



EARLY CHILDHOOD  
EDUCATION PROGRAM

# PARENT HANDBOOK AND POLICIES

THERESA SCHULTE-CAMPBELL - OWNER

PHONE: (920)-822-1380

EMAIL: BUILDINGBLOCKSCHILDCARELLC@GMAIL.COM

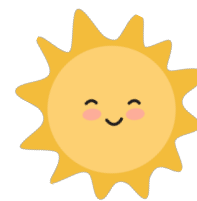




# T A B L E O F C O N T E N T S

WELCOME LETTER .....	03
PHILOSOPHY, MISSION, CURRICULUM .....	04
HOURS OF OPERATION .....	05
KEY STAFF / ADMINISTRATIVE STRUCTURE OF THE CENTER .....	05
FULL-TIME CARE .....	05
ADMISSION & REGISTRATION PROCEDURES .....	06
NONDISCRIMINATION, INCLUSION .....	07
CONFIDENTIALITY .....	07
ADJUSTMENT/TRIAL PERIOD .....	07
DROP-OFF & PICK-UP PROCEDURES .....	08
EARLY ARRIVAL & LATE PICK-UP .....	08
PARENTS UNDER THE INFLUENCE OF ALCOHOL & DRUGS .....	08
AUTHORIZED PICK-UP .....	09
ATTENDANCE & ABSENCES .....	09
WITHDRAWALS .....	09
ADVERSE WEATHER, HOLIDAYS .....	10
PAYMENT & LATE PAYMENT CHARGES .....	11
REJECTED TRANSACTION CHARGES .....	11
CREDITS & ADDITIONAL FEES .....	12
FAMILY VACATION DAYS .....	12
WHAT TO SEND TO DAYCARE .....	13
DAILY OUTSIDE PLAYTIME .....	14
CUBBIES/MAILBOXES, TOYS & ITEMS FROM HOME .....	14
MEDIA USE .....	14
EDUCATION POLICY .....	15-16
INFANT ROOM SCHEDULE .....	16
ONES, YOUNGER TODDLER & OLDER TODDLER SCHEDULE .....	17
INFANT & TODDLER PROGRAM .....	18
PRESCHOOL PROGRAM .....	18-19
SCHOOL AGE PROGRAM .....	19
TRANSPORTATION POLICY .....	19
MEALS AND MEALTIME .....	20
INFANT, TODDLER & SCHOOL AGE MEALTIME PROCEDURES .....	21
BEHAVIOR GUIDANCE AND DISCIPLINE GUIDANCE .....	22
INFANT SAFE SLEEP .....	23
DIAPERING & TOILET TRAINING .....	24
HEALTH .....	25
ILLNESS POLICY .....	26
IF A CHILD BECOMES ILL WHILE AT THE CENTER, COMMUNICABLE DISEASE ..	28
MEDICATION .....	28
NOTIFICATION OF ILLNESS, ACCIDENTS, INJURIES, & EMERGENCIES .....	29
SAFETY .....	29
HEALTH PRECAUTIONS / UNIVERSAL PRECAUTIONS .....	30
PERSONAL AND CENTER CLEANLINESS .....	30
EMERGENCY RESPONSE PROCEDURES .....	31-32
STAFF ORIENTATION POLICY .....	33
STAFF CONTINUING EDUCATION .....	33
PARENT CODE OF CONDUCT .....	34

# WELCOME LETTER



Dear Family,

Hello! Thank you for your interest in Building Blocks Childcare Center. If you're changing your childcare or starting childcare for the first time, we understand how difficult it can be for both the parents and children involved. Finding childcare that meets your child's needs and at the same time finding a provider to trust with your child can be difficult. It is very important to me to have a good relationship between us to ensure a good experience for your children.

My name is Theresa, and I bought this center in 2017. Before owning the daycare, I taught 4K, Kindergarten, and 2nd Grade for Marinette School District. I have a bachelor's degree in Education and a Masters degree in Educational Leadership. I am currently a substitute teacher for the Pulaski School District as well. My family and I currently live in Sobieski, and my children attend Pulaski School District.

At Building Blocks, we strive to create a warm and nurturing environment where children can learn, grow, and have fun. We understand that entrusting your child to our care is a big decision, and we want to assure you that we take this responsibility very seriously. Our dedicated team of educators is committed to providing a safe and enriching experience for your child every day. We encourage you to share any specific needs, concerns, or expectations you may have so that we can work together to provide the best possible care for your child. Whether it's discussing your child's daily routine, dietary preferences, or any special considerations, we are here to listen and support you every step of the way.

Our program is a family childcare program. Children are made to feel welcome and treated like family. Our focus is to teach the children life skills such as respecting others, sharing, polite manners, following instructions, responsibility, anger control, and problem management - just to name a few skills. I feel these skills are important before children enter a school setting.

Our hours for childcare are 5:30 am to 5:30 pm. We ask that you respect these hours and be here on time to pick up your children at their scheduled times. If you have a job that would make it difficult to be here by your scheduled pick-up time, then we ask that you have a backup option for someone else who could pick them up on time or find another program to accommodate your needs. We send out memos and newsletters throughout the year and will notify you of upcoming events. We realize the importance of having dependable childcare but having backup care is strongly suggested.

We take pride in how satisfied we have been able to keep the families whose children we have cared for. Although we know it is possible to find a less expensive daycare than ours, we also know that it would be hard for you to find a higher quality childcare than ours. Thank you for considering our center for your child's enjoyment and development! Please review the attached policies carefully.

Sincerely,

*Theresa Schutte-Campbell*



## **PHILOSOPHY**

At our daycare, we believe in providing a nurturing and stimulating environment where children can learn, grow, and thrive. Our dedicated team of educators and caregivers are committed to fostering a sense of curiosity, creativity, and independence in each child. We understand that every child is unique and we strive to create an environment that celebrates and supports their individuality.

In our program, we place a strong emphasis on the importance of respect, kindness, and empathy towards others. We believe that these values are essential for building strong, positive relationships and for creating a harmonious community within our daycare. Through daily interactions and activities, we encourage children to practice empathy and understanding, and we provide guidance on resolving conflicts in a peaceful and respectful manner.

We recognize the significance of early childhood experiences in shaping a child's future. Our curriculum is thoughtfully designed to provide a balance of structured learning and free play, allowing children to develop essential skills while also fostering their natural curiosity and love for exploration. We believe that by providing a solid foundation in early childhood, we can help children build the confidence and resilience they need to navigate the challenges of the future. Creating a safe and inclusive space is at the heart of our philosophy. We are committed to ensuring that every child feels valued, respected, and supported.

## **MISSION**

Our mission is to provide high-quality care and early childhood education that promotes the physical, social, emotional, and cognitive development of each child. We are dedicated to creating a warm and welcoming atmosphere where children can explore, play, and learn through engaging activities and interactions. Our goal is to partner with families to ensure the well-being and holistic development of every child in our care, laying the foundation for a lifetime of success.

## **CURRICULUM**

Building Blocks Childcare Center believes that each child is a special, unique individual coming from a unique background and possessing certain needs, skills, and gifts and that each will succeed at his/her level. We believe that children have a natural curiosity that is nurtured through play, and active exploration of their environment. We recognize that optimal development occurs when teachers, along with families and communities, respect and respond to the child's learning opportunities. We are not a religious training center.



## HOURS OF OPERATION

We are closed for certain holidays and vacation days. Please see the Holidays & Vacations section on page 10.

### School Days - Monday to Friday:

- Before School Care: K & up 5:30 am - 8:10 am. 4K 5:30 am - 12:10 am.
- After School Care: 4:15 pm - 5:30 pm
- **Non-School Days:**
  - 5:30 am - 5:30 pm with a 10 hr maximum

## FULL-TIME HOURS

Full-time childcare is defined as 30-40 hours per week.

**Childcare fees will not be adjusted for late arrival, early pick-ups, or missed days.**

## KEY STAFF

Theresa Schulte-Campbell Owner/Director	(920)822-1380 Fax: (920)822-1381 buildingblockschildcarellc@gmail.com
Brandine Kessler Co-Director	(920)822-1380 Fax: (920)822-1381 buildingblockschildcarellc@gmail.com
Jessica Wudke Opening Teacher / Infant Room	Zoey Schulte Opening Teacher / Younger Toddler Teacher
Terrah Patton Closing Teacher / Floater	Cloey Kingsley Closing Teacher / Floater
The administrative structure of the Center	*Administrator/Director: Theresa Schulte-Campbell *Co-Director: Brandine Kessler *Opening Teacher: Jessica Wudke *Opening Teacher: Zoey Schulte *Closing Teacher: Terrah Patton *Closing Teacher: Cloey Kingsley

## Full-Time Care

Full-day childcare services for children six weeks to 13 years old. With a focus on individualized attention, structured learning, and ample opportunities for social interaction, we aim to provide a seamless and enriching experience for both children and parents. Our dedicated team of caregivers and educators ensures that each child receives personalized care and support while participating in a range of stimulating activities tailored to their developmental needs.



## ADMISSION AND REGISTRATION PROCEDURES

All admission and enrollment forms must be completed, and enrollment and tuition fee paid, before your child's first day of attendance.

Upon enrollment at our daycare, a **non-refundable** registration fee of \$75.00 (additional \$20.00 for each additional child) is required to secure your child's placement. This fee covers administrative costs associated with the enrollment process and ensures that your child's space is reserved. The registration fee is due at the time of enrollment and is separate from any tuition or other fees. Please note that this fee is non-refundable, regardless of the duration of your child's enrollment at the daycare.

Based on the availability and openings, our program serves children from 6 weeks to 13 years of age. Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided. If your child has an identified special need, we will require additional forms to meet their needs and communicate with the family to create an individual care plan.

At our daycare, the health and safety of all children in our care are of paramount importance. We recognize the importance of immunizations in protecting the well-being of our community. Therefore, we have implemented the following policy regarding non-immunized children:

We will only accept children who have been fully immunized in accordance with the recommended immunization schedule unless they have a valid medical or religious exemption. Children who are not immunized will need to provide proper exemption paperwork, as required by state regulations, which will be kept in their files.

If you feel that our center will be a good fit for your child, you will need to provide the following information before or on your child's first day of care:

- Child Enrollment Form (DCF0062)
- Parent/Guardian Contract
- Tuition Express Payment Enrollment Form
- Permission Form
- Health History Form (DCF2345)
- Immunization Record
- Health Report Physical (CDF0060) or copy of last Well Child Check (within 30 days of enrollment)
- Health care information and plan (if applicable)
- Intake Form (DCF0061) Required for children under 2 years of age
- Child and Adult Care Food Program Forms: Will be signed on the first day of attendance

**\*\*All forms will be put in your child's file in the office. All parents/guardians have access to the information in their child's file and anything in the medical logbooks regarding their child.**

# PARENT HANDBOOK AND POLICIES



As this space becomes a second home for your child, our commitment is to create a secure, nurturing, and home-like environment that fosters their physical, intellectual, emotional, and social development. I encourage you to review the policies of our daycare for a comprehensive understanding. Your child's well-being and growth are our top priorities, and we look forward to partnering with you on this journey.

## **NONDISCRIMINATION**

Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation, special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

## **INCLUSION**

We believe that children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

## **CONFIDENTIALITY**

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by regulatory and partnering agencies. All records concerning children in our program are confidential. We will only release information to the family member(s) who register the children.

## **ADJUSTMENT/TRIAL PERIOD**

Our program is a fun and exciting place for children to experience and learn about their world and make new friends, but it does take time for a child to adjust to a new childcare setting. We will try to make the adjustment easier by encouraging your children to discuss feelings, providing extra attention and support, participating in role-playing, and reassuring them of their family's return. A 4-week adjustment period begins on your child's first day in our care. During this time, the family or Building Blocks Childcare Center can decide to terminate the signed contract without penalty.



# PARENT HANDBOOK AND POLICIES

## DROP-OFF AND PICK-UP

General Procedure - We open at 5:30 am. Please do not drop off your child any earlier than their scheduled drop-off time. Families are expected to accompany their children and sign them in.

We close at 5:30 pm, please do not pick up your child later than their scheduled pick-up time. Families are expected to enter the center to sign out their children and leave the center by 5:30 pm.

## EARLY ARRIVAL & LATE PICK-UP FEES

Early arrival will not be allowed. If the child(ren) arrives before their scheduled time, they must wait with a parent/legal guardian until their scheduled drop-off time if staffing is not available, so please plan accordingly.

Dropping off your child and leaving before your contracted hours will result in overtime fees. Overtime will be considered as a drop-off before the scheduled time. This will result in a fee of \$5.00 that will be added to your invoice.

We close right at 5:30 pm. If late pickup becomes a consistent habit, ***then termination may be a result if not corrected.*** Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$5.00 for the first occurrence and will be increased by \$5.00 with each occurrence thereafter.

## FOR CHILDREN WHO REMAIN AFTER CLOSING

If you and your emergency contacts cannot be reached by 5:35 pm, local authorities will be called.

## PARENTS UNDER THE INFLUENCE OF DRUGS/ALCOHOL

If you or any other person arrives to pick up your child and appears to be under the influence of drugs or alcohol, I will encourage you to let me call someone to come assist you. If you leave with your child, I will need to call this concern into the police and Child Protective Services, as I am a mandated reporter.



# PARENT HANDBOOK AND POLICIES

## AUTHORIZATION OF PARENTS OR OTHER DESIGNEES TO PICK UP CHILDREN AND HOW I RESPOND TO UNAUTHORIZED INDIVIDUALS PICKING UP YOUR CHILD

**A parent has the right to pick up their child, whether they are listed on the enrollment form or not unless court orders do not allow for this. I will need to have a copy of any court orders.**

Your child will only be released to you or those persons you have listed as Emergency and Authorized Pick-up Contacts. If you want a person, who is not identified as an Emergency and Authorized pick-up contact to pick up your child, you must notify us **in advance**. Your child will not be released without prior authorization. The person picking up your child will be required to show a picture ID as verification.

If you have an emergency and need someone not listed on the enrollment form to pick up your child, you will need to call and give verbal authorization. That person will need to show their ID. Please notify your pick-up person of our policy. If your child has not been picked up by their scheduled pick-up time and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Authorized Pick-up Contacts. We will stay with your child as long as possible, but after 1 hour, 911 will be called and your child will be released into their care.

## ATTENDANCE AND ABSENCES

If your child is going to arrive after their scheduled drop-off time, please notify us through Procure ASAP. We will be concerned about you and your child if I do not hear from you. We will have to call in a Health and Safety check as we are mandated reporters. We are required to contact you 30 minutes after your child is expected to arrive and has not.

**Our policy regarding the absence of a child is as follows: The weekly fee remains unchanged. Parents are responsible for securing their child's enrollment spot, regardless of their attendance.**

## WITHDRAWALS

A written notice, 2 weeks in advance, is required by us when a child is being withdrawn. The last 2 weeks of payment are due when notice is given. Failure to notify will result in additional fees.

If a child is withdrawn without 2 weeks' written notice, a full 2-week tuition fee will be applied. 100% of the child's daily tuition is due for those 2 weeks when the notice is given. Families who withdraw and later re-enroll will be charged a re-enrollment fee.

A child's enrollment may be terminated for any of the following but are not limited to:

- Continued failure to comply with program policies, non-payment of childcare fees
- Failure to submit required forms
- When a child's individual needs cannot be met by the Center
- If the child exhibits severe behavior problems, which would endanger the safety of the other children and staff.

Before a child is discharged, the Center will contact the parent to discuss the problem.

- All efforts will be made to come to a workable solution, agreeable to all parties involved.
- Discharge of the child will be the last resort.

If your child is requested to immediately leave the program, any payment for future days will be forfeited.



# PARENT HANDBOOK AND POLICIES

## ADVERSE WEATHER PRECAUTIONS

Our daycare will be open unless there is a state of emergency for the day due to extreme weather conditions. In the event that the weather turns bad during the day, please come as soon as it is safely possible. Your child will be well cared for until you can arrive.

## CLOSING DUE TO EXTREME WEATHER

If there is a power outage at the center for more than 30 min in inclement weather parents will be notified and the center will close. Notifications to the families will be announced in a mass message through Procure. Your child's early pick-up is your responsibility to arrange within 1 hour.

## HOLIDAYS THE CENTER IS CLOSED FOR:

We are closed for the following holidays and vacation days:

- Memorial Day
- 4th of July
- Labor Day Monday
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Years Day

If the holiday falls on a weekend day, the center will close on the previous Friday.

Parents/guardians are still required to pay for these holidays/emergency closing days unless they are using vacation.



# PARENT HANDBOOK AND POLICIES

## PAYMENT

Building Blocks Childcare Center will charge fees to all parents/guardians of all enrollees. The purpose of these fees is to pay for the expenses of the program including staff salaries, supplies, and equipment.

Upon enrollment to Building Blocks Childcare Center, parents/guardians must complete a Registration Form/Contract and pay a non-refundable \$75.00 registration fee (an additional \$20.00 will be charged for each additional child). This fee will hold a spot for your child/ren until their start day. If this fee is not paid, the center cannot guarantee an opening will be available for your child/ren.

Fees will be charged on a full-time basis. This fee will be determined at the time of enrollment and noted on the Registration Form/Contract.

- Full-time are based on up to 10 hours per day. If your child attends more than 10 hours on any day, an additional \$10 every 15 min past their 10 hours.
- The contracted fees for each child must be paid whether or not the child attends. This fee is used for reserving a child's enrollment as well as covers the cost of care for the days specified on the registration form.
- If needed, a parent may change their contracted enrollment by contacting the director and filling out a new Registration Form/ Contract. Children will be charged \$5 a day when children are picked up after their scheduled time (without prior notice).

Fees will be due weekly and in advance by ACH withdrawal through Tuition Express (on Fridays for the upcoming week).

- Fees are adjusted yearly to reflect the cost of care. We reserve the right to change the rates at any time. Parents will be given a 2-week notice before rate changes.
- Families with two or more children enrolled will be given a 5% discount on the total cost of childcare. (Rate will be determined at the time of enrollment.)

We appreciate your cooperation in adhering to our payment policy as it allows us to maintain the high-quality care and services for all the children in our care. Thank you for your understanding and support.



## LATE PAYMENT CHARGES

Late payments can pose serious problems for our program. Therefore, we have put procedures in place to reduce their impact.

If payment is not received on the day it is due, a late fee of \$5.00 will be added for each day that it is late. Late payment will be set and accrued on parent billing in Procare. If your account has not been paid in full within 5 business days, your child may be discharged from our program.

If payment is more than 30 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collection agency. You will be responsible for all expenses associated with these actions, including all court and attorney fees.

## REJECTED TRANSACTION CHARGES

All rejected ACH (automatic debits) or credit card transactions will be charged a \$30.00 fee. This charge may be collected electronically. Two or more rejected transactions will result in termination of care.

# PARENT HANDBOOK AND POLICIES

## CREDITS

- **Credit will not be given for Sick Days** - Families have vacation days that can be used as sick days. Sick day credits will be applied to the next billing cycle.
- **Credits will not be given for Inclement Weather** - We close only for state of emergency situations.
- **Credit will not be given for Planned Closings** - We have pre-determined planned closings, and tuition is still due for those days. You are paying to hold your child's spot, not for their attendance.
- **Credit will not be given for Unplanned Closings** - On days we have unplanned closings due to inclement weather, natural disasters, power outages, etc., tuition is still due for those days.
- **Credits will not be given for communicable illness** - In the event of a child being absent due to communicable illness, credits will not be given.

## ADDITIONAL FEES

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity, or trip.

## FAMILY VACATION DAYS

Each family enrolled gets vacation/sick days after being enrolled for six months and additional vacation/sick days every six months after that. The amount of vacation granted will be equal to the amount of time normally scheduled at the Center in a week. If scheduled 5 days a week, you receive five days of vacation/sick time after six months of continued enrollment. If scheduled four days per week, you receive four days of vacation/sick time after six months of continued enrollment. Vacation can be carried over into the next six months but if it is not used within one year, it will be lost. The vacation request form needs to be filled out and put in the payment box or submitted through the message forum on Procure.



# PARENT HANDBOOK AND POLICIES

## WHAT TO SEND FOR YOUR CHILD

- **Infants:** 2 sets of weather-appropriate clean clothing, a sleep sack is preferred for all infants under the age of one \*\* If you provide a blanket it needs to be large enough to tuck under the infant's armpits and into the side of the mattress. 2 bottles, breast milk/formula (if not using daycare supplied: Members Mark Gentle), 2 sleeves of diapers, 2 packages of wipes, ointment, pacifier (if used), and weather appropriate outside clothing to be kept at daycare.
- **Ones:** 2 sets of weather-appropriate clean clothing, crib sheet & blanket in a reusable shopping bag (will be sent home on Fridays to be washed), 2 sleeves of diapers, 2 packages of wipes, ointment, pacifier (if used), water bottle, and weather appropriate outside clothing to be kept at daycare.
- **Toddlers:** 2 sets of weather-appropriate clean clothing, crib sheet & blanket in a reusable shopping bag (will be sent home on Fridays to be washed), 2 sleeves of diapers, 2 packages of wipes, ointment, water bottle, and weather-appropriate outside clothing to be kept at daycare.
- **Older Toddlers:** At least 3 changes of clothes and socks if going through the toilet training program, 2 sleeves of diapers, 2 packages of wipes, ointment, water bottle, crib sheet & blanket in a reusable shopping bag (will be sent home on Fridays to be washed), and weather appropriate outside clothing to be kept at daycare.
- **Preschoolers:** At least one change of clothes, crib sheet & blanket in a reusable shopping bag (will be sent home on Fridays to be washed), and weather-appropriate outside clothing to be kept at daycare.
- **Sunscreen:** Parents are to provide sunscreen, bug spray, and diaper creams. Sunscreen is not recommended for children under 6 months of age. At the beginning of summer, we send out a message asking parents to send in sunscreen to share.
- **Weather-appropriate clothing:** Snow boots, hats, gloves, etc. We are required to play outdoors daily.





# PARENT HANDBOOK AND POLICIES

## DAILY OUTSIDE PLAY TIME

Outdoor play will not occur if the outside temperature is greater than 90°F or less than 20°F. Additionally, outdoor play will be cancelled if the air quality rating below state mandated requirements.

## CUBBIES/MAILBOXES

Upon enrollment, each child will be assigned a cubby and a family mailbox. Cubbies are labeled with your child's name. Please check your child's cubby and mailboxes daily for items that need to be taken home. Artwork and other important papers will be in the mailboxes.

## TOYS & ITEMS FROM HOME

We request that you do not allow your child to bring toys, food, or other items from home. Toys found in the child's possession will be placed in their cubby to be taken home at the end of the day.

### Storage, Loss, Damage, or Theft of Provider's or Child's Personal Belongings

Each child will have a cubby that they can leave extra clothes and supplies in. In the event that your child intentionally causes damage to our property or theft occurs, you, as the parent, will be responsible for my compensation. please do not send your child with something so valuable that it cannot be replaced. You can bring found items to your child's teacher. We are not responsible for lost or stolen items.

## MEDIA USE

Television Time: Our normal daily routine does/does not include television watching. We watch age-appropriate educational videos. Television consumption will not be longer than 30 minutes and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with an increased understanding of the world. Alternative activities are available for children during television time. Only 30 mins per day. On Fridays we may watch a full length movie.



# PARENT HANDBOOK AND POLICIES

## Education Policy

Building Blocks Childcare Center believes that each child is a special, unique individual coming from a unique background and possessing certain needs, skills, and gifts and that each will succeed at his/her level. We believe that children have a natural curiosity that is nurtured through play and active exploration of their environment. We recognize that optimal development occurs when teachers, along with families and communities, respect and respond to the child's learning opportunities. We are not a religious training center.

## Building Blocks Guiding Principles of Development and Learning

- Early childhood development sets the foundation for lifelong learning, behavior, and health.
- Partnerships with families and communities strengthen the ability to meet the needs of young children
- Mutual respect among staff and families for diversity, equity, and inclusion are essential for optimal development and learning.
- Learning is most meaningful when it occurs in the context of the child's everyday life experiences at home and at the center.
- Cognitive, language, physical, and social/emotional development as well as independence is fostered in an environment that is set up for children and supported by responsive, knowledgeable adults.
- The environment is set up to include a rich variety of developmentally appropriate, accessible materials that encourage and promote learning through play.
- Play is an important vehicle for children's development in all areas. Play capitalizes on children's natural curiosity and exuberance.
- Development advances when children have opportunities to practice new skills as well as when they experience a challenge just beyond their present level of mastery.
- Children learn in different ways and express their knowledge in different ways.
- Children learn best in an environment where they feel safe and valued, their physical needs are met, and they feel psychologically secure.

Based on this philosophy and what current research tells us about how children learn and develop, our staff collaborates to prepare an enriching environment with materials that offer opportunities for exploration and discovery. They work together using the Creative Curriculum concepts to prepare and implement a responsive curriculum that follows a developmental continuum. This curriculum is theme-based and includes exploration of science, mathematics, social studies, literacy, dramatic play, music, creative movement, and art. Our teachers will identify the strengths, needs and interests of each child and skillfully include the teaching of language, math, and science concepts in our planned or spontaneous play experiences.

All activities will revolve around a daily schedule. The day will include a variety of active and quiet activities, indoor and outdoor activities, fine and gross motor activities, and self-selected and teacher-directed activities. This will help to create a framework around which the day is organized. By repeatedly similarly structuring the day, children will have the assurance that there are familiar portions of the day to anticipate and will help to create a secure environment. The daily activities will be designed to help children develop cognitively, socially, emotionally, and physically.





# PARENT HANDBOOK AND POLICIES

## Education Policy (Continued)

Each lead teacher will be responsible for completing weekly lesson plans for their group. The lesson plans will provide the children with experiences, which will promote self-esteem and positive self-image, social interaction, self-expression and communication skills, creative expression, large and small muscle development, and intellectual growth.

- All activities, equipment, and supplies will be geared toward the specific age and developmental level of the children in the group.
- A variety of multicultural and anti-bias topics will be brought out in lesson plans. Multicultural and anti-bias toys will also be available.
- Traditional holidays as well as holidays of other cultures will be brought out in lesson plans. Please let us know your family's culture/ethnic heritage so we can include it in our curriculum.
- Building Blocks will not formally train children in any religion; however, the Christmas story, Hanukkah and any other religious holidays will be discussed at the appropriate times of the year.
- Creative means will be used to transition children between activities. This will avoid problems of long waiting periods before a new activity begins.
- The center may have pets and plants in the classrooms to show children how to care for other living things. If the center currently has pets you will be given a form at the time of enrollment letting you know what kinds of pets we currently have.
- Daily reports will be done for children under three years of age. Message boards will be used for children three and up.
- Children present in the early morning and late afternoon shall be provided a snack and a variety of toys and materials not currently out on the shelves.

## Center Schedules

### • Infant Room

- 5:30am-8:00am Welcome, Free Choice
  - 8:00am-8:30am Breakfast & Washup
  - 8:30am-9:00am Diapers / Wash / Free Play
  - 9:00am-9:30am Circle
  - 9:30am-10:00am Art / Free Play
  - 10:00am-10:30am Music & Movement
  - 10:30am-11:00am Diapers / Wash
  - 11:00am-11:30am \*\*\*Lunch\*\*\* / Wash
  - 11:30am-2:00pm Nap / Diapers As Children Wake / Wash
  - 2:00pm-2:30pm \*\*\*Snack\*\*\* / Wash
  - 2:30pm-3:00pm Free Play
  - 3:00pm-4:00pm Fine Motor & Building Blocks
  - 4:00pm Diapers
  - 4:00pm-5:30pm Free Play / Pick Up
- \*Diapers are changed every 2 hours or as needed
- \*\*Outside weather permitting \*\*\*Infants make their own schedule

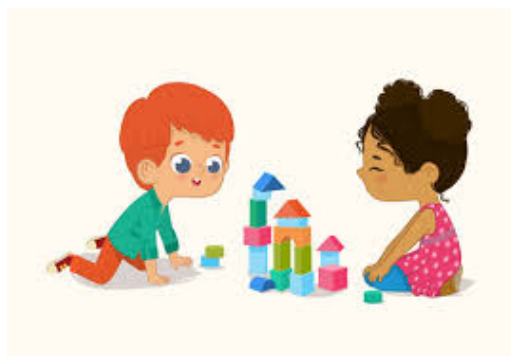


# PARENT HANDBOOK AND POLICIES

## Center Schedules (Continued)

### • Ones Room

- 5:30am-8:00am Welcome / Free Choice
  - 8:00am-8:30am Wash / Breakfast / Wash
  - 8:30am-9:00am Diapers / Free Play
  - 9:00am-9:30am Art / Free Play
  - 9:30am-10:00am Outside / Large Motor Room
  - 10:00am-10:30am Circle Time
  - 10:30am-11:00am Diapers / Table Tops / Wash
  - 11:00am-11:30am Lunch / Wash
  - 11:30am-2:00pm Nap / Diapers As Children Wake / Wash
  - 2:00pm-2:30pm Snack / Wash
  - 2:30pm-3:30pm Large Motor / Outside
  - 3:30pm-5:30pm Free Play / Pick Up
- \*Diapers are changed every 2 hours or as needed  
\*\*Outside weather permitting



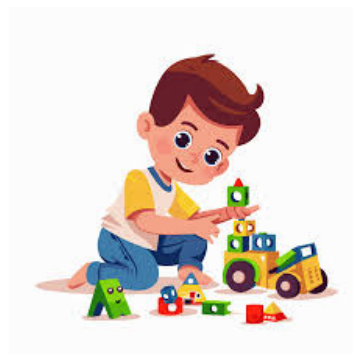
### • Younger Toddler Room (2 Year Old) & Older Toddler Room (3-4 Years Old)

- 5:30am-8:00am Welcome / Free Choice
- 8:00am-8:30am Wash / Breakfast / Wash
- 8:30am-9:00am Diapers or Bathroom / Wash / Free Play
- 9:00am-9:30am Circle Time / Learning Tools
- 9:30am-10:00am Free Play / Art
- 10:00am-10:30am Outside Time / Large Motor Room
- 10:30am-11:00am Diapers or Bathroom / Wash / Cots
- 11:00am-11:30am Lunch / Wash
- 11:30am-2:00pm Nap / Diapers Or Bathroom As Children Wake / Wash
- 2:00pm-2:30pm Snack / Wash
- 2:30pm-3:00pm Learning Tools
- 3:00pm-3:30pm Outside Time / Large Motor Room
- 3:30pm-5:30pm Free Play / Pick Up

\*Outside Time (30 min Teacher Directed / 30 min Free Choice)

\*Bathroom Breaks are taken every hour, or as needed

\*Diapers / Pull-Ups are changed every 2 hours, or as needed



# PARENT HANDBOOK AND POLICIES

## INFANT AND TODDLER PROGRAM

- Each infant and toddler shall be allowed to follow his or her own schedule based on his or her own individual needs. Parents or guardians are required to fill out an Intake form so the Center can coordinate each child's schedule with their home schedule as much as possible. The Intake must be updated each time there is a change to the schedule. At 1 year of age, children are required to eat daycare-supplied meals/whole milk unless a written medical statement from a physician is in their file. If children have a medical statement then parents are required to supply what is on the medical statement.
- Consistent staff is used so that a secure attachment can be made and the little ones learn to trust and form an emotional bond with the caregiver.
- Developmentally appropriate activities will be incorporated into their day with emphasis given to play as a learning and growth experience.
- Throughout the day each infant and toddler shall receive physical contact and attention such as being rocked, talked to, sung to, read to, and taken on walks inside and outside the center.
- Routine activities such as taking a nap, eating, diapering, and toileting shall be used as occasions for language development and other learning experiences.
- To reduce the risk of SIDS, all infants will be placed on their backs to sleep unless the center has written permission from the child's physician to put them in a different sleep position.
- "Tummy time" will be provided for all awake, non-mobile infants.
- When a non-walking child is awake, they shall be moved to a variety of locations and positions in the room throughout the day.
- All non-walking and walking children will be given the opportunity throughout the day to move freely in a safe, clean, open, warm, and uncluttered area.
- Walking field trips may be done daily within a ½ mile radius of the center.
- Transitions will be done through songs, poems, chants, etc.
- Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.
- Infants and toddlers will be taken outdoors every day except in inclement weather.
- Toddlers are encouraged to use the potty at every diaper change. When potty training after the third accident they will be put in a diaper/pullup.
- All daily activities such as diaper changes, bottles, meals, and naps will be entered in on Procure.

## PRESCHOOL PROGRAM

- Each room is set up with a variety of interest areas/learning centers that children can choose from throughout the day. The teachers will complete weekly lesson plans which will provide the children with a variety of experiences using the interest areas.
- The lesson plans will be based on a weekly theme and offer a balance of activities which may include art activities, songs, fingerplays, stories, flannel boards, music and movement, games, outdoor activities (walks, organized games, playground, etc.), letter and number recognition activities, writing and cutting activities, manipulatives, constructing/blocks, puzzles, dramatic play, sensory experiences, and cooking and science experiences.
- Children who are preschool-age will learn through a variety of activities throughout the day. If a child doesn't bring home art projects and worksheets every day, it doesn't mean they're not learning. Children learn through play.
- Self-help skills are encouraged in all activities throughout the day.
- Children will be doing activities that give them opportunities to understand and care for their physical well-being and to use their motor skills to further their learning and achieve good health.
- Children will be doing activities that give them opportunities to develop social and emotional skills and to develop and strengthen their sense of personal well-being. (Continued on next page)

## **PRESCHOOL PROGRAM (Continued)**

- Children will be doing activities that give them the opportunities to develop their abilities to listen and understand, to speak and communicate, and to develop literacy concepts and skills needed to prepare them to learn to read and write.
- Children will be doing activities that give them the opportunities to extend their learning through the use of invention and imagination, through curiosity, engagement, and persistence, and by using cognitive skills like reasoning, reflection, and interpretation as a tool to acquire knowledge and skills.
- Children will be doing activities that give them opportunities to extend their learning through the use of early math concepts and logical thinking processes, the use of scientific reasoning and problem-solving and through the understanding of the characteristics and structures of social systems.
- Walking field trips may be done daily within a ½ mile radius of the center.
- Transitions will be done through songs, poems, chants, etc.
- Children are encouraged to use the potty at every diaper change. When potty training after the third accident they will be put in a diaper/pullup.
- All daily activities such as diaper changes, meals, and naps will be entered in on Procare.

## **SCHOOL AGE PROGRAM**

- A variety of age-appropriate games, toys, and books will be available to school-age children when they are at the center.
- Activities will include rest and quiet areas and recreational activities, including outdoor and active play.
- Children will have the freedom to select and plan their own activities.
- Summer field trips will be planned and parents will be given a one-week written notice of the field trips.
- Children will be served breakfast if present before school and a snack if present after school.
- Walking field trips may be done daily within a ½ mile radius of the center.
- Transitions will be done through songs, poems, chants, etc.
- Children are encouraged to use the potty at every diaper change. When potty training after the third accident they will be put in a diaper/pullup.
- All daily activities such as meals and naps will be entered in on Procare.

## **TRANSPORTATION POLICY**

School-age children attending Sunnyside School will be transported to and from school by bus through the Pulaski School District Transportation Department.

- A staff member will be with them while boarding the bus and at drop-off time.
- Make sure to inform the center if your child will not be getting off the bus on a scheduled day. If a child does not get off the bus on a scheduled day, the staff will call the parents, the school, and the Pulaski Transportation Dept. to locate the child.

The center may use one of the local school bus companies to transport children 3 and up to and from field trips.

- The parents will be informed of the date, time, and destination of any field trip which requires transportation. They will also have a Transportation Authorization and Field Trip Authorization on file.
- The center will have emergency binders with a copy of the children's enrollment form (for parent contact information, physician contact information, and emergency medical consent) and a first aid kit with them.
- Center and Classroom lists will be taken along to ensure that all staff and volunteers know the children in their care.
- If 9 or more children are on a field trip, there will be at least 2 childcare workers accompanying the children (at least one of them will be a lead teacher) and staff to child ratio will be maintained.
- If a child with a disability that limits their ability to respond in an emergency situation is being transported, an adult will sit with them and help them get on and off the bus.
- Children will be counted before leaving the building when they get on the bus, and when they get off the bus to ensure they have all children with them. No child will be left unattended in a vehicle
- The bus must have an alarm system installed that requires when the vehicle is shut off, the driver must go to the back of the vehicle and inspect it to make sure all children are out of the vehicle, they can then disarm the alarm.
- We will use a bus with seat belts if available.

# PARENT HANDBOOK AND POLICIES

## MEALS AND MEALTIME

**Nutrition:** Building Blocks participates in the Child and Adult Care Food Program and each meal and snack served will meet the U.S. department of agriculture child care food program minimum meal requirements. Breakfast is provided from 8-8:30 am only. Children arriving after 8:30 am should be fed prior to arrival. Lunch is from 11-11:30 am and afternoon snack is at 2:00 pm. A weekly menu will be posted in the arrival area for your review.

Each meal will provide 1/3 of the daily nutritional requirements for children.

Breakfast will consist of at least one item from each of the following groups:

- Fruit or vegetable or full strength fruit or vegetable juice
- Cereal or a whole grain or enriched bread product
- Milk

Lunch will consist of at least one item from each of the following groups:

- Protein sources, such as meat, poultry, fish, eggs, cooked dried peas or beans, cheese or peanut butter
- Two vegetables or one vegetable and one fruit
- Cereal or a whole grain or enriched bread product
- Milk

Snack will consist of at least two of the following groups:

- Meat or meat alternative
- Fruit
- Vegetable or full strength fruit or vegetable juice
- Cereal or a whole grain or enriched bread product
- Milk

**Special Diets:** Parents are responsible for meals, drinks, and/or snacks for children on special diets. This includes milk replacements and substitutes. All special diets need to be verified with a signed doctor's note if they include major food allergens.

**Infant Food:** Parents of infants are responsible for providing Building Blocks with a list of foods already introduced and formula being used. We provide Members Mark Gentle Formula, infant cereal and baby food for your infant.

**Junk Food:** With the exception of birthdays and special occasions, junk food will not be served.

- All meals and snacks will be prepared at the Center.
- Food will be served at flexible intervals and no child will be without nourishment for more than three hours at a time.
- Children at the Center before 6:15 am will be offered a snack.
- The cook will complete a staff orientation within the first week of employment and annual training of at least four hours in kitchen sanitation, food handling and nutrition.
- Menus will be planned at least one week in advance, dated and kept on file. They will be posted in the kitchen and on the bulletin board in the main entrance way.
- Any changes in the menu will be posted for the parents/guardians and recorded on the menus that are kept on file.
- Menus will include ethnic and diverse types of food.
- Enough food will be prepared for each meal so that second portions are available.
- Food allergies will be posted in the kitchen and in the child's room.
- The kitchen is cleaned daily before the cook goes home.
- All dishes are washed/sanitized in a commercial grade dishwasher.
- All food is stored in a refrigerator in the kitchen in a storage safe container labeled with the date.
- Detailed kitchen instructions can be found posted in the kitchen.



# PARENT HANDBOOK AND POLICIES

## Mealtime

- Tables will be washed with soap and water and sanitized before and after meals/snacks.
- Staff and children will wash hands before meals and snacks.
- Preschool age children will help set tables.
- Staff will sit at the tables with the children and encourage socialization.
- Staff will talk with the children about the different foods they are eating.
- Staff will model and encourage good table manners.
- Children will be encouraged to try all foods, but will not be forced to eat.
- Children, when old enough, will serve themselves and be encouraged to pass the food around the table.
- Children, who are able, will scrape their dishes and put them in the proper buckets.
- Food will not be used as a punishment or reward.

## Infant Feedings follow this procedure:

- All Infants and toddlers will be allowed to follow their own feeding schedule.
- All prepared bottles and food brought to the Center must be labeled with the child's name and the date.
- All breast milk brought to the center must be labeled "breast milk" and have the child's name and the date on it.
- All breast milk will be heated in hot water.
- All bottles and baby food being heated in the microwave must follow the posted instructions.
- All leftover milk or formula will be discarded after each feeding (within two hours of heating) and bottles will be rinsed.
- Opened baby food jars will be dated and kept in the refrigerator. They will be used within 36 hours or disposed of.
- Staff will hold an infant that is unable to hold his/her own bottle. Bottles will not be propped.
- An infant too young to sit in a high chair will be put in an infant seat or held for feedings.
- Children will be encouraged to experiment with self-feeding with their hands and spoons.
- Eating utensils and cups will be scaled to the size and developmental level of the children.
- A variety of foods will be offered according to the child's developmental level and the parent/guardian's feeding schedule.

## Toddler Feedings:

Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.

- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.
- Children are transitioned from bottle to cup when ready and at parent's discretion. Sippy non-spill cups will be used, until the child is ready for open top cups.
- Appropriate cutlery for your child's age will be offered

## School Age Meals and Snacks:

- School age children present in the morning will be offered breakfast before they leave for school.
- School age children present in the afternoon will be offered a snack when they return from school.
- School age children may help prepare, set up and clean up meals.

**\*\*In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:**

mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

# PARENT HANDBOOK AND POLICIES

## BEHAVIOR GUIDANCE AND DISCIPLINE GUIDANCE

Building Blocks believes that discipline can be a positive growth experience if done appropriately. Our goal is to help each child develop self-control and positive self-esteem while respecting the rights of others. Providing an environment that is safe, interesting, and well organized, along with positive guidance, redirection, and the setting of clear-cut limits from warm, nurturing adults, many behavior problems can be avoided before they arise. Only a childcare worker meeting the qualifications for a childcare teacher or assistant teacher may discipline children. Discipline may not be delegated to older children or peers.

**Positive Guidance** – A means of communication that lets the children know what behavior is acceptable. It is a means of preventing the need for disciplinary procedures. Staff will provide positive guidance to children in the following ways:

- Modeling appropriate behaviors.
- Teachers will encourage good behavior with praise and rewards. Praise will be given through hugs, smiles, or kind words. Rewards could be stickers, stampers, extra privileges, special notes, or awards.
- Teachers will positively talk to children.
- Setting Clear cut limits so children know what is appropriate and acceptable
- Teachers will encourage children to talk to each other, tell each other how they feel, and respect the rights of others when disputes arise.
- Arranging the room so that it will lend itself to a variety of developmentally appropriate activities. It will allow for the freedom to make choices and provide challenges.
- Developing developmentally appropriate activities for our theme-based curriculum that provide children with experiences that encourage self-esteem, social interaction, self-expression, large and small muscle development, and intellectual growth. Activities will be planned with the needs of the individual children in mind.
- Developing a schedule that provides for a flexible balance of activities; quiet and active, group and individual, teacher-directed and self-directed. A schedule will also be put up in the room so that the children can follow it.
- Teachers will use daily routine procedures, such as feeding or eating and diapering or toileting as learning experiences and they will be used to promote positive self-esteem, self-control, and respect for themselves and the rights of others
- Providing transition times between activities.

**Appropriate guidance techniques to deter all negative behaviors such as biting, hitting, etc will include:**

- Consistency – Rules and expectations will be established and consistently reinforced with logical, natural consequences. (Example: “We must always walk in the building. If you run you will have to sit and play at the table.”)
- Reminders – Children who exhibit inappropriate behavior will be spoken to in a calm and non-threatening manner and be reminded of appropriate behavior. (Example: “If you want to play with the truck you need to ask John.”)
- Redirection – Redirecting a child to another area or activity, or offering specific choices when behavior is inappropriate and begins to be difficult for the child to control. (Example: If a child throws blocks, the staff will redirect by saying “It looks like you're done playing here. We need to play with the blocks more safely. Let's go over to the bean bags.”)
- Transitions – Activities and routines will be planned to help children move smoothly from one activity to another without waiting for long periods in a group or line.
- Time-out – If a child continues an inappropriate behavior after other guidance techniques have been tried or if a child has lost control and cannot be reasoned with, time-out may be used (one minute per year old, not to exceed five minutes). No child under three years of age will be put in a time-out. The timeout will be used to help the child calm down and then return to his play with appropriate behavior. A “time-out period” means removing the child from the situation in a non-humiliating manner and placing the child in a designated location in order to interrupt the child's unacceptable behavior. The teacher will talk to the child about the unacceptable behavior and why it is not appropriate and then the child will be asked to sit in a chair away from the other children to think about the discussion. After the timeout, the teacher will talk to the child again to reinforce what was earlier discussed.
- Certain punishments, such as spanking, are prohibited even at parents' request.

# PARENT HANDBOOK AND POLICIES

## INFANT SAFE SLEEP POLICIES AND PRACTICES

The safety and well-being of our infants are our top priorities. We are committed to providing a safe sleep environment for all infants in our care. Our policy and practices are designed to align with the guidelines recommended by the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) to reduce the risk of sudden infant death syndrome (SIDS) or suffocation death and other infant deaths that could occur when an infant is in a crib/pack and play asleep.

- **Sleep Position:** Infants will be placed on their backs to sleep for all naps and nighttime sleep, unless otherwise directed in writing by a healthcare professional.
- **Sleep Surface:** Infants will be placed to sleep on a firm and flat sleep surface, free from soft bedding, pillows, blankets, or toys. We will provide individual, age-appropriate, and properly fitted cribs for each infant.
- **Room Temperature:** The sleep environment will be maintained at a temperature that is comfortable and safe for the infant. We will monitor and adjust the room temperature as needed.
- **Supervision:** Infants will be closely supervised during sleep times to ensure their safety and well-being. Caregivers will conduct regular visual checks on sleeping infants.
- **Caregiver Training:** All staff members will receive thorough training on safe sleep practices for infants, including proper sleep positioning, safe sleep surfaces, and the importance of supervision.
- **Sleep Environment:** The sleep area for each infant will be free from any hazards, including loose bedding, soft objects, and crib bumpers. Cribs will be kept clear of any potential entrapment or suffocation risks.
- **Consistent Routines:** We will establish consistent nap and sleep routines for each infant to promote healthy sleep habits and ensure a safe sleep environment.
- **Documentation:** Caregivers will maintain detailed records of each infant's sleep patterns, including the duration and quality of sleep, as well as any relevant observations or concerns.
- **Regular Review:** Our safe sleep practices will be regularly reviewed and updated to align with the latest recommendations and guidelines from authoritative sources on infant sleep safety.

By adhering to this policy and implementing these practices, we aim to create a secure and nurturing environment where infants can rest peacefully and safely during their time at our daycare.





# PARENT HANDBOOK AND POLICIES

## DIAPERING AND TOILET TRAINING

When your child is in diapers you will need to provide diapers, diaper wipes, diaper rash ointment/cream, and extra clothing. At no time will infants be left on an elevated surface (ie. changing table) even briefly. When your child begins to ask questions about using the toilet and can dress and undress, unassisted, and we both feel the child is ready we can begin toilet training. You will then need to provide underpants and plenty of extra clothes. Our experience has shown us that each child's experience is unique. It is important for all of the child's caregivers to be consistent with toilet training at home and at daycare.

**Toilet Training:** The most important factor in making the toilet learning experience successful and as low-stress as possible is a home/childcare partnership that supports your child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles.

Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions when they demonstrate an interest or curiosity in the process and be able to communicate the need to 'Go'. I am committed to working with you to make sure that toilet training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns. No child will be forced to sit on the toilet.

Toilet training requires a combined effort on the part of the parent and care provider. Please talk with us about your views on toilet training when your child is ready for that step. When it is time for potty training, please dress the children in potty-friendly clothes and provide an adequate supply of clean clothing to get through the daily training phase. All soiled clothing will be sent home in a closed bag. We do offer a candy reward for each success in the toilet. (Examples: M&M's, Hershey's Kisses, pick out of treasure box, etc.) A child is given two accidents before they are put in a diaper or pull-up.

### Please supply the following:

- 3 sets of clothes (pants, shirts, and socks)
- Training underpants are required to prevent leakage and contamination if accidents occur.



# PARENT HANDBOOK AND POLICIES

## HEALTH

All children who attend Building Blocks will be required to have the following forms on file at the center as required by the Department of Family Services – State of Wisconsin.

- Children will not be able to attend until a signed Health Evaluation form is received from a physician. If your child is under 2 years old, We require a copy of your child's health evaluation every time your child sees the doctor for their health evaluation or immunizations. We will need updated information required by the Wisconsin Licensing Regulations. Health statements for children over 2 years of age until attending kindergarten must be updated annually. A physical examination report (DCF0060) signed and dated by a physician, physician's assistant/healthcare provider, or a copy of the after-visit summary from their Well-Child Visit.
- A completed immunization form (DCF44192) signed and dated by the parent/guardian.
- A health history form (DCF2345) should be completed, listing any allergies or any special health conditions such as heart problems, disabilities, or asthma. It should also give specific, detailed information related to the triggers, signs, and symptoms of an attack and emergency medical procedures to be followed. Information on medications to be administered to the child either on a regular basis or at the onset of an attack should also be included in the Health History. The form must be signed and dated by the parent/guardian.

**\*\*All staff who work directly with the children will have a DHFS-approved health form on file at the center.**

All staff and volunteers will be informed of first aid and CPR procedures, SIDS risk reduction procedures, child abuse, and neglect laws, recognition of child abuse and neglect and the procedure for reporting child abuse, recognition of childhood illnesses, and universal precautions for handling bodily fluids during their orientation. The SIDS risk reduction procedures must be done before a staff member works with children, the rest of the orientation must be done within the first three days of employment. All employees who regularly work with children will also be required to take formal CPR training within 6 months of employment.

If a child enrolled has any allergies or special health concerns and/or needs, the staff working with that child will be notified as soon as the parent/guardian notifies the center. A copy of the health history form will be kept in the room with the emergency binders. All allergies will be posted in the kitchen and in the child's room.

Upon arrival, each child will be observed by a staff member for symptoms of illness and injury. All injuries and evidence of unusual bruises, contusions, lacerations, or burns will be discussed with the parents/guardians and recorded in the medical logbook. The Administrator/Director or other person in charge of the center must be made aware of the observation as soon as possible.



# PARENT HANDBOOK AND POLICIES

## ILLNESS

We understand that it is difficult for a family member to leave or miss work, but to protect other children and staff, you may not bring a sick child to our program. Building Blocks is not licensed to care for ill children. A child who is too ill to participate in All normal planned activities at the Center, including outdoor play, should not be brought to the Center.

A child should **NOT** come to the center if they have any on the following:

- Illness that prevents your child from participating in activities.
- Temperature of 101 degrees or more (a child must be fever-free for 24 hours without the use of fever-reducing medications before returning to the center).
- Vomiting of an unknown cause- Children under the age of 1 are sent home after a second vomit and children above 1 are sent home after 1 vomit. (a child must be free of vomiting for at least 24 hours before returning to the center.)
- Diarrhea of an unknown cause that cannot be controlled or contained (3 or more blowouts or accidents) can return after 24 hours.
- Mucus drainage from the eye (for pink eye, a child must be on drops for at least 24 hours and free of mucus drainage from the eye).
- An undiagnosed rash spreading rash (will be sent home and can return if cleared by the doctor)
- Sore throat (for strep throat, a child must be on medication for at least 12 hours AND fever-free without the use of fever-reducing medication before they can return to the center.)
- Head lice (must be nit free to return).
- Chickenpox (all lesions must be crusted over)
- Symptoms of contagious illnesses or conditions have the potential to affect the health of other people at the Center.

PLEASE DO NOT COVER YOUR CHILD'S FEVER WITH TYLENOL, ADVIL, OR MOTRIN, AND BRING THEM IN ANYWAY! YOU WILL BE SPREADING GERMS AND ILLNESSES! BUILDING BLOCKS PROMOTES A CLEAN, HEALTHY, AND SAFE ENVIRONMENT FOR THE CHILDREN AND EMPLOYEES.



# PARENT HANDBOOK AND POLICIES

## **If a child becomes ill while at the Center**

We will use the office as an isolation area for ill children. If no extra staff or the office is not available, the child will be placed in a quiet area of the classroom, away from the other children. The child will be provided with a cot, a sheet, and a blanket. A staff member will be within sight and hearing of the child. Isolation shall be used until the child can be removed from the center. The child may require a doctor's note to return to childcare.

### **A child will have to be removed from the center for any of the following:**

- Temperature of 101 degrees or more (a child must be fever-free for 24 hours without the use of fever-reducing medications before returning to the center).
- Vomiting of an unknown cause- Children under the age of 1 are sent home after a second vomit and children above 1 are sent home after 1 vomit. (a child must be free of vomiting for at least 24 hours before returning to the center.)
- Diarrhea of an unknown cause that cannot be controlled or contained in diapers (3 or more blowouts) can return after 24 hours.
- An undiagnosed spreading rash (will be sent home and can return if cleared by the doctor)
- Sore throat (for strep throat, a child must be on medication for at least 12 hours AND fever-free without the use of fever-reducing medication before they can return to the center.)
- Head lice (must be nit-free to return to the center).
- Hand Foot & Mouth: no restrictions unless a fever is present. If a fever is present they can return if fever-free without the use of fever-reducing medication for at least 24 hours.
- Chickenpox (all lesions must be crusted over before returning to the center)
- Symptoms of contagious illnesses or conditions having the potential to affect the health of other people at the Center.

**In the event that your child becomes ill and needs to leave care, you will be asked to come pick up your child within one (1) hour.** If your child is injured and requires medical attention, you will be notified immediately. Small bumps and bruises are an everyday event for most children at some point in their lives. You will be notified at the end of the day via an Incident Report. Other emergencies will be handled on a case-by-case basis and emergency services may be utilized.

## **COMMUNICABLE DISEASE**

When it is suspected that a child enrolled has a communicable disease transmitted through normal contact, such as chicken pox, whooping cough, German measles, infectious hepatitis, measles, mumps, hand foot & mouth, pink eye, scarlet fever, or meningitis, the child will not be allowed in the Center.

- A notice will be posted at the main entrance, on the bulletin board, to inform parents/guardians a child has been diagnosed with a communicable disease. The name of the child with the disease is confidential.
- The local public Health Department and the Department of Children and Families will be notified within 24 hours.

**\*\*If the child is brought into the doctor's office and diagnosed with any communicable disease, it is your responsibility to notify the center of the diagnosis as we are required per state licensing to post it in our center and do proper disinfecting and deep cleaning of the rooms. Failure to notify the center can result in immediate termination of enrollment at Building Blocks Childcare Center. Please see [www.dhs.wisconsin.gov](http://www.dhs.wisconsin.gov) to find the full communicable disease list.\*\***

# PARENT HANDBOOK AND POLICIES

## MEDICATION

All medications need to be directly handed to us with specific instructions for administration. Medications should never be left in your child's cubby/diaper bag, or with your child to administer on their own. We will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

### **Prescription and non-prescription medication can be given out under the following conditions:**

- A current authorization to administer medication form DCF0059 dated and signed by the parent/guardian is on file.
- All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). The label must also include dosage and directions for administration. Medications will be administered per the doctor's written order. Any non-prescription medication that does not have a specific dosage for the child's age must have a written dosage from the child's physician before the Center can administer medication. (Example: Tylenol - under 2 years consult a physician for dosage.)
- A written record, including the name of the medication, dosage, time, date, and name of the person administering the medication, shall be made in the medical log book on the same day that the medication is administered. Medical logbooks are reviewed by the administrator once a month. When reviewed the administrator will sign and date them on the next available line.
- If there is a missed medication dosage or other error in distribution parents will be called and asked how to proceed. Missed medication dosage will also be documented in the medical log book.
- Medication will be stored in each classroom in an upper cabinet in a container clearly labeled "Medication".
- Medication requiring refrigeration shall be kept in the refrigerator in a separate, covered container clearly labeled "Medication".
- No Medication shall be left at the center without a current authorization form filled out and signed by the parent/guardian.
- When a doctor's order runs out, the med is expired, or is no longer needed, it will be returned to the parent. This also includes all over-the-counter meds, creams, and drops.
- Non-prescription medications require a note signed by the child's physician. Non-prescription medication will not be administered for more than a 3-day period unless a written order by the physician is received.
- All emergency medication will be not locked up, but safely accessible to staff and out of the reach of children. Examples of emergency medication: Epipen, rescue inhalers, etc. age)

We will discuss prior to enrollment if we're capable and able to be trained to provide adequate care for your child requiring medications. We are only able to administer medications once you and your health care provider complete the required authorization forms and health care plan information.



# PARENT HANDBOOK AND POLICIES

## **NOTIFICATION OF ILLNESS, ACCIDENTS, INJURIES, OR OTHER EMERGENCIES**

- In case of minor injuries, routine first aid procedures will be carried out. The Center will have a supply of bandages, tape, Band-Aids and syrup of ipecac.
- Cuts and abrasions will be washed with soap and water and a bandage will be applied if necessary.
- Bumps and bruises will be treated with cold compresses.
- If a child is bitten by another child, the bite will be washed with soap and water and a cold compress will be applied. Both parties will also have an accident form filled out and signed by parents.
- The parent will be notified of all minor injuries when they pick up their child, they will also be asked to sign an accident report.
- If the injury does not appear to be serious or life-threatening but may require medical attention, the parent/guardian will be notified of the situation. They can then decide the next course of action. The child will be kept under close observation.
- In case of serious injury, 911 will be called and the child will be transported to St. Vincent Hospital. The parents/guardians will be notified as soon as possible and instructed to meet there. The Department of Children and Family Affairs will be contacted within 24 hours.
- Suspected poisoning shall be treated only after consulting with the poison control center (1-800- 815-8855).
- If a child is injured off site of the center the same guidelines will be followed. A first aid kit, emergency binders and a cellular phone will be taken on all outings.
- All injuries will be listed in the medical log book. The entry will include the date, child's name, time, place of and extent of injury, and staff name.
- All staff members in regular contact with children shall obtain a current certificate for infant/child CPR within 6 months after beginning working with children. Staff will also be trained in first aid procedures.
- The center does carry the required insurance, but is not responsible for medical payments due to injuries received at the center. All medical bills must first be submitted to the parent or guardian's insurance. Our policy only covers the parents out of pocket expenses.

## **SAFETY**

### **SUSPECTED CHILD ABUSE**

A licensee, employees, or volunteers of the center are mandated reporters who receive biannual training on how to identify children who have been abused or neglected. A licensee, employee, or volunteer who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in s. 48.981(1), Stats., shall within 24 hours contact the Brown or Oconto County Department of Social Services or Human Services (or other County if applicable) or a local law enforcement agency as required by s. 48.981, Stats. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Building Blocks will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

### **CHILD CUSTODY**

Without a court document, both parents/guardians have equal custody rights. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.



# PARENT HANDBOOK AND POLICIES

## HEALTH PRECAUTIONS / UNIVERSAL PRECAUTIONS

- Bodily secretions such as runny noses, eye drainage, and cough-up matter shall be wiped with a disposable tissue used once and discarded in a plastic-lined container. Whoever does the wiping shall wash their hands immediately.
- Bodily secretions on surfaces shall be washed with soap and water and disinfected. Hands shall be washed immediately.
- Disposable gloves shall be worn if there is contact with blood or blood-containing body fluids or tissue discharges.
- Gloves shall only be worn once, will be turned inside out, and disposed of in a covered garbage.
- All people exposed to blood or blood-containing body fluids or tissue discharges shall wash their hands immediately with soap and warm running water.

## PERSONAL AND CENTER CLEANLINESS

- Children's hands will be washed with soap and running water before and after eating and toileting.
- Persons working with the children will wash their hands with soap and running water before handling food and before and after diapering or assisting with toileting.
- Wet or soiled clothing or bedding will be changed promptly from an available supply of clean clothes. The wet or soiled clothing or bedding will be put in a plastic bag and sent home with the child.
- Wet and soiled diapers will be changed promptly. The diapers will be disposed of in a plastic lined, hand free garbage. Only disposable diapers will be used. Staff will wear gloves when changing a soiled diaper.
- Toys and equipment will be washed and sanitized on a regular basis either by hand with an acceptable disinfectant or by being run through the dishwasher. Infant and toddler oral toys will be disinfected after each use. Larger toys will be disinfected daily or weekly, depending on use.
- Eating surfaces will be washed with soap and water and then sanitized before and after using them for meals and snacks.
- Classrooms are cleaned by the classroom teacher at the end of every day.



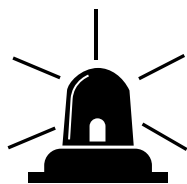
# PARENT HANDBOOK AND POLICIES

## EMERGENCY RESPONSE PROCEDURES

To be assured of the whereabouts of the children at all times, staff members will take attendance daily by recording the arrival and departure times of the children as they come and go. Each childcare worker will know the number and names of the children in their care at all times. Each room will also have a list of the children in their care. As children are arriving their names are highlighted on the list. As children leave they are crossed off. Staff will make sure to count the children in their care throughout the day and as they transition from one activity to another. Parents/guardians are also required to sign their child/ren in as they are arriving and sign them out as they are leaving. Procure sign-in and out kiosk is located in the main entrance.

## FIRE AND TORNADO EMERGENCY PROCEDURES

- Fire escape routes and tornado shelter areas (closest bathroom) are posted in each room.
- Staff and children will practice fire/tornado drills once a month. A record of dates and times of monthly fire/tornado drills will be kept in the office.
- Staff orientation will include fire and tornado procedures including:
  - Location and proper use of fire extinguishers.
  - Location of flashlights and extra batteries.
- Staff responsibilities in case of fire:
  - Line children up as quickly as possible and lead them to the designated exit.
  - One teacher in each room will take along the attendance sheet and emergency binders.
  - Once outside and at a safe distance, the teachers will check attendance and make sure everyone is out.
  - Will meet by the edge of the property closest to Cross Road.
- Staff responsibilities in case of tornado:
  - Line children up as quickly as possible and lead them to the designated tornado shelter.
  - One teacher in each room will take along the attendance sheets, emergency binders and a flashlight.
  - Once in the designated tornado shelter (closest bathroom), the teachers will check attendance and make sure everyone is there.
  - Tornado boxes are found in every designated meeting place.
- The Administrator/Director or another person left in charge will be responsible for calling 911 and taking the sign in and out sheets off of the bulletin board.
- The cook, if present and available, will help the infant room in fire/tornado procedures. The infant room has evacuation cribs which are cribs on wheels that the infants will be placed in taken to the safe place.





# PARENT HANDBOOK AND POLICIES

## PROCEDURES FOR OTHER EMERGENCIES

- In case of bad weather, power outage or other emergencies, that require the center to close, the staff will call the parents or guardians to notify them and they will have it announced on as many radio and TV stations as possible. Parents will not be credited if the daycare is closed for one day.
- Children will stay at the center if possible. If the Center must be evacuated, the children and staff will go to St. Maximilian Kolbe Church, 6051 Noble St. Sobieski (920)822-5255 until they can be picked up. The staff will take all attendance, sign-in and out sheets, and emergency binders with them.
- If there are problems with the heat or air conditioning, repair people will be called to fix the problem as soon as the center is aware of it. If the center temperatures get too extreme the building will be evacuated and the parents notified.
- Children will be kept indoors during inclement weather (heavy rain, temperatures above 90°, wind chills below 10° for children over 2 years, wind chills of 20° or below for children under 2 years).
- If problems arise with the water, safe water will be brought in for drinking and cooking. We are required by the DNR to do routine water tests.
- It will be up to the Administrator/Director, or another person left in charge, to decide if and when the center will close and parents/guardians should be notified.
- Monthly safety inspections will be done by the Administrator/Director, or other designated person, and recorded on the fire and safety checklist, which is posted in the office.
- A telephone is located in each classroom and the office. A list of emergency numbers are by each phone including 911 for fire, police and rescue squad, the poison control center, social services and the “five minute person”. There will be a cell phone on the premises in case of telephone outage.
- When there is only one staff person on duty at the Center, another adult will be available within 5 minutes for emergencies. The name and phone number of that person will be posted in the office and on each phone as these people are subject to change
- There will be a motor vehicle available for emergencies on the premises at all times.
- All emergency occurrences will be reported to the Department of Children and Families within 24 hours.
- If for any reason a child is missing while in our care, the building and grounds will be searched, the parent/guardian will be notified immediately, and 911 will be called. All efforts will be made by the center staff to locate the child. This will also be reported to the Department of Children and Families within 24 hours of the occurrence.



## Staff Orientation Policy

All new employees and regularly scheduled volunteers shall receive an orientation within their first week at the Center. The orientation shall include the following:

- a review of the licensing rules for group daycare centers
- a review of the Center's policies
- confidentiality
- training in contingency plans (emergency procedures), including fire and tornado procedures
- operation of fire extinguishers
- first aid, CPR, and AED procedures
- medication administration
- recognition of childhood illnesses
- infectious disease control
- prevention and response to emergencies due to food and allergic reactions
- SIDS training (prior to working with children)
- hand washing procedures and universal precautions for handling body fluids
- schedule of activities of the Center
- review of child abuse and neglect laws and reporting procedures (reviewed every 2 years)
- procedure for tracking transported children
- child management techniques
- integration of children with disabilities into the program
- procedure for ensuring that all childcare workers know the children assigned to their care and their whereabouts at all times
- absent child procedure
- building and physical premises safety
- sharing information regarding a child's specific healthcare needs.
- food program procedures and forms
- schedules and activities of the center
- job responsibilities as they relate to the job description

## Staff Continuing Education

Each administrator, center director, and childcare worker who works more than 20 hours a week shall participate in at least 25 hours of continuing education (CE) each year. Each administrator, center director, and childcare worker who works 20 or fewer hours a week shall participate in at least 15 hours of continuing education (CE) each year. The Administrator/Director or another designated person will document all continuing education (CE) in the employee's file, once proof of attendance has been brought in. The Administrator/Director will give out reminders of CE hours once a year, the staff is required to keep track of their continuing education beyond that.

- CE hours obtained through credit courses may be used to meet the requirements for the year they are earned and for the two years following that year.
- Assistant teachers currently enrolled in their first entry-level course are not required to earn CE hours for that year.
- CE experiences may be in the areas of early childhood education, child development, child guidance, abuse and neglect, health and safety, first aid, CPR, nutrition as it pertains to child development, supervision of staff, communication, and administration.
- Types of training acceptable to meet CE requirements:
  - Formal courses resulting in credits or CE units.
  - Workshops, conferences, seminars, lectures, correspondence courses, and home study courses.
  - Training is offered by the Center through the use of guests or staff trainers.
  - Documented observation time in other early childhood programs.
  - Independent reading or watching of educational materials (up to 5 hours for full-time staff and 2.5 for part-time staff). A report will be required to count the hours.
- Food service personnel shall obtain at least 4 hours of training in kitchen sanitation, food handling, and nutrition annually.
- All staff members in regular contact with children shall obtain a current certificate for infant/child CPR within 6 months after beginning working with children. CPR certificates must be maintained every two years. The hours will go toward CE hours.
- All staff will receive training in the child abuse and neglect reporting laws, identification of child abuse and neglect, and the center procedure for reporting child abuse and neglect in their orientation. This information will be reviewed by all employees every two years and will count towards CE hours.
- To ensure that staff has the opportunity to receive pertinent information and clarification of problems and issues, the Center will have monthly staff meetings, which will be documented and kept on file in the office.

# PARENT HANDBOOK AND POLICIES

## PARENT CODE OF CONDUCT

At our daycare, we believe that a positive partnership between parents and staff is crucial for the well-being and development of the children in our care. We expect all parents and guardians to adhere to the following guidelines when interacting with our daycare staff and other families:

### 1. Respectful Communication:

- Parents are expected to communicate with daycare staff respectfully and courteously, whether in person, over the phone, or through written correspondence.
- Constructive and open communication is encouraged to foster a supportive and collaborative relationship between parents and staff.

### 2. Compliance with Policies:

- Parents are required to familiarize themselves with and adhere to all daycare policies and procedures, including drop-off and pick-up protocols, health and safety guidelines, and any specific rules related to their child's care and activities.
- Understanding and complying with these policies contributes to the overall safety and well-being of the children and the smooth operation of the daycare.

### 3. Confidentiality and Privacy:

- Parents are expected to respect the privacy and confidentiality of other families and children at the daycare. This includes refraining from discussing personal information or concerns about other families or children in public areas or on social media platforms.

### 4. Positive Engagement:

- Parents are encouraged to engage positively with their child's experiences at the daycare and to participate in activities and events when possible. This involvement contributes to a sense of community and support for the children's learning and development.

### 5. Conflict Resolution:

- In the event of any concerns or conflicts, parents are encouraged to address them directly with the daycare director or supervisor in a calm and respectful manner. Open and constructive dialogue is essential for resolving issues effectively.

We value the partnership between our daycare and the families we serve and believe that these guidelines contribute to a harmonious and supportive environment for the children. If you have any questions or concerns regarding parent conduct, please feel free to reach out to the office administration for further assistance.

