



Policies

1554 S. Commercial St. Neenah, WI 54956

Philosophy

Discover Little Miracles is committed to providing a nurturing, stimulating, value based, and safe environment for children. Our center encourages the child's intellectual, physical, and social-emotional development. We believe each child is unique and has a natural curiosity to learn about his/her environment. Teachers and staff speak with the children on their level and treat all children as equals, promoting an environment of consideration and respect. We work with children to help them learn and grow in their own unique and special way.

Admission

Discover Little Miracles is owned by Mike and Roxane Kesselhon. Our Licensed capacity is 70 children. The center is open from 6:00am – 5:30pm Monday through Friday, operating 12 months a year. Exceptions include all major holidays (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve). The center will also be closed two days a year for Teacher Inservice/Staff Development.

All Center days that DLM must close for are charged days. Including snow days, cold days, emergency closures, building maintenance, quarantine due to communicable disease, etc.

We accept children ages 6 weeks through 5 years old or once the child goes to kindergarten, without discrimination on the basis of race, creed, religion, political persuasion, national origin, sexual origin, or handicap. Children may be enrolled on a full-time basis.

Child Attendance will be monitored with the ProCare computer system as well as sign in/out sheets in every classroom. If a child is going to be absent for the day or a period, parents and guardians must call the center and speak to someone directly or leave a message regarding absentee. Children must be called in absent within an hour of their scheduled arrival time or there will be a \$10.00 No Call No Show fee.

Children may only attend during scheduled days and times. Discover Little Miracles offers 4 or 5 day care options for children. A child's time in the center may not exceed 10 hours per day. Anything over 10 hours will be charged at an hourly rate, rounded up to the hour. There is also a \$15 early drop off and late pick up fee if children are dropped off prior to or after their scheduled hours. After 5:30pm there will be a charge of \$1 per minute per child. If a child is absent on a scheduled day that day is still charged.

We maintain an open-door policy. Parents/Guardians are welcome to visit the center to observe at any time during operating hours, while being courteous of the children's schedules.

Center policies, license certificates, results of most recent inspections, enforcement actions, stipulations, conditions, exceptions, or exemptions will be posted in front of the building. Parental notices, observations and other parent information will be posted in the individual family's folder in the front foyer. All information will also be available, including access to your child's records by request, from the director. It is required by law that we report all suspected cases of child abuse to the Winnebago County Department of Social Services, Protective Services Section.

Drop-off Procedures

Parent will:

- Bring child into the Center and check them in at the front desk
- Remove child's outer clothing and place it in designated cubby. (Cubbies are in the child's room)
- Take child to classroom and relay any information or changes to the teacher concerning the child that day.

Pick-up Procedures:

Release of the child is only allowed to previously authorized people

Parent will:

- Dress the child in outer clothing
- Read over Daily Care Sheet (2yrs and under, potty training children)
- Notify the teacher you are leaving the Center
- Check the child out

Prior to admittance to the Center, the following information (if applicable) must be completed and returned:

- Registration Forms (for each child) and \$75 enrollment fee per family
- Emergency Card
- Intake information for children under 2 years

The intake form includes essential information about the child's eating, sleeping, toileting, communication, and comforting needs. It shall be reviewed and updated every 3 months to better coordinate care between the center and home.

- Immunization record
- Federal Food Program form (if applicable)
- Release of pictures form
- Health History and Emergency care plan form
- Child Care enrollment form
- Child Health Report completed by health care provider
- Copy of immunizations

The Center will provide:

- Grade A, Skim & Whole Milk and 100% Juice
- Baby Puree's/cereal/formula (Members Mark or Similac with Iron only)
- Table food (once you notify us your child is ready or they turn 1)
- Bibs
- Feeding utensils appropriate for age and abilities
- All crib linens (children in fawns or owl's classrooms)

Items to be provided by Parents:

- Disposable diapers and wipes
- At least 2 changes of play clothes including socks labeled with child's name
- Formula (if other than formula provided by center) and 2-3 bottles with child's name
- Those choosing to send breast milk will need to send it in bottles, pitcher method or frozen bags.
- Pacifier (labeled with permanent marker)
- Over-the-counter items (sunscreen, diaper ointment, etc.) labeled with child's name
- Pillowcase with a crib sheet for their sleeping mat.
- Security blanket, toy (if needed)
- Appropriate outdoor clothing for the season is labeled with child's name.
- Water bottle labeled with child's name

Withdrawal

Any parent or guardian who wishes to withdraw their child from the program must notify the Director in writing at least 2 weeks prior to the child's last day of attendance. The Center reserves the right to remove a child from the Center if it is determined that the program is not beneficial to the child, or the child exhibits behavior that causes harm to other children, themselves, or property.

Child Guidance Policy

It is the policy and the philosophy of Discover Little Miracles childcare center that positive guidance will help children develop self-control and pro-social behavior patterns.

Positive guidance is provided through communication that reflects what the children can do. Communication is clear, concise, open, honest, and reflects a genuine concern for the thoughts and feelings of the children. Consideration is also given to the physical environment to promote positive group interactions. Curriculum activities promote a balance between teacher-directed and child-initiated activities so that children have an opportunity to contribute to their program.

Children will be guided in ways that will enhance self-esteem, self-control, and respect for the rights of others.

With Wisconsin Licensing, Discover Little Miracles prohibits all forms of physical and verbal punishment. This includes, but is not limited to humiliating, frightening, hitting, spanking, shaking, verbal or sexual abuse. Withholding food, force-feeding and punishment for lapses in toilet training is also prohibited.

Discover Little Miracles uses a time-away policy. This policy entails removing that disruptive child from the group to a designated area within the view of the teacher and giving the child a quiet activity to do until the child's behavior modifies, allowing them to rejoin the group. The child's undesirable behavior will be discussed with the child, so he/she understands what was undesirable.

When a child's behavior is physically or verbally harmful to him/herself and/or other another child, or property, the child will be removed from the group. After a time period, not to exceed 3 minutes, for children 3 and up, the child will be given the opportunity to change his/her behavior and return to the group. However, if the behavior is repeated, the child will be removed from the room, the Director will notify the parents of the child's persistent disruptive behavior. A conference will be set up, where the consistent behavior of the child is continually disruptive to other children and detrimental to the daily program, the child will be discharged, upon notification of the parents. This discharge may be for the day, or permanently. No child will be allowed to abuse another child physically or verbally. No verbal abuse or derogatory remarks will be tolerated. Behavior, such as this, may result in discharge. Upon discharge, referrals will be made to professional agencies for counseling and guidance in re-directing the child's behavior. All possible help will be given to the parents in finding a new, suitable placement for their child.

When managing crying, fussy, or distraught children the center will: rock, sing, talk, cuddle, or anything soothing until the child is calm and ready to engage back into activities. Under no circumstance will we shake a child.

Education Policy

Developmentally Appropriate Curriculum:

Our program is tailored to meet the needs of children, rather than expecting children to adjust to the demands of a specific program. The program provides a safe and nurturing environment that promotes physical, social, emotional, and cognitive development of young children.

Discover Little Miracles will be using The Creative Curriculum Framework in each of our classrooms. Creative Curriculum focuses primarily on giving teachers guidelines for setting up their classroom using eleven interest areas and instructional strategies to ensure that all aspects of a child's development (social, emotional, cognitive, and physical) are addressed. Our fundamental goal is to help young children use their environment productively and allow them to discover themselves as individuals and independent learners. The framework of The Creative Curriculum includes setting up a healthy room environment, working with parents and guiding the children to use problem solving strategies, building social skills, and meeting objective goals. Play enables children to progress along the developmental sequence from the sensorimotor intelligence of infancy to preoperational thought in the preschool years, to the concrete operational thinking exhibited by primary children. In addition to its role in cognitive development, play also serves important functions in children's physical, emotional, and social development. Child initiated, child directed, teacher supported play is an essential component of this developmentally appropriate curriculum. To meet the developmental needs of each child, the educational program will provide the opportunity for:

- Active quiet play
- Outdoor activities (weather permitting)
- Individual, small, and large group activities
- Experiences that allow for learning at the child's own level
- Creative Expression
- Intellectual Stimulation
- Language Development
- Multicultural and diversified experiences

Specific Infant Educational Policies:

- Infants will have specialized care based on their own needs and schedules in accordance with home care.
- Infants' positions and locations will be changed several times throughout the day
- Infants will have freedom of movement in a safe, clean, open, warm and uncluttered environment.
- Each child will receive physical contact and attention by being held, rocked, spoken, and sung to
- Feeding, naptime, and diapering will be used for language development and learning experiences

Core values and manners will be emphasized to all children throughout the learning experience. Respect for themselves and others will be promoted strongly, both through model and positive reinforcement.

Discover Little Miracles does not educate on any religious beliefs; however, the Center will recognize holidays including New Year's Day, Valentine's Day, St. Patrick's Day, Easter, Memorial Day, July 4th, Labor Day, Halloween, Thanksgiving and Christmas. These holidays will be incorporated in that weeks' program.

Continuing Education Policy

In-service and continuing education, of at least 15 hours, is required throughout the year to enhance caregivers', administrators', and directors' skills and knowledge. Any additional hours may be used to meet the requirements in the 2 years following that year. All education and continuing education will be documented and kept in a binder at the Center. Employees participate in staff meetings, meetings will be documented. All employees shall maintain CPR Certification. CPR Certification maintenance applies to hours of continuing education.

Emergency Policies

Attendance:

Daily attendance will be taken of both enrolled children and staff members. Parents, guardians or other authorized people will sign their children in and out at the front desk computer. The number of children in the Center and their locations will be always known by staff. Each staff member will have a list of children in their room each day. In the case of an evacuation, the staff will escort the children out of the Center, and attendance will be taken out of the Center to ensure that all of the children are evacuated.

Evacuations:

Written procedures and diagrams of escape route are posted in each room. Program supervisors will take the list of children in each room and file box containing each child's records. Staff will take account of all children and line the children up. Staff will lead the children to the appropriate exit. A staff member will be the last to exit the building after checking bathrooms, closets, hallways, etc. After children are assembled to the predesignated areas, the playground, staff will refer to the list of children to account for each child. Staff must report any missing children to the administrator or director.

Missing Child:

If staff cannot locate a child, all attempts will be made to locate the child on the premises. A staff member will inform the administrator and director of the situation. They will assist in the process of locating the child. If the child cannot be located within 10 minutes, the child's parents/guardians will be contacted. In the event no parent/guardian can be reached, emergency contacts will be notified. If no one

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can be contacted, the police will be notified. In the event the child is readily found, staff will promptly notify all people contacted and complete an incident report to be signed by the parent/guardian.

Unfamiliar Person:

When an unknown person comes to the Center to pick up a child, the staff would check to see if a parent authorized the pick-up. If not, a parent will be notified before we release the child. We will request a picture identification to verify their identity.

Fire Procedures:

In the case of a fire, Discover Little Miracles will engage in scheduled evacuations once per month. Children will be taught what to do in an emergency through role playing. Fire extinguishers and smoke alarms are maintained throughout the Center. Staff will have knowledge of the location of each fire extinguisher and its use.

The meeting place in case of fire or other emergencies that we need to evacuate is outside the playground, which is located on the west side of our building.

Tornado Procedures:

In the event of a tornado warning, the staff will escort the children to a designated place in the Center with a phone, flashlight, and blankets. (Each room will be equipped with an emergency flashlight and extra batteries.) If a tornado occurs, the children will remain in the designated location until the fire department clears a safe exit.

Maintenance Problems:

The parents will be notified to pick up their child in the event of maintenance problems such as loss of heat, fire, or structural damage. The Center will remain closed until the problem is corrected. If the maintenance problem is temporary (meaning less than three hours), the Center will remain open.

Extreme Temperatures:

If outdoor temperatures reach 90F, the staff will use their own discretion as to whether the children should go outside. There will not be outdoor playtime if the temperature is at 0 degrees or below, when 0-20 degrees only children 2 years and older will have outdoor playtime. Staff will also use their own discretion regarding excessively high temperatures. The child's safety and well-being will always be of utmost concern.

Other Emergencies (e.g., a flood, extreme heat or cold; loss of building services, including heat, water, electricity, or telephone; human caused events such as threats to the building or its occupants, or allergic reactions:

In the event of other emergencies, the administration will evaluate the emergency, call the appropriate service to attend to the issue, have children and staff evacuate the building if needing to do so, meeting in the designated spot, the playground. Families and guardians will be called and notified of the emergency

and whether their children need to be picked up. In the event of a threat, staff will lead children into a safe room with no windows (infant rooms, laundry room, back hallway) and administration will call the appropriate authorities.

An emergency list containing parents' full names and phone numbers, 911, poison control phone number, fire department, police department, etc. will be posted by every phone in the Center for quick reference.

In case of a **life-threatening emergency** such as uncontrolled bleeding, non-breathing, or poison, we will follow the following procedures:

- Perform first aid and/or CPR, if needed
- Call 911 for emergency transportation by ambulance
- Call parents
- Go to the hospital with the child and their medical file
- When parents arrive, brief them, and allow them to take over the situation

In case of a non-life-threatening emergency such as a broken bone, large abrasion, or eating a mushroom, we will follow the following procedures:

- Perform first aid as needed
- Call parents to pick up and transport children to the hospital
- Provider will transport/follow along and assist as needed

In case of an emergency or illness for the provider, a qualified substituted provider is on call. In case of an emergency, such as an injury to a child, parents will be contacted. If parents cannot be contacted, the staff will attempt to contact the emergency contact listed in the child's file. If necessary, the child will be transported to Theda Clark, where the teacher will remain with the child until a parent arrives to take responsibility. Parents will be notified of minor injuries when they pick up their child.

Health Care Policy

Child Health Information:

Each child shall have an initial examination by a physician, not more than 1 year prior to, nor later than 90 days after admission. Children under 2 years shall be given a physical exam, by a physician, every 6 months after admission; verification of this must be on file. Children over 2 years will need a physical every 2 years. Parents must list known allergies. They will be posted in a prominent place at the Center.

Staff Health Requirements:

All personnel who encounter children will have health examinations within 6 months prior to employment, or within 30 days after beginning work. The report will be on file at the Center and certify that:

- The person is free from illness detrimental to children and has a negative tuberculin test or chest X-ray. The person is physically and emotionally able to work with young children.

The employee shall be excluded from work when ill, including such conditions as upper respiratory infections and infectious lesions. Staff with contagious illnesses such as mononucleosis and streptococcal infections will need a physician's release before returning to work. No person with a health history of typhoid, paratyphoid, dysentery, or other diarrheal diseases will work in the Center until it is determined, by appropriate tests, that such person is not a carrier of these diseases.

Rest Period:

Children under five who are at the Center for more than four hours daily will rest for at least 30 minutes. A child who does not fall asleep in 30 minutes will be allowed to get up and do a quiet activity.

Sanitation Policies:

All people exposed to blood or blood-containing body fluids and tissue discharges shall wash their hands immediately with soap and running water. Disposable gloves shall be worn if there is contact with blood-containing body fluids or tissue discharge. Hands shall be washed after removal of gloves, and gloves are to be discarded in plastic bags. For any spills of bodily fluids, any affected surface shall be cleaned and disinfected.

Wet or soiled clothing and diapers shall be changed promptly and shall be disposed of or placed in plastic bags (receptacles). Toys and equipment will be cleaned weekly or when visibly soiled. Providers and children are required to wash their hands with an anti-bacterial soap at appropriate times during the day i.e. - before and after meals, toileting, and diapering. A child's hands and face will be washed after meals. Diapering tables are washed and disinfected after each use.

Illness in Children:

Sick children may not be brought to the Center for care. Should your child become ill at the Center, the teacher and the management will assess the situation to determine if you should be called. Please plan to pick up the child within one hour of notification. A quiet corner and resting area will be provided for your child in the Director's office until you arrive. Every child will be observed upon entry for signs of illness, as well as throughout the day.

Your child must remain out of the Center when the following conditions occur:

- Any undiagnosed rash
- Intestinal disturbances (diarrhea, vomiting)
- Sore or discharging eyes, ears, or profuse nasal discharge
- Temperature of 100.4 degrees or over

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It is required that we have on file the names, addresses and phone numbers of people authorized to pick up your child if you cannot be reached. These are the only individuals, other than parents, that a child will be released to, unless written notification is received from parents.

If a child is excused because of a suspected communicable disease, the families of the other exposed child shall be notified by the Director or teacher, and such children shall be watched for symptoms of the disease.

In cases of bacterial infections, there shall be a statement that he/she is free of the infectious stage from a physician for re-admission. A child may be re-admitted after a communicable disease without a statement from a physician if they are symptom free for at least 24 hours.

First Aid & Medication Administration:

Bandages and ice packs will be always available. Soap and water will be used to clean all superficial wounds. For major and questionable injuries, parents will be contacted. If necessary, the child will be transported to Theda Clark, where the teacher will remain with the child until a parent arrives to take responsibility. Parents will be notified of minor injuries when they pick up their child.

If medication must be given, it will be with the parent's written permission. Medication will be labeled and stored with parental consent forms in a sealed box out of the children's reach. A sealed box will be available for both refrigerated and unrefrigerated medications. If prescription medication is to be administered, it must be in the original container with the physician's name, date, and prescribed dosage. All over the counter medication which does not have specified dosage on the label for the age and weight of an individual child, must have signed instruction from your personal physician before being administered. Instructions and times given will be posted and noted in our medical log. All accidents, medicine administration, and conditions of child upon entry will be logged. This log is available for a parent to view their child's injury, medication, or accident. A parent may view only their child's records unless consent is given by then parent to release the information to another party.

*All employees shall be trained in sudden infant death syndrome (SIDS) risk reduction.

Nutrition Policy

It is the policy of Discover Little Miracles to serve the most nutritious foods available to us. Our goal is to establish healthy eating habits for a lifetime. We will use fresh fruit and vegetables in the children's weekly diet. Whole grains in breads will be served to aid in digestion, and skim milk will be served to all children over two and older. Occasional "treats" will be offered for snack.

Discover Little Miracles participates in the USDA Food Program, when able to do so (requirements apply). All meals are made on the premises by our kitchen manager, who will be trained in preparing food for young children. All meals and snacks are planned to encompass the four major food groups in their proper serving portion for your child's age.

The meal schedule is as follows:

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|-----------|-------------------------|
| Breakfast | 8:30 a.m. – 9:00 a.m. |
| Lunch | 11:30 a.m. – 12:00 p.m. |

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Afternoon Snack 2:30 p.m. – 3:00 p.m.

A variety of foods will be served and will meet the USDA and state licensing requirements. The food will be served family style, and the children will be encouraged to try everything. Menus will be posted at the Center and be available to parents upon request. It is important that the staff is aware of any allergies a child may have. Parents may bring in special treats for their child's class on holidays and birthdays. (Please check with the teacher first).

The Center will provide:

- Grade A, Skim & Whole Milk and 100% Juice
- Oatmeal baby cereal & baby food fruit and vegetable purees
- Table food (once you notify us your child is ready or they turn 1)
- Bibs
- Feeding utensils appropriate for age and abilities

Items to be provided by Parents:

- Formula and 2-3 bottles, with date and child's name
- Those choosing to send breast milk will need to send it in bottles or frozen in the amount they wish the child to be fed and labeled with the date and child's name.

*Infants will be fed based on their own needs and schedules in accordance with home care, until they join our center meal plan or turn 1 year of age.

*If a child has a food allergy, the child care center will provide a substitute food for the child.

*If a family and/or child choose to have special diets, the family must provide food for the child to accommodate their diet.

Orientation of Staff Policy

Confidentiality:

People who have access to children's records will not discuss or disclose personal information regarding the child or child's relatives. (This includes information obtained because of parent teacher conferences, and conversations between coworkers and management.) This does not apply to the parent, or a person authorized in writing by the parent to receive the information.

*A parent, upon request, has access to all records and reports maintained on his or her child.

Child Abuse and Neglect Recognition and Reporting:

Any staff member at the childcare center knows or has reasonable cause to suspect that a child has been abused or neglected shall immediately contact the program director or administrator. The program

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director or administrator may then contact the county department of social services or human services or a local law enforcement agency. All staff will be trained in child abuse and neglect law, how to identify abuse or neglect, and the procedure for ensuring that known suspected cases of child abuse or neglect are reported immediately to the proper authorities.

Staff Orientation:

All staff will participate in orientation prior to working in the Center. Staff orientation will consist of the following information:

- Licensing rules (compliance with all DCF 251 Licensing rules and regulations)
- Center Policies
- Emergency procedures
- Health observation and recording procedures
- Job responsibilities and duties
- Training in the recognition of illnesses and prevention including universal precautions for handling bodily fluids.
- Handling of hazardous materials
- Prevention and response to allergic reactions
- First Aid procedures
- Administration of medications
- Review of child abuse and neglect laws
- SIDS reduction techniques
- Child management and supervision techniques
- Procedure for sharing information related to a child's special health care needs and information regarding children with any special needs.
- Procedure to contact parent/guardian.
- Schedule of daily activities at the Center
- Tour of facility and physical premises safety
- Probationary period and benefit information
- Completion of employee handbook and sign-off sheet

Emergency Training:

All staff members will know what their duties are if there is a fire, tornado, a tornado warning, or other emergency (blood exposure, unauthorized person in center, etc.) The plan will be posted and practiced monthly. All staff will have knowledge of the location and use of fire extinguishers. All staff shall be

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certified in CPR as dictated by the state licensing agency. All staff will be aware of hospital information and people to notify in the case of emergency. Providers are required to always know the whereabouts of all children in the Center.

For more personnel policies, please review our parent and/or employee handbook.