

2307 Sixteenth Street

Racine, WI 53405

262.260.8982

**PARENT HANDBOOK**

|  |  |
| --- | --- |
| Introduction…………………………………………………………………………… | 3 |
| The Importance of Play………………………………………………………… | 3 |
| Hours of operation………………………………………………………………… | 3 |
| Daily Information…………………………………………………………………. | 4 |
| Immunization………………………………………………………………………… | 4 |
| Parent Involvement………………………………………………………………. | 4 |
| Enrollment and Discharge of Enrolled Children……………………… | 5 |
| Child Absence………………………………………………………………………… | 6 |
| Provider Absence…………………………………………………………………… | 6 |
| Health, Child Illness………………………………………………………………. | 7 |
| Injuries…………………………………………………………………………………… | 8 |
| Medication……………………………………………………………………………. | 8 |
| Diaper Ointments, Sunscreen and Bug Repellent…………………. | 8 |
| Sudden Infant Death Syndrome (SIDS)…………………………………. | 9 |
| Nutrition………………………………………………………………………………… | 9 |
| Daily Activities, Infant Toddlers Play, Outdoor Play………………… | 10 |
| Rest and Naptime, Child Guidance………………………………………… | 11 |
| Sometimes Children Bite, Transportation, Pets, Field Trips……… | 12 |
| Emergency Procedures………………………………………………………… | 13 |
| Items to be Provided, Liability Insurance, Smoking………………… | 14 |
| Concealed Weapons, Payments and Refunds……………… | 14 |
| Rates, Rate Increase, Updates, Parent Consent……………………… | 15 |
| Parent Handbook Agreement………………………………………………… | 16 |
| Tuition Agreement………………………………………………………………… | 17 |
| Withdrawal, Medical Emergency............................................... | 18 |

|  |
| --- |
| **Index** |

**MOTHERLAND LEARNING CHILDCARE GOALS AND PHILOSOPHY**

Our Daycare is a place where children get only the best quality of care and are valued for their sense of wonder, their genuine curiosity and needs to explore, and their natural desire to learn.

I value their unique abilities and ideas, their ability to play, their love of laughter, the respect they give one another, and for their capacity to trust and learn from one another.

**My goals are to...**

Establish and maintain a safe, loving, caring, and healthy environment for the children to play and learn, support and provide parents with community resources. Encourage children to explore by using the tools and toys around them to solve problems, gain confidence and grow as an individual child. Children will extend their knowledge through books, meaningful conversations and discussions, and a variety of activities and experiences.

**THE IMPORTANCE OF PLAY**

Our research and experience tell us that young children learn more through direct interactive experiences than through just listening to someone talk. That’s simply an educated way of saying that we value play! As you become familiar with our program you may be inclined to think that all the children do here is play. At good early childhood programs, there is a lot of play – and there should be.

Play fulfills children’s natural desire to move and touch. Through play, children create their themes, test ideas, solve problems, learn to see others’ points of view, use language, develop muscle coordination, explore their environment, and make discoveries.

Our children have several opportunities throughout each day, both indoors and outdoors, to guide their own play. We will provide a variety of toys and materials especially chosen for the children to use. These toys and tools help to explore and discover, to use one’s senses, to build and manipulate, and to cooperate with others. Our other role is that of a facilitator – to help extend play so that it becomes more interesting and more imaginative. It is not our role to control play, but to encourage and extend it.

**HOURS OF OPERATION**

Motherland Learning Childcare is licensed to care for 8 children at one time aged 0 months through age 6 years. Our daycare is open from 4:00 a.m. to 4:00 p.m. Monday through Friday. Our operational calendar is January-December. A service fee of $1.00 will be due immediately for every minute a child remains in daycare past verbal or written arrange pickup time. No service will be provided on:

February 2,5

May 13

July 1-5 Vacation week

September 30-4 Vacation week

Thanksgiving Day

Day After Thanksgiving

All regular fees will be charged for these holidays except vacation days. If a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed the Monday following.

**DAILY INFORMATION**

I will post the following items for your review:

* License certificate.
* The current Compliance Statement or Noncompliance Statement and Correction Plan.
* Any notice from the department related to rule violations, such as a warning letter or enforcement action.
* These items will remain posted until the violations have been verified as corrected and the action is closed.
* Any stipulations, conditions, temporary closures, exceptions, or exemptions that affect the license.
* Daily Schedule
* Monthly Menu
* Payment Due Date
* Vacation and Closures
* Community Resources

I**MMUNIZATION**

State law requires that a certificate of immunization form be provided to the daycare at the time of enrollment. A new certificate is required before the expiration of the current certification. We require forms to be signed against such immunizations within thirty (30) days of the child’s enrollment. Documentation of results of the most recent physical exam (required every 6 months for children under 2 years of age and every 2 years for children at least 2 years of age but under 5 years; children 5 years of age and above are not require having a health exam).

**PARENT INVOLVEMENT**

Motherland Learning Childcare ensures that the number, names, and whereabouts of children in care are always known to the provider. Parents are responsible for signing children In and out of childcare daily on the daily attendance record.

Parents are welcome to visit daycare at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, I will need a copy of the order. Please understand that I cannot legally limit access to a parent if there is not a copy of a court order on file at the daycare. Children will only be released to guardians listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, I need to be notified in writing or by phone call in advance. The person picking up the child may need to show a driver's license or other picture ID.

If parents wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity. School-age children who leave the center unescorted must be traveling to home, school, or another activity where adult supervision is present. *Alternate Arrival / Release Agreement – Child Care Centers* formwill be used to provide this information to the daycare.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While I cannot legally withhold a child from the legal guardian, I will not hesitate to call the local authorities if I feel the child is in danger.

It’s important that we communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, please work with me to arrange a convenient time to talk on the phone at naptime or in the evening so we can give the issue the attention it deserves to foster communication.

**ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN:**

All children will be enrolled for a trial period of one week. During the trial period, either the provider or parent may terminate the child without advance notice.

Parents must meet with me to discuss their child's specific needs and to review program policies. I will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.

The following items must be completed and returned to the center by the first day of attendance.

* *Child Care Enrollment*
* *Heath History and Emergency Care Plan*
* *Alternate Arrival / Release Agreement – Child Care Centers* (if applicable)
* *Intake for Child Under 2 Years – Child Care Centers* (if applicable)
* *Transportation Permission – Child Care Centers* (if applicable)
* *First week's Tuition*
* *Parent / Provider Agreement*
* *Sign Handbook*
* *Tuition Agreement*

The following items must be completed and returned to me within 15 days of enrollment.

* *Child Health Report –*
* *Child Care Immunization Record* or an electronic printout of your child's immunization history

Parents will receive a pamphlet titled *Your Guide to Regulated Child Care*, which is a summary of childcare licensing regulations, as part of an enrollment packet.

Children may be enrolled on a full-time basis (32-40 hours per week) before and after school drop off is available part-time (20 hours or less) for a set fee rate; based on 20 hours a week.

**Drop-in Care**: I do not accept children for drop-in care all parent events that are schedule require enrollment for children to attend.

A child may be discharged from the center for reasons, including, but not limited to:

* Failure to pay fees on time (grounds for immediate termination, without advance notice).
* Lack of parental cooperation.
* Inability of childcare program to meet the needs of the child. I will consult with the parents concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
* Repeated failure to pick up the child at the scheduled time.
* Failure to complete and return required forms.
* Failure to comply with the terms of the childcare agreement.

I will give a one-week written notice of my intent to discharge a child and try to inform parents of local resources that may be of help to them, except when the discharge is due to the parent's failure to keep current with fees owed fees will need to be paid in full before the child returns to daycare along with enrollment fee. Should the parent remove the child during the notice period I initiate, fees will not be charged for the remaining unused days.

Parents must give two-week written notice of their intent to withdraw child(ren) and will be required to pay for those time periods whether children continue to attend. All outstanding fees must be paid.

**CHILD ABSENCE**

If your child is going to be absent, we request that you notify the daycare as early in the day as possible. This helps with food preparation. Regular fees remain due when your child is absent; this assures your child's space will be retained. Parents are required to give the daycare two weeks’ notice when taking the week of vacation. Full tuition will be due for that week if children have been in daycare less than a year. After the first year, a five-day vacation can be use without payment for that given week. No additional credits will be given due to holidays, or any other special circumstances.

If a child who is scheduled to arrive at daycare and does not arrive within 1 hour after the specified time on the written agreement signed by the parent, and I have not been notified in advance of the child’s absence, I will attempt to contact the parent or guardian to determine the child’s whereabouts. All attempts, whether successful or unsuccessful, will be documented.

If a child is expected to arrive at daycare from someplace other than home (e.g., school, Head Start, etc.) and does not arrive as scheduled, I will immediately attempt to contact that facility, and the parent, if necessary, to determine the child’s whereabouts.

**PROVIDER ABSENCE**

Vacation:I will take 2 weeks of vacation each year. For 5 days. I will require payment for unscheduled days thats not included in my vacation time off. I will notify you in writing of this time off at least 2 months in advance so you and your family can make alternate arrangements.

Illness:If I or a household member become ill, I will notify the parents of all regularly scheduled children by Phone call email, or text, no later than 4 a.m. or 8 p.m. that the center will be closed. Regular fees will be charged when I am closed because of an illness.

Planned and Unplanned absence: If the event that I am scheduled to be gone, Malick Cisse will act as my substitute and Antwoin Mcbride will act as my emergency backup. Malick Cisse has received Shaken Baby Syndrome / Abusive Head Trauma prevention training. Before my substitute or any other provider required to meet the staff-to-child ratios begins to work with the children, I will provide them with an orientation. Completion of the orientation will be documented on a form provided by the Department of Children and Families and placed in the employee file. The orientation will include all the following:

* The names and ages of all the children in care.
* Current arrival and departure information for each child and the names of people authorized to pick up the child.
* A review of children’s records, including emergency contact information.
* Specific information relating to the child’s health care needs, including medications.
* Procedures to reduce the risk of sudden infant death syndrome.
* An overview of the daily schedule, including meals, snacks, naps, and any information related to eating and sleep schedules of infants and toddlers enrolled in the center.
* A review of the center’s procedures for dealing with emergencies, including natural disasters, human-caused events, food emergencies, and allergic reactions.
* The procedure for reporting suspected abuse or neglect of a child.
* The plan for evacuating sleeping children.
* The prevention and control of infectious diseases, including immunizations.
* The administration of medications.
* Regular fees will be charged when I am closed because of an emergency.
* The handlining and storage of hazardous materials and disposal of biocontainants.
* Review center policies.
* Overview of DCF 250 family childcare policies.

**HEALTH**

**Child Illness**

Children who are ill are not to be brought to daycare. The following are examples of children who are ill:

* A temperature of 100 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
* Has not been on prescribed medication for at least 24 hours or continues to have symptoms of illness.
* Has a constant, thick, colored nasal discharge

Congestion and Discharge: Serious lung congestion or discharge from the eyes or nose will necessitate your child's absence. If your child is present at the daycare when symptoms are noticed, you will be contacted to pick up your child immediately.

Diarrhea: If your child has uncontained diarrhea or three diarrhea-like stools you will be notified to pick up your child immediately. Your child may not return to the daycare until he/she has been diarrhea-free for 24 hours.

Lice: If it is suspected that your child is infected, he/she will be removed from the group, and you will be notified to pick up your child immediately. Treatment will be required, and all eggs (nits) will have to be removed from the hair before your child will be allowed to return to daycare. If your child returns to daycare, and eggs are found in his/her hair, you will be required to pick up your child again and bring a note from your child's physician stating that he/she is not contagious and may return to daycare.

Pink Eye (Conjunctivitis): This condition is extremely contagious and if it is suspected that your child is infected, he/she will be removed from the group, and you will be notified to pick up your child immediately. Your child can return to daycare after being on medication for 24 hours.

Rashes: Suspicious rashes are considered contagious until a physician indicates in writing otherwise. If a rash is noticed, your child's temperature will be checked, and you will be contacted to pick up your child immediately.

Skin Infections and Lesions: If your child has impetigo or pinworms, he/she will not be allowed to be in attendance at the daycare until the condition is cleared up. If your child has ringworm, it needs to be treated for 24 hours prior to re-admission to daycare.

Temperature Elevations: If your child's temperature is over 100 degrees, you will be notified to pick up your child immediately. Your child may return to daycare when he/she has been fever free for 24 hours.

Thrush: The symptoms of thrush are white patches that coat the inside of the mouth and lips and sometimes the tongue. If thrush is present, adequate treatment is required for your child to stay in daycare.

If a child should become ill while at daycare, parents will be contacted immediately. Sick children will be isolated within my sight or hearing and made as comfortable as possible. Children should be picked up immediately. If the child is not picked up immediately, the emergency contact person on the child's enrollment form will be called and late fees will apply after notification was given if children are not picked up within the hour.

Children may return to daycare when they are symptom-free, have been appropriately treated, or have been given medical approval to return to childcare. I will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for the exclusion of children from childcare as adapted from the Department of Health Services, Division of Public Health.

I will report all communicable diseases, when required, to the regional licensing office of the Department of Children and Families Services, to the local health department, and parents of all enrolled children. Parents of all enrolled children will not be notified when their child has been exposed to an illness other than a communicable disease.

**INJURIES**

I have received training in first aid. I will follow standard emergency medical procedures for treating injuries. Parents will be notified immediately of a head injury. I have a current certification in infant and child cardiopulmonary resuscitation (CPR), including training in the use of an automated external defibrillator (AED).

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when the child is picked up at the center or delivered to the parent or another authorized person.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Ascension All Saints Hospital 3803 Spring St Racine WI 53405. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. If possible, I will ask that your child be taken to the emergency medical facility that you designated on the child enrollment form.

All accidents or injuries occurring during the time the child is in my care, marked changes in behavior or appearance, and any observation of injuries to a child's body received outside of my care will be entered into the center's medical logbook. As a licensed childcare provider, I am required to report suspected child abuse or neglect to the local authorities.

All childcare providers are mandated reporters of suspected child abuse or neglect. If a childcare provider suspects a child has been abused or neglected, that provider is required to report the suspected abuse or neglect to Racine County Human Services. Each childcare provider and substitute will receive training at least 2 years in child abuse and neglect laws, how to identify children who have been abused or neglected, and the procedure for ensuring that all known or suspected cases of child abuse or neglected and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

To protect each family's confidentiality, Motherland Learning Childcare will not disclose personal information regarding a child or facts learned about a child or a child or a child's family to anyone who is not authorized to receive this information.

**MEDICATION**

I will administer medications under the following conditions. Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided. All medicine must be in its original container bearing the label with the child’s name, dosage, and administration directions. I will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. Blanket authorizations, such as dispensing pain relievers at my discretion, are not allowed.

**DIAPER OINTMENTS, SUNSCREEN, AND BUG REPELLENT**

Prior to applying sunscreen or insect repellant to a child, I will obtain a written authorization from the child’s parent. The authorization shall include the ingredient strength and be reviewed and updated periodically. Parents who would like diaper ointment, bug repellent, and/or sunscreen applied to their child are asked to bring their brand of choice, in the original container, labeled with their child’s name. An authorization form will need to be completed before the ointment, sunscreen, and/or bug repellent can be applied.

**SUDDEN INFANT DEATH SYNDROME (SIDS)**

To reduce the risk of SIDS I will do the following:

* **Children under one year of age:**
* A child will be placed to sleep on his or her back in a CRIB / PLAYPEN unless the child’s physician authorizes another position in writing.
* If a child falls asleep in a swing or car seat, the child will be immediately removed from the swing or car seat and placed to sleep on his or her back in a crib or playpen.
* A child will not sleep in a crib or playpen that contains soft or loose materials, such as sheepskins, pillows, blankets, flat sheets, bumper pads, bibs, pacifiers with attached soft objects, or stuffed animals.
* **Children under two years of age:**
* Cribs and playpens will contain a tight-fitting mattress and any mattress covering will fit snugly over the mattress. Waterbeds will not be used.
* Sheets or blankets used to cover a child one year of age or older will be kept away from the child’s mouth and nose, and if sleeping in a crib or playpen, will be tucked tightly under the mattress.

**NUTRITION**

I will follow and participate in the USDA Child and Adult Care Food Program (CACFP) guidelines when planning meal and snack menus. Parents providing their own children's meals and snacks will be informed verbally or in writing of the CACFP nutritional requirements.

No child will go without nourishment for longer than 3 hours. I will offer the following meals and snacks to all children in attendance at the times identified in the daily schedule.

Breakfast

Lunch

Afternoon snack

PM snack

If your child has special dietary needs (whether due to a medical condition or personal choice) or has food allergies, parents must notify the daycare in writing. If your child has special dietary needs meals will be provided by the parent.

Any special diet based on each medical condition, including nutrient concentrates and supplements, may be served only upon written authorization of a child’s physician and upon the written request of the parent. For any child with a special health care need, food allergy, or special nutrition need, the child's health care provider must provide a written, individualized care plan for the child. Allergy information, particularly food limitations, and restrictions, will be posted in the kitchen and/or group areas. To stay fully informed and all children with food and other life-threatening allergies as safe as possible, the child's name and allergen will be posted on a restriction chart.

Children younger than 12 months must be served formula or breast milk unless written directions are on file from the child's health care professional. I will not provide formula. All bottles and commercial baby food must be labeled with your child's name.

**DAILY ACTIVITIES**

I do not include religious instruction or practices in my daily activities. We do not offer prayers before meals and snacks. We do not offer a religious education program or curriculum.

I plan activities according to the age and developmental level of each child in care and provide children with a variety of experiences. The daily activities include a flexible balance of indoor and outdoor activities, active and quiet play, and individual and group activities. The activities provided will expose the children to a variety of cultures and will encourage the children to use and develop language and literacy skills, use large and small muscles, think creatively, learn new ideas and skills, and participate in imaginative play. The activities are designed to provide protection from excess fatigue and overstimulation and to ensure that each child can be successful and feel good about himself or herself. Some of the activities include Language development: e.g., Books, music, Storytime, fingerplays, flannel board stories.

* Large muscle skills: e.g., Balls, hula hoops, bean bags, swinging, outdoor play.
* Small muscle skills: e.g., Arts / crafts, stringing beads, pegboards, blocks.
* Creative expression: e.g., Dramatic play, puppets, music / instruments, flannel board.
* Self-help skills: e.g., Assist with mealtime preparation, dress self for outdoors.
* Literacy skills: e.g., Books, storyboard, alphabet and writing games.

**INFANT AND TODDLERS**

Children under two years of age) will have a flexible schedule which reflects the child's individual needs. They will be given individual attention, including lots of time for talking. The body position of non-mobile infants and their location in daycare will be changed frequently. I will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.

\*Infants and toddlers remain on their own schedule of eating and sleeping. Tummy time will periodically be provided to infants during their waking hours.

**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 and manipulative and dramatic play materials.

**OUTDOOR PLAY**

Children, including infants and toddlers, will go outdoors daily when the weather permits, so dress your child appropriately for the weather. The children may be kept indoors during inclement weather such as any of the following:

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

There is an outdoor play space on the premises of the daycare. Trampolines and inflatable bounce surfaces on the premises may not be accessible to or used by children in care.

I do not have a swimming pool on the premises.

The daycare will not be using any off-premises pool, wading pool, water attraction, or beach for the children.

**REST AND NAPTIME**

Will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they wake. I will help awake children find appropriate activities.

Children under one year of age will sleep in a crib or playpen. Children over the age of one year will sleep in a bed, cot, padded mat, sleeping bag. The provider will launder the bedding / sleeping bag at least after every five uses or as soon as possible if wet or soiled.

I will allow children to watch G-rated television or videos. Children may not bring Tablets, DVDs, Blu-rays, or mobile devices from home. The children will be allowed to watch television or have screen time under the following situations: Music and movement or learning activities.

**CHILD GUIDANCE**

Children's behavior will be guided by setting clear limits or rules for children. I will talk with children about expected behaviors and model those behaviors consistently for them. I 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.

I understand that there will be times when a child will become distraught, fussy, or have periods of crying. My first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. I understand that crying is normal and that all babies experience normal increased occurrences of crying during their development. At these times, I will stay calm and will do whatever I can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when I need your advice or assistance, and I won’t hesitate to call you if I feel that it is necessary.

I recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, I 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.

**SOMETIMES CHILDREN BITE**

It can be quite a shock to find out that your child has been bitten by or has bitten another child. Biting can happen in the best of families and in the best of childcare programs. Biting is usually a group phenomenon and can happen anytime there is a group of children together. Young children are very egocentric. They want what they want when they want it! Most often biting occurs when children are toddlers and two-year-old – when they don’t quite have the ability to actually say what it is they want, need or feel. With the inability to verbalize their wishes, they often resort to biting. Children also learn through imitation and sometimes a bite may occur because a child has seen others doing it. There are a few things I do to try to prevent biting. I model kindness, caring and gentleness so that these behaviors may be imitated by the children. I get to know our children well so that we can sense when tension is in the air and try to redirect a behavior before it happens.

I balance our day so that children have an opportunity to participate in stress-relieving activities such as outdoor play, sensory play, music, and art. Despite our preventive efforts, sometimes a bite will happen. When a bite occurs, we attend to the injured child first. An injured child receives a large amount of comfort and kindness. The biter receives little or no attention. We make it firmly clear to the biter that biting hurts and that we do not bite people. In an effort to provide limited “reward” to the biter, the attention remains on providing comfort to the child who has been bitten. When a child is bitten an entry concerning the incident is written in the medical log. Both families (the child who did the biting and the child who was bitten) receive written or verbal notification of the incident. It is our policy to keep the name of the biter confidential. It serves no constructive purpose to provide this information. If biting becomes a frequent behavior of a particular child, we may ask the child’s parents to help us establish strategies to deal with the biting behavior, if biting continues parents will be asked to pick their child up immediately from daycare. If biting continues after all establish strategies your child will be discharge from daycare.

**TRANSPORTATION**

I do not provide Transportation.

Children will never be left unattended in any vehicle.

To track children being transported to daycare and ensure that their whereabouts are documented from the time the child is picked up until that child is relinquished to the responsible caregiver, I will take a written attendance checklist to make sure that all children are accounted for by name and sight at each transition, including each time any vehicle is exited. If I am transferring the children to another responsible adult, I will be sure the adult acknowledges the transfer before leaving the child.

All vehicles will be visually checked upon reaching a destination to ensure all children have exited. Any vehicles that have a manufacturer seating capacity of 6 or more passengers, in addition to the driver, have a child safety alarm that is in working order. This does not include public transportation.

All vehicles used to transport children in our care are covered by liability insurance including 3rd party companies.

Annually, I will obtain and review the driving record of any person who transports children and obtain an inspection for each vehicle used to transport children. This does not include public transportation.

In the event of a vehicle accident while transporting children, I will have the children transported to the nearest hospital. I will call (911), and the parents will be notified.

**FIELD TRIPS**

You will be notified in advance of the date, time, and destination of any field trip requiring transportation. Prior to any field trip parents will be required to fill out authorization form given your child permission to attend.

**PETS**

Motherland Learning Childcare has 2 Persians Cats on the premises. Pets will not be allowed in the main area accessible to children during daycare hours. There will be some contact within the home where children will encounter both cats while supervised while leaving out the daycare area. Prior to adding pets to the center, I will notify parents in writing. If your child has pet allergies, please inform me verbally and be sure to write them down on the Health History and Emergency Care Plan under the non-food allergies section.

**EMERGENCY PROCEDURES**

Fire evacuation plans will be practiced with the children monthly and tornado drills will be practiced with the children monthly from April through October. Completion of all practice drills will be documented.

In the event of a tornado warning, the children will be taken to Basement. Emergency kits are always kept in the tornado shelter area, along with emergency contact information.

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit and assembled in the backyard. Emergency kits along with children’s health and contact information will be placed inside the garage, and all parents will be contacted to pick their children up immediately.

If we are unable to re-enter the building after a necessary evacuation. I will take the kids to my neighbors house 2311 16th street Racine WI 53405 located next door, if my neighbor is not available, I will take the children to Racine Fire Department Station #6 2101 16th St, Racine WI 53403 by car or stroller this is a 3-4 minute walk. Parents will be contacted to pick their children up immediately.

In the event of a lost child, I will check all areas of the center. If the child cannot be found, the child's parents and / or emergency contact and the police will be notified immediately. I will notify the Department Children of Family Service within 24 hours after the occurrence.

If the center should lose the use of heat, water, electricity, or other building services before the center opens, I will notify all parents that the center will be closed.

If the center should lose the use of heat, water, electricity, or other building services while children are in attendance, Parents need to pick up their children immediately. During this time, I will make children as comfortable as possible until parents arrive.

In the event of a flood before the center opens, I will notify parents that the center will be closed.

In the event of a flood while children are in attendance, I will notify parents to pick their children up immediately.

If local schools are closed due to a winter storm, daycare will be closed to ensure the safety of kids coming and leaving daycare.

If the center receives a threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), I will immediately contact law enforcement and the parents to advise them of the threat. Depending on the nature of the threat, evacuation and/or closure or lock-down may be required. If relocation is needed children will be taken to Racine Fire Department Station #6 2101 16th St Racine WI 53403.

In the event of a medical emergency, I will contact emergency medical services (911) and the parents to alert them of the situation. My son will stay with the children in the event a child has to be taken to the hospital until the parents arrive at the hospital. Children will be taken to Ascension all saints hospital emergency located 3803 Spring St, Racine, WI 53405 unless otherwise noted on children care plan.

**ITEMS TO BE PROVIDED**

**Parent- Provided Center Provided**

Disposable diapers Sleeping Cot

Baby wipes Playpen

Labeled Baby Bottle/Sippy Cup Labeled Sheet and Blanket

Formula Bottle Water

Sunscreen

Baby Bibs

Clothing Suitable for outdoor play

**Liability Insurance on the premises**

Motherland Learning Childcare is covered by liability Insurance.

**Liability Insurance on Business Operation.**

Motherland Learning Childcare is covered by liability insurance for business operations.

**Smoking & Concealed Weapons**

Smoking is not permitted on the premises of the center or in a vehicle used to transport children when children are in

care. No concealed weapons are permitted on the premises.

**PAYMENTS AND REFUNDS**

Fees are to be paid on Friday for each week of care in advance by 6:00pm. If there is a third-party payment, as from an employer or w-2 subsidy program, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

A full-time rate is offered for children who will be in care for 32 hours or more, not exceeding 40 hours, 5 days per week.

A service fee of 1.00 will be due immediately for every minute a child remains in daycare past arrange pickup time. Half hour after your designated pick up time the police will be called to find out the whereabouts of parents.

There will be no reductions for additional children from one family. I am limited in the number of children that I may care for at one time.

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

Fee for late payment. If a payment is more than 1 day late including weekends, payments are considered late.

The financial terms will be finalized upon signing the parent-provider contract.

If the parent or legal guardian is under age 18, a cosigner must sign the contract to act as guarantor to the contract and agree to be bound by all financial terms.

Payments accepted are Venmo, Cash App, W-2 subsidy program, Private Pay (No cash Accepted).

**RATE INCREASE/UPDATES**

Families will receive a minimum of one months’ notice when a rate increase is planned.

The policy will be provided to the parents any time there’s a new policies update, parents will be asked to sign an updated policy.

Childcare services are available without discrimination based on sex, race, color, creed, disability, sexual orientation, national origin, religion, or ancestry.

**Parent Consent**

Parents authorize consent to discuss or disclose person information regarding the children and facts learned about children and their relatives if childcare provider works with an agency assisting in planning for the child. (250.04(7)(b).

**Sign:**  **Date:**

**MOTHERLAND LEARNING CHILDCARE**

**PARENT HANDBOOK**

**AGREEMENT**

The undersigned acknowledges that he/she has read the Policies and Procedures manual in full. Furthermore, the undersigned agrees with the policies and procedures set forth in this manual, with the terms and conditions stated in the Tuition Agreement.

I further attest that I have read and understand these policies, and I agree to abide by them.

Print-Parent/Guardian Date Signed

Signature – Parent / Guardian Date Signed

Signature – Licensee Date Signed

**MOTHERLAND LEARNING CHILDCARE PARENT HANDBOOK**

**TUITION AGREEMENT**

**Weekly Tuition Payment:**

Tuition is to be paid by Zelle, Venmo, Cash App, W-2 Subsidy program, Private Pay (No cash Accepted).

in full on Friday by 6:00 p.m. each week in advance.

Late fees apply as follows:

$60.00 if not paid by Monday 1st week.

$90.00 if not paid by Wednesday of the 1st week.

$125.00 if not paid by Friday of the 1st week.

Late fees that are not paid in full by the first week on Friday will have to re-enroll and pay a $50.00 enrollment fee including late fees and tuition before attending daycare.

**Late Fee:**

Late fees will accrue when children are at daycare after arranging pickup time. A fee of $1.00 per minute will be charged per child, payment will be due by 6:00pm Friday.

**Vacation, Absences, and Holiday Policy:**

One week’s vacation at no charge can be taken after the child’s first year at the daycare. Parents are required to give two weeks’ notice when taking a week of vacation. Otherwise, full tuition will be due for that week. Vacation fees may be used for a maximum of 5 days per year.

Full tuition is due when absences (due to sickness or any other reasons), legal or religious holidays, or bad weather occur in a week.

**MOTHERLAND LEARNING CHILDCARE**

**PARENT HANDBOOK**

**Withdrawal:**

**Two weeks’ notice** is required if it is necessary to withdraw your child from daycare or two weeks’ tuition is due. Withdrawal during a week still requires full tuition payment for that week.

**In case of a medical emergency:**

In case of a medical emergency, if medical attention is needed for my child before I can be contacted, I authorize the daycare to act on my behalf by contacting medical emergency personnel and following their advice for my child.

Child Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ weekly tuition is $\_\_\_\_\_

I have read and understood the policies of Motherland Learning Childcare and agree to abide by them.

**Print (Parent or Guardian) Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature (Parent or Guardian) Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature (Child Care Provider) Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_