or self.

The following steps will take place when an intervention plan is necessary.

Intervention plan:

- \*The intervention plan will be made up of the classroom teacher, director, and teacher assistants.
- \*A scatter plot will be put in place to monitor the frequency and patterns of the concerned behavior.
- \*The intervention team will first look to the environment for clues into understanding the behavior. The room arrangement, hunger, activities going on, and sleep all play a huge factor in understanding why children experience challenging behaviors, inappropriate language, biting, etc.
- \*Once the intervention team has monitored the behavior, another meeting to discuss progress will occur.
- \*These meetings will take place at the CHILD Center. All meetings will be scheduled at the convenience of the families involved.

Parent involvement:

- \*Like any other developmental problem or behavior type problem, all parents are encouraged to play an active role and keep lines of communication open.
- \*The intervention team will/may ask to meet with the involved families every couple of weeks to discuss the biting (especially in cases where biting occurs several times throughout the week).
- \* The intervention plan will be used when the center has exhausted all of their resources and can no longer meet the needs of the child. In extreme circumstances, where we cannot meet the needs of the child, the CHILD Center may request temporary or permanent removal from the center.

## **ADMISSION POLICY**

**Affirmative Action Statement:** The C.H.I.L.D.Center will accept children regardless of race, color, sex, creed, disability, political persuasion, national origin, or ancestry. The Center is licensed to serve children from 6 weeks to 10 years of age. The number of children cared for at any one time will not exceed the number for which the center is licensed. The capacity for the center is 90 children.

**Slots are filled in the following order:**

- Current families
- Siblings of current families
- Full Time Students
- Part time students (6 or more credits)
- UWRF faculty and staff
- Community full time enrollees

- Community part time enrollees

\*\*Openings will be granted to families needing immediate care. The CHILD Center reserves the right to place families, who do not need immediate care on a waiting list. If the openings remain available, the waiting list will be used to fill such openings.

## **How To Enroll**

- A. Parents may enroll their child by completing the necessary forms. Care will be provided only after a parent has completed and returned the following:
  1. Immunization Record
  2. Enrollment Form Family Report
  3. Child- Enrollment and Health History
  4. Child Health Report (submission of this report is required within 30 days of the child's first day of attendance. This form is renewed as required by law to remain participating in the Center).
  5. Intake Information for Children Under 2 Years
  6. Family Report for Children 2-10 Years
  7. Parent Agreement
- B. Parents are encouraged to schedule a pre-enrollment visit to the Center, with their child, before the first day of attendance.
- C. Parents/guardians have access to their child's records. A written request is required for all requests.

The C.H.I.L.D. Center is a division of Student Affairs. The C.H.I.L.D Center also works closely with The College of Education and Professional Studies at the University of Wisconsin-River Falls. The Center is licensed by the State of Wisconsin and is open year round, Monday through Friday from 7:00 a.m. to 6:00 p.m.

Prior to admission, a meeting shall be conducted with a child's parent or guardian to obtain written information that will aid childcare teachers in individualizing the program of care for the child. This information will enable the staff to coordinate the child's schedule with the at-home routine. Information shall include all of the following:

1. Schedule of meals and feeding.
2. Types of food introduced and timetable for new foods.
3. Toileting and diapering procedures.
4. Sleep and nap schedule.
5. The child's way of communicating and being comforted.
6. Developmental and health history. All staff will be notified by the Director of any special needs, dietary restrictions, etc. to provide quality care of all children.

## **Health**

### **Physical Examination:**

- A. Except for a school-age child, each child 1 year of age and older must have an initial examination not more than six months prior to, or later than 3 months after admission to the Center.
- B. Evidence of a current physical examination must be on a form provided by the Center and be signed and dated by a licensed physician, physician assistant, or Health Check Provider.



- C. Each child two years of age to kindergarten entrance must have a subsequent physical exam at least once every two years thereafter. Each child under 2 years of age must have a follow-up exam at least once every 6 months after admission.

### **Arrival and Departure/Child Absence**

Parents or carpool drivers are required to accompany their children into the classroom to insure the child's safety. Under no circumstances may a child be dropped off outside the school or in the entryway. There are allotted drop off parking spots for parents. Please take note of the signs.

If a child who is scheduled to arrive at the center does not arrive within 1 hour after the specified time on the written agreement signed by the parent, and we have not been notified in advance of the child's absence, we will attempt to contact the parent or guardian to determine the child's whereabouts.

### **Agreements**

1. All regular care will be provided under a signed agreement between the parent/guardian and The C.H.I.L.D. Center. Fees will be assessed on a weekly basis, according to this agreement, with extra hours of care being charged at an additional rate.
2. A parent/guardian must choose to enroll their child under one option: weekly, daily, or ½ day agreement. These choices may not be mixed.

A **weekly** agreement is defined M-F, full-day care.

A **part-time** agreement is defined as 2 (T/Th.) or 3 (M/W/F) days a week.

- This applies only to students and faculty of the UWRF campus for infant care.

A **half-day** agreement is defined as 7:00am-12:00pm, M-F.

\*There will be no drop off times from 12:00-1:00.

- A child may not attend the center for more than a 10-hour time period. If the child is left longer than the 10-hour limit, the parent/guardian will be charged an additional rate of \$1.00 per minute, per child.
- Any change in scheduled hours must be approved by the Administration prior to such a change. Once the agreement has been signed, any future changes will require a new agreement. More than one agreement change will require a fee payment of \$5.00 per agreement.

### **Tuition Collection**

1. All parents/guardians are charged weekly for services. Payment notifications will be given every week and will reflect the tuition due plus billing for any extra time. Your first tuition payment is due with your child's agreement for each term in order to secure a spot. The enrollment fee is also due at this time.
2. *Checks should be made out to "The C.H.I.L.D. Center"* and placed in the tuition collection box. All unpaid tuition is subject to an additional fee of 10% of the unpaid balance as a "late fee." All tuition should be paid in full at the time of dis-

- enrollment. All accounts left unpaid will be sent to collections immediately. Student families will have a hold placed on their account.
3. Attendance is recorded daily as you sign in on the computer and verified by the teacher sign-in book. Deliberate falsification of arrival and departure times is grounds for termination of enrollment. Children are signed in/out of each classroom when the parent/guardian enters the classroom.
  4. Enrollment may be terminated if payment is not made within one week of the due date. The C.H.I.L.D. Center reserves the right to terminate care without giving a 2 week notice for non-payment.
  5. Any parents/guardians have the right to appeal, in writing to the Director if they have a problem making payments according to this policy.
  6. Parents receiving public assistance are responsible for all financial payments until the center receives authorization from the county or state. If, at that time, there is a credit, it will be refunded to the parent from the center. Also, the parents are responsible for any unpaid portion of child care tuition.
  7. All tuition posted to your ledger is final. No adjustments will be granted (i.e. turning finals schedule in late, failure to turn in esis schedule for student families, not giving proper notice of a vacation etc.).

### **Grievance Policy**

If a parent/guardian has a question or concern regarding the care provided at the Center, the parent is requested to speak first with the child's teacher. The administrative structure of the Center is as follows:

- Director, The C.H.I.L.D. Center
- Lead Teachers
- Assistant Teachers

### **Mutual termination:**

If the Administrator and the parent/guardian agree that an enrollment is inappropriate they must:

- Arrive at a mutual termination date at least two weeks from the agreement.
- Co-sign and date a termination form that lists the exact date of termination.
- The parent/guardian must make payment according to their agreement until the agreed upon ending date.
- Pay for any outstanding tuition on or before the termination date.

### **Center termination:**

The C.H.I.L.D. Center may terminate enrollment for the following reasons:

- The parent/guardian fails to follow correct admission requirements especially as they relate to submission of required forms and departure procedures.
- Retention of the child would be detrimental to the health and safety of the other children in the Center, the Center staff, or to the child him/herself due to exceptional needs for special treatment.
- It is noted here that The C.H.I.L.D. Center will first make reasonable attempts to alleviate the situation before recommending termination.
- The parent/guardian fails to pay fees according to policy.
- In the case of a Center termination a two-week, written, dated notice will be given to the parent/guardian. All outstanding tuition must be made according to contract until the ending date. This policy does not apply if termination is due to non-

payment, abuse to the Centers policies on illness, exceeding 10 hour limit policy and/or continual late payments.

**Fee refund:** Fee refunds occur only when a parent/guardian has paid tuition in advance. The refund will equal the amount to the amount paid that is not used by attendance or the two-week notice or termination.

### **Discharge Policy**

Parent termination: Any parent/guardian deciding to terminate enrollment must:

- Provide a two (2) week written or email notice to the Center. If parents have shared custody of their child/children, both parents **must** sign the notice.
- Have the notice co-signed and dated by the Administrator.
- Make payment according to their agreement until the ending date as listed on the termination notice.
- Pay for outstanding tuition at the end of the two-week period.
- If notice is not given according to this procedure, two weeks tuition will be charged after the child's last day of attendance.

### **Late Fees**

An additional charge of \$1.00 per minute, per child will be charged after closing time. The center closes at 6:00 p.m. The time and fee will be recorded by the teacher in charge and added to your next billing statement, or you can immediately pay the amount due to the teacher in charge of your child. The late time will still be recorded. Repeated late pick-ups may result in termination of services. Please notify the office at 425-0656 if you are unavoidably detained. You must notify the teacher in writing if someone other than the parent will be picking up your child.

### **UWRF Student Tuition Policies**

- You must be enrolled in 12 or more credits(undergrad program) or 9 credits (graduate program) with UWRF
- You must turn in a class schedule along with your Parent/Provider Agreement in order to receive the student rate. Your class schedule can be printed off of Esis. Failure to turn in your Esis schedule will result in community rates. No credits will be given once your schedule is turned in.
- If you do not bring your child over Spring break you will not have to pay tuition for the week you are not here.
- If you do not take class over J-term, you will be responsible for paying \$100 holding fee/child.
- Over the summer, if you choose not to attend, you will pay a holding fee of \$100 for every 4 weeks you are not attending. Holding fees are defined in 4 week increments.
- Over the summer and J-Term you will receive the student rate for the dates you are enrolled in a UWRF class.

Students that are charged the community rate

- If you choose to bring your child over J-Term or Summer sessions when you are not enrolled in a UWRF class, you will be considered a community member and charged the community rate for those weeks.
- If you have not turned in your Esis schedule prior to the first day of class, you will be charged a community rate until it is on file. No credits will be given once the schedule is turned in.
- If you choose to bring your child over Spring Break you will be charged the community rate.
- Discounts in tuition are not given when the University is closed for holidays or bad weather.

### **Student Parents**

- To be eligible for student rates you must have at least 12 credits per semester of undergraduate or 9 credits per semester of graduate courses.
- Students rates are given for classes held during the C.H.I.L.D. Center business hours (classes that meet on weekends or after 6:00pm do not qualify for the student rate).
- When the University is not in session students who bring their children to the center will be charged Community rates. This includes holiday break, J-Term, Spring Break and summer (if you are not taking classes).
- Discounts in tuition are not given when the University is closed for holidays or bad weather.

### **Holidays**

If a contracted day falls on a legal holiday when the center is closed, tuition will still be charged at a normal rate. These holidays include New Years Eve, New Years Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the Friday following, Christmas Eve and Christmas Day.

The center reserves the right to close if less than 10% of children will be in attendance.

### **Holding fee**

A holding fee of \$100/child for 4 week increments will be granted. Holding fees are defined in 4 week increments. Holding fees will only be granted in 3 situations

1. A maternity leave
2. J-Term for UWRF student and faculty only
3. Summer months

Maternity leaves or summer leaves may be a combination of holding fees and vacation credits. Ex. A maternity leave for six weeks will equal a one 4 week holding fee and 2 weeks of vacation credits.

### **Reservation fee**

A one-time reservation fee of \$100 will be granted for an upcoming enrollment. The reservation fee will not be used for future tuition. Reservation fees are at the discretion

of the Director. We reserve the right to limit the number of reserved spots within each classroom. Immediate openings within a classroom will be filled with families needing immediate care.

### **Field Trips and Special Events**

In the case of a field trip or special event an additional, nominal fee may be charged to help cover the cost.

### **Cancellation/Withdrawal**

Parents are asked to provide a **two-week written notice to the center**. If parents have shared custody of their child/children, both parents must sign the notice. This notice will be co-signed and dated by the Administrator. Payment will be made according to the agreement until the ending date as listed on the termination notice.

### **Schedules**

Student parents must give new schedules to the Center 4 weeks prior to each semester. Any changes within the semester require approval from the Administrator. New agreements are required for each academic term. A one-time registration fee will be charged as long as the student is taking at least 12 graduate or 9 undergraduate credits. If the student withdraws from the University, a new agreement and registration fee will be issued upon re-enrollment to the University.

### **Celebrations**

Some holidays are beyond the understanding of young children. When we celebrate a holiday at the Center, we design concepts and activities that give the children more experience with and understanding of the holiday. We will notify the parents of the times and formats of the celebrations. Generally there will be no special requirements of the parents.

We feel it is important for our young children to become familiar with the values, beliefs, and cultural traditions of different people and the ways they celebrate special occasions. From time to time we will provide such opportunities. We would appreciate knowing, if, and how, any of the parents could assist us.

The most important occasion for a child is his/her own birthday. A great way to honor your child on their special day is by donating a book in honor of their birth. This gift and celebration of life is a gift that will keep on giving throughout the year. If you wish to bring a snack we ask that you keep a few things in mind. Please plan snacks that are nutritious. All snacks must be store bought with the ingredient label on the item. Some ideas include, muffins, breads, fruit with yogurt dip or ants on a log. Please ask ahead if there are any peanut allergies.

\* If your child is planning a home birthday party and wishes to invite classroom children, please send the invitations to their home address as other children who may not get invited will feel left out and may not understand why they are not invited.

Religious component - The C.H.I.L.D Center reserves the right to respond to religious issues when the children raise them. This will be done in a non-denominational manner.

### **Parent Visits**

Parents are welcome to visit the center at any time and are encouraged to participate in Center activities. The C.H.I.L.D. Center has an open door policy. Parents are welcome to visit at any time, unless a court order prohibits a parent/guardian to do so. All adults (parents, volunteers, observers, and/or relatives) shall not be permitted on the Center property if he/she has a court order prohibiting them from having contact with minors. Any person found in violation of this policy will be reported to Public Safety and/or the River Falls Police Department and/or Pierce County Sheriff's Department.

### **Saying Goodbye**

It has been our experience that saying goodbye can be a difficult task and confusing to many children. This is especially true if your child has a difficult time with transitions. We have learned that the best way to handle difficult transitions is to reassure your child you will return (give him/her a time frame), give your child a hug/kiss and leave. It is okay if your child begins to cry. Please be reassured that many times children are done crying by the time you get out to your car. If your child should remain upset for an extended period of time, a phone call will be made and updates on his/her day will be given. We encourage you to call at anytime during the day to see how the day is progressing. Our phone number is 715-425-0656

### **Child Transition Procedure**

At the time a child is preparing to transition from either infant classroom to the toddler room or toddler room to preschool room, we will notify the parents of the child (in writing) as well as the current teacher and new classroom teacher. The tuition rate will not change until the child has completed the transition. The teachers and parents may choose a two week or three week transition schedule, depending on the child's comfort level with change.

### **Toilet Training**

Plans for toilet training will be made in cooperation with the parent so that the toilet training routine is consistent between the Center and the child's home. No routine attempts may be made to toilet train a child under the age of 18 months. When potty training attempts are being made in the older infant room with children 18 months or older, pull-ups or diapers are required. Absolutely no underwear will be permitted in our infant rooms. When potty training attempts are being made, our staff needs to adhere to the licensing standards set forth by the state of Wisconsin.

### **Babysitting List**

We will supply a list of staff that are willing to babysit your child/ren. All arrangements for a babysitter must occur after the hours of operation at the Center. Many of our staff work until the closing of the Center (6pm), please do not ask them to leave early for an

evening of babysitting. If you need a student to take your child from the Center to your home, you must supply a written note/email to Minda or Michelle.

## **Injuries**

Injuries will occasionally occur while your child is at daycare. If an injury does occur the staff will provide immediate First Aid. In some cases, a parent may be contacted or emergency medical attention may be needed. Please read through the definitions below to have a better understanding of what type of treatment or medical attention may be needed.

### **Minor Injury**

A minor injury is defined as a small bruise, scrape, sliver, bite, etc. Any minor injury with potential break in skin (such as bite, scrape, sliver) will be washed with soap and water and bandage applied as needed. Bruising will be monitored by the center staff. Minor injuries will require an accident report to be filled out by our staff and signed by the parent, guardian or approved pick-up at the close of the day.

### **Serious Injury**

A serious injury is defined as any head injury resulting in a contusion (goose-egg), lacerations requiring medical attention, loss of consciousness, broken bone/chipped tooth, suspected poisoning, etc. Any injury requiring medical attention will require our facility to fill out a secondary Incident Report in addition to the accident report which will be signed by appropriate parties.

1) Head injuries will require that a parent is notified. An accident report will be filled out by our staff and signed by the parent, guardian or approved pick-up at the close of the day.

2) Lacerations will require that the parent or guardian pick the child up and medical attention be given by the facility of their choice. An accident report and Incident Report will be filled out by the center staff and signed by appropriate parties.

3) Loss of consciousness will result in the center calling 911 and the child will be transported to River Falls Medical Facility. Parents will be called immediately. An accident report and Incident Report will be filled out by the center staff and signed by appropriate parties

4) Broken bone/chipped tooth will require that the parent or guardian pick the child up and take them to the facility of their choice. An accident report and Incident Report will be filled out by the center staff and signed by appropriate parties

5) Suspected poisoning will be treated after consulting with Poison Control. Parents/guardian will be notified after Poison Control has been notified and the parent/guardian will be required to take their child home to monitor. An accident report will be filled out by the center staff and signed by appropriate parties.

