

CARE-A-LOT FAMILY DAYCARE
956 NEWMAN STREET
JANESVILLE, WISCONSIN
(608) 754-1997
ELIZABETH (BETTY) CHRISTIANSON
Policy Effective Date: Sept. 1, 2005
Rev. Date Jan. 2009

I. GENERAL INFORMATION

CARE-A-LOT FAMILY DAYCARE is licensed by the State of Wisconsin, Department of Health and Family Services. I am licensed to care for no more than eight children at any one time. I am inspected regularly to insure that I meet licensing standards. Smoking is not permitted on the premises of the center during licensed child care hours. No one in the household smokes.

I am required to maintain a current written record of daily attendance for all of the children. Please assist me in meeting this requirement by signing the attendance form on Friday's verifying your child's hours are correct for that week.

I will post the following items for your review: License certificate. Any stipulation, condition, exemption or exception that affects the license. Results of the last monitoring visit (department form Non-compliances Statement and Correction Plan or Compliance Statement. Any warning letter or enforcement action-order, forfeiture, temporary suspension- 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. Center policies.

Parents will receive a pamphlet, which is a summary of family child care licensing regulations, "Your Guide to Licensed Child Care," as part of an enrollment packet.

Care-A-Lot Family Daycare is covered by liability insurance for my premises and/or for my operations.

Care-A-Lot Family Daycare does not have any pets at this time. Parents will be notified in advance before any pets are added.

Parents are welcome to visit my child care program at any time during the hours of operation unless prohibited by a court order. If so, I will need a copy of the order. If you visit during naptime please be considerate of napping children.

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

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 I cannot legally withhold a child from the legal guardian I will not hesitate to call the local authorities if I feel the child is in danger.

It is important that we communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed please work with me to arrange a convenient time to talk on the phone at naptime or in the evening so we can give the issue the attention it deserves.

To protect each family's confidentiality, Care-A-Lot Family Daycare will not share information about a child or a child's family with anyone who is not authorized to receive this information.

All child care providers are mandated reporters of suspected child abuse or neglect. If a child care provider suspects a child has been abused or neglected, that employee is required to report the abuse or neglect to child protective services or the police.

Child care services will be provided between the hours of 6 A.M. and 6 P.M., Monday through Friday, January through December. No service will be provided on New Year's Eve and New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve and Christmas Day, . No fees will be charged for these holidays. If a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed the Monday following.

II. ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN

Betty Christianson will provide care for children between the ages of 0 weeks and 12 years years. I will never refuse to enroll a child on the basis of race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation. All children will be enrolled for a trial period of 1 month. During the trial period either the provider or parent may terminate child care without advance notice.

Parents must meet with me to discuss their child's specific needs and to review program policies. I will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.

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

- Form CFS-62, "Child Care Enrollment"
- Form CFS-2345, "Health History and Emergency Care Plan"
- Form CFS-104, "Child Care School-Age Agreement" (if applicable)
- Form CFS-56, "Child Care Center Transportation Permission" (if applicable)
- Form CFS-61, "Child Care Intake for Child Under 2 Years" (if applicable)
- Parent/Provider agreement
- Food Program papers

I will inform you of any updates that are needed and give you 30 days to submit the updated forms.

The following items must be completed and returned to me within 2 weeks after your child starts attending.

- Form CFS-60, "Child Health Report"
- Form DPH-4192, "Day Care Immunization Record" or an electronic record of your child's immunizations

Children may be enrolled on a full-time, or a part-time basis since I have a flat rate system the fee is the same. I do allow school age children for drop-in care if they have a younger sibling still attending the center, and if prior enrollment arrangements have been made and space is available.

A child may be discharged from the center for reasons such as, but not limited to:

Failure to pay fees on time. (Grounds for immediate termination, without advance notice.)

Lack of parental cooperation. (Grounds for immediate termination without advance notice)

Inability of child care program to meet the needs of the child. I will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.

Repeated failure to pick up the child at scheduled time.

Failure to complete and return required forms.

Parents must give a 2 weeks written notice of their intent to withdraw the child(ren), and will be required to pay for those 2 weeks, whether or not child(ren), continue to attend. All outstanding fees must be paid. If you give a notice that is during any time the center is closed for vacation time you will still be charged for the full 2 week notice time.

I will give a 2 weeks written notice of my intent to discharge a child (and try to inform parents of local resources that may be of help to them), except when due to parent's failure to keep current with fees owed or continued failure to follow center rules these are grounds for immediate termination. Should parent remove the child during a notice period I initiate, fees will not be charged for remaining unused days.

III. FEE PAYMENT AND REFUNDS

Fees are to be paid on Friday for the week's services. If you get paid every 2 weeks you must notify the center at enrollment and then you will be required to pay for 2 weeks every other Friday.

If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

No refunds will be given for days when children do not attend for illness or other reasons, unless you are using an approved sick day or vacation for the time.

Fees are on a flat weekly rate, unless you are attending an approved drop in day.

Rates are not higher for children under 2 years of age than for older children.

At this time there are no extra fee assessed for late payment or late pick up of a child.

If the center has to close down because due to a sickness or something that is a direct result of daycare normal fees will be charged. Exp. of this would be, but not limited to just these: Head lice, pink eye, impetigo, chicken pox. You will be notified if this happens.

There will be no reductions for additional children from one family. I am limited to the number of children that I may care for at one time. When your child starts school the center DOES NOT guarantee there will be a spot available for your child for days off school or summer care even if a sibling attends.

After a child has been enrolled for 6 months I will allow 5 days off per year with no fee required. These days may be used for sick or vacation time. Vacations require a 2 week notice to qualify for no payment. Only 1 sick day may be used in a week. No vacation or sick days may be used during a week the center is already closed for a holiday or vacations.

Only one family may have vacation at any one time. Be sure to fill out your requests early. No vacations may be used the week before or the week after the provider's vacation time.

After your 5 days are used, I will require full payment for any absences, for the rest of that year.

Current fees appear on the rate sheet.

IV. CHILD AND PROVIDER ABSENCE

A. Child Absence

If your child will not attend or you will be arriving late on a regularly scheduled day please let me know by 9 A.M. If the center has not heard from you by 9 A.M. the center will call you to confirm the whereabouts of your child.

Care-A-Lot Family Daycare DOES NOT supply transportation to and from schools for school age children. Parents are required to make all arrangements to get your child to and from school and to keep the center informed of these arrangements.

If the daycare plans to go on a field trip that requires transportation you will be required to fill out an authorization for transportation for each field trip. It will state where we are going and when we will be returning. If your child needs a car seat you will be required to leave one for the day. At the bottom of each form will be a section where the center will document each time we get in or out of the vehicle to insure that your child is kept with us and safe at all times.

B. Provider Absence

I will take 2 weeks of vacation during each year. And occasionally I will close for a day or two for other appointments. No fees are charged for my vacations. I will let you know the times for full week vacations 30 days in advance so you and your family can make alternate arrangements, and I will give at least 1 week notice of single days off.

In case of an emergency situation that requires my immediate attention, I will call one of my daughter's Heather Chubak or April Christianson. My emergency back-up person will come to the center to stay with the children during my absence. Parents will not be called to pick up their children unless the emergency also requires my daughter's presents. Then she will call you to pick up your children as soon as possible, but no later than 2 hours after notification. I will provide my emergency back-up person with a brief orientation that will include the names and ages of children present, arrival and departure information for each child including the names of people authorized to pick up the child, the location of the children's files including emergency contact information, consent for emergency medical treatment and any special health care needs and the procedures to reduce the risk of sudden infant death syndrome if the center is licensed to care for children under 1 year of age. Regular fees will not be charged if I need to close because of an emergency. My emergency back-up provider has been trained in Shaken Baby Syndrome prevention.

In the event that I am scheduled to be gone, Heather Chubak will act as my substitute or I will close for the day. You will be notified in advance. Before my substitute or any other provider required to meet the staff-to-child ratios begins to work with the children, I will provide them with an orientation and document its completion on a form provided by the Department. The orientation will cover all of the items specified in the licensing rules. My substitute has received Shaken Baby Syndrome prevention training.

In the event that I or a household resident is ill, I will notify the parents of all regularly scheduled children no later than 6 A.M. that the center will be closed.

V. HEALTH

A. Child Illness

Children who are ill are not to be brought to the center. Examples of children who are ill:

A temperature of 101 degrees F. or higher.

Vomiting or diarrhea has occurred more than once in the past 24 hours

A contagious disease such as chicken pox, strep throat or pink eye

An unidentified rash

Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness

Has a constant, thick colored nasal discharge

A constant cough to the point that they almost throw up.

Children may return to the center when they are symptom free, have been appropriately treated, or have been given medical approval to return to child care, in the form of a written Dr. Authorization. I will follow procedures on personal cleanliness and communicable diseases with licensing rules and the guidelines for exclusion of children from child care as adapted from the Division of Public Health.

I will report all communicable diseases, when required, to the local health department and to parents of all enrolled children. Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease.

If a child should become ill or seriously injured while at the center, parents will be contacted immediately. Sick children will be isolated within my sight or hearing and made as comfortable as possible. Children should be picked up within 2 hours. If the child is not picked up within 2 hours, the emergency contact person on the child's enrollment form will be called.

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

I have received training in first aid. I will follow standard emergency medical procedures for treating injuries. A head injury will be treated as a serious injury, and parents will be notified as soon as possible. I have a current certification in infant and child CPR including training in the use of an automated external defibrillator (AED).

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Mercy Hospital should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911.

B. Medications

I will administer medications. Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided. All medicine must be in its original container, bearing the label with child's name, dosage and administration directions. I will not exceed the age-related dosage on the label of any medication without a written doctor's authorization.

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 my care will be entered into the center's medical logbook. As a licensed child care provider, I am required to report suspected child abuse or neglect to the local authorities.

C. Sudden Infant Death Syndrome (SIDS)

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

Child will be placed to sleep on his or her back in a crib or playpen, unless the child's physician's authorizes another position in writing.

Child will not sleep in a crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.

Child 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 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 on his or her back in a crib or playpen.

I will ensure that awake, non-mobile children have time each day to spend in a prone position ("tummy time") by giving children a chance to be on their tummies and play with toys when other children are playing outside or napping.

I will train all staff members, substitutes, and volunteers on these procedures before they begin working with children.

VI. NUTRITION

I will follow USDA guidelines when planning our menus. Care-A- Lot Family Daycare does participate in the USDA Child and Adult Care Food Program. I will offer the following meals and snacks to all children in attendance at the times identified in the daily schedule. (Check all that apply)

- Breakfast
- A.M. snack
- Lunch
- P.M. snack
- Dinner
- Night-time snack

School-aged children will be offered an afternoon snack upon return from school.

Daily, Weekly, or Monthly records of meals and snacks are available for your review upon request.

Care-A-Lot Family Daycare will supply all food for meals and snacks. If you wish to send snacks please send enough for 8 children.

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. I will supply what ever formula your infant is on when entering daycare. All bottles and commercial baby food must be labeled with your child's name.

If your child has special dietary needs or has food allergies parents must notify the center in writing.

VII. DAILY ACTIVITIES

I will plan activities and provide children with a variety of experiences. Some of the activities will include:

Language development: Books, music, story time, finger plays, sharing time

Large muscle skills: Balls, hula hoops, bean bags, swinging, outdoor play

Small muscle skills: Art and crafts activities, stringing beads, Legos, blocks

Creative expression: Dramatic play, puppets, music and musical instruments, art activities

Self-help skills: Assist with mealtime preparation, dress self for outdoor, help with jobs in the center

Literacy skills: Books, alphabet and writing games

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, manipulative and housekeeping equipment. Children, including infants and toddlers, will go outdoors daily when weather permits.

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

Raining

Temperatures above 90 degrees F

Wind Chills of 0 degrees F or below for children ages 2 and above

Wind Chills of 20 degrees F or below for children under age 2

This will be determined by the age of the youngest child present that day.

There is outdoor play space on the premises of the center.

I will allow the children to watch television including Videos or DVDs. Children may bring videos or DVDs from home provided they are rated G or are strictly intended for children of all ages. No violent or scary cartoons will be allowed. The children will be allowed to watch television before naptime, during the early morning and late afternoon or on special occasions. Children are not required to watch television and other activities will be available during that time for children to use.

Your child may bring a toy for sharing time. No guns, swords, knives etc. will be allowed. Please make sure the sizes of the toys are appropriate for all ages. Think of choking hazards.

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

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. I will provide safe, open spaces for children whom are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.

Rest or naptime will be provided for all children younger than five years of age whom are in care for more than four consecutive hours The provider will launder the bedding/sleeping bag after every five uses, or sooner if necessary. If you child has a special blanket they may bring it for naptime, long as it is child size.

A crib or playpen is provided for each child under one year of age. Children over the age of one year will sleep in playpen or sleeping bag.

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.

A schedule of daily activities is attached.

VIII. GUIDANCE / DISCIPLINE

Children's behavior will be guided by setting clear limits or rules for children. I will talk with children about expected behaviors and model those behaviors consistently for them. I will state positively what children can do, using specific terms; e.g. "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity.

Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.

I understand that there are times when a child will become distraught, fussy or won't quit crying. My first action in these situations will be to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. I understand that crying is normal, and that all babies will have times when they cannot stop crying. At these times, I will stay calm and do whatever I can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then try again. However, there also may be times when I need your advice or assistance, and I won't hesitate to call you if I feel that it is necessary.

I do "time-outs" to deal with unacceptable behavior.

A "time-out" or "take a break" may be used when other techniques have not been successful. A time-out will be used to remove a child from a situation that has gotten out of control before a child could hurt himself or others. Time-outs will never exceed five minutes and may not be used with children under three years of age. When used, the time-out will immediately follow the behavior. I will stay with the child and talk about what behavior was unacceptable, and what else he/she might have done or said instead. Rather than use a specific time-out chair or corner, I will have the child "take a break" near the others, so the emphasis is on relax/cool down, rather than isolation and punishment. The child will be praised after completing the time-out, and will be helped to rejoin the group.

I recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, I will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from care.

In accordance with "Wisconsin Rules for Licensing Family Day Care" actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally or physically painful, discomfoting, 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.

IX. TRANSPORTATION

1. I do not provide transportation to and from home, to and from school.
I do not supply transportation for field trips at this time.
I do carry liability insurance on the vehicle used for emergencies.

X. RELIGIOUS PRACTICE

I do include religious practices in my daily activities. We offer prayers before meals and snacks; talk about how God feels about lying; taking things that don't belong to you; cheating; etc. I also do not allow them to take God's name in vain by saying "Oh God", "Jesus" etc. unless we are talking about God.

We celebrate the following occasions: Christmas, Easter, Halloween, Thanksgiving, Valentine's Day, each child's birthday, and leaving daycare for kindergarten.

XI. EMERGENCY PROCEDURES

I do not provide care between 9PM and 5 AM. My plan for evacuating napping children during daycare hours is to wake children and escort them to the nearest exit.

Fire and Tornado evacuation plans will be practiced monthly.

In case of an emergency that would require an evacuation, children will be evacuated through the nearest exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken out to assure that all children are accounted for and all families notified. Children will be assembled at the mail box.

In the event of a tornado warning, the children will be taken to the basement. Blankets, a portable radio and flashlight, with extra batteries for both, are kept in the tornado shelter area at all times. The attendance form and emergency contact information will be brought along.

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

If a child who is scheduled to arrive at the center, via transportation other than the parent, does not arrive within 1 hour of the specified time on the written agreement signed by the parent, I will call the parents and let them know the child has not arrived.

If the center should lose the use of heat, water or electricity before the center opens; I will call parents by 6 AM and ask them not to bring the child that day.

If the center should lose the use of heat, water or electricity while children are in attendance, I will call parents and ask them to pick up the children. If we are unable to re-enter the building after a necessary evacuation, I will take the children to Ellie Kotche's house 1505 Gershwin (located across the street and to the right on the corner) and contact parents as soon as possible.

10. ITEMS TO BE PROVIDED

<u>Parent Provided</u>	<u>Center Provided</u>	<u>Items</u>
<input type="checkbox"/>	<input type="checkbox"/>	Disposable diapers
<input type="checkbox"/>	<input type="checkbox"/>	Baby wipes
<input type="checkbox"/>	<input type="checkbox"/>	Lotions
<input type="checkbox"/>	<input type="checkbox"/>	Labeled sheet and blanket
<input type="checkbox"/>	<input type="checkbox"/>	Sleeping bag
<input type="checkbox"/>	<input type="checkbox"/>	Bottles for water, formula, and/or milk (at least 3)
<input type="checkbox"/>	<input type="checkbox"/>	Full change of clothing including underwear and socks (for all ages)
<input type="checkbox"/>	<input type="checkbox"/>	Sunscreen
<input type="checkbox"/>	<input type="checkbox"/>	Insect repellent
<input type="checkbox"/>	<input type="checkbox"/>	Clothing suitable for outdoor play for each season
<input type="checkbox"/>	<input type="checkbox"/>	Crib or playpen
<input type="checkbox"/>	<input type="checkbox"/>	Car seat or booster seat

XIII. HOUSE RULES

1. No gum allowed at the center.
2. Children may not enter the center eating in front of the other children.
3. Children may not wear sandals for outdoor play. They may bring shoes to change into or leave at the center.
4. The word "FART" is not appropriate for daycare. We have replaced it with "toot".
5. If you are going to be away from your job please let the center know how to reach you on that day.
6. Children must wear shoes when at the center, except for naptime.
7. Sometime at a meal a child doesn't like what we are having so we have courtesy bite. They take one taste. Then if they chose not to eat it they don't.
8. Girls need to wear shorts under their dresses so they are able to play.
9. Children need to bring appropriate clothing to fit the season. This means boots, mittens, hats, snow pants, etc everyday there is snow on the ground.
10. If for some reason it becomes necessary for you to pick up your child during naptime please let the center know a head of time so I can wake your child and have them ready for you without waking the other napping children.

Thank you for this opportunity to meet with you. I hope we will be able to work together and make this a pleasant experience for your child.

CARE-A-LOT FAMILY DAYCARE

BETTY CHRISTIANSON

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SCHEDULE OF DAILY ACTIVITIES

Examples of activities and equipment that will be used are puzzles, drawing, music, and blocks, games, riding and pulling toys, dolls, play house, hoppity hops, outdoor swings, bikes, balls, hula hoops, and much more.

Our daily routine will follow this general schedule:

7:30-8:30 Greeting children and free play or movie

8:30-8:45 Bathroom breaks, diaper changes, wash up for breakfast

8:45-9:30 Breakfast, those that finish early do blocks, or something until everyone is finished

9:30-11:30 Group learning and creative activities examples: drawing, coloring, painting, we have music during this time, we sing, dance, play listening games, weather permitting we go outside to play, ride bikes, go for walks, bubbles, sometimes a learning video if they want, etc.

11:30-11:45 Bathroom breaks, diaper changing, wash up for lunch.

11:45-12:15 Lunch

12:15-12:30 Clean up from lunch

12:30-1:00 Numbers, letters, colors, spelling names, sharing time, stories,

1:00- 1:15 Bathroom breaks, diaper changes, drinks, get ready for naptime.

1:15- 3:00 Naptime

3:00- 3:30 Snack time

3:30- 3:45 Bathroom breaks, diaper changes.

3:45-4:15 Blocks, play house, puppet shows, or movie if they choose.

4:15-4:45 Free play, children choose

4:45 -5:00 Bathroom breaks, diapers changed, wash up for dinner

5:00- 5:30 Dinner served to all present

5:30- 6:00 Free time until parents arrive

Actual times vary depending on ages of children in care.