



1110 Kilbourn Ave. Tomah, WI 54660
bushelandapeckplaycare.com

Parent/Guardian Handbook

Parent Handbook

MISSION STATEMENT

At Bushel & a Peck Playcare llc., we strive to provide a clean, nurturing, safe, and high-quality program using the best practices of ECE for the children in our care. Our focus is to provide child-led, adult directed , and hands-on experiences which promotes each Childs social growth, emotional, physical, cognitive, and educational development. We want all families at Bushel & a Peck Playcare to feel welcome and want to promote a family environment at our school.

“Play is our brain’s favorite way of learning.” - Diane Ackerman

PROGRAM

We offer a childcare/preschool program for 8 children, 18 months old through 6 years of age, where we explore many different art mediums and promote opportunities to the children for sensory play, imaginative play, outdoor play while fostering an environment for child-led curiosity and natural exploration. By providing opportunities to children in our community, we hope to promote a love for learning and outdoors that will carry on through their future learning environments. We offer full time and part time enrollment.

“Art is a place for children to learn to trust their ideas themselves, and to explore what is possible.” - Maryann F. Kohl

HOURS OF OPERATION

Monday-Friday

7:00 am to 4:30 pm

BUSHEL & A PECK PLAYCARE WILL BE CLOSED ON THE FOLLOWING DATES:

Bushel & a Peck Playcare is open January through December, with the following closures.

Updated closure dates will always be posted on-site and can be downloaded off our website.

BUSHEL AND A PECK PLAYCARE WILL BE CLOSED FOR THE FOLLOWING HOLIDAYS:

2026

Summer Break- July 6th- July 11th

Labor Day- September 7th

Thanksgiving Break- November 25th, 26th, 27th

Christmas Break- December 23rd, 24th, 25th

New Years Eve- December 31st

2027

New Years Day- January 1st

Presidents Day- February 15th

Good Friday- March 26th

Memorial Day- May 31st

Summer Break- July 5th through July 9th

Labor Day- September 6th

Thanksgiving Break will align with TASD closure

Christmas Break will align with TASD closure

**** Bushel & a Peck Playcare follows the Tomah Area School District Inclement Weather Closures & Late Starts ****

ENROLLMENT PROCEDURE

We require a meeting before enrollment to discuss child's specific needs, policies and expectations. We do this to ensure that Bushel & a Peck Playcare will be a good fit for your family. We will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.

PAPERWORK AND FORMS

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

- Child Care Enrollment
- Health History and Emergency Care Plan
- Registration fee
- Bi-Weekly or Monthly tuition payment
- Parent / Provider Contract

The following items must be completed and returned to the center 30 days after the child's start date.

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

All forms and documents must be updated yearly. Any changes to the information, including changes to addresses, phone numbers, emergency contact individuals, and or authorized pick-up individuals, need to be given to Bushel & a Peck Playcare as soon as possible. Parents will receive a pamphlet titled Your Guide to Regulated Child Care, which is a summary of child care licensing regulations, as part of an enrollment packet.

COMMUNICATION

Bushel & a Peck Playcare uses the ProCare app to communicate between teachers and parents. An invitation will be sent via email or text to sign up on ProCare. Bushel & a Peck will provide regular updates on the child's activities, behavior and progress. The parent/guardian must notify the provider of any changes in the child's health or behavior that may effect their care. Parents are welcome to visit my child care program at any time during the hours of operation unless parental access is prohibited or restricted by a court order and we have a copy of the court order.

The following will be posted on the parent board:

- 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.
- Center policies.
- Planned closures.

Bushel & a Peck Playcare's procedure to ensure that the number, names, and whereabouts of children in care are known to the provider at all times is the provider will keep an accurate attendance sheet and update it regularly as well as maintain observation on each child with regular face to name checks with special care and attention during transition times (outdoor to indoor, indoor to outdoor). No child shall be left unsupervised.

PARENT RESPONSIBILITIES

The parents/guardian(s) will provide the following (if applicable to their child(ren)):

- Change of clothes (labeled)
- Diapers & wipes (if needed)
- Family picture (to hang at center)
- Daily lunch for child
- Inside slippers with rubber bottoms or shoes for your child to keep and wear at the center (during winter months)

TRIAL PERIOD

There is a two week trail period before your child is guaranteed a permanent place at Bushel & a Peck Playcare. This time will be used to determine if your child adapts well to the childcare program and that the program fulfills all of your child's needs.

PAYMENT POLICIES

Tuition may be paid bi-weekly or monthly in advance:

- Monthly payments are due on the 1st of each month. If fees are not paid by the 2nd, then a late fee of \$10 each day will be added to that month's tuition until paid in full. If a payment is later than 5 business days, your child will not be allowed to attend until fees are paid in full (including late charges). If payments have not been made after 2 weeks from the due date, your contract will be terminated.
- Bi-weekly payments are due on the 1st and 15th of the month prior to services being rendered. If fees are not paid by the 2nd & 16th, then a late fee of \$10 each day will be added to the tuition until paid in full. If a payment is later than 5 business days, your child will not be allowed to attend until fees are paid in full (including late charges). If payments have not been made after 2 weeks from the due date, your contract will be terminated.
- Payment is due regardless of whether or not your child attends on these days to avoid any late fees.
- If there will be a third-party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

See the attached RATE SHEET for current fees.

ALL TUITION FEES ARE A FLAT CONTRACTED RATE AND ARE NON-REFUNDABLE

ABSENCES

In the event that a child is unable to attend Bushel & a Peck Playcare due to illness, vacation, or any other reason the full tuition fee will still be charged.

- **Planned Absences:** Parents/Guardians must notify us of any planned absences 2 weeks in advance, such as vacations or scheduled appointments. For unplanned absences, such as illness or emergencies, parents/guardians must notify us by telephone as soon as possible.
- **Extended Absences:** In the event of an extended absence due to illness or other circumstances, please notify us as soon as possible.
- **Unplanned Absences:** If your child will not attend on a regularly scheduled day, please let me know within 30 minutes before your child's scheduled arrival time. If a child who is scheduled to arrive at the center does not arrive within 30 minutes 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 the center 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.

LATE FEES

- A \$10 late fee will be applied per business day that payments are late. If a payment is later than 5 business days, your child will not be allowed to attend until fees are paid in full (including late charges). If payments have not been made after 2 weeks from the original due date your contract will be terminated.
- Please pick up your child no later than your **contracted time**. There will be a charge of \$1.00 per minute past the stated pick-up time, to be paid the next class day. Each additional late pick up will result in an additional \$1.00 per minute. Continual late pick up will result in a termination of contract.

PAYING TUITION

- All fees may be payable through the ProCare app (you will receive an invitation via email or text to sign up for ProCare). We also accept cash or check.
- A \$35.00 fee will be charged for insufficient funds.
- An annual, non-refundable registration fee of \$100 is payable upon registration. An extra \$80 for 2nd sibling, and \$60 for 3rd sibling.

ALL TUITION FEES ARE A FLAT CONTRACTED RATE AND ARE NON-REFUNDABLE

CLOSURE DAYS

- If your child does not attend because of illness, vacation time or a scheduled holiday, you are still held accountable for the full contracted rate.
- If your child does not attend on a day during the week for any reason and is using the part-time rate, switching to another day during that week to make up for the missed day is not an option.
- For Bushel & a Peck Playcare closure days, full tuition is due.

ADDITIONAL DAYS

- We require a 24-hour notice if you wish to add days to your week, this must be approved to ensure proper coverage.

SEVERE WEATHER

In the event of severe weather Bushel & a Peck Playcare will follow the Tomah Area School District Inclement weather closure, parents will be notified via the ProCare app. Payment will still be due.

LATE ARRIVALS

If your child will be late or absent, Please notify Bushel & a Peck Playcare no later than your child's regular arrival time. We do not allow children to be dropped off after 10:00 am, in order to keep children on their regular schedule.

ARRIVAL & DEPARTURE

Upon dropping off and picking up your child, it is required to sign them in and out. There is an iPad at the front of the school, you must use the ProCare app to sign your child in and out at both pick up and drop off. Upon arrival, your child will be greeted and checked visually for any illnesses. Parents/guardians must escort their child to and from Bushel & a Peck Playcare, ensuring their safety while in transit. Please do not wear your street shoes beyond the porch, socks or slippers are encouraged to keep the area free of dirt and germs.

AUTHORIZED PERSONS FOR PICK-UP

Children can only be picked up by their parent/guardian or an individual that had previously been authorized by the parent/guardian and registered on the emergency card. ID verification will be required. If you want to add individuals to the list of people authorized to sign in and pick up your child, we require the following information: the person's full legal name, phone number, and their relationship to the child. To ensure the safety of the children, we may ask for photo identification from any person picking up your children. Please note that Bushel & a Peck Playcare will only release your child to an individual listed on the authorized form.

UNAUTHORIZED PERSONS FOR PICK-UP

At Bushel & a Peck Playcare, any parent who is not authorized to pick up a child must have a restraining or court order on file. Furthermore, we require all child custody papers and visitation schedules to be on record at Bushel & a Peck Playcare. In the absence of a court order stating otherwise, Bushel & a Peck Playcare is obligated by law to allow children to leave with their parent. 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 we cannot

legally withhold a child from the legal guardian, We will not hesitate to call the local authorities if we feel the child is in danger.

ILLNESS, INJURY, OR EMERGENCIES

If a child becomes ill or injured, including dental issues, Bushel & a Peck Playcare will follow the established guidelines for care, which include the following:

- If the child becomes ill or sustains an injury more serious than a minor cut or scratch, the parent or guardian will be immediately notified.
- The parent or guardian will receive a written report of the illness or injury, including the care that was given.
- Bushel & a Peck Playcare will follow specific instructions from the parent or guardian per the phone regarding action that needs to be taken.
- If the parent or guardian is unavailable and the illness or injury warrants immediate medical attention, the medical professional or hospital closest to the home will be used, taking into consideration the preferences and extent of the illness/injury and distance involved.
- If a child should become ill while at the center, 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 within 30 minutes . If the child is not picked up within 30 minutes, the emergency contact person on the child's enrollment form will be contacted.
- If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Tomah Medical Center. 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, we will ask that your child be taken to the emergency medical facility that you designated on the child enrollment form.
- All medication administered, accidents or injuries occurring during the time the child is in our care, marked changes in behavior or appearance, and any observation of injuries to a child's body received outside of our care will be entered into the center's medical log book.

HEALTH CHECK

Bushel & a Peck Playcare does not accept sick children into care. If a child has been ill they must wait for at least 24 hours after being symptom free before returning. A doctors permission will be necessary for children with communicable diseases, such as chickenpox, impetigo, strep throat, measles, etc. to return to Bushel & a Peck Playcare. We are obligated to report all reportable communicable diseases, to the regional licensing office of the Department of Children and Families, to the local health department, and to parents of all enrolled children.

MEDICATION

- Medications can be administered 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 child's name, dosage, and administration directions. We 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 our discretion, are not allowed.
- An interruption in medication will require a new permission form.

- If your child is ill and receives an antibiotic, your child may not attend until he/she had been on the antibiotic for more than 24 hours.

EMERGENCY PROCEDURES:

- Fire evacuation plan shall be practiced with the children monthly and tornado drills shall 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 huddle against an interior wall in the restroom. The attendance form, and emergency contact along with blankets, a portable radio, a flashlight, and extra batteries are kept near the tornado shelter area at all times.
- To prevent allergic reactions due to food or other causes, allergies will be posted for staff only to see in the kitchen . Each child with an allergy should have a written care plan that includes instructions regarding the allergen, steps to be taken to avoid that allergen, and a detailed treatment plan in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications (such as an epinephrine auto-injector). The care plan should include specific symptoms that would indicate the need to administer medication.
- If a child has an allergic reaction that doesn't appear to be life-threatening, I will contact the parents. I will immediately contact parents if I suspect an allergic reaction or contact with / ingestion of an allergen.
- In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all parents notified. Children will be assembled at Gillett Park / Community Info Center (across the street from Gillett Park .
- If we are unable to re-enter the building after a necessary evacuation, I will take the children to Gillette Park / Community Info Center (across the street from Gillett Park) and parents will be contacted to pick their children up within 1 hour.
- 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 within 24 hours after the occurrence.
- If the center should lose the use of heat, water, electricity, or other building services (including telephone services) before the center opens, notify parents of the closure immediately, if services will not be restored within the hour .
- If the center should lose the use of heat, water, electricity, or other building services (including telephone services) while children are in attendance, notify parents if services will not be restored in one hour to pick their child up.
- In the event of a flood before the center opens, I will notify parents immediately.
- In the event of a flood while children are in attendance, I will make sure the children are safe and notify parents immediately.
- In the event of extreme cold or extreme heat and we are unable to keep the children comfortable we will notify parents immediately to pick up their child and close.

-If local schools are closed due to severe weather, the center will also close. Parents will be contacted to pick up their children within 1 hour. Bushel & a Peck will follow the Tomah Area School District Inclement weather closures.

-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.

TERMINATION OF CARE

Either party may terminate this agreement with written two week notice. Parents may remit two weeks childcare fee in lieu of providing two weeks notice. Bushel & a Peck Playcare reserves the right to terminate care immediately if the parent/guardian fails to comply with the terms of this agreement and or if the child's behavior is not conducive to the safety of our staff and children.

GUIDANCE AND DISCIPLINE POLICY

It is our policy that discipline is to be guidance and redirection that improves, strengthens, molds, and helps a young child to follow through consistent guidelines, positive reinforcement, providing acceptable choices, set realistic limits, encourage a child to express feelings with words when they are able, use natural consequences, and listen carefully to what the child is saying to us. The teacher's redirection and guidance should nurture love, patience and concern resulting in a secure child with high self-esteem and a positive self image. Bushel & a Peck Playcare does use time-outs when needed, never exceeding 3 minutes.

In accordance with DCF 250 Licensing Rules for Family Child Care Centers, actions that may be psychologically, emotionally, or physically painful, discomfoting, dangerous, or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing, or inflicting any other form of corporal punishment on the child; verbal abuse, threats, or derogatory remarks about the child or the child's family; physical restraint, binding, or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

CONFIDENTIALITY

We understand the importance of maintaining confidentiality and respecting the privacy of families. We will not disclose any confidential information or intrude into family life. The children's records will be kept confidential and will only be accessible to family members, program personnel, and consultants who are obligated to maintain confidentiality. In cases of abuse or neglect, we may need to disclose information without familial consent. We will only post photo's of your child on the ProCare app, anything posted on social media will not included the faces of the children unless prior written permission has been given. Parents, upon request, have access to all records and reports maintained on his/her child, unless restricted by court order.

MANDATED REPORTERS

All child care providers are mandated reporters of suspected child abuse or neglect. If a child care provider suspects a child has been abused or neglected, that provider is required to report the suspected abuse or neglect to

Monroe County Human Services (608)269-8854 . Each child care provider and substitute will receive training at least every 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 neglect are immediately reported to the proper authorities.

CLOTHING

It is important for children to wear clothing appropriate for their environment and activities. During colder weather, it is essential to dress them in warm clothes such as a coat, snow pants, hat, mittens and socks to keep them comfortable. As children engage in mess activities like painting, playing on grass, making mud pies, it is advisable to label all personal items with your child's name to avoid mix-ups. Parents should provide spare clothes for their children and take home and soiled garments. Please check your child's cubby regularly and ensure there are spare clothes available at all times.

OUTDOOR PLAY

We believe outdoor play is vital to child development. Children will go outdoors daily when 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 with a heat index above 100 degrees F.

Wind chills of 0 degrees F. or below

We have a wading pool for the children. We will be outside providing sight and sound supervision when the wading pool contains water and is present in the outdoor play space. The water will be changed daily, and the pool will be disinfected daily.

TOYS , DEVICES AND GAMES

Bushel & a Peck Playcare offers toys and games for the children to play with. Bringing personal toys from home can lead to problems such as breakage or loss. To avoid such issues, we kindly ask that parents do not allow their child to bring personal items from home unless its a comfort item for nap, or for a special show and tell day at school. In such instances we will notify the parents in advance. Bushel & a Peck Playcare is a device free facility.

SPECIAL OCCASIONS

Parents/Guardians are welcome to send cookies or cupcakes to share with their child's class on birthdays or special occasions. Please let us know in advance if you are bringing a special treat. If your child has an allergy or is unable to have a certain treat and you would like to provide replacement treats for special occasions we are happy to store them in the kitchen for future use.

HOLIDAYS

We celebrate the following occasions: Christmas, Easter, Halloween, Thanksgiving, 4th of July, Valentines Day, Veterans Day etc.

FIELD TRIPS/ TRANSPORTATION

For any field trips with Bushel & a Peck Playcare, parents/guardians will be required to attend with the school. We will not be able to transport children. A field trip form will need to be filled out and signed even though you will be transporting and staying with your child. We will meet at the designated field trip place and proceed as a group. Please inform staff if you plan to bring your child back to the facility after a field trip or take them home for the day.

NEIGHBORHOOD WALKS

Weather permitting, we will take walks to Gillette Park and other areas within walking distance, if you need to pick up your child please reach out on the ProCare app. Emergency contact info will always be with the provider on walks.

REST TIME

Nap time is scheduled from 12:50 pm to 3:30 pm. A mat will be provided for each child and clean blanket. Please feel free to allow your child to bring their a comfort item. (We do not allow pacifiers or bottles during nap) During this time, children will be instructed to lay on a mat and rest. No child will be forced to stay awake or to stay in the napping area longer than the normal nap period. All children will be given an opportunity to nap or rest without distraction or disturbance from the other activities at the center. Bushel & a Peck Playcare will provide and launder center blankets and nap mats weekly and if soiled.

FOOD POLICY

Bushel & a Peck Playcare does not provide lunches. All families must provide a healthy lunch for their child daily that follow CACFP guidelines (provided in enrollment packet); if your child does not come with a packed lunch Bushel & a Peck Playcare will contact you or your other family members to provide one as soon as possible. In the case of an emergency, Bushel & a Peck Playcare will have snacks on-site for children who have forgotten their lunch and we cannot contact the family to bring their lunch. If families are frequently forgetting to provide lunch for their child, Bushel & a Peck Playcare may terminate care. Bushel & a Peck Playcare will have several cooking projects throughout the month, allergies will be accommodated for these projects.

PETS

Bushel & a Peck Playcare does not have any animals on the premises and plans on notifying parents in writing if there becomes plans to get one.

EMERGENCY PROCEDURES FOR RELOCATING CHILDREN

To ensure the safety of all participants, monthly fire and emergency disaster drills are scheduled at Bushel & a Peck Playcare. In case of an actual emergency, parents will be notified about their child's well-being as soon as possible. If the site needs to be evacuated due to an emergency, the children will be taken to the location listed on the "Emergency Care and Disaster Plan" which is posted in the RED binder accessible to staff. During the fire drills or practices, children will gather at the designated location where attendance will be taken and the time taken to evaluate will be recorded. We will exit through the front doors and the children will wait with an adult in front of the facility, away from any danger, or walk down the street towards the park.

PROVIDER UNPLANNED ABSENCE

In case of an emergency situation that requires my immediate attention, I will call Jeanine Needham. My emergency back-up person has been trained in Abusive Head Trauma (AHT) prevention and will come to the center to stay with the children during my absence. Parents will not be called to pick up their children. Each time

an emergency situation occurs, I will provide my emergency back-up person with a brief orientation immediately before being left alone with the children. The orientation will include all of the following:

- The names and ages of all the children in care.
- Overview of the daily schedule including meals, snacks, nap and any information related to eating or sleeping.
- Arrival and departure information for each child, including the names of people authorized to pick up the child.
- The location of children's files, including emergency contact information and consent for emergency medical treatment.
- Information on any children with special health care needs.

Regular fees will be charged when I am closed because of an emergency.

PROVIDER PLANNED ABSENCE

In the event that I am scheduled to be gone Jeanie Needham will act as my substitute. My substitute has received 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 initialed and dated by the substitute and trainer and placed in the employee file. The orientation will include all of 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.
- Overview of the daily schedule including meals, snacks, nap and any information related to eating or sleeping.
- A review of children's records, including emergency contact information.
- Specific information relating to child's health care needs, including medications.
- A review of the center's procedures for dealing with emergencies, including natural disasters, human-caused events, food emergencies, and allergic reactions.
- The prevention and control of infectious diseases, including immunizations.
- The administration of medications.
- The handling and storage of hazardous materials and disposal of bio contaminants. "Bio contaminants" includes blood, body fluids, or excretions that may spread infectious disease.
- The center policies and procedures required under 250.04 (2) (e).
- The provisions of chapter DCF 250 Family Child Care Centers.
- The reporting requirements for the child care background check under s. DCF 13.07 (3).

See attached Daily Activities Schedule

RELIGION

Bushel & a Peck Playcare does 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.

Child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin, religion, or ancestry.

FIRST AID KIT

Bushel & a Peck Playcare keeps a first aid kit in the kitchen. If a child sustains a simple injury, staff will wash wound with soap and water, apply a bandage, complete an incident/injury report, and file it in the child's folder. The parent will receive a copy of this report. All regular staff members have received training in Child/Infant, Adult First Aid, AED and CPR.

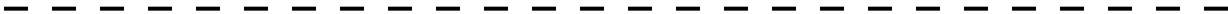
LIABILITY INSURANCE

Bushel & a Peck Playcare is not covered by liability insurance for the premises.

Bushel & a Peck Playcare is not covered by liability insurance for the business operations.

DAILY SCHEDULE

- 7:00 am to 8:30 am- Arrivals and child-led indoor activities.
- 8:30 am to 9:15 am- Handwashing & Breakfast
- 9:15 am to 9:45 am- Potty, Diapering & Handwashing
- 9:15 am to 9:50 am- Child-led play
- 9:50 am to 10:00 am- AM Snack
- 10:00 am to 12:00 pm- Outdoor Play/ Neighborhood Walk
- 12:00 pm to 12:15 pm- Potty, Diapering & Handwashing
- 12:00 pm to 12:15 pm- Story Time/ Table Activities
- 12:15 pm to 12:50 pm- Lunch & Clean up
- 12:50 pm to 3:30 pm- Rest Time
- 3:30 pm - Potty, Diapering & Handwashing
- 3:30 pm to 4:00 PM Snack
- 3:30 pm to 4:30 pm- Child Led Activities/ Outdoor Play



PARENT / GUARDIAN ATTESTATION AND SIGNATURE

I, the parent / guardian, by my signature below attest that I have received a copy of the child care center policies with an effective

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

Signature – Parent / Guardian
Date Signed

Date Signed

Signature – Licensee

Note: Policies shall be provided to the parents any time the policies are updated. It is recommended that the licensee obtain a new attestation and signature from the parents when updates are made.

