



TINY TYKES
OF THREE LAKES

Parent Policy Book

TINY TYKES OF THREE LAKES, LLC
PO BOX 122
6930 WEST SCHOOL STREET
THREE LAKES, WI 54562
715-891-8067
WWW.TINYTYKES.ORG

Revised Policy Effective Date: July 15, 2016

Admission

Welcome to Tiny Tykes of Three Lakes, we are happy that you have chosen us to be a part of your child's early learning experience. Please read the following policies.

Tiny Tykes of Three Lakes LLC is licensed by the state of Wisconsin, Department of Children & Families. This center is regularly inspected throughout the year to ensure that the center meets licensing standards. Tiny Tykes of Three Lakes LLC will provide care for children between the ages of 6 weeks old and 12 years old. Child care services are available without discrimination based on race, sex, color, creed, disability, national origin, political persuasion, ancestry or sexual orientation. Tiny Tykes is a center that has qualified staff in early childhood education and will provide a fun and friendly learning environment for your children.

Childcare services will be available Monday through Friday from 6:30 a.m. to 5:30 p.m. year round. The center will be closed for holidays such as New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day 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. There will be no charge for holidays for which the center will be closed. If a holiday falls on a Saturday, the center will be closed the previous Friday. If a holiday falls on Sunday, we will be closed the following Monday. When Three Lakes School District closes for inclement weather, Tiny Tykes will also close. If the center closes in an emergency, parents will be called to pick up their children and will be notified how long the center will be closed. Parents will not be charged for the day or days. If the director knows of a closing ahead of time parents will be notified immediately.

Tiny Tykes of Three Lakes is an LLC (limited liability company)

Center Philosophy

Tiny Tykes of Three Lakes strives to provide a secure, happy, enriching and loving environment in which children are given opportunities to learn and grow. Our philosophy behind our curriculum is that children learn through play and discovery within a safe, stimulating and welcoming environment. We believe young children learn best by experiencing the world around them, through positive relationships and interactions that foster learning. Here at Tiny Tykes, experienced and dedicated teachers supply abundant opportunities for children to touch, taste, feel, see and hear the world and its wonders. Teachers plan a weekly lesson plan with activities that are developmentally appropriate for the age of the children in care. We explore everything from what makes sticky "sticky," to the seasons, special holidays and the sights and sounds of our world.

We work to make each day a happy learning experience for your child by including opportunities for socialization, group play, reading aloud, dress-up/costume time and arts/crafts.

Administrative Structure

- **Administrator/Director:** Responsible for management of center, including personnel, finance, legal and business structure as well as the day-to-day operations of the center. Also responsible for implementing programs for children, supervision of staff and conducting staff orientations/meetings.
- **Assistant Director:** Assists Administrator/Director as needed.
- **Childcare Teacher:** Plans, implements and supervises daily activities of children. Responsible for documenting observations of children, planning activities to promote individual child goals and assessing their goal progress.
- **Assistant Teacher:** Assists the teacher in all activities and supervision of a group of children.

The following will be posted for parent's review in classroom #123:

- Licensing certificate
- Results of latest licensing/monitoring visit
- Menus
- Center policies
- Licensing rules
- Parental notices and other parent information
- Notice of enforcement action and any stipulations, conditions, exceptions or exemptions

Attendance

Children will be accepted on both a full-time or part-time basis. Children must attend the center a minimum of two full days per week (full day = greater than four hours), or three four-hour days per week (at the hourly rate). While school is in session, school-age children must attend before and/or after school a minimum of four hours per week. Weekly or monthly schedules are needed at least two weeks prior to care to guarantee acceptance. If your child's schedule changes or rotates from week to week, we must have a monthly schedule one week in advance of the month (in order to staff properly), to guarantee acceptance. There will be a \$25 registration fee per family. If your child does not attend Tiny Tykes for 20 consecutive weekdays or more (e.g. taking the summer or school year off etc.), you will be required to pay the \$25 registration fee to re-enroll your child(ren). There will be forms you may need to update or renew. When adding another child (e.g. a new baby or school-age child for summer/school year etc.), you will be required to pay the \$25 registration fee for that child.

Child Absence

If your child will not be attending on a regularly scheduled day please call and let the center know by 7 a.m. If a child that is scheduled to arrive at the center does not arrive within 15 minutes of their normally scheduled time and there was no notification that the child would be gone, we will attempt to contact the parent or guardian to determine the child's whereabouts.

Communication/Parent Involvement

Tiny Tykes values parents as their child's first teacher, and would like you as a parent to communicate to your child's teacher what your goals are for your child. Parents will receive a pamphlet, "Your Guide to Regulated Child Care," which summarizes group child care licensing regulations, as part of an enrollment packet. It is important that there is communication daily between staff and parents. If you feel there are concerns or situations that need to be discussed, please let us know so they may be resolved. Children's daily activity information, i.e. lesson plans and daily schedules, will be posted in each classroom at the center for parents to view. Monthly newsletters will be sent home for all families. Daily sheets will be sent home with children under 3 years old. Children over 3 years old will

not be given daily sheets unless requested by a parent. Parents are welcome to visit the center at any time during the hours of operation unless prohibited by a court order. If so, there will need to be a copy of the order on file at the center.

Enrollment Forms

Prior to admission, a tour of the center and an orientation will be conducted with the child's parent or guardian to obtain written information that will help the teachers at the center get to know the child and their family. At orientation, an enrollment folder will be given to the family. The folder will include all enrollment forms required by state law to be filled out and returned to the center by the parent, a copy of this Parent Policy Book, the Parent Policy Agreement form, the CACFP meal pattern requirements for lunches and snacks, the hours and rates of the center, the Wisconsin child safety seat laws, the pamphlet "Your Guide to Regulated Child Care," and the Tiny Tykes business card with all contact information for the center. Parents will be encouraged to call or email the director with any questions they have after tour and orientation. It is the parent or guardian's responsibility to call the center and tell the director they want to attend Tiny Tykes. A week before the child's first day, the parent will need to bring in the \$25 registration fee plus payment for the first week, fill out and sign all enrollment forms, and give a start date/schedule for their first two weeks of care. Children under the age of 2 will have an update required child intake form in their file. This form will need to be updated every three months. The following must be brought into the center before the first day of attendance:

- Child Care Enrollment (CFS-0062)
- Intake For Child Under 2 Years - Child Care Centers (CFS-0061)
- Health History and Emergency Care Plan (CFS-2345)
- Child Health Report - Child Care Centers (CFS-0060)
- Day Care Immunization Record (F-44192)
- Alternate Arrival/Release Agreement - Child Care Centers (CFS-104)
- Student Scheduling Form (Days and times your child will be attending)
- Parent/Provider Agreement, registration fee and first week's tuition
- Formula/bottles and jar food (infants)
- Two complete sets of clothing (labeled)
 - *The center will also keep clothing on hand for emergencies
- Blanket (labeled) for infants/toddler/2-3 year olds and a sleeping bag (labeled) at the age of 4

These forms are all available online at www.tinytykes.org or copies are available at the center. They must be completed and signed by parent or guardian.

Trial Period

All children will be enrolled for a trial period of 30 days. Parents must come to the center to enroll their children at the center. During this trial period, either the provider or parent may terminate child care without advanced notice. Parents must discuss with the teachers their child's specific needs and review program policies.

Tiny Tykes of Three Lakes will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.

Discharge

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

- Failure to pay fees on time
- Lack of parental cooperation
- Repeated failure to pick up the child before center closing time
- Failure to complete and return required forms
- Child care program not able to meet needs of the child; Parents will be informed and consulted with to solve any problems before ending the child care arrangement
- Continued behavioral problems that endanger safety of other children or staff at the center

Tiny Tykes of Three Lakes will give warning and speak with parents for resolution ideas. If there is no change within a two week period after being consulted with, parents will be given a written notice of intent to discharge the child and be given other child care resources. All incidents will be documented and kept in the child's confidential files. If a parent feels there is an issue, the parent may give a written appeal and the director will review and respond within 24 hours. The director will make the final decision and no other agencies will be involved. Parents must give two weeks' written notice of their intent to withdraw their child. Parents will be required to pay for the two weeks if their child continues to attend or not. All outstanding fees must be paid.

Confidentiality

Staff will be professional and confidential with any parent and child information. To protect each family's confidentiality, Tiny Tykes of Three Lakes will not share information about a child or a child's family with anyone who is not authorized to receive this information. Children's records and the medical logbook will be completely confidential.

Child Abuse & Neglect

We are mandated advocates for children at Tiny Tykes of Three Lakes. If it is suspected that there is a case of an abused or neglected child, Oneida County Social Services (715-362-5695) will be called and the incident will be reported. It is the responsibility of each teacher that suspects that there is an abused or neglected child in care at the center to call Oneida County Social Services or Oneida County Police Department (715-361-5100) immediately. The incident will also be documented and kept on file at the center. The licensee will ensure that every employee and volunteer who comes in contact with the children at the child care center has received training every two years in all the following: child abuse and neglect laws, how to identify children who have been abused or neglected, and the procedure for ensuring that known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

Fees, Payments & Refunds

There will be a \$25 registration fee per family. If your child does not attend Tiny Tykes for 20 consecutive weekdays or more (e.g. taking the summer or school year off etc.), you will be required to pay the \$25 registration fee to re-enroll your child(ren). There will be forms you may need to update or renew. When adding another child (e.g. a new baby or school-age child for summer/school year etc.), you will be required to pay the \$25 registration fee for that child. Fees are to be paid in advance by the Friday before care, or the child's last enrolled day each week for the following week's services. There will be a fee of \$5 for every weekday after the balance is due. This will be added to the balance until paid in full. Full-time rates are applied each day a child is present at the center more than four hours a day. See attached rates and hours sheet for current fees.

Cash and personal checks will be accepted, but if a check is returned NSF, there will be a fee of \$30 and the parent's personal check will no longer be accepted. Children will be accepted on both a full-time or part-time basis. Children must attend the center a minimum of two full days per week (full day = greater than four hours), or three four-hour days per week (at the hourly rate). While school is in session, school-age children must attend before and/or after school a minimum of four hours per week. Fees will be determined by the child's schedule. Drop-in care is available, provided the center has room for the child. Drop-in care is for children who are not scheduled on a weekly basis. All enrollment forms must be filled out and current for a child attending Tiny Tykes per licensing requirements.

Refunds will not be given for days when children do not attend due to illness or other reasons. All child absentee days must be paid according to the normal daily amount for each week. There will be no discounts for absent days. No refunds will be given for cancellations for prescheduled care without 48 hours notice given during Tiny Tykes of Three Lakes hours of operation (Monday through Friday, 6:30 a.m. to 5:30 p.m.). Parents must inform the center of vacation time at least a week in advance. There will be no charge for holidays that the center is closed. In the case where there would be an emergency and the center would have to close, there will be no charge.

Tiny Tykes of Three Lakes is not licensed to care for children outside of operating hours. If a child is repeatedly picked up late, discharge of the child may occur.

Late pick-ups (after 5:30 p.m.) will be charged as follows:

- 1-10 minutes - \$10
- 10-20 minutes - \$20
- 20-30 minutes - \$30
- Greater than 30 minutes - \$50

Families will receive a minimum of 30 days notice when a rate increase is planned. Refunds will be given in the form of a check if a refund is necessary. Refunds will be given if you have been charged the wrong amount. You will be required to give a two weeks' notice when pulling your child from the center. You will be charged for those two weeks whether or not your child(ren) attends.

Parent-Provided Items

Parents must provide the following items if applicable:

- Two full changes of clothing, lunch, diapers, wipes, sleeping bag, insect repellent, sunscreen and clothing suitable for outdoor play.

For infants:

- Disposable diapers, wipes, lotions, bottles, daily formula, baby cereal, lunch, two full changes of clothes, blanket, insect repellent, sunscreen and clothing suitable for outdoor play.

Tiny Tykes will provide the following items:

- Breakfast for children that arrive at 6 a.m., a.m. snack, p.m. snack, crib sheets and spare clothing for emergencies. Infant and toddler crib sheets and blankets will be washed after five uses. Hot lunch program is available through the school for an additional charge.

Pickup Policy

The person picking the child(ren) up may need to show driver's license or picture ID for verification purposes if the staff does not know the person picking up the child. Parent or guardian must inform their child's teacher if someone other than the usual person will be picking up their child that day. The teacher will write the person's name in the communication log so that all the teachers know the child is being picked up by someone different than the parent or guardian. If it is suspected that the parent or other authorized persons appear to be intoxicated or under

the influence of drugs, all the responsible steps will be taken to prevent that person from leaving with the child, including offering to call the emergency contact person or another authorized pickup person on the enrollment form. We cannot legally withhold a child from a legal guardian, but staff will not hesitate to call the Oneida County Sheriff's Department (715-361-5100) if we feel the child is in danger. If there is a custody issue, we will need a copy of the court order and the situation will be handled according to the court order.

Approaches To Learning

Tiny Tykes of Three Lakes' Approach to the Education of Young Children:

The Creative Curriculum

Our philosophy behind the creative curriculum is that young children learn best by doing. 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. In their early years, children explore the world around them by using all of their senses.

We use real materials such as blocks, and by trying out their ideas children learn about sizes, shapes and colors, and they notice relationships between things. In time they learn to use one object to stand for another. This is the beginning of symbolic thinking. For example, they might pretend a stick is an airplane or a block is a hamburger. These early symbols – the stick and the block- are similar in shape to the objects they represent. Gradually children become more and more able to use abstract symbols like words to describe their thoughts and feelings. They learn to “read” pictures, which are symbols of real people, places and things. This exciting development in symbolic thinking takes place during the early childhood years as children play.

Play provides the foundation for academic or “school” learning. It is the preparation children need before they learn highly abstract symbols such as letters (which are symbols for sounds) and numbers (which are symbols for number concepts). Play enables us to achieve the key goals of our early childhood curriculum. Play is the “work” of young children.

The most important goal of our early childhood “creative play” 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, not just in preschool and kindergarten, but all throughout their lives. Our curriculum identifies goals in all areas of development, social, emotional, cognitive and physical. The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk to the children are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

Our curriculum is aligned with the Wisconsin Early Learning Standards Guiding Principles:

- All children are capable and competent
- Early relationships matter
- A child's early learning and development is multidimensional
- Expectations for children must be guided by knowledge of child growth and development
- Children are individuals who develop at various rates
- Children are members of cultural groups that share developmental patterns
- Children exhibit a range of skills and competencies within any domain of development
- Children learn through play and the active exploration of their environment

- Parents are children’s primary and most important caregivers and educators

Teachers will communicate with parents on a daily basis about their children’s daily happenings. There will be monthly newsletters posted and sent home to parents as well as a daily happenings sheet sent home for parents everyday, to ensure parent/teacher communication. Tiny Tykes of Three Lakes will hold parent/teacher conferences twice a year to communicate with parents the progress of their children and to set goals for each child to work on both at home and at the center. Tiny Tykes will go on walking field trips to places in the community (parks, Demmer Library, etc.). Parents will be notified verbally and in the monthly newsletter.

Through ongoing assessment, teachers will set both individual and classroom goals for the children in their care. After goals are set, teachers will implement them into curriculum planning and plan activities to support those goals. Assessment will continue to be ongoing in order to set new goals monthly or once previous goals have been achieved. These assessments and goals will be in each child’s individual portfolio, which will be viewable to parents. Portfolios will also include pictures, developmental milestones and collections of their child’s artwork, etc. Teachers will plan developmentally appropriate curriculum activities for infant, toddler, preschool and school-age children. The classroom will be arranged appropriately for each age group and daily activities will be scheduled to provide clear guidelines and promote positive behavior.

There will be 60 minutes of gross motor active play daily, with 30 minutes of adult-lead activities (five to 10 minute increments) for the children to participate in. There will be outdoor activities for the children to participate in such as: outdoor free play, teacher-directed outdoor activities, exercises, kickball, tag, etc. when weather permits. The gyms in the school will be used for gross motor play when weather is not suitable for outdoor play. There will be opportunities for music and movement such as “Ring Around the Rosie,” “Head, Shoulders, Knees, and Toes,” “Sticky Bubble Gum,” “Bear Hunt,” and “Bop Until You Drop” for classroom gross motor.

Children will be kept indoors when any of the following occur:

- Heavy rain
- Wind chills of 20 degrees F or below, for children under age 2
- Wind chills of 0 degrees F or below, for children age 2 ½ and above
- Temperatures above 90 degrees F

*Parents must dress their children appropriately on a daily basis for playing outdoors.

There will be no religion-based education at this center. Holidays such as Halloween, Thanksgiving, Christmas, Valentine’s Day, St. Patrick’s Day, Easter, Mother’s Day, Father’s Day, 4th of July, etc. will be celebrated, but not in a religious manner. Cultural diversity and family culture will be a part of the center’s learning activities. There will be books, food, pictures and music at the center that teach children about the different cultures in society and in their communities.

Classroom Transitions

When a child is transitioning from one classroom to another, the parent will be notified of the transition two weeks prior. During the two week transition time, the child will visit the new classroom periodically during a fun activity, nap, lunch, snack, or circle time. The family will be updated daily on their child’s progress and will be encouraged to visit the new classroom setting with their child. If the child is having trouble transitioning into their new room, they may bring a favorite toy or book to the new classroom to make the transition easier. If it is upsetting to the child to return to their old classroom, the transition time may be shortened and they may start in their new classroom sooner than expected. Each child’s transitioning needs are different, therefore each child’s transitioning schedule may vary.

When a child transfers to a new classroom within the center, his or her portfolio and records will be transferred to the new classroom, where the new teacher may review them. The primary caregiving is provided by one or two consistent staff members, who lead the group daily. When moving to a new program such as 4K or another center, the child's records may be transferred to the new setting per family's request.

Staff Education

Our program director and our teachers participate in The Registry and continuously train in Early Childhood Education throughout the year. Teachers are required to have 25 hours of continuing education each year. We attend monthly staff meetings in order to support and grow as teachers together. All staff are trained and have a current certificate in infant and child CPR and AED. All staff meet the state requirements for their positions according to licensing rules.

Child Guidance

A child's behavior will be guided by setting limits, rules and having consistent consequences for the children. Teachers will talk with children about expected behaviors and model those behaviors for them. Teachers will state positively what children can do, using specific terms (e.g., "walking feet" rather than "don't run"). Undesirable behavior will be redirected to another activity. Desired behavior will be taught through curriculum planning. Teachers will include in their lesson plans, discussions, stories, role playing etc. about feelings, courtesy, self-control, honesty, good manners, cooperation, friendship, sharing, safety and taking care of the equipment in the classroom in order to promote good behaviors. Children will be told what behaviors are expected of them and what is considered unwanted behavior. Teachers will explain that there are consequences of unwanted behavior such as being removed from the group. Rewards will follow desirable behaviors such as verbal recognition, hugs, smiles, stickers etc. It is important to remember that children are still learning and that consistency in consequences, along with loving, patient caregivers, can help them develop self-control, self-esteem and respect for themselves and one another.

There will be a wide variety of age appropriate activities and toys available in each classroom for each child to choose from. Teachers will plan activities, making sure materials are ready ahead of time for small and large group activities, to prevent discipline problems arising. Daily lesson plans will have numerous activities to keep the children occupied, being prepared for the child who always finishes first by having extra things to do. The center will have multiples of toys to play with to avoid unwanted behavior such as biting, hitting and fighting over toys. Toys will be changed monthly as well as room arrangements, to keep children's interest heightened.

Transition times such as lining up to go outside, waiting for lunch to be served, waiting to wash hands, clean up time, etc. are always tough for young children. At Tiny Tykes, teachers will use active transitions such as singing, counting, jumping, tip toeing, marching etc. so children are not waiting in large groups or lines. Instead their transitions will be fun and relaxed, avoiding unwanted behaviors.

If a child is having problems with another child or activity they will be given chances to resolve the situation themselves, with prompts from a teacher such as "let's try using our words." If the situation has not been resolved, a teacher will step in to help using redirection techniques or talking out a solution. A child will only be taken out of a group to "take a break" if the situation has gotten out of control or before a child may hurt himself or others. "Breaks" will never exceed five minutes, and a child on a "break" will be within sight and sound of the teacher. "Breaks" will not be used with children under 3 years of age. (Age of child = length of time in minutes). Breaks will be given for the following behaviors but not limited to, hitting, biting, throwing toys, hurting other children or yelling uncontrollably. Parents will be asked to be involved in resolving behavior problems that arise. A conference may be

requested if a child exhibits unacceptable behavior. If the behavior continues the next steps may include referrals to appropriate community resources and/or discharge from the center.

The center understands that there will be times when a child will become distraught, fussy or cannot stop crying. The first action will be to try and determine the cause of the distress, such as hunger, tiredness, soiled diaper etc. If the distress continues, the child will be comforted with hugs, cuddles, singing, holding, rocking or bouncing. If the child is unable to be calmed by any of these methods teachers will stay calm and try redirection or let the child have time to themselves to calm down. The teacher will continue to try and soothe the child, and if necessary will contact the director and ask for advice or assistance. Parents will be notified daily about their child's behavior and emotional state on their daily sheets and during parent-to-teacher communication at pick up.

"In accordance with DCF 251 Licensing Rules for Group Child Care Centers, actions that are aversive, cruel or humiliating, and actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting or inflicting any other form of corporal punishment on the child; verbal abuse threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps, or punishing a child for lapses in toilet training."

*These forms of punishment will never be used, even at parent's request.

Schedules

There will be a tentative schedule of activities posted for infants, toddlers, preschoolers and school-age children. Transitions will be done without long line standing and large groups, by planning ahead, using active transitions and moving smoothly into planned activities. There will be activities planned daily for after-school children. There will be a schedule posted in each classroom of the children's daily activities. Children who arrive at the center in the early morning will be offered breakfast and will have some free playtime while other children are beginning to arrive. Please drop off your child before 9:30 a.m. to ensure they are present for morning activities. Children who stay in the late afternoon will be given another snack if they are hungry and will be offered to do art projects, read books or have free play.

Daily activities for preschool and afters-chool children will include:

- Language development: Books, flannel boards, music, story time, games
- Large motor skills: Balls, jumping, music and movement, outdoor play, running games
- Fine motor skills: Arts/crafts, coloring/writing, small manipulative toys
- Creative expression: Dramatic play, puppets, music/dance
- Self-help skills: Assists in mealtime preparation, dresses self for outdoors
- Sensory: Sand/water table play, finger paint

Preschool Tentative Daily Schedule

6:30-7:00 Welcome (Wash Hands)
7:00-7:55 Learning Center Time
7:55-8:00 Bathroom/Wash Hands
8:00-8:20 A.M. Snack
8:20-8:25 Bathroom/Wash Hands
8:25-9:15 Uninterrupted Indoor Free Choice

9:15-9:30 Circle/Story Time, Calendar, Songs
 9:30-9:50 Art/Small Group Activity
 9:50-10:00 Music & Movement
 10:00-10:55 Outside/Gym (Gross Motor)
 10:55-11:00 Bathroom/Wash Hands
 11:00-11:40 Lunch
 11:40-11:45 Bathroom/Wash hands
 11:45-12:00 Quiet Book or Activity/Get Beds Out
 12:00-12:30 Rest Time (For 4K)
 12:00-1:50 Naptime (Children Not in 4K)
 1:50-2:00 Bathroom/Wash Hands/Clean Up Bed
 2:00-2:30 P.M. Snack-Bathroom/Wash Hands
 2:30-3:00 Literacy/Music & Movement
 3:00-3:45 Learning Center/Free Choice
 3:45-4:30 Outside/Gym (Gross Motor)
 4:30-4:35 Bathroom/Wash Hands
 4:35-5:00 Small Group Activity
 5:00-5:30 Snack Offered/Learning Center Time/Pick up!

*All children have their own individual needs, and daily schedules are flexible to those needs.

School-Age Tentative Daily Schedule

(Before School)

6:30-7:00 Welcome/Wash Hands
 7:00-8:00 Learning Centers Play
 8:00-8:05 Off to School

(After School)

3:05-3:20 Welcome/Wash Hands
 3:20-3:40 Snack
 3:40-3:45 Bathroom/Wash Hands
 3:45-4:30 Outside/Gym (Gross Motor)
 4:30-4:35 Bathroom/Wash Hands
 4:35-5:00 Small Group Activity
 5:00-5:30 Snack Offered/Free Choice Inside/ Pick Up!

*All children have their own individual needs, and schedules are flexible to those needs.

Infant/Toddler Care

Prior to admission, an orientation will be conducted with the child's parent or guardian to obtain written information that will help the child care teachers at the center get to know the child and their family. The information should include: schedule of meals/feedings, types of food introduced/timetable for new foods, toileting/diapering procedures, sleep/nap schedule, the child's way of communication/being comforted, and developmental/health history. Children under the age of 2 will have an update required child intake form in their file. This form will need to be updated every three months.

There will be no night care for children at Tiny Tykes of Three Lakes. Staff will be kept at the center or may

be allowed to go home depending on the staff-child ratio. Some questions staff will ask and document are: how the child slept, medications given, last diaper change, last time the child ate and how the child's mood was. Staff will fill out a form for infant and toddler parents daily to inform them how their child's day went. Parent/teacher conferences will take place twice per year (fall and spring) to discuss the progress of your child and any goals to work on together.

Daily activities for infant/toddler children will include:

- Language development: Cloth and board books, songs/music/nursery rhymes
- Large motor skills: Tummy time, balls, push/pull toys
- Creative expression: Dramatic play, finger plays, music/dance
- Fine motor skills: Rattles, stacking toys, mobiles, finger plays
- Sensory: Sand/water table play, finger paint

Infant/Toddler Tentative Daily Schedule

6:30-7:00 Welcome (Wash Hands)
7:00-7:50 Self-Directed Play
7:50-8:00 Wash Hands
8:00-8:20 A.M. Snack
8:20-8:25 Wash Hands
8:25-8:50 Morning Bottle Feeding (Wash Hands Before & After)
8:50-9:00 Diaper Change/Wash Hands
9:00-9:50 Uninterrupted Indoor Free Choice/ Nap
9:50-10:00 Music & Movement
10:00-10:50 Outside/Gym (Gross Motor)
10:50-11:00 Wash Hands
11:00-11:30 Midday Feeding/ Lunch
11:30-11:45 Diaper Change/Wash Hands
11:45-1:50 Nap Time (Quiet Play For Awake Child)
1:50-2:00 Diaper Change/Wash Hands
2:00-2:20 P.M. Snack/Afternoon Feeding
2:20-2:30 Wash Hands
2:30-2:40 Music & Movement
2:40-3:45 Outside/Gross Motor Activity
3:45-4:00 Diaper Change/Wash Hands
4:00-4:30 Teacher-Directed Activities/Nap
4:30-5:00 Literacy (Flannel Stories/Books)
5:00-5:30 Snack Offered/Self-Directed Play/Pick Up

*Infants and toddlers will eat and sleep according to their own schedule. All children have their own individual needs, and schedules are flexible to those needs. Infants/toddlers are changed every two hours or when soiled.

Emergency Planning

Fire drills will be practiced every month with the children. Tornado drills will be practiced every month during the months of April through October. Completion of all practice drills will be documented. All emergency numbers will be posted by the phone in each room. The center will not have a swimming pool on premises, and will not use any off-premises pools, beaches or wading pools. Therefore there will be no swimming emergencies. The center will

not transport children, so there will be no transportation-related emergencies.

Each teacher will have a list, up to the minute, of children that are in their care. Teachers will be responsible for signing children in at arrival to the center and out at departure from the center. All emergency contact numbers for children will be on their enrollment forms located inside the classroom clipboard. The teacher will be responsible for searching the room for any missing children and will take the attendance clipboard with the children's emergency contact information on his/her way out of the building. Teachers will have a list on their classroom clipboard with each child's name and date of birth. This attendance clipboard will be taken in the event of an emergency along with the emergency backpack. On this list, teachers can write down the whereabouts and the number of children they have in their care at any time during the day. Teachers will do role count by name and sight. When enrollment is low and there is only one staff person present, there will be a second adult available within five minutes of the center.

The director is responsible for calling 911 and to search the center for children. If the director is not present, the lead teacher will be responsible for calling 911 and to search the center for children. Teachers will take attendance with their group when they get to the designated meeting place. The director and/or teachers will report any missing children to the fire personnel. Parents will be called to pick up their children if necessary.

If the center should lose the use of heat, water, air conditioning, plumbing, telephone service or electricity before the center opens, parents will be notified as soon as possible. If the center should lose the use of heat, water, air conditioning, plumbing, telephone service or electricity while children are in attendance, we will notify parents immediately to pick up their child if necessary. Building temperatures will be no less than 67 degrees F and no more than 80 degrees F. If the air conditioner fails fans will be used to circulate air. Emergency supplies (flashlights, blankets, radio, extra batteries) will be stored in the backpack.

In The Event Of An Emergency

In the event of a tornado warning or severe weather, the children will be taken to the safest spot in the center. Each room has a map of where to go in the event of a tornado emergency located on the doorway interior wall. The children will go into an interior room of the building until the tornado warning or severe weather has passed and it is safe to return to the classroom. The lead teacher will be responsible for taking the attendance sheet and emergency contact numbers. The director will be responsible for checking the whole building in case of missing children. The director will also be responsible for gathering the blankets, portable radio/cell phone and flashlight that are kept on hand at the center at all times. The teacher will also take books and other quiet activities to occupy the children if there is not an immediate threat. A bin will be prepared ahead of time in case of this event.

In the event of extreme heat and cold temperature outside, the center may close if necessary.

In the event of a lost child, staff 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.

In the event of a flash flood warning, children will be kept inside the center and parents will be called and notified immediately.

In the event of a fire/emergency, that would require an evacuation, teachers will gather the children and lead them out the nearest safe exit. Anyone with special needs or disabilities will be helped. Children will be taken to the garage area across the parking lot, farthest away from the building. The lead teacher will be responsible for taking the attendance sheet and emergency contact numbers. The director will be responsible for checking the whole building in case of missing children. The children will be kept there until evacuation is lifted or parents have picked them up. There will be outdoor lighting by the parent/child exit doors. Emergency contact numbers will be posted by every telephone. Fire extinguishers will also be at the center for staff to use in case of an emergency. All staff will be

trained in using a fire extinguisher. Each room has a map of where to go in the event of a fire emergency located on the doorway interior wall.

In the event that the school area needs to be evacuated, such as a threat to the building or its occupants (e.g. a bomb threat, etc.), the children will walk to Grace Lutheran Church, located on East School Street. 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. The lead teacher will be responsible for taking the attendance sheet and emergency contact numbers. The director will be responsible for checking the whole building in case of missing children. The children will be kept there until evacuation is lifted or parents have picked them up.

A person who is authorized by the parent to pick up the child will have to show ID and be correctly identified before they are allowed to depart with the child. 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 the child(ren), there will need to be notification in writing or by a telephone call in advance. That person will need to show driver's license, or another form of identification.

Medical Emergencies/Injuries

Emergency numbers will be posted in all classrooms next to the phone and in the front pocket of each classroom's backpack. If a child has a severe injury, 911 will be called immediately. The parents will be called as soon as possible after calling 911. The child's emergency contact will be called if a parent cannot be reached. The child may be taken to St. Mary's Hospital in Rhinelander (715-361-2000) by a parent/guardian, emergency contact person or by ambulance (after calling 911 as appropriate). Tiny Tykes of Three Lakes will not transport the child to the hospital. Parents are responsible for costs associated with 911. The teacher and child will wait in the center's office until the ambulance arrives. Staff persons are first-aid certified and will handle injuries beyond minor ones until medical care would arrive. There will be a first-aid kit kept in each classroom inside the emergency backpack. A staff person will ride in the ambulance with the child and take the child's records kept on file. If there is a serious injury or accident that needs medical attention, but is not an emergency, parents will be called. The incident will be recorded in the accident/medical logbook and an Incident Report-Regulated Child Care Centers (CFS-0055) form will be filled out and kept on file.

If staff has a severe injury, the emergency contact will be called, family will be notified and the incident will be kept on file. If a teacher has to leave the center due to a severe injury, an emergency backup adult within five minutes from the center will be called into the center. There will be forms in the office that he/she may fill out if it is a worker's comp claim. If it is a severe injury, he/she will go to the hospital to see a doctor and have the injury assessed.

Minor Injuries

If a child has a minor injury such as scrapes, bites and cuts, it will be washed with soap and water and covered with a bandage and/or ice pack applied if necessary. Bumps and bruises will be treated by applying an ice pack from the first-aid kit or freezer (if inside the classroom during incident). The parents will be notified, and the incident will be recorded in the medical log book. Parents will be told about the injury when they pick up their child. There will also be a note written and put in the child's cubby for the parent. The injury will also be recorded in the medical/injury logbook by the teacher present at the time of the incident. If staff should have a minor injury, it will also be kept in the employee's file.

Offsite Injuries

An emergency backpack with first-aid supplies is located in each room to take on walking field trips/outside on the playground, in the case of an offsite injury. The center cell phone or staff cell phone will be used to contact parents and/or 911 in an emergency. Contact information on each child enrolled will be inside each class's clipboard.

Procedure Of Required Reporting To Department Of Children And Families

In the event of a severe incident, everything about the incident will be logged into the medical logbook and an Incident Report (CFS-0055) will be filled out. The director is to be informed of the incident and The Department of Children and Families will be notified within 48 hours of the licensee becoming aware of the medical treatment after the incident.

Health Care

Health history, child health report and child's immunization records will be kept in each child's file, located in office filing cabinet. Child allergies will be confidentially posted on the inside of the cabinet door in each classroom.

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

- An oral temperature of 100 degrees F or higher
- A contagious disease such as chicken pox, strep throat or pink eye
- Vomiting or diarrhea that has occurred more than once in the past 24 hours
- On prescribed medication for less than 24 hours/continue to have symptoms of illness
- A child who is not well enough to participate in daily center activities

If a child becomes ill or seriously injured while at the center, parents will be contacted immediately. The child will be cared for and may lie down on a mat by the teacher desk in room 123 while waiting for their parents to arrive. Ill children should stay in the center's office area with a child care teacher until their parent arrives. The child should be picked up within 30 minutes. If the child is not picked up within 30 minutes, the emergency contact person on the child's enrollment form will be called.

Children may return to the center when they have been symptom free for 24 hours and/or have been treated and given the medical approval to return to child care. Staff will follow procedures on personal cleanliness and communicable diseases with the licensing rules and guidelines for exclusion of children from child care from the Division of Public Health. Tiny Tykes of Three Lakes LLC is not licensed to care for mildly ill children.

Communicable Diseases

All communicable diseases will be reported, when required, to the local health department and to parents of all enrolled children. Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease by posting the illness on the center door. The identity of the child will be kept confidential if he/she has the communicable disease. There will be a medical/accident logbook at the center to write down when the child started to feel ill, who watched the child and who was notified. Parents will be notified of all injuries/medical situations that occur daily. All information will be kept confidential.

Cleanliness

Staff and children are to wash hands with soap and water after toileting, diapering, wiping bodily secretions, outside play, sensory table play, upon arrival, at departure and before handling food. Staff persons use disposable gloves when assisting in toileting, diapering and when wiping bodily secretions. Wet or soiled clothing and diapers will be changed promptly. Children's and teacher's hands and faces will be washed after meals. Cups and eating utensils will not be shared and will be kept in a sanitary condition. Dishes will be washed manually using a three-step procedure (wash, rinse, bleach sanitizing solution soak), with water temperature between 110-125 degrees F.

All toys will be sanitized weekly, and mouthed toys will be sanitized daily. Toys will be washed with soap and water, then soaked with a bleach sanitizing solution (1.5 teaspoons bleach and 1 gallon of cool water), rinsed and air dried before putting back out for children to play with. Tables and chairs will be cleaned daily, and sanitized with a sanitizing spray (1/4 teaspoon bleach to 1 quart cool water) and left to air dry. Bathrooms will be cleaned, then disinfected daily, using a disinfecting spray (1 tablespoon bleach to 1 quart cool water). Sweeping, vacuuming and mopping the floors will be done every day or as often as necessary. The carpets will be cleaned at least twice a year. Sleeping bags or blankets will be taken home with parents on Friday or the child's last day of the week to be washed and returned.

Medications

The staff person in care of the child at the time will administer medications. Prescription and nonprescription medications will only be given to children if parents have completed the Authorization To Administer Medication form (CFS-0059). All medication must be in its original container bearing the label with the child's name, dosage and administration directions. Medications will be stored in a container that is not in reach of children and is tightly sealed. Parents may not send medications, diaper creams, bug spray, sunscreen, tylenol etc. in children's diaper bag/backpack. It needs to be in a designated container in the classroom with an authorization form filled out (per licensing requirements). If medication is found in a child's backpack, staff will take it out and place it in a cabinet out of reach of children, and send a note home with the child asking the parent not to place medications, lotions, etc. inside their child's bag. If medication needs to be refrigerated, it will be stored in a container in the refrigerator. Medication that doesn't need to be refrigerated will be stored in a designated medicine storage box, out of reach of children. Staff will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. If medicine is missed or there are other errors in distribution that occur the staff will consult a pharmacist or medical professional and then report the error to the child's parents. Staff will document the error and what was done after the error occurred in the medical logbook.

From June through September, staff will apply sunscreen to children prior to going outside. Parents must authorize in writing the application of sunscreen or insect repellent. The authorization shall include the brand and the ingredient strength.

Medications given (prescription and nonprescription), any injury occurring at the center (minor/severe) and injuries observed on children at arrival to the center will be documented in the medical logbook by the staff member responsible for the child at the time. The medical logbook will have instructions posted in the front cover, with entry requirements. Entries are to be made by the person that is responsible for the child at the time, and the medical logbook will be reviewed twice a year by the director of the center.

Soiled Garments

Disposable gloves will be used when handling bodily secretions, diapering and toileting. Cloth diapers will not be accepted. Soiled garments are placed in a plastic bag and sent home with the parents to be cleaned. Plastic

bags will also be used for soiled diapers. Soiled diapers will be disposed of by putting them in a sealed garbage container. Soiled sleeping bags/blankets will be put into a plastic bag and taken home with the parents to be washed.

Universal Precautions

Staff will use universal precautions when exposed to blood and blood-containing bodily fluids and injury discharges of all children. Each person exposed to blood or blood-containing bodily fluids and tissue discharges shall wash their hands immediately. Disposable gloves shall be worn when there is contact with blood-containing bodily fluids or nasal discharges. Hands will be washed and gloves will be discarded in plastic bags. Bodily fluids on the floor, center equipment or found anywhere in the center will be cleaned and disinfected using bleach water solution.

Smoking

Smoking is not permitted on the premises of the center.

Rest Periods

Children under the age of 5 in care for more than four hours per day will have a rest period. Each child will have their own sleeping bag/blanket provided by the parents. If a child does not fall asleep after 30 minutes of resting, that child may do a quiet activity while the other children are sleeping.

Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS, staff will do the following:

Children under 1 year of age:

- A child will be placed to sleep on his or her back in a crib, unless the child's physician authorizes another position in writing.
- A child will not sleep in a crib or playpen that contains materials such as sheepskins, pillow, fluffy blankets, bumper pads or stuffed animals.
- If a 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.
- Cribs and playpens shall contain a tight-fitted mattress and any mattress covering shall fit snugly over the mattress.
- Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.

Parents will also be given information on SIDS.

Child's Health Needs

All staff will have knowledge of a child's special health needs. The director will share this information with the staff and it will be kept confidential. The director will tell staff what health needs the child has, what staff needs to know on a daily basis and what to do in case of an emergency with that child. Information will be kept in every staff file that he/she was told about the child's specific health needs.

Nutrition

Good nutrition is an important part of child development. At Tiny Tykes of Three Lakes, breakfast, a.m. snack and p.m. snack will be provided. Menus will be posted on the refrigerator in each room. These will be nutritious snacks and will follow USDA guidelines. For special celebrations days, there will be a nutritious snack served first and then children will be able to have a holiday or birthday treat.

Parents will be responsible for packing a nutritious lunch for their children daily. Lunches will be stored in the refrigerator located in each room. The hot lunch program is available through the school for an additional charge (when school is in session). Snacks will be stored in the cabinets in the classrooms. Teachers who will be serving food will have an orientation and training in nutrition and food preparation. The center will post and give parents a copy of USDA requirements in enrollment folder.

Infant/Toddler Feeding

Infants and toddlers will be fed by following their individual schedule. Staff will discuss with parents when and how new foods are offered to their child. Staff will be informed on each child's transition to table foods. Infants will be held while being bottle-fed. Children younger than 12 months must be served formula or breast milk unless written directions are on file from the child's health care professional. The center will not provide formula. All bottles and commercial baby food must be labeled with the child's name and provided by parents. Teachers and parents will work together to coordinate with the home schedule of infants/toddlers.

Meal Procedure

No child will be without nourishment for longer than three hours. Daily snacks and meals are spaced three hours apart to ensure good nutrition for each child. Before children eat a snack or meal, each child will wash their hands. After children have their hands washed, they will sit at the table and lunch/snack will be served. The teachers will assist the children with their snack/lunch. Teachers will sit and/or eat with children at meals and snacks and socialize with them. Teachers will also guide children in making healthy food choices. When the children are finished they will empty their plates, napkins, etc. into the trash and take dishes to the sink. Children will wash hands and faces when they are finished eating. Teachers will clean, then sanitize the area before and after meals.

For children that may be in care early in the morning, breakfast will be available to them if they are hungry. The center will also provide a snack for your child if he or she is hungry at 8 a.m., 2 p.m. and in the late afternoon around 5 p.m. Food will never be used as a reward or punishment and will never be forced or withheld. School-age children will be offered a snack upon arrival from school. School-age children will be in care before school and after school. When school-age children are in care at the center for full days off of school, each school-age child will get an a.m. snack and p.m. snack. Parents will need to send a lunch with the USDA requirements. Parents will be given a copy of USDA requirements in enrollment folder. The center will post the requirements for teachers in the classroom and they will provide children whose lunches do not meet the requirements with the missing components (provided by Tiny Tykes). Canned or fresh fruit will be available in each classroom for staff to use when needed. If a child has special dietary needs (medical condition or personal choice) or has food allergies, parents must notify the center in writing. A child's medical nutrition requirements will also need a written physician authorization. All food allergies will be kept in the child's file and will be confidentially posted on the inside of the cabinet door in each classroom. Alternative foods will be available to children if needed. If a child has milk allergies the child will need to bring in a milk alternative (i.e. soy milk, almond milk, etc).

Pets

There will be no pets at the center. If there is a change in this and a pet will be at the center, a letter will be sent home for parents.

Transportation

Tiny Tykes of Three Lakes (located within the Three Lakes Elementary School) will not provide transportation for children. Children arriving at the school by means other than a parent or guardian (i.e. walking to the center from school or walking to school from the center) will need to have a signed Alternate Arrival Release Agreement (CFS-104) form on file.

Classroom Transition

When a child is transitioning from one classroom to another, the parent will be notified of the transition two weeks prior. During the two-week transition time, the child will visit the new classroom periodically during a fun activity, nap, lunch, snack, or circle time. The family will be updated daily on their child's progress and will be encouraged to visit the new classroom setting with their child. If the child is having trouble transitioning into their new room, they may bring a favorite toy or book to the new classroom to make the transition easier. If it is upsetting to the child to return to their old classroom, the transition time may be shortened and they may start in their new classroom sooner than expected. Each child's transitioning needs are different, therefore each child's transitioning schedule may vary.

When a child transfers to a new classroom within the center, his or her portfolio and records will be transferred to the new classroom, where the new teacher may review them. The primary caregiving is provided by one or two consistent staff members, who lead the group daily. When moving to a new program such as 4K or another center, the child's records may be transferred to the new setting per family's request.

