

Northwoods Child Development Center

SACC Program

"A Great Place to be a Child"

Welcome to Northwoods Child Development Center School Age Child Care Program. We provide working families high quality school age child care services. SACC offers before and after school care for children in Pre-K through sixth grade. SACC also offers Teacher Work Days, full day care plus Thanksgiving Week, Winter, Spring and Summer camp programs during school breaks.

We are glad that you have chosen us to be part of your child's growing experience. Our **mission** is to provide a happy, warm, nurturing, positive, loving, and safe environment that fosters the growth and development of the whole child. We will nurture the joy of discovery and learning in your child and create a curriculum that complements and supports Northland Pines School District, Program of Studies. We will provide a wide range of opportunities for children to expand their interests, develop their talents and enhance their learning through experiences in language arts, literacy, science, technology, engineering and mathematics (STEM), social studies, Global Learning, visual and the performing arts. We encourage the children to do community service projects throughout the year.

We provide a stimulating, safe and welcoming learning environment planned to meet the individual needs of the children and parents. We believe in providing an exceptional program that contributes to the goals and priorities families have for their children such as building self-confidence, developing friendships, teamwork, Leadership, problem solving, having fun, and participating in physical activities. Our major emphasis is learning through project based, hands on activities that reflect the children's interests and current explorations. Our approach is to provide a wide variety of opportunities for children to learn by experiencing concepts and ideas. Within our classrooms, children can learn from several settings, Centers, large group activities, small group activities, and individual time with the teacher. The environment is set up with basic interest areas such as a reading corner, game tables, Art area and science center. The room is continually evolving and transforming. What starts out as a simple plant experiment can turn the room into a botanical garden and then move outdoors in the summer. Materials and supplies are on hand to support the child's interests and imaginations in theatre, dance, sports, building, photography, reading, music, arts and games. We take time in our daily schedule for spontaneous discovery of the world around us.

Another major emphasis is to provide activities daily to supply good, healthy building blocks for self-esteem and self-confidence. We do this by talking about ourselves, respecting the rights of other children and knowing what our rights are. We teach the children to "use their words" to express their joy and their anger. We do not promote violence of any kind, which includes the use of play guns and other weapons for play.

Teachers and assistants are at the school to guide the children in Developmentally Appropriate activities and to help foster independence, creativity, initiative, playing positively with others, and problem solving. Most of all they are there to provide a happy, positive, loving, and warm environment for the children they care for each day.

Revised 8/26/19

General Information

Administrative Structure

Administrator: Teri Mason. Manages the Center, including personnel, finance, legal and business structure as well as the day to day operations of the Center.

Site Director: Val Elliott. Manages day to day operations, supervision of group leaders and assistant.

Group Leader: Plans and implements daily, weekly, and monthly activities and themes.

Assistant Group Leader: Assists group leader with daily activities

Food service personnel: Prepares food, creates menus, ensure kitchen sanitation and nutrition.

Maintenance personnel: Maintains facility through building/property janitorial and maintenance.

Admission Policy

Northwoods Child Development Center School Age Child Care Program is administered and owned by Teri Mason and licensed through the State of Wisconsin Department of Children and Family Services.

Hours: 6:30 A.M. to 6 P.M. Monday thru Friday, yearround.

Ages: We provide developmentally appropriate education and childcare for children pre-k through sixth grade.

Limitations: We have no limitations on children enrolling at the Center.

Number of Children in our Care: 27 children per day

SACC Program: We offer four programs: School-year, Thanksgiving, Winter, Spring and Summer camp.

Holidays: New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, and the day after, Christmas Eve, and Christmas Day. If New Year's Day, 4th of July, or Christmas falls on the weekend, the Center will close on the Friday before or the Monday following the holiday. In order for us to keep quality and qualified staff, the Center provides them paid holidays off, therefore, if your contracted days fall on a holiday, you will be required to pay. We are sure this is a benefit you would want your child's teacher/assistant teacher to receive.

Emergency closing: In the event of severe weather conditions, Northwoods Child Development Center will follow Northland Pines School District in determining if the Center is closed. If Northland Pines School District is closed due to extreme hazardous road conditions, we will be closed. If they are closed for severe cold, we will remain open. In some cases we may need to post a revised schedule for drop off and pick up (ie: due to weather conditions). We will contact all parents via HiMama.

Non-Discrimination Policy: Northwoods Child Development Center does not discriminate in employment or enrollment against any employee, child and family or any applicant for enrollment/employment in admission, privilege of enrollment, or discharge condition on the basis of age, race, color, sex, sexual orientation, creed, disability, national origin or ancestry.

Americans with Disabilities Act: The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunities for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities and transportation.

Cultural Diversity We follow the National Association for the Education of Young Children (NAEYC) statement -"The nation's children all deserve an early childhood education that is responsive to their families, communities, and racial, ethnic, and cultural backgrounds. For young children to develop and learn optimally, the early childhood professional must be prepared to meet their diverse developmental, cultural, linguistic, and educational needs."

Afterschool Programing: We belong to the National Afterschool Association (NAA) and follow the Wisconsin Afterschool Network, (WAN) as well as the National Education and the National Association for the Education of Young Children (NAEYC).

Program Assessment and Improvement: SACC's efforts to provide high quality programming include continuous opportunities for program assessment and improvement. Approaches used include: monitoring visits, comprehensive staff professional development, state licensing compliance and feedback from our annual assessment School Age Care Environment Rating Scale, (SACERS) utilizing the scale which is designed to help school age child care programs link quality with positive youth outcomes.

How to enroll: To enroll a child, telephone the Center and set up an appointment. A Parent/Family interview, orientation and tour will be conducted before enrollment. Enrollment forms need to be completed prior to your child's start date. These forms and others will be reviewed along with the Centers policies. Orientation includes but is not limited to review of Center policies, community resources, developmental screenings, and attendance procedures. The Centers learning philosophy as it aligns with the Wisconsin's Department of Children and Families, YoungStar program, Wisconsin Model Early Learning Standards/School Age Curricular Framework. Centers Policies are also available to parents in each classroom and the SACC office for your review.

The following forms must be turned in for your child's first day of enrollment:

- Northwoods Child Development Center SACC Enrollment Contract
- Health History and Emergency Care Plan
- Child Care Enrollment Form
- Northwoods Child Development Center Emergency Card
- Cultural Intake Form
- Alternate Arrival/Release Agreement (applicable to school age children riding the School District bus to and/or from school only)
- CACFP Enrollment Meal Plan Notification and Household Size Income Statement
- Tuition Express Enrollment Form
- HiMama Form
- Authorization for Child to be Photographed
- Field Trip Authorization

The following forms must be turned in within 30 days of enrollment:

- Child Health Report-Child Care Centers
- Day Care Immunization Record

Change of Contact Information: it is important all contact information be kept current and up to date. Please notify the center staff as soon as possible changes in phone numbers, addresses, emergency contact information and authorized pick up persons. Also, notify SACC registration of any changes in your address or phone numbers.

Parent Visitation: We are open to parent visitation and observation before or upon enrollment unless access is denied by court order per DCF 251 Licensing Rules. We encourage parent involvement with the Center. No advance appointment is required; however, we encourage you to call before visiting because we do leave the premises for walks and walking field trips, and physical activities in the gym or on the playground.

Records Confidentiality: Children's records are confidential and available for viewing by immediate family and licensing representatives only. The Center will make copies of the Center's Records for your child, upon written request, for any new setting your child may be attending.

Photo Release: The center has a website and FaceBook page that we like to share photos of the kids and activities in the classrooms. We ask parents to fill out a photo release to allow us to post pictures on FaceBook. Form is due upon enrollment.

Children, Family and Employee Confidentiality: All conversations and meetings between Parent, Child, Teacher, Assistant Teacher, Director and Administrator is to remain confidential.

Medical Logs: Administered medications, accidents or injuries, marked change in behavior, observations of injuries to a child in the Center or on field trips will be entered into the medical log. Entries in these logs regarding your child are available to you as long as we make a copy of that page and mark out any other child's name. This helps in keeping the confidentiality of other children in the Center and their confidentiality is NOT compromised.

Important License Information is Posted: Copies of Department of Children and Family Service's licensing rules and Center policies are available to you. You not only receive a Policy packet when touring the Center, we also keep a copy of the Center license, condition stipulations, compliance/non-compliance statements, and administrative chain of command, as well as parental notices, and other parent information posted on the parent communication board near the entrance of the Center. Parents will be provided with a copy of the summary of the licensing regulations for group child care Centers.

Attendance

Attendance Policy

Before school and afterschool hours are 6:30 A.M. to 8:30 A.M. and 3:25 P.M.– 6:00 P.M. Teacher work days, Thanksgiving, Winter, Spring and Summer Camp. A 10 hour day is considered the maximum enrollment for each child per day. Please be sure to adhere to your scheduled drop off and pick up times agreed upon during enrollment. If changes to your schedule require a permanent or temporary change in childcare dates or times, please speak with the Director or Site Supervisor for approval.

If you take your child out of the program for any length of time, and expect you may return, please speak with the Director. Every effort will be made to have your child return to our Center if spots are available.

Absences: Parents are required to notify the Center by 8:30 am when their child is absent on a day that they are normally expected to be in attendance. If you are in the morning program, please call by 7:00 A.M. If the Center is not notified about an absence within 30 minutes of the specified start time on the written agreement signed by the parent, we will attempt to call the parent or guardian to determine the child's whereabouts.

Arrival/Departure of Children

Parents must sign their child/children in and out of the Center daily. Please initial your hours of usage, each day your child is in attendance. There is a sign in sheet at the entrance of the SACC classroom. Please sign in with morning staff as well as parent sign in sheet. This is a cross reference so we can double check both sheets. If there are any specific instructions for the day (for example, medication to be taken, another person picking up the child, or other extenuating circumstances), please inform the Center through written instructions. The instructions will be attached to your child's SACC classroom clipboard and given to your child's SACC teacher. If the teacher needs further clarification, he/she will call you.

Extracurricular Activities at Eagle River Elementary School: You must provide the SACC Center with written permission for your child to attend school sponsored activities, community sports leagues, art classes and other non-SACC programs during SACC hours. Children are not permitted to sign themselves out from SACC to walk to the activity even if it is held in the school building or on school grounds. Children must be picked up by an authorized pick-up person. Written permission must include detailed information about the program (days, times, effective dates, location) and person(s) authorized to pick-up and return your child to SACC. If for any reason your child will not return after the activity is over, you must notify SACC staff.

Car and Parking Lot Safety

At no time are parents allowed to leave cars running unattended in the parking lot. At no time may parents allow their children to enter the parking lot on their own. Children must be supervised at all times.

Field Trips and Driving Records: Staff members are trained on procedures for safe transport tracking and ensuring that the whereabouts of children are known at all times. Whether walking or using Northwoods Transit Connections (a public bus serving Vilas and Oneida Counties), an attendance checklist and emergency information will be taken by staff for each child. The transport bus has seat belts for all passengers. A staff member will review the attendance check list and do a walk-through of the vehicle to insure that all children are accounted for and have safely entered & exited the vehicle. Staff will have access to the transportation company's after hours phone number in the case of an emergency. If a child has a disability or a child who has limited ability to respond to an emergency, staff will have a buddy system for that child on the bus and will sit near them to help if an emergency occurs. We do not transport children to or from their own homes.

Child Daily Sign In: Parents must sign their child in and out daily. Parents are required to walk their children into the SACC Center through the main entrance, sign in, and walk their child into the SACC classroom where they shall alert the teacher that the child has arrived. If children are on the playground when the parent arrives with his/her child, the parent may drop the child off at the playground alerting the teacher to the child's arrival, but must continue into the building to sign the child in. Under no circumstances will a parent leave a child unattended in the hall or a SACC classroom to wait for the others to return inside.

Sign In With Teachers: Teachers will take attendance in their SACC Classrooms as children arrive and are responsible for knowing the number and names of all children in attendance at all times, including while outdoors. Teachers will take attendance sheets outdoors with them. If a child arrives on the playground, he/she will be signed in on the classroom attendance sheet outdoors. No child or children will be left unsupervised for even a moment.

Student Safety

Authorization to Pick Up Your Child if Not a Parent: All persons picking up a child must be authorized on the child's enrollment sheet. If a teacher does not know the person picking up, a picture ID will be required.

Under the Influence upon Pick Up: If an authorized person arrives to pick up the child and appears impaired by drugs or alcohol, the SACC Center will not release the child and an alternate person will be called. If an impaired person insists on picking up a child, the SACC Center will call 911 and advise authorities of the situation.

Custody and Parental Court Order: If there is a custody issue and the parents' name, other than your own, is on the enrollment form, we cannot stop that parent from picking up your child. Please, keep all pertinent information in your child's file. If a court order has been placed against a parent or other person, provide a copy of the court order to the SACC Center to keep on file. The SACC Center will adhere to any restrictions documented in court orders. If a person/parent who is prohibited from picking up your child makes any attempt to do so, the Center will notify the legal guardian and the authorities if needed.

Child Abuse: If a licensee, employee or volunteer at the SACC Center has reasonable cause to suspect child abuse or neglect, they shall contact the Dept. of Social Services in Vilas County, as mandated by law. Staff members receive biannual training in Child Abuse and Neglect.

Grouping of Children: Any children arriving before 8:00 a.m. may be combined with other age groups until staff and SACC classroom ratios can be met. Mixed age groups may also combine around 4:30 pm, for free choice or outside play. This allows the adult to student ratios to reflect the greatest level of supervision and care for all children in the Center.

Accident or Injury Procedure

1. Treatment of Minor Injuries: The Center will use soap and water to clean all superficial wounds and Band-Aid or bandage will be used to protect such wounds. An ice pack may be applied to any minor bump or swelling. Parents will be notified verbally and in written form at pick-up time concerning any such injury. If a child receives an injury on their head, the parent will be contacted immediately, no matter how minor the injury may seem.
2. Unless a parent states otherwise on the child's emergency information card and enrollment form, Northwoods Child Development Center shall use Eagle River Memorial Hospital as its source of emergency medical care.
3. Written permission from the parents to call the family physician or refer the child for medical care in case of injury shall be on file at the Center. Parents shall be contacted as soon as possible after an injury has occurred.
4. In the event of injuries occurring on Field Trips or walks, the above procedures still apply. If Eagle River Memorial Hospital is not the closest hospital, your child will be taken to the nearest hospital. Again, we will only use contracted busing for field trips we should take.
5. All staff is trained in first aid, CPR, and AED.
6. Medication administration and injuries occurring on or off the premises will be recorded in the Centers medical logbook.
7. If your child has a special health need, we ask that you put it in writing and if necessary, provide a statement from your child's physician. This information will be placed in your child's file. The teacher and Director will work with the parent to create a plan of action for your child.

Emergency Medical Care: When a child or staff at Northwoods Child Development Center SACC Program needs immediate professional, medical care, the child or staff is taken to Eagle River Memorial Hospital (by rescue squad, if necessary). The child or staff member's emergency contact will be contacted as soon as possible. This transport for the child will be at the parent's expense. If an emergency occurs on a field trip, the child will be taken to Eagle River Memorial Hospital or nearest hospital to the field trip destination.

Providing required information to DCF: We are required by DCF to report to them any child abuse we report, SACC Center accidents of children or staff that require medical emergency, damage to our property, incident that involve staff that may involve the police outside of school hours, if a child has been diagnosed with a communicable disease, or if we use our rooms in a different way than they are aware of.

Payment & Fees

Fee Schedule:

Annual Registration Fee

A \$35.00 annual registration fee is due upon enrollment and each September thereafter.

Rates

Before school care	6:30 A.M. to 8:20 A.M.	\$9.00 a day
After School Care	3:20 P.M. to 6:00 P.M.	\$13.00 a day
Before and After school Care	Both Sessions above	\$17.00 for both
All day care	6:30 A.M to 6:00P.M.	\$40.00 a Day

Rates are per child.

Drop-in or Part Time Care: Full time families, who attend, Monday through Friday, will have priority on acceptance into the desired classroom. Children will be accepted on a part-time or drop-in basis when there are vacancies in the full-day program. Part-time families can attend two, three or four days a week if there is availability. Arrangements and all required enrollment paperwork must be on file for your child to attend. There are no half hour rates.

Late Fee: There is a late fee of \$1.00 per minute for children picked up after the Centers closing time of 6:00 P.M. Example: pick up at 6:08 P.M. the late fee will be \$8.00. This fee will also apply to any change in our closing schedule if we need to close early for any reason especially due to weather conditions. We want to ensure the safety of our families and staff. The closing staff will take note of the time on the classroom sign in board and an invoice will be given to you reflecting the late fee.

Additional fees: There is a fee for use of specialists to teach the children (such as music, computer, gymnastics). Parents provide a packed lunch and juice/water bottle for lunches. Field Trips may require an additional fee and are not included in the daily tuition.

Payments

Payments are due weekly, in advance. Payment for the entire week is due upon arrival on the first day your child attends for that week. If you come Monday, your payment for that week is due on Monday. There will be a \$5.00 late fee charged for each day the payment is late.

How to Make Payment

We offer the convenience of Tuition Express, an automatic payment processing system that allows on-time tuition and fee payments to be made from your bank account. Payment by check made out to Northwoods Child Development Center, LLC, or cash is accepted and due weekly on the first day of attendance. If paying by cash, please, be sure to put it in an envelope with the dates you are paying for. There will be a \$20.00 fee for insufficient funds. Please place your payment in the locked box outside the office door.

Receipts and Access to Payment Records

A receipt will be given to you for each payment received. You will also be given an end of year statement for your tax purposes. If you need access to your child's payment record, please let the Director know. We can have you look at your child's record.

Fees Charged for Absences

To make it fair for all families, the Center will provide each family with one week tuition free per year based on the number of days per week you attend. If you attend one day a week, you receive one day of unpaid leave per year. Please record your day on the sign in/sign out sheet, which we use to record contracted days into our invoicing program. We ask that you provide the Center staff with at least a week notice for any planned leave.

Part-Time Children Fees

Part time children may not switch scheduled days to replace a sick day or any other day. Being a small Center we have limited child care slots for each SACC classroom and age group. However, you are welcome to call the Center Director- Site Supervisor, and with one day notice, a part-time child may attend the Center on an unscheduled day, provided the Center has room to accommodate him/her. Parents will then be charged the daily rate.

Holidays

Childcare will not be provided on:

- New Year's Day
- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving and the day after Thanksgiving
- Christmas Eve

- Christmas Day

If New Year's Day, 4th of July or Christmas fall on the weekend the Center will be closed on the previous Friday or following Monday. We will post a sign letting you know which day in plenty of time to make your holiday plans. The Center provides the staff with paid holidays off, so if your contracted days fall on a holiday you will be required to pay. It ensures that we will provide you with qualified, quality staff members and we believe that it is a benefit you would want your child's teachers to have.

Family Vacations

Each full-time family will receive one week (or 5 days) of vacation after one full year of attendance. Part-time families will receive their scheduled part-time vacation days for that week. IE., two days a week, you receive two days of leave/vacation. Your vacation days may not be taken individually. This is to help accommodate the families with yearly vacation times.

Full and Part-time Care Definition

Full time families are families who are enrolled 5 days a week. Full time families have priority at the Center. A part time family attends between 1 and 4 days a week and will not have priority. Part-time families may be asked to alternate their schedule to help accommodate other part time families if slots are limited. We understand the childcare needs of each family is unique and we aim to accommodate all of our working families.

Wisconsin Shares Financial Help

You may be able to obtain Wisconsin Shares financial help available to you through Vilas or Oneida Dept. of Social Services. All information will be kept confidential. If a family is applying for Wisconsin Shares assistance and wishes to begin their child's attendance before child care authorization has been completed, they may still enroll and pay out-of-pocket until their authorization has been received by the Center. Each family is responsible for keeping their childcare authorization current. If an authorization ends before the Center receives a new current authorization, the child will either not attend or the family can private pay. Private pay is due weekly on the first day of your child's weekly scheduled attendance.

First Day Readiness

How to Help Your Child Adjust

Before your child's first day of attendance, we recommend that the parent bring the child into the Center for one to two hours at varying times, and spend time in your child's new classroom together. We ask that parents stay in the classroom with their child and participate in all activities that your child may go through during this important adjustment time.

Acclimation Period

There will be a two week trial period upon enrollment in the Center. Should a child have a hard time adjusting to the Center, we will discuss resources and options with the parent. If it is felt that placement of the child at the Center is inappropriate, or the child does not interact well with the other children, care will be terminated. If at all possible, we will recommend other types of care. Fees would be charged only for the time the child was in care.

Additional First Day Requirements (Provided by Parents)

- Complete change of clothes labeled with your child's name. (Snow pants, boots, gloves, etc., are necessary in the winter months.)
- An extra pair of tennis shoes to be worn and kept at the Center only, for physical activity in the gym.

Student Health

Observation and Definition of Your Child Being Ill:

Upon arrival at the Center, each child shall be observed for symptoms of illness. These include children with a sore throat, inflammation of the eyes, fever of 100.7 degrees, lice, rash, vomiting, excessive diarrhea, (2 or 3 times per day), irritability or continuous crying. If your child displays any of these symptoms, a teacher, Director or Site Supervisor will ask you to take your child home. This policy is in place to maintain a safe and healthy environment for all children and staff members.

Evidence of unusual bruises, contusions, lacerations, or burns shall be noted on the child's records/medical log book and may be reported immediately to Vilas County Social Services, if abuse is suspected.

Ill Child Procedure

1. Children who become sick while at the Center will be isolated from other children, while remaining within sight and hearing distance of the teacher. The parent will be called immediately. The child will be made comfortable until a parent or authorized person arrives to pick the child up. The child must be picked up from the Center within **1 hour** of notification.
2. A child with a contagious illness, or fever (without medication) must be **24 hours symptom-free** and after a fever (without medication) before returning to the Center.

Contagious Disease Chart

The chart is posted on the parent bulletin board in the foyer as well as the office for your reference. The health department will be called if a child at our Center has been diagnosed by a physician to have a contagious disease. If this happens, we will post a notice on the front door, in your child's classroom and call you personally, if it is an emergency, contagious incident.

Allergies

Food and other allergies shall be reported to the Center. This information will be recorded in the child's file. Teachers and caregivers will be notified of the allergy and the information will be discreetly posted in the child's room at the Center, to protect your child's confidentiality and keep them safe while in our care.

A Special Note for Parents:

We know how hard it is for parents to take off work for a sick child, but if you know that your child is sick or not feeling well, please keep them home for the day. In order for the Center to maintain a healthy and safe environment, we cannot allow sick children to attend. This policy helps prevent your child from being in contact with a sick child while in our care. Please stay in compliance with this rule as it is a DCF compliance requirement.

Cleanliness/Hand Washing

1. Children shall wash with soap and warm running water upon arrival, before meals and snacks, after toileting or diapering, and upon returning to the classroom from the playground or being outside. A child's hands and face shall be washed after meals.
2. Persons working with children shall wash their hands with soap and warm running water before handling food, after assisting with toileting, after wiping bodily secretions from a child with a disposable tissue.
3. Cups, eating utensils, toothbrushes, combs and towels may not be shared and shall be kept in sanitary condition.
4. Children brush their teeth after breakfast or lunch daily.

Medication Procedure

Parents must bring all medications directly to the teacher, Director, or site supervisor. Never send medication in with your child or in your child's backpack. This includes both prescription and non-prescription medication.

1. No prescription medication or non-prescription medication, including but not limited to aspirin, cough medication, or nose drops, may be given to a child except under the following conditions.
 - A. A signed, dated written authorization by the parent is on file.
 - B. Prescription medication is in the original container and labeled with the child's name, name of drug, dosage, directions for administering, date, and physicians name.
 - C. Non-prescription medication must be labeled with child's name and the request, signed by the parent, including dosage and directions for administering.
 - D. DCF requires documentation including type of medication given, dosage, time, date, and the name of the person administering the medication. This information shall be recorded in the Center Medical Log, and the authorization will be filed in the child's records. The Log Book shall be reviewed periodically by administration every 6 months.
2. Medications shall be stored so that they are not accessible to the children.
3. Medication requiring refrigeration shall be kept in the refrigerator in a separate, covered container clearly labeled "medication."
4. It is the parent's responsibility to pick up his or her own child's medicine at the end of each day if it is to be shared by home and Center. It may be kept for the duration of the prescription if we have a separate bottle/container with proper labeling from the Pharmacy or manufacturer, or 6 months if it is for sunscreen or bug spray.
5. If the Center misses a dosage or there is an error in the dosage distribution, parents will be notified immediately by phone.

Confidentiality and Notification

All information on the child's medical, food, allergies, injuries are kept confidential. We post information discreetly inside the cabinet door in the classroom and in the medical log. Parents are notified by phone or in writing if information needs to be communicated.

Mildly Ill Children

We do not provide care for mildly ill children.

Universal Precautions

The purpose of the Universal Precaution Policy is to protect the children, parents, and staff members from the transmission of all communicable diseases spread by contact with body fluids. These include Hepatitis, HIV, Giardia, Salmonella and others.

Staff Procedures

All staff will be trained in universal precautions procedures, including those described below:

a) Personal Contact

1. All staff will wear clean disposable gloves when handling blood, urine, stool or vomit.
2. Gloves will be removed and hands will be washed after such contact and before touching another individual.
3. Staff will thoroughly wash with soap and water any area of the skin which comes into contact with these body fluids

b) Disposal

1. Gloves, bandages, etc. which have been contained with these body fluids will be sealed in a plastic bag and disposed of in a plastic lined and covered trash can out of the reach of children.
2. Children's clothing soiled with these body fluids will be removed from the child, sealed in a plastic bag and returned to the parent.

c) Sanitation

1. Staff will thoroughly wash with soap and water all surfaces which have come in contact with body fluids.
2. After washing the area, staff will disinfect the surface with a disinfectant solution approved by the Dept. of Children and Family Services for this purpose, and allow it to air dry as required by public health authorities.

d) Parent Information

1. Parents will be informed if their child has any direct physical contact with blood from another individual. These incidents will also be recorded in the Centers Medical Log, omitting the name of the other individual involved to maintain confidentiality.

Physical Examination

1. School-age children are only required to have a record of immunizations on file.

Immunization Record

Each child shall have an immunization history, which states that the child has been immunized.

Immunization Schedule

<i>5 months through 15 months</i>	<i>2 DTP/DT 2 Polio</i>	<i>2 Hep B 2 Hib</i>
<i>16 months thru 23 months</i>	<i>3 DTP/DT 2 Polio</i>	<i>1 MMR 2 Hep B 3 Hib2</i>
<i>2 years through 4 years</i>	<i>4 DTP/DT 3 Polio</i>	<i>1 MMR 3 Hep B 3 Hib2 1 Varicella</i>
<i>At Kindergarten entrance</i>	<i>4 DTP/DT 4 Polio</i>	<i>2 MMR 3 Hep B 1</i>
<i>Varicella</i>		

Communicable Disease

Parents of enrolled children shall be notified by the Center:

1. When a child has been exposed to a communicable disease which has been diagnosed or suspected, notification shall be given to the child's parent, the county nurse, and all other families at the Center as well as the Division of Children and Family Services.
2. Communicable diseases will be posted on the parent communication board with respect to name confidentiality.
3. Parents will be notified of illness or serious injury to the child, by telephoning immediately.

Health Qualifications for Adults

Any persons, except volunteers, who work directly with children, shall have a health examination including a TB test within twelve months prior to their beginning work or within one month thereafter. The report, dated and signed by a physician, shall be on file in the Center and certify that:

- A. The person is free from illness detrimental to children.
- B. The person is physically able to work with young children.

No staff, volunteer, or parent with the symptoms of illness, communicable disease, or whose behavior gives reasonable concern for the health or safety of the children may be on the premises of the Center.

Staff Continuing Education

The Center shall maintain a file on each employee, including but not limited to;

1. Staff will be responsible for having current documentation of continuing education.
 - a) Staff who work more than 20 hours a week shall participate in at least 25 hours of continuing education each year.
 - b) Staff who work 20 hours or fewer a week shall participate in at least 15 hours of continuing education each year.
 - c) Food Service personnel shall participate in at least 4 hours each year in kitchen sanitation food handling and nutrition.
2. All staff members in regular contact with children shall obtain and maintain a current certificate of completion for infant and child cardiopulmonary resuscitation and AED within 6 months after beginning to work with children.
3. It is mandatory that all staff attend the monthly staff meetings. Attendance will be taken and documented.

About the Program

Education Policy

"Where Learning and Fun are one." The philosophy behind our curriculum is that young children learn best by experiencing hand-on activities. Our teachers create and plan lessons to meet each child's development goals and objectives. We provide developmentally appropriate practices, daily, for the children.

Developmentally appropriate means making curriculum, lesson and other decisions that affect children based on what they are able to do cognitively, physically and emotionally at a certain age. Of course, not all children develop at the same rate, so often there's a range of abilities that are considered developmentally appropriate for each age. Developmentally appropriate skills for one child may be very different than that of another child in the same classroom, so teachers often make small and sometimes, large, changes to the way they teach concepts to different children.

We believe learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in.

The Center's "creative play" and School Age Framework curriculum aligns with the Wisconsin Model Early Learning Standards ("WMELS") guiding principles and reflects their 5 domains of learning & development.

The most important goal of our curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We're teaching them **how** to learn, all through their lives. We're allowing them to learn at their own pace and in the ways that are best for them. We're giving the children good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

Our curriculum identifies **goals** in all areas of development:

- **Social:** to help children feel comfortable in the SACC Center and school, trust their new environment, make friends, and feel they are a part of the group.
- **Emotional:** to help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
- **Cognitive:** to help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.

SACC Classrooms

Our SACC classrooms are developmentally age appropriate. We have dedicated age groupings with a Teacher. The children will have the same teacher each day unless they are off for a vacation or a class they may be taking. The intention of each developmental age group is to grow with the peers and teachers for one year – from September to August. On occasion we will move a child to the next classroom if parents, teachers, and the movement for the child is a developmentally appropriate practice.

Curriculum Planning

The teachers are responsible for creating lesson plans and monthly calendars, they are provided at minimum two hours a week of planning time during the day to plan for the coming week's curriculum and activities. The activities and themes we plan for children, the way we organize the environment both inside and outside, the toys and materials we select, the daily schedule we plan, and the way we communicate with children, are all designed to accomplish the goals and objectives of our curriculum and give your child a successful start in school.

The daily routine in and outdoors is designed to accommodate a wide variety of learning experiences. Each classroom as well as our playground has learning Centers and areas for large and small group activities. Our curriculum embraces cultural diversity in all parts of our daily learning experiences. The daily routine provides stability and consistency for the children while also providing room for variation and flexibility.

The Center welcomes parents to participate in our classrooms and share hands-on activities that you may know the children will enjoy. You may want to present your specialty (job experience, hobby, talent, etc.) that would enhance a curriculum unit or theme.

Information about curriculum and daily and weekly activities in each classroom is available to parents. Weekly lesson plans with specific activities, along with their objectives will be posted on the parent communication board in each classroom, or on the bulletin board directly outside the classroom door. Parents are encouraged to ask staff about curriculum and classroom events.

Outdoor Play

Our playground is an extension of our learning environment. Teachers create opportunities within their daily plans to extend the children's learning outdoors. Our playground is designed for children to play, learn, run and explore and is developmentally appropriate for all the age groups we serve. Physical play will be 45 minutes/day during the school year and 90 minutes/day during the summer or when the center is open for more than 6 hours.

Our afterschool playground, we provide climbing equipment, riding toys, sand and water play, gardening, and dramatic play. There are tools such as shovels, rakes and loose parts, such as, logs, sticks, small two by fours, to create and construct. There are quiet areas for children who want to sit and read or watch the clouds go by. We also have an area for creative exploration with an outdoor easel, paints, chalk and water. We provide balls for kicking, bouncing and playing favorite games.

Two outdoor play periods may be scheduled each day. Parents must send appropriate outdoor clothing for daily variations in the weather.

Children will be protected against extreme hot and cold outdoor temperatures. Guidelines for exclusion of outdoor play in inclement weather are: wind chills of 0 degree F. or below for children age 5 and above, outside temperatures of 90 degrees F. or higher, and heavy rain.

Toys Brought From Home

Toys brought from home are not encouraged unless otherwise specified. No guns, war toys, or other toys of destruction may be brought in.

Screen Time

Teachers may offer a pro-rated amount of educational screen time to children depending on the amount of time they are at the center that day, but shall not exceed 23 minutes per day. No Cell Phones are allowed in the classroom. They must be kept in their locker or at home.

Daily Schedule

Before School Session – Arrival and Drop off from 6:30 A.M. to 8:25 A.M. 3:30 Arrival:

School Age Children arrival.

Children can have a breakfast provided by the parent or attend the CACFP School Breakfast.

Children are provided quiet reading times, art, dramatic play, science, math and cultural activities and games.

After School Session

3:25 Snack

3:40 Afternoon Activities:

Outside free play, inside centers.

Group activity.

Homework, small groups, games, puzzles, art, reading.

Cleanup/outside play or quiet free play.

6:00 Center Closing:

***Schedule is flexible to adjust to the needs of the children**

On non-school days the planned school age curriculum shall be developmentally appropriate filled with fun activities throughout the day. There will be opportunities to rest and do homework. The learning centers will provide ample opportunities to explore all the developmental areas: science, math, literacy, dramatic play, literacy, art, gross and fine motor, as well as block and construction play, STEM and STEAM activities.

Snack

A snack will be served and will consist of at least two items, from different food groups (milk, fruit, vegetable, protein, and whole grain).

Transportation for School Age Children

Any child (school age), coming to the SACC Center can follow their normal transportation schedule in the morning and meet up with the SACC Center staff in the afternoon. A convenient meeting place will be made so all children know where we meet. An Alternative Dismissal form is required.

Summer fun program: During the summer, we offer a very fun and creative Summer Fun Camp Program. This program will include weekly themes, crafts, games, gross motor and fine motor activities as well as plays, lots of singing and summer fun. We will have water play outdoors, weather permitting. Please provide your child with a bathing suit, towel, water shoes and sunscreen. A sunscreen permission form must be signed so we can apply it on your child. Summer fun program packets will be available each spring that will include pricing, themes, field trips and special events.

Child's Developmental Progress

Child Developmental Assessment Portfolios:

Your child will be given a portfolio upon entering our program. This includes school age children. This portfolio will be passed from age group to age group. An age appropriate checklist for each age level will be provided. It is the responsibility of the teacher and assistant teacher to update the developmental checklist and WMELS observation checklist **on a weekly basis**. The evaluation can be made using causal observation or direct testing through play activities. Assessment portfolios will contain a variety of items, including: developmental checklist, photographs, artwork, drawings, writings/literacy, and communication skills, social

interaction. A developmental questionnaire will be given to the parents to fill out. The teachers and parents' questionnaires are then merged to see where each child is developmentally and lessons and goals for your child are planned from this assessment and daily observations.

Parent Teacher Conferences

The Center offers two planned parent teacher conferences in the fall and spring. At this time the teacher will share with you your child's portfolio and developmental checklist. We encourage every family to attend their conference. Other conferences may be called by the director, teacher or parent at any time, with any concerns. If we feel that your child needs outside resources to help with their development, we will work together. We do work closely with the Elementary School specialists.

Confidential

Your child's portfolio, developmental checklist, conference information as well as your child's records will be kept confidential. We will only release it, with your permission, to outside resources, such as specialists in the school.

Behavior Management

Discipline Policy

Discipline at the Center is designed and carried out to help each child(1) learn self-control, (2) choose alternatives, (3) identify feelings and (4) when possible, develop an understanding and respect of the feelings of others.

Discipline shall not damage the child's self-image or embarrass the child who is being disciplined.

Positive Guidance of Children

The discipline policy implemented at the Center by all staff members is focused on positive guidance and redirection, as outlined below.

Modeling by the Caregivers

Setting a good example for children is the first step in developing good discipline. The teacher encourages politeness, taking turns, and cooperating by being the model and doing these things his/herself.

Classroom Environment

The child care setting should be one where children are comfortable and feel at ease. Teachers will be checking rooms daily to make sure there is enough suitable and age appropriate equipment to keep children interested and to cut down on need for waiting or sharing. Games and activities are kept at the child's level so children can select items of their own choosing and later put items away when finished or time to "clean up". Those things that children cannot play with will be stored away from the reach of children, thereby helping to prevent problems before they occur.

Curriculum Related Units

Desirable behavior will be taught. "Work time" and "circle time" will include discussions, stories, role playing, etc. about feelings, courtesy, honesty, self-control, friends, good manners, cooperation, sharing, safety and taking care of toys and other equipment.

Ongoing Evaluation of Schedules and Transitions

The daily schedule will be evaluated continually to make sure children are not kept waiting at transition times. If children must sit and wait, teachers should use the time to read a story, teach a new rhyme or finger play, sing some songs, listen to a CD, etc.

Redirection of Children

Staff will strive to avoid discipline problems in the first place by providing positive guidance and by defining unwanted behavior to children. When unacceptable behavior occurs, discipline will take place as close to the occurrences of the behavior as possible.

The child will be instructed by the teacher that "I cannot allow you to do that because..." The disruptive child may be redirected to a different activity thereby removing them from the troubling situation. If further action is needed, the child may be removed from the group. In this way, the child is taken away from the situation and the teacher has the opportunity to discuss the problem with the child.

In the case of the child who spits, hits, kicks, scratches, bites, etc., the above policy will also be followed. The child will be told that they are never allowed to bite, hit, or kick other people. The teacher will proceed to redirect the child's behavior. He/She may tell them they can hit a lump of clay, scratch a rug, kick a ball, spit in the sink, bite their food, etc. Later the teacher will involve the children in a calming activity. During this time, we will be comforting the child who has been hit, etc. to clean any wound and apply first-aid, if necessary.

Setting Clear-Cut Limits for Children

All rules that the children are expected to follow on a consistent daily basis should be made clear upon their entry to the Center and reinforced periodically throughout the year. Rules relating to safety, respect for others, and respect for property will have top priority. Behavior expectations will also be included in the curriculum in the form of discussions, role playing, stories, and actually showing children how to use materials and where to put them away.

Children should be told what is expected of them and they should be told what is considered unwanted behavior. We will explain that consequences go hand-in-hand with unwanted behavior, such as being removed from the group. The child should also be taught that there are rewards that follow desirable behavior, such as smiling faces, verbal praise, hugs, stars, special duties, etc. Good behavior will be acknowledged regularly. Further, a pattern of consistency will be established.

And, finally we will take into account that:

- A. Children are children, not adults, and we cannot expect perfection.
- B. Discipline should be related to age and development level of the child.
- C. Self-discipline involves a sequence of learning and as children grow, they can be expected to be more responsible.
- D. Children develop self-control and self-discipline if we are firm, loving and patient.

Development of Children's Self-Control, Self-Esteem, and Respect

In order to promote self-esteem while disciplining a child, we will remember to:

- A. Talk *to* the child, not *at* the child.
- B. Get down to their level by kneeling or sitting.

- C. Make eye contact.
- D. Look and speak kind, but firm.
- E. Use body contact by gently taking hold of their arm.
- F. Talk quietly, but firmly.
- G. Tell the child that you have confidence in their ability to do better next time.

We will not cause the child to be ashamed of self, work, personal belongings, etc. We will explain that what the child did was wrong, not that they are a bad child. We will proceed to discuss with the child a better way or a better thing to do, giving them an acceptable avenue for release of feelings. Remember to use disciplinary measures only when necessary, after fair warning and in so doing, efforts must be taken to respect dignity and pride of the child.

Time-outs will not exceed five minutes and will be used only when other options have failed. A time-out may be used to remove a child from a situation that has gotten out of control before a child could hurt himself or others. When used, the time-out will immediately follow the behavior. A teacher will stay with the child and talk about what behavior was unacceptable, and what else he/she might have done or said instead. This will be a time to relax and cool down, rather than isolation and punishment.

Children are not allowed to do anything harmful to themselves or others. Hitting scratching, biting, etc., is not allowed. The safety of our children is of utmost importance. All physical and verbal aggression is stopped immediately. Verbal and physical aggression is handled by redirection skills of the teacher and when necessary with consultation of other professional staff.

If the child exhibits unacceptable physical and verbal aggression which is reoccurring, the parents will be informed and the following guide is followed:

1. Parents/guardians are informed of child's behavior (formal or informal conference).
2. A home-school partnership/ management plan is set up for the child (consultation with parents and other professional staff) to consider how to deal with the behavior if the aggression is reoccurring often.
3. Observation notes of child will be kept and findings reported to parents/guardians.
4. If the behavior continues, the next steps may include referrals to appropriate community resource if the Center determines an evaluation would be useful for the child's emotional, social, physical or cognitive development, and/or discharge of the child from care.

Please review the following Classroom Rules at home with your child before your child attends:

1. Gentle hands.
2. Gentle words.
3. Share.
4. Clean up.
5. Ask a staff for help.

If a child exhibits unacceptable behavior, a conference will be requested with the 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.

Actions that are aversive, cruel or humiliating, and actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited, such as spanking, hitting, pinching, shaking, verbal or sexual abuse, withholding food, or punishment for lapses in toilet training and other forms of physical punishment are prohibited. These forms of punishment will never be used even at the request of a parent.

In order to maintain a good rapport between the Center and the children, teachers will:

- A. Acknowledge good behavior.
- B. Develop our listening skills.
- C. Create a warm, trusting environment.
- D. Treat children fairly.
- E. Get to know children, their likes and dislikes.
- F. Respect each child.

Nutrition

Nutrition Policy

******Currently parents will provide their child with a packed lunch. The SACC program will provide Breakfast and one snack a day.***

The Center will provide an afternoon snack that is not provided by the School. As a participant in the Child Care Food Program; which is funded by the United States Dept. of Agriculture (USDA), the Center will serve nutritionally balanced meals and snacks. The Teacher will help the parents in following this procedure, by working together with the parent. The food personnel shall have training on cleanliness, sanitation and other related training and orientation.

Parents should follow CACFP food program for nourishing foods for their child.

Breakfast

Breakfast shall consist of the following:

1. Fruit or 100% juice;
2. Cereal or whole grain or enriched bread product; and
3. Grade A vitamin D pasteurized milk.

Lunch

Lunch will be provided by the parents and shall include the following:

1. A food furnishing protein, such as meat, poultry, fish, egg, cooked dried peas or beans, cheese or peanut butter;
2. A fruit and a vegetable;
3. Cereal or whole wheat enriched bread products; and
4. Grade A vitamin D pasteurized milk will be provided.

Snacks

The Center will serve a nutritious snack daily. Snacks shall consist of at least two of the following: milk, fruit or pure fruit juice, vegetable, a protein, whole grain or enriched bread or cereal.

If a child brings their own meals & snacks, the Center will ensure they meet CACFP guidelines & provide supplements when they do not meet the guidelines. A charge may be incurred to provide this supplement and be added to your billing. Children Kindergarten to 12 years of age must follow contracted meals as per our CACFP contract.

Meal and Snack Schedule

Before and After school

7:30 A.M.	Breakfast
3:20 P.M.	Afternoon Snack

Meal and Snack Schedule

All Day

8:30am	Breakfast
11:30am	Lunch
2:30pm	Afternoon Snack

Special Nutritional Needs

If a child has a special nutritional need or is on a special or medical diet, parents must provide a written doctor's note and sign all required forms. For children with food allergies the nature of the allergy and the kind of food the child is allergic to must be written out. Food allergies must be verified by a physician.

Food Program

When we do provide the meals, meal menus will be posted on the classroom bulletin board and at the sign in table weekly for parents to review and kept on file. Food may need to change due to availability and we will post any changes. All children will be provided a snack, if necessary, beyond our planned food program early morning and late afternoon.

No child shall go without nourishment for longer than three hours. No child shall be forced to eat. At the Center snacks and meals are meant to be an enjoyable experience. From time to time snacks will reflect cultural and ethnic preferences of children of the community. Meal times will be a time for socialization. The teacher will sit with the children at meal times whenever possible. Children will be encouraged to serve themselves, and develop good eating habits and manners.

The Centers food will be purchased from a store, farmers market, or food service supplier such as Rheinhart. Food will be refrigerated or stored in sealed and dated containers. Paper plates, cups and plastic silverware may be used. If dishes or utensils are necessary, they will be washed, rinsed and sanitized in a bleach-water solution. Specialty menus (vegetarian, kosher) for a particular child and/or food allergies will be discretely posted in the kitchen and the child's room.

Food Service Personnel

When we provide meals, our Cook or Staff prepare breakfast, lunch and snack. They have been trained and oriented on USDA standards and sanitation.

USDA

For all other FNS nutrition assistance programs, State or local agencies, and their recipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider. October 14, 2015

Emergency Response Plan

Emergency and Evacuation Policy

The City of Eagle River Firefighters and Vilas County Sheriff have been notified as to the location of the Center.

Plans for taking appropriate shelter with the children during these emergencies are posted in the classroom near the door. Teachers orient new children to the procedures at the beginning of each enrollment. All teachers will take their classroom sign-in & emergency files with them. The Director will take the master sign-in sheet, phone, and emergency numbers. Attendance will be taken and the fire department will be called.

The Center shall have a working telephone with a list of emergency telephone numbers posted near the telephone.

Procedures

Evacuation procedures will be posted by each door entrance of the classroom. Fire drills are practiced by the children monthly and tornado drills are practiced monthly, from April through October. If a child or staff member is mentally or physically handicapped, a designated staff will be assigned to assist them from the building in the event of an evacuation.

Fire

In the event of a fire, the staff and children will exit their classrooms according to the evacuation plan posted in their classroom. There will be a central meeting place at the western most gate of the playground. All teachers will take their classroom sign-in & emergency files with them. The Director or the last teacher out of the building will search bathrooms, etc. to be sure all children have safely exited. The Director will take the master sign-in sheet, phone, and emergency numbers. Attendance will be taken and the fire department will be called.

Tornado

In the event of a tornado at the Center, children will be taken into the hallway away from all windows and doors, and assume the crouch position. While a teacher supervises the group an adult will take attendance. A battery operated radio, flashlight, blanket and batteries will be kept in the basement for such emergencies.

National Emergency

In case of a National Emergency, parents/guardians will come as soon as possible to pick up their children. Children will be kept at the Center with their teachers until their parents arrive.

Threat to the Center

If circumstances arise where a threat is made on Northwoods Child Development Center facility, a staff member within the facility, or a child or family attending the Center/facility, Eagle River Police Department (911) will be called and the Center may close as a result. An Evacuation Plan is in place and posted at the door. In the event of closing, the parents will be notified and children will need to be picked up immediately.

Severe Weather and other emergencies

If circumstances arise where we need to close due to an emergency situation or building service loss (severe weather, no electricity, no phone, etc.) we will post it on the Center's Facebook page and WJFW, CHANNEL 12 TV station. Should the emergency occur during the day each family will be notified and expected to pick up their child within the hour.

Temperature of the Building and Outside Temperature requirements

The inside building temperature may not be less than 67 degrees F. or more than 80 degrees F. The Center is air conditioned for yearround comfort. Guidelines for exclusion of outdoor play in inclement weather are; wind chills of 0 degrees F. or below for children age 5 and up, and wind chills of 20 degrees F.

Missing Child Procedure

Northwoods Child Development Center is extremely careful with the children entrusted in our care. If a child is missing, the teacher will immediately check with others in her teaching team and then notify the Director on duty. If after a quick search (no more than 5 minutes) the child is not located, the Director will immediately dial 911 to report the child missing, and notify the child's parents.

When the child is found, the parent will be immediately notified, followed by all involved in the search. When the crisis has passed the Director and the staff will reconstruct what happened, how it happened, why it happened, and what to do to prevent it from ever happening again. It will also be reported to our local DCF licensing office.

Emergency Contact Person

In the event that an emergency sub is needed we will call Robert Mason to come to Northwoods Child Development Center within 5 minutes. If he isn't available the float teacher at the main center will be available to come within 5 minutes.

Student Life

Children's Lockers

Each child has a locker where his/her things are kept.

Clothing

Extra clothing will be kept in the child's backpack or locker. Extra clothing is required on the premises for several reasons:

1. Younger children may have toileting accidents.
2. A child may spill paint, water, food, etc., on their clothing or on classmates clothing.
3. A child may get wet or excessively dirty outside and need to change clothes.
4. During the Summer, children need a bathing suit, towel and water shoes for outdoor water play days.

Birthdays

The Center will acknowledge each child's birthday as his or her special day. Parents are welcome to provide a special treat on this day if they wish. (State regulations do not allow homemade foods.) Please let the Center know in advance if you will be doing so and, check with the Director or your child's teacher for any food allergies you need to be concerned with, all food should be prepackaged and come with an ingredients list to ensure safety regarding any food allergies.

Special Snacks from Home

We are always happy when a parent brings in a special nutritious snack treat. We go through many snacks and our parent's help is, as always, greatly appreciated. State regulations do not allow home-made food. Not all the snacks your child receives are paid for by the USDA Food Program. If you wish to bring a special treat from home, please check with the Director or your child's teacher to see if there is any child who may have a food allergy, such as peanuts, pineapple, etc. before bringing in any special treat.

Liability Insurance

The Center carries liability insurance on the premises and on the child care operations.

Transportation

Transportation is only provided through a licensed transportation agency and all state requirements will be observed and followed. In the event of an emergency, one staff member will be designated to help any child with disabilities or limitations for transportation purposes.

Field Trips

The Center may take the children on field trips. By signing the permission statement on the enrollment form, parent grants permission for small trips such as tours, walks, hikes, and picnics at local parks.

For field trips requiring transportation, parents will be notified, and signed permission slips will be required. For transportation the Center will make arrangements with the local public busing service, Northwoods Transit Connect. Staff do not use their cars for driving on field trips. Parents may follow the bus, using their own car.

Field trip and bus fees will not be included in weekly childcare fees. Parents are welcome to accompany the Center on field trips.

An attendance list and emergency information will accompany staff on any field trip that is taken by the Center, as well as, our traveling first aid kit. Frequent attendance, especially upon leaving and arriving at a destination will be taken. Staff will know the number, names and whereabouts of all children in their care at all times. A staff member will also physically go to the back of the vehicle to make sure no child is left inside.

Please ask to see our special Field Trip Planning Guide for our Teacher, Addendum F in our Personnel Policy handbook as well as our staff for more information.

Pets

Pets help the children to develop empathy and caring responsibility. Children will be closely supervised while interacting with pets. The pet environment is kept clean. The children are not allowed to help in any of the cleaning of the pet environment. The children do have the opportunity to feed the pets. If the children handle the pet, a teacher will be actively involved. The children and teachers will wash hands after handling our pets. The Center will notify parents of any additional pets added to the classroom on the classroom doors, front door and monthly newsletter.

Staff/Childcare

Though we understand that you and your child may love our teachers, Center families are encouraged not to solicit personal childcare from the staff members, as this causes conflict of interest for all concerned.

Communication/Family Involvement

We encourage your involvement and feedback in our Center. Good relationship and communication between parents and the Center are important for the well-being and positive development of the children. If you have any concerns about your child, parents are encouraged to speak with the Center Director, Site Supervisor. We understand that parents are their children's first teachers and we strive to communicate and collaborate fully with each family. We also have three parent meetings per year that parents can attend. The meetings will be about ongoing events at the Center, Child Development, health experts from the community and others depending what families are looking for.

The following are ways communication between the Center and families are initiated:

Parental Services

- Daily verbal communication with teachers
- Each family /child has a cubby/mailbox
- Weekly lesson plan posting /monthly calendar
- Monthly menu sent home
- Monthly newsletters
- Shared nutrition information
- Parent teacher conferences (scheduled twice a year-Spring and Fall)
- Community resource information

Family Activities

- Family swim/pot luck
- Thanksgiving luncheon
- Santa's Brunch/winter wonderland party
- Donuts for Dad or Bar-b-que with Dad.
- Ice cream social.
- Mother's Day brunch/lunch
- Picnic in the Park, End of the year party

Community Service Projects

- St. Jude's Trikeathon
- Food pantry collection
- Children's clothes swap
- Other projects based on families interests

Parent/Family Participation in Classroom and Center

- a. Help organize holiday parties and special events for the children
- b. Helping teachers cut out bulletin boards, creating and collecting for art Center, etc.
- c. Volunteer in classroom
- d. Help with yearly parent survey
- e. Become your class' teacher liaison

Special Events for the Children

- f. Magnificent Me Parade
- g. Dinosaur Rock Party
- h. International Festival
- i. Summer Olympics
- j. Bike Rodeo
- k. Splash Parties
- l. African Dance and Story Telling
- m. Holiday Parties
- n. Halloween Pumpkin Patch Party and Parade
- o. Other events

Events and projects may change yearly, depending on teachers' unit plans.

Religion

Various special Religious holidays such as Hanukkah, Christmas, Easter, etc. may be observed and or celebrated. Please inform us of any special Religious holiday your family may observe so we may include it in our program.

Newsletters and Calendars

Each family will receive a monthly newsletter on or near the first of each month. This newsletter will contain a listing of weekly themes and units, along with information on upcoming events and a "Looking Back" section detailing events of the past month. Please be sure to read this, as it is a pertinent form of communication with our parents. Teachers will also provide a monthly calendar as well as post weekly lesson plans and activities by your child's classroom door.

Termination Policy

Parent Termination

A two-week written notice is required prior to withdrawing your child from the Center. If the Center does not receive advance notice (two weeks), parents/guardians will be required to pay an amount equal to two weeks' charges. All tuition owed will need to be paid to avoid collection action for payment.

Mutual Decision

If both the Center and the parents/guardians concur that the placement is inappropriate for the child, the two-week notice may be waived.

Center Termination

The Center's policy is to provide the best childcare and preschool possible to the children enrolled. However, it may become necessary to discharge a child under one or more, but not limited to, the following conditions:

- A. Needs of the individual child cannot be served by the Center.
- B. Parents are uncooperative, such as, but not limited to:
 - 1. Failure to pay fees, failure to pay fees on time, or receiving non-sufficient funds notices.
 - 2. Failure to submit the required child health forms and required other documentation.
 - 3. Failure to observe the rules of the Center relating to the arrival and the departure of the child.
 - 5. Parent does not cooperate in working with the Center Director and staff when their child's behavioral issues, with themselves, with other children or the teacher is hurtful to themselves or others.
 - 6. If a child's behavior is harmful,
 - 7. Failure to observe Northwoods Child Development Center policies.

The Center tries to work with the families and upon occasion, a two--week notice may be waived on our part, and you will be asked to leave the Center immediately.

A parent may ask to appeal this decision to the Executive Director. A meeting will be conducted and the perspectives of the parent will be taken into account. If it is felt that the parent has not abused the above reasons for termination, the Center can allow the parent/child to stay. If that occurs and the reason for termination continues, termination will be automatic and happen immediately, with no two-week notice given.

The Center does follow our non-discrimination policy and ADA policy as per page two of our Parent Policy Packet.

Additional Note: I have read and reviewed all the rules, policies and procedures for Northwoods Child Development Center LLC and agree to abide by them.

Parent/Guardian Signature:

Date:
