

Little Light Of Mine
Daycare and Learning Center

littleligtofminellc.com

4175 S 112th St

Greenfield, WI 53228

414-243-6208/414-430-7090

littlelightofmine@yahoo.com

POLICY EFFECTIVE DATE: 09/1/2018

Our mission is to provide a safe and nurturing environment that stimulates your child's creativity, builds their individualism and strengthens their confidence.

We offer a variety of activities and a curriculum that is developmentally, socially and emotionally appropriate. We foster a love of learning, all while maintaining our Christian principles.



Our administrative structure is as follows:

OWNER: Ann Bieringer

ADMINISTRATOR/DIRECTOR: Arlene Pruss

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ADMISSION POLICY

Little Light Of Mine LLC is licensed by the State of Wisconsin, Department of Children and Families. It is owned and operated by Ann Bieringer as a Limited Liability Corporation. An on site Director will manage the day-to-day operations. We are inspected regularly to insure that we meet licensing standards.

Little Light Of Mine LLC is licensed to care for no more than 39 children at any one time. Little Light Of Mine LLC will provide care for children ages 3 weeks through 6 years.

Child care services will be provided between the hours of 6:00 A.M. and 6:00 P.M. , Monday through Friday, January through December

No service will be provided on New Year's Day, Memorial Day, Easter, July 4th, July 5th, Labor Day, Thanksgiving, The Day After Thanksgiving, Christmas break (December 24th-December 26th). All regular fees will be charged for these holidays. If a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed the Monday following. All regular fees will be charged for the pre-arranged days off, listed above.

We will have available for the parents' review: 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: center policies, parental notices and any other parent information.

Little Light Of Mine LLC 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 basis (25-50 hours per week), or a part-time basis (under 25 hours per week) Little Light Of Mine LLC will accept children for drop-in care if prior enrollment arrangements have been made, enrollment forms are on file, and space is available.

To protect each family's confidentiality, Little Light Of Mine LLC 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 at 414-220-SAFE or law enforcement at 414-761-5300. 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 Little Light Of Mine LLC are encouraged to visit Little Light Of Mine LLC with child before the first day of service to promote a smooth transition and so the child may become familiar with his/her new surroundings. Parents or Guardians must also meet with the Director or Administrator to discuss their child's specific needs and to review program policies. The following items must be completed and returned to the center by the first day of attendance.

- Form DCF-62, "Child Care Enrollment"
- Form DCF-44, "Health History and Emergency Care Plan"
- Form DCF-104, "Alternate Arrival/Release Agreement" (if applicable)
- Form DCF-56, "Child Care Center Transportation Permission" (if applicable)
- Form DCF-61, "Child Care Intake for Child Under 2 Years" (if applicable)

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 parents wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity by completing DCF-104, "Alternate Arrival/Release Agreement." School-age children who leave the center unescorted must be traveling to home, school or another activity where adult supervision is present.

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.

Little Light Of Mine LLC does not have pets on the premises. Prior to adding pets to the center, staff will notify parents in writing.

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.

Should parents or guardians want to disenroll in Little Light Of Mine LLC and enroll their child at another Daycare Center or Childcare Provider, Little Light Of Mine LLC will provide the children's enrollment paperwork to the parent or guardian in order for a smooth transition to the new daycare provider.

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 me to discuss their child's specific needs and to review program policies. I 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

Little Light Of Mine LLC 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. Little Light Of Mine LLC does not allow concealed weapons to be carried on persons (any person or employee entering the building), or on the premises of Little Light Of Mine LLC. 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, Little Light Of Mine LLC provides written newsletters/parent bulletin board and daily conversations.

Circumstances and procedures for termination of enrollment

Child related:

Little Light Of Mine LLC will regularly advise parents on their child's progress through daily sheets, verbal notification and/or scheduled conferences. When children have problems adjusting to the center's daily schedule and classroom rules, parents will be notified through any or all of the following avenues: Daily sheets, verbal, or written notification, video documentation, and/or scheduled conferences. The Teacher, Administrator, or Owner will state her concerns and discuss observations made of the child's behavior, and the parent/s and Little Light Of Mine Staff will work together to develop a plan to improve the situation. If after two weeks the behaviors have not improved, the parents and Little Light Of Mine Staff will either revise the action plan or decide 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, unless violent behavior is involved. If violent behavior is involved, the center may terminate care immediately for the safety of all involved. 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 results, 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**. In either case a written two weeks notice is required and parents will pay the full two weeks even if the child does not attend.

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, inability to follow teacher's directions are all examples of reasons why a child could be discharged due to behavior. Any violent or threatening behavior towards Teachers or students is grounds for suspension. Three or more cases of violent or threatening behavior will result in immediate termination. Violent or threatening behavior would include but is not limited to hitting, pushing, pinching, throwing things at Teachers or students, purposely knocking things over that could be harm Teachers or students, or verbally threatening Teachers or students. Other disturbing behavior such as inappropriate touching, continuous bad language, and or repetitive refusal to listen to classroom rules can result in suspension or immediate discharge.

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 details of behavior will be shared/discussed with parent/s. Input from parent/s on behavior management is vital. If after two weeks the behaviors have not improved, Little Light Of Mine staff will discuss whether or not to 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 will be decided by Ann Bieringer, and 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 Administrator.

Reasons: e.g. fee payment, policy compliance

Little Light Of Mine LLC 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 day care 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. Parents are given 10 "sick days/vacation" that they can use at their discretion (doctor visits, vacation etc....) they will be charged HALF the usual rate for those days, if the center is not given 2 weeks notice. If the center is given 2 weeks notice they can use the 10 "sick days/vacation" at no charge. After all 10 "sick days/vacation" are used FULL rate will be charged. "Sick days/vacation" renew on the anniversary of child's enrollment.
- The Director will establish a regular rate based on each child's hours of enrollment.
- There will be a 10% discount given to families enrolled full time at Little Light Of Mine LLC with 2 or more children.
- Little Light Of Mine LLC does charge a registration fee. A registration fee of \$100 must be paid prior to enrollment.
- There will be an extra fee assessed for late payment (\$5/day) or late pick up of a child (\$5/every 10min). Late pick up of a child is defined as any time later than the contracted pick up time. If a child is picked up after contracted pick up time a late fee of \$5/every 10min will be charged. (Please see FEES FORM)
You will be charged an additional fee of \$25 NSF FEE CHARGED if your check does not clear the bank.

Fee determination methods (attendance, parent sign in) Little Light Of Mine LLC will charge a fee based on your child's hours 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/day for your child's care. Additional fees will be assessed for additional hours beyond those outlined in the parent contract. **Parents should review attendance sheets each week and sign them** verifying hours of attendance. There will be **additional fees for field trips and enrichment activities** from time to time. Parents will be advised of any additional fees in writing two weeks in advance.

Full / part time attendance definitions

Fee calculating methods (weekly/daily sessions)

A full-time rate is offered for children who will be in care for 25 or more hours per week.

A part-time rate is offered for children who will be in care for less than 25 hours per week.

A daily rate is offered for children who attend 2 or less days a week.

CHILD EDUCATION POLICY

There is a religious component to our program. We do offer mealtime prayers, songs, stories or displays of the religious aspects, we do celebrate religious holidays. We will recognize or celebrate the following religious and national holidays: New Year's Eve/Day, Martin Luther King Jr. Day, President's Day, Valentine's Day, Easter, Mother's Day, Memorial Day, Father's Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

Groups of children may be combined at the beginning and at the end of any given day. Being that Little Light Of Mine LLC 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. Children transitioning from one room to another will choose a couple favorite toys from previous classroom to make transition easier, they will also spend visiting the class the weeks leading up to transition.

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.

Your child will be assessed and outcomes will be reviewed twice a year. This will be discussed during parent teacher conferences.

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 a weekly theme based on the interests of the children and lesson plans are available for parents to review.

Children, including infants, toddlers and school age 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. We will be climbing, running, swinging, and participating in group led activities. All activities will be supervised by a classroom teacher. When weather does not permit outdoor play, Little Light Of Mine LLC will provide other indoor activities that will get children moving and developing both large and small motor skills.

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. The center may be using an off-premises pool, wading pool, water attraction or beach for the children. If we decide to utilize any of these off-premises, water-oriented facilities, staff will follow all safety and supervision requirements as specified by licensing rules.

Little Light Of Mine LLC 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.

Children under two years of age will have a flexible schedule, which reflects the child's individual needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. We will provide safe, open spaces for children whom are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects. A written report will be maintained documenting what each child ate, when they slept and when they wet or soiled a diaper. We will use this report to share information with parents about the child's activities and disposition for that specific day.

Preschool and school 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 Little Light Of Mine LLC, we promote healthy habits from the earliest years by making physical activity and nutrition a part of daily routines. Infants are provided opportunities for tummy time three times each day while they are awake. Use of equipment that restricts movements, such as swings and bouncy chairs is limited and is used for no more than 15 minutes at a time. Mobile children under the age of 2 are provided with at least 90 minutes of physical activity for every 8 hours in care, with 30 minutes being led by a teacher. 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.

As part of nutrition program we would like to focus on as much Organic or All Natural foods as possible while still maintaining cost, and serving food kids like. We will serve Organic 1% or Organic Whole milk to children at Little Light Of Mine LLC.

Little Light Of Mine LLC limits screen time. We discourage the use of screen time for children under the age of 2 years old. Older children may occasionally have screen time. No child is forced to engage screen time. Other developmentally appropriate activities are made available to children.

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, Little Light Of Mine LLC provides scheduled conferences/written newsletters/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. You will be notified in advance of any field trip requiring transportation.

Little Light Of Mine LLC has a written program of activities which are suitable for the developmental level of each child and each group of children. We base our curriculum on the HighScope educational approach. The program provides each child with experiences which will promote all of the following:

self-esteem and positive self-image, social interaction, self-expression and communication skills, creative expression, large and small muscle development, intellectual growth and literacy.

Rest or naptime will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Bedding will be laundered after every five uses, or sooner if necessary. Children who are awake after 30 minutes of resting will be allowed opportunity for quiet play.

A crib or playpen is provided for each child less than one year of age. Children age one and older will sleep on a nap mat with a sheet provided by the center, a small light weight blanket will be purchased at the center, and kept at the center, each child will have their own blanket labeled with their name, used exclusively by that child, and laundered by the center after every 5 uses.

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 crying, fussy or distraught, staff will work to calm and comfort the child, in ways that are appropriate for the child's age and personal disposition. This may include stroking, cuddling, rocking; offering a drink; acknowledging the child's fear, or 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.

"Time-Out" is a guidance technique that can be effective when dealing with unacceptable behaviors of young children. Time outs may not be used with children under age 3, and never for more than 5 minutes. The term 'time-out' is short for 'time out from positive reinforcement.' The strategy is similar to an extended form time from all sources of reinforcement (e.g., teacher and peer attention) following serious challenging behavior of selectively ignoring disruptive behavior. Children are removed for a brief. Usually this strategy requires that a child be removed from an ongoing activity for a brief time, typically by having a child sit on the outside of the activity within the classroom until the child calms down and is ready to rejoin the activity and try again. Time-out is intended to be a non-violent response to conflict that stops the conflict, protects the victim, and provides a 'cooling off period' for the child.

"Time-out" is only effective when used in the context of a comprehensive approach to behavior support that is designed to teach, nurture and encourage positive social behaviors. Time-out should be used only

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." The child will be praised after completing the time-out, and will be helped to rejoin the group.

Biting Policy

Please see attached Biting Policy Form

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, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment on the child; verbal abuse threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement or enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

CONTINGENCY PLANS

Fire and Tornado evacuation plans will be practiced monthly. The Director or Administrator 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. Infants will be evacuated four to a crib with emergency provisions and all children will be taken outdoors to the soccer field in the back of the building. 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 Southwest YMCA located at 11311 W Howard Ave, Greenfield WI 53228 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 hallway directly West of daycare room 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, I 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. I will notify the Department within 24 hours after the occurrence. If a staff member is alone on the premise they will contact the five minute emergency person.

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

Procedures for extreme heat or cold

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

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

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

Loss of building services procedures are as follows, if the center should lose the use of heat, water or electricity before the center opens; parents will be notified by 6:00 AM 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, Ann Bieringer 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, initialing 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. Parent or guardian will sign in and out each student daily with the supervision of a staff member.

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

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

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

Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS staff will do the following with any child under the age of ONE year.

- All infants will be placed to sleep on their backs, unless the **child's** physician's authorizes another position in writing.
- Soft objects will be removed from the crib.
- Blankets will be tucked tightly around the child and away from his or her face.
- Sheets will be tight fitting.
- If a child falls asleep in a swing or car seat we will move them to their crib.
- Staff will ensure that awake, non-mobile children have time each day to spend in a prone position ("tummy time").
- All staff members, substitutes, and volunteers will be trained on these procedures before they begin working with children.
- **Children under two years of age:**
 - Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
 - Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.
 - If child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a crib.

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 or diarrhea has occurred more than once in the past 24 hours
- A contagious disease such as chicken pox, strep throat or pink eye
- An unidentified rash
- Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness
- Has a constant, thick colored nasal discharge

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, 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

Little Light Of Mine 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:

Sunscreen, insect repellent, lip balm, diaper creams 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.

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.

Infants and Toddlers:

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

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

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

Proper hand washing procedures will be followed to prevent the spread of disease. 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 Children's Hospital of Wisconsin, located at 8915 W Connell Ct, 414-266-2000. 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 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.

Shaken Baby Syndrome (SBS)

All staff, including substitutes and emergency back-up providers, must have attended an approved training in the identification, prevention, and grave effects of shaking babies, before being allowed to work in the center.

All children will need to have a **Health Report** on file. The examination for a child under age 2 needs to be dated not more than 6 months prior or 90 days after the first day of attendance at Little Light Of Mine. 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. Physicals for children under 2 years of age will need to be updated every 6 months. Physical exams for children over 2 years of age will need to be updated every 2 years. School aged children will need only a health history on file.

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

CARE OF MILDLY ILL CHILDREN

We 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 breakfast, lunch, morning and afternoon snacks to all children in attendance at the times identified in the daily schedule. School-aged children will be offered an afternoon snack upon return from school. Children will eat family style and will be allowed to serve themselves. As caregivers we make sure the food we provide healthy, nourishing meals and understand that it is a child's role to decide whether and how much to eat. Parents may choose to bring food from home for their children. Parents will be informed of USDA meal pattern requirements. We will supplement meals if they do not meet all requirements.

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.

Mealtime 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

Little Light Of Mine LLC participates in The USDA Child and Adult Food Program. All food is prepared on the premises. We follow USDA 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.

Early AM and late PM feeding:

See below our snack and meal schedule:

- Breakfast 7:00am-8:00am
- A.M. snack 10:00am
- Lunch 11:45am
- P.M. snack 3:00pm

Infant and toddler feeding:

Children younger than 12 months must be served formula or breast milk, unless written direction is on file from the child's health care professional. All bottles and commercial baby food must be labeled with your child's name and dated. Babies will be held for bottle-feeding. Bottles will never be propped and unused formula or breast milk will be disposed of immediately.

Specialty menus (vegetarian, kosher):

Accommodations can, in most instances, be made when **specialty menus such as vegetarian, and kosher** are requested by the parent.

Food allergies:

If your child has food allergies parents must notify the center in writing. Food allergies will be discreetly posted in the classroom and the kitchen, Little Light Of Mine LLC will discuss with parents appropriate

substitutions for children with allergies and will plan appropriately. Parents will be notified on daily sheet if any of the approved substitutions were served.

Special diets:

If your child has special dietary needs parents must notify the center in writing. Special dietary needs will be discreetly 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.

Food delivery:

We currently do not use a food delivery service.

Special treats, holidays, etc. Birthday and holiday treats are allowed. Only treats that are store purchased and factory sealed will be allowed. We cannot accept anything homemade. Please try to provide nutritious choices low in fat and sugar. We encourage nutritious alternatives for special treats, as well as replacing a food-based treats with creative activities.

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

- Little Light Of Mine LLC 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.
- All cleaning products will be kept in a separate locked cabinet apart from all food and food items.

TRANSPORTATION POLICY

Little Light Of Mine LLC does not transport children. It is the responsibility of the parents or guardians to provide transportation to and from daycare.

PERSONNEL POLICY

Little Light Of Mine LLC is an equal opportunity employer. We will not discriminate in our hiring practices. When a position becomes available the Director or Owner will advertise locally. Qualified applicants need to complete an application form and provide documentation of their training and experience in child care. Job descriptions will be available for all positions. The Owner or Administrator

will interview Director candidates and the Director will interview for all other positions. The Owner will conduct the 2nd interview and have final say in all hiring decisions.

There will be a 60-day probationary period for all new employees. Wages are based on training and experience.

Criminal Background Information:

The Director will need to do a complete background check within 60 days of hire and every year thereafter on

- All employees
- All volunteers used to meet staff-to-child ratios
- All individuals who are contracted by the licensee to provide services to children

The Department will conduct a complete background check every year on the Licensee.

Staff must notify the licensee when any of the following occurs, ASAP, within 24 hours. This responsibility will be explained during new staff orientation. "Employee" refers to anyone subject to a caregiver background check, including substitutes and volunteers serving as staff.

- Employee has been or is being investigated by any governmental agency for any act, offense or omission, including charges related to abuse or neglect of a child or other client, or misappropriation of property.
- Employee has a substantiated finding against them for a charge listed above.
- Employee has had a professional license denied, revoked, restricted or otherwise limited.
- There are other known convictions, pending charges or other offenses which could potentially relate to the care of children or center activities.

The licensee must report such an occurrence to the licensing office no later than the next business day.

Employee files will be maintained on all of the staff at Little Light Of Mine LLC. The staff record checklist will be maintained to document completion of required forms for all staff. Staff is required to have physical exams upon employment. A negative TB skin test is also required upon employment.

The owner will conduct annual performance reviews with the Director and with all staff at Little Light Of Mine LLC within 60 days of hire, and regularly after that.

Results of the performance review will assist the owner in determining a wage increase.

Little Light Of Mine LLC offers full-time and part-time positions. Hours of work are determined by enrollment. Days and hours are not guaranteed to any employee. Staff is expected to show up for work on time and to be prepared to get started immediately. If you will be late you are expected to call as soon as possible. We design our staff schedule around the children's arrival time and departure time. We need to be in compliance with staff/child ratios at all times. If you are unable to work due to illness

or other situation you are expected to call the Director as soon as possible so she can make arrangements to have your position covered. If you fail to do so, it may result in termination of your employment at Little Light Of Mine LLC.

Benefits:

One 30 minute, will be given to all employees who work more than 5 hours in one day. Employees will be required to clock out during this break. One week of paid vacation is granted to all full-time employees after 1 years of employment. A paid “week” of vacation is considered a “working week” equaling 5 paid days. A paid day is an average of how many hours an employee works per day, using the last two pay stubs prior to the vacation days used. After 1 years of employment, all full-time staff is granted paid holidays. Paid holidays include: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas Day. They DO NOT include July 5th, the day after Thanksgiving or Christmas Break other than Christmas Day. To be eligible to receive holiday pay, all employees must work the last scheduled day before the holiday/closure days and the first scheduled day after the holiday/closure days.

Time cards will be maintained by each employee and reviewed by the Director. Falsification will result in disciplinary action and possible termination. Employees will be paid semi monthly. Each paycheck will include earnings for work performed through the end of the previous payroll period.

Since employment with Little Light Of Mine LLC is based on mutual consent, both parties have the right to terminate employment at will, with or without cause, at any time. Little Light Of Mine LLC will provide workers compensation insurance as required by law. We will withhold the appropriate payroll deductions for taxes and other insurances as required by law.

Staff is required to attend the regularly scheduled staff meetings. Agendas for these staff meetings will be kept on file for licensing to review. Staff will be paid for the time they spend at staff meetings and the time they spend participating in the required continuing education.

Little Light Of Mine LLC expects each member of the staff conduct themselves in a professional manner as a mature adult, respecting each member's contributions. Comments and complaints should be made to the Director. Employment and family records and conduct at the center are considered confidential.

Dress Code: Employees are expected to dress in a professional manner that will allow them to appropriately perform their job duties. No long fingernails , high heels, short shorts or short skirts will be allowed.

Disciplinary Action: If an employee’s behavior is inappropriate or against an established policy s/he will be issued a verbal warning for the first offence. If the behavior continues or if an additional infraction occurs a written warning will be placed in the employee’s personnel file. The third infraction would result in suspension or termination. Examples include but are not limited to: tardiness, no-call no-show, not performing classroom duties, arguing with staff members or parents ect. Employees will be notified privately of written and verbal warnings within 5 business days of infraction. Employees will be asked to sign written warnings. Written warnings are stored in locked office.

In extreme cases of emotional instability, abusive behavior or theft, employees will receive immediate suspension without pay. Facts will be gathered about the incident and an employment decision will be made.

Reduction of Hours: If enrollment numbers decrease we may need to reduce the hours of employees. We will try to give all employees as much notice as possible and we will attempt to fill enrollment positions through child recruitment efforts.

Grievance Procedures: In the event an employee has a grievance regarding an employment issue, s/he needs to discuss it with the immediate supervisor. If still unsatisfied with the decision, employee may discuss and/or negotiate the issue with Ann Bieringer (Owner). However, Ann Bieringer will make the final decision.

Paid Vacation: After 1 year of employment, employees will be granted one week of vacation. This time needs to be pre-arranged with the Director.

ORIENTATION OF STAFF POLICY

Upon hire employees will be provided with job descriptions. All staff, volunteers and emergency providers will have an orientation within one week of assuming responsibilities.

The orientation will include all of the items on the Staff Orientation Checklist (DCF-2026) provided by the state. This form documents the date, the person being oriented and the person performing the training/orientation. Orientation will contain information on hiring practices, personnel policies, salary/benefit information, evaluation procedure, disciplinary procedure, and how to file grievances, Employees will also review the entire handbook.

Before beginning work, training on Sudden Infant Death Syndrome (SIDS) must be completed by anyone caring for infants, and Shaken Baby Syndrome (SBS) must be completed by anyone caring for children under age 5.

Emergency training must include CPR and Automated Electronic Defibrillators (AED).

“Special health care needs” includes children with physical, emotional, social and cognitive disabilities.

The owner is responsible for the orientation of the Director and the Director will be responsible for orientation of all other employees.

The orientation checklist will be reviewed regularly and it will guide the Continuing Education Plan for the center. Items such as child abuse and neglect, emergency procedures and licensing regulations will be review at our regular staff meetings.

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

CONTINUING EDUCATION POLICY

We will **document continuing education** hours on the form provided by the state. Employees will maintain their own record of continuing education. These records will be kept in the employee file and reviewed by the Director on a regular basis.

Staff is required to attend the **regularly scheduled staff meetings**. Agendas for these staff meetings will be kept on file for licensing to review. We will conduct staff meetings bi-monthly.

Staff continuing education requirements for employees working more than 20 hours per week must earn 25 hours of continuing education each year. Employees working 20 or fewer hours must earn 15 hours of continuing education each year.

All staff must maintain a current certificate in **child and infant CPR and AED training**. Copies of certificates will be kept in employee files. Training in reducing the risk of SIDS and Shaken Baby Syndrome is also required.

All staff are mandated reporters of **child abuse and neglect** and will make a report to Child Protective Services at 414-343-5500 All staff will receive training every two years in child abuse and neglect recognition and reporting procedures and document in file.

All staff will receive training in the use of **fire extinguishers** as well as their location in the building during orientation.

Little Light Of Mine will reimburse employees for continuing education and training, upon completion, up to \$100 per class or training session.

Any courses taken for credit through an institution of higher education may be used to meet the continuing education requirement during the year the credits were earned and for two years after.

A limited portion of continuing education can be obtained through reading pertinent information or viewing appropriate informational videos. The state provides a form to document this,

Little Light Of Mine LLC will utilize a variety of **community resources** to obtain the required continuing education.

If we include topics that pertain to programming rather than Little Light Of Mine LLC business, staff meeting hours may be counted as continuing education. Staff meetings will be held in order to share information, discuss issues and concerns and provide continuing education.

JOB DESCRIPTIONS

For example, Some employees may perform more than one position at a time, for example, one person may serve as both Administrator and Director, and sometimes even part-time classroom teacher.

Administrator

Qualifications:

- At least 21 years of age
- High school diploma or GED
- One year's experience as a manager **or** satisfactorily completed 1 DCF approved course in business or program administration
- One year's experience as a center director or child care teacher in a licensed center or kindergarten **or** have satisfactorily completed 1 course in early childhood education or its equivalent.
- Possess certificate from The Registry, verifying training requirements have been met.

Duties:

- Implement all state and center policies
- Report to DCF all necessary information required for licensing
- Day to day operations
- Center finances
- Maintain staff and children's files
- Hire/orient/evaluate staff; conduct criminal background checks

Supervised by: Owner

Center Director

Qualifications:

- At least 21 years of age
- High school diploma or GED
- Meet training and experience requirements in one of the DCF approved combinations as stated in the rules book.
- Possess certificate from The Registry, verifying training requirements have been met

Duties:

- Supervise planning and implementation of center's program
- Supervise staff
- Conduct staff meetings
- Assist director in orienting new classroom staff
- Plan continuing education trainings for staff
- Assist in lesson planning

Supervised by: Owner/ Administrator

Child Care Teacher

