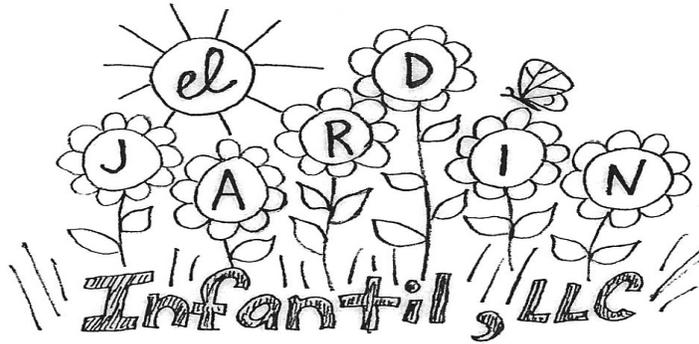


El Jardín Infantil

3565 Tulane Ave.
Madison, WI 53714
608-219-4724

POLICY EFFECTIVE DATE: 08/01/2018

El Jardín Infantil has developed a philosophy of early childhood education that is play-based, differentiates for all types of learners, gives children agency in their learning, and encourages and values parent participation.



Our Mission is to provide high-quality early childhood education in a Spanish and English bilingual program. Our mission is to nurture the whole child by planning age-appropriate activities for the following areas of development: socio-emotional, health and physical, approaches to learning and cognition.

Our administrative structure is as follows: Limited Liability Corporation (LLC)

LLC Members: Marie Everett & Michelle Smith
ADMINISTRATOR: Marie Everett
PROGRAM DIRECTOR: Michelle Smith
TEACHERS: Michelle Smith & Marie Everett

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ADMISSION POLICY

El Jardín Infantil is licensed by the State of Wisconsin, Department of Children and Families. It is owned and operated by Marie Everett & Michelle Smith, as an LLC. An onsite Director will manage the day-to-day operations. We are inspected regularly to insure that we meet licensing standards.

El Jardín Infantil is licensed to care for no more than 24 children at any one time. El Jardín Infantil will provide care for children ages 2 ½ through 6 years.

Child care services will be provided between the hours of 7:00 A.M. and 4:30 P.M. ,Monday through Friday, September through , following the MMSD school year calendar.

LIMITATIONS – Children must be potty-trained prior to their first day of care.

No service will be provided on Memorial Day, Labor Day, Martin Luther King Day, and Madison Metropolitan School District Thanksgiving, winter, and spring breaks.

We will post the following items for parents' review at the front entrance on the parent information board: License certificate, results of the most recent licensing inspection, including any rule violations cited by the department and any notice of enforcement action including, license revocation or denial and any stipulations, conditions, exceptions, or exemptions that affect the license issued by the Department as soon as it is received. These items will remain posted until the violation(s) has been verified as corrected and the action is closed.

We will post the following items for parents' review on the parent bulletin board: center policies, parental notices and any other parent information.

El Jardín Infantil is covered by liability insurance which provides coverage that meets or exceeds the amounts specified by licensing rules or law as applicable.

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 at all times. Comparison of the attendance record to the actual children in care will occur at each transition and frequently throughout the day.

Children may be enrolled on a full-time or part-time basis. El Jardín Infantil will not accept children for drop-in care.

To protect each family's confidentiality, El Jardín Infantil will not share information about a child or a child's family with anyone who is not authorized to receive this information.

As a child care center, all staff is required to report any suspected abuse or neglect to the county's Child Protective Services (CPS) office or law enforcement. 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.

Parents interested in enrolling their children at El Jardín Infantil must meet with the Director to discuss their child's specific needs and to review program policies. The Director will schedule a visit for the parent(s) and child to visit the preschool prior to enrollment. The following items must be completed and returned to the center by the first day of attendance.

- Form: "Child Care Enrollment"
- Form: "Health History and Emergency Care Plan"
- Form : Authorization to Administer Medication

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

Due, completed, within 30 days after child starts attending:

- Form DPH-4192, "Day Care Immunization Record" or an electronic record of your child's immunizations

Due, signed by medical professional, within 90 days after child begins attending:

- Form DCF-60, "Child Health Report"

Parents are welcome to visit the child care 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.

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, we need to be notified in writing or by a telephone call in advance. The person picking up the child may need to show a driver's license or other picture ID.

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

El Jardín Infantil fish and one crayfish on the premises. Pets will be allowed in areas accessible to children during the hours of operation. The children will be closely supervised when the animals are accessible to ensure that both the children and the animals are protected from harm, and El Jardín Infantil has liability insurance that includes coverage for pets. All pets for which there is an effective vaccine against rabies have been vaccinated. Prior to adding new pets to the center, staff will notify parents in writing.

If your child has pet allergies, please inform the center staff verbally and also be sure to write them down on the Health History and Emergency Care Plan under the non-food allergies section.

Accesses 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.

We will never refuse to enroll a child on the basis of race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation.

Parents must meet with the Director to discuss their child's specific needs and to review program policies. The director will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.

Smoking is not permitted anywhere on the premises of the center, indoors or outside.

CONCEALED WEAPONS IN GROUP CHILD CARE SETTINGS

El Jardín Infantil in accordance with licensing rules per Wisconsin Department of Children and Families, DCF 251.06 (2 (c) addresses the presence of firearms and ammunition in a licensed group child care center as follows: Firearms, ammunition and other potentially dangerous items may not be kept on the premises of a center.

Premises - means the tract of land on which the center is located, including all buildings and structures on that land. El Jardín Infantil does not allow concealed weapons to be carried on persons (any person or employee entering the building), or on the premises of El Jardín Infantil. 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. Anyone having questions regarding this policy should contact the Department of Children and Families at http://dcf.wisconsin.gov/memos/BRL/2011/2011_06.pdf.

DISCHARGE OF ENROLLED CHILDREN

Child's progress communication between center and parents:

It is important that 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 us a convenient time to talk on the phone. To foster communication on a regular basis, El Jardín Infantil provides online updates, parent bulletin board information, and daily conversations.

Circumstances and procedures for termination of enrollment

Child related:

El Jardín Infantil will regularly advise parents on their child's progress through daily communication and conferences scheduled at parent request. When children have problems adjusting to the center's daily schedule and classroom rules, parents will be contacted for a face to face conference. 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.

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 conference. At this meeting, the teacher will state her concerns and review and clarify agency policy with the parents. Input from parents will be encouraged so that common understanding can be reached. If after 2 weeks the same problems are still present, parents will be advised in writing that their child's enrollment will be terminated. Parents will be given a minimum 2 weeks' notice regarding the termination of their child's enrollment. The parent will be responsible for child care fees for the final 2 weeks even if the child does not attend.

Time Frame & Verbal vs. written notice:

Parents must give a 2 week written notice of their intent to withdraw the child/children and will be required to pay for those 2 weeks whether or not children attend.

Should the center decide to terminate a child's enrollment, the parents will be notified in a face to face meeting. In this meeting, parents will be told verbally as well as in writing of their child's termination. Parents will be given a minimum 2 weeks' notice regarding the termination of their child's enrollment. The parent will be responsible for child care fees for the final 2 weeks even if the child does not attend.

Parent initiated mutual decision, center initiated, and involuntary discharge:

A child may be discharged from the center for many reasons. Often **parents initiate** the termination. Occasionally, after an action plan has been tried without good result, the center and the parents come to a **mutual decision** to end the child's enrollment. In some circumstances the termination may be **center initiated**.

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

- 1.Failure to pay fees on time. (Grounds for immediate termination, without advance notice.)
- 2.Lack of parental cooperation.
- 3.Inability of child care 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.

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

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 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 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 director for a thorough review. It is our policy to never refuse to enroll a child on the basis of 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.

Reasons: e.g. fee payment, policy compliance

El Jardín Infantil will give 2 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), except when due to parent's failure to keep current with fees owed. Parents are expected to comply with all the policies and procedures of the daycare center; failure to comply could result in the termination of your child's enrollment.

FEE PAYMENT AND REFUNDS

- If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.
- **Refunds** WILL NOT be given for days when children do not attend for illness or other reasons.
- The Director will establish a regular rate based on each child's days of enrollment.
- Rates are not higher for children based on age.
- There will be no reductions for additional children from one family. **We do not offer a sliding scale fee, discounts or referral bonuses at this time.**
- El Jardín Infantil DOES charge a registration fee. A registration fee of \$25 must be paid prior to enrollment.
- There WILL be an extra fee assessed for late payment or late pick up of a child. The late fee is \$20 per every 15 minutes late and is due upon pick-up.
- You will be charged an additional fee of \$20.00 if your check does not clear the bank.

Fee determination methods El Jardín Infantil will charge a fee based on your child's days of enrollment. These fees are outlined in the rate sheet. A contract will be drafted and signed by parents with an agreement on the rate per week for your child's care. Additional fees will be assessed for additional hours beyond those outlined in the parent contract. 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 2 weeks in advance.

Fee calculating methods

For current fees, see the attached Rate Sheet.

CHILD EDUCATION POLICY

There **is not** a religious component to our program. We **do not** offer mealtime prayers, songs, stories or displays of the religious aspects nor do we celebrate religious holidays.

Groups of children may be combined at the beginning and at the end of any given day. Being that El Jardín Infantil is open in the early morning and late afternoon we have a written plan for activities which meet 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 eat 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.

The Wisconsin Model Early Learning Standards are voluntary standards that were designed to help centers develop programs and curriculum to help ensure that children are exposed to activities and opportunities that will prepare them for success in school and into the future. The Standards are primarily intended as guidance on developmentally appropriate expectations and are not intended to be used as a checklist to gauge a child's progress. The Standards are based on scientific research. Copies of the Wisconsin Model Early Learning Standards are available on the Wisconsin Early Childhood Collaborating Partners website at <http://www.collaboratingpartners.com> or through the Child Care Information Center at 1-800-362-7353.

A schedule of daily activities is posted in each classroom. A program of activities is planned a week in advance. Staff uses a variety of resources in their planning. We will also use the services of the Wisconsin Child Care Information Center (800-362-7353) and access their resources to plan activities. The activities focus on age-appropriate activities based on

Wisconsin Model Early Learning Standards. Lesson plans and areas of study are available for parents to review on parent bulletin board.

Children will go outdoors twice daily when weather permits, so dress your child appropriately for the weather. Make sure they wear sturdy shoes that will let them be very active. Outdoor activities will include discovering nature and gardening, activities designed for gross-motor development, and unstructured play time. There will be teacher-guided activities as well as opportunities for free-choice play. Our outdoor time will be spent discovering catch, kicking soccer balls, t-ball, and other ball activities. Children will participate in cooperative games such as relay races and learn games like tag. Children will have opportunities to climb, crawl, jump, hop, skip, and run. When weather does not permit outdoor play, we will have gross-motor activities in the classroom, such as an indoor obstacle course, crab crawls around the room, or other movement activities.

There is an outdoor play space on the premises of the center. 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.

We do not have a swimming pool on the premises nor will we participate in swimming activities.

El Jardín Infantil 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.

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. Daily activities will include math, science, large and small muscle movement, art and literacy.

At El Jardín Infantil, we promote healthy habits from the earliest years by making physical activity and nutrition a part of daily routines. Children two and older are provided with 120 minutes of physical activity for every 8 hours in care, with 60 minutes being led by a teacher. Our staff regularly encourages children to be active and join others in active play both indoors and outdoors. Our opportunities for physical activity are based in play and are developmentally appropriate. Activities are fun and engaging and draw upon a variety of gross motor skills. Children choose when to participate and when to rest. Preschool age children are rarely seated for more than 30 minutes.

El Jardín Infantil is purposeful in its occasional use of screen time. On the occasion that screen time is available to children it is aligned with the content of our curriculum. At times, we will watch a video version of a book that we read. Occasionally, we will show an image or a clip in order to facilitate understanding of a concept or new vocabulary word. For example, we may show a clip of a viola playing as we learn about new instruments. Screen time is not a passive activity, but rather part of instruction.

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

It is important that we communicate daily concerning the needs and interests of each child. The center is required to offer 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 with us a convenient time to talk on the phone. To foster communication on a regular basis, El Jardín Infantil provides scheduled conferences, online posts, 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.

With parental consent and consultation, we try our best to coordinate programming activities with the local school district, Birth to Three agency and/or any other agency for those families who have children who may have an Individualized Family Service Plan (IFSP) or an Individualized Education Plan (IEP)

We occasionally take field trips, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises.

El Jardín Infantil has a written program of activities which are suitable for the developmental level of each child and each group of children. The Creative Curriculum 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.

El Jardín Infantil has a strict policy of allowing no weapon play at our center. Children are not permitted to play with weapons of any type nor to pretend that other items are weapons including their fingers, hands, or blocks. Redirections will be used when a child is engaging in weapon or violent play. If a child brings a toy weapon, the weapon will be placed out-of-sight and sent home the same day with a note explaining the policy about weapons. El Jardín Infantil asks that no toys at all be sent from home as the center provides ample safe and appropriate toy choices.

Rest or nap time will be provided for all children younger than five years of age who are in care for more than four consecutive hours. El Jardín Infantil will launder the bedding after every five uses, or sooner if necessary. Children who are awake after 30 minutes of resting will be allowed opportunity for quiet play.

CHILD GUIDANCE POLICY

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 be for the purpose of helping 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.

When a child is upset, 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 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.

"Take-A-Break" is a guidance technique that can be effective when dealing with unacceptable behaviors of young children. A "take a break" may be used when other techniques have not been successful. A take a break will be used to remove a child from a situation that has gotten out of control before a child can hurt himself or others. Take-a-breaks will never exceed five minutes and will not be used with children under three years of age. When used, the take a break will immediately follow the behavior. I will stay with the child and talk about what behavior was unacceptable, and what else s/he might have done or said instead. Rather than use a specific take a break chair or corner, I will have the child "take a break" near the others so the emphasis is on relax / cool down rather than isolation and punishment. The child will be praised after completing the take a break and will be helped to rejoin the group.

"Take-A-Break" 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. Take-A-Break should be used only by well-trained teachers and caregivers 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. After the break the child will receive positive support from a teacher 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.

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, discomfoting, 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.

CONTINGENCY PLANS

Fire and Tornado evacuation plans will be practiced monthly. The 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 would require 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 the corner of the lot. The director or person in charge will check classrooms, bathrooms and staff areas to make sure all persons are evacuated. The 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 Pinney Library, 204 Cottage Grove Rd., Madison WI 53714 until parents or other authorized adult can be reached and come for them.

In the event of a tornado warning, the children will be taken to the interior rooms of the basement by all available staff members. Blankets, a portable radio and flashlight, with extra batteries for both, are kept in the tornado shelter area at all times. The attendance form and emergency contact information will be brought along by the staff member designated to be "in charge". The 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 lost child, staff will check all areas of the center. If the child cannot be found, the child's parents and / or emergency contact and the police will be notified immediately. If a staff member is alone on the premise they will contact the ten minute emergency person.

In the event of severe weather children will be kept in doors and if necessary tornado evacuation plan will be initiated.

In the event that local schools close early due to severe weather, the center **will** close. Parents will be contacted to pick up their children within the hour. On days where Madison Metropolitan Schools are closed for weather related reasons our center will be closed as well. Please check for school closings by 6:30 am.

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 age 2 and above

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. 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 or experience flooding before the center opens; parents will be notified as early as possible 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 the center should lose the use of heat, water or electricity while children are in attendance, the director will first contact the landlord, try to restore utilities within a reasonable amount of time, then, if needed, the director will call the parents of all children to let them know the center will be closing and advise them to pick their child/children up within one hour.

If there is a medical emergency with a child or adult, staff will perform first aid, initiating check, call, and care procedure. Children who are present will be taken from the area calmly by available staff for supervision and safety.

Child's absence without notification procedures are as follows. 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 in advance 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 we will attempt to contact the facility from which they were transported from to determine their whereabouts. All attempted contacts will be documented.

Attendance will be kept in each classroom daily arrival/departure times recorded via accurate documentation for each group of children. During early AM arrival and late PM pick-up, teachers will be kept aware of children they're responsible for, as rooms are condensed and staff leaves the center. Teachers will know the names of each child and their whereabouts at all times. El Jardín Infantil 's procedure to ensure that the number, names, and whereabouts of children in care are known to the provider at all times is to have parents sign children in at drop-off, sign children out at pick-up, the teachers will do head counts of children on a regular basis throughout the day, and carry along any time outside of the classroom a list of which children are in attendance that day.

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*.

All emergency phone numbers will be posted in each room occupied by children as well as in the centers office, staff and kitchen areas in the center. The address and phone number of the facility will appear on the phone list.

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.

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

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.

HEALTH CARE POLICY

Child Illness

We are not authorized to care for mildly ill children. Children who are ill are not to be brought to the center. Examples of children who are ill:

- A temperature of 101 degrees F. or higher.
- Vomiting- until vomiting resolves or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration.
- Diarrhea has occurred more than once in the past 24 hours- until it stops or the continued diarrhea is deemed not infectious by a licensed health care professional
- A contagious disease such as chicken pox, strep throat or pink eye
- An unidentified rash
- Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness

- Has a constant, thick colored nasal discharge
- Has head lice or nits. Child may not return to care until lice/nits have been treated and removed.
- Pink eye- until after treatment has been initiated

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

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

Medication log procedure are 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 director will review the medical log book every six months and document this procedure. Parents will have access to entries regarding their child.

Medications

El Jardín Infantil 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 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:

Sun screen, 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. We provide sunscreen.

The center will maintain confidentiality of child and family in regard to health care needs. Information will only be shared with those staff that provides care to the child.

Cleanliness will be maintained at all times. Tables will be washed before and after meals and snacks. Floors and bathrooms will be cleaned and disinfected daily.

Toys: . 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 on a rotating basis.

We will practice **universal precautions** when handling all blood injuries and bodily fluids. 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. Hand washing procedures will be posted at all of the sinks.

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.

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 **UnityPoint Health – Meriter**, 202 S. Park Street, Madison, WI 53715, (608) 417-6000.

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 is 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 log book 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 and the child will be taken to the nearest hospital.

Special Health Care Needs

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 that child, but 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 log book 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.

All children will need to have a **Health Report** on file. The examination for a child age 2 and older must be dated no more than 12 months prior or 90 days after first day of attendance. 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.

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 will be applied for comfort. The incident will be documented in the medical log book and parent informed upon pick up.

CARE OF MILDLY ILL CHILDREN

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

NUTRITION POLICY

Food service personnel orientation and training:

The cook and any kitchen staff shall receive the annual mandatory training of at least 4 hours in kitchen sanitation, food handling and nutrition.

Meal time routines: We will provide morning snack, lunch, and afternoon snack. Children will eat family style and will be allowed to serve themselves. As caregivers we make sure the food we provide is healthy. We understand that it is a child's role to decide whether and how much to eat, we encourage children to try different foods, but the choice ultimately is the child's.

Child guidance and food:

Children will not be forced to eat; they will be encouraged to try new foods as appropriate. Meals will not be withheld as a form of punishment. To support development, we provide child-sized dishes and utensils. Children who attend during the early morning or late afternoon hours will be offered a snack to ensure that they never go without food for more than 3 hours.

Meal time socialization:

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

Menu requirements, preparation and changes, age appropriate menu, USDA guidelines

All food is prepared ON the premises. We follow USDA food program guidelines when preparing and planning our menus. Serving sizes will match age appropriate amounts as outlined in the USDA guidelines. Any changes or substitutions in the menu will be posted with the original menu.

See below our snack and meal schedule:

Morning Snack 9:00

Lunch 12:00

P.M. Snack 3:00

Specialty menus (vegetarian, kosher) Accommodations can, in most instances, be made when **specialty menus such as vegetarian, and kosher** are requested by the parent. We will work with parents to create a plan for parents to provide meals in accordance with our nutrition policy, but only when it is for a specific dietary need.

Food allergies:

If your child has food allergies parents must notify the center in writing. Food allergies will be discretely posted in the classroom and the kitchen.

Special diets:

If your child has special dietary needs parents must notify the center in writing. Special dietary needs will be discretely posted in the classroom and the kitchen.

Menu posting:

Weekly records of meals and snacks are available for parents to review. If a menu must be changed for any reason, the food substituted will be noted on the posted menu.

Kitchen cleanliness, dishwashing:

Eating surfaces will be sanitized before meals and snacks and everyone will wash their hands before and after eating. Dishes will be washed and sanitized in accordance with licensing regulations.

Food storage:

Food will be stored up off of the floor and once opened, in airtight containers.

Special treats, holidays

Birthday and holiday and treats are NOT allowed. We encourage nutritious alternatives for special treats, as well as replacing food-based treats with creative activities.

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

- El Jardín Infantil does have a kitchen with a stove refrigerator and microwave. The kitchen has been inspected and meets all building code requirements.
- Refrigerator (40 degrees or colder) and freezer temperatures (0 degrees or colder) will be properly maintained. Proper hand washing procedures will be followed to prevent the spread of disease.
- Hand washing procedures will be posted at all of the sinks.
- All cleaning products will be kept in a separate locked cabinet apart from all food and food items.

TRANSPORTATION POLICY

El Jardín Infantil DOES NOT provide transportation for field trips and/or to and from school and/or to and from home.

El Jardín Infantil DOES NOT contract for transportation services. .

El Jardín Infantil DOES NOT transport children in staff vehicles.

El Jardín Infantil will take walking field trips within the neighborhoods around the center.

RATE SHEET rates effective 08/01/2018

Monday through Thursday:	\$226
Only Monday and Wednesday:	\$132
Only Tuesday and Thursday:	\$132

Fee for late pick up of child

\$20 per 15 minute interval (or any fraction thereof) per child.

Fees are to be paid in advance on Thursday for the following week's services. If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

Fee for late payment. If a payment is late, a mandatory daily fee of \$25.00 will be charged for each day payment is not made.

Fee for non-sufficient funds (NSF) or overdrafts. You will be charged an additional fee of \$20.00 if your check does not clear the bank.

The financial terms will be finalized upon signing of the parent-provider contract.

If parent or legal guardian is under age 18, a cosigner must sign the contract to act as guarantor to the contract, and agree to be bound by all financial terms.

Families will receive a minimum of two weeks notice when a rate increase is planned.

SCHEDULE OF DAILY ACTIVITIES – August 1, 2018

7:00	Morning Activity
7:30	Literacy Time
8:00	Soft Start Activity
8:30	Morning Group Time
9:00	Washing Hands & Morning Snack
9:30	Free Choice Play Time
10:30	Small Group Activity Time
11:00	Outdoor Activity Time
11:30	Group Reading Time
12:00	Lunch
12:30	Individual Reading Time
12:40	Quiet/Rest Time
1:10	Quiet Activity Time or Rest Time
3:00	Afternoon Snack
3:30	Whole Group Activity
4:00	Clean-up Time and prepare for pick-up

List of Sample Activities

Arts and crafts	Outdoor time	Literacy skills
Breakfast	Reading time	Lunch
Clean-Up	Restroom Break/Wash hands	Music time
Creative expression	Science Activities	Nap or rest time
Dramatic play	Small muscle skills	
Field trip	Snack time	
Free play	Social-Emotional Learning	
Language development	Story time	
Large muscle skill	Self-help skills	

1ITEMS TO BE PROVIDED – August 1, 2018

<u>Parent Provided</u>	<u>Center Provided</u>	<u>Items</u>
✓		Labeled sheet or large towel
✓		Bottle for water
✓		Full change of clothing including underwear and socks
	✓	Sunscreen
	✓	Insect repellent
✓		Clothing suitable for outdoor play for each season
	✓	Blanket