

# Adventures in Learning

Child Care Center, Inc.



PARENT HANDBOOK

## Philosophy

Adventures in Learning Child Care Center, Inc. is dedicated to providing an enriched environment to enhance the cognitive, physical, and social developments of children. It is our goal to provide a program which offers opportunities to develop critical thinking skills, heightens curiosity and awareness, provides hands-on experiences through activities and field trips, exposes children to nature, and provides a sense of security and responsibility to foster independence and self-confidence.

## Administration

Business Administrator

Program Director

Child Care Teacher

Assistant Child Care Teacher

\*This is our Chain of Command if you have any questions or concerns.

## Hours

Adventures in Learning Child Care Center will serve up to 150 children ages six weeks to 12 years. The Center has been established to benefit the community.

Our Center will be open 7:00 a.m. to 5:30 p.m. Monday through Friday, with the following exceptions: New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, Christmas Eve, Christmas Day, Labor Day, and two floating holidays scheduled around a holiday. Families will be notified of these dates at the beginning of each year. These will be paid vacation days for the Center unless families choose to use their vacation days for the above times that the Center is closed. Part time preschool families are also required to pay for our holidays but not our "Non School" days. Holidays that occur on a Saturday will usually be observed the preceding Friday and Sunday holidays will usually be observed on the following Monday.

## Admissions and Enrollment

Adventures in Learning does not discriminate on the basis of age, race, color, gender, ability, sexual orientation, creed, handicap, national origin, or ancestry. We support the Americans with Disabilities Act.

The Center enrolls children for full time child care, part time child care (if multiple families can share a full spot), after school, 4K, and part-time preschool (mornings, only).

Parents interested in enrolling their child should contact the Administrator or a Director to arrange a visit to the Center, complete required forms and provide necessary information regarding the child. Applications will be filed and placement made according to available spaces. In the event that a space is not available for a child immediately, the family will be placed on a waiting list. Enrollments are taken through employees, current participating families, and then other community members.

## Tuition

Weekly tuition is due the Monday of the week being served. A fee of \$5.00 per day late will be assessed when tuition becomes one week overdue and a \$50.00 charge will be applied to NSF checks. Although bills are not sent, a receipt will be issued, monthly, for parent records.

A fee of \$1.00 per minute for child pick-up after closing will be assessed and is due by the following Monday (this includes part time preschoolers).

When a new child is enrolled at the Center there is a \$500 non-refundable deposit required (per child). This money will go towards the child's first week/month of tuition.

There is no multiple child discounts or sliding fee scales. All rates are based on full days, part time preschool days or after school days.

After being enrolled for 3 months, each full-time (5 full days per week) child participating in the Center will receive 10 vacation days per year at no charge. A vacation slip must be filled out in order to receive the day at no charge. No refunds will be given for sick days or occasional absences. When a child receives new vacation it is based on the amount of time he/she plans on staying at the center. For example, if a child receives new vacation in June but plans on going to kindergarten in September, only 3 vacation days will be given at renewal time. Also, if a child receives new vacation but the family decides to leave the center before the next renewal date, the vacation is given in accordance to the length of time the child remains at the center.

Following enrollment there is a two-week trial period after which the parents have the right to withdraw a child without submitting a two week notice. Thereafter, a one month written notice is required before withdrawing a child from the Center and tuition is required for the one month. If a family signs a contract then they must fulfill

the obligation unless the Center can adequately replace the child's spot. Failure to comply with this policy will result in full tuition being assessed.

The Center also has the right to discontinue service for a family. If the staff has an identified concern regarding a child and/or family, a conference will be held to discuss the problem and a decision will be made that is in the best interest of the child being served. The Center reserves the right to cancel the enrollment of a child for one or more of the following reasons:

1. A child has specific needs which the staff is unable to handle effectively.
  2. The child seems withdrawn or unhappy at the Center or the child is unable to adjust to the Center (i.e. behavior)
  3. A parent fails to observe the policies of the Center or fails to submit the required forms for a child.
  4. Physical or verbal abuse of children or staff by a parent or a child.
  5. Non-payment or regularly late payment of tuition.
- \*If an outside agency recommends a child be withdrawn there is still a 30 day written notice required.

### Records

All children's records are confidential, but also available upon parental request. Anyone needing information on a child's special health care needs (i.e. teacher) will be given the information from a director. Policies, rules, and records are all kept in the Center Office. A Policy & Procedure Handbook can be found on the Parent Resource Board.

A medical and injury log will be located in the child's classroom. All injuries will be placed in the log by the child's teacher, director, or administrator. Parents will be notified verbally and in written form of an injury entry regarding their child.

It is important for families to fill out all necessary paperwork in a timely fashion to complete their child(ren)'s records. When health forms are not completed prior to enrollment, parents must provide the Center with the date of the child's doctor appointment which must be scheduled within **30** days of the enrollment. All forms must be turned in within this 30 day period.

A new health form is due for each child, age birth to 2 years, every 6 months from date of exam. Ages 2 and up need to have Health Forms updated every 24 months. The administrator will be responsible for assuring updated files of each child in attendance.

Attendance will be accurate at all times. Staff will also know the whereabouts of all children at all times. All attendance records are available upon parent request and are kept in the Center Office.

To keep all children's records current, parents are required to notify the Center immediately of address and phone number changes.

### Family Communication

We feel strongly that parental communication and cooperation play an important role in a successful child care program. A Family News Board will be located in the main hallway of our Center. Rules, licenses, and violations will be posted here as well as important notices and parental information.

Each child in our Center will have a weekly note that will serve as a tool for communication between the families and staff members. Staff are encouraged to share daily routines, accomplishments, and/or concerns in a note or spoken directly to a parent. The Center will issue a monthly newsletter to

share the month's highlights, menus, and other important reminders/information.

All families have the option to participate in 2 yearly conferences in fall and spring to discuss the child's progress and establish family goals for the child. Parents may request a meeting at any time with the teacher, director, or administrator to discuss their child.

Parents are also encouraged to visit and participate at any time during the hours the Center is open. Comments and suggestions are always welcomed.

### Education

Through a developmentally appropriate curriculum, based on individual needs and interest and a happy, comfortable environment, it is our goal to develop a culture in our Center that provides opportunities to develop all areas of a child's development.

We believe our infants and toddlers learn by experiencing the environment through their senses, by physically moving around, and through satisfying social interactions. To meet the needs of our developing infants, they will be kept on the schedule set-up by their families. This is an important time for these little ones to develop warm and positive relationships with their care givers so they can develop a sense of trust in the world and feelings of competence. An appropriate amount of stimulation through play, rich dialogue, exploration, and music will be provided and a change of activity will occur at frequent intervals.

Children learn through their environment through active exploration and interaction with adults, other children at the Center, and materials provided. It is our goal to provide these

children with a challenging and relevant curriculum as well as meet individual needs and interests. Through group activities and concrete-oriented play opportunities, our children will be invited to develop their creativity and talents, critical thinking skills, self-concept, and satisfying social relationships, as well as develop important foundations for future academic skills. Children will be given a variety of experiences with art and materials, music, and manipulative and play-oriented equipment.

There will be opportunities to develop large motor skills through the indoor and outdoor environments and a rest period will be provided for all children five and under. After a half an hour of resting, if a child does not sleep, he or she is given a quiet activity (i.e. book, puzzle) at a table.

School age children will be provided with a p.m. snack and activities in the following areas: the arts, large group planned activities, indoor and outdoor play, and free choice.

Television is used minimally. When used it is planned around a theme or specific educational program.

Our Center does not maintain pets and does not allow pets in our Center, due to allergies.

We do not use religious training here at the Center.

Teachers post daily schedules in the classrooms.

The Center does use water tables and sprinklers, but does not use swimming pools.

Teachers use various, positive methods to transition children between activities (i.e. Cleanup Song).

Each classroom provides written, weekly plans to a director.

ASQ's will be given to parents, yearly.

## Items From Home

Please provide the following items for your child:

### ***Infants to 1 Year***

Blanket, several changes of clothing, milk, juice, formula, bottles (labeled), baby food, diapers, wipes, necessary ointments/powders. When on table foods, a parent must look at the calendar menu and decide which foods their child can eat. The parent must sign and date this form. Also, if there are food items that a child cannot eat, the parent must provide an alternative.

### ***1 Year to 3 Years***

Blanket and sheet placed in pillow case, several changes of clothing, milk, formula, and bottles (labeled) until drinking out of a cup, special food, diapers, wipes, necessary ointments/powders, 2 inch thick resting mat (can be purchased at the Center)

### ***3 Years to 6 Years***

Blanket and sheet placed in pillow case, extra set of clothing, 2 inch thick resting mat (can be purchased at the Center)

\*Most classrooms also have a list at the beginning of the year for some additional classroom supplies.

Labeling all items brought to the Center is recommended. Blankets will be sent home weekly for laundering or more frequently if soiled.

Because children lead active lives, washable, casual play clothes are recommended. If a child's clothing becomes soiled, we will place the clothing in the child's storage area to be taken home. Please check periodically to be sure appropriate extra clothing is available (i.e. seasonal, size, etc.). The Center

does not take responsibility for soiled, lost, torn, or stained clothing. Labeling extra clothing is recommended.

Children naturally love to share events and possessions from their home lives. We encourage this program from your children. Parents can offer their guidance and discretion when children are bringing items for Show and Tell. The Center is not responsible for lost or damaged items that have been brought in.

### ***4K***

Each 4K teacher will provide a supply list for parents.

## Outdoor Play

The outdoors is another excellent learning environment. We will be planning outdoor play time and activities daily unless the temperature or wind chill is unsafe. These unsafe temperatures are as follows: 90 degrees or above, 0 degrees or below for age 2 and above, 20 degrees or below for under 2 years of age. Please dress your child appropriately for outdoor play. We strongly suggest labeling all outdoor wear with your child's name.

## Field Trips

Field trips are an important part of our Center's philosophy. We feel strongly that they are great opportunities for children to build their background knowledge and learn relevancy. Field trips also stimulate your child's educational experiences as well as just being FUN! All trips will be posted

in the newsletter so parents can plan appropriately. We strongly encourage families to participate in these fun events. Some trips will be transported by a local bus service with an additional fee. Often walking trips are taken to the park or around the nearby area.

### Discipline/Guidance

Self-discipline is an important area of growth for your child in his/her early years. At our Center, we feel the role of discipline is to teach children appropriate behavior which in turn elicits self control and self worth. It is our goal to take a proactive response to discipline so problems can be kept at a minimum. We can accomplish this goal by using positive guiding techniques that offer children:

1. Opportunities to be responsible and make significant choices in order to learn self control.
2. Appropriate expectations, challenging and interesting curriculum, and positive feedback.
3. A safe and positive environment with caring and trusting relationships between staff and children.
4. Clear and consistent guidelines.
5. Redirection of attention to more acceptable behavior or activities.
6. Guidance for children to resolve conflicts and modeling skills that can help children solve their own problems as well as appreciate others' feelings.

It is important to all of us at the Center that children feel listened to and that their dignity is always our main concern.

Occasionally, when positive guidance or redirecting are not sufficient, a child may be removed from the group and placed

in a supervised Time Away area for a short time. This time can be 3-5 minutes, depending on the child's age (3 min. for 3 year olds, etc.). Time Aways will not be used for children under three years of age. Before returning to the group's activities, the child will discuss the situation with a teacher using Conflict/Resolution and Love and Logic techniques. Harsh, humiliating, or frightening words and actions (i.e. hitting, pinching, shaking, etc) are never used at our Center. There will be no forcing or withholding food as a form of punishment. There will be no punishment for lapse in toilet training.

\*If a child is exceptionally fussy/distraught a parent is called.

### Nutrition

The Center will provide nutritional snacks in the morning and afternoon Monday through Friday. Teachers eat with the children and encourage proper manners. 1% milk is served at both snack times, but toddlers receive 2%. Well-balanced lunches will be provided Monday through Thursday and milk will be provided during this meal all week for children who are drinking from a cup. We will follow USDA guidelines when meeting food requirements. On Fridays, families will need to provide a sack lunch, which follows the USDA guidelines, for their child(ren). Substitutions will be provided at an additional cost to parents. These lunches must be packaged so they do not need to be refrigerated. Also, staff will not heat up or make food for children on Sack Lunch days. All After School children must bring in a lunch on full non-school days. Any child in the Center who does not have a lunch will have a lunch provided by the Center at a cost of \$5. If a child has a special diet, the parents must bring in their own food or okay the Center food. The staff and cook are all aware of all children in the Center with food allergies. The staff are informed of the children with allergies and a copy of these are kept in the

kitchen. This information is kept confidential. All snacks/lunches must be served within 3 hours of each other. Lunch is served between 11 and 12:00, depending on a child's age group. Morning snacks are served between 8:30 and 9:00 and afternoon snacks are served between 2 and 3:30. A menu is printed or emailed monthly and posted in the hallway. The cook has 4 hours of food service orientation each year.

### General Health

For the well-being of our children, we request that you keep your child home when he/she has any of the following symptoms:

1. Temperature 100.4 degrees F or above - **\*24 hours** fever free
2. Vomiting- *\* Gone for 12 hours*
3. Excessive Diarrhea (2 or more)- *\*Completely gone*
4. Chicken Pox- *\*All spots are crusted or 7 days*
5. Measles (Rubella)- *\*5 days after start of rash*
6. Pink eye- *\*24 hours after treatment started & no secretions*
7. Strep throat- *\*24 hours after start of antibiotic*
8. Lice or ringworm- *\*All nits/lice gone, after 1<sup>st</sup> treatment*
9. Excessive congestion, bad cough, and/or excessive runny nose-  
*\*When child is comfortable and able to follow our routines/activities in a comfortable manner.*  
*\*Please see above timelines for acceptable returns.*

When a child needs medication administered a special medication consent form must be completed stating the name of the medication, dosage, and times to be given. All communicable diseases must be reported to the Department of Health and will be posted on our family news boards in your child's classroom to notify parents of possible exposure, although the name of the ill child will not be disclosed. We

request that you notify the Center if your child has been exposed or has contracted a communicable disease. If a child becomes ill while at the Center parents will be notified to pick up their child. The child will be made comfortable and separated from the rest of the children for an undisturbed rest until picked up by a parent. A parent must pick up their child within **one hour** of the phone call.

If a child is injured (minor) we will administer first aid in the following ways: cleaning with soap and water, putting on a bandage, or putting an ice pack on the injured spot. The parent will be notified at regular pick-up. This includes biting. If a child requires medical attention earlier we will call the parents or guardian, immediately. In the case of a serious injury that requires immediate attention we will call 911 and then the parents. We reserve the right to have your child transported to your designated hospital, if possible. When it is not possible, we will transport your child to UW Madison Hospital. We will use your child's emergency card. The same procedures would be done off-site (i.e. field trips) and a cell phone would be brought to location.

*\*Anytime a child needs medical attention, a report is filed with the state.*

All soiled diapers are disposed of in a garbage can with a foot pedal. Garbage is taken out daily. All soiled clothing/bedding is put in a tied plastic bag and sent home.

#### ***We are a Peanut Free facility***

Due to the number of peanut allergies and the extreme danger of this allergy, Adventures in Learning does not allow peanut/nut products at the center. Some labels will not have nuts in the ingredients but say "Made in a facility that produces peanut products". These foods can be brought in your child's lunch on Sack Lunch days if your child is not

allergic to nuts, but cannot be shared with other children (i.e. birthday treat). For a list of suggested items, please see a director. Homemade items are not allowed for this reason.

A background check is done on all staff prior to employment. All of our staff are CPR/AED and First Aid trained. It is a Center requirement that all staff keep this up-to-date and have this done within 6 months of hire. The staff use universal precautions when handling blood and blood-containing body fluids. They use gloves when cleaning up any form of bodily fluids. They wash their hands with soap and water and discard the gloves, towels, etc. in a separate garbage bag which is taken out immediately. The staff wash their hands with soap and water before handling food and after assisting with toileting/diapering. They wash before and after each child and after wiping bodily secretions. The children also wash with soap and water before meals/snacks, coming in from outside play, and after toileting or diapering. All of our staff have SIDS and SBS (Shaken Baby Syndrome) training before assuming a position. Sudden Infant Death Syndrome has no cause. A risk factor is an association, not a cause. For any infants enrolling in the Center, the parents will be given a pamphlet stating the risk factors and ways to try and prevent SIDS from occurring. We have SBS pamphlets available to our families. In the Center we use Back to Back Sleep Initiative.

The following are some ways we help keep the infants safe:

1. Babies are placed in safe cribs for rest time (i.e. firm, well-fitting, mattresses, and slots that meet safety standards).
2. Babies will only be placed on their stomachs during play time. This is also to promote strengthening of their shoulder muscles.

3. Babies will be fed by staff. There will be no propping of bottles for unassisted feeding.
4. No large, thick blankets will be used. We will require thin blankets that may be tucked under mattresses.
5. Stuffed animals, bumper pads, wedges or other positioning devices will not be used in cribs.

There is no smoking on the Center's premises.

If we suspect child abuse or neglect, we are obligated to report it to Child Protection Services (261-KIDS).

For infants and toddlers, any toys put in mouths are sanitized in our dishwasher, daily. Other items are sprayed with sanitizer. Other classrooms sanitize toys often (bi-weekly or monthly).

There are always 2 or more staff members at the Center at one time.

## **Daily Arrival & Departure Routines**

For safety reasons, we request that all children be brought into the Center daily by an adult. Upon arrival, please sign your child in and notify a staff member. Only authorized people will be allowed to pick up a child. These people are listed on the child's green emergency card or a special release form needs to be filled out for other people to pick up the child. That person will be asked to show his/her I.D. the first time and until staff can identify the person. Please notify a staff member and sign your child out daily before departing. If your child is ill or will not be able to attend, notify the Center as early as possible in the morning of that particular day. If the Center is not notified, a teacher or director will call a parent to make sure the child is safe. If a child does not come off the bus and is not excused a teacher or director will call a parent immediately. If a staff member suspects a parent is under the influence, he/she will suggest that the parent not take the child from the Center. If the parent refuses, the

Center has to let the child go but will call 911, immediately. If the person is not on the emergency card or release form, the Center has the right to deny the person to take the child from the Center. The parents will be notified, immediately.

The inside temperature of the Center will not be less than 67 degrees and will not exceed 80 degrees.

In the case of a custody dispute, there needs to be something in writing if a parent is not allowed to pick up/ drop off.

### **Evacuation and Emergency Plans**

\*Emergency numbers are posted in each classroom.

\*If a student has a disability a separate plan will be in place.

#### **Fire Evacuation**

All teachers will take their attendance sheets and green emergency cards to the point of safety. Each classroom has an exit door that the class will go out of, if possible. A secondary exit option would be one of the main entrances/exits to the building (North-to the playground, South-to Quinn Dr., East- to the parking lot). All classes will meet in the parking lot on the east side of the building. All classes must remain together for safety of the children. In every classroom there is a posted diagram of a primary and secondary exit plan.

#### **Tornado**

All teachers will take their attendance sheets and green emergency cards to the point of safety. There is a posted diagram of the wall(s) that each classroom will go to for the safest place. A flashlight, battery-operated radio, and spare batteries for both will be brought to the shelter space.

#### **Flooding**

If the center needs to close due to flooding, directors will notify parents via email, phone calls, or television.

### **Power/Heat/Water, etc. Loss**

If we have a loss of electricity, power, water, etc. for more than 2 hours, we will need to close the Center.

### **Winter Weather**

If the Waunakee School District is closed due to inclement weather due to snow/ice only (this excludes cold temperatures), Adventures in Learning will also close. If Waunakee is already closed due to a scheduled day we will follow Deforest or an email will be sent. If there is a 2 hour delay, Adventures in Learning will be open at the regular time but part time preschool and AM 4K will not be held. In either case, tuition will not be credited, as parents are still responsible to pay for these days.

### **Health Emergencies**

If there is a reason to close the center due to a community emergency related to a health issue, daycare directors will notify parents via email, television, or phone calls. Being that there are still operating costs involved, families will be responsible for half of the tuition for the total amount of time.

### **Missing Child**

If a child becomes missing from the group a director is called, immediately to help. The teacher will look around the Center, playground, etc. for the missing child. The teacher will retrace his/her steps from when the child became missing. If a child is not found a director will call 911 and parents will be notified, immediately.

### **Insurance**

Adventures in Learning Child Care Center, Inc. carries general liability insurance and general business insurance.

