Little Spartans

**Child Development Center**

Representing the McFarland Community

Located at 4721 Ivy Wood Trail

McFarland WI, 53558

Phone # (608) 838-0171

littlespartansmcfarland@gmail.com

**Welcome To Little Spartans Child Development Center!**

 Our commitment is to provide you and your child with the best in child care and education. This handbook is given to all parents at the time of enrollment of their child in the child care center, and is designed to acquaint you with our policies and procedures. In addition to our policies, we are licensed by the state of Wisconsin and abide by state rules and regulations.

**Philosophy**

Children at Little Spartans Child Development Center are active learners, learning and developing knowledge through their daily experiences with materials and people. Every child is an individual, with their unique strengths, interests, personality, and approach to learning.

Our primary goal is for children to feel safe and secure while at Little Spartans Child Development Center. We believe strongly in communication with families and being able to provide an atmosphere where children and parents feel comfortable. Children are treated with respect and kindness. We recognize that children develop at different rates and have different interests. Small group size and appropriate teacher-child ratios allow for meeting the individual needs of each child.

Little Spartans Child Development Center values people, the children in our care, their parents, and our employees. We continually work to earn the trust placed in us. We strive each day to be the best provider of early childhood educational services we possibly can.

**Admissions**

Little Spartans Child Development Center is licensed by the State of Wisconsin, Department of Children and Families. We are inspected regularly to ensure that we meet licensing standards.

Little Spartans Child Development Center will provide care for children between the ages of eight weeks and ten years. Child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry.

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

I will post the following items for your review at the front entrance of the building:

* License certificate.
* Licensing rule book is located by office window
* Any stipulation, condition, exemption or exception that affects the license.
* Results of the latest monitoring visit (Department forms *Noncompliance 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.
* Menu
* Lesson plan

The Administrator and Director have direct responsibility for administration and for presenting staff and families with policy information. The administrative structure is as follows

Administrator-----------Director-------------Teacher------------Assistant Teacher

To protect each family's confidentiality, Little Spartans Child Development Center will not disclose personal information regarding a child or facts learned about a child or a child's family to anyone who is not authorized to receive this information.

Parents are welcome to visit Little Spartans Child Development Center 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.

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. We will document all suspected abuse and neglect.

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 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 we 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.

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. School-age children who leave the center unescorted must be traveling to home, school or another activity where adult supervision is present.

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 approach staff and administrator as soon as possible so we can give the issue the attention it deserves. To foster communication, on a regular basis Little Spartans Child Development Center provides scheduled conferences twice a year and more if requested by parents or teachers. Monthly newsletters will be given to families as well as written daily sheets for children under 2 years of age. We will also have a communication board located in the front entrance of the building. Please relay any information you feel is necessary at drop off and pick up to your child’s teacher either on daily sheet or directly to staff.

Child care services will be provided between the hours of 6:00am and 6:00pm Monday through Friday .No service will be provided on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, the day after Thanks giving, Christmas Eve and Christmas Day. All regular 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.

**ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN**

All children will be enrolled for a trial period of 2 weeks. During the trial period either the provider or parent may terminate child care without advance notice. Parents must set up a meeting to discuss their child's specific needs and to review program policies. We will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.

The following items will need to be completed upon enrollment

* Form CFS-62, "Child Care Enrollment"
* Form CFS-2344, "Heath History and Emergency Care Plan
* Form CFS-104, "Alternate Arrival/Release 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)
* First weeks tuition
* Registration Fee ($50, onetime fee)
* Supply Fee if over two ($35 due before or on first day of enrollment and then every September 1st thereafter).
* Signed form stating you have read the policies and agree to follow

The following items must be completed and returned within 30 days.

* *Child Health Report – Child Care Centers-Children under 2 years of age shall have an initial examination not more the 6 months prior to nor later than 3 months after being admitted to the center and a follow-up health examination at least every 6months after admission. Each child 2 years of age or older shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to center and a follow-up health examination at least every two years after admission.*
* *Day Care Immunization Record* or an electronic record of your child's immunizations

Children may be enrolled on a full-time basis of 5 days a week or a part-time basis no less than two days a week. . We do accept children for drop-in care 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.
* 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 the scheduled time.
* Failure to complete and return required forms

Documentation will be kept regarding all issues that would result in discharge

The below steps will be made prior to discharge

-written notice regarding issue

-conference set up to indicate ways to solve the issue and steps that need to be taken

-warning notice for discharge

The Administrator will make all decisions regarding discharge and will review all documentation.

There is no appeal process for discharge. Careful decisions are made and are final.

If someone feels discriminated against they are urge to notify the director immediately.

We will give a 2 week written notice of intent to discharge a child, and try to inform parents of local resources that may be of help to them, except when the discharge is due to parent's failure to keep current with fees owed. Should the parent remove the child during the notice period I initiate, fees will not be charged for the remaining unused days.

Parents must give a two week written notice of their intent to withdraw the child(ren), and will be required to pay for those two weeks whether or not children continue to attend. All outstanding fees must be paid.

## Items provided by center:

* Crib
* Sheet
* Blanket
* Snacks/Meals
* Sunscreen (unless parents specify)

**Items provided by parents:**

* Clothing suitable for outdoor play for each season
* Diapers, wipes and any ointments needed
* Formula/Baby food, bottle
* Car seat/Booster seat when needed
* Sleeping Bag/Pillow case or other appropriate container for the sleeping bag
* Pillow/Blanket
* One soft nap toy
* Lotions
* Full change of clothing including underwear and socks
* Insect repellent

**All items should be permanently marked with child’s name**

**Schedule Change**If you would like to change your child’s hours of enrollment it must be submitted in writing and approved by the Director and Administrator. Changes must be for a period of longer than two weeks and will be considered only if space is available. Rates will change according to schedule changes. If your child does not attend, for whatever reason, you will still be charged.

**Payments and Refunds**

Fees and refund information will be included in the parent handbook and will be given to parents upon enrollment. Refunds will be given on a situational basis due to overpayment or other circumstances and will be decided by director.

Fees are to be paid in on the first day of drop off for the current week’s services. Payments will be considered late as of Friday during current week’s service. A late fee of $5 dollars a day will be charged for everyday the payment is late. If payment is not paid and an outstanding balance continues to be incurred we will not allow services to continue to be offered to your child. 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. Cash or check is accepted.

Little Spartans Child Development Center does charge a yearly supply fee of 35 $ as well as an enrollment fee of $50. The enrollment fee is due at time of enrollment and the supply fee is due each year on September 1st.

A full-time rate is offered for children who will be in care for 5 days per week. A part time rate is offered for children who will be in care for less than 5 days a week at a minimum of 2 days per week. There will be an extra fee assessed for late payment or late pick up of a child. Rates are higher for children under the age of two years than for older children. There will be reductions for additional children from one family. 10% off tuition fee for oldest child and 5% off for an additional child. No refunds will be given for days when children do not attend due to illness or other reasons.

Additional fees may apply for field trips and other special activities at the center.

**Wisconsin share payments**

The Wisconsin Shares Child Care Subsidy Program assists families with a portion of child care costs.

Parents are required to pay the difference between what Little Spartans charges for care and what Wisconsin Shares covers. This is considered the “Parent Share.”or “co payment”

As of February 2017 shares payments will be made by parents through ebtedge.com. You will need Little Spartans EBT# E270898 to apply your shares payment. If you have any questions please contact your caseworker. Share payments or copayment will need to be paid in cash or check. Late payments for both share payments and parent portion will be applied if payment is not in by Thursdays of each week.

**For current fees, see the attached Rate Sheet.**

CHILD ABSENCES

If your child will not attend on a regularly scheduled day please call the center within 1 hour before your child’s scheduled arrival time.

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

When dropping off children for the day we ask that you avoid doing so during our scheduled nap time so to not disturb the other children that are napping. If it is necessary, it will need to be approved by the director.

If a child is expected to arrive at the center from someplace other than home (e.g., school, head start, etc.) and does not arrive as scheduled, we will immediately attempt to contact that facility, and the parent if necessary, to determine the child’s whereabouts.

After a child has been enrolled for a 3 month period, families are given 10 days off per year (prorated for part-time enrollments) with no fee required. A two week notice will need to be given to use vacation time. After the days are used, you are required to make full payments for any absences, for the rest of that year. Vacation time cannot be carried over to the next year.

HEALTH

The childcare center will be cleaned on a daily basis by staff throughout the day as well as at the end of the night. Toys will be sanitized on a weekly basis and more often if needed to prevent the spread of germs. If a child puts a toy in their month while playing the teacher will disinfect the toy when the child is finished with it. We will use bleach to sanitize our toys and will leave them out to air dry. We will use Lysol for larger items and will wash all bedding and other soft materials in hot water with detergent. Please let us know if your child has an allergy to certain types of detergent.

All staff is required to use hand washing procedures after restroom use, before handling food and after diaper changing. Children will also follow hand washing procedure after using the restroom and before eating. We will dispose of soiled diapers and will place any bedding or clothes that have been soiled in a plastic bag. Gloves will be worn.

Children who are ill are not to be brought to the center. The following are examples of children who are ill:

* A temperature of 100.5 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
* Has not been on a prescribed medication for at least 24 hours or continues to have symptoms of illness
* Has a constant, thick, colored nasal discharge

If a child should become ill while at the center, parents will be contacted immediately. Sick children will be isolated within sight or sound and made as comfortable as possible. Children should be picked up within1 hour. If the child is not picked up within 1 hour, the emergency contact person on the child's enrollment form will be called.

Children may return to the center after 24 hours, when they are symptom free, 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 in accordance with licensing rules and the guidelines for exclusion of children from child care as adapted from the Division of Public Health.

We will report all communicable diseases, when required, to the local health department, licensing, 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.

We have not been authorized by the licensing agency to provide care for mildly ill children.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. This includes biting. Parents will be told about the minor injury when the child is picked up at the center or delivered to the parent or other authorized person. If the skin is broken from a bite then parents or guardian will be notified immediately. All accidents will be written in our accident log book.

Staff will receive training in first aid. We 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. Staff has current certification in infant and child cardiopulmonary resuscitation (CPR) including training in the use of an automated external defibrillator (AED). All teachers will be trained in Sudden Infant Death Syndrome as well as Shaken Baby Syndrome.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Meriter Hospital. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. If possible, I will ask that your child be taken to the emergency medical facility that you designated on the child enrollment form. Injury procedures will be followed not only on site but off site as well.

**Medications**

We 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. We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. We will not distribute Tylenol to children under the age of two without a doctor’s note stating the dosage that is needed.

All medications will be logged in our Medication log book with the name of the child, time the child was given medication, the dosage and who administrated it. The Director will review the Medication log book on a monthly basis. All medicines will be kept out of reach from children and will be stored in the kitchen. If a dosage is missed or there are errors in the distribution of the medication the parent will be notified immediately.

All medication administered, accidents or injuries occurring during the time the child is in care, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of our care will be entered into the center's medical logbook. As a licensed child care center, we are required to report suspected child abuse or neglect to the local authorities.

Prior to applying sunscreen or insect repellant to a child, we will obtain a written authorization from the child’s parent. The authorization shall include the brand and the ingredient strength.

**Smoking**

Smoking is not permitted on the premises of the center!

**Sudden Infant Death Syndrome (SIDS)**

To reduce the risk of SIDS we will do the following:

* **Children under one year of age:**
* Child will be placed to sleep on his or her back in a crib, unless the child’s physician 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.
* **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.

**NUTRITION**

We will follow USDA guidelines when planning our menus. No child will go without nourishment longer than 3 hours. We will offer the following meals and snacks to all children in attendance at the times identified in the daily schedule. (See attached daily schedule) This will include Breakfast, morning snack, lunch, and afternoon snack.

Parents providing their own children's meals and snacks will be informed verbally or in writing of the USDA nutritional requirements.

If your child has special dietary needs (medical condition or personal choice) or has food allergies, parents must notify the center in writing. Weekly menu records of meals and snacks are available for your review posted on board in the front entrance. Parents will provide alternate meals/snacks if a child’s allergy/dietary restriction does not allow consumption of center provided meals and snacks. We will work with parents to ensure risk reduction and implementation. ALL staff will be educated on allergies/dietary restrictions and emergency procedures in case of exposure. If you would like to bring a special treat into your child’s classroom please check if anyone in your child’s class has a food allergy. Also bring a list of ingredients if homemade.

Little Spartans Child Development Center does not participate in the USDA Child and Adult Care Food Program.

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

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. We do not provide formula or baby food. All bottles and commercial baby food must be labeled with your child's name.

Parents whose children are starting to eat table foods will be asked what foods they want their child to try according to our menu. If a change in the menu occurs it will be posted at the front entrance of the building and parents will be notified.

All staff handling food will be trained and orientated for food service. We will wash and bleach all dishes in a rinse, wash, and bleach procedure. All children will be encouraged to try their food but will never be forced to eat. We will never withhold food as a punishment or use it as a reward. We encourage socialization during mealtimes. Teachers will be required to sit with the children during meal times and encourage and engage in conversations with the children. Children will eat in their classrooms and food will be delivered to their room by our kitchen staff.

 All food will be stored at the center and if opened it will be labeled with what it is along with the date it was opened.

**DAILY ACTIVITIES**

Here at Little Spartans Child Development Center we pride ourselves in the daily activities that we offer to the children who are in our program. We offer a wide range of developmentally appropriate activities to children of all ages and create a daily schedule that provides children with the security of knowing what is going to happen next. We develop techniques for transitions such as songs or charts for older children letting them know what will happen next.

We do not include religious instruction or practices in our daily activities. We do not offer prayers before meals and snacks. We do not offer a religious education program or curriculum. However we do celebrate holidays through activities at the center and in the classrooms. Examples are carving pumpkins or decorating a Christmas tree. We do not include a religious component when celebrating holidays. If children have questions we will encourage them to talk to their parents or guardian. We welcome families to discuss or participate in activities related to different holidays that are celebrated in their families. If there are concerns or questions please let the Director know.

Our staff is responsible for planning activities and providing children with a variety of experiences. They focus on a weekly theme based approach to their curriculum as well as implementing cultural diversity through lesson planning and through activities that are in their classrooms. Some of the activities will include:

* Language development: Books, music, story time, finger plays, flannel board stories
* Large muscle skills: Balls, hula hoops, bean bags, swinging, outdoor play
* Small muscle skills: Arts / crafts, stringing beads, pegboards, blocks
* Creative expression: Dramatic play, puppets, music / instruments, flannel board
* Self-help skills: Assist with mealtime preparation, dress self for outdoors
* Literacy skills: Books, story board, alphabet and writing game

**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 and manipulative and housekeeping equipment. We will have centers in our classrooms that focus on different aspects of learning so there is a clear goal in mind for each child even through play.

Children, including infants and toddlers, will go outdoors daily when weather permits. The children may be kept indoors during inclement weather such as any of the following:

* Heavy rain
* Temperatures above 90 degrees F.
* 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

There is an outdoor play space on the premises of the center. If we choose to provide a wading pool for the children, parents will be notified of any water play days so to provide the appropriate clothing.

We do not have a swimming pool on the premises. If we decide to utilize any of these off-premises, water-oriented facilities, we will follow all safety and supervision requirements as specified by licensing rules.

All children’s daily attendance will be tracked on the licensing attendance form. Teachers will have the attendance form with them at all times and will also have a list of names of all children in their care on a separate piece of paper to insure children’s location at all times.

Each age group has a particular teacher assigned to insure continuity of care with each group. In the front entrance of our building there is our staff board that shows each classrooms teacher, as well as their background, experience and educational level.

By having specific teachers assigned to each classroom children then can develop close relationships with their teachers and feel comfortable in their environment. It also opens up communication between teachers and parents.

Infants 8 weeks to 12 months

Infants schedules will be flexible and will follow the individual needs of each child. Infants will be provided with space for creeping and crawling. Non mobile infants will be positioned in different ways such as on tummy and in a sitting position as well as being positioned in different places in the room frequently. Infants will be encouraged to play with a wide variety of toys that provide experiences for sensory and self-exploration. Teachers will engage with children and will communicate with families regarding their child’s development and every day activities.

Toddlers –12 months to 24 months

The toddler program is designed to accommodate the development of self-help skills. Each child is introduced to new and exciting sensory experiences. A consistent program of developmentally appropriate activities helps nurture a positive "can-do" attitude. Children will begin to learn how to express themselves and teachers will guide them to do so through activities and social interactions. Children will be in an environment where they are able to explore their surroundings and discover new things through play. Teachers will focus their activities based on what the children are interested in. Teachers will focus on a hands on approach to teaching oppose to a teacher directed approach. Daily activities allow the children to further develop language, social, problem solving, fine and gross motor skills. Our goal is to provide a program where children can explore, learn and play together.

Toddlers- 24 months to 36 months

Children will learn through play as well as through teacher directed activities. Group times, calendar time and other teacher guided activities will be learned as a fun way to teach children how to participate in a group and to interact with their peers. Sensory activities and free choice will be given to provide children with the time to use their imagination and learn through play. Each child will be treated as an individual and will be taught that way. Children will begin potty training which will be done through strong communication between families and staff. No child will be forced to use the potty but instead will be persuaded and encouraged in a positive way to create an exciting learning experience. Daily activities allow the children to further develop language, social, problem solving, fine and gross motor skills. Emphasis is placed on exploring and playing together.

Preschool -3 years to 4 years

The preschool program offers a variety of hands-on activities and experiences. Through play, children create, explore, and pretend. Planned activities and consistent daily schedules are balanced with free time to create a developmentally appropriate setting that enhances the preschooler's love of learning. Each child will engage in social interactions with peers through games and free play. Children will have access to different centers throughout the classroom to give them hands on approach to learning. Teachers will offer teacher directed activities and learning experiences to develop skills in all appropriate areas of learning. Teachers will make it fun and enjoyable for children to learn new things. Teachers will observe children to find out what they are interested in and develop curriculum accordingly.

Pre-K -4 years to 5 years

We are proud to be a 4k site for the McFarland School District. Children in our 4K program will focus on kindergarten readiness, focusing on the different areas of learning. We follow the McFarland curriculum guidelines when planning our program. They will practice early writing and reading skills as well as math, sciences and art. Children will engage socially with peers and learn how to work together in a group. Little Spartans offers wrap around care to our students for a fee. During our wrap around program we offer a place for children to continue to learn and grow. Children build relationships with their peers as well as their teachers.

School-age children

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 other hands on activities for the children’s enjoyment. During our summer school aged program children will have a place to play and participate in activities that concentrate on learning but also on having fun. Teachers will provide lessons based on the children’s interest.

Night Care

We are not licensed to provide care between the hours of 9 P.M. and 5 A.M.

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. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they awake. Teachers will help children who are awake find appropriate activities. Sleeping materials will be provided by parents and will be sent home weekly to be washed. A crib or playpen is provided for each child less than one year of age. Children over the age of one year will sleep in a sleeping bag.

We do not allow children to watch television unless educational. Non educational movies will only be for special occasions and parents will be notified. Children may not bring VHS or DVDs from home. Children will only watch G rated movies unless permission is obtained by parents to watch a movie that is rated PG. The children will be allowed to watch television under the following situations: Special occasion such as holiday or when inclement weather prohibits us from outside play. Also on an occasional basis when educational programs are watched to incorporate certain themes or a related topic being discussed that week. Children are not required to watch television, and other activities will be available during that time for children to use.

We occasionally take field trips, including walks around the neighborhood. Emergency information for each child will be taken with staff along with a list of names of children who are in the teachers care whenever the children leave the premises.

A schedule of daily activities is attached.

**CHILD GUIDANCE**

Little Spartans Child Development Center staff provides each child with age appropriate guidance that helps the child acquire a positive self-concept. It is important that behavior

 guidance used by each teacher be constructive, positive, and suited to the age of the child.

Through role modeling, we help provide children with the tools needed to solve problems on their own, to express feelings, and come up with reasonable solutions. Children learn by observing the adults around them and so we are conscious that our actions must give positive reinforcement to solving conflict with respect for others.

The goals of our child guidance policy are for our children to develop positive self-esteem and socially acceptable ways of expressing their needs and feelings. This child guidance policy is preventative, not punitive, and designed to encourage the children to practice self-control, develop decision-making skills, and take responsibility for their own actions. Common courtesy and respect for themselves, others and for property are values we believe in and encourage the children to learn.

At times a child may become distraught and we will use different techniques to manage crying, fussing or distraught children. First we will make sure all of their needs are being meet. If the child still seems distraught we will console them. If one technique does not work staff will try several and even call in the Director or other staff for help. If we feel that our techniques are not working we may call on parents for suggestions.

We minimize behavioral problems in our center by:

* Creating a positive environment.
* Age-appropriate toys with duplicate of favorite
* Reminding them of the rules and help them understand why they are necessary
* We provide children with a **“Safe Place”** a quiet, out of the way spot where they can work out their problems.
* We help children recognize and name their feelings and deal with emotions to help them learn self control.
* We teach them so solve conflict peacefully by using the **“Six Step Approach to Problem Solving”**

1. Help children **state the problem**. Caregiver will move calmly to the site of the dispute and acknowledge the children’s feelings.

2. Ask each child to discuss what is happening.

3. Help them **brainstorm ideas** that might solve the problem.

4. **Discuss** how the ideas might work.

5. Have the children **agree on one workable idea.**

**6. Try out the idea. Review the idea** to see how it worked.

By following the **“Six Step Approach to Problem Solving”** we are teaching the children to solve conflicts for themselves

We do not believe in time outs however we do implement the “taking a break” Procedure for children over two where they are able to walk away from the situation causing the problem and either make another choice in activity or spend some time alone if desired.

We understand that no specific technique works for every child. If necessary we will request a conference to be held with parents to help resolve the issue. If issues still remain the next steps may include referrals to appropriate community resources, and / or discharge of the child from care.

In accordance with DCF 250 Licensing Rules 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, throwing 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; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

**TRANSPORTATION**

We will use the Kobussen bus transportation system when going on field trips that require transportation. For school drop of and pick up the center vehicle will be used. We will have on file the name address and telephone number of the transportation service that is contracted by our center, and the after hours contact person and phone number. Children under one year of age will not be transported.

Parents will be notified of field trips by posting on parent board the date, time and destination of field trip.

Children who are being transported will have the appropriate child safety restraints when necessary.

When transporting children 1 year of age but less than 4 years of age or who weighs at least 20 ponds but less than 40 ponds shall be properly restrained in a forward facing individual child car safety seat when being transported. Each child who is at least 4years of age but less than 8 years weighing not more than 80 pounds or taller than 4 feet 9 inches shall be properly restrained in a shoulder-positioning child booster seat when being transported . Each child who is not required to be transported in an individual child car safety seat or booster seat shall be restrained by a seat belt. Seat belts may not be shared. Little Spartans Child Development will use a vehicle that has a certificate of insurance with the dates of coverage, is registered in the state of Wisconsin, and is clean, uncluttered and free of obstructions on the floors, aisles and seats. Passenger doors shall be locked at all times when a vehicle transporting children is moving. We will provide the department with evidence of the vehicle's safe operating condition at 12-month intervals on a form the department provides. A first aid kit will be kept in center vehicles. The driver of the vehicle will be at least 18 years of age, will have a valid Wisconsin operator’s license, and has at least one year of experience as a licensed driver. We will obtain a copy annually of the driving record for each driver of a center-provided vehicle and shall place the record in the staff file. The licensee shall review each driving record to ensure that the driver has no accidents or traffic violations that would indicate that having children ride with the driver could pose a threat to the children. A driver who poses a threat to the children may not transport children.

When transporting children with disabilities or children who have a limited ability to respond in an emergency there will be a teacher who is assigned responsibility to the specific child to ensure their safety and offer appropriate assistance to them in the case of an emergency.

Children will never be left unattended in a vehicle.

In order to track children being transported and ensure that their whereabouts are documented from the time the child is picked up until that child is relinquished to the responsible caregiver, we will make sure that the child enters the facility or place that they are scheduled to be transported to and will document time of arrival and departure.

Whenever children are being transported while in our care we will take a written attendance checklist to make sure that all children are accounted for by name and sight at each transition, inclusive of each time a vehicle is exited. If we are transferring the children to another responsible adult, we will be sure the adult acknowledges the transfer before leaving the child.

Emergency information for each child being transported will be kept in the vehicle at all times. All staff members or volunteers who will be transporting children will have completed orientation. We will obtain driving records for each individual to ensure that they meet the requirements to transport children. We will do this on an annual basis to ensure they are meeting the requirements at all times. Any vehicle being used for transportation will have a safety inspection before usage. This will be done on an annual basis. First aid equipment will be stored in the vehicle.

If a child is supposed to be picked up from a destination and has not arrived at the scheduled time and we have not been notified of a change in scheduling then we will contact the parents/guardians immediately and will not leave until that child is accounted for. We will use the state department’s form, Transportation Permission to obtain consent from the child’s parent for emergency medical permission. We will also give parents a permission slip to sign and date notifying the parents of the date, time and destination of the field trip. All forms will be kept with teachers to ensure that all emergency information is on hand and readily available.

After transporting a child to his or her destination, an adult shall wait until the child enters the building or is in the custody of an adult designated by the parent. School-age children who attend before or after school will be transported in the center vehicle that complies with all state regulations for transporting children in a vehicle.

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 CFS-104, “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. We will require the supervising adult to call the preschool when the child arrives at the designated spot, we will phone parents if the preschool has not been called within 30 minutes of the scheduled arrival time.

4k transportation is provided by the school district. All 4k students are required to attend afternoon 4k so that transportation can be provided by the district free of charge.

**PETS**Little Spartans Child Development Center does not have pets on the premises. If pets are to be brought into the facility notification will be given to parents by .posting on communication board or by newsletter.

**EMERGENCY PROCEDURES**

We do not provide care between 6PM and 6 AM.

At the front entrance of the building there will be a list posted of emergency telephone numbers. This will also be posted in the kitchen and in all classrooms. There will be emergency supplies stored in the kitchen for emergency situations.

Fire drills shall be practiced with the children every month, and completion of the practices will be documented. In addition, tornado drills shall be practiced during the tornado season which is April through October.

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Children will be assembled across the street in the grassy area. If it is cold children will be taken across the street to Roto Rooter until parents are able to pick up their children.

In the event of a tornado warning, the children will be taken to their designated spots listed on their classrooms emergency procedure. The attendance form and emergency contact information will be brought along by staff.

In the event of a lost child, we 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 notified immediately. We will notify the Department within 24 hours after the occurrence.

In the event of building service losses, such as heat, electricity, water, etc. the director will immediately contact repair/service Company concerning loss. If loss cannot be restored within a reasonable amount of time to ensure the safety and welfare of the children, our center will close and parents will be notified. Local radio and television stations will be notified of our center closing. Parents will be called and expected to pick-up their child upon hearing the broadcast or receiving the phone call. If the parents cannot be reached, other authorized persons on the child’s enrollment card will be called. If telephone service is lost, the director will immediately go to nearest available working phone. If we are unable to re-enter the building after a necessary evacuation, we will take the children across the street to Roto Rooter.

 In the event of emergencies such as hazardous weather, flash flood, extreme heat or cold and national emergency, the children will remain in the center unless it is determined by the director or police/fire department that remaining is unsafe. Then we will follow fire evacuation procedures. If remaining in the center, children will be gathered in main room of center. Teachers will be responsible for keeping children calm and orderly through techniques used during transitional periods. Attendance will be taken by director. Emergency supply bag with flash lights, radio, blankets etc. will be made available for use and are located in the kitchen.

In the event that Mcfarland schools close due to severe weather, the center will not close. The center will only close if the Madison public school systems close. Parents are responsible for paying for the day or using their vacation time if applicable. We will notify parents via email and post on our Little Spartans Facebook page if we close. We will change the message on our phone for confirmation of Little Spartans closing.

In the event that the center receives a threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), law enforcement and the parents will be immediately contacted to advise them of the threat. Depending on the nature of the threat, evacuation and/or closure may be required.

In a medical emergency or illness that requires immediate attention the center director will handle the situation by following appropriate procedures such as calling 911 or escorting a child to the hospital. The child’s teacher would then contact parents immediately and keep the other children calm. If there was a staff or child injury on or off the premises, staff member who was delegated in charge is responsible for following appropriate procedures. If a minor injury occurs first aid procedures will be followed. If a major injury occurs 911 will be called and the delegated person in charge will go with staff member or child to hospital and will designate another teacher to call the parents and Director.

In the event another adult is needed on the premises the emergency contact person available within 5 minutes is Brett Charlesworth.

Little Spartans Child Development Center is covered by liability insurance for our premises and for all operations.

**Grievance Procedure**

Should you be unhappy with any part of our service, we welcome any comments or complaints as well as any feedback or suggestions that may benefit other families attending the center, the local community and of course your child. If a problem exists, the Center wants it corrected as quickly as possible. This can only be achieved if it is identified immediately. Parents with concerns should first discuss them with the classroom teacher. If the classroom teacher is unable to resolve the concern independently and to the satisfaction of the parent, then the matter should be brought to the attention of the Director.

**HOLIDAYS**

Little Spartans Child Development Center closes for the following holidays New Year's Day (January 1), Memorial Day (May), Independence Day (Fourth of July), Labor Day (September), Thanksgiving Day and the day after, Christmas Eve and Christmas Day. If one of our holidays falls on a weekend then we will be closed the previous Friday or following Monday. We will notify parents which day we will be closed at least two weeks in advance. Full time and part time employees that have been employed at the center for at least six months will receive holiday pay for the number of hours they would have been scheduled to work on each holiday.

|  |  |
| --- | --- |
|  |  |

I, the parent, by my signature below attest that I have received a copy of these policies. I further attest that I have read and understand these policies, and I agree to abide by them.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature – Parent Date Signature – Licensee Date