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***Little Badger Christian Preschool* Administrative structure is as follows:**

CHURCH PASTOR- Dean Noonan, Sr.  
PRESCHOOL ADMINISTRATOR  
PRESCHOOL CENTER DIRECTOR  
LEAD TEACHERS  
VOLUNTEERS  
ASSISTANT TEACHERS, VOLUNTEERS, AIDES  
COOK (if applicable)

**ADMISSION**

***Little Badger Christian Preschool*** is licensed by the State of Wisconsin, Department of Children and Families ([www.dcf.wisconsin.gov](http://www.dcf.wisconsin.gov)). We are licensed to care for no more than 33 children at any one time. We are inspected regularly to ensure that our center meets licensing standards.

Childcare services are available without discrimination based on sex, race, color, creed, disability, sexual orientation, national origin, or ancestry.

Parents interested in enrolling their children at ***Little Badger Christian Preschool*** must meet with the Center Director, to discuss their child's specific needs and to review program policies. They will then be offered a Preschool Enrollment Contract, which must be filled out, signed, dated, and turned in by the deadline, or as soon as they are ready to enroll their child. There will also be other forms they must fill out and turn in, along with all applicable fees.

***Little Badger Christian Preschool*** will provide care for children **ages two through thirteen years. K4 and Kindergarten (K5) programs:** Please note that ***Little Badger Christian Preschool*** offers both a K4 and Kindergarten (K5) program, either basic classes only (class times run from 8:15 am until 1 pm), or full day. The K4 and Kindergarten (K5) programs in the preschool are based upon a child's learning, developing, and growing through play and activities, and the ABEKA Christian curriculum is used in each program. K4 and K5 programs are also offered at ***Badger State Baptist School***. Parents may choose whichever program best fits their child's needs. Although we use the same materials, the Little Badger preschool program offers a longer schedule of classes, free play and activity time, plus extended hours of care, opening at 6 am and closing at 6:30 pm Monday through Friday. We also have less days off school in the full calendar year. If a child is taking part in the ***Little Badger Christian Preschool*** K5 program, after successful completion of that program, that child will be ready to enter elementary school at the 1<sup>st</sup> grade level at any school, private or public.

We ask that parents work hard on potty-training their 2 and 3-year-olds, but it is not required. However, you will be responsible for providing all diapers, training pants, Pull-Ups, and diapering accessories daily for your child. If we must provide any of these items, we will total the costs daily, and bill you at the end of each week, expecting payment the following week. **Costs are as follows:** One diaper- \$3.00; One Pull-up- \$4.00; Diaper cream- \$2.00 per usage; Diaper wipes- \$4.00 per usage. We expect that the child should be fully potty trained by the time they reach the age of 4. ***No child will be admitted into the 4-year-old room until they are fully potty trained.***

Childcare services will be provided between the hours of 6:00 a.m. and 6:30 p.m., Monday through Friday, except for the holidays and breaks listed below.

**Holidays/Breaks:** The preschool is closed for the following holidays and breaks: **Spring Break- varies each year, but is usually one week in March or April; Memorial Day; Independence Day; Labor Day; Thanksgiving Break- Wednesday through Friday of Thanksgiving week; Christmas Break- varies each year, but always runs through New Year's Day, returning to school the Monday after the New Year's holiday.** When paying monthly, the holidays, breaks, and five-week months have already been calculated into the monthly tuition fees, therefore, you will pay the same amount each month. When paying weekly, you will pay a full week's tuition for each week of the preschool year, even those with holidays and full week breaks. You may also pay bi-weekly. All billing is done on the Lillio app. For those who need financial assistance, the Wisconsin Shares program is available. We will also work with those in need through scholarships.

Please note that there are **no refunds** for emergency closings, holidays, sickness, travel or for any reason your child is not in attendance at preschool.

***Please see the yearly schedule for full details, and exact days off each year.***

**Emergency Closings** – There may be times when an emergency arises which requires the childcare center to close. We will use our preschool app to communicate this to each parent. You can also call the center at 414-391-4480 to listen to our voice mail message for detailed information. No refunds will be made for emergency closing days.

The center will have posted on or near the bulletin board in the main classroom the following items for the public's review:

- Licensing rules
- License certificate
- Results of the most recent licensing inspection
- Notice of any enforcement action, stipulations, conditions, exceptions, or exemption.

The center will also have posted on or near the bulletin board in the main classroom, the following items for the parent's review:

- Center policies
- Parental notices
- Observations
- Monthly calendar
- Snack calendar

These items may also be requested, and we will provide you with a copy.

**Absent Child without prior notification** - Parents are responsible for the schedules they provide us with. We expect children to be in attendance on those days at those times. We REQUIRE that parents contact us as soon as possible to alert us when a child will not attend preschool. If a child who is scheduled to arrive at the center does not arrive within 30 minutes of the specified time on the written agreement signed by the parent, and we have not been informed of the child's absence, we will attempt to contact the parent or guardian to determine the child's whereabouts. If a child is transported to the center and does not arrive and we have not been informed they will not be attending that day we will attempt to contact the facility from which they were transported to determine their whereabouts. All attempted contacts will be documented. If you are just running late due to traffic or other reasons and will be at the preschool within 30 minutes of your scheduled time, there is no need for notice.

**Attendance methods** - Children may be enrolled on a **full-time** basis FOR MORE THAN FOUR HOURS PER DAY, or a **part-time** basis FOR 4 HOURS OR LESS PER DAY. All enrollment opportunities are based on current availability. **We ask that the parent give us a daily schedule of drop-off and pick-up times when they enroll the child.** When the scheduled drop-off or pick-up time will be changed, we ask for at least **24-hours notice**. We also ask that if a child is ill, has a doctor's appointment, or any other reason that they will not be in preschool, the parent **call or message us BEFORE the scheduled drop-off time that same day. For children on the morning schedule, we limit drop-off time to NO LATER than 8:00 a.m. This is because of our academic program, and other classroom concerns.** *If there are extenuating circumstances prohibiting you from getting your child to school on time, please talk to the Administrator when enrolling your child.* Please note that since K4 and K5 are a direct path to First Grade entrance, we strongly suggest those children enrolled attend all five days-Monday through Friday and attend at least from 8 am to 1 pm each day. This will ensure that your child has received all the experiences and education they will need to be successful when they enter any elementary school at the First-Grade level. You are given a Child Information Card to fill out which tells us your emergency contacts and lists all people that are able to pick up and/or drop off your child. Please note that anyone picking up or dropping off a child must be at least 18 years of age. In the preschool, we will not release the child to anyone under the age of 18, nor anyone not listed on the Child Information Card.

**Preschool Enrollment Contract:** The Preschool Enrollment Contract will be made available to parents for the upcoming school year in August of each year. All details, tuition, and fees are outlined in the parent contract. Parents must read, date, and sign the contract. They must then turn it in to the Administrator/Center Director, along with applicable payments, by the deadline each year. If our preschool is at capacity, current students get first chance to re-enroll for the upcoming year. After the deadline, if a child is not re-enrolled, and all fees paid (book/materials and registration) for the upcoming year, their spot will be opened up for a child on the waiting list, or a new child seeking enrollment. If a child is enrolled in the preschool after the deadline, the contract must still be signed and will be in effect from the date it is signed until the end of the school year. Every spring, a statement of intent will be issued, to be read and signed by the parents. This is a statement that tells us whether or not you intend to have your child move up to the next class and stay with us for the next school year. Formal contracts are not expected to be signed until August, as we are a year 'round preschool, therefore, the contracts begin in August and run through August of the following year. Each contract is for one full year.

**Summer Program:** We also offer a summer session each year from May through August for ages 6-14. We offer themes, activities, crafts, gym time, outdoor time, and much more!! Hours are Monday through Friday; 9 am to 3 pm. For those who need it, we also offer before and after care hours (6 am – 6:30 pm) both in the summer program and throughout the school year for ages 5-14. See rate sheets and flyers for more information.

To protect each family's **confidentiality**, **Little Badger Christian Preschool** will not share information about a child or a child's family with anyone who is not authorized to receive this information. Only those persons or agencies that have been given permission in writing by a parent/guardian will be allowed to receive information on a child and/or her/his family. At the families' request and with written consent from the family we will transfer any child's record to the new setting whether it be a new childcare facility, head start, public, private, or parochial school.

The Department of Children and Families licensing representative may visit and inspect any group childcare center at any time during licensed hours of operation. A department licensing representative shall have unrestricted access to the premises identified in the license, including access to children served and staff records and any other materials or other individuals having information on the group childcare center's compliance with the DCF 251 rules.

All childcare providers are mandated reporters of suspected child abuse and neglect. If a childcare provider suspects a child has been abused or neglected, that provider is required to report the abuse or neglect to the county's Child Protective Services (CPS) office or law enforcement. Our CPS is Division of Milwaukee Child Protective Services: 414-220-7233. Each childcare provider and substitute will receive training at least every two years in child abuse and neglect laws; how to identify children who have been abused or neglected; and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities. If an employee or volunteer is suspected of having mistreated a child that person will be subject to immediate suspension pending the outcome of the CPS investigation. The incident will be reported to the Department of Children and Families within 24 hours of occurrence.

We appreciate and respect each family's culture and values. We strongly believe that you as a parent have the right to make decisions for your child and we want to encourage you to give us as much information about your child as possible at enrollment. You are more than welcome to offer this information at parent-teacher conferences, via phone call, text or any other method or time you feel comfortable doing so. We want to work with you and your family to make the transition into our center as comfortable as possible. We encourage you; the child being enrolled and any other family members to visit the center before the child's first day of attendance. With your permission we will pair you up with another family who has more experience with the center and would be willing to help you engage in the childcare program. The center does have a designated dual-purpose space where staff and families can meet within the center for conferences, private conversations, meeting with their respective paired up family, etc. Usage of this room and this service may be scheduled through the Center Director.

**The following items must be completed and returned to the center by the first day of attendance.**

- Form DCF-62, "Child Care Enrollment"
- Child Information Card
- Form 2345-E, Health, History and Emergency Care Plan
- Photo/ Video Release Form
- Tattoo Permission Form
- Weekly drop-of and pick-up schedule
- Preschool Enrollment Contract
- Form DCF-104, "Alternate Arrival/Release Agreement" (if applicable)

*The Center Director will inform parents when updates are needed, giving 30 days' notice to submit updated forms.*

**Due, completed, within six weeks after child's first day of school:**

- Form DPH-4192, "Child Care Immunization Record" and/ or an electronic record of your child's immunizations.

**Due, signed by medical professional, within three months after child's first day of school:**

- Form DCF-60, "Child Health Report"

**The following items are to be provided by the parent on a regular basis. Please see each pertinent section of this document for further explanation:**

- Gym shoes- to be left at school until they need cleaning or replacing.
- Nap mat- to be left at school M-F. The mat will then be returned home with the child on Friday for laundering, to be sent back with the child the following Monday. If soiled before Friday, the nap mat will be sent home that day for laundering. The child may use the center's nap mat until the parent has time to launder theirs and send it back to preschool.
- If a child is at the preschool for 10 or more hours per day, a breakfast and lunch should be sent with the child. No beverage needed. If a child is at the preschool for more than 4 hours in a day, a lunch must be sent with the child. No beverage needed. For part-time children, we will provide one snack (including milk). For full-time children, we will provide two snacks (including two servings of milk). These snacks will be served in addition to the breakfast and/or lunch the child brings from home.

**Little Badger Christian Preschool** has an open-door policy. Parents are welcome to visit the childcare program at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, we will need a copy of the order. Please understand that we cannot legally limit access to a parent if there is not a copy of a court order on file at the center. We prefer that all visits take place during hours in which classes are not in session, as children will become distracted and teachers will not be able to converse. The open-door policy does not extend to any other relatives or friends, including those on the pick-up or drop-off list. If a parent would like to arrange a visit from anyone else in the family, they must make prior arrangements with the Administrator, and we ask that these visits take place very sporadically. Siblings and other relatives are not allowed to stop in at the preschool for any reason without advance permission from the Administrator, through a formal request by the parent.

**Little Badger Christian Preschool** has no pets on the premises. Pets will not be allowed in areas accessible to children during the hours of operation. There is an exception to this. As we like to bring the field trip experience in to the children at the center, we may at times have animals or pets in the center as a special event. When this special event is scheduled, parents will receive at least one-week notice, in writing, so they will be aware of the type of pet, and the nature of the event.

**Medication log procedure is as follows:** All medication administered, accidents or injuries occurring on-site, marked change in behavior or appearance, or any observation of injuries to a child's body received outside of center care will be entered into the center's medical logbook. The Center Director will review the medical logbook every six months and document this procedure.

**Non-discrimination** - We will never refuse to enroll a child based on race, sex, color, creed, political persuasion, national origin, handicap, ancestry, or sexual orientation. Parents must meet with the Center Director to discuss their child's specific needs and to review program policies.

**Americans with Disabilities Act - *Little Badger Christian Preschool*** will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act. For more information on the ADA go to: <https://www.ada.gov/chcinfo.pdf>

**Access to children's records - Parents** have full access to review their child's records. Please call the main number to make a request to review the records so that they can be prepared for you. Parents will have access to entries regarding their child.

**Use of children's photos - *Little Badger Christian Preschool*** may take photos or videos of children from time to time. These may be used in children's portfolios, for hanging on walls within the center, in the center's newsletter, website, etc. As the saying goes "*A picture is worth a million words.*" The center may also use the photos and/or videos in our marketing materials. A Photo Release Form will be made available to you upon enrollment and will be in effect for the entire time your child is a part of our program. Please note that photos and/or videos may be used even after the time your child leaves the preschool. You will be asked to sign and date the form, and it will become part of your child's permanent file.

## **DISCHARGE OF ENROLLED CHILDREN**

**Child's progress communication between center and parents:** It is important we communicate daily concerning the needs and interests of each child. If there are issues or concerns that need to be discussed, parents should arrange with the Center Director a convenient time to talk on the phone or schedule a conference. To foster communication on a regular basis, ***Little Badger Christian Preschool*** provides daily reports, parent bulletin board, and daily conversations.

## **Circumstances and procedures for termination of enrollment**

**Child related:** ***Little Badger Christian Preschool*** will regularly advise parents on their child's progress through daily conversations and scheduled conferences. When children have problems adjusting to the center's daily schedule and classroom rules, parents will be contacted for a face-to-face conference with the teacher and/or Center Director. At this meeting, the teacher will state her concerns and discuss observations made of the child's behavior, and an action plan will be developed. If after two weeks the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services. If termination is chosen by the center, and/or by mutual consent between the center and the parents, a two weeks' notice will be given by the center to the parents. *See below for parents' responsibilities and fees.*

**Parent related:** If the problem leading up to termination is due to non-compliance to the center's policy by the parents, the teacher will contact the parents for a face-to-face meeting with the teacher and/or the Center Director. At this meeting, the teacher will state her concerns and review and clarify center policy with the parents. Input from parents will be encouraged so that a common understanding can be reached. If after two weeks the problem is still present, parents will be advised in writing that their child's enrollment will be terminated. Parents will be given a two weeks' notice regarding the termination of their child's enrollment. *See below for parents' responsibilities and fees.*

**Involuntary discharge\*** of a child could result for the following reasons:

1. Failure to pay fees on time. (Grounds for immediate termination, without notice.)
2. Lack of parental cooperation.
3. Inability of childcare program to meet the needs of the child. Staff will consult with the parent concerning how any problems might be solved before ending the care arrangement. These steps will be documented in the child's file. The parent will be referred to other community resources.
4. Repeated failure to pick up the child at scheduled time.
5. Failure to complete and return required forms.

*\*All of the above circumstances would be considered parent initiated. In case #1, the center can discharge the child immediately, without notice. In cases #2 - #5, the center will give the parents a two-week written notice.*

**Behavior related discharges.** Acting out, inability to follow classroom rules, and/or inability to follow teacher's directions are all examples of reasons why a child could be discharged due to behavior.

**Policy compliance:** Parents are expected to comply with all the policies and procedures of the childcare center. Failure to comply could result in the termination of your child's enrollment.

**Steps will be taken prior to child's discharge.** All efforts will be made to work out a plan for behavior management between staff and the parents to see if problematic behaviors can be managed and/or corrected. The teacher will ask for a parent/teacher conference to discuss the behaviors in detail. Input from a parent on behavior management is vital. If after two weeks the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services. All meetings, behavior plans, and outcomes will be documented and placed in the child's file.

**Outside agency involvement:** Prior to any child being terminated, efforts may be made to seek additional services from other care providers to address the problem. For example, children may be referred to a physician for a vision or hearing screening. Referrals to *Birth to 3*, speech screenings and language screenings are some of the outside agencies that could be utilized. Should the child require additional services that are not available directly through the center, an outside agency may be contacted to meet those needs. Staff will consult with parents before contacting any outside agency.

**Decision making:** All decisions regarding the discharge of enrolled children are summarized in the section above, *Circumstances and procedures for termination of enrollment*.

**Discrimination issues:** If you feel your child has been discharged due to discrimination, please bring these concerns to the Center Director for a thorough review. It is our policy to never refuse to enroll a child based on race, sex, color, creed, political persuasion, national origin, handicap, ancestry, or sexual orientation.

**Appeal process:** Should you disagree with the termination of your child for any reason, please discuss your concerns with the Center Director. The Center Director will schedule a meeting with the parents, the Center Director, and the Lessee Administrator. The Lessee Administrator, Pastor Dean Noonan, Sr. will have the final word on all appeals.

### **Withdrawal Fees:**

**Center Initiated:** When parents fail to pay fees on time, the center reserves the right to terminate a child immediately, with no notice. The parent will be responsible to pay all outstanding fees, plus the \$250 early termination fee per student. In all other center-initiated withdrawals, the center will give two weeks' written notice of our intent to discharge a child (and try to inform parents of local resources that may be of help to them). The parent will be responsible for childcare fees for the final two weeks even if the child does not attend. Plus, the parent will also pay an early termination fee of \$250 per student. All of these fees must be paid in full no later than the child's last day of attendance.

**Parent initiated:** Parents will have signed the contract upon enrolling their child. All regular Preschool Enrollment Contracts end in mid-August each year. The parents will be given a new contract in May of each year to enroll their child again for the upcoming year. If the parent decides that the child will not continue in the preschool for the upcoming year, they simply do not sign a new contract for the upcoming year. The child's enrollment will end on the last day of school, with no penalty. If there are circumstances that occur in which the parents wish to initiate an early termination of the child- before the end of the current contract, they must give notice in writing, at least two weeks in advance. In this case, the parents will be responsible to pay the two weeks regular fees for the program their child was enrolled in (whether the child is attending or not), plus an early termination fee of \$250 per student, due no later than the last day of the child's attendance. After giving the written notice, an exit appointment will be scheduled with the Pastor and the Administrator and/or Center Director. That meeting must take place before the child is withdrawn from the preschool.

### **FEE PAYMENT AND REFUNDS**

- For current fees, see the attached Rate Sheet.
- Payments may be made by cash, check or credit card. When paying by credit card, please add a 3% convenience fee. If enrolled in the Wisconsin SHARES program, payment with the EBT card must be made promptly, by phone or online, and the remainder of the amount due must be made using one of the methods described below. SHARES is paid monthly, therefore, those using SHARES should also pay their fees monthly. Those fees will be due by the 3<sup>rd</sup> day of each month. A late fee will apply after the 5<sup>th</sup> day of each month the payment is late.
- We offer a weekly, bi-weekly or a monthly payment system. Weekly payments are due on Monday for that upcoming week. If payment is made after Tuesday, you will be charged a \$10 late fee for that week and every week the payment remains late. Monthly payments are due on the 1<sup>st</sup> of each month, paying for the upcoming month. If payment is made after the 6<sup>th</sup> of that month, you will be charged a \$15 late fee that month, plus another \$15 each month the payment remains late. When paying monthly, the holidays, breaks, and five-week months have already been calculated into the monthly tuition fees, therefore, you will pay the same amount each month. When paying weekly, you will pay a full week's tuition for each week of the preschool year, even those with holidays and full week breaks. ALL SHARES families will be billed on a monthly basis.

- A non-refundable registration fee of \$250 is billed twice per year. Parents may choose to pay the entire \$250 once per year, or \$125 in March, and \$125 in September. All Shares families must request the \$125 registration fees in both March and September each year.
- Please note that ALL payments are payments in advance of service. You are paying for the upcoming week or month of your child's attendance at the preschool. Please also note that there are **no refunds** for emergency closings, holidays, sickness, travel or for any reason your child is not in attendance at preschool. These days are already figured into your regular payments and have been paid in advance.
- If there is a third- party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.
- There will be an extra fee assessed for early drop off or late pick up of a child. The cost is \$ 3.00 per minute, with a 10-minute grace period extended the FIRST TIME ONLY. We will calculate the cost and bill these extra fees on a weekly basis. If early drop off or late pickup results in the child being in the center for a full-time day rather than the part-time day, the full-time day rate will be assessed for that day, in addition to the \$3.00 per minute fee. You will be expected to pay that bill by the following MONDAY.
- There will be extra fees assessed for diapers, Pull-Ups, wipes, and/or diapering accessories that the Center must provide due to a child coming to Preschool without these items. We are not responsible to contact the parent to ask for these items. If they are not available to us, we will provide them so that the child can be clean and dry throughout the day. We will calculate the fees every day we provide them and bill these extra fees on a weekly basis. You will be expected to pay that bill by the following MONDAY. **Costs are as follows:** One diaper- \$3.00; One Pull-up- \$4.00; Diaper cream- \$2.00 per usage; Diaper wipes- \$4.00 per usage.
- You will be charged an additional fee of \$15 if your check does not clear the bank.
- **No refund** will be given for days when children do not attend for illness or other reasons, emergency closings, holidays, or school breaks.
- Please remember that there are a certain number of paid holidays and school breaks each year, and although neither the children nor the staff are at the center on those days, if your child is enrolled on those days, those holidays and breaks are included in your tuition. There is NO REFUND for any designated holiday or school break.
- ***Little Badger Christian Preschool*** DOES charge a non-refundable registration fee. A non-refundable registration fee of \$250 is billed in the following manner: \$125 upon enrollment, and \$125 in either March or September of each year. For returning children, \$125 will be billed in both March and September each year.

- There may be **additional fees for field trips and enrichment activities** from time to time. Parents will be advised of any additional fees in writing at least two weeks in advance.
- ***Little Badger Christian Preschool*** offers a 10% discount to children of Faith Baptist Church members. This discount is available to parents or guardians of the child only, and they must be current members of Faith Baptist Church for at least one year. We also offer a 20% discount to children of staff members of the church, school, and/or preschool. Applies to tuition only, does not apply to any other fees. We also offer scholarships when available to those who are in need.

**Fee determination methods (attendance, parent sign in):** ***Little Badger Christian Preschool*** will charge a fee based on your child's hours of enrollment.

**We offer two programs: *full-time* and *part-time*.** These fees are outlined in the rate sheet and Preschool Enrollment Contract. **Parents should review attendance sheets each week and sign them** verifying hours of attendance. We may offer morning and/or afternoon programs. Please see the Daily Schedule for details. You may choose your own hours based on your needs. Full-time is more than four hours per day; part-time four hours or less per day.

**Fee calculating methods:** A ***full-time*** rate is offered for children who will be in care for more than four hours per day. A ***part-time*** rate is offered for children who will be in care for four hours or less per day. The more days your child attends per week, the less expensive the fee is per day.

**See the attached RATE SHEET.**



# Little Badger

## Christian Preschool

*A ministry of Faith Baptist Church*

### RATE SHEET

#### Hours of Operation:

**Monday-Friday 6 am to 6:30 pm.**

**No services offered during the following holidays and breaks:**

**Holidays:** Memorial Day, Independence Day, Labor Day, Thanksgiving Break (3 days— Wed, Thurs, Fri). All regular fees are charged for holidays.

**Breaks:** Spring Break- one full week in the spring; and Christmas Break- one-to-two weeks at Christmas.

ALL holidays and breaks are already calculated into your tuition, whether you pay weekly or monthly. Payments for weeks of holidays and breaks must be made as usual. There is NO REFUND for time off of preschool, for breaks and/or holidays, nor for any other reason your child does not attend preschool.

#### TUITION/ FEES:

##### FULL-TIME (more than 4 hours per day)\*:

5 days  
4 days  
3 days  
2 days  
1 day

##### Weekly rate:

\$ 260  
\$ 226  
\$ 184  
\$ 134  
\$ 76

##### Monthly rate:

\$ 1127  
\$ 980  
\$ 797  
\$ 581  
\$ 330

##### PART-TIME (4 hours or less per day)\*\*:

5 days  
4 days  
3 days  
2 days  
1 day

\$ 190  
\$ 170  
\$ 142  
\$ 106  
\$ 62

\$ 823  
\$ 737  
\$ 615  
\$ 460  
\$ 270

*\* Note: Full-time is defined as more than four (4) hours or more per day.*

*\*\* Note: Part-time is defined as four (4) hours or less per day.*

***Additional children in the same family— 10% discount each child after the first enrolled child.***

#### **REGISTRATION FEE—non-refundable (due as described below):**

**Per child \$ 250 (\$125 in September; \$125 in March)** This fee also covers all materials and supplies for the year. It does not include special events, field trips, late fees, or diaper supply fees.

Payments may be made by cash, check or credit card. Please make checks payable to: **Faith Baptist Church**. If enrolled in the Wisconsin SHARES program, payment with the EBT card must be made promptly, and you are responsible for the remainder. Members of *Faith Baptist Church (for at least one year)*, subtract 10% off tuition rates. Only applies to legal guardians of child. Applies to tuition only, does not apply to any other fees.

**NOW— pay online through our Lillio app.**

**For WISCONSIN SHARES—** Our SHARES Provider # 9000590129    Location # 001    Our Facility ID# 2005061

**Little Badger Christian Preschool 8519 So. 13th St. Oak Creek, WI 53154**

**Ph: 414-391-4480 Center Director email: jan-g@sbcglobal.net**

**Website: *littlebadgerchristianpreschool.com***

## CHILD EDUCATION

There is a religious component to our program. We use the *ABEKA Christian Curriculum*, plus our own books, which includes Bible. We do offer mealtime prayers, songs, stories or displays of the religious aspects and we do celebrate religious holidays. We will also celebrate each child's and teacher's birthdays. The class will sing *Happy Birthday*, and we may have a special gift for the child on their birthday. We also may provide party bags for each of the children to take home. Please do not send a card or a gift for the birthday child. If you are close to that family, you may honor that child with a card or gift outside of the preschool. If a family does not celebrate birthdays, we encourage them to give us one date in the year that is special to their child, so that we may use that in place of a birthday celebration. We will talk about that day being "special" to the child. On birthdays and/or special days, a parent may bring in a treat, or even treat the class to a special lunch, if arranged ahead of time, following our guidelines.

When we celebrate holidays, we may have a party or special event. We may talk about the holiday, the meaning and origin, the reason the holiday is special, and we may do special projects, crafts, drawings, read books, etc. This may take place over several days.

The holidays we celebrate will include the following: New Year's, Valentine's Day, Easter, Memorial Day, Fourth of July (Independence Day), Labor Day, Thanksgiving and Christmas. We may also celebrate some form of President's Day, and other patriotic days. We will not celebrate Halloween, but instead, in the month of October, we will celebrate the harvest. We may have a harvest party one day during that month and talk about God's many blessings to us.

When there is a special event regarding a holiday, a parent will be made aware of it through the Lillio app, texts, and the monthly schedule. If a parent does not want their child celebrating a particular holiday event, they may keep their child home that day, however, there will be no refund of tuition/fees for that day. There will be no notice given of general discussions, readings, or projects relating to any particular day or holiday.

There is a childcare worker/teacher assigned to each classroom in the center and staff to child ratios are always maintained. Depending on the number of children present on any given day there may also be an assistant childcare worker in the classroom as well. Each group/classroom of children is supervised by a teacher who is within sight and sound of the children to guide the children's behavior and activities, prevent harm and ensure safety.

Groups of children may be combined at the beginning and at the end of any given day. Being that ***Little Badger Christian Preschool*** is open in the early morning and late afternoon, we have a plan for activities which meets the individual needs of the children during those time periods. Activities at the beginning and at the end of the day will be designed for a wide age range of children working and playing together. Our plan includes opportunities for children to rest and to use materials and engage in activities which for the most part do not duplicate activities planned for the major part of our program.

Children will go outdoors daily when weather permits, so please dress your child appropriately for the weather. The children may be kept indoors during inclement weather such as any of the following:

- Heavy rain
- Temperatures above 90 degrees F.
- Wind chills of 0 degrees F. or below for children aged 2 and above.

- Wind chills of 20 degrees F. or below for children under age 2.

It is **required** that your child wear sturdy shoes that will allow them to be active. **We require that on their first day of school, all children come to school with an extra pair of "sneakers" or "gym shoes."** We ask that you leave those shoes in your child's cubby permanently, until they need cleaning, have been damaged or the child grows out of them. Staff will alert the parent when shoes need to be taken home to be cleaned, or in the case where they are damaged, or the child is growing out of them. We expect that a clean or new pair of gym shoes will be available to the child by the next school day.

In our outdoor play area, we have swings, slides, playhouses, tunnels, riding toys, and plenty of room to run around. We will have free play time and teacher-led physical activity each time the children are outdoors. The variety of fixed and portable play equipment allows for mastery of balance and coordination, travelling skills and large manipulative skills. We have enough pieces of equipment so that multiple children can participate in an activity at the same time and there are spaces for all children in our Preschool. Due to state regulations, trampolines and inflatable bounce surfaces are not allowed. If we choose to provide a wading pool for the children, staff will be outside providing sight and sound supervision when the wading pool contains water and is present in the outdoor play space. When weather does not permit outdoor play, we will have our outdoor activity time in our indoor active play space or in our large gymnasium.

**Preschool age children** will have opportunities to play and explore their surroundings. They will be given many learning experiences in a variety of developmental areas that are age appropriate. Activities provided will include music, social studies, math, science, large and small muscle movement, art, Bible, and literacy.

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

**Communication between staff and parent/guardians:** It is important that we communicate daily concerning the needs and interests of each child. ***Little Badger Christian Preschool*** offers parent-staff conference opportunities at least 2 times per year to discuss the child's growth and development and adjustment to the program. If there are issues or concerns that need to be discussed, parents should arrange a convenient time to talk on the phone with us. To foster communication on a regular basis, ***Little Badger Christian Preschool*** provides scheduled conferences, daily reports, parent bulletin board, and daily conversations. To support healthy development, we intentionally include information about physical activity, gross motor development, and nutrition in our communications with families.

***Little Badger Christian Preschool*** staff will plan activities and provide children with a variety of experiences.

Learning through play is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials, manipulative, and housekeeping equipment. Our curriculum will provide exposure to a variety of cultures through music, stories, games, and art, and we will celebrate how we are all the same and how we are all different from one another. Routines such as toileting and eating and intervals between activities are planned to avoid keeping children waiting in lines or assembled in large groups. During transition times, our staff are well trained on how to keep the children's interest, playing games, singing songs, etc.

WE DO NOT HAVE A SWIMMING POOL ON THE PREMISES. The center WILL NOT be using an off-premises pool, wading pool, water attraction, or beach for the children. If we decide to utilize any of these off-premises, water-oriented facilities, or conduct a water activity on premises, staff will follow all safety and supervision requirements as specified by licensing rules.

We may occasionally take field trips, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises. You will be notified in advance of any field trip requiring transportation. It is important to note that we prefer to bring the field trip experience to the children. The Center Director and staff will work hard to bring fun, meaningful and enriching experiences to your child throughout the year through special days and special events. Parents will learn about these experiences through texts and the Lillio app.

***Little Badger Christian Preschool*** has a written program of activities which are suitable for the developmental level of each child and each group of children. Our core materials are the ***ABEKA Christian*** curriculum. Our Center Director and staff also use other resources to design a well-rounded curriculum that provides an abundance of learning in many areas. The program provides each child with experiences which will promote all of the following: self-esteem and positive self-image, social interaction, self-expression and communication skills, creative expression, large and small muscle development, intellectual growth, and literacy.

A calendar and schedule of activities are posted in the main classroom. A program of activities is usually planned a month to a week in advance. Our Center Director and staff use a variety of resources in their planning. The ***Little Badger Christian Preschool*** activities focus on a monthly or weekly theme based on the interests of our preschool children. Parents will be included through our Lillio app, which includes communication of all activities and events, plus daily reports with a photo. In the weekly preschool folders, parents will see special handouts and the daily work the child accomplishes. These methods will allow the parents to feel a big part of our classroom, as they will be given lots of information on what is taking place in the classroom, plus many ideas as to how to reinforce at home what the children are learning at preschool.

#### **Preschool Educational Philosophy:**

***Little Badger Christian Preschool*** is organized for children, ages 2-5 years of age. It is designed to promote the mental, social, emotional, physical, and spiritual development of children. The program aims to enrich the life of each child so that he/she may experience the best and happiest of preschool years.

The purpose of the Preschool program is to provide a Christian setting for informal teaching experiences, teacher-directed activities, and free play. The child's needs and abilities serve as the focus for the structure of the readiness program. Through the daily schedule and interaction with Christian adults and other children, physical skills will be strengthened, social behavior will be practiced, emotional balance will be sought, intellectual concepts will be formulated, and Christian values will be internalized.

The mission of ***Little Badger Christian Preschool*** is to minister to the children and families of our community by presenting a developmentally appropriate Christian education and to lay a foundation for a relationship with Jesus Christ in a loving, safe, and nurturing environment.

**PLEASE SEE OUR ATTACHED DAILY SCHEDULES on Page 16.**

### 2's and 3's Daily schedule-School Year

|                    |                                                                                                                                                                                                                                            |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6:00—8:15 am       | Arrival/ free play time                                                                                                                                                                                                                    |
| 8:15—8:30 am       | Clean up—get ready for classes<br><i>All classes— Pledge of Allegiance; song; prayer</i>                                                                                                                                                   |
| 8:30—8:50 am       | <b><u>Class 1</u></b> – Circle Time—stories, songs, finger plays and nursery rhymes– <i>both 2's and 3's</i>                                                                                                                               |
| 8:50—9:15 am       | <b><u>Class 2</u></b> – Bible– <i>both 2's and 3's</i>                                                                                                                                                                                     |
| 9:15—9:35 am       | <b><u>Class 3</u></b> – Language Development/ Numbers–2's                                                                                                                                                                                  |
| 9:35—9:55 am       | Language Development—3's                                                                                                                                                                                                                   |
| 10:00—10:30 am     | Snack Time/ Bathroom & Handwashing                                                                                                                                                                                                         |
| 10:30—11:00 am     | Recess Time/ Handwashing after                                                                                                                                                                                                             |
| 11:00—11:20 am     | <b><u>Class 4</u></b> – Free play/ activity time– 2's<br>Phonics or Numbers– 3's                                                                                                                                                           |
| 11:20 — 11:50 am   | <b><u>Class 5</u></b> – Skills Development– <i>both 2's and 3's</i>                                                                                                                                                                        |
| 11:50 am –12:50 pm | Lunch/ Handwashing time                                                                                                                                                                                                                    |
| 12:50—1:15 pm      | Free play time– learning centers                                                                                                                                                                                                           |
| 1:15—3:15 pm       | <b><u>Class 6</u></b> – <i>Monday</i> – Poetry and nursery rhymes; <i>Tuesday</i> – Songs/rhythm band; <i>Wednesday</i> – Puzzles/fine motor development; <i>Thursday &amp; Friday</i> – alternate <i>God's World</i> and Drama/Story time |
| 3:15—3:35 pm       | Nap and rest time; bathroom/ handwashing                                                                                                                                                                                                   |
| 3:35—4:35 pm       | Snack time                                                                                                                                                                                                                                 |
| 4:35—6:30 pm       | Recess Time<br>Free Play- Learning/ Play Centers/ Dismissal                                                                                                                                                                                |

### K4 Daily Schedule- School Year

|                    |                                                                                                          |
|--------------------|----------------------------------------------------------------------------------------------------------|
| 6:00—8:15 am       | Arrival/ free play time                                                                                  |
| 8:15—8:30 am       | Clean up—get ready for classes<br><i>All classes— Pledge of Allegiance; song; prayer</i>                 |
| 8:30—8:50 am       | <b><u>Class 1</u></b> – Skills Development                                                               |
| 8:50—9:20 am       | <b><u>Class 2</u></b> – Bible                                                                            |
| 9:20—9:40 am       | <b><u>Class 3</u></b> – Phonics– <i>Monday and Tuesday</i> ; Reading– <i>Wednesday, Thursday, Friday</i> |
| 9:40—10:00 am      | Snack Time/ Bathroom & Handwashing                                                                       |
| 10:00—10:30 am     | Recess Time/ Handwashing after                                                                           |
| 10:30—11:00 am     | <b><u>Class 4</u></b> – Writing                                                                          |
| 11:00—11:20 am     | <b><u>Class 5</u></b> – Numbers                                                                          |
| 11:20 — 11:50 am   | Lunch/ Handwashing time                                                                                  |
| 11:50 am –12:10 pm | Free play time– learning centers                                                                         |
| 12:10—12:25 pm     | <b><u>Class 6</u></b> – Phonics or Numbers Review                                                        |
| 12:25—12:40 pm     | <b><u>Class 7</u></b> – Language Development                                                             |
| 12:40—1:00 pm      | <b><u>Class 8</u></b> – Activity Time–<br><i>drama, poetry, music, or art</i>                            |
| 1:00—1:15 pm       | <b><u>Class 9</u></b> – Story Time– <i>daily; except for God's World– alternating Thursdays/ Fridays</i> |
| 1:15—3:15 pm       | Nap and rest time; bathroom/ handwashing                                                                 |
| 3:15—3:35 pm       | Snack time                                                                                               |
| 3:35—4:35 pm       | Recess Time                                                                                              |
| 4:35—6:30 pm       | Free Play- Learning/ Play Centers/ Dismissal                                                             |

- *Our goal is to instill skills in each child so that they are fully ready for First Grade at any school- private or public. We encourage our parents to keep their child here through K5 at **Little Badger Christian Preschool** in order to get the full academic and social experience we offer. Parents may choose any school they desire when the child is turning six years old by September 1<sup>st</sup>, the requirement for First Grade entrance here in Wisconsin. However, we recommend **Badger State Baptist School**, located right here at Faith Baptist Church. Badger State has been academically rated in the top 10 schools in the state of Wisconsin for the last few years. They are a Wisconsin Choice school, and their tuition is reasonable.*

## CHILD GUIDANCE POLICY

When a child is crying, fussy or distraught, staff will work to calm and comfort the child, in ways that are appropriate for the child's age and personal disposition. This may include stroking, cuddling, rocking; offering a drink; acknowledging the child's fear, separation sadness, or conflict; distracting or redirecting to another activity; talking calmly with the child about how s/he is feeling or what has happened. If the unhappiness persists, we may contact a parent to share what is occurring and inquire if this might indicate onset of an illness.

Children's behavior will be guided by setting clear limits or rules for children. We will talk with children about expected behaviors and model those behaviors consistently for them. We will state positively what children can do, using specific terms, e.g., "you need to use an inside voice" (rather than "don't yell"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will help children develop self-control, self-esteem, and respect for the rights of others. Opportunities for physical activity are not withheld as a behavior management strategy. Children are redirected to safe physical activities and are involved in discussion about safety concerns, when necessary.

"Time-Out" is a guidance technique that can be effective when dealing with unacceptable behaviors of young children. Time outs may not be used with children under age 3, and never for more than 3 minutes. Usually, this strategy requires that a child be removed from an ongoing activity for a brief time, typically by having a child sit on the outside of the activity within the classroom until the child calms down and is ready to rejoin the activity and try again. Time-out is intended to be a non-violent response to conflict that stops the conflict, protects the victim, and provides a 'cooling off period' for the child.

"Time-out" is only effective when used in the context of a comprehensive approach to behavior support that is designed to teach, nurture, and encourage positive social behaviors. Time-out should be used only when less intrusive discipline procedures have been tried and deemed unsuccessful and only in combination with positive procedures designed to teach new skills and prevent challenging behaviors from occurring. Effective management of behavior should always start with praise and encouragement for pro-social behavior and self-regulation and be accompanied by distraction, redirection, withdrawal of attention, and logical and natural consequences. The child will be praised for obeying after completing the time-out and will be helped to rejoin the group.

We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, we will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from care. We reserve the right to discharge the child from the center if the child's behavior does not change and the behavior threatens harm to others. Parents will be given a 2 weeks' notice regarding the termination of their child's

enrollment. The parent will be responsible for childcare fees for the final 2 weeks even if the child does not attend.

A common issue is biting, as children of these ages bite for many different reasons. We intend to handle this issue in a calm but firm way. We will explain to a biting child that biting is not acceptable. We will honor their feelings through understanding that they may be feeling upset but be firm in explaining that biting is an unacceptable way to handle their feelings. We will explain how they are hurting other children, who are their friends. We will redirect their attention to something else. If the problem continues, we will request a meeting with the parent. We will do everything possible to keep everyone safe, happy, and healthy in our preschool.

**Parental Involvement in solving behavior:** All efforts will be made to work out a plan for behavior management between staff and the parents to see if problematic behaviors can be managed and/or corrected. The teacher will ask for a parent/teacher conference to discuss the behaviors in detail. Input from the parent on behavior management is vital.

In accordance with "Wisconsin Rules for Group Child Care Centers," actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally, or physically painful, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment on the child; verbal abuse threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement or enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request. We will also never prohibit a child from taking part in physical activity, either indoors or outdoors, as a form of discipline or punishment.

Routines such as toileting and eating and intervals between activities are planned to avoid keeping children waiting in lines or assembled in large groups. Classroom arrangement, materials, and programming are scaled to the developmental level, size and ability of children which will contribute to providing clear guidelines and promoting positive behavior.

**Rest or naptime** will be provided for all children five years of age and younger who are in care for more than four consecutive hours, or at the scheduled nap time. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they awake. Staff will help awake children find quiet activities. **However, if a child continuously wakens early or does not nap due to coming in late to school because they "slept in," and their activities keep other children awake during their much-needed naptime, we will ask the parent to work with us by getting their child to bed earlier and waking them up earlier on preschool days.** *Little Badger Christian Preschool* will provide individual cots for each child. We ask that the parent provide a nap mat, which is a one-piece soft, comfortable pillow/blanket combination. Nap mats are available at Amazon.com, and other retail stores. Prices run approximately \$25. Go to Amazon.com and do a search on nap mats. You want to order the preschool size. It is sometimes referred to as a "toddler rolled nap mat." They come in many different styles. They feature a bottom mat with an attached blanket and pillow. They roll up, and most have a tag for the child's name. We ask that you label the mat with your child's name. There may be multiple children at the center that have the same nap mat, and we want each child to have exclusive use of their own nap mat. Please note that it is a state requirement that your child's nap mat has a blanket and pillow attached. Please do not give us a cushion, sheet, or any other material that does not include a blanket and pillow.

Each child should bring their nap mats to school every Monday. We will keep their mats stored for their use each day Monday through Friday. We will then send the nap mats home with the children on Friday to be laundered. We ask that you then remember to have your child return to school on Monday with their freshly laundered nap mat each week.

If a child soils their mat before Friday, we will then allow them to use one of our nap mats that day. We will have a supply of clean nap mats available for this purpose. That same day, the child's nap mat will be sent home with him/her. We ask that you launder it and send it back with your child as soon as possible. The child may continue to use the center's nap mat until their nap mat is laundered and sent back to preschool.

## **CONTINGENCY PLANS**

**Fire and Tornado evacuation** plans will be practiced regularly. In Wisconsin, the fire drills will take place monthly. The tornado drills will take place monthly in the months of April through October. The Center Director will document dates of fire and tornado drills and the weekly testing of smoke detectors on a form provided by the state.

**In case of an emergency that requires an evacuation**, children will be evacuated by all available staff through the nearest exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken out by the staff member designated to be "in charge" to assure that all children are accounted for, and all families can be notified. All children will be taken outdoors to a safe location at least 300 feet from the school building. This location is in the parking lot, on the east side, in the spaces in front of the grassy area leading to the pond. The Center Director or person in charge will check classrooms, bathrooms, and staff areas to make sure all persons are evacuated. The Center Director or person in charge will call the all clear to re-enter the building once it is safe to do so. If we are unable to return to the building following an evacuation, the children will be taken to a pre-determined alternate site until parents, or another authorized adult can be reached and come for them. That would normally be our parking lot. If the parking lot is a danger zone, then we will walk the children to the Oak Creek Middle School, the next building to the north of our property. The address is 8401 So. 13<sup>th</sup> St., Oak Creek, WI.

**In the event of a tornado warning**, the children will be taken to the restrooms down the hall from the auditorium by all available staff members. Blankets, a portable radio, and flashlight, with extra batteries for both, are kept in a tornado shelter emergency bin, and taken to the tornado shelter by the staff member. The attendance form and emergency contact information will be brought along by the staff member designated to be "in charge." The Center Director or person in charge will check classrooms, bathrooms, and staff areas to make sure all persons are evacuated. Staff will engage the children in quiet activities until we are assured by the authorities that the danger has passed. Tornado drills will be conducted monthly from April to October.

**In the event of a missing 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. The Center Director will notify the Department within 24 hours after the occurrence. If a staff member is alone on the premises, they will contact the five-minute emergency person.

**In the event of severe weather**, children will be kept indoors and if necessary, tornado evacuation plan will be initiated.

**Procedures for extreme heat or cold:**

The children may be kept indoors during inclement weather such as any of the following:

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

**If there is a threat to the building or occupants**, we follow the American Red Cross Guidelines available at: <http://www.redcross.org/prepare/disaster> depending on what the emergency may be. If possible, evacuation of the building will be initiated using the fire evacuation procedure. Upon evacuation, children are moved to a safe area, as described above, and teachers will possess all children's records at that time. If it is not possible to evacuate the building each classroom will take cover in a secure area. The main door will be closed and 911 will be called. The teacher will keep children calm and in one area of the room until the threat has passed, or police or fire department has arrived. Law enforcement and the parents will be immediately contacted to advise them of the threat.

**Loss of building services** procedures are as follows: If the center should lose the use of heat, water or electricity before the center opens; parents will be notified by 5:30 a.m. and will be advised that the center is closed, and the parent will be responsible for finding alternate care for their child until the situation is resolved. If we are open when the loss of building services occurs, we will contact the parent and immediate pickup of the child must be made within an hour of our phone call to the parent.

**If there is a medical emergency** with a child or adult, staff will perform first aid, initialing check, call, and care procedure. Children who are present will be taken from the area calmly by available staff for supervision and safety. If there is a need for **emergency medical treatment**, 911 will be called. If it is a life-threatening situation, with no time to consult the child's file or parent, the child will be taken to **ASCENSION SE WISCONSIN HOSPITAL, FRANKLIN CAMPUS; 10101 SO. 27TH ST. FRANKLIN, WI. PHONE: 414-325-4700**. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All staff will have training in infant and child CPR, AED and first aid. First aid supplies will be stored in each classroom.

**When children or staff are off-site for a walk or field trip**, teachers will take along emergency contact information, attendance sheets and a first aid kit in case an injury occurs to children or staff. The injury will be recorded in the medical logbook upon return to the center. A cell phone will be carried along in case help is needed. If the injury is serious 911 will be called or the child will be taken to the nearest hospital (see paragraph above).

**Superficial injuries** will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when they pick their child up.

**Attendance:** Staff will be trained to manage the established system of knowing the whereabouts of all children in their care always. Parents are **REQUIRED** to call if their child is not attending or will be arriving late. If a child is being transported by a transportation company and does not arrive at the scheduled time, staff will call the parent or authorized adult to check on the child.

Daily arrival/departure times are recorded via accurate documentation for each group of children. During early AM arrival and late PM pick-up, teachers will be kept aware of the children they are responsible for, as rooms are condensed, and staff leaves the center. Teachers will always know the names of each child and their whereabouts.

Parents or authorized adults are required to bring children into the building and to sign the children in at the beginning of the day (documenting arrival time) and sign them out at the end of the day (documenting departure time). Staff will maintain classroom attendance records recording children's arrivals and departures as they occur to ensure an accurate, on-going accounting of the children's whereabouts always. Comparison of the attendance record to the actual children in care will occur at each transition and frequently throughout the day.

Regarding weapons, ***Little Badger Christian Preschool*** does not allow concealed weapons to be carried on persons entering the Preschool Center area. If a person is found to be in noncompliance with this regulation, they will be asked to vacate the premises. If a person should refuse to vacate the premises the local authorities will be contacted.

However, ***Little Badger Christian Preschool*** is located within *Faith Baptist Church*, which does have a security team on duty year 'round. Those persons in security are not required to comply with the above regulation.

**When there is only one staff person** on site with eight or less children, we will ensure that an emergency provider is available within 5 minutes. That person will be trained on Shaken Baby Syndrome (SBS) and will sign a document agreeing to serve as an emergency back-up.

**Reports to the department:** The center will report to the Department of Children and Families any situation as it pertains to statute 251.04(3) (a-n) DCF 251 *Licensing Rules for Group Child Care Centers*.

**Emergency supplies** such as radio and flashlight with extra batteries for both, first aid kit and blankets will be kept in the shelter area always. A flashlight is also kept in each classroom always.

**Emergency phone numbers** will be posted in each room occupied by children as well as in the center's office and kitchen. The address and phone number of the facility will appear on the phone list as well.

**A MOTOR VEHICLE** IS IMMEDIATELY AVAILABLE AT THE CENTER AT ALL TIMES IN CASE OF AN EMERGENCY OR THERE IS A PUBLIC OR PRIVATE RESCUE OR EMERGENCY VEHICLE AVAILABLE WITHIN TEN MINUTES OF A PHONE CALL. A First-Aid Kit will always be available in the vehicle.

**Special evacuation considerations:** Any child who has a limited ability to respond in an emergency will be identified at time of admission. Staff will be aware of any **special evacuation needs** the child will have and accommodations will be made to ensure their safe removal from the building.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person.

While staff cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger.

Children will only be released to persons listed on the enrollment form and/or Child Information Card. We will not release the child to anyone under the age of 18. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, we need to be notified in writing or by a telephone call in advance. The person picking up the child may need to show a driver's license or other picture ID.

If an unauthorized person comes to the Preschool to pick up a child, we will turn him or her away and ask that person to leave the building immediately.

## HEALTH CARE

**ILL Child** - Children who are ill are not to be brought to the center. Examples of children who are ill:

- A temperature of 100 degrees F. or higher. Vomiting or diarrhea that has occurred more than once in the past 24 hours.
- A contagious disease such as chicken pox, strep throat, or pink eye
- An unidentified rash
- Child has not been on a prescribed medication for 24 hours or continues to have symptoms of illness.
- Has a constant, thick colored nasal discharge.

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

Children may return to the center when they are fever free and have been symptom free for at least 24 hours, have been appropriately treated, or have been given medical approval to return to childcare. We will follow procedures on personal cleanliness and communicable diseases stated in licensing rules and the guidelines for exclusion of children from childcare as adapted from the *Division of Public Health*.

**In the event of a communicable disease** exposure at the center, parents will be informed. Certain diseases must also be reported to the public health department and to our licensing specialist.

All medication administered, accidents or injuries occurring during the time the child is in our care, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of our center, will be entered the center's medical logbook by a childcare worker- dated and initialed. The Center Director shall review records of injuries with staff every six months to ensure that all possible preventative measures are being taken. The Center Director will date and initial each check of the records.

All staff are required to report suspected child abuse or neglect to the local authorities. Suspected child abuse and/or neglect will be reported to the county's *Child Protective Services*

(CPS) office or law enforcement as required by s. 48.981, Stats. Milwaukee county: Division of Milwaukee Child Protective Services: 414-220-7233.

**Medications:** *Little Badger Christian Preschool* will administer medications under the following conditions: Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided.

All medicine must be in its original container, bearing the label with the child's name, dosage, and administration directions. Additionally, prescription medication will bear the name of the doctor and pharmacy. It will be stored in a medication box that is inaccessible to children. Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator.

We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. If a dose is missed, we will not double up. You will be notified and missed dosage will be documented in medical log.

**Non-medicinal products:** Sunscreen, insect repellent, lip balm, and other non-medicinal products will only be used on a child when signed authorization is on file, and the specific products are supplied by the parent and labeled with the child's name. Of special note would be the child still in diapers. If the child is changed, and it is noted that the bottom is raw or extremely red, and the parent has not provided a cream, staff may use our own cream to relieve the child's discomfort or pain. We always use a product that is natural and hypoallergenic. If your child has any problem or allergy to these types of products, you must alert us to this ahead of time. There is no signed authorization required for the use of this product, and the parent will be charged for the usage of a product. See the fee section for this information.

**The center will maintain confidentiality** of child and family regarding health care needs. Information will only be shared with those staff that provide care to the child.

**Cleanliness** will be maintained always. Tables will be washed before and after meals and snacks. Floors and bathrooms will be cleaned and disinfected daily.

**Diapering:** Before changing a diaper, the staff person involved will wash his/her hands. Following the diaper change, the soiled diaper will be bagged and disposed of in a plastic-lined, foot-activated diaper pail. Any wet or soiled clothing will be put into a plastic bag and tied. Hands of both the child and the staff member will be washed. The changing pad will be cleaned and disinfected.

**Toys:** Toys used by the children will primarily be ones that may be washed and sanitized. Any toy that has been in a child's mouth will be picked up as soon as the child lets go of it and placed into a basket to be washed, sanitized and air dried. Toys requiring laundering, such as stuffed dolls or animals, will be laundered weekly or sooner if needed. Toys in classrooms for older children will be cleaned and disinfected weekly or as needed.

We will practice **universal precautions** when handling all blood injuries and bodily fluid. All staff will use disposable gloves when treating blood injuries. Surfaces touched by blood will be washed and disinfected, and all materials used to treat the injury will be wrapped in an airtight plastic bag and disposed of immediately.

**Proper hand washing procedures** will be followed to prevent the spread of disease. Both staff and children will practice proper hand washing procedures. Hand washing will take place before

and after snack and mealtimes, after toileting, before and after diapering, after outdoor play time, and any other time it is needed. Hand washing procedures will be posted at all sinks.

**Minor injuries** will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when they pick their child up.

**Serious Injury:** If there is a need for **emergency medical treatment**, 911 will be called. If it is a life-threatening situation, with no time to consult the child's file or parent, the child will be taken to **ASCENSION SE WISCONSIN HOSPITAL, FRANKLIN CAMPUS; 10101 SO. 27TH ST. FRANKLIN, WI. PHONE: 414-325-4700**. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All staff will have training in infant and child CPR, AED and first aid. First aid supplies will be stored in each classroom.

**Procedure for sharing information on a child's special health care needs with everyone responsible to care for the child.** "Special health care needs" includes children with physical, emotional, social, and cognitive disabilities. When a child is known to have any special health care needs, that information will be shared with those staff who are assigned to care for the child and will otherwise be treated with confidentiality. Such special needs, including dietary requirements, will be posted on the inside of the staff cupboard door, where medication and medical logbook are stored. When specialized equipment is needed, such as nebulizer or epi-pen, the child's parent or a medical professional will train staff in correct procedures.

**Health related forms:**

All children will need to have a **Health Report** on file. The examination for a child under age 2 needs to be dated not more than 6 months prior or 90 days after the first day of attendance at **Little Badger Christian Preschool**. The examination for a child aged 2 and older must be dated no more than 12 months prior or 90 days after the first day of attendance. Physicals for children under 2 years of age will need to be updated every 6 months. Physical exams for children over 2 years of age will need to be updated every 2 years.

Children will need to be **properly immunized**, and an immunization record will need to be on file within 30 days of the first day of attendance. We will provide Form DPH-4192, "Child Care Immunization Record" in your registration packet that will need to be filled out and returned to us by the due date. Please note that the form does include exemption information.

**Child biting health procedures** will be as follows. The area of the bite wound will be washed with soap and water and a bandage applied. If necessary, an ice pack for comfort. The incident will be documented in the medical logbook and parent will be informed upon pick up.

**CARE OF MILDLY ILL CHILDREN (if applicable)**

We are not licensed to include care of mildly ill children.

## NUTRITION

**Mealtime routines:** *Little Badger Christian Preschool* will provide both a morning and afternoon snack each day. Our snack menus will be posted weekly or monthly. We do NOT provide meals such as breakfast and lunch. Children enrolled full time will receive both the morning and afternoon snack, and children enrolled part time will receive only one snack, whichever snack time s/he is in attendance for.

Therefore, we ask that the parent pack their child a nutritious lunch each day, which will be eaten each day. If your child is in attendance during this time, s/he must have a lunch provided by the parents. The most current **USDA Child and Adult Care Food Program Meal Patterns** packet is included in your Parent's Folder. Please review this information. It will aid you in food choices for both adults and children. Parents may request this packet any time. The Center Director will make this packet available upon request.

In addition to this, any child that attends preschool more than 10 hours in a given day must also bring a breakfast to preschool with them that day. They will be allowed to eat this breakfast between 6:00 - 7:30 a.m. Children attending less than 10 hours per day should eat their breakfast at home.

***Please follow these guidelines regarding breakfast and lunch:***

You should pack the breakfast and lunch items in separate containers, and label them "breakfast," or "lunch," along with the child's name. You may use disposable or plastic containers. You may use as many containers as you need for each meal, however, each container should be labeled properly. Place all containers inside a backpack or other bag your child will bring with them each day. If you use plastic containers that you want returned, our staff will return the open, empty container back to your child's bag. It will be wiped out with a paper towel but not washed. **Please note that we DO NOT have the facilities or equipment to heat food.** Therefore, if you are sending something that you want eaten warm, you MUST send it in a container that is made to keep food hot for **more than five hours**. Please consider the time you pack your child's lunch, knowing it will be opened to be eaten around noon. When purchasing containers, look for the number of hours it will be kept hot. If you do not want to purchase these containers, then send your child a cold lunch, such as a sandwich or "lunchable." We do keep the children's lunch bags refrigerated throughout the day.

We now serve the children their milk in an 8-ounce container at snack time. If a child does not finish the milk at snack time, we put their name on the container and put it in the refrigerator to be drunk at lunchtime. We do also offer fresh, cold water to the children throughout the day. If you want your child to have a personal water bottle, you may send water bottles to school in the child's backpack. Be sure to label it with your child's name.

Children will eat at the table with the teacher and will be given their individual items and be allowed to serve themselves. As caregivers, we would encourage you to provide healthy, nourishing meals for your child. We ask that you send items the child likes and can digest easily. Please do not send any food items that the child may choke on. **Note that GRAPES and HOT DOGS are a common choking hazard.** Hot dogs should be cut into bite-sized pieces. Since we have had a problem in the past with grapes, we have decided **we will not allow**

**grapes** to be eaten at preschool. **We do not have the tools to cut and prep food. We require that when you send other fresh fruit and other larger items, you cut them into bite-sized pieces. We will NOT serve food to children that pose choking hazards. Another item we will not serve is nuts. Please do not send any food item that contains full-size nuts.**

Please remember that although we certainly do encourage the children to eat their food, we do not force the child to eat their food. If there is any opened food left over, it will be thrown away, for sanitation reasons. We are not allowed to repack any leftover food items. If there is an unopened item, we will repack that back into the child's bag and offer it to the child later in the afternoon or send it home. Also remember that we will never withhold food as a form of discipline.

**Here are some suggestions for meals:**

**Breakfast:** cold cereals such as cheerios, mini-bagels, muffins...

**Lunch:** lunchmeats, cheeses, crackers, small sandwiches, Lunchables...

***Please remember that we do NOT have access to ovens and microwaves, therefore, never pack your child anything that needs to be warmed up.***

**Child guidance and food:** Children will not be forced to eat; they will be encouraged to try new foods as appropriate. Meals and snacks are never withheld as a form of punishment.

**Mealtime socialization:** Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners, and develop sound nutritional habits. Our staff will model healthy eating behaviors in the presence of children, refraining from eating or drinking unhealthy foods in front of them. Often, our staff spend time talking with children about healthy foods and nutrition. Children will be encouraged to clean up after themselves.

**Food allergies:** If your child has food allergies, parents must notify the center in writing. **A special diet based on a food allergy may be served upon the written request of the parent.** Food allergies will be discreetly posted in the classroom and the kitchen. This is for our use, for informational purposes regarding snacks and when we have special treats brought in.

**Special diets:** ***A special diet based on a MEDICAL CONDITION (excluding food allergies), but including nutrient concentrates and supplements, may be served ONLY upon written instruction of a child's physician and upon request of the parent.*** Special dietary needs will be discreetly posted in the classroom and the kitchen. This will be for informational purposes regarding snacks and when we have special treats brought in.

**Kitchen cleanliness, dishwashing/ staff:** Eating surfaces will be sanitized before meals and snacks and everyone will wash their hands before and after eating. As all dishes, cups, and silverware are disposable, there will be no dishwashing. Our sinks are for handwashing only. As we only serve snacks, a childcare worker or the Center Director will be responsible for preparing and serving the snacks in the classroom. We will not be making use of any kitchen. Any worker involved in preparing and/or serving snacks will be oriented and trained in all aspects of the job including sanitation and cleanliness procedures.

**Food storage and preparation:** We only serve snacks. Our snacks will be stored in airtight containers or in original packaging. If refrigeration is needed, snacks will be stored in the refrigerator. We will be preparing and storing our snacks in our classroom. We have allocated shelves in our cabinets for snack items. We will also store all disposable paper products and

tableware in cabinets. These cabinets will be clean, dry, and free from contamination. As all snacks are pre-packaged, we will NOT do any food preparation in the preschool.

**Special treats, holidays, etc.** Birthday and holiday treats are allowed. Only treats that are store purchased and sealed will be allowed. We cannot accept anything homemade. In order to bring in special treats, arrangements must be made with the Center Director, giving at least one weeks' notice. Please contact the Center Director to schedule your special treat.

**Detailed kitchen instructions (equipment, requirements, food sources, cleanliness, food prep., hand washing, cleaning aids):**

- ***Little Badger Christian Preschool*** does have its own refrigerator for milk and snacks.
- The refrigerator temperature (40 degrees or colder) will be properly maintained. Proper hand washing procedures will be followed to prevent the spread of disease.
- All cleaning products will be kept in a separate locked cabinet apart from all food and food items.
- All of our dishes, cups and silverware are disposable, therefore, there is no need for dishwashing.
- We will not be making use of a kitchen, but snacks will be served right in the classroom.

## **TRANSPORTATION POLICY**

***Little Badger Christian Preschool* does not offer transportation. If we do go on field trips, we may use contracted transportation.**

**Procedure for notifying parents of the date, time, and destination of any field trip which requires the use of a vehicle:** Parents will be notified in advance of any field trip requiring the use of a vehicle. Both the transportation permission and the field trip permission forms outlining the date, time and destination of the field trip will be given to parents. No child may participate in a field trip without BOTH signed permission forms from parents. We will require that the permission forms be turned in no later than two days in advance of the field trip. If a parent refuses to allow his/her child to go on a field trip, or they do not turn in the permission forms as required, that parent must make other arrangements for the child's care that day. The child will not be able to attend center, as we will have no staff available. Fees will still be assessed for that day, treating that day as if the child were in attendance.

**Tracking policy when transporting children on a field trip:** To be sure no child is left unattended in a vehicle an attendance form will be carried along, with children checked whenever they board the vehicle and whenever they exit. General emergency numbers, emergency contact information for all children and a cell phone will be carried along by the teacher(s) in charge. A first aid kit will always be in the vehicle. The vehicle(s) will be kept clean and uncluttered, with the aisle open for quick exiting.

**Transporting children with disabilities or children who have a limited ability to respond in an emergency:** Special care will be given to all children with disabilities or limited ability to respond to an emergency. Staff will ensure that these children receive additional assistance in exiting the vehicle should an emergency occur.

**Center provided transportation:** *Little Badger Christian Preschool* DOES NOT provide transportation to and from school and/or to and from home. We will ONLY provide contracted transportation for field trips.

**Contracted transportation services:** *Little Badger Christian Preschool* may use contracted transportation services for field trips.

**Use of staff vehicles:** *Little Badger Christian Preschool* DOES NOT transport children in staff vehicles.

**Required forms:** All children who are transported on field trips will have the following completed and signed forms on file:

- *Transportation Permission – Child Care Centers*
- *Field Trip or Other Off-Premises Activity Notification / Permission –Child Care Centers*

Should there be an accident, the **Center Director** will verbally inform the licensing office within 24 hours and provide a written report within 5 business days after the incident.