

Washburn Early Learning Center

305 West 4th Street
Washburn, Wisconsin 54891
715-373-6199 extension 204

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



Our mission is to enable students to enter the global society with the knowledge, skills, habits, and attitudes required to be contributing citizens.

Our administrative structure is as follows:

Washburn School Board
District Administrator
Building Administrator
Program Coordinator
Lead Teacher
Assistant Teachers

Table of Contents

Page # <u> 3 </u>	ENROLLMENT
Page # <u> 6 </u>	FEE PAYMENT AND REFUNDS
Page # <u> 8 </u>	DISCHARGE OF ENROLLED CHILDREN
Page # <u> 10 </u>	CHILD EDUCATION
Page # <u> 12 </u>	CHILD GUIDANCE
Page # <u> 14 </u>	CONTIGENCY PLANS/EMERGENCY PROCEDURES
Page # <u> 15 </u>	HEALTH CARE
Page # <u> 18 </u>	NUTRITION
Page # <u> 19 </u>	TRANSPORTATION

If English is not your families primary language resources will be made available for your family per your request.

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 personal/social, physical, emotional, and intellectual skills through purposeful play.

HOURS OF OPERATION

The Washburn Early Learning Center (WELC) will serve children ages 2 months to 10 years. The School District after school program will serve school age children up to age 10.

Snow Closure: If the Washburn School District is closed due to inclement weather the WELC will be closed also. In the event that 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 7:00 AM to 5:30 PM, January through December.

The Center will not provide services on Memorial Day, July 4th, Labor Day, Thanksgiving & the day after, Christmas Eve, Christmas Day, and New Year's Eve Day, New Year's Day. 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. If the Washburn School is in session on any of the listed days, the WELC will be open.

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 1st come 1st serve basis. Enrollment preference will be given to Washburn School District staff and expectant families with children currently enrolled in the ELC.

The WELC Wait List Procedure:

1. Fill out the Wait List Form and return to Jamie Moore/Betsy Carrier. 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 as well as, families that have a currently enrolled child in the WELC.
2. When a childcare slot opens the family of the first child on the waiting list will be offered an opportunity for enrollment after a two week decision period.
3. Families who are offered the childcare opening will need to notify the WELC of their decision whether to accept or decline the opening before the end of the two week decision period.
 - 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 rate as if their child was enrolled.
 - Decline: Families who decline the opening at the time of offering will continue on the waiting list at their existing spot on the waitlist. District staff will remain in their current spot on the waitlist as well.
 - No answer: Families who do not respond within the two week 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.

A two day minimum is required for enrollment for children completely toilet trained. A minimum of 4 days is required for children under 3 years of age.

The WELC is willing to work with families on enrollment if need be.

Child Vacation Policy

After a child has been enrolled for three months, WELC will allow for some days off per year with no fee required. These days may be used for vacation time, holidays or sick time. After these days are used, the WELC will require full payment for any absences for the rest of that year.

The Child Vacation Policy will reset annually upon the renewal date of initial enrollment. These days will not accumulate from year to year.

Leave will be as follows:

If enrolled for 3 days per week=3 days with no fee.

If enrolled for 4 days per week=4 days with no fee.

If enrolled for 5 days per week=5 days with no fee.

This does not apply to children enrolled for less than 3 days per week.

This does not apply to summer care only enrollment.

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 prior to 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

The Coordinator will inform parents when updates are needed, giving 30 days' advance notice to submit updated forms.

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.

- Child size sleeping mats/bag (if a sleeping bag is provided, it will be your responsibility to wash weekly or when soiled)
- Extra clothing appropriate for the season (2 sets would be ideal)
- Disposable diapers, playpen sheet, wipes and any ointments needed
- Formula/breast milk, and baby food for children under 1 year
- Bibs for infants and toddlers to be laundered daily by parent (will be sent home in child's lunchbox)
- A sack lunch for children over 1 year or when a child begins solid table food. (please talk with your child's teacher prior to purchase of a lunch box)

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

SPECIAL HEALTH CARE NEEDS

The center will maintain confidentiality of child and family in regard to special health care needs. Information will only be shared with those staff that provides 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 log book are stored. When specialized equipment is needed, such as nebulizer or epi-pen, the child's parent will train staff in correct procedures.

ATTENDANCE/SIGN IN

Attendance will be kept 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 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 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, we need to be notified in writing or by a telephone call 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 Alternate Arrival/Release Agreement. School-age children who leave the center unescorted must be traveling to 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, we will attempt to contact the parent or guardian to determine the child's whereabouts. If a child is transported to the center and does not arrive and we have not been informed they will not be attending we will attempt to contact the facility from which they were transported from to determine their whereabouts. All attempted contacts will be documented.

There will be a \$10.00 fee for not notifying the center of an absence by 8:00am.

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.

FEE PAYMENT AND REFUNDS

- If there will be 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 for illness or other reasons.
- Rates are higher for children under age 2 1/2 years old.
- There will be no reductions for additional children from one family. **We do not offer a sliding scale fee, discounts or referral bonuses at this time.**
- Washburn Early Learning Center does not charge a registration fee.
- 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 6:00pm the Monday after bills are dispersed every other week, with an additional charge of \$5.00 per day thereafter.

Fee determination methods (attendance, parent sign in) Washburn Early Learning Center will charge a fee based on your child's hours 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.

Parents should review attendance sheets each week and sign them verifying hours of attendance. There will be **additional fees for field trips and enrichment activities** from time to time. Parents will be advised of any additional fees in writing two (2) weeks in advance.

Fees

Snacks are included in the daily fee. Parents will need to provide a sack lunch for their child.

Full Day:

Children in diapers \$34.00 per day

Completely toilet trained and older \$30.00 per day

AFTER SCHOOL CARE

\$6.00 per day for children ages 4 years old – 10 years old

The child must be in attendance during the regular school day to participate in the before/after school program. A light snack will be served.

Before and After School Care for children enrolled in 4K and the ELC only. (4 year olds)

\$10.00 per day while in attendance of both 4K and the ELC before and after school.

The child must be in attendance during the regular school day to participate in the before/after school program. A light snack will be served.

SUMMER CARE

Summer care includes enrollment when the Washburn School District is not in session during the months of 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 wait list procedure may apply if the center is full to capacity.

DROP IN CARE

WELC will accept children for drop-in care if prior enrollment arrangements have been made, enrollment forms are on file, and space is available.

If child care is needed on a day which 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: \$40.00 per child

Before/After School Care: \$10 per day

Payment for non-enrolled, drop-in care is required 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 pickup.

Early drop off fee - \$10.00 charge for dropping your child off prior to your contracted drop off time.

Reminder, you may change your contract at any time with a two week notice.

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).

Child care 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 child care 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 insure 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 child care 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 there is not a copy of a court order on file at the center.

MANDATORY REPORTING

As a child care center, all staff is 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.

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

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 to 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 and 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 2 weeks' notice regarding the termination of their child's enrollment. The parent will be responsible for child care 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 2 weeks' notice regarding the termination of their child's enrollment. The parent will be responsible for child care 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 child care 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 to be 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 parent 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 to 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 on the basis of 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 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 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 uses a variety of resources in their planning. We will also use the services of the Wisconsin Child Care 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 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 whom 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 parent's 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.

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 participate in food preparation.

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 age one and older will sleep on a rest mat/ sleeping bag provided by the parents.

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 of 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.

COMMUNICATING TO FAMILIES

The WELC will communicate to families on the Parent Communication Board in each classroom. Each child has a cubby where daily notes will be placed. Communication for the infants will be completed daily with the Infant Daily Report. The ELC 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 at least 2 times per year 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 board 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.

OUTSIDE AGENCY OPPORTUNITIES

With parental consent and consultation, we will coordinate programming activities with the school or Birth to 3 agency for those families who have children who may have an Individualized Family Service Plan (IFSP) or an Individualized Education Plan (IEP).

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 "Wisconsin Rules for Group Child Care 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.

CONTINGENCY PLANS –See Washburn School District Response 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 Coordinator will document dates of fire and tornado drills and the weekly 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 the 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 other 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 kept in the tornado shelter area at all times. 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 age 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 Response Plan will be followed.

All emergency phone numbers will be posted in each room occupied by children, as well as, in the centers 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 be kept in the shelter area at all times. 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 accommodations 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*.

HEALTH CARE

PHYSICALS

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 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.

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** physician's authorizes 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 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 or pink eye
- On medication for a communicable disease for 24 hours
- Other symptoms of communicable diseases
- An unidentified rash with a fever
- A persistent cough
- A constant, thick colored nasal discharge
- Lice
- Ringworm of the scalp

The WELC staff is 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 child care. We will follow procedures on personal cleanliness and communicable diseases stated in licensing rules and the guidelines for exclusion of children from child care 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, with a designated time period.

- All medicine must be in its original container, bearing the label with 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 procedure 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 log book every six months and document this procedure. Parents will have access to entries regarding their child.

Non-medicinal products:

Sun screen, 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.

INFANTS AND TODDLERS

Items Parents Provide

Everything that you bring for your child needs to be labeled with your child's name. We ask for your child to use disposable diapers while attending the ELC.

Infants/Toddlers	One's	Two's	Three's, Four's, & Five's
Bibs/Diapers/Wipes	Bibs/Diapers/Wipes	Bibs/Diapers/Wipes	Child Size Rest Mat
Daily Bottles/Food/Formula or Breast Milk	Child Size Rest Mat	Child Size Rest Mat	Extra Clothes
Playpen sheet/Favorite Blanket	Extra Clothes	Extra Clothes	
Extra Clothes			

Supply Laundering: Parents will be responsible to launder their child's sleeping bag, playpen sheet, or any other washable items weekly. Bottles, bibs, food storage containers etc. will be sent home daily to be washed.

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. Hands of both the child and the staff member will be washed. The changing pad will be cleaned and disinfected.

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.

Toys: 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.

We will practice **universal licensing precautions** when handling all blood injuries and bodily fluid. 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.

Proper hand washing procedures will be followed to prevent the spread of disease. Hand washing procedures will be posted at all of 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 the minor injury when they pick their child up.

When children or staff is 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 log book 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.

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.

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 parent informed upon pick up.

NUTRITION

Meal time routines:

Parents will provide their child with a cold lunch. 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. The WELC will provide snacks.

Meal time 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/meal time.

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 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 of the floor and once opened, in airtight containers.

TRANSPORTATION

Procedure for notifying parents of the date, time, and destination of any field trip which requires the use of a vehicle: 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. 4K students may ride to and from school on the Lake Shore bus if they are in daycare.

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*
- *4K Bus Transportation Form*

PLEASE SIGN AND RETURN TO THE WELC FOR VERIFICATION OF RECEIPT OF UPDATED HANDBOOK.

Please sign and return the bottom portion of signature page to the WELC staff.

I have read the WELC Handbook and am aware of all policies.

Parents name

date