

BBILC INC

Parent Policy Manual

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Philosophy and Goals of Building Blocks

Building Blocks Interactive Learning Center LLC (BBILC INC) is based on child centric hands on approach to learning that encourages a child to grow and meet all developmental milestones. This process is facilitated by a professional teaching staff and low student/teacher ratios; Stressing communication and interaction between parents, teachers and children helping to reach the primary objective of developing creative and cognitive skills, acceptable social/emotional behaviors, increased physical skills and instilling an interest in both language and literacy. We believe that the interaction between a child and their Teacher is an integral part of every child's overall development. Social interaction is the basic means of teaching children kindness for others, building positive self-esteem, sharing and caring of those around them. Our mission is to provide children the fundamental building blocks of life, providing a loving and nurturing environment needed to build a happy and productive future.

Building Blocks Interactive Learning Center is a center for children ages 4 weeks to 12 years of age. Our facility has the following interactive learning areas in each classroom with age-appropriate activities that include: blocks, large and small manipulative, puzzles, literature, math, science, music, art. Through the interaction of the parents, teacher and child, we strive to reach the following objectives: Basic skills required in obtaining a successful outcome in reading, math, language and writing, a positive self-image, creative and independent thinking, attitudes of social cooperation and moral responsibility, knowledge and appreciation of persons, things and events in the environment. The schedule of activities include: Active and quiet times, indoor and outdoor activities, free choice of individual play by children, group activities, academic learning to help prepare for school. In our center we incorporate different cultures, ethnic foods, celebration and materials to reflect cultural diversity and individual differences. Daily schedules are posted in each classroom. Infant and Toddler schedules are dictated by the child. The staff will work with the parents to follow the schedule used at home.

Child Guidance and Discipline

At Building Block Learning Center we believe in guiding our children in a warm and loving manner. We believe that the teachers must lovingly guide and redirect the children to help them learn to cooperate with their peers and to have positive, educational experiences to encourage and enhance their growth and development

while in our care. We will redirect the child to a different area of play. We will redirect a second time if necessary. If this still hasn't helped the situation we will remove the child from the group and have them sit at the table with a quiet activity. If this doesn't work the child will be given a "time out" equal in minutes to the age of the child. Children under the age of three will not be given "time outs". If this still has not helped the Director will be asked to step-in. If the behavior still continues the Parent will be notified and options will be discussed. Spanking, hitting, ridiculing, profane language, or withholding food will not be used at the center. Children will be discharged from the center if the child causes injury to self or others, requires the full attention of one teacher for extended periods of time, due to behavior, or causes damage to the facility or property.

Hours of Operation

Building Blocks Interactive Learning Center is a year round facility serving children four weeks to twelve years of age with a capacity of 50 children. We are open Monday through Friday from 5:30 am to 6:30 pm. We will be closed for the following fixed Holidays; Memorial Day, Labor Day, Thanksgiving and the Friday following. The following floating Holiday closings are subject to days they fall on; 4th of July, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. Closing for additional days will be determined by student enrollment. Parents will be made aware of these days at least one week in advance.

Enrollment Procedure

To enroll, the registration packet must be completed in its entirety and returned the week before you start. A copy of Immunization history is needed before child can start. Physical forms must be completed within 30 days of enrollment. A new physical is required every 6 months for children under age of 2. All children under the age of 2 must have an intake form on file prior to attendance. A copy of the center policies will be included in the enrollment packet. Please make the Director and Teachers aware of any allergies your child may have. Children are admitted regardless of race, creed, color, sex, national origin, ethnic origin, religion or handicap. You may stop in and pick up paperwork or forms can be printed off the website www.bbiloc.com. Parents are encouraged to visit the center prior to registration. We want to make this transition as easy as possible for the children and the Parents.

On your child's first day at the center you will need to bring the following items:
ALL ITEMS MUST BE LABELED

Infants: Formula, diapers, wipes, several changes of clothes including socks, bottles, infant water (optional), blanket.

Toddlers: Diapers, wipes, several changes of clothes including socks, sleeping bag or sheet and blanket.

2 year olds: Diapers, wipes several changes of clothes including socks, several changes of underwear (if potty training), sleeping bag or sheet and blanket

3 - 5 year olds: Change of clothing including socks, sleeping bag or sheet and blanket, diapers and wipes if not potty trained.

School-age: Change of clothing including socks

Infant/Toddler Care

At Building Blocks we know that each infant is different with individual needs. We are more than happy to work with each parent to keep their child's schedule as close to home as possible. Please communicate with your child's teacher to let them know of any changes that were made to your baby's schedule.

We believe that interaction with your baby is important for growth. We will provide a very loving, nurturing environment. Each infant will receive individual attention such as being held, rocked, talked to, and sung to. Each infant shall receive stimulating activities for their age such as tummy and back time. All staff will have 10 hours of additional training in caring for infants and toddlers. All staff also have SIDS training. A doctor's note is required if you want your infant to sleep on their stomach.

Feeding is a very important stage of development for infants. Breast milk may be brought in pre-made bottles or if you prefer, you may bring in frozen portions to be used as needed. Breast milk will be thawed out by heating in warm water. If your child is on formula you may bring in pre-made bottles, or a can of powder and infant water (water is optional). Bottles will be made as needed. You will be required to supply the bottles. Any unused pre-made bottles will be sent home daily. Water will be offered to your baby several times a day.

When you and your child are ready we will slowly begin to introduce age appropriate baby foods. We will usually start by introducing infant cereal and working our way to fruits and vegetables. Please discuss this with your child's teacher when you wish to begin. Solid foods will be discussed as needed.

You will need to supply your child with diapers and wipes. It is a state requirement that we check your baby's diaper every 2 hours. On an average your child will need 6 diapers per day. Rather than bring in diapers daily, we encourage you to bring in a large package of diapers to leave at the center. Please label all supplies brought in. To assist you with maintaining enough supplies, we will send reminders home a couple times a week. If you run out of diapers we will call you to bring some in.

As you know babies like to spit up a lot. So for a variety of reasons it is important to have a few sets of clothes at the center at all times. All clothes should be labeled with your child's name. Please check clothes periodically to ensure they are not too small or out of season.

Diapering/Potty Training

Parents are required to supply diapers and wipes for their child. Each item must be labeled with the child's name. If your child doesn't have diapers you will be called to bring some in. If we have to use diapers supplied by the center you will be charged \$1.00 per diaper, which will be added to your weekly statement. We use universal precautions when diapering and/ or handling body secretions. Gloves are available to staff and are located by the diaper changing table. Diapers are disposed of in a covered, lined trash can. The diapering procedure is located by the changing tables. All soiled clothing is placed in a plastic bag labeled with the child's name and sent home per OSHA regulations. Parents can communicate with the staff when ready to start potty training. Parents will need to provide several full sets of clothes including socks during the potty training stages. Potty training will be much more successful if everyone works together. State Regulations mandate that we cannot begin potty training until a child is at least 18 months of age.

Clothing

Parents are encouraged to dress their children in comfortable clothes that can be easily self-managed for bathroom needs, especially those that are potty training. We discourage sending your child in new, expensive clothing. We are not responsible for stains that the children may get during their fun-filled day. For safety reasons sandals are not to be worn at the center. Closed toe shoes and

socks only. The children will be going outside daily, so please dress your child properly for the weather. If it is below 25 degrees we will not take the children outside. In case of ozone advisory the children will be allowed outside at the Directors discretion. All children must have an extra set of clothing at the center. All clothing must be labeled with your child's name. If your child does not have extra clothing, when needed, we will call you to bring clothes. We are not responsible for lost clothing. All ages including infants are required by State to go outside daily. We will need a Doctor's note if your child is too sick to go outside.

Room Temperature

Room Temperatures will be kept at or above 67 degree during the winter months and 80 degrees or below during the summer months. Should the heat, air conditioning, water, electricity or plumbing fail, parents will be notified immediately and the center will close if the problem cannot be resolved immediately.

Rest Periods

It is a state requirement that we provide the children with a supervised nap for at least thirty minutes. All children under the age of five and at the center for more than four hours are required to rest. A sleeping bag or sheet and blanket must be provided for your child. It will be sent home on Fridays to be washed. Please make sure all items are labeled. All parents who wish to have their infant sleep on their stomach will need to provide a Doctor's note stating such.

Schedules

Upon enrollment you will be asked to fill out a schedule form. You will be charged according to that schedule. You are required to call if you child will not be attending. We would appreciate a call before your scheduled arrival time but after 1 ½ hours if you have not call your child in absent one of the staff will be calling you or one of your emergency contacts to inquiry whereabouts of your child. Payment is expected on Monday of each week. If your schedule will be changing you will need to fill out a new schedule form two weeks in advance. Rotating schedules may be worked out with the Director. Full-time is 5 hours or more per day. Part-time is less than 5 hours per day. See fee schedule for further information. You only pay for the days that your child attends daycare. If your child is not going to attend on their scheduled day you are **required** to call the center by

8:00 am to let us know that your child will be absent in order for you not to be charged.

Meals

Building Blocks Interactive Learning Center will provide the following meals daily: AM snack, lunch and a PM snack. If your child comes early and needs breakfast before school you may bring in something for them to eat. School age children will be given a snack after school. On days off of school they will follow the meal plan of the center. The menus are posted in the kitchen and in the entrance on parent board. Any changes to the menu will be noted. Please let the Director know if your child has any food allergies or if any special arrangements need to be made for meals. All staff preparing food has completed the required training. All meals meet the state licensing required guidelines. Food brought in for special occasions such as birthdays or holidays must be store bought. The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). "USDA is an equal opportunity provider and employer."

Disenrollment Procedure

A two week written notice is required when you no longer need our services. If you are on a subsidy program your ending authorization is not considered your two week notice. You will be billed for the two weeks.

Biting Policy

Biting is common among nonverbal children. Although it is not an action we condone, it is one that we will not immediately terminate your child for. We will work with each individual child to try to find out what is the cause for the biting. However, if your child is biting for no apparent reason and is breaking skin, your child may be terminated.

Drop off and Pick up Procedures

Parents must walk their child into the classroom each day. Parents must sign their child in and out each day. Sign in and out sheets are located in front entrance. If you fail to sign your child in or out you will be charged for a full day operation. Please make sure that the Teacher is aware of your child's arrival. Proper identification (photo ID) is required when picking up a child. We will card anyone that we do not recognize. Failure to present proper identification will prevent us from releasing your child. If someone, other than yourself, is picking up your child they must be on the authorization list and have proper identification. **Only persons 18 years or older are permitted to drop off or pick up.**

A \$2.00 per minute fee will be charged for any child not picked up by 6:30 pm. This fee is per child. If we have not received a phone call by 6:45 we will contact Social Services to pick up your child. All parents who are on a subsidy program, the program will not pay these fees.

Payments

Weekly statements will be billed on Friday's. Payment is expected on Monday prior to service. We will charge a \$5.00 late fee weekly to all accounts that are past due. Statements are located in your family file in the entrance by the sign in and out sheets. Please check regularly for statements, newsletters and any additional information. Building Blocks Interactive Learning Center accepts checks, cash and money orders for payment. If we receive a check back for insufficient funds you will be charged a \$40.00 fee and you will no longer be able to pay by check will. Your child will be discharged from the center after two weeks if no payment or no payment arrangements have been made. After two weeks of unexplained absences your child will be discharged and the spot will be considered open. If you are on a subsidy program you must renew your authorization as needed. If your authorization ends your child will not be able to attend Building Blocks until your

authorization is re-instated. If your authorization is not re-instated within two weeks your spot will be considered open and may be filled.

Parent Information

Information about our center and local services is available by asking the Director. Parent participation is encouraged. Parents are always welcome to come and observe during center hours unless access has been denied by the court. If you have a court order that prevents someone from being in contact with your child, we will need a copy on file. It is the procedure of the center to ID anyone picking up a child; even if you have picked up before you may still be ID. This is for the safety of your child. We have the right not to release a child to anyone we believe to be impaired by drugs or alcohol. If this happens we will ask you to leave and have someone else pick up the child. Parent-Teacher conferences can be scheduled with your child's teacher. In addition to conferences, the staff will communicate daily by sending home notes and/or speaking directly to parents. We respect the parent's right and preferences in raising your child. It is always best to talk with your child's teacher about any questions or concerns you have. If the concern cannot be resolved by you and the teacher please speak with the Director. All parent notices and events are posted in each classroom and in entrance by sign in sheets. Our license with any violations will be posted in the entrance. A copy of the State Regulations is posted on the parent information board.

Transitions

Changes in room or teacher will be communicated to the families to help prepare the children for these transitions. When a child will be moving up to a new classroom, we will slowly transition them, by letting them spend small amounts of time in the classroom first.

Pets

Only pets approved by the state licensing will be allowed. All parents will be informed in writing before any pet is brought into the center. Pets will be kept in cages or an aquarium. Any pet found to be harmful to the children will be found a new home.

Confidentiality of Records

As a responsibility to our parents all of the children's records are only available to the Director, Teachers, and authorized employees of the State Licensing Bureau.

Severe Weather Closings

Building Blocks Interactive Learning Center will be closed for snow days if the Kenosha Unified School District is closed. We will not be closed due to cold weather as long as we have heat.

Emergency Procedures

Each staff member is responsible for the accountability of every child in their classroom. Every staff member will know the name of their children and how many they have each day. Emergency information for each child will be carried with them when we leave the center for fieldtrips or walks. Please make sure that your emergency information is updated regularly. It is very important that we have the most current phone number.

If your child is injured, first aid will be given by a staff member and Parents will be notified. If medical attention is required, an ambulance will be called to transport the child to the nearest hospital. A staff member will ride in the ambulance with the child, if permissible, if not a staff member will meet the ambulance at the hospital. Parents will be notified immediately. These procedures will also be followed when injured on fieldtrips or walks. An accident report will be completed for all injuries. The report will need to be signed by the Parent. Reports will be kept in the child's file.

Fire and Tornado Evacuation plans are posted in each classroom and practiced regularly. In the event of a fire, or other disaster, the children will be evacuated and parents will be notified of their child's location. All staff will take the emergency cards with them.

If a child were missing, we would look for that child to make sure they are not hiding. The next step would be to call the police to report them missing. We will then call the parents to inform them of the incident. The licensing specialist will be informed as well. Emergency contact person will be Bob Carey. He can be at the center within 5 minutes if an additional person is needed in an emergency.

Medical Log

Building Blocks records all injuries received while at the center, outside the center, and any medication administered at the center. It is reviewed every 6 months. It is recorded in a state approved log book. This is a requirement of the state.

The Prevention and Procedures for Illness

For the protection of the children and staff we use universal precautions when treating injuries, diapering, and/or body secretions. Gloves are available to staff and are located in each classroom, either in first aid kits or changing tables. Proper hand washing is the best way to prevent illnesses from spreading. The policy for hand washing is posted above all sinks in the center. All equipment is disinfected as needed with a bleach solution or a state approved disinfectant. All staff are required to have a physical and T.B. test on file. The children must have a physical and shot record on file. Children under the age of two must have a new physical every 6 months. You will have 30 days from enrollment to complete the physical. Physical form must be filled out by a Doctor. Failure to provide us with the proper state required paperwork will result in suspension of care until the completed forms are turned in. If forms are not turned in within two weeks your child will be discharged and the spot may be filled. Please do not bring your child to the center if he/she is ill. Illness prevents your child from participating in our program and exposes other children to the same illness. Please consider other families before bringing your child in ill. We do not accept children with fever, vomiting, diarrhea or rash. If your child becomes ill at the center you will be notified immediately. If your child has a fever of 101 degrees or higher, an unexplained rash, suspected pinkeye, vomiting, diarrhea or head lice you will be called to pick up child immediately. If we cannot reach you, we will call the emergency numbers listed on your enrollment form to have them pick up your child. **All children send home with fever, vomiting or diarrhea, pinkeye must be excluded from the center for 24 hours.** The Director will determine if the child requires a Doctor's note to return. If your child has head lice he/she must be nit free in order to return to center. Child's head must be checked before you can leave them at the center. If your child has an infectious or communicable disease, please notify the Director. A letter must be posted notifying parents of the communicable disease. When posting the letter the child who is ill will remain anonymous.

Medication

A state form must be signed and dated by the parent before any medication (prescription or non-prescription) can be administered. Medication authorization forms are available in the office or from your child's teacher. It is only valid for 10 days unless there is a doctor's note stating otherwise. All medication must be in its original container, labeled with the child's name and dosage to be given. All medication must be handed to the teacher by the parent. Please do not put it in a

lunch box, book bag, or diaper bag and assume the teacher will find it. Medication will be kept in the kitchen. Sun screen, insect repellent, diaper ointment, cough drops and Chap Stick all require a medical form to administer.

Staff Education

All full time staff are required to have 25 hours of continuing education per year, which is documented in their file. All part time staff are required to have 15 hours of continuing education. All staff are CPR and First Aid Certified within six months of hire. All staff are required to attend monthly staff meetings. All staff members shall be responsible for the daily attendance in their classroom.

Child Abuse Statement

All Building Blocks Interactive Learning Center staff are mandated reporters. According to Wisconsin Statutes, Chapter 48.981(2): A childcare worker in any childcare center must report if he/she has reason to believe that a child has been abused or neglected. We ask that you let us know of any injuries your child has sustained outside the center. Injuries are also logged in our medical book. You may be asked to sign a form with the explanation on the injury.

Children with Special Needs

Children with special needs are accepted at Building Blocks Interactive Learning Center. If your child has a special need, please inform the Director of necessary procedures to assure that his/her needs are met to the best of our ability. The Director will inform all staff members of how the child can be integrated into our program. The Director will also inform the parent before registering if there are any staff members that are trained for your child's special needs.

Administrative Structure

April Carey Owner/Administrator
Director
Lead Teacher
Assistant Teacher

Policy Changes

Any policy changes will be made in January of each year. If any changes need to be made throughout the year you will be given a couple and asked to sign a form stating that you have received the changes.

All families will receive a \$50.00 credit to their account for any referral made. The credit will be applied after referred family has been at Building Blocks for 90 days.

Thank you for choosing Building Blocks Interactive Learning Center and letting us help your child build their future. Please return this sheet with the registration packet.

I have received a copy of Building Blocks Interactive Learning Center's policy manual and agree to follow all policies.

Sign _____

Date _____

How did you hear about us?

_____ Phone Book

_____ Internet

_____ live near by

_____Parent Referral

Name of Parent who referred you _____

_____Other