

# Gundersen Child Care Center

## Family Handbook

### 2021



**GUNDERSEN**  
**HEALTH SYSTEM®**

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## CHAPTER 1: OVERVIEW

### **OUR PURPOSE**

#### **Child and Family Centered Care**

At the heart of child and family centered care is the belief that the child, the family, and the childcare team are partners. This partnership will enhance the overall childcare provided to the child.

#### **Dignity and Respect**

We treat children and families with dignity and respect. We respect each family's values, beliefs, and religious and cultural backgrounds.

#### **Definition of Family**

We accept each parent's right to define their own family. Families include persons related through birth or choice.

#### **Family Strengths**

Families know their children best. We will build on their strengths with honor and respect.

#### **Participation**

Families can participate in the care and decision-making when their child is in the childcare setting. We want them to be involved as valued members of the childcare team.

#### **Information Sharing**

We listen with care to children and their families. Our goal is to explain all aspects of the care we provide in language they can understand.

### **MISSION**

We distinguish ourselves through excellence in care and education to young children, and through ongoing education to families and childcare providers in the communities we serve.

### **VISION**

We will be a Child Care Center of excellence, nationally recognized for improving the quality of care we deliver to our children.

### **VALUES**

**Integrity** – Perform with honesty, responsibility, and transparency.

**Excellence** – Achieve excellence in all aspects of delivering childcare.

**Respect** – Treat children, families, and coworkers with dignity.

**Innovation** – Embrace change and new ideas.

**Compassion** – Provide compassionate care to children and families.

### **WELCOME!**

Welcome to Gundersen Child Care Center. The Center has a licensed capacity for 101 children and provides care for children between the ages of 6 weeks and 12 years. We are pleased that you and your child will be participating in our program.

This booklet is intended to explain our program to you. We hope you will read it and keep it for your reference. All operating policies are included in this handbook and are available at the front desk of the center and in each classroom along with a copy of the State of Wisconsin Licensing Rules for Group Child Care Centers. Our license, as well as our most recent violations/statement of compliance, will be kept by the timeclock in the hallway by the Toddler Rooms. Center information will be posted on our Family Information Board by the kitchen. Specific classroom information will be posted on the Family Information Boards in each of the classrooms. Notifications/information may be delivered by notes, phone calls, and emails as well. Please do not hesitate to ask the classroom teachers and/or the center administration team for specific information and where the information may be located.

We welcome your comments and suggestions and solicit your support and cooperation.

### ***WHAT WE DO***

The staff of Gundersen Child Care Center recognizes that quality childcare is a vital need. Our services are based on the best available knowledge of child growth and development. Our developmentally appropriate program spans all hours of operation.

Since we are a developmental program, we offer the enrolled child a variety of opportunities to develop physically, socially, emotionally, aesthetically, and intellectually. Although the program always appears very informal and flexible, the curriculum and environment are the result of careful and detailed planning by a team of professionals. We consider the group requirements of the children but are ever mindful that each child is a distinct individual with unique needs, ideas and interests.

Understanding that young children learn best through activity and experimentation with concrete objects, the major emphasis is on learning through play. Large blocks of uninterrupted time are made available where each child is free to choose from a wide variety of thoughtfully prepared materials and experiences. Warm and understanding staff is always available to give support. There are opportunities for vigorous activities such as running, jumping, singing, climbing, digging, and building. There are materials for self-expression such as blocks, clay, paints, paper and paste, water, sand, and mud. There are activities and materials available that will enable the child to develop basic foundation skills in the academic areas of language arts, science, social studies, and mathematics. Singing, dancing, puzzles, stories, games, and many more activities are available each day.

### ***ADMINISTRATIVE STRUCTURE and DELEGATION OF AUTHORITY***

Manager (Director) and Administrator  
Education Coordinator

Please feel free to contact the administrative staff of the center with questions or concerns regarding the care of your child. If you need further assistance, please contact the Vice President of Learning at Gundersen Health System.

### **CENTER CLOSINGS**

The center will follow Gundersen Health System's operational days (see schedule below). The center may also close when the census is extremely low.

The center will be closed on the following days:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day After Thanksgiving
- Christmas Eve
- Christmas

If a holiday falls on a weekend, we will be closed the Friday before or the Monday after (for example, if Christmas is on a Saturday, we will be closed Friday).

### **CHILD CARE CENTER ACCESS BADGES**

Entry to the childcare center occurs via your Gundersen Health System employee badge or a generic badge. Only parents or guardians will be issued badges to access the center. Badges will not be issued to babysitters, grandparents, aunts, uncles, etc. An authorized person, other than the parent, will have to pick up the receiver to the right of the door in the entryway and someone will let them in as soon as possible. **Please remember to bring your badge to access the center.** We understand that people can forget from time to time. If you lose your card, please advise someone on the childcare center administration team immediately for security reasons. The center is locked for the protection of your children. If your card stops working, please let someone know so we can reactivate it as soon as possible.

**Note: If you are arriving or leaving the building, please do not let another person enter with you unless you know this person is a staff member or parent.**

### **EMERGENCY CLOSINGS**

If the center would need to close due to an emergency before, after, or during the hours of operation, parents or guardians will be notified via telephone or other means of communication necessary to deliver the message in a timely manner.

### **HOURS OF OPERATION**

Operating hours are Monday through Friday from 6:00am through 6:00pm, January through December.

**PARKING**

Parking is provided in front of the Center. If you are going to be at the center for an extended period of time (meeting, conferences, etc.), please do not park in the parking lot in front of the center. Do not park in the handicap accessible spaces unless authorized to do so. Also, for the safety of the children, **please turn off your engine**, drive slowly, look before backing up, and never leave children unattended.

## Chapter 2: Policies

### ***ELIGIBILITY for ENROLLMENT***

The Gundersen Child Care Center will accept children regardless of race, color, sex, creed, religion, political persuasion, national origin, or ancestry. The Child Care Center is corporate sponsored for the employees of Gundersen Health System. The public is welcome as space is available. Children 6 weeks through 12 years of age are eligible for care. Children with special needs will be accepted upon recommendation of the center manager, the health consultant or social services advisor; however, resources must be available to enable the child to function successfully within the program.

### ***ENROLLMENT***

#### **Enrollment Packets**

Enrollment packets can be obtained either in person or by phone during business office hours, Monday through Friday, 8:00am to 5:00pm. Once the paperwork is completed, call the center to set up an enrollment meeting with center administrative staff. Enrollment meetings must take place before your child is able to start attending. The packet includes the following forms/documents:

1. Family Handbook and Program Policies
2. Health Report (required within 30 days of start date)
3. Immunization form
4. Health History and Emergency Care Plan form
5. Enrollment form
6. Hold harmless agreement
7. Parent Contract
8. Child Care Information Record
9. Authorization for pick-up
10. Alternate Release form
11. Intake form (under two years)
12. Work schedule/childcare schedule
13. ASQ Screening Consent/Waiver Form

#### **Enrollment Meeting/Orientation**

A center orientation and tour will be conducted during the enrollment meeting prior to the child's first day. Prior to the admission of an infant child, the classroom teacher will meet with the parent or guardian to obtain written information which will aid the childcare staff in individualizing the care for each child. Information will include:

1. Schedule of meals/feedings
2. Types of food introduced and timetable for new foods
3. Toilet and diapering procedures
4. Sleep and nap schedule
5. Child's way of communicating and being comforted
6. Developmental/health history

### **Registration Fee**

Families will be charged the annual registration fee of \$25.00 per child at the time of enrollment and each January thereafter.

### **EXTENDED LEAVE**

Families who take extended leave will be responsible for full tuition payments. A family might choose to take extended leave for a variety of reasons for example; maternity leave or out of country travel. Families who would like to maintain enrollment but do not wish to pay the full tuition rate during extended leave can request in writing to be put on the waiting list. Placing your child on the waiting list does not guarantee your child/ren a spot upon return. Refer to our Wait List Policy. Please speak with the Manager or Education Coordinator regarding extended leave.

### **DAILY ADMISSION AND RELEASE**

#### **Admission**

1. Parents or guardians must accompany their child/ren into the classroom. Please drop off older children first and assist them in removing their outerwear and storing belongings in their locker. Diaper bags must be labeled with first and last names and placed in the appropriate area. Please do not keep medication, lotions, or lip balms in diaper bags or backpacks.
2. Parents are responsible for signing their child/ren in and out of the classroom each day.
3. Please leave any written instructions or notifications of changes to routine as needed. (ex: alternate pick up person)
4. Parents/guardians will sign in each child upon arrival in the classroom. Each classroom has a clipboard with sign-in/out sheets. Parents/guardians are responsible for providing any special instructions in writing, and these instructions must be discussed with the teacher in charge of your child's classroom. If parents/guardians are at a different contact phone number for the day, please notify staff in writing.
5. Parents/guardians must accompany their child/ren to the classroom. Please do not drop them off at the front door. If you have more than one child, please make sure that you accompany each child to his/her classroom. ***Older children should be dropped off first.*** Younger children will need to be assisted in removing and storing their outer clothing. Diaper bags must be labeled and placed in the appropriate area. Alert the teacher that your child has arrived, as an adult-directed activity may be in progress. ***Teachers are responsible for knowing the number, names, and location of children in attendance always.***

#### **Absent or Late Arrival**

If you are keeping your child home for the day or are running more than 15 minutes late, please call the center. If we do not hear from you, we will be calling to verify your child's attendance.

#### **Release**

1. Parent or guardian are required to sign each child out of the center.

2. Parent or guardian must inform the teacher when each child departs. Children may not be picked up at the door.
3. Unless prior written arrangements have been made with the center, only parents or legal guardians may take a child from the center.
4. Staff members will ask to see a form of identification for anyone who is not a parent or guardian picking up a child.

### **Impairment**

As childcare providers, it is our responsibility to protect the health and safety of the children we serve. Use of alcohol or drugs by adults before transporting children can create an unsafe situation. If, in our opinion, the child cannot be safely transported to or from our center, we will ask the parent/other adult transporting the child not to transport. Instead, one of the following alternatives will be proposed:

1. We will call the emergency contact on the Child Enrollment Form to transport the child.
2. We will call a cab to pick up the parent/other adult and the child. The parent/other adult will pay the cab fee.

*NOTE: If the parent refuses to agree to one of the alternatives listed above and insists on transporting the child under unsafe conditions, we will immediately call Protective Services or the police and report the unsafe driving situation.*

### **Alternate Release/Unauthorized Pick-Up**

If you ask an individual on your designated pick-up list or any other person and/or agency to be responsible for checking your child out of the center, you must give prior written permission, and ensure that all policies regarding admission and release are followed. If you have not notified the staff of an alternate person who is picking up your child, and they show up to pick-up your child, the staff will be calling you to verify a plan of action. Your child will not be released until we have confirmation from you. All persons not known to the staff will be required to show a valid and legal photo I.D.

### **Custody**

A child will not be denied release to a natural parent unless a copy of the custody agreement or court restraining order that relinquishes such rights is on file in the center. We will follow the restraining order unless otherwise notified.

### **Late Release Procedures**

If a child remains in the center after closing time, the parent or guardian of the child will be called. If a parent cannot be reached a staff member will call the emergency contacts. After 30 minutes, if contact cannot be made with parents or emergency contacts, the manager or other staff member will contact the County Department of Social Services, the Child Protection Agency, or the Police Department. **An overtime penalty fee of \$5 will be charged for every quarter hour or portion thereof beyond the child's scheduled time.**

It is always the responsibility of each teacher to know the children assigned to their care and their whereabouts, including during center-provided transportation. Staff members will always be responsible to know the number and names of the children in their classrooms. Children should be signed in and out each day in the classroom by the teachers using the headcount and transition sheet. Teachers will complete the headcount sheet when the child arrives, departs, and for each transition in and out of the classroom. Teachers will always remain within sight and sound of children.

### **CHILD FILES**

It is the parent's responsibility to keep phone numbers, addresses, work information, and all other pertinent information current on file. All records pertaining to an individual child and their family are confidential and are available to the parent upon written request.

### **CONFIDENTIALITY**

All matters relating to children and their families are confidential. Information will be handled on a need to know basis.

### **CHILD ABUSE/NEGLECT REPORTING**

Staff members at the center are considered mandatory reporters of child abuse or neglect. As such, it is our responsibility to report children who are, or appear to be abused or neglected, to the County Department of Social Services, the Child Protection Agency, or the Police Department. Staff members receive Mandated Reporter training every two years.

### **TERMINATION OF ENROLLMENT**

#### **Parent Initiated**

Termination forms are available to all parents/guardians upon request. If you wish to terminate your child's enrollment, please provide written notice two weeks prior to your child's last day. **In accordance with the Gundersen Health System policy, HR-215, families who terminate from the center may not solicit current center employees for personal employment.**

#### **Center Initiated**

The center reserves the right to terminate the enrollment of a child without notice to the parent/guardian if the center feels in its sole discretion that the retention of the child may prove to be detrimental to any or all involved.

Reasons for termination can be, but are not limited to:

- a direct non-compliance of center policies and/or licensing rules
- non-payment of fees
- violation of the contract
- failure to complete required forms
- abusive language
- sexual harassment

- intimidation of staff

Children will not be permanently expelled from the center for a behavior problem that may be outgrown or overcome with cooperation between parent or guardian and center staff.

### **Non-Gundersen Employee Care**

Because Gundersen Child Care Center was developed to provide support for Gundersen employees, only children of Gundersen employees are eligible for care. If at any point, there is not a parent employed at Gundersen Health system, we will no longer be able to provide care. If employment is terminated, children will be able to remain enrolled for 30 days from last day of employment. Should you fail to report your change in employment status to the center manager, and your child continues to come to the center after the 30 days, care will be terminated immediately.

### **WAITING LIST**

Gundersen Health System employees seeking full-time enrollment for their child/ren will be assigned to a waiting list when space in an age group is unavailable. Priority is given to already enrolled families and child center employees for open spaces as needed.

### **WITHDRAWAL OR RE-ENROLL**

Parents or guardians may withdraw their child in accordance with the termination policy and re-enroll as long as they have left in good standing, their previous bill has been paid in full, and space is available.

### **WEAPONS POLICY**

Gundersen Child Care Center promotes a safe learning and working environment for all children, staff, and visitors; and does not allow any weapons in the childcare center. Weapons may include, but are not limited to, guns, knives, explosives, electric weapons, and Billy clubs. This policy also applies to any person legally licensed to carry open or concealed weapons (excluding law enforcement acting in their official capacity). Families violating this policy will be subject to termination of enrollment.

### Chapter 3: Payments and Scheduling

#### Payments

All parents or guardians are charged bi-weekly for services rendered during the 14-day period, which is defined from Monday at 6:00 am through Friday at 6:00 pm and are consistent with Gundersen Health System's non-exempt pay periods. Charges are made in accordance with the Tuition and Fees Schedule (see Appendix C).

1. Bills will be posted one week after the end of the billing period. Statements will be mailed or sent by email according to parent or guardian preference, noted on the Child Enrollment Form.
2. Tuition payments will be due by the following Monday. Gundersen Child Care Center reserves the right to assess a late payment fee, see current Tuition and Fees Schedule, for any payments made after the due date. The center reserves the right to not provide care until payment is made.
3. Any family who has not paid their bill for two payment periods (four weeks total) will not be able to schedule care until a payment is made.
4. Enrollment may be terminated for families that carry an outstanding debt for longer than one (1) month. The outstanding account will be forwarded for collection.

#### Additional Fees

Field trips will require additional fees.

#### Overtime Fees

An overtime penalty fee of \$5 will be charged for every quarter hour after closing.

#### Holding Days

Full-time enrollments will be allowed up to five holds per year at half the cost of the weekly rate to use at your discretion. The five holding days are for the calendar year (January through December). If a family enrolls after the beginning of the calendar year, the holding days will be pro-rated.

#### ***SCHEDULING OF CARE***

All enrolled children are scheduled for full time enrollment not to exceed 10 hours of daily care. Please see the Manager or Education Coordinator for scheduling needs. Parents/guardians are responsible for payment of all hours scheduled. If you have a family emergency, please see the supervisor or manager.

#### ***SCHEDULING BASED ON STAFF TO CHILD RATIOS***

#### Ratio Requirements

The center always maintains required staff to child ratio as established by the State of Wisconsin Licensing Rules for Group Child Care Centers. When 8 or fewer children are present in the center, there is a second adult available within 5 minutes for emergencies.

<b>TABLE DCF 251.05-D</b>		
<b>Maximum Group Size and Minimum Number of Child Care Workers in Group Child Care Centers</b>		
<b>Age of Children</b>	<b>Minimum Number of Child Care Workers to Children</b>	<b>Maximum Number of Children in a Group</b>
Birth to 2 Years	1:4	8
2 years to 2½ Years	1:6	12
2½ Years to 3 Years	1:8	16
3 Years to 4 Years	1:10	20
4 Years to 5 Years	1:13	24
5 Years to 6 Years	1:17	34
6 Years and Over	1:18	36

### **Gundersen Child Care Center’s Classroom Capacities**

It is our goal at Gundersen Child Care Center to maintain consistency for children and families. Our classrooms are set up as follows:

<b>Classroom</b>	<b>Maximum Number of Children Allowed</b>	<b>Number of Teachers</b>
Infant 1	8	2
Infant 2	8	2
Toddler 1	8	2
Toddler 2	8	2
Two’s	12	2
Two-2’s	12	2
Preschool	18	2
Pre-K	18	2

Our center’s structure is to have two consistent, regular classroom teachers for each classroom. These teachers will work eight to nine hours per day in the classroom. Please note that teachers do become ill and take vacations.

## CHAPTER 4: HEALTH REQUIREMENTS

### **HEALTH REQUIREMENTS**

#### **Health Report**

All children must have a completed child health report on file.

1. Each child under 2 years of age shall have an initial health examination no more than 6 months prior to or 3 months after being admitted to the center, and a follow-up health examination at least once every 6 months thereafter.
2. Except for a school-age child, each child 2 years of age and older shall have an initial health examination no more than one year prior to or 3 months after being admitted to the center, and a follow-up health examination at least once every 2 years thereafter.
3. The health examination report shall be on a form provided by the center and shall be signed and dated by a physician, physician assistant, nurse practitioner, or health care provider.
4. Failure to provide the required health assessment will result in termination of enrollment.

#### **Immunizations**

Immunizations and immunization records must be current. Verification of immunizations must be presented to the center to be kept in each child's file. This information must be updated as children receive their immunizations. Failure to provide the required immunization information will result in termination of enrollment.

#### **Observation**

Staff members will closely monitor children who appear ill or show signs of visible illness or fatigue. If a child is not able to participate in daily activities due to illness or fatigue, has a temperature above 100.4, or is unable to be consoled a staff member will contact the parent or guardian.

In the case of an injury or life-threatening illness, the emergency medical system will be activated, and the parent or guardian notified immediately. The child will be transported to the nearest medical facility, which is Gundersen Health System unless otherwise instructed by the parent or guardian. Staff will complete the appropriate paperwork, which includes filling out Accident/Incident Report and recording the information in the classroom medical logbook. The supervisor or manager will be notified as soon as possible. Procedures for reporting to the State; DCF 251.04(3) (a), will be implemented.

#### **Communicable Disease**

A communicable disease chart is posted at the childcare center and on the childcare center's website. (see Appendix B) If a child is suspected of having a communicable disease, the parent or guardian will be asked to pick up their child and have them seen by a physician. If a communicable disease is present, some exclusions to care may apply. The staff members will notify the manager or education coordinator. A communicable disease alert will be posted on the door or near the entrance to the classroom. Confidentiality policies apply. A child may be readmitted to the center without a statement from a physician only after they have been absent for the longest usual

incubation period for the disease as designated by the health department. Please refer to the Infection Control Policy (GL-9030) on the Child Care Center's website for additional information.

### **Allergies**

Please see Chapter 6: Nutrition

### **SUDDEN INFANT DEATH SYNDROME (SIDS)**

Infants under 12 months of age shall be placed on their backs on a firm tight-fitting mattress while sleeping in a crib. Parents/guardians are encouraged to provide a "sleep sack" for their infant to use. No soft or looser objects are permitted in cribs for children under one year of age, including blankets, flat sheets, and pacifiers with soft objects attached. Unless the child has a note from a physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping to lower the risk of Sudden Infant Death Syndrome (SIDS). When infants can easily turn over from the supine to the prone position, they will be put down to sleep on their back, but allowed to adopt whatever position they prefer to sleep in.

### **CHRONIC CONDITIONS**

Health procedures for chronic health conditions, such as asthma, diabetes, seizures or allergies, will be addressed on an individual basis. All specialized procedures will be recorded on the child's emergency plan form and be fully explained and demonstrated to the staff by the parent or guardian.

### **HANDWASHING**

We ask that all children, staff, and visitors wash their hands upon entering the classrooms. Best handwashing practices require frequent and thorough handwashes throughout the day. Children are encouraged to practice handwashing when entering the classroom, using the restroom, wiping noses, having a diaper change, before or after messy projects, sensory activities, and transitioning from indoor and outdoor play. Center staff will maintain best handwashing practices and good hygiene.

### **Head Injury**

In the case of a head injury or other major injury, the parent or guardian will be contacted. If a parent or guardian is unavailable an emergency contact will be called. A staff member who observed the accident will make a verbal and written report. In addition, children who receive a head injury are observed for signs of concussion, dizziness, nausea, sleepiness, and/or confusion.

### **MINOR INJURIES**

In case of minor injuries (an injury that does not require immediate professional attention) such as (but not limited to) scrapes, minor cuts, bruises, nosebleeds, and/or bumps. An accident or incident report will be filled out and the parent or guardian will be notified.

## **MEDICATION**

### **Prescription and Non-Prescription Medication**

No prescriptive medication or non-prescriptive medication including, but not limited to, acetaminophen, cough medicine or nose drops, may be administered to a child or allowed in the center except under the following conditions:

The center has written authorization that includes the child's name, the child's birth date, name of medication, administration instructions, medication intervals, and the length of the authorization which is dated and signed by the parent/guardian on form CFS-0059, Authorization to Administer Medication. Blanket authorizations that exceed the length of time specified on the label are prohibited. Each time medication is administered at the center, a written record will be made on the same day that the medication is administered in the medication and injury logbook located in the child's classroom. The physician or parents or guardians will administer the first dosage of any medication.

Prescription medication must be (all prescription medication requires physician's note):

1. Non-prescription medication (all non-prescription medication requires physician's note) must be:
  - a. In the original container with a childproof cap.
  - b. Labeled with the child's name.
  - c. The dosage and directions for administering will comply with manufacturing recommendations. **ANY VARIATIONS REQUIRE PHYSICIANS ORDER.**
2. Parents/guardians will be contacted if medicine dosage is missed or there is any other error in distribution.
3. Medications are stored so that they are not accessible to children.
4. Refrigerated medications are kept in the kitchen or classroom refrigerator in a covered labeled container separate from the food. Non-refrigerated medications are kept in the administrative office or in the classroom in a locked, labeled container.
5. Sunscreen and insect repellent may only be applied with the written authorization of the parent or guardian. The authorization will include the brand and ingredient strength of the sunscreen or repellent. Authorizations will be reviewed every 6 months and updated as necessary.
6. All outdated medication left at the center will be returned to the parent or guardian or discarded.

### **Lotions, Creams, Chapstick, Insect Repellent**

Sunscreen, hand lotion, Chap Stick, and insect repellent may be applied upon the written authorization of the parent/guardian. The authorization shall include the brand and ingredient strength of the respective medication. Authorizations will be reviewed every six months and updated as necessary. ***Medications may not be stored in your child's cubby. Any of these items found in cubbies will be discarded.***

## **ESSENTIAL OILS**

Gundersen Child Care Center will not use essential oils in the classrooms or allow the use of essential oils to the children in their care (even at the parent or guardian's request).

**POISONOUS MATERIALS**

If your child has ingested or encounters a poisonous material, the parent or guardian will be contacted immediately. Emergency protocols and procedures will be put in place if necessary.

**PETS**

Parents or guardians will be notified in writing when pets visit or are kept on the premises of the center. Pets shall be kept and handled in a manner that protects the well-being of both children and pets. All contact between pets/animals and children will be under the close supervision of a childcare worker at all times.

**CPR**

All staff members receive CPR training and CPR is renewed every two years. Care is provided consistent with these training sessions.

## Chapter 5: Emergencies

### **COMMUNICATION OF EMERGENCIES**

In the event of an emergency, the childcare center staff will communicate the situation to families via phone or email, depending on the severity of the situation.

### **EMERGENCY CONTACT PERSON**

It is our policy to ensure that two people are always in the center during our hours of operation; however, in the event of an emergency, a staff member who lives less than five minutes away will be called. For specific information on who the staff member is, please speak with the manager.

### **EMERGENCY PREPAREDNESS PLAN**

The Gundersen Health System Emergency Response Plan is followed at the Child Care Center. The **red** Emergency Manual is located at the front desk and in each classroom. The plan addresses: evacuation procedures, department disaster call list, medical response plans, security alert, severe weather alerts and advisories, missing person, utility failure response plan, code fire Alarm, emergency alert (medical/chemical/trauma), and hazardous material spill response plan.

### **EMERGENCY NUMBERS**

Emergency phone numbers are posted by each telephone.

### **FIRE EVACUATION PROCEDURES**

1. The fire alarms will be sounded.
2. The children are to be taught that they are to stop what they are doing when they hear the signal and to meet the teacher nearest them. Children are also taught not to cover their ears, so that they can hear instructions.
3. The building is evacuated regardless of the apparent size of the fire or the amount of smoke. Staff and children do not stop to take clothing, toys, etc. All preschool, pre-k, and school-age teachers and children will meet at the southern corner of the playground. The two-year-old teachers and children will meet in the driveway by the garage. All infant and toddler teachers and children will meet by the garage.
4. Teachers assigned to classrooms during rest or nap time will immediately waken children and begin their evacuation.
5. Exits, hallways, and other evacuation routes are always to be kept clear, and exits are not to be planned through the kitchen, laundry, or lounge hallway.
6. All lights are turned on and all doors are closed to enable fire fighters to see well and to help contain the fire.
7. All bathrooms, closets, office areas, and cubby areas are checked to make sure all children and adults have left the building.
8. The sign-in sheets and child information binder are taken outside.

9. After the children are assembled outdoors, attendance is taken to check the completeness of the evacuation. Staff must not reenter the building to search for missing children. This is the responsibility of the fire department.
10. Staff with fire extinguisher training may attempt to extinguish the fire or source of smoke if they are not needed to evacuate children.
11. A member of the administration team informs fire personnel of evacuation.
12. If necessary, staff may lead children to the garage area for safety.
13. Unless blocked, teachers will exit children through the door leading directly to the playground.
14. If children need to be evacuated and we are not able to re-enter the building, the child's parent or guardian will be contacted to come and pick their child up. Emergency contacts will be called if we cannot get ahold of a parent or guardian. The children will be grouped according to classroom and their classroom teachers will stay with them until all children have been released to their parent or guardian. The staff will sign the children out as they leave. Parents or guardians will not be able to enter the building to retrieve any belongings.

### ***TORNADO/SEVERE STORM PROCEDURES***

The Child Care Center will be notified of severe weather conditions by Gundersen Security. Additionally, the center has a working weather radio.

1. If a tornado warning is issued and parents have not picked up their children, the following procedures will be followed:
2. The Child Care Center staff will remain calm and escort children to designated areas without windows, such as bathrooms and interior halls/walls where there is no glass or windows. Children will kneel and place arms over heads.
3. Infants and toddlers will be placed in evacuation cribs and taken to designated bathrooms and/or interior halls/walls. Blankets will be used to cover the cribs.
4. If interior halls cannot accommodate all the children or are nonexistent, then Child Care Center staff will push tables to the center of the rooms and have the children get under tables with arms over their heads.
5. Staff and children will remain in safety positions and safe areas until all clear is given or notified by Gundersen Security.

### ***LOSS OF SERVICES***

If the center would lose any of the services listed below, and we were not able to restore them within a reasonable amount of time, we would suspend services until they could be safely restored.

- Water
- Power
- Heat
- Air conditioning

### ***MEDICAL EMERGENCIES***

Written permission from the parent or guardian to call the physician or refer the child for medical care, in case of an accident or emergency, is kept on file at the center. A written letter of permission to refer a child for medical care or to contact a child's physician will be kept on file at the center to be used in case of an emergency. All medical emergencies will be transported to Gundersen Health System unless otherwise instructed.

**MISSING CHILD**

Please refer to Gundersen Health System's Missing Person Policy in the Emergency Preparedness Binders (red) in each classroom.

**PANDEMIC PLANS**

In the accordance of a pandemic, individual plans will be made to address the specific pandemic. Plans will be formed using information from Gundersen Health System, the Department of Children and Families, and the CDC.

**SAFE LOCATION**

In the event of an emergency evacuation, the childcare center's safe location will be Eagle Crest South.

## CHAPTER 6: NUTRITION

### ***MEALS AND SNACKS***

Children enrolled for childcare are served the planned meals at no separate charge and without regard to gender, religion, sexual orientation, race, ethnicity, socio economic class, disability, and nationality. Breakfast, lunch and snack are served daily. Gundersen Child Care Center follows the guidelines of the United States Department of Agriculture (USDA) Child Adult Care Food Program (CACFP). All meals and snacks served meet the minimal nutritional requirements of the USDA Food Program (see Appendix B for additional information regarding these requirements). Weekly menus are posted next to the kitchen on the Family Information Board. **CACFP meal pattern requirements will be followed for all children unless a current physician signed diet variation form is on file at the center.** Meal service is catered by the Gundersen Dietary Department.

### ***MEALTIMES and CHILD GUIDENCE***

Please do not bring your child after mealtime unless he or she has already eaten. The food service schedule is listed below, as well as posted in your child's classroom.

- Breakfast is served at 8:30am
- Lunch is served at 11:30am
- Afternoon snack is served at 2:30 pm.

### ***DIETARY VARIATIONS***

Families are required to provide their own substitutes for their child if he or she is over the age of one and is unable to eat an entrée menu item(s). The substitute will meet the nutritional component of the item that the child is unable to eat. If a substitute has not been provided by the family, administrative staff will call the parent or guardian and request that they deliver a substitute as soon as possible. For safety/choking and allergen purposes, some foods will not be permissible substitutes, such as (but not limited to) nuts, peanut butter, hot dogs, sausage. If you are unsure of whether a substitute will be appropriate, please ask your teacher or administrative staff. A special diet, including nutrient concentrates and supplements, may be served only upon written instruction of a child's physician and upon request of the parent or guardian.

A record of any restriction of a child's diet, requested by a physician, parent or guardian, due to an allergy, medical condition, or religious belief is kept in the child's file. The restrictions are posted in the kitchen and the classrooms as a daily reminder. Information about a child's special health needs will be shared with everyone who is responsible for caring for the child. If your child has consumed a food that contains the child's allergen, the parent/guardian will be contacted immediately.

### ***BREASTFEEDING***

Gundersen Child Care Center strives to be a breastfeeding friendly center. You are requested to indicate in writing whether you will provide your own breast milk or formula, or use the infant formula provided by the center. If your child is given the wrong breast milk, you will be notified.

### **Provision of Milk**

- Nursing mothers are encouraged at the center. Space is available in the infant classrooms to accommodate breastfeeding. Breast milk may be brought to the center, fresh or thawed, in ready to feed plastic bottles. We do not accept frozen milk or glass bottles. The bottles will be labeled, dated, and refrigerated in the infant room food prep area. Refrigerated breast milk not used within 24 hours will be discarded.
- Families may elect to decline the center-offered infant formula and supply their own breast milk or formula. However, the center does provide an iron-fortified formula. The center is required to obtain written documentation of the parent's decision to decline the offered infant formula.
- Families who choose to supply their own formula will label the formula with the child's name. It will be stored in the home-base food prep area. Opened cans of liquid formula will be dated, covered, and refrigerated in the home-base food prep area. Any formula not used within 24 hours will be discarded. Families will receive written notice when their supply of formula is nearly gone.

## **ALLERGIES**

The Child Care Center has identified itself as a nut safe environment. However, there are cases when cross-contamination can occur. To ensure the health and safety of the children in our care, we have a few requests:

1. Please do not allow your child to bring food containing nuts into the childcare environment. Something as simple as a child carrying in a half-eaten granola bar or a peanut butter and jelly sandwich that he/she ate in the car on the way to school can cause reactions.
2. Please wash your hands and your child's hands upon entering the classroom.
3. No homemade or store-bought treats will be accepted. Please speak with your child's teacher in other ways you can contribute to the classroom.

## Chapter 7: Transportation

### ***FIELD TRIPS***

All children are routinely provided with education and recreational experiences outside the center. Children may take short walks near the center or travel to predetermined community locations for a variety of fun activities. Children are transported on field trips by school bus through a contract with a local licensed bus company.

Families are notified in advance of field trips, other than daily walks. Notices are posted in your child's classroom. The school bus will leave on time for the field trip, please make sure your child is here and ready to go at least 15 minutes prior to the bus leaving. Children may not be dropped off at the field trip location. Any child who is not present when the bus leaves will have to wait to be admitted for the day until the school bus returns to the child center. All daily tuition fees remain the same in the event.

Center staff will have a signed permission slip from each family. Children will be instructed in safety procedures prior to boarding the bus. A roll call and head count will be taken as the children board the bus. Children will be belted whenever possible. Children will be instructed to remain seated while the bus is in motion. Teachers and adult volunteers will be distributed among the children. There will always be a teacher in the back of the bus. When children are ready to depart the bus, a teacher will be at the stairs to help them off. Once all the children are off, the last teacher will make a sweep of the bus, back to front, looking on and under seats to ensure all children are off and that belongings are not left behind. A head count will be taken once all the children are off and before the bus leaves. The teacher will give the all clear to release the bus driver.

#### **Emergency Information:**

- An address or telephone number where a parent or other adult can be reached in an emergency
- The name, address, and telephone number of the child's physician or medical facility
- Written consent from the child's parent or guardian for emergency medical treatment
- First Aid kits are in the red backpacks for each classroom

### ***REQUIRED INFORMATION FOR EACH TRIP***

The childcare center staff accompanying the children while they are being transported shall ensure that written documentation of all the following is maintained at the center and in any vehicle transporting children while the children are being transported:

- A list of the children being transported.
- A copy of the completed permission and emergency information for each child being transported.

### ***TRANSPORTATION GUIDELINES***

## Gundersen Child Care Center Family Handbook

The center only provides transportation services through a contract made with a licensed private or public transportation provider. Children are never transported in vehicles owned by Gundersen, a Gundersen employee, or volunteer.

School-age children arriving and leaving the center on a school bus contracted by the La Crosse School District will have a form CFS-56, Transportation Permission – Child Care Centers, on file at the center. Center staff, administrative and classroom teachers, will maintain a current schedule of drop off and pick up times to ensure the child is delivered to or received from the bus company as required. **When a bus is at least 15 minutes late**, picking up or dropping off, the center will contact the bus company and/or the child's school and inform the child's parents.

## Chapter 8: Programming

### ***PROGRAM OVERVIEW***

The Gundersen Child Care Center believes in a play-based learning environment. The curriculum is child centered and follows the Wisconsin Model Early Learning Standards (WMELS). Teachers will create and maintain high quality learning standards that support the early learning domains; health and physical, social emotional, language and communication, approaches to learning, cognition and general knowledge development. Curriculum development is an ongoing process. Developmental milestones for each age group are addressed. The lesson plans designed to meet the curriculum requirements will change with the needs of the individual child.

### ***AGES AND STAGES QUESTIONNAIRE***

The Ages and Stages Questionnaire is a screening tool for children ages two months to five and a half years old. The tool identifies strengths and areas of concern in a child's development. The tool is designed to be completed by parents or other primary caregivers. Gundersen Child Care has chosen to use this tool because it relies on the parent's or guardian's expert knowledge regarding their children. Parent, guardians, and teachers can complete the tool together if needed.

### ***BITING***

Biting is a developmentally appropriate way that children express themselves. When a biting incident occurs, we calm the child who has been bitten, clean the area thoroughly with soap and water and apply a cold compress to the area. An incident report is completed for both the child who was bit and the child who bit someone. The incidents are also logged in the classroom incident and medication logbook. Concerns about biting will be addressed with families as needed.

### ***CHILD GUIDANCE***

Gundersen Child Care Center will work with children and families to promote development of the whole child. As children become developmentally aware, they can exhibit more characteristics of self-control and self-discipline. The child center staff will use positive guidance, redirection, enhancement of the child's self-esteem, and promoting respect for others throughout the curriculum.

**Appropriate Ways to Manage Crying, Fussing, or Distraught Children:** Staff will respond to a crying, fussy, or distraught child calmly and attentively. The childcare center staff are trained on developmentally appropriate strategies for comforting young children.

**Positive guidance of children is accomplished in the following ways:** Thoughtful analysis is given to the daily routine and room arrangement to support developmentally appropriate learning. Staff will observe and revise the classroom as necessary to best meet the needs of the children. Staff will model positive behavior guidance through empathy, social emotional support, language and literacy development, and redirection. Activities and concepts are introduced to the children that relate to identifying and verbalizing feelings, respecting themselves and others, and positive behavior strategies. Teachers receive on-going training in effective guidance techniques.

**Development of autonomy(self-control) social emotional intelligence (self-esteem), and respect (for self and others) for self and others:**

We are committed to providing an environment that is inclusive and supports the well-being of children and staff alike. Staff members will support autonomy, social emotional intelligence, and respect by demonstrating high quality teacher interactions always.

1. **Autonomy:** The daily routines and classroom management will encourage children to develop a strong sense of individualism, manage behaviors independently, and gain independence to support their own needs. Teachers will support this development by providing transitions that encourage children move from activity to activity with ease. Teachers will maintain consistency with routines and classroom management to allow children the ability to expect and plan throughout their day.
2. **Social Emotional Intelligence:** Classrooms will provide opportunities for children to develop self-awareness and identify the thoughts and feelings of others. Teachers will provide opportunities for children to develop and manage social skills with peers and adults.
3. **Respect for self and others:** The classroom will practice inclusion and promote diversity through celebrating differences. All children will be provided opportunities to contribute to the classroom community equally. Staff members will provide opportunities for children to develop an understanding of respecting themselves and others.

**Setting Limits:** Teachers will develop classroom rules specific to their classroom needs. The staff will remain consistent with their expectations while implementing a safe and developmentally appropriate classroom. Families are encouraged to support and collaborate with the teachers for consistency between home and school.

**Discipline Delegation:** The Gundersen Child Care Center will never use Corporal Punishment, time outs, or shame a child as a form of discipline. Staff members are trained on appropriate methods for behavior guidance. Staff members will communicate daily with parents or guardians about child needs. If repeated undesirable behaviors occur a conference with the child’s teacher and parent or guardian will be requested to create a behavior action plan. Staff members cannot comply with parent or guardian requests for Corporal Punishment, time outs, or shamming of a child. Staff members will collaborate with parents or guardians to create an action plan that supports developmentally appropriate practices.

**Continued Misbehavior:** If a child’s behaviors become increasingly unsafe for themselves or others, staff will observe and document to determine a pattern of behavior. A conference will be requested with a parent or guardian to collaborate and create an action plan. The action plan will be consistently implemented and reviewed for success. A child will not be expelled from the childcare center for a behavior problem that may be outgrown or overcome with cooperation between the parent or guardian and staff.

**NON-VIOLENT PLAY**

We do not allow weapon play at the childcare center. Our staff members provide many alternative opportunities for children to play out the important theme of powerful decision maker without the use of weapons. Our staff help define the limits of aggressive fantasy play to ensure that all children feel safe and comfortable. We create a play environment in which children have many real choices and can therefore exert control throughout their day. Children will be discouraged from superhero play.

## ***CLOTHING***

Children attend childcare to participate in active, busy play, to explore the world freely, and to experiment with many kinds of materials. The clothing they wear can add to or detract from their enjoyment of their child care experience.

We strongly suggest the following guidelines in choosing clothes:

- Be simple enough so that the child can put it on and take it off (front openings, long slits, large buttons, elastic waists, etc.)
- Be loose enough to provide freedom of movement
- Be light enough so that play is not hampered
- Be large enough to pull on easily (this includes footwear)
- Be durable enough to permit free, vigorous play
- Sturdy rubber-soled shoes are a must. Please dress your child in shoes and socks appropriate for active indoor and outdoor play

### A. Cold Weather Clothing:

1. Mittens or gloves (sending an extra pair never hurts)
2. A hat
3. Snow pants/snow suit
4. Boots

Children are taken outside daily, except during inclement weather. Children two years and older may not be outdoors in temperatures below 0 or above 90 F. Children under two years may not be outdoors in weather below 20 F or above 90 F. See Appendix A.

### B. Children need to bring the following garments to the center:

1. A complete change of clothing (underwear, socks, shirts, and pants.)
2. Suitable clothing for changing weather such as boots, hats, mittens/gloves and snow pants.

**NOTE:** Clothing must be marked with the child's name by means of indelible ink, embroidery, or name tags. This includes all articles of clothing. Gundersen Child Care Center is not responsible for any lost or damaged (stains, tears, etc.) clothing.

If your child uses a pacifier, please provide at least two pacifiers labeled with the child's name using a waterproof label or non-toxic permanent marker. Pacifiers can be used in our infant and toddler classrooms. Pacifiers will be inspected for tears or cracks before each use. Cracked or torn pacifiers will not be used and will need to be replaced by the parent or guardian. Pacifiers with

attachments are not allowed. Parents/guardians should inform their child's classroom teacher when a pacifier should be given to your child.

### **CULTURAL DIVERSITY**

The Gundersen Child Care Center embraces inclusion and diversity in cooperation with the Wisconsin Model Early Learning Standards (WMELS) in the learning domains of physical and health, social emotions, language and communication, approaches to learning, and cognitive development. Teachers will implement cultural diversity into everyday routines throughout the classroom environment, activity centers, and lesson planning.

### **DAILY SCHEDULES AND LESSON PLANS**

Daily schedules and weekly lesson plans are posted in each classroom. Our developmentally appropriate curriculum spans all hours of operation. We strive to meet the individual needs of each child in our program. They are offered opportunities to rest and eat as needed.

A typical daily schedule may look as follows:

6:00-8:30	Drop Off/Free Play
8:30-9:00	Breakfast
9:00-9:50	Diaper Changing/Free Play/Offer Art Activities
9:50-10:30	Outdoors/Teacher Led Activities Offered
10:30-11:00	Large Motor/Music and Movement
11:00-11:30	Diaper Changing/Circle Time/Stories
11:30-12:00	Lunch
12:00-2:00	Naptime/Quiet Activities as children wake
2:00-2:30	Diaper Changing/Quiet Activities
2:30-3:00	Snack Time
3:00-3:30	Small Group Activities/Free Play
3:30-4:30	Outdoors/Teacher Led Activities Offered
4:00-4:30	Diaper Changing/Free Play
4:30-6:00	Pick Up/Free Play

**Note:** Schedule is subject to change based on the children's needs, interests, and weather.

### **ENVIRONMENT**

Classrooms are organized according to the best practices. Because of the validity and research-based approach of the Environment Rating Scales, Gundersen Child Care Center chooses to maintain a learning environment based on the *Infant Toddler Environment Rating Scale* (ITERS), *Early Childhood Environment Rating Scale* (ECERS), and *School Age Care Environment Rating Scale* (SACERS). These environment guidelines promote high elements of self-selection and independence in organized environments and centers that may include dramatic play, science/nature, sand/water play, blocks, fine motor, math/numbers, books, music/movement. You will

notice that as the children get older the classroom environment becomes more structured and centers become more defined.

### **CELEBRATIONS/HOLIDAYS**

The Gundersen Child Care Center recognizes that holidays are not universally celebrated. With respect for all families, holidays will not be celebrated traditionally within the center. Families are encouraged to share their traditions and celebrations with their classroom teachers to integrate cultural learning into lesson planning.

We ask that families who wish to celebrate birthdays do not bring any food related items to the center. Other ways to celebrate could be providing special activities such as; play dough, music, inexpensive party favors, paper hats, etc. Please do not bring balloons. Talk with your classroom teacher for more ideas.

### **ITEMS TO BRING ON YOUR FIRST DAY**

Items to bring on your first day are listed in Appendix D.

### **ITEMS THE CENTER PROVIDES**

Gundersen Child Care Center will provide the following items:

- Infant formula, cereal, and baby food
- Food (unless your child's diet requires a substitution; substitutions are provided by the parent or guardian)
- Sheets for cribs and mats
- Blankets
- Sunscreen

If you have specific preferences on the above-mentioned items and would like to bring in something different, please talk with your child's teacher or a member of the childcare center administration team.

### **PHOTOGRAPHS**

Classroom teachers take pictures of the children on a regular basis for documentation purposes or to record a special activity. These photographs may be of individual children or groups of children and may be displayed in the classroom, center hallways or the lobby.

The pictures may also be used in classroom and center newsletters. Families may take pictures for their own personal use at group functions sponsored by the center; however, please be mindful of posting pictures that may contain children other than your own on social media sites. From time to time photographers from other Gundersen Health System departments may come to the center to take photos. Families will be notified beforehand when this will be occurring and can inform their child's teacher if they do not want their child to participate and may be required to sign a

release form. Families will be notified in advance of specific requests for photographs other than those mentioned above and will be asked for permission for their child's participation. If you have any concerns about photographs of your child, please contact the supervisor or manager.

### **REFERRALS**

Classroom teachers and center administrators will encourage and support families who make the primary decision about additional services their child might need; they will share with you any observations they have made which may warrant screening, as early detection is the most critical factor in alleviating or eliminating future difficulties. In addition, professionals may sometimes observe in classrooms to detect general behavior concerns. Information on early intervention services available in the community can be obtained from your child's classroom teacher, the supervisor, or the manager. Please let us know if you have any concerns regarding your child's development.

### **RELIGIOUS ACTIVITIES**

We will acknowledge questions directly brought up by children regarding religion in a non-denominational manner.

### **REST PERIODS**

A child under five years of age who is in care for more than four hours will have a nap or rest period. A child who does not sleep after 30 minutes or awakens will be permitted to get up and have quiet time using equipment or activities which will not disrupt the other children who are napping. Children under age one will have a designated crib. The center will provide a fitted sheet. For children in classrooms without cribs, each child will be provided with a mat, a sheet, and a blanket. The mats will be covered when not in use. All center blankets and sheets will be cleaned by Gundersen Health System. All napping/resting items are cleaned weekly or more often if needed (soiled by bodily fluids, visibly dirty).

Each child will be allowed to form his/her own pattern of sleeping and waking. Staff members are not allowed to wake sleeping children.

### **SCHOOL DISTRICT OF LA CROSSE**

Gundersen Child Care Center has contracted with the School District of La Crosse to offer a Pre-K session from 8:45am to 11:15am, Monday through Friday, following the La Crosse School District Calendar. Children enrolled must be four years of age on or before September 1st. They must reside in the school district's boundaries and meet minimum hour requirements to be eligible to participate. We continue to place priority of children who are enrolled in our childcare program. If a child resides in another Wisconsin school district that provides four-year-old kindergarten, parents may apply for open enrollment before the April deadline of the preceding school year with their home school district. Please contact your home school district.

## CHAPTER 9: FAMILY PARTICIPATION

### **COMMUNICATION**

Communication is extremely important. Parents or guardians are encouraged to talk with their child's teacher daily. Information is communicated in the following ways; email, newsletters, flyers, notes, family information boards, phone, verbal, and classroom forms.

### **CONFERENCES**

The childcare center staff encourages ongoing communication between parents or guardians and staff. You will be scheduled for a formal parent and teacher conferences twice a year. Additional conferences regarding your child can be scheduled as needed.

### **FAMILY ACTIVITIES**

Family activities and events will be planned throughout the year, and all enrolled families are encouraged to participate. Information will be sent via email, posted in the classrooms, and posted throughout the center.

### **OPEN DOOR POLICY**

Parents or guardians are invited to visit classes at any time. Visits to class and special times for sharing talents or hobbies can be arranged by contacting your child's teacher. There are many times during the school year when parent or guardian help is requested. Please take every opportunity to share in these early experiences. A natural parent will not be denied visiting rights unless a copy of the custody agreement or court restraining order that relinquishes such rights is on file in the center. We will follow the restraining order unless otherwise notified.

### **INVOLVEMENT GROUP**

One of the ways in which parents may address issues is by voluntary participation in the Family Involvement Group (FIG). Families may address program issues such as:

1. Ensuring a quality program for the childcare center.
2. Special projects that will benefit the children of the center.
3. Achieving goals and objectives for the development of the center in cooperation with Gundersen Administration team and the Child Care Center staff.

### **RESOURCE LIBRARY**

A family resource library of parenting materials is located on a shelf right inside the entrance door. Please feel free to sign-out (clipboard) any of the materials at any time. In addition, parenting magazines and brochures are shared with families on a regular basis

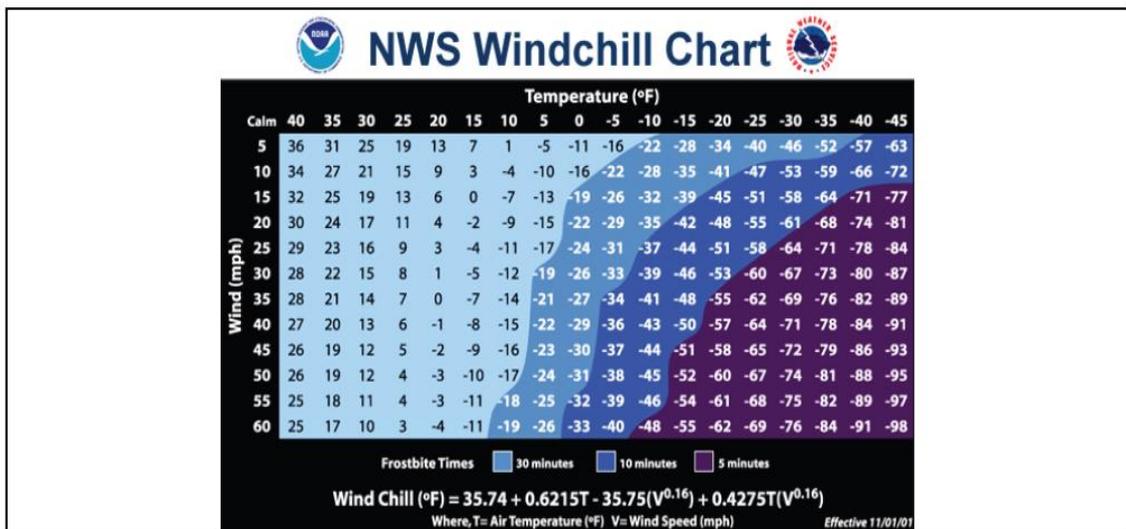
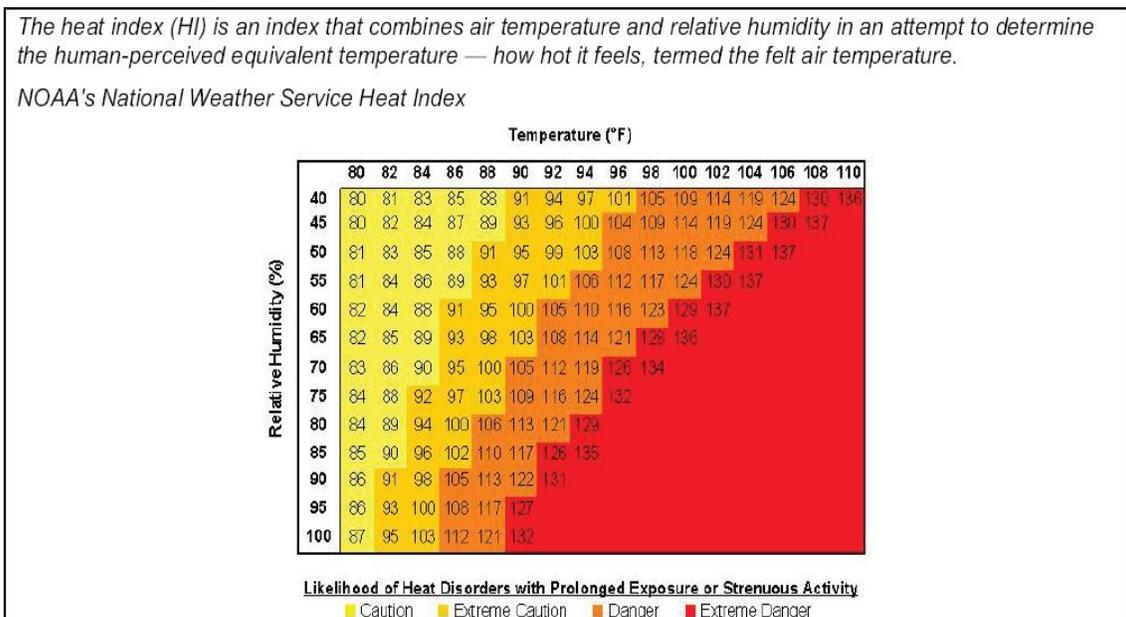
## APPENDIX A

***INCLEMENT WEATHER***

Definition: Stormy or severe weather such as any of the following:

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

*Additionally:* The inside temperature of the center may not be less than 67 degrees F or higher than 80 degrees F.



**APPENDIX B**

<b><i>COMMUNICABLE DISEASE</i></b>	
<b>Disease</b>	<b>Exclusion Criteria</b>
Clostridium difficile	Exclude until asymptomatic for 48 hours
Cold Sores	Exclude until fever-free, drooling controlled, and blisters resolved
Diarrhea (unknown cause)	Exclude until asymptomatic for 24 hours
Fever	Exclude until asymptomatic for 24 hours and child is able to participate
Fifth Disease	No exclusion unless unable to participate or fever; notify and post for vulnerable population
Gastroenteritis (bacterial)	Exclude until asymptomatic for 24 hours
Gastroenteritis (parasitic)	Exclude until asymptomatic for 24 hours; no swimming for 2 weeks
Hand-foot-mouth	No exclusion unless fever or unable to maintain hygienic conditions (e.g. drooling with sores, unable to avoid close contact with others, etc.)
Hepatitis A	Exclude for 14 days or 10 days after jaundice
Hib	Exclude for at least 24 hours after antibiotic treatment
Impetigo	Exclude until on antibiotic treatment for 24 hours and lesions are covered or crusted
Influenza	Exclude until fever resolved for 24 hours
Lice	Exclude until nit free
Measles	Exclude 4 days after rash onset
Meningococcal disease	Exclude for at least 24 hours after antibiotic treatment
Mono	None (unless unable to participate) No contact sports while spleen is enlarged
MRSA	Exclude if drainage cannot be contained
Mumps	Exclude for 5 days after onset of swelling
Norovirus	Exclude until asymptomatic for 48 hours
Pertussis	Exclude until 5 days antibiotic treatment
Pink Eye	None unless fever or unable to maintain hygienic conditions
Pinworm infection	No exclusion unless uncontrollable diarrhea
Pneumococcal disease	Exclude for at least 24 hours after antibiotic treatment
Ringworm	Exclude until treatment initiated or lesions are covered
Roseola	Exclude until fever is resolved
Rotavirus	Exclude until asymptomatic for 48 hours
RSV	Exclude until fever resolved for 24 hours
Rubella	Exclude until 7 days after rash onset
Scabies	Exclude until all treatment is complete
Shingles	Exclude if rash cannot be covered until blisters crust over

Strep Throat/Scarlet Fever	Exclude until 24 hours post antibiotic treatment and fever resolved
Varicella	Exclude until lesions have dried and crusted
Viral meningitis	Exclude until fever resolved for 24 hours
Vomiting	Exclude until asymptomatic for 24 hours

**Note:** Your child may return after he or she has been asymptomatic for 24 hours or until he or she has been on antibiotics for 24 hours. Depending on the illness, a certificate of health signed by a health care professional may be required. Such a certificate should address the child’s ability to infect other children as well as his or her capacity to tolerate the day’s activities.

### APPENDIX C

#### **FEE SCHEDULE**

#### **Tuition and Fees**

- Weekly: Guaranteed care, Monday through Friday

	<b>Infant and Toddler Rooms 1:4*</b>	<b>Two-Year Old Rooms 1:6* or 1:8*</b>	<b>Preschool Rooms 1:10*</b>
<b>Weekly Rates =</b> 5 days/week 5-10 hours/day	\$214.00/week	\$214.00/week	\$183.00/week

\*Classroom tuition is based on staff to child ratio. Size of the classroom is a factor in determining group size.

Holding Fee:

- Equal to half the cost of the contracted weekly rate
- Limited to 5 holds per child per calendar year (Jan-Dec) – no carry over – use at your discretion

Overtime Fee: Unless prior authorization is received to extend the scheduled time (early or late), an additional charge of \$5.00 will be made for every quarter hour or portion thereof beyond the scheduled time

Late Payment Fee: \$10.00 charge for payments made after the due date

## APPENDIX D

### ***ITEMS TO BRING ON YOUR FIRST DAY***

#### **Infants**

- Two pacifiers
- Sleep sack (we cannot swaddle children at the center)
- Bottles
- Formula (if not using center provided formula) or breast milk (no frozen breast milk please)
- Diapers (please bring extra – we have places to store them)
- Wipes (please bring extra – we have places to store them)
- Diaper cream (if needed; authorization form needed)
- Full set of seasonally appropriate extra clothes in the appropriate size (shirt, pants, socks)
- Family picture
- Seasonally appropriate outdoor clothing
- Shoes (when child becomes mobile)
- Sunscreen (if over 6 months and not using center provided sunscreen; authorization form needed)
- Bug spray (authorization form needed)
- Food (if not using center provided)

#### **Toddlers**

- Two pacifiers
- Blanket and/or stuffed animal for nap/rest time
- Diapers (please bring extra – we have places to store them)
- Wipes (please bring extra – we have places to store them)
- Diaper cream (if needed; authorization form needed)
- Full set of seasonally appropriate extra clothes in the appropriate size (shirt, pants, socks, underwear)
- Shoes
- Family picture
- Seasonally appropriate outdoor clothing
- Sunscreen (if not using center provided sunscreen; authorization form needed)
- Bug spray (authorization form needed)

#### **Two's**

- Full set of seasonally appropriate extra clothes in the appropriate size (shirt, pants, socks, underwear, shoes)
- Family picture
- Blanket and/or stuffed animal for nap/rest time
- Seasonally appropriate outdoor clothing
- Sunscreen (if not using the center provided sunscreen; authorization form needed)
- Bug spray (authorization form needed)
- Pull-ups that reseal

## Gundersen Child Care Center Family Handbook

- We are requesting to no pacifiers be brought into the room

### **Preschool**

- Full set of seasonally appropriate extra clothes in the appropriate size (shirt, pants, socks, underwear)
- Family picture
- Blanket and/or stuffed animal for nap/rest time
- Seasonally appropriate outdoor clothing
- Sunscreen (if not using the center provided sunscreen; authorization form needed)
- Bug spray (authorization form needed)
- Diaper/wet wipes for bottom

### **Pre-K**

- Full set of seasonally appropriate extra clothes in the appropriate size (shirt, pants, socks, underwear)
- Family picture
- Blanket and/or stuffed animal for nap/rest time
- Seasonally appropriate outdoor clothing
- Sunscreen (if not using the center provided sunscreen; authorization form needed)
- Bug spray (authorization form needed)