

Welcome

Welcome to Shining Stars Learning Center Childcare, preschool and 4-year-old kindergarten. This center has been located here at the Southtown Shopping Center for many years and has been through a variety of changes over the past ten years. Sara Oughton purchased the daycare center in December 2010 and is in the process of transforming the center with the highest of standards with the assistance of Yvonne Cloud, and Lisa Mueller-Olson. Yvonne Cloud is the administrator and assistant director overseeing the day to day operations of the center.

Shining Stars Learning Center began to offer preschool in the fall of 2011. We are very excited to expand our educational base. In the fall of 2006 the center partnered with Fond du Lac School District to host 4-year-old kindergarten in our building. This program is available to any child who is 4-years-old by September 1st of that year.

Our staff is very important to our program and we believe that providing them professional development opportunities and instilling a positive work environment will keep many of them in our program for a long time.

The following pages describe our curriculum and policies. They are designed to ensure that all of the children in our program receive the best care and educational experiences possible.

If you have any questions or suggestions feel free to contact us personally, by phone or email. Maintaining a high-quality program involves open and frequent communication with our families. For families that do not speak or read English we will assist in contacting an interpreter.

Philosophy

Shining Stars Learning Center provides a secure, nurturing, stimulating, and educational environment for children. Our center creates an environment where children are encouraged to develop at their own pace which promotes life-long learners. Finally, we are committed to the families we serve by providing support and encouragement through strong partnerships.

Licensing

Shining Stars Learning Center is a State of Wisconsin licensed group daycare program for children ages 4-weeks through 13-years-old with a capacity of 125 children. We are open Monday through Friday, from 5:30 AM to 6:15 PM, January through December.

Our program has partnered with Fond du Lac School District 4-year-old kindergarten onsite. Specialists have inspected, evaluated and recognized our program for meeting or exceeding standards set forth by the Department of Children and Families and the Fond du Lac School District.

We are inspected regularly to ensure that we meet licensing standards. We will post the following items for parents' review at the front entrance on the parent information board: license certificate, a complete copy of operating policies and procedures, notice of enforcement actions, the results of our most recent licensing monitoring visit, a copy of the licensing regulations, exceptions, exemptions, stipulations, and conditions.

As a child care center, all staff are required to report any suspected abuse or neglect to the county's Child Protective Services (CPS) office. We must notify the proper authorities if we suspect that any child is being improperly treated.

Our administrative structure is as follows:

Owner/Director: Sara Oughton

Administrator/Assistant Director: Yvonne Cloud

Program Coordinator

Teachers

Assistant Teachers

Cook

Enrollment Status

Part-time is defined by up to 5 hours per day

Fulltime is defined by up to 10 hours per day

3 Fulltime days or 5 part-time days are required for minimal enrollment.

Our center does not have limitations or requirements for a child to be enrolled or to move up to the next classroom for example: toilet trained, walking, limitations, etc.

Center Closures

The center will be closed on the following days:

New Year's Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving

Christmas Day

The center may be closed on Good Friday, the day after Thanksgiving, Christmas Eve, New Year's Eve and any other day that may fall during holidays depending on enrollment.

Regular fees will not be charged for these holidays.

The center makes every attempt to remain open in spite of adverse conditions. If the center would not be open due to severe weather the following radio station will be notified: KFIZ before the 6:00a.m. (1st shift) and 2:00p.m. (2nd shift). Parents are advised to listen to the radio for announced closing before attempting to bring their children to the center.

Family Enrollment and Orientation

A copy of the Shining Stars Learning Center Policy Manual and the Wisconsin Administrative Code are available at the main entrance.

It is very important to us that as you begin your relationship with Shining Stars Learning Center, you are informed and have a clear understanding about our philosophy, purpose, policies and procedures.

Parents interested in enrolling their children at Shining Stars Learning Center, LLC must meet with the Director in person to discuss their child's specific needs and to review program policies. Shining Stars Learning Center, LLC will adhere to the Americans with Disabilities Act of 1990 and shall provide qualified disabled individuals, reasonable accommodations including auxiliary aids and services necessary to afford individuals with a disability an equal opportunity to participate.

Shining Stars Learning Center, LLC will never discriminate a child, refuse to enroll, or dis-enroll a child on the basis of race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation. All children will be enrolled for a trial period of 2 weeks.

Accommodations will be made for any family needing assistance with our center policies and procedures. Upon enrolling in Shining Stars Learning Center you will be given an orientation packet. 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](#), "Heath 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)

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"

PARENT COMMUNICATION AND INVOLVEMENT

Communication

The success of our program is based on establishing a partnership between parents and our staff. Open and frequent communication between parents, teachers and administrators will help you and your child have a positive early learning experience. We want you to feel at ease talking to your child's teacher at drop off or pick-up time. Matters that are considered confidential may be discussed over the phone or a meeting can be scheduled. Parents are welcome to visit at any time during the hours of operation unless prohibited by a court order. If so, a copy of the order must be on file at the center.

Parent Responsibilities

In order to help us provide the best care possible and maintain high standards we ask for the following support from our families.

Turn in all necessary paperwork on time. Even before your child attends his first day of school you will need to submit documents such as immunization records, medical health release forms, and enrollment forms. These records are mandated by the State of Wisconsin. Some forms need to be updated periodically after your child is enrolled. It is the responsibility of the parent to submit updated forms on time to the office personnel.

Read all parent notices which are posted on the bulletin board adjacent to the parent mailboxes. Review the center policies given to you at date of enrollment and located in the binder near the parent mailboxes. Missing this information may affect your child being prepared for the day. You are your child's most valuable asset and advocate. Keep yourself informed.

Keep your child on a consistent schedule. Children need a schedule and routine to function well. Try not keeping your child up late and allowing them to sleep in late sporadically. A child that arrives late will be "out of sync" with the group and the daily routine.

Let your child's teacher know if your child needs extra care on a particular day. If your little one didn't sleep well last night or someone important is away and your little one misses him/her, let the teacher know so that we can give them extra TLC.

Start your child's day by allowing them to be prepared for the day. Wake your child early enough to allow him/her time to get dressed. Please do not allow children to bring in food/drinks or toys from home. (See *Toy Day* and *Items from Home* policies for more clarification).

Let us know if your child's arrival or departure times will change on any given day. If grandma is in town and wants to pick up your child early contact the office and we will pass the information on to the child's teacher.

Contact the center when your child is going to be absent. Accurately inform teachers regarding the health of your child and respect and follow our health policy.

Ensure that your child has all the supplies he/she needs. Provide all the necessary supplies and clothing required for your child's care.

Sign your child in and out each day and make contact with the teacher. This is for the safety of your child and the best way to stay connected with the teachers.

Pay your fees on time.

Making Your Child's First Day Comfortable

All children are unique and will react differently to a new program. Some children are very outgoing and seem not to need any adjusting time. Others are very shy and may need more time. Most children fall somewhere in between. Parents are welcome to call anytime during the day to ask how their child is adjusting.

Whenever possible, we encourage parents to bring their child in before their first day of enrollment to tour the building, meet their teacher, become familiar with the classroom, and observe the playground and the daily routine.

At home talk about your child's teacher using her/his name and an activity that your child seemed to take an interest in. Remind your child of any friends they may already know or that they met on their first visit.

Reassure your child that you will always return for them at the end of the day.

Some Goodbye Suggestions

If your child feels anxious or uneasy and is having a difficult time separating from you during your arrival time we suggest that you calmly reassure your child that you will return. After you give your child a final hug, and kiss, say good-bye and leave the classroom. We realize that this is a very emotional time for parents and children. Please be assured that we will comfort your child and reassure him/her that you will return. We have learned that when a parent prolongs good-bye time, power struggles develop and the situation becomes very stressful for the child, parent, and teacher. A parent coming into the classroom and then leaving time again and again seems to confuse the child and prolong the time it takes teachers to establish a calm and comfortable relationship with the child. If you are struggling with separation anxieties, please contact the director.

PROGRAM POLICIES

Tuition and Additional Fees

The tuition and additional fees are given to the parents at the time of registration. Shining Stars Learning Center, LLC will announce any tuition increases at least two weeks in advance in writing.

There is an annual registration fee which is renewed each January.

Annual Registration Fee is \$35.00 for first child and \$15.00 for each additional child.

Part-time day is defined by up to 5 hours per day

Fulltime day is defined by up to 10 hours per day

3 Fulltime days or 5 part-time days are required for enrollment to the center

No refunds will be given for days when children do not attend for illness or other reasons.

If there will be a third-party payment from an employer or from 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.

Schedules are due to the office on by noon on Thursday for the upcoming week. If the schedule is not received by noon or if there is a change in the schedule, there will be a \$15.00 fee per occurrence.

All tuition is due in advance and the tuition fee is calculated by the schedule submitted by the parent by the previous Thursday. However, if the schedule submitted does meet the minimum attendance requirement additional days will be charged. Fees for children are due by Friday for the following week. Payments should be placed in the tuition mailbox. A late payment fee will be applied when tuition is more than 2 days late.

There will be a \$35.00 fee for all returned checks.

Children will not be admitted to the program if fees are delinquent.

Refunds are not given for severe weather closings, holidays, utility outages, water main breaks, or when your child is absent.

Parents arriving or lingering in the building after 6:00pm or 6:15pm closing times will be assessed a late fee of \$2.00 per minute basis.

Additional fees for field trips, material fees, special lunches, lessons, apparel, etc. will be posted at least one week in advance on the communication board. Additional fees are to be paid separately from tuition and are to be dropped in the payment box.

School-aged children will be charged the daily full-time or part-time rate when attending the center on half-days and/or school days off.

Adding extra days to part-time schedules is possible, but is based upon the daily availability of open spaces and must be authorized in advance by the office.

If a current family refers another family to the center, the referring family will receive a \$50 tuition credit after 3 months of attendance by the referred family. At the time of enrollment the referred family's registration fee will be waived.

Shining Stars Learning Center accepts: cash, checks, money orders, and credit/debit cards.

Vacation Days

The center does not offer vacations due to the option of variable scheduling. In lieu of vacation time, half tuition will be charged during a week of absence.

Multiple Child Discount

A discount is available to families with two or more fulltime children enrolled with a minimum of 4 fulltime days per week. The youngest child's tuition is not discounted however a 5% discount will be applied to the oldest child's tuition and a 5% discount for each additional sibling.

Waiting List Policy

If there are no positions currently available your child will be placed on our waiting list after we receive your completed application form and the application fee.

Openings will be filled in the following order:

- *Families with other children currently enrolled
- *Chronological order of the date the application was received
- *Once an enrollment opportunity becomes available, families will have 5 business days to accept the position at which time payment for the first week's tuition is due to hold the spot.

If you are unable to accept the 1st position, you may keep your status on the waiting list for the next available opening. If you are unable to accept the second position offered, you will be removed from the list unless you elect to maintain your current position on the waiting list with an additional application fee.

School-Aged Transportation

School-age children will be transported to and from Shining Stars Learning Center by center owned vehicles.

Walking or Biking to/ from the Program to/ from Home or Other Activity

If your child is to be arriving or departing the center from school, home or other activities without a parent or other previously authorized person an alternate arrival/release agreement must be completed. This form will be reviewed with parents/guardian periodically to ensure your child's safety.

Rates and Fees: February 1st through December 31st, 2017

Day Rate	5 days	1-4 days	1-5 days
Age	5-10 hrs	5-10 hrs	0-5 hrs
4 wks. to 1 yr.	\$36	\$39	\$26
2 to 2 ½ years	\$34	\$37	\$25
2½ + year old	\$33	\$36	\$24
3 year old	\$31	\$34	\$23
4 & 5 year olds	\$30	\$33	\$22

Night Rate	5-10 hrs	0-5 hrs
Age	5-10 hrs	0-5 hrs
4 wks. - 1 yr.	\$42	\$30
2 year old	\$41	\$29
3 year old	\$40	\$28
4 & up	\$39	\$27

School Age	School Transportation				No School		Summer Rate	
	0-1 hr.	1-2 hrs.	2-3 hrs.	Bef & Aft	5-10 hrs	0-5 hrs	5-10 hrs	0-5 hrs
	\$8.50	\$12	\$15	\$23	\$29	\$21	\$29	\$19

3K-Preschool

- M/W/F: \$115/\$105* (monthly)
- T/TH: \$80/\$75* (monthly)

4 year old kindergarten

- No charge

Additional Fees:

- Over 10hrs: \$5/hr.
- Field trips
- Late payment of weekly fee: \$20
- Late pickup fee \$2/minute
(past 6pm or night care pickup)

- Daily diaper/wipe fee: \$5
- Weekly laundering of sleeping bag: \$5
- Each schedule change: \$15/child
- NFS/returned check: \$35/occurrence
- Annual enrollment: \$35 first child; \$15 additional (\$35 fee prorated at \$3/month)

Miscellaneous:

- Half day rate will change to full day rate when child is picked up 10 minutes past scheduled time with an additional \$5/occurrence fee
- Sibling discount applies to 5-day fulltime enrollment: youngest-0%, oldest-5%, and 5% for each additional sibling
- School Age defined as currently attending 5-year-old kindergarten
- Night rated is defined by a schedule past 6pm
- If you are utilizing the MyWICChildCare subsidy, then full monthly payments are due by the 5th of each month
- *3K rate is discount if enrolled in center for childcare
- Half Tuition will be charged on weeks not utilizing daycare services.
- Long Term Absence: \$100/1st child, \$50/each additional children with a max of \$200/family
- If school ager is not transported during school year then deduct \$4 from \$29 or \$21

Background Checks

Shining Stars Learning Center submits the names of all persons in contact with the children to the State of Wisconsin's Department of Justice for Criminal History Records. The requirement of the Criminal History Record for early childhood educators became effective in January of 1996. Parents can be assured that people working with their children do not have criminal histories that could potentially harm their children if repeated. All teachers maintain a file which contains their teaching qualifications, Registry level, background verification check, criminal records check, health report with a current TB test included, and an updated continuing education document. All staff member credentials are submitted to The Registry, Wisconsin's Early Childhood Professional Recognition System, for evaluation and leveling.

Ratios

The ratio standards set by the State of Wisconsin Health and Social Services Department appear in the chart below. The first number is always a 1 and stands for the teacher. The number that follows represents the number of children. The last column is the maximum group size with the first number representing the teacher. When there is a mixed age group the staff-to-child ratio shall be adjusted on a prorated basis, according to age.

Ages	Staff to Children Maximum Ratio	Maximum Group Size
4-weeks to 2-years	1:4	2:8
2-years to 2 ½-years	1:6	2:12
2 ½-years to 3-years	1:8	2:16
3-years to 4-years	1:10	2;20
4-years to 5-years	1:13	2:24
5-years to 6-years	1:17	2:34
6-years and older	1:18	2:36

Children's Arrival and Departure

All children, regardless of age must be escorted by their parent, guardian, or designated adult directly to and from the premise. For safety reasons and state regulations children may not walk through the building without an adult.

When dropping off and picking up your child, always be sure to sign your child in and out. You should also make sure the teacher is aware that your child has arrived or is leaving. This procedure is for your child's safety.

Parents will be asked to supply the center with their child's estimated arrival and departure times. Parents are required to contact the office or their child's teacher if the child will be absent or tardy. A staff member will attempt to contact the parents if a child has not arrived on a scheduled day within 45-60 minutes of scheduled time. Parents are required to enter and exit through the WEST door under the black awning. Due to safety regulations parents are not permitted to drop off or pick up children through the playground gate.

Children will not be allowed to leave the program with a minor (including siblings) or alone unless a signed Release and Waiver of Liability is on file.

Persons Authorized to Pick Up Child/Emergency Contact Person

At the time of enrollment, the state regulations requires parents to provide our program with an emergency contact of person/s (who live in close proximity) authorized to pick up your child. We will release children to authorized persons only (as indicated on the enrollment form or the white child information record card). Parents must provide written permission each time that someone other than a parent is picking up the child. In addition, the person picking up, including authorized persons must show identification.

If your child becomes ill, you do not arrive before closing time, and we are unable to contact you, we will call your emergency contacts and the child will be released to that individual with proper identification.

Children Listing More than One Residence

If your family needs more than one copy of information from Shining Stars Learning Center please let us know. We will be happy to send multiple copies of information to all parents/guardians of enrolled children. The parent listed first on the Shining Stars Learning Center enrollment form will be considered the primary parent.

Custody Discrepancy

Children of parents who are divorced or separated must be legally released to the non-custodial parents according to the Wisconsin statues. That also means that both parents have access to the child's records unless access is denied by court order. In order to prevent a non-custodial parent from picking up or accessing a child's records, a signed court document stating the circumstances is required. If you anticipate any problems in this area please contact the Shining Stars Learning Center office.

Children's Records

Copies of children's records are available to parents/guardians upon request while the child is actively enrolled at the center. Children's records are kept onsite in the office or in a locked filing cabinet. Requests should be made in writing and allow up to two weeks to process. There is a small processing fee of \$5.00 or \$0.10 per page, whichever is higher. Children's records will also include the documentation of the incident or injury of the child in the classroom recorded in the classroom medical log book.

Daily Closing Time Procedure

Shining Stars Learning Center has a specific closing time. Parents arriving or lingering in the building after closing time will be assessed a late fee on a per minute basis.

If an emergency arises which may cause you to be late in picking up your child, please call the center before the closing time. We suggest that you carry the center number with you at all times. (Calling does not waive the late fee however it is a courtesy for our staff.)

In the event that your child is still at the center after closing and we have not heard from you, we will take the following steps:

Attempt to reach you at home, work or school

Call the emergency contacts listed on your child's enrollment form

Call Fond du Lac County Child Protective Service or local police

Infant & Toddlers, Preschool and School-Aged Program

Most of our policies are uniform throughout the program. However, our infant & toddler, preschool program and school-aged program, vary slightly due to the developmental stages of children.

Supplies for Children

Parents are required to supply the following items for their child:

- Any ointments needed
- Sleeping Bag (required to be sent home weekly for laundering)
- Extra clothing; socks, undergarments, pants, shirts
- Winter gear; coat, snow pants, hat, boots, mittens
- Car seat/Booster seat if applicable
- Stuffed animal
- Specifically, for ages 3 and under if needed
- Diapers or pull-ups
- Wipes
- Pacifier/Nook (optional)
- Soy milk, breast milk, formula, or baby food other than supplied by center

Items provided by center:

- Formula: Simply Right Baby Care Complete or equivalent brand
- Baby food
- Cot/Mat
- Crib
- Crib sheet
- Snacks/Meals

Families are required to keep their supply of diapers and wipes replenished. If your child's supply runs out before you are able to replenish them, Shining Stars Learning Center will provide them for you at a fee of \$5.00/day and charge it to your account.

Families are required to take home blankets on Fridays to be laundered. If the blankets are not taken home and laundered, then the center will launder the blankets for a fee of \$5.00/wash and charge it to your account.

Toy Day

Should your child's classroom request that a child bring in a toy to share for the day the following toys are not permitted. Guns, weapons, noisy toys are not allowed; they promote aggressive play that is not suitable in a group situation. Please clearly label toys with your child's name. Shining Stars Learning Center will not be held responsible for broken or lost toys.

Children should not bring in toys on any day other than the designated toy day.

School-age children will have more flexibility bringing in items from home. The classroom teachers will provide seasonal guidelines to parents.

Appropriate Dress

Casual clothing is recommended so that your child doesn't need to worry about getting "special clothes" messy. Comfortable shoes or sneakers give children the freedom to run, jump and climb without unpleasant mishaps. Flip flops will not be an acceptable form of footwear at the center. Children will need a variety of clothing to get the most out of their recess times during the ever-changing Wisconsin weather. Please label ALL removable clothing such as a jacket, hats, gloves, snow pants, boots, etc. Both boots and gloves need to be labeled.

Personal Belongings

We ask that you do not allow your child to bring items from home to the center. Personal items from home such as toys, lip gloss, nail polish, action figures or purses require special planning and supervision by your child's teacher. It is difficult for children to forget about items that are stored in their backpack or cubbies. However, if your child wants to bring something from home; a small sized stuffed animal can be brought in for rest time.

Please support us in encouraging children to be responsible for their own belongings. Please label your child's belongings to help prevent loss. Check our lost and found regularly. Unclaimed items will be donated to local charities. Shining Stars Learning Center is not responsible for lost or broken personal items.

Pets

We currently have pet fish that live at the center. We kindly ask that you do not bring in your pets from home as some children may have allergies. If new pets would be added or visit in the future, a notice would be posted on the parent board to inform parents in advance, and whether or not children will have access to the pet(s). Any allergies children may have will be taken into consideration.

Babysitting

Families who seek Shining Stars Learning Center employees or their children for the purpose of caring for children outside of the program hours must do so at their own discretion. We do not assume any responsibility for any individual who cares for a child outside the program. The care needed must be outside of the hours of operation which is 5:30am to 6:00pm Monday through Friday.

Non-Smoking Policy

The use of all tobacco products is prohibited on Shining Stars Learning Center's property. Please do not discard cigarette butts in the parking lot.

Potentially Dangerous Items

The Center does not permit on the premises firearms, ammunition, and other potentially dangerous items.

Birthdays

Children may bring in a favorite book to read and a healthy birthday treat. If you wish to donate a special gift to the classroom, consult the teacher or director for ideas. If you want to bring in a treat, please discuss in advance with your child's teacher so that we can assure the treat meets our healthy guidelines. Refer to our nutritional policy for clarification. Due to numerous children at the center with allergies we require all treats must be store bought, unopened, and with the ingredient label attached.

A few examples of healthy birthday treats are; oatmeal raisin cookies, fruit with dip or whip cream, crackers and cheese cut into shapes, frozen yogurt, veggies and dip, frozen juice popsicles, or chocolate or strawberry milk. *Please do not bring in food containing nuts and avoid high sugar items.*

Water Days

During the warm, sunny days of summer the children will have many opportunities to run through the sprinkler, slide down the “slip and slide” and get wet and wild with water fun.

Summer Garden

Over the course of the summer some children will plant, water, observe and taste vegetables that they will grow in their own classroom gardens.

Scholastic Book Club

Each month during the academic year, inexpensive books are offered for sale through the Scholastic Book Club. The center earns bonus points to use in ordering free books and materials for enriching the classrooms. Parents are also able to order books online through scholastic.

Portraits

Individual class photographs are scheduled in the fall and generally arrive before the Christmas Holiday.

National Week of the Young Child

In April, one week is set aside to celebrate *The Week of the Young Child*. It is a time to recognize that children's opportunities are our responsibilities, and to recommit ourselves to ensuring that each and every child experiences the type of early environment--at home, at child care, at school, and in the community--that will promote their early learning.

National Teacher Appreciation Week

The first week in May is nationally designated as a time so say “thank-you” to the teachers who make children’s education an exciting and rewarding experience.

Withdrawal and Termination

We will never refuse to enroll or dis-enroll a child on the basis of race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation. All children will be enrolled for a trial period of 2 weeks. A two-week written notice and to the office is required to withdraw from the program. Parents are responsible for the contracted rate for those two weeks whether our services are used or not. These policies are in no way intended to be punitive. However, in order to meet expenses and offer adequate staff to child ratios, we must ask your cooperation in these matters. In the event a problem arises, a copy of these policies and procedures will be given to the parents to guide them through the process.

During the trial period either the program or parent may terminate child care without advance notice. An appeal may be made in writing to the owner. After the written appeal is reviewed a meeting to discuss the situation will be set with the director, owner, and guardian(s). The decision made by the owner after this process is final.

The Center 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.

Conflicts are approached with gentle guidance. It is important for parents to understand that our groups cannot function without harmony and mutual respect. This can only be achieved through cooperation and strong parental involvement. We understand that group care is not beneficial for every child; therefore, a child that continues to demonstrate behavior that is deemed to be unacceptable or requires one-on-one resources that we do not provide may be subject to the 2-week notice.

Parent(s) of the affected child will be expected to follow these procedures until the situation has been resolved.

If it has been determined that a child's actions are unacceptable or is an endangerment to themselves, other children or staff, the child's parent(s) may be called and the child may be removed from the program for the remainder of the day. Upon returning to the program the parent(s) may need to be available to pick up the child immediately, in the event the child's unacceptable behavior continues.

Upon returning to the program, a meeting with the child's parent(s), staff and administrator may be convened to determine if the child's hours per day need to be modified or the days of attendance reduced to a part-time schedule.

If the child's behavior does not change, the administrators may suspend or terminate the child from the program.

Individual Guidance Plan

IGP's will be put into action when there is a situation or behavior that requires close supervision. The IGP will be created during a meeting with the parent(s), teacher, and office personnel. Strategies for conducting a problem-solving session will include the following:

- Identifying the problem or behavior and/or possible cause(s)
- Agree on goals for the child
- Agree strategies for achieving goals
- Assess need for support from outside agencies
- Agree on strategies and plan to stay in touch with parents and staff

Termination of Services

As stated above, Shining Stars Learning Center strives to promote harmony within our community and families, but when this cannot be attained, we reserve the right to terminate care. Reasons that may include, but are not limited to, the result in the termination of a specific care arrangement is as follows:

Non-payment for child service and/or lack of adherence to our tuition policies (Grounds for immediate termination, without advance notice.)

Lack of cooperation from parents with the program's efforts to resolve differences and/or meet the child's needs through parents/staff meetings or conferences

- Abusive behavior and/or threats by parents towards program staff or other parents
- Parents disciplining children (other than their own) in any way while at the program.
- Repeated failure to pick up the child at scheduled time

- Failure to complete and return required forms

Any child that exhibits special needs or has a serious illness where their needs are such that they cannot be met at the program, parents will be allowed to meet with administrators about their care. In this case, the program staff will make every effort to involve the parents, and possibly other resources (as appropriate), in order to decide on the best course of action for this child, prior to any termination.

Documentation of these actions will be recorded in the child's file.

YOUR CHILD'S EDUCATION

Teaching Staff

Teachers at Shining Stars Learning Center have Masters, Bachelors, Associate Degrees, or educational training in early childhood. Conferences, in-services, monthly meetings and workshops are part of our on-going educational plan to keep our teaching staff updated on current research and national trends. All staff will have information about Developmentally Appropriate Practices and we will review this information at least annually. Teachers create intentional weekly lesson planning to improve child outcomes including the use of individual assessment tools.

Daily Routine

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. We will celebrate how we are all the same and how we are all different from one another. In addition, our curriculum is aligned with the Wisconsin Model Early Learning Standards (WMELS).

Children will spend the majority of the day in their specified classroom following their predictable daily routine. Classrooms are divided by chronological age. Children will be combined in the early mornings. As teachers arrive, the children will go to their assigned classroom to begin their day with quiet activities and breakfast. After breakfast, the daily anticipation of new activities will include circle time, a variety of learning activities and an outside playtime. Lunch and rest time will be next on the schedule. Snack will be served shortly after naptime, followed by the afternoon activities. These activities are often an extension of the morning activities. As the number of children decrease at the end of the day children will once again gather in one classroom, where there will be activities available to choose from until parents arrive. A schedule of daily activities and weekly menu is posted in each classroom.

Daily Schedule

Under Two Years of Age: Children 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. For children under the age of one a written report will be maintained documenting what each child ate, when they slept and when they wet or soiled a diaper. Parents will use this report to share information with us about the child's night and morning activities and disposition. The infant curriculum guides the development of a daily schedule that is responsive to the infant's basic needs and grows into a toddler's more predictable, yet flexible daily routine. The infant

and toddler schedules will provide nurturing physical contact and attention such as being cuddled, rocked, spoken to, sung to, and taken on walks. Scheduling routines relating to activities such as taking a nap, eating, diapering will also be used as opportunities for language development and additional nurturing tender moments.

Preschool Age: Children will have opportunities to play and explore their surroundings. They will be given many learning experiences in a variety of developmental areas that are age appropriate. Daily activities will include math, science, large and small muscle movement, art and literacy. The preschool and school-age curriculum guides the development of a daily schedule that is predictable, yet flexible and responsive to individual needs of the children. Our schedule provides time for indoor and outdoor learning experiences while taking into consideration the child's need to rest or be active

School Age: Children will have a quiet place to study or relax, access to appropriate materials and activities, and will have ample time for large muscle activities and to participate in food preparation.

Creative Art

Art provides many opportunities for your child to expand, learning in literacy, math, science, social studies, technology, music, and of course creativity. It is a hands-on sensory experience that most children love to participate in. Our weekly lessons will include process art, product art, and/or three-dimensional art activities.

Outdoor Play

Outdoor playtime and nature exploring is very important to the development of young children and is planned daily unless inclement weather exists. Our park like playground provides seasonal learning experiences. Sidewalks surround our neighborhood and strollers are available for the infants and toddlers. There are community parks within walking distance. Water play is included in our summer physical fitness program as is our sledding hill in the winter.

Children, including infants and toddlers, **will go outdoors daily** when weather permits to play with various age appropriate toys, utilizing a child's gross motor skills, in the designated outdoor playground. In the case of inclement weather, the children will not be going outside.

"Inclement weather" means stormy or severe weather such as any of the following:

Heavy rain

Temperatures above 90 degrees F

Wind chills of 0 degrees F, or below for children age 2 and above

Wind chills of 20 degrees F, or below for children under the age of 2

Air pollution advisories

Please supply appropriate clothing for the weather extremes found in Wisconsin.

If the inside temperature rises above 80 degrees we will provide fans or air-conditioning; if it falls below 67 degrees we will call for furnace repair and contact parents to come for their children. We will not be utilizing wading pools or swimming activities at the center however we will utilize a water sprinkler/water toys for outdoor summer fun.

Physical Fitness

Physical Activity is a vital component to a child's overall development and health. Our program schedules a minimum of 60 minutes per day for a moderate level of physical activity. Weather permitting; children will go outside in the morning and in the afternoon. Children will also be provided with physical activity during transition times such as hopping from one activity to another or follow the leader to another area in the classroom. When the weather prohibits outdoor play, equivalent time indoors will be provided for moderate level physical fitness in our indoor gym. Physical fitness will be a combination of teacher-led activities and free play each day. Often times when the activities are indoors they will include music for dancing, marching, rhythm or chanting.

Educational Philosophy

Shining Stars Learning Center believes all children are capable and competent of learning. Early relationships are fundamental in the learning and development of a child's education. Finally, parents are children's primary and most important caregivers and educators.

All children are capable and competent.

Development and learning begins at birth, for all children and in all settings. The WMELS support practices that promote development and protect young children from the harm that results from inappropriate expectations. In this, they are aligned with ethical principles of the early childhood profession.

Early relationships matter. Beginning at birth, children form positive relationships with adults who will guide their learning and development. Especially during the earliest years of a child's life from birth to age 3, a child's growth and development is shaped within the context of those relationships. Positive relationships are essential for the development of personal responsibility, capacity for self-regulation, for constructive interactions with others, and for fostering academic functioning and mastery. Warm, sensitive, and responsive interactions help children develop a secure, positive sense of self and encourage them to respect and cooperate with others.

A child's early learning and development is multidimensional. Developmental domains are highly interrelated. The WMELS reflect the interconnectedness of the domains of children's development: social and emotional development, approaches to learning, language development and communication, health and physical development, and cognition and general knowledge.

Expectations for children must be guided by knowledge of child growth and development. The WMELS are based on research about the processes and sequences of young children's learning and development, and the conditions under which children develop to their fullest potential.

Children are individuals who develop at various rates. The WMELS recognize that there are individual rates of development and learning across any age range.

Children are members of cultural groups that share developmental patterns. The WMELS acknowledges that children keep development and learning opportunities reflect the cultural and linguistic diversity of children, families and environments.

Children exhibit a range of skills and competencies within any domain of development.

The WMEELS support the development of optimal learning experiences that can be adapted for individual developmental patterns.

Children learn through play and the active exploration of their environment. The WMEELS reflect the belief that children should be provided with opportunities to explore and apply new skills through child-initiated and teacher-initiated activities, and through interactions with peers, adults and materials. Teachers and families can best guide learning by providing these opportunities in natural, authentic contexts. Positive relationships help children gain the benefits of instructional experiences and resources.

Parents are children's primary and most important caregivers and educators. Families, communities and schools all have significant roles to play in terms of what opportunities are available to children, and how well a child is able to take advantage of those learning opportunities.

Developmental Domains

Wisconsin Model of Early Learning Standards specifies developmental expectations for children supported by practice-based evidence and scientific research. These standards recognize that children are individuals who, typically develop in similar stages and sequences, have diverse patterns for behavior and learning that emerge as a result of the interaction of several factors. These factors include:

- *Genetic predisposition including individual temperament, inclination, talents and physical characteristics
- *Socio-economic status including access to educational opportunities, health, and nutrition
- *Values, beliefs, cultural and political practices of their families and communities

Because the brain development and social-emotional development are most active in the early years of a child's life, all of the child's experiences are of critical importance to the child and our society. As such, these standards support the developmental patterns of children.

The *Wisconsin Model Early Learning Standards* are divided into five areas of development.

Health and Physical Development: This includes physical health and well-being and motor development.

Social and Emotional Development: This includes emotional development, self-concept and social competence.

Language Development and Communication: This includes listening and understanding, speaking, communicating and early literacy.

Approaches to Learning (Create and Imagine): This includes curiosity, engagement and persistence, invention, imagination and cognitive skills.

Cognition and General Knowledge: This includes mathematical and logical thinking, scientific thinking, problem solving, and social systems understanding.

The Wisconsin Model Early Learning Standards reflect expectations for a typically developing child; adapting and individualizing learning experiences and accommodates optimal development for all children. The standards can be found online at www.collaboratingpartners.com.

Standard I: Health and Physical Development-Children's future health and wellbeing are directly related to the development and strengthening of their large and small muscles, sensory experiences, and practicing healthy behavior. Good physical health and motor development allow for full participation in learning experiences. When children take an active role in caring for their bodies, make healthy food choices, maintaining a clean and healthy environment, and participate in physical activity, they feel a sense of pride and accomplishment in their independence and develop a sound foundation for healthy growth in all other areas of development.

Standard II: Social and Emotional Development-This standard includes children's feelings about themselves and others, their ability to form relationships with peers and adults, ability to understand the perspective and feelings of others, and skills needed to succeed in a group setting. There is a direct relationship between a child's social and emotional well-being and overall success in childcare, pre-school, higher school, and life. Emotional development is a complex process, involving a range of intensity of emotional reactions, perceptions of emotions in self and others, emotional self-regulation and behavioral expressions of emotions. Healthy social and emotional competence is developed from infancy, continues through the toddler and preschool years, and beyond. Children's early relationships are the foundation for social and emotional competence and cognitive development.

Standard III: Language Development and Communication-Language has an essential impact on the rapid development of a child's brain that occurs during the first years of life. Children increase their language and communication skills by engaging in meaningful experiences with adults and peers that require them to effectively express their ideas and feelings, listen, and understand others. Children learn to communicate in a variety of ways, such as using symbols; by combining oral language, pictures, print, and play into a coherent mixed medium; creating and communicating meanings in a variety of ways. Early experiences define children's assumption and expectations about becoming literate as they learn that reading and writing are valuable understandings of concepts about literacy and its functions. Regular and active interactions with print, is essential for later development in reading and writing.

Standard IV: Approaches to Learning (Create and Imagine)-All children can and do acquire knowledge. Children's approaches to learning are often determined by their openness to curiosity about new tasks and challenges, task persistence and attentiveness, reflection and interpretation of experiences, imagination, and individual temperament.

Standard V: Cognition and General Knowledge-Children acquire knowledge by linking prior experiences to new learning situations. As a child applies and extends prior knowledge to new experiences, he or she refines concepts or forms new ones. In this area, children develop the ability to acquire, organize, and use information in increasingly complex ways to satisfy their curiosity. Cognition is an ongoing process by which children use thinking skills to conceptually develop a construct of the world, which in turn enables active learning. General knowledge is a product of cognition, which expands and grows through learning and self-expression.

Progress Reports

Observing and documenting children's development provides vital information needed for teachers to effectively set goals for individual children and will be used to guide their lesson plans. These assessments will be ongoing and collected during the typical daily activities. Some assessments are required to be administered individually but most will be done while your child is busy playing. Progress reports will be available for parents biannually.

Parent/Teacher Conferences

Parent/Teacher conferences will be conducted in person with the families for 3K and 4K during the fall and spring semesters. The 3K and 4K teachers will prepare assessments and the assessments will be reviewed during the scheduled teacher/parent meeting at our facility.

Child Portfolios

A child portfolio is a collection of the skills and accomplishments that your child has achieved. It will include work samples, photographs of your child actively involved and engaged in the classroom and descriptive anecdotes. By observing and documenting children's development in a structured way, our portfolio becomes a guide for teachers in writing lesson plans and individualized programs to meet each child's needs. In addition, portfolios provide an informative developmental keepsake for your family. Children attending 4K or off-site schooling will not be included due to the complexity of the portfolio process.

Confidentiality

Shining Stars Learning Center regards all information either received or observed regarding enrolled children and families to be confidential. The following measures are taken to ensure the above mentioned: Only Shining Stars Learning Center and the parent or legal guardian of the child have access to all individual child records including but not limited to all required enrollment information as well as assessments and results. If a child is referred to an outside agency, a signed parent authorization form will be required before any information regarding the child will be shared. Any person observing the program will adhere to our confidentiality policy and keep any observation information confidential. Teachers will not discuss other children's progress or issues with anyone.

Touch and Nurturing

Physical touching has a vital role in the care and nurturing of young children. Children feel loved, accepted, and supported through the sensation of touch by nurturing adults and peers. Physical touch will be respectful of children's body cues and only occur with their permission. Staff members are sensitive to children's responses and requests for physical interactions, and model appropriate nurturing touches.

Except for safety or cleansing, children will always have the right to refuse touch. Children are also taught to respect adults and other children's touch preferences. It is our policy to inform parents of the nature and type of routine physical contacts that are discussed in this document.

Nurturing touch includes: hugging, holding on lap, rocking, carrying, rubbing or patting backs, cuddling, and hand holding. Children always have the right to refuse these touches. While tickling may be an appropriate form of playful touch, it is kept to a minimum because of its potential for getting out of control.

Personal care touch includes: cleaning, dressing, and nap time routines; and is done in a gentle and respectful manner. It will also include: face and hand washing, assisting with toileting, examining rashes and unusual marks, nose blowing, and assisting with necessary clothing changes.

Holiday Philosophy

Holidays are an opportunity for learning about the traditions and values of our families and community. We strive to provide a learning environment that is non-sexist and reflective of *our* community's ethnic, cultural and economic diversity. Exposing the children to the valued traditions of others will encourage the respect and understanding of individuality and uniqueness; as well as discovering the commonalities that unite our families and communities collectively. We encourage family participation in teaching the children the important values and traditions of your individual culture. You are welcome to participate in an interactive celebration and observance, in relation to your family's ethnic and cultural history.

Local traditional holiday celebrations are included in our curriculum. We understand that all families may not want to be included in these celebrations and we welcome any additional individual cultural learning experiences that you would like to share.

Families wishing to attend holiday celebrations that occur on their off days may do so ***if space is available***. If a child attends an extra day the daily tuition charges will apply. Due to teacher to child ratio requirements, families may not switch days of the week for upcoming celebrations or special events without prior approval.

There will not be a religious component to our program, such as mealtime prayers or songs, stories and displays of the religious aspects of particular holidays.

Diversity Philosophy

We embrace and encourage cultural diversity in our teaching techniques. Our efforts now will instill values that will carry forward as our children grow into young adults faced with the challenges that our society presents. Thus, we have made the commitment to create a program that reflects the varied lifestyles of the children, their families, our staff and our community.

Transitions to the Next Room

In general children are very excited to move to a new classroom. Most often they are familiar with their new teacher's due to our home-like atmosphere.

Generally, children move to the next classroom on or after their birthday. Children may be introduced to their new classroom prior to their birthday. Families will be notified prior to finalizing a change in classrooms. The classroom teachers will collaborate with each other to provide visits and prepare the children for a smooth transition.

How to Prepare Your Child to Move to the Next Room

Talk to your child about new friends in the next room. Most importantly learn the names of your new classroom teachers and talk about them with your child. Visit the new classroom so that you can talk to your child about the new learning areas and routines. Children are naturally eager to take on the world and feel very grown up when it is their turn to move to the next classroom.

Child Guidance Policy

Our goal is to provide the children with opportunities throughout the day to make good choices, self-regulate, learn to interact socially with confidence and gain a respect for others. A variety of techniques and strategies will be used to help gently guide children's behavior. Positive social skills are modeled and supported by teachers. Picture boards, clear rules for new interest areas, pre-planned organized transitions and a reasonable balance of teacher-lead and play-based activities will be used. Natural consequences may be used in situations where it is safe to do so. Some children respond well to charts where they can visually see their progress. For the younger children, redirection is often used. The classroom learning areas will be arranged to support positive learning.

Children's behavior will be guided by providing materials and programming that set 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 walk" rather than "don't run". 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.

Frequent opportunities will be made for infants and toddlers to socialize with teachers and each other and to be gently rocked, comforted, fed, napped, burped and repositioned.

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 massaging, cuddling, rocking; offering a drink; acknowledging the child's fear, separation sadness, or conflict; distracting or redirecting to another activity; talking calmly with the child about how she/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.

Transitions

We believe that children should not wait in long lines or groups for activities therefore we utilize individualized transitions. Teachers may have the children hop, skip or jump to different areas. This distracts children making transition time much easier.

Time -out Policy

Occasionally, a child may need to be removed from the group for a short amount of time. The supervised time away will be used as time for the child to compose himself and reflect on the situation. Teachers will provide support and guidance to ease the child back into the group.

"Time-Out" is a guidance technique that can be effective in reducing challenging behaviors of young children. Time outs may be used with children **age 3 and older**, but 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 of selectively ignoring disruptive behavior. Children are removed for a brief time from all sources of reinforcement (e.g., teacher and peer attention) following serious challenging behavior. 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 stop 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 assisted in rejoining the group.

We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, we will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from care.

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

Group care is not suitable for all children. If a child demonstrates behavior deemed unacceptable on a regular basis our program will follow the procedures noted in the suspension/termination policy.

CONTINGENCY PLANS FOR FIRE / TORNADO AND OTHER EMERGENCIES POLICY

Each classroom will take attendance daily. Arrival and departure times will be recorded. During early AM arrival and late PM pick-up, teachers will be kept aware of children they're responsible for, as rooms are combined and staff leaves the center. Teachers will have the class roster of each child in their care, child record, and know the whereabouts of the children in their care at all times.

Fire and Tornado evacuation plans will be practiced monthly. The Director will document dates of fire and tornado drills and check the smoke detectors (weekly) on a form provided by the state.

In case of an emergency, such as a fire, 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 with the staff member designated to be "in charge" to assure that all children are accounted for and all families can be notified. The Director will call the fire department at that time and parents will be notified. If we are unable to return to the building following an evacuation, the children will be taken to Liberty House on 701 South Main Street, Fond du Lac, WI. 54935, until parents or an authorized adult on the emergency card can be reached and come for them.

In the event of a tornado warning, the children will be taken to the 4K classroom, indoor gym, or storage/supply room by all available staff members. A blanket, flashlight, and first aid kit are brought into the shelter by the teacher. A weather radio is located in the office. The attendance form and emergency contact information will be brought along by the staff member designated to be “in charge”. This will ensure that all children are accounted for. Staff will engage the children in activities until we are assured by the authorities that the danger has passed.

In the event of a lost child, staff will check all areas of the center. If the child cannot be found, the child's parents and/or emergency contact and the police will be immediately notified.

If a child is scheduled to arrive at the center via transportation by an individual other than the parent, and does not arrive within 30 minutes of the specified time on the written agreement signed by the parent, the Director will call the parent to inform them that the child has not yet arrived.

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 asked to not bring their child that day. If the center should lose the use of heat, water or electricity while children are in attendance, the Director will call the parents of all children and ask them to pick them up within 45 minutes.

We will have at least two staff persons on site and 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.

Custody Discrepancy

Children of parents who are divorced or separated must be legally released to the non-custodial parent according to the Wisconsin statutes. In event of an emergency the child's emergency contact card will reflect who the child may be released to. In order to prevent a non-custodial parent from picking up a signed court document stating the circumstances is required.

Parents must provide written permission each time that someone other than a parent is picking up the child. In addition, the person picking up, including authorized persons must show identification. If the person picking up is not listed under the authorized persons, the child will not be released into the care of that person.

Emergency numbers such as police, fire, and poison control will be posted by each telephone. In the event there is a person who would need additional assistance due to a physical or mental disability, the director, owner, vehicle driver or cook, would be assigned to assist that person. The center has a motor vehicle onsite in the event of an emergency. This vehicle meets all state licensing requirements to transport children.

Any reporting that needs to be completed by the center shall be in writing and sent to the appropriate regional licensing office within 5 business days of the incident.

Below is a copy of the Emergency Plan found in each classroom at the center:

Fire and Bomb Threat evacuation procedure:

Staff will be notified by sounding of fire alarm.

Children will be evacuated according to the diagram posted in the classroom, to the field adjacent to our building.

If you're working in the infant room, you need to put infants in an evacuation crib or a stroller/buggy and evacuate them according to the diagram posted in the room. In the event of an actual fire or bomb threat, evacuate the building to the field north of the building, as directed by the police, or to the center's alternate site, The Liberty House which is located at 701 S. Main Street. Nichols Bus Company is our designated mode of transportation. Teachers are to take a head count and keep their children calm, contained in the designated area, out of the way of emergency vehicles and personnel until the children are released to the parents or guardians.

Tornado Procedure:

Staff will be notified by long continuous blows from a whistle.

The weather radio will be on at all times.

If the children are inside, everyone should take cover in the designated safe area (as shown on the diagram), or under desks or tables.

Infants are placed in an evacuation crib or stroller/buggy to take cover in their designated safe area.

If the children are outside, come inside the building immediately and go to the nearest designated safe place. If there is structural damage to the building, the children will be taken to a designated evacuation site by bus.

In the case of an actual tornado, teachers will take a head count and kept their children calm, in the contained area until it is deemed safe for the children to be released.

Blizzard and Power Failure Procedure:

If Fond du Lac Publics schools are closed for the day, or close early, due to inclement weather, we will try to remain open. In the event that our center does need to close, we will broadcast that information on the local radio station and ask that parents come and pick up their children as quickly and safely as possible.

If all parents cannot come to pick up their children, a sufficient number of our staff, including a supervisor, will stay with the children as long as necessary.

The team will provide activities and nourishment until parents arrive.

In the case of a power failure, we will notify the parents and ask them to pick up their children as quickly as possible.

If an immediate evacuation is due to a power emergency, we will walk the children to the Liberty House or transport the children by bus to a designated evacuation site. We will contact the local radio station to have them notify the parent/guardians of our location. We will notify parents and ask them to pick up their child.

Chemical Spill Evacuation Procedure:

In the case of a chemical spill, the children will be evacuated in the same manner as a fire drill.

If the daycare is considered to be unsafe, we will walk the children to the Liberty House or transport the children by bus to an area deemed safe by authorities.

We will contact the police and the local radio station to have them notify the parents/guardians of our location.

Intoxicated/Impaired Pickup Person Procedure:

If an intoxicated parent/person comes to pick up his/her child, we will try to detain the parent/person.

Another person on the child's emergency contact list will be called and requested to pick up the child.

The onsite supervisor will then inform the intoxicated person of the new pickup plan.

If we are unable to contact another pickup person, the child must be allowed to leave with the parent.

Then we would tell the parent that we are calling the police to inform them of the incident.

Intruder Procedure:

If an intruder enters the building, a staff member would see if she could be of assistance. During this time another staff member would then use the designated code to alert the other staff members and to contact the police.

If possible, staff should barricade the doors to the classroom.

Teachers and children should then go to the area of the classroom that is away from doors and windows and get down on the floor.

Teachers need to keep children calm and occupied until notified that the incident is over.

Lost or Abducted Children Procedure:

One staff member would alert the onsite supervisor for assistance with the search while the other staff members stay with the other children.

After a brief initial search, if the child is not found, the police and the parent/guardian would be contacted. We would then proceed as directed by the police.

Violence or Threat of Violence Lockdown Procedure:

If a serious threat or violence occurs, a staff member will notify the staff that a situation exists and a complete lockdown of the outside and classroom doors is required.

A designated team member will lock all outside doors.

All children are to be moved away from windows and doors.

All classroom lights will be turned off and blinds/curtains will be closed.

Children are to be kept silent.

Attendance will be taken.

No one is to leave the classroom for any reason until the “all clear” is signaled.

Field Trip Emergency:

In the event of an emergency, the staff member will contact 911 if necessary.

If the emergency is an incident where medical treatment is necessary, a staff member will accompany the child at all times.

If the emergency is not an incident where medical treatment is necessary, the staff member will attend to the situation immediately.

If the emergency is a lost or abducted child, severe weather, the staff would follow the procedures that are in place for an occurrence at the center.

If the emergency is a fire, bomb threat, tornado, blizzard, power outage, chemical, or lockdown situation, the staff member will consult with management where the field trip is taking place.

After the authorities, have been contacted, the center will be contacted by the staff member in charge.

In the event of an accident during transport, a staff member will contact 911 if possible after the incident. Staff members, if able, will provide care immediately using the first aid kit in the vehicle. All children will be accounted for and then emergency personnel will contact the center, and the emergency contact on each child’s card.

Communicable Diseases:

In the event a child has been on the premises of the center while contagious with a communicable disease, the center will post the communicable disease, its symptoms, and the classroom in which the child resided.

If a child has been on the premises of the center with a communicable disease, the staff will refer to the posted communicable disease chart and contact the local health department if directed.

If there are a large number of children and staff absent, the health department will be contacted by the center. The center will be closed if deemed necessary by the health department. If a child in the center shows signs or symptoms of the communicable disease the parent/guardian will be contacted to pick up the child.

Child and Staff injury procedures:

In the event of an emergency, the staff member will contact 911 if necessary. If the emergency is an incident where medical treatment is necessary, a staff member will accompany the child or staff member at all times. If the emergency is not an incident where medical treatment is necessary, then the staff member will attend to the situation immediately. Staff members, if able, will provide care immediately using the first aid kit including rubber gloves in the room or in the center. All children and staff will be accounted for and the center will call the emergency contact on the child's or staff's information card.

A head count will be taken after every evacuation and every 10 minutes thereafter.

Each classroom has an emergency bag that contains a blanket, flashlight, first aid kit, and the emergency contact information for the children in their care.

Nutrition Policy

Children's nutritional needs must be met for them to maintain a high level of interest and energy throughout the day. All meals and snacks provided by the center will meet or exceed the healthy requirements established by The Wisconsin Department of Children and Families and the USDA Child and Adult Food Program. Shining Stars Learning Center, LLC participates in The USDA Child and Adult Food Program.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To

request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

We follow USDA guidelines when planning our menus. We purchase food from grocery stores, contract food providers, and discount distribution suppliers to provide our meals. Food is transported in clean coolers or refrigerated trucks maintaining temperatures at or below 40 degrees Fahrenheit to the center. Food will be stored up off of the floor and once opened, in airtight containers.

Meals are prepared at the center. We will provide breakfast, lunch and afternoon snack to all children in attendance at the times identified in the daily schedule. School-aged children will be offered breakfast before school and an afternoon snack upon return from school. During field trips the school age children's meals will be provided, meeting the USDA requirements, and will be served as close to the scheduled time as possible.

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. 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.

Meals are prepared at the center where the cook and any kitchen staff receive the appropriate training in food service procedures, such as cleanliness, food prep, hand washing, and equipment.

Menus are posted in the parent communication center near the entrance.

Children eat family style and will be allowed to serve themselves. Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners and develop sound nutritional habits. Children will be encouraged to clean up after themselves. Eating surfaces will be sanitized before meals and snacks and everyone will wash their hands before and after eating. Children will not be forced to eat, however they will be encouraged to try new foods. Meals will not be withheld as a form of punishment.

Snack and meal schedule:

Breakfast: 8:30am to 9:30am

Snack: 10:30am-11:00am (3K only)

Lunch: 11:30am-12:30pm

Snack: 2:15pm-4:30pm

Late Snack: 5:30pm – 6:00pm

Breakfast will consist of the following:

1 vegetable or 1 fruit

Cereal, whole grain, enriched bread products, protein;

Milk.

Lunch/Dinner will consist of the following:

1 protein source

1 vegetable and 1 fruit

1 whole grain or enriched bread products;

Milk.

Snacks will consist of 2 of the following 5 components:

Milk

Fruit

Vegetable

Protein
Grain

Milk will be available for children at breakfast, lunch and supper.

Babies will be held for bottle-feeding. Bottles will never be propped and unused formula or breast milk will be disposed of immediately. 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.

Snack will consist of at least two of the following items; milk or milk product, fruit or fruit juice, vegetable, protein, whole grain, or enriched bread or cereal.

Health information forms will be checked to note food allergies for individual children. Appropriate staff members will be made aware of allergies present in the children whom they are responsible. An alternative snack will be made available to those children.

Children requiring extensive special diet requirement will need to provide their own meals. Meals provided by families are required to be ready to serve and meet the healthy requirements established by the Wisconsin Department of Children and Families. Children that need specific foods added to their child's meals such as soy milk are required to provide it. All food and beverages are required to be labeled with the child's name and dated. Refer to the Restrictive Diet policy for detailed information.

Dishes will be washed and sanitized in accordance with licensing regulations manually or in the dishwasher following the posted 3-step procedure: wash, rinse, sanitize.

TRANSPORTATION POLICY

Our center provides transportation for field trips and/or to and from school in center-owned vehicles or chartered vehicles. Each child must have a completed DCF-56 Child Care Center Transportation Permission form on file before being transported by the center. If the child is being transported to or from school a completed DCF-104 Alternate Arrival/Release Agreement-Child Care Center must be on file before being transported by the center.

To be sure no child is left unattended in a vehicle, an attendance form will be carried along, with children checked whenever they board the vehicle and whenever they exit. When the vehicle reaches its destination, the vehicle is stopped, the children exit the vehicle, the motor of the vehicle is turned off, and finally the driver walks through the vehicle to the rear and manually turns off the alarm. Then the staff member exits the vehicle and they (staff member and the children) enter the building together. General emergency numbers, emergency contact information for all children and a cell phone will be carried along by the teacher(s) in charge.

Children ages 4-8, under 80 pounds, or shorter than 4'9" will be properly restrained in a shoulder positioning child booster seat. All other children and adults in the vehicle are required to wear a seatbelt in center provided vehicles. No child under the age of 13 may ride in the front seat of the vehicle.

A first aid kit will be in each center provided vehicle. The vehicle(s) will be kept clean and uncluttered, with the aisle open for quick exiting, and with a vehicle child safety alarm installed.

Field trips are a fun and educational part of our program and are planned regularly. Parents are notified in advance of an upcoming field trip and are always welcomed and encouraged to join

us. 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 writing and in advance of any field trip requiring transportation, and additional fees, if required. This notification will include the date, time, and destination of the trip.

Families wishing to attend field trips that occur on their off days may do so if space is available. If a child attends on a non-scheduled field trip the daily tuition charges will apply. Families may not switch days of the week for upcoming field trips or special events without prior authorization.

Staff driving center owned vehicles will have an annual driving record on file, which reflects that the driver's record is free of accidents or traffic violations that would pose a threat to children, be at least 18 years of age, possess a valid Wisconsin operator's license, and have at least one year of experience as a licensed driver.

The center does not utilize volunteer drivers in the transportation of children. Nor does the center utilize staff vehicles for the transportation of children.

In the event the center utilizes chartered vehicles, Nichols or Johnson Bus may be contracted. Center owned vehicles will be inspected in 12 month intervals to ensure the vehicle is in safe operating condition.

In the event there is a person who would need additional assistance due to a physical or mental disability, the director, owner, vehicle driver or cook would be assigned to assist that person.

HEALTH AND SAFETY

Medication/Sunscreen/ Insect Repellant

Shining Stars Learning Center staff will give prescription or non-prescription medication, such as aspirin or cough medicine, to a child or apply parent-provided and labeled sunscreen or insect repellent, diaper salves, to a child under the following conditions: A written authorization form, dated and signed by the parent is on file. The medication is in the original container and labeled with the child's name, name of drug, the dosage, and directions for administering, date and physician's name.

Shining Stars does provide sunscreen which also requires a written authorization form to be filled out by the parent and kept on file.

Medications are stored in a locked medicine box kept in an upper cabinet and/or a labeled container in the refrigerator.

Please do not send or keep medications or vitamins in your child's backpack.

If there is a missed dose or an error in distribution, the parent will be contacted immediately.

Parents are required to give their children the first dose of a new medicine to ensure that he/she child does not have an allergic reaction to it.

Allergies/Food Allergies/Asthma/Diabetics

Children with Allergies, Asthma, or Diabetes will have an emergency plan on their health history form. This will also be noted confidentially in each classroom and in the kitchen.

Restrictive Diets/Cultural/Religious/Allergy

If a child has food related allergies, it is required that the family discusses the allergies with the cook *and* the child's classroom teacher prior to their first day of enrollment. Please indicate any food allergies or special food needs of your child on the dietary restriction form. Families may provide substitutions for religious or cultural reasons.

The following guidelines must be met for families choosing to supplement or replace meals. Families must substitute foods from a like category such as a protein for a protein item, a grain product for a grain product and so on.

All foods and beverages brought from home must be labeled with the child's first and last name, date and what the food or beverage is.

All food must be prepared and ready to serve. Infants food is required to be cut into small pieces, no larger than ¼-inch square.

Toddlers and preschool children are required to have their food cut into ½ -inch square sized pieces.

As required by the USDA Food Program, if the allergy is life threatening, Shining Stars Learning Center will substitute similar menu items for substantiated life threatening food allergies only if a Child Health Report, signed by a physician that clearly defines and details the child's restrictions is on file. Shining Stars Learning Center reserves the right to decline substituting food in extreme situations.

A child with a life threatening food allergy is required to have an Epi-pen and/or Benadryl in the center at all times, with a current medication authorization form signed by the parent and physician. It is the parent's responsibility to monitor the expiration date of their child's Epi-pen and replace as needed.

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. The special health care needs, need to be submitted in writing by the physician regarding the care needed. Such special needs, including dietary requirements, will be posted on the inside of the staff cupboard where medications and the medical log book are stored. When specialized equipment is needed, such as a nebulizer or Epi-pen, the child's parent or a medical professional will train staff in correct procedures.

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 and reviewed.

Please note that some children will have frequent illnesses when they first enter a childcare or school environment. Once the child's immune system becomes more resistant, those illnesses usually decrease in frequency.

Proper nutrition, adequate sleep and keeping children on predictable routines will help children through this process.

Children need to be in good health to get the most out of their school day. It is Shining Stars policy that if children are well enough to attend, they must be well enough to participate in all of the daily programming, including outdoor activities. If your child's physician requests your child

stays indoors then you need a note stating this. The note must include your child's physician's signature and the period in which they are unable to participate in outdoor activities.

Toys: Any toy that has been in a child's mouth will be picked up as soon as the child lets go of it and placed into a basket to be washed, sanitized and air dried. All toys (including toys requiring laundering) will be laundered weekly or sooner if needed.

Observation of the Child/Child Illness

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

Children may return to the center when they are 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.

Upon arrival at the center, and periodically throughout the day, each child will be observed for symptoms of illness or injury.

Any evidence of unusual contusions, lacerations or burns, in and out of care will be documented in a log book and reported to the director for review.

Isolation

If a child appears ill, an area will be provided for the child to rest with their cot and blanket. If the area is not in a separate room, the space will be separated from other children by the use of a partition, screen or other means. Parents or emergency contact person will be notified to pick up their child within the hour.

Communicable Diseases

Certain symptoms in children may suggest the presence of a communicable disease. If a staff member suspects a child of having a reportable communicable disease as defined by Fond du Lac County Public Health Department the staff member shall contact their director. Some diseases will require a statement from a physician before a child may return to the program. Parents are required to report any communicable disease to office. Shining Stars Learning Center is required to report some diseases to the Fond du Lac Health Department.

Parent Notification

When a child shows symptoms of an illness, a teacher will contact the parent(s) by telephone or, as necessary will phone other individuals listed on the child's emergency card for pick up. Parents are required to pick up their child within 1 hour of notification. Shining Stars does not have the resources to provide isolated and sustained individual attention for children who are ill or unable to participate in classroom activities.

When a communicable disease has been confirmed by a medical professional, and the parent has notified Shining Stars office, a notice will be posted on the parent communication board. These notices will not contain personally identifying information, but will indicate the name of the condition and the number of program participants known to have contacted the illness. If there is a concern that the infectious disease may cause harm to a pregnant staff member or parent, additional preventive safety measures will be applied.

Exclusion Period

Children will be excluded until they have been free of symptoms for 24 hours without medication or return to the center with a note from the doctor stating that the child is not contagious.

NOTE: In forming of this exclusion policy, the focus of concern is on the needs and behavior of the ill child and the ability of the staff to meet those needs without compromising the care of all other children in the group and to prevent the spread of illness.

Auxiliary Temperature

Shining Stars staff will use the auxiliary method to check a child's temperature when a fever or illness is suspected. If a child's temperature reads normal or low grade, and the child is systematic, an additional check will be done periodically in 15-30 minute intervals until the health status of a child can be sufficiently determined.

When reporting the child's temperature to the doctor, it is advised to note the temperature reading and the method (auxiliary) rather than adding or subtracting a degree.

Fevers

Elevated body temperatures may or may not be an indicator of an illness. The following policy will be used to determine whether a child with a fever shall be excluded from Shining Stars.

A child's temperature will be taken by a staff member if they observe one or more of the indicators of an illness listed below. An auxiliary (armpit) temperature will be taken. Staff members will give careful consideration to factors that might affect body temperature, such as strong emotional upset, high activity level, warm clothing or coverings.

For children 4-weeks to 5-months of age:

If the child auxiliary temperature is read at 100.0 degrees or greater, the child's parent or authorized pick-up person will be contacted, an exclusion from the center will be required. No other indications are necessary for exclusion. Young infants are not able to show other symptoms as readily as an older child. It is recommended that infants remain under the close supervision of a parent if a fever is present.

For children over 6-months-of-age:

For fevers 100.0 degrees up to and including 100.9 degrees:

If the child's auxiliary temperature is read at 100.0 degrees or greater, the parent or authorized pick-up person will be alerted that there is a fever concern.

If a child's temperature reads low or normal, and the child is systematic, an additional check will be done periodically

During this time, the child will be observed for the following signs or symptoms of illness. Considerations will be given to each child's own typical individual habits. If one or more of these signs are observed in conjunction with a fever of 100.0 up to and including 100.9 degrees, exclusion from the center is required:

Child shows a need for more sleep than usual; very drowsy, sleeps a long time or often, difficult to wake up.

Child's behavior changes significantly; persistent or uncontrollable crying, excessive clinging to caregivers, refusal to play or participate normally.

Child has difficulty breathing; uncontrolled coughing, wheezing, etc.

Child's appetite changes significantly; refuses to eat or drink normally, drinks excessively.

Child's appearance is abnormally flushed or pallid.

Child's comments or complaints indicate illness.

For fevers of 101.0 degrees or higher:

If the child's temperature is measured at 101.5 degrees or higher, the parent or authorized pick-up person will be contacted and the child will be excluded from the center. Children must be picked up within one hour or arrangements must be made for someone else to pick up.

Exclusion Period: Children will be excluded until they have been free of symptoms for 24 hours without medication.

Diarrhea Illness

A diarrhea illness is characterized by an increased number of stools compared with a child's normal pattern, or an increased in stool water and /or lack of formed stool consistency.

The parent will be informed after the first incident of diarrhea is observed. The child will be observed for other symptoms of illness. If the child is observed to have three diarrhea stools within a 2-hour period (including incidents at home), or the diarrhea cannot be contained, the parent or authorized pick-up person will be contacted, to remove the child from the center promptly.

Exclusion Period: Children will be excluded until they have been free of symptoms for 24-hours without medication.

Vomiting Illness

Caregivers will be careful not to mistake "spitting up" or other mild digestive disturbance for vomiting. The parent will be informed after the incidence of vomiting is observed. The child will be observed carefully for other signs of illness.

A vomiting illness requires that children be excluded from the center after one or more episodes of vomiting in a 24-hour period (including incidents that occur at home.)

Exclusion Period: Children will be excluded until they have been free of symptoms for 24-hours without medication.

Ear infections

Some children are symptomatic when they have ear infections. Others complain of, or show one or more of the following symptoms:

Pain
Pulling on ear
Unable to nurse or take bottle comfortably
Difficulty sleeping
Fever
Inability to attend to play
Need to be held or comforted constantly
Excessive crying

Infant, toddlers or young children exhibiting one or more of the listed symptoms may be excluded from the center and will be most comfortable at home with family members during this time.

If the child has green or bloody drainage from the ear, she/he must be excluded for 24-hours after the antibiotic has been started-this policy includes children with ventilating tubes in the ears as well as those having a ruptured eardrum. If the child with drainage from the ear is not treated with antibiotics, exclusion from the center is necessary until the green or bloody drainage has stopped.

If a child has been diagnosed with an ear infection, does not have any drainage from the ear and exhibits none of the symptoms listed above, the child may attend the center. If any of the above symptoms occur, the parents will be called to pick up the child.

Pink Eye (Conjunctivitis)

Pink Eye (Conjunctivitis) is a contagious eye infection often caused by either bacteria or viruses. It spreads from direct contact with an infected person, or with their secretions. First symptoms occur 1 to 3 days after exposure.

Exclusion Period: An infected child will be excluded from the program until 24-hours after being placed on antibiotic and the eye no longer produces pus, or if no treatment is prescribed, the child should stay at home until the eye no longer produces pus and the child is able to participate in activities.

Rashes

There are many types of rashes from heat rash to streptococcal infection. Many go away without intervention, but some do not. If a rash of unknown origin remains present for more than 24-hours, Shining Stars Learning Center reserves the right to request that a child be seen by a physician to rule out any serious illness.

Lice

Head Lice is not a serious health threat. They are unpleasant, causes itching, and are sometimes difficult to extinguish. They are highly communicable and are not a sign of poor hygiene.

Prevention is the best way to deal with head lice. Children will be discouraged from sharing combs, brushes, hats, or other headgear. If a case is confirmed, Shining Stars Learning Center will take the necessary precautions to prevent spreading.

While it is the parent's responsibility to monitor their children for all communicable conditions, including head lice, Shining Stars Learning Center will also watch for signs and symptoms, and will periodically check for head lice. If head lice are discovered at home, parents are asked to

inform the office immediately. Shining Stars Learning Center will post notification of possible exposure, but will not share personally identifying information. If a staff member finds nits (eggs) or lice in a child's hair, the child's parent will be notified immediately. Parents should contact the child's physician, treat the child's hair with a medicated shampoo, and remove the nits from the child's hair (haircut's may be helpful).

Exclusion Period: Children with head lice will be excluded from the program until they are treated and she/he is nit free. Children must be checked by a trained Shining Stars Learning Center staff member before returning to the classroom.

Exclusion Required for Other Illnesses

The diseases listed below are a partial list of common illnesses. Exclusion will be required for the following if they are identified by a health provider.

Blood in the stools that not explained by dietary change, medications or hard stools.
Abdominal pain that continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
Mouth sores with drooling.
Rash with fever or behavioral changes
Rosella
Influenza
Measles
Shingles
Tuberculosis, until the child's physician or local health department states the child is on appropriate treatment and can return.
Impetigo
Streptococcal pharyngitis
Bacterial meningitis
Fifths disease
Scabies, until after the first treatment has been given.
Chicken Pox
Pertussis
Mumps
Hepatitis A and B
Any child determined by the local health department to be contributing to the transmission of illness during an outbreak

Health Precautions

Children's hands must be washed before eating and after toileting; their hands and faces will be washed after meals. Hands shall be washed with soap and warm running water. In the event hand washing is not an option during a field trip, water-based wet wipes may be used. When running water becomes available, hands must be washed immediately with soap and running water. For children under one year, hands may be washed with soap and a fabric or paper washcloth.

Bodily secretions such as runny noses, eye drainage and coughed-up matter will be wiped with a disposable tissue used only once and placed in a plastic-lined container. Whoever does the wiping will wash his or her hands.

Bodily secretions on surfaces will be washed with soap and water and disinfected. Hands will be washed.

Wet or soiled clothing will be changed promptly from a supply of clean clothing provided by parents for their child's use. Soiled clothing will be placed in a plastic bag labeled with the child's name.

Physical Examination

Each child shall have a record of a health examination prior to enrollment in accordance with licensing rule DCF 251.07(6) (k) 3.

Evidence of the child's most recent physical examination shall be provided by a Child Health report signed and dated by a physician.

Each child two years of age until they enter kindergarten shall have a subsequent physical examination by a physician at least once every two years.

Each child under 2 years shall have a subsequent physical examination every 6 months.

Immunization

A record of immunizations for each child shall be maintained to document compliance with state regulations.

Universal Precautions

Shining Stars Learning Center provides training and will observe universal precautions when exposed to blood and blood-containing body fluids, and injury discharges of all children. All persons exposed to blood or blood-containing body fluids and tissue discharges will wash their hands immediately with soap and warm running water. Single use disposable gloves will be worn if there is contact with blood-containing body fluids or tissue discharges. For spills of vomit, urine, feces, blood or other body fluids, staff will clean and disinfect the floors, walls, bathrooms, tabletops, toys and kitchen counter tops. If a child's clothing or bedding becomes soiled with bodily fluids the items will be placed in a labeled plastic bag and will be kept separate from other clothing.

Procedures for Emergency Medical Care/ Injuries

In the case of an emergency, staff will assess the situation to determine what kind of care is needed; *professional emergency care* or on-site *basic first aid*. First aid supplies will be stored in the office, classroom, and in center vehicles.

If professional emergency care is needed, we will contact 911 and notify parents.

If routine, *basic first aid* is needed, staff will proceed with needed care, and notify parents by filling out an incident/accident report.

In the event of a bee sting or bump to the head, or questionable injury, staff will notify parents by phone as well as the written documentation.

Emergency Transportation

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 St. Agnes Hospital. 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.

Dental Health

Dentists agree that the most important part of tooth care happens at home. Brushing and flossing properly twice each day, along with regular dental checkups, can help prevent tooth decay and gum disease. Proper nutrition is also important in maintaining good dental health. Eating sugar and frequent exposure to acid (from soda) damages the enamel that protects teeth. Our program will support good oral health by offering healthy snacks and meals, and encouraging children to drink water after eating.

Biting Policy

Shining Stars Learning Center takes a proactive approach toward biting incidents. Biting is perhaps the most distressing behavior that parents and caregivers confront. At the same time, it is a normal behavior for older infants and toddlers. Toddlers may bite because they are teething, learning about cause and effect, overstimulation, not feeling well, attempting to show affection, or have not yet developed words to express anger. Older children are more likely to bite when angry, not feeling well or over-tired. Some strategies we used to prevent biting are; teething toys, keeping a biter in close proximity, and emphasizing to children an alternative appropriate behavior to use rather than biting. For the child who was bitten, the area will be washed with soap and water and ice applied to reduce any swelling.

Mildly ill Child Care

Shining Stars Learning Center will not provide care of mildly ill children.

SIDS Policy

Shining Stars Learning Center staff members understand that it is important for babies to sleep on their backs. The brochure "Back to Sleep: Reduce the Risk of Sudden Infant Death Syndrome" (SIDS) will be available for families.

Although scientists still do not know what causes SIDS, Sudden Infant Death Syndrome, research has revealed some ideas that can help reduce the risk of SIDS. Staff will follow the research suggestions.

- 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 bouncy seat, staff 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.

Healthy babies should sleep on their backs. A few babies with special health conditions might need to sleep on their tummies. Teachers will follow any special health needs if written orders are received from a child's physician.

Babies need to sleep on a firm mattress or other firm surface. They will not be put on fluffy blankets, comforters, sheepskins, pillows or other soft materials for sleeping purposes. Stuffed toys or pillows will not be placed in the crib with infants.

The temperature will be kept moderate. Air conditioning is provided during the warm summer months.

Records will be checked to make sure infants and toddlers are up-to-date on immunizations. Suspected illnesses will be reported to parents promptly so they can make a decision whether or not to make a visit to their child's pediatrician.

Breast milk is believed to keep babies healthy. Mothers will be encouraged to continue breast feeding for as long as possible and will be encouraged to breast feed if they so desire.

Potty Training

Potty training is most easily accomplished when teachers, parents, and children work together. Children learn toileting skills through consistent, positive encouragement from teachers and learning from friends.

Rest Time

Adequate rest time or quiet time is a very important part of a young, growing child's day. The preschool age children rest in the afternoon for one to two hours depending on the individual child. Children who do not nap after 30 minutes are permitted to quietly read a book, play with puzzles, or participate in other quiet activities.

The program provides cots. Children are required to bring in 2 small blankets or a sleeping bag labeled with their name. You may bring a pillow if you wish. Blankets and pillows will be sent home on Fridays for laundering.

Sunscreen

Shining Stars Learning Center will supply and apply sunscreen as needed on a daily basis. A form is required to be filled out and on file if you would like the daycare to supply and apply sunscreen.

Locked Door Entrance

You will be provided with a 4 digit pin number to open the front door. The phone by the door can be used to assist anyone who does not have a code to get into the center to pick up children at the parents request. There is a camera at the front door as well for the evening staff to view who is at the door before unlocking and letting them in.

We offer the following tools to keep you informed on what is happening with your child:

Posted Curriculum
Posted Daily Routine
Posted Lesson Plans
Daily Sheets /Notebooks
Menu
Parent Information Board
Classroom Information Board
Parent Conferences
Progress Reports
Portfolios
Verbal Communication

Parental Involvement

Parents belonging to the children in our program most certainly have special talents, unique cultural traditions, musical talents, storytelling capabilities, collections, interesting jobs, or life experiences to share. We welcome any parent willing to reveal their talents to our program!

Grievance Procedure

If you have concerns that you feel need to be addressed, please follow these steps:

Set up an appointment to speak with your child's teachers. State your concerns and ask how the teachers might resolve the situation.

If you are not satisfied, inform the teachers that it would be helpful to review the situation with the assistance of the director.

Contact the Director to arrange a joint meeting to resolve the issue.

Thank-you for sharing your child with us!

Acknowledgement of receipt and understanding

I acknowledge that I have received the Shining Stars Learning Center Family Admission Policy & Procedures and I have read and understand the policies.

I understand that this Handbook represents current policies. Shining Stars Learning Center retains the right to change these policies, as it deems advisable and will notify you in writing of any changes or additions.

I further understand that I am obligated to familiarize myself with the Shining Stars Learning Center’s policies and procedures as outlined in this book or in other documents.

Parents and Caregivers have an opportunity participate in a committee which provides input regarding policies and procedures for the center. This committee meets annually the first Friday in November starting at 6:00pm. If you are interested in participating, please check the box below.

Signature Date

Please Print Your Name

Parent or Guardian of the following children:

Parent/Child Orientation:

- Tour of the facility
- Introduced to teaching staff
- Parent visit with the classroom teacher
- Discussion of expectations of family and the needs of the child
- Overview of available family support resources and activities
- Interpreter available if needed
- Opportunity for extended visit in the classroom by both parent and child for a period of time to allow both to be comfortable in the new surroundings

Committee Involvement

Yes No