

PARENT/GUARDIAN HANDBOOK



st. stephen's child care

505 N. Palmatory St. Horicon, WI 53032 920-485-0465

Hours: Monday - Friday 5:30am - 5:30 pm



Revised 10/2021

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MISSION STATEMENT

The mission and ministry of St. Stephen's Child Care, Inc. (SSCC, Inc.) is to bring Christ to all children, staff, and families and to help them grown in their Christin faith, life and service.

CREDO

We believe the uniqueness of our program lies in the fact that Christian education embraces all aspects of a child's development and that it occurs through cooperation and mutual values between home, church, child care, and school.

We believe the child care experience offered here provides opportunities for Christ-centered growth and living through dedication to the growth of each of us as Christ's children.

PHILOSOPHY

SSCC, Inc. is committed to providing a Christ-centered program that values each child as a unique gift of God. We seek to help foster each child's spiritual, social, emotional, cognitive, and physical growth. Each area of a child's growth will be guided by developmentally appropriate activities according to his/her learning ability and interest.

SSCC, Inc. is a learning environment where your child will be provided with a caring, safe, Christian atmosphere in which he/she can strive. With the Lord as our guide, we offer this program to be a blessing to families in our care.

GOALS

It is the goal of St. Stephen's Child Care, Inc. (SSCC, Inc.) to offer a learning environment in which each child will be provided with a caring, safe, Christian atmosphere.

EQUAL OPPORTUNITY

SSCC, Inc. will not discriminate by age, race, color, national origin, religion, creed, special needs or political beliefs. No individual with a disability is excluded, denied services, segregated or otherwise treated differently due to the absence of auxiliary aids and services identified in the Americans with Disabilities Act.

In accordance with Federal Law and the U.S. Department of Agriculture Policy, this institution is prohibited from discriminating on the basis for race, color, national origin, sex, age, or disability.

To file a complaint of discrimination submit a written complaint to the:

USDA Director Office of Adjudication
1400 Independence Ave.
SW Washington, D.C. 20250-9410

Or call:

866-632-9992

Individuals who are hearing impaired or have speech disabilities may contact the USDA through the Federal Relay Service at 800-877-8339 or at 800-845-6136 (for Spanish). USDA is an equal opportunity provider and employer.

CULTURAL DIVERSITY

SSCC, Inc. will provide opportunities for the children to explore and learn other cultures through stories, foods, play, social studies, and science projects. Caring for children of different races, cultures, or special needs gives our employees an opportunity to teach the children about how different and special everyone is.

HOURS OF OPERATION

A. Our hours of operation are from 5:30am until 5:30pm.

B. Our center is open twelve months of the year with the exception of the following holidays:

Good Friday	Memorial Day
July 4 th	Labor Day
Thanksgiving	Friday, the day after Thanksgiving
Christmas Break (aligning with the school district's break)	

C. Our facility is capable of providing care for up to 92 children at any one given time. We accept children from the age of six weeks through twelve years.

1. Full Day: Children who are enrolled in the center over five hours a day.
2. Half Day: Children who are enrolled in the center for five hours or less a day.
3. Before & After School: School-age children enrolled for before and after school care.

D. The center's fiscal year is from July 1st to June 30th.

ENROLLMENT PROCEDURES

The enrollment process begins with a phone call or email from the interested party. After speaking to the parent/guardian, they are then invited to tour the Child Care and meet the Teachers. During the tour, they will have the opportunity to visit with the Teachers and ask any specific questions. After the tour the Director or Assistant Director will go over the expectations of the family and child(ren) and the family will be given the necessary paperwork for enrollment and an explanation of fees. After the tour if the family and child(ren) want to spend a little more time in the prospective classroom, they are more than welcome to do so. However, if the family wants to stay longer than fifteen minutes, they must set up another appointment with the child(ren)'s prospective classroom. Then the Teachers will be prepared to have extra children and will have enough supplies if the new child would like to participate in any of the activities.

DISCRIMINATION AND ADA POLICY

St. Stephen's Child Care does not discriminate against persons with disabilities on the sole basis of a disability; we provide children and parents with disabilities an equal opportunity to participate in our programs and services unless the child's presence would pose a direct threat to the health or safety of others and/or require a fundamental alteration of our program. We make every effort to provide appropriate auxiliary aids and services needed for effective communications with all children and/or adults with disabilities.

WAITING LIST POLICY & INFORMATION

Request for enrollment at St. Stephen's Child Care must include the registration form filled out accurately with your child's date of birth, child's estimated due date, or proof of adoption application.

St. Stephen's Child Care operates under a priority system for enrollment purposes:

1. Children of St. Stephen's Child Care employees have first priority.
2. Siblings of children presently enrolled in the program have second priority.
3. All other applicants have third priority.

Because of this priority system, an applicant's place on the waiting list order is not fixed. Within each category, applicants will be offered space in the program on a first-come, first-served basis. Nevertheless, regardless of the date of your application, you can be bumped by a subsequent applicant from a higher-priority category.

Placement on the waiting list does not guarantee that a space will be available when you request it, even if you are in a high priority category. The earlier you apply, the greater your chances will be for future enrollment. St. Stephen's Child Care requires only a two week notice of intent to withdraw a child currently enrolled in the program. As a result, the availability of space for new enrollees is sometimes known only two weeks in advance. In general, we will not contact you until we can offer you an opportunity to enroll. We therefore encourage you to periodically check on the status of your place on the waiting list and changes in anticipated spaces for new enrollees. In particular, if you apply before the birth or adoption of your child, you should make contact when your child is born or adopted to update your waiting list application with the child's name and date of birth, and updated contact information for you, if applicable.

Your child's application will be maintained on the waiting list in the order it was received, subject to the priority categories outlined in the sections above, until you reach the top of the list. At that time your child will be offered the next available space in the room for which they are age eligible.

Upon being offered a space, you have 48 hours to either accept or decline the space. Upon acceptance of a space at St. Stephen's Child Care, you will be given a start date and paperwork to complete within a week of receiving it.

St. Stephen's Child Care will consider, on a case by case basis, requested changes to your anticipated start date and waiting list placement that result from complications in the birth or adoption of your child, or unanticipated health issues affecting your child.

STATE ADMISSION FORMS

A. Prior to the first scheduled day of Child Care, the following forms must be submitted:

1. Registration Form and Registration Fee.
2. Child Care Enrollment Form.
3. Health History and Emergency Care Plan.
4. Child Care Immunization Record (it is required by State to keep this updated!)

5. Child Health Form: this form must be signed by a physician!
 - a. All children must have a health form signed by their physician within thirty days of their first day at the Child Care.
 - b. Children under the age of two need a new form signed every six months.
 - c. Children two-five years need a new health form on file every two years.
6. Intake Form for Children Under Two Years: must be updated every three months!
7. Emergency Contact Form (Emergency Card).
8. Child Care Center Transportation Permission.
9. Child Care Field Trip Form.
10. Child Care School-Age Agreement.
11. Acknowledgment page: the last page of the Parent Handbook must be signed.

**It is the parent's/guardian's responsibility to keep SSCC, Inc. informed of updates that need to be made on these forms after enrollment.

PAYMENT POLICY

A. Parents/guardians are billed for the child(ren)'s scheduled hours. Parents/guardians are charged by full and half days. A full day is when children are enrolled in the center over five hours a day. A half day is when children are enrolled in the center for five hours or less a day. Before and After school care is charged at an hourly rate according to the child's scheduled hours.

B. Any returned payments will incur a charge of \$30 plus any bank fees. When a check has been returned SSCC, Inc. has the option of requesting the payment be made by cash or money order. If you are having difficulty making payment, please contact the Director. We are willing to work with anyone!

C. Payments are automatically taken out of a checking or savings account, or by credit card. All payments for the week are processed on Tuesdays. Please contact the Director if you have any questions. If payments are not received by Wednesday each week, SSCC, Inc. reserves the right to charge a \$50 late fee. Parents/guardians agree that any unpaid balances to SSCC, Inc. will not exceed \$300 at any given time. Unpaid balances that meet or exceed this amount are subject to immediate suspension or termination of care unless reasonable arrangements are made and agreed upon by **BOTH** parties.

D. A registration fee of \$50 is required per family per year prior to the first day of Child Care. This fee is non-refundable. This is an annual fee that will be charged every July 15.

E. If there are additional fees (for example for a field trip, swimming) the charge will appear on your bill. If we need the payment in advance, a note will be sent home explaining the exact details.

F. Your Child Care payment record for the year will be available for tax purposes no later than January 31st of each year.

REFUND INFORMATION

A. When an overpayment is made SSCC, Inc. will hold the extra money in the account to help cover the cost of the following week or next Child Care expense. If a family decides to leave or is asked to leave and there is a remaining credit on their account SSCC, Inc. will issue the family a check within ten business days.

B. Families that are receiving Child Care assistance who decide to leave the Center and have a balance on their account will not be paid out. The overpayment from the State will need to be returned to the State. If you have any questions please contact the Director.

DISCHARGE OF ENROLLED CHILDREN/TERMINATION OF CONTRACT

A. SSCC, Inc. reserves the right to terminate enrollment of a child when necessary. The following are examples that may result in termination:

1. When the needs of the parents/guardians and child(ren) cannot be met.
2. When an account balance is over \$300.
3. When the Center's policies and procedures are not being met.
4. When information is withheld that might affect the health and safety of others.
5. What State records are not updated.
6. When a child's behavior is disruptive, unmanageable, or harmful to themselves or others.

B. If the Child Care Board, Director, Assistant Director and Teachers involved feel it is necessary to discharge a child due to behavior the following process will take place in a time frame determined by the Child Care Board:

1. A verbal warning to the family of the child's behavior.
2. Written notice to the family, with a deadline of when a change must happen and set up a parent/guardian meeting with the Teacher.
3. Parent/guardian meeting with the Teacher to talk about what is going on. The Teachers will have written documentation of what is happening and the main reason for the meeting will be to come up with a plan of action.
4. The family will be asked to leave if the problem is not resolved.
5. The Director and the Child Care Board will then decide if the family will get a refund on any unused tuition money.

C. A parent/guardian may withdraw their child(ren) from the program at any time. A two week written notice of withdrawal is required. If a two weeks' notice is not given, you will be charged for the hours you are scheduled for the next two weeks. Your signature on the last page of this handbook verifies your agreement and understanding of this policy.

EDUCATION

A. Curriculum

1. We celebrate holidays according to the Christian faith. Each room follows and age appropriate curriculum that is posted in the room. Lesson plans are the responsibility of the Teachers in each classroom. Within our daily activities and lesson plans we teach

Christian values and beliefs. Lesson plans will be posted by the Monday of the current week.

2. There are several outdoor activities available when weather permits that all children participate in, including:

- a. The use of the small & large playgrounds.
- b. Taking walks in the neighborhood.
- c. Use of local parks.
- d. Sledding.
- e. Exploration of the facility grounds.

**Each classroom is expected to go outside each day, as well as use the gym, in order to fulfill the daily exercise requirement from the State.

B. Developmentally appropriate programming for ages one through twelve: SSCC, Inc. uses Creative Curriculum and the WI Early Learning Standards when planning age appropriate activities for the children. The following are some examples of developmentally appropriate activities that are part of our program:

1. Music.
2. Circle time (calendar time, weather chart, counting, learning/recognizing shapes, learning recognizing letters and sounds).
3. Blocks.
4. Outdoor play.
5. Art.
6. Reading.
7. Sensory play.
8. Science exploration.
9. Finger plays and nursery rhymes.
10. Exercise.
11. Special events: we often like to bring in special guests to provide real life experiences for the children. WE will let everyone know when these events are taking place. Parents/guardians are encouraged to share their talents/gifts to the Child Care as well. If you are interested in doing so please contact the Director to schedule an appropriate time with the Teachers.
12. Screen Time: Will be kept to a minimum. Educational videos that align will lesson planning may be used on occasion, but will not be often. Children always have the option of other activities during this time. Screen time will never be offered to the infant and one year olds. Screen time will be kept to a maximum of 30 minutes per week for ages 2-4 years. School-agers will be kept to a maximum of an hour per week. Children are not able to bring any electronics or phones to child care.

Please do not bring in personal toys to the Center unless it is for show and tell. The Child Care is not responsible for any missing or broken toys. The Center supplies fun and exciting toys for the children to play with.

Special Health Needs: All necessary information to provide quality care for a child with special needs must be shared with the Director, Assistant Director and all Teachers who work closely with that child.

C. Physical Activity/Outdoor Play and Learning

A. Children will have physical activity as part of their daily routine. No child will ever have physical activity taken away as a punishment or due to any circumstance. Outdoor play and learning is an area that is very important and that we are focusing on providing positive and often experiences for the children.

Yearly we will be having a staff meeting educating staff on outdoor play and learning, and will also include information in the newsletter and Facebook page for parents.

B. Infants and Toddlers

Will be provided with 45 minutes daily of physical activity and active exploration. 50% of this time will be teacher led and the other 50% will be child initiated. Infants will also have tummy time as part of their activity. Infants and toddlers will also be including outdoor play in their daily routine. The ideal temperature for the infants and one year olds to go outside is 20 degrees or above and cannot exceed 90 degrees. If the temperature is not ideal the gym will used to provide physical activity. Sunscreen will always be applied if there is a concern for unsafe sun exposure for children.

C. Preschoolers and Schoolagers

Will be provided with 90 minutes daily of physical activity and active exploration. 50% of this time will be teacher led and the other 50% will be child initiated. Ages 2 -12 will be including outdoor play in their daily routine. The temperature for the ages 2-12 to go outside is 0 degrees or above and cannot exceed 90 degrees. If the temperature is too cold/hot the gym will used to provide physical activity. Sunscreen will always be applied if there is a concern for unsafe sun exposure for children.

**Please provide adequate shoes, clothes, and outdoor gear that children are able to go outside during all seasons/temperatures that are described above.

D. Naps: Each child will have an afternoon rest period. Please send a sleeping bag or rest mat and any other blanket or stuffed animal that your child needs to fall asleep with. Naps are scheduled according to the children's classroom schedules. Children arriving before or during nap time will also lie down with the rest of the children. Rest time is a minimum of one hour. If a child does not fall asleep after thirty minutes then she/he will be given a quiet activity to do at their rest mat, sleeping bag or at a designated table. Infants will nap on their own schedule. Infants will be placed on their backs for naps, unless SSCC, Inc. receives a signed document from the child's physician stating that she/he may be placed on her/his stomach.

E. "Moving Up" Dates: As the children grow with age and wisdom we schedule times throughout the year when children are moved to the next room, as long as there is room in the class. Children will be moved after their birthday when they are ready, and when there is availability in the next classroom. Some children will visit and have a longer transition time period to meet their needs and to feel comfortable. Certificates and letters will be sent home two weeks before the move and also a brochure to explain the new

room to the child(ren). Notification to provide anything that may be needed will be included as well. For example, the child's sleeping bag, sippy cups, lunch, etc. If you have any questions please ask the Director or Assistant Director. Please remember that in order to move children to a new room we need to have an opening in the next room.

FAMILY PARTICIPATION

SSCC, Inc. encourages family participation beyond the daily communication between the Teachers and families. We would love to have you share a talent, lead a fun project, or come to the room and read stories to the children. Children learn through positive role modeling and we are open to any opportunity to have special guests who will teach the children something new.

ITEMS TO PROVIDE

****PLEASE LABEL EVERYTHING!!!**

A. Clothing: Children should wear comfortable and appropriate clothing. Please dress your child(ren) in clothing that is appropriate for the weather. Please provide an extra set of clothing and also hats, mittens, etc. when necessary.

B. Diapering Needs: Diapers, wipes, and any other diapering products must be provided by the parents/guardians. The employees will initial all supplies to ensure they are only being used on your child(ren). If a child needs diaper cream, a medical release form is required in order for the employees to be able to apply it.

C. Sleeping bag/rest mat: At the age of one children will move from a crib to the floor to sleep. Please send a sleeping bag, blanket, or rest mat for your child to rest on. This will stay at the Center for the week and then will be sent home for washing on the weekend or on the child's last day at the Center for the week.

1. Cribs sheets are supplied for infants by SSCC, Inc. and will be washed weekly.

2. Cribs are disinfected daily.

D. Lunch:

1. Infant/toddler: parents/guardians must provide lunch for the children in the infant and toddler rooms. Parents/guardians must also supply breastmilk and/or formula. As soon as a child is able to drink whole milk or 1% milk, the Center will supply the milk.

2. Two year olds and older children: parents/guardians may supply lunch each day or take advantage of the hot lunch program that is offered.

3. If a well-rounded lunch is not provided by the parent, a hot lunch or a prepared lunch from the school/childcare will be provided. The charge will be \$3.75. Parent will be notified by email.

ATTENDANCE POLICY

A. Absence Policy: All children are required to meet the weekly minimum of two full days per week. Each child will receive sick/personal days per calendar year to use for last minute absences. After all the sick/personal days are used and your child is absent, you will be charged for the days scheduled, or if you do not meet the weekly minimum.

1. Full time children who come at least four to five full days a week will receive ten sick/personal days each calendar year (July 1 - June 30).
2. Part time children who come less than 3 full days a week will receive five sick/personal days per calendar year (July 1 – June 30).
3. Drop in Care children will not receive any sick/personal days.
4. Sick/personal days will not be carried over from year to year. Each child will receive her/his own sick days. Once the sick days are used it is not allowed to share/use anyone else's days.

B. Vacations: Please give at least a one week notice if you are planning a vacation. On days when school is not in session please schedule ahead to ensure there is room for your child(ren) that day.

C. Pickup: Only authorized people whose names are stated on the contact information sheet will be allowed to pick up children. In the event that your child(ren) will be picked up by someone not listed, please make sure to provide the Teacher(s) with a note stating who will be picking up the child(ren) and at what time. Please inform the person responsible for picking up your child(ren) to bring a photo ID to show the Teachers. If there is no note or phone call notifying the employees of the change, the employees will call you to approve the pickup.

D. Late Pickup: Please remember that our facility closes promptly at 5:30pm. SSCC's charges \$1/minute for any amount of time that a child is in our care past 5:30pm and also a \$25.00 late charge per family. If any family is late on reoccurring occasions, your family may be asked to leave the center as we need to comply with our license which is valid between the hours of 5:30am and 5:30pm.

ATTENDANCE INFORMATION

A. Daily Attendance: Parents/guardians are required to sign in and out on the timeclock computer in the entry way. Each classroom has a daily attendance sheet, so the teachers can keep track of the children who are there and who are absent. If your child is not attending, please call and notify us. Our policy is to call you if your child is late more than 1 hour.

B. Drop Off/Pickup Procedure: Parents/guardians are responsible for making sure their child is checked in and safely in a classroom. Parents/guardians must make sure the Teachers know your child has arrived. Drop off is a great time to communicate with the Teachers about your child's night/day, any concerns, or anyone new picking up the child. If there is someone different picking up your child, please make sure they bring their ID as they will be carded to make sure they are a safe pick up. At pickup, the parent/guardian is responsible for signing their child out. Pickup is a great opportunity to communicate with the Teachers about how your child's day was, if you have any questions or concerns, or if there is anything you need to bring for the next day.

C. Emergency Contact Person: Emergency numbers are placed by all phones. There are always two staff members at the working at the center in case of an emergency.

D. Impaired Pickup Person: If a parent/guardian arrives for pickup and the employees feel she/he is impaired by alcohol or drugs, employees will immediately contact the proper authorities. Employees will do their best to distract the parent/guardian until authorities arrive.

E. Custody Arrangements: If parents are separated but not legally divorced SSCC, Inc. has no right to deny access to a child by either parent, unless there is a court order. If parents are in the process of a separation or divorce while the child is in our care, parents need to make every attempt to keep SSCC, Inc. updated on issues affecting a child's custody or emotional well-being.

ADMINISTRATIVE STRUCTURE

The Child Care is governed by the SSCC, Inc. Board. The Board President/Chairperson is the person who holds the valid license. The Administrative Structure is as follows:

1. President.
2. Director.
3. Assistant Director.
4. Teachers.
5. Assistant Teachers.

COMPLAINT PROCEDURE

Please maintain communication with SSCC, Inc. If you have a suggestion or concern please start the communication process with your child's classroom teacher. If you are unsatisfied with the communication with the teacher you should then speak with the Director or Assistant Director. If you are still unsatisfied with the communication from the Director or Assistant Director you may then speak with the Board President. The President is a volunteer who does not work at SSCC, Inc. but is readily available to assist. The Director or Assistant Director can provide you with the President's contact information.

The Chain of Command to follow with a suggestion or concern is:

1. Child's Teacher.
2. Assistant Director.
3. Director.
4. Board President.

EMPLOYEE TRAINING

Each employee is required by the Department of Health & Family Services guidelines to take continuing education courses. This is documented in employee's personnel files. Some of the required courses include:

1. CPR/First Aid certification.
2. SIDS & Shaken Baby Syndrome training.
3. Review of licensing regulations.
4. Fire/tornado evacuations.
5. Operation of fire extinguishers.

6. Administering medication.
7. Job responsibilities.
8. Training in recognition of childhood illnesses and infectious disease control (including hand washing procedures and universal precautions for handling bodily fluids).
9. Scheduling of activities.
10. Review of child abuse and neglect laws and where to report them.
11. Child management techniques.
12. Procedure for sharing information related to children's specific needs.

PARENT/GUARDIAN COMMUNICATION

A. Parents are always welcome to visit the Child Care Facility. SSCC, Inc. encourages parents to come forward with any questions, comments, or concerns, whenever they feel it is necessary. The only time the Child Care Staff would prohibit a parent from being admitted in the Child Care Facility is when there is a court order in place.

B. Conferences are held twice each year and will be schedule by appointment. Teachers will communicate on a daily basis with concerns and/or issues they may have with a particular child. Parents can request a conference at any time. Teachers will call a conference with the parents/guardians if they feel it is necessary.

C. Little Duckling Lane and Busy Bee Blvd. uses daily sheets that communicate how your child's day was, if they are running low on any supplies, and special things they did throughout the day. This will also include the time of the last feeding and diaper change. In Little Ducking Lane please complete the top portion of the sheet as it helps to create a transition for the Teachers to know what happened the previous night and in the morning before the child comes to Child Care.

D. A monthly newsletter from the Assistant Director is distributed the first week of every month to let the parent know what the children are learning weekly on the lesson plan, fun photos, upcoming events, and safety notifications.

E. Child Care Board Parent Advocate: A parent from the center is chosen to be on the Child Care Board as a Parent Advocate to be a voice for families at the Center. This is a great opportunity for the parents and families to have their voice heard when updating policies and procedures for the Center.

GUIDANCE

It is the goal of SSCC, Inc. to provide a healthy, safe, and secure environment for all children and families. Children who attend the Center are expected to follow the behavior guidelines and to interact appropriately in a group setting.

A. Methods of discipline are corrective steps designed to retain the child's feelings of self-worth, while realizing that inappropriate behavior needs to be corrected. Discipline must not damage the child's self-image or embarrass the child. Some of the techniques used are:

1. Guiding children by setting clear, consistent, fair limits while teaching them how to set limits for themselves.

2. Redirecting children to a more acceptable behavior or activity.
3. Guiding children to resolve conflicts and modeling skills that help children to solve their own problems.
4. Natural consequences and removal from the activity.

B. If the above procedures fail to work, time-outs may be used for children ages three and older. A time-out will consist of one minute per year of age and not to exceed five minutes. The child will be removed from the situation in a non-humiliating manner and placed in a designated location in order to interrupt the child's unacceptable behavior. The following behaviors are examples that may result in a time-out:

1. Humiliating another person by name calling, derogatory remarks or racial slurs.
2. Behaviors that may distract or upset the group.
3. Any behavior that would cause themselves or anyone else harm.

C. Every child's level of development is taken into consideration when implementing discipline or evaluating a child's behavior. Disciplinary action is to be carried out only by employees and not by other parents/guardians, volunteers, etc. In the event that chronic behavior problems develop and a child does not respond to the techniques listed above, the following may be implemented depending on the situation:

1. Incidents will be documented and communicated to the parent on a regular basis.
2. Parent conferences may be held.
3. Specific behavior plans or incentives for the child may be introduced.
4. Suspension from the program.
5. Termination from the program.

D. The following behaviors are not acceptable and may result in the immediate suspension or termination from the program:

1. Endangering the health and safety of children and/or employees and volunteers.
2. Stealing or damaging SSCC, Inc. property.
3. Leaving the program or boundaries as outlined without permission.
4. Continuing to disrupt the program.
5. Refusing to follow the behavior guidelines or program rules.
6. Using profanity, vulgarity, or obscenity frequently.
7. Acting in a lewd manner or exhibiting sexual behavior.

E. Employees will work with parents to determine the outcome that is best for child and for the program. We do not make it a practice to suspend or remove children from our program, however SSCC, Inc. reserves the right to do so if the behavior is not conducive for the safety and well-being of other children in the program or for the child's own personal safety.

F. While the above information is a general outline of the procedures. SSCC, Inc. reserves the right to ask parents to find alternative Child Care arrangements for the child without prior notification. This may be deemed necessary for the safety of employees or other children and is not limited to the behaviors previously listed.

G. At no time will swearing, abusive language or physical violence be allowed by children, employees, volunteers, or parents/guardians.

H. Child biting is perhaps one of the most distressing behaviors that parents and caregivers confront. At the same time, it is normal behavior for older infants and toddlers. Some of the reasons infants and toddlers bite are exploration, teething, affection, lack of skills for expressing needs, experimenting for cause and effect, attention, and overstimulation.

We will explore various methods dealing with biting including looking at our environment and patterns of behavior for the biter. Our staff will respond promptly and appropriately to biting. Teachers will not punish, shame, or humiliate the child who bit. Teachers will provide the necessary guidance, prevention, and comfort to the child who was bit and also the child who bit as needed.

If a child is bitten and it does not break the skin, the bite will be washed with soap and water and an ice pack will be applied for swelling. Parents/Guardians will be informed through an accident form.

If a child is bitten and the skin is broken, the following procedure will be followed:

1. We will let the wound bleed gently.
2. We will clean the wound carefully with soap and water.
3. We will notify the parent with a phone call, and will write an accident report.

I. Separation Anxiety is very common at drop off time. Parents are encouraged to let employees know what may be affecting the child's behavior. The child(ren) respond the best when parents/guardians say goodbye and leave quickly, instead of lingering. The employees will help the child progress with the separation issues. Please feel free to call 15-30 minutes after leaving to check how your child is doing. If the employees need further assistance they will contact the parent/guardian right away.

J. SSCC, Inc. will do its best in making sure each child is cared for with love and compassion. If a child is having a hard time employees will make sure the child receives the attention she/he needs and deserves. Each child is different and the employees will contact the parent/guardian if the child is not able to be calmed down.

K. A meal or snack is never taken away from a child as a means of punishment. SSCC, Inc. employees care for each child in a manner that uses child guidance techniques which are appropriate for the age level of the child. These techniques foster positive self-esteem and encourage internalization of self-control.

TOUCH AND NURTURING

Physical touching plays an important and vital role in the care and nurturing of young children. Children feel loved, cherished, and accepted through the gentle touches of nurturing caregivers and peers. Physical touches should be respectful of a child's desires and feelings. Staff should be sensitive and acknowledge a child's response and interaction to physical touching. Children will always have the right to refuse physical touch.

Nurturing touches can include hugging, holding on the lap, rocking, and carrying the child.

Personal care touch can include cleaning, dressing, assisting with toileting/diapering, and nap time routines.

IDENTIFICATION OF A SPECIAL NEED AFTER TIME OF ENROLLMENT

When a special need is identified after a child has been enrolled at the child care, the primary teacher and director or assistant director will notify the parent/guardian to determine a time to convene for a conference. If necessary, the director or assistant director will observe in the classroom and file written documentation of the observations (this will be kept in the child's file in the office).

If classroom attempts are insufficient at the meeting the child's needs, the administrator will notify the parents/guardians. Within seven days a conference will be held to determine a plan of action that will better enable the child care to meet the child's needs. The plan of action will include the goal, objectives to reach the goal, responsibilities, and follow up of all parties involved. It is expected that the director, teachers, and parents/guardians will work in a partnership to meet the child's needs.

As appropriate with the parent's permission, community resources may be obtained to assist the school in meeting the child's needs. Community resources include but are not limited to:

- Family physician or pediatrician
- Medical specialists
- Early Childhood Programs
- Mental Health Professional
- Dodge County Human Services
- Birth to 3

Factors that would directly bear on a decision to continue or discontinue enrollment of a child include the following:

- Availability of supportive resources to the child care.
- Willingness of the parents to work with the child care in meeting the needs of the child.
- The extent and/or scope of the special need in relation to the resources and staffing available.
- The ability of the child to benefit and participate in the child care's activities.

EMERGENCY PREPAREDNESS

SSCC, Inc. has evacuation diagrams posted in each classroom next to the classroom door explaining where to go when there is a fire or tornado. Persons with disabilities will follow the same emergency procedure.

All emergency phone numbers are listed next to the classrooms telephones. During the Child Care Day the children's emergency numbers can be found in both the classrooms and in the office. When the classrooms go on field trips the emergency cards must be brought along. The staff members that close the center at the end of each night have a list of emergency numbers as well.

To ensure that each child is accounted for, there will be a daily sheet with each child's name that is present. The staff practice fire drills each month and tornado drills seven times a year. Fire alarms and smoke detectors are maintained to be in good working order. They are tested weekly and a record of this procedure is kept in the Director's office. The fire extinguishers are checked yearly by a qualified expert and have a label indicating its present condition and date of inspection.

All staff members are trained in their role in the event of the following emergencies:

A. Fire Plan:

1. After hearing the smoke alarms go off or being informed about a fire, children need to stop what they are doing and follow the Teacher's directions. Everyone will evacuate the building and go to the South side of the church and meet in the field. Attendance will be taken by the Teachers to make sure everyone made it out safely. The sign-in sheets and emergency cards will be taken out by each Teacher. The Director or person in charge will check bathrooms, the gym, and any other place to make sure everyone made it out safely. The Director or person in charge will make sure the Fire Department is called. When the Fire Department arrives they must be informed as to whether all children and staff are accounted for.

B. Tornado:

1. The town of Horicon has a tornado siren that will go off if a tornado is near. Teachers will have the children stop what they are doing and walk them to the designated area for each classroom. While the sirens are going off all staff and children will remain in a crouched position until the sirens stop. Teachers will carry the sign-in/out sheets, emergency cards, and flashlights in case the electricity goes out.

Teachers will also have the emergency radio to keep track of the storm.

C. Missing Child:

1. In the event a child is discovered missing the Child Care staff will follow the procedure below:
 - a. Retrace the steps from where the child was last seen.
 - b. Contact the Director or person in charge and asked others to help search the Child Care and church.

- c. Contact the family.
- d. Notify the Horicon Police Department.

D. Other Emergencies:

1. Situations requiring immediate attention that may be disruptive to a child or children in the Child Care:
 - a. Severe weather.
 - b. Extreme heat or cold.
 - c. Threats to the building or the children and staff.
 - d. Flash flood.
 - e. Loss of building services
 - f. Medical emergency.
 - g. Illness.

** If any of these shall occur, children will remain in the care of SSCC, Inc. until picked up by the parents or an authorized adult.

A vehicle will always remain on the premises that the Child Care can used in case of emergency.

Emergency food supplies are always kept at the Child Care in the event that overnight care or after hours care is necessary.

SSCC, Inc. is heated and has air conditioning. Any classroom that does not have air conditioning will be equipped with fans, and be monitored by a temperature gauge.

Extra clothes are always on site if children are in need. If your child is sent home with extra clothes on, please try to wash and return them in a timely manner.

E. Serious Injury and Accident Procedures:

1. Attend to the injured child/staff.
2. Get help from the Director or another staff member.
3. Direct another staff member to call 911 if the injury is serious. Call the parent or authorized emergency contact person.
4. Stay with the injured staff/child until proper authorized people get to the scene.
5. Another staff member or the Director will accompany the child/staff to the hospital.
6. Complete an accident form.
7. Enter it into the medical log.
8. Report to the State Licensor.

EMERGENCY SITUATIONS

In the event a parent needs to be reached in case of emergency, there must be a contact number on file **where someone can be reached at all times**. If a contact number is a cellular phone, parents must have it on when their child is in our care.

In the event of any emergency where a child needs to be sent for emergency care, 911 will be called and the child will be transported via ambulance. Whenever possible the child will be sent to the hospital associated with his/her primary care physician, unless it is deemed otherwise in

the child's best interest, or to Beaver Dam Community Hospital. In the case of an emergency there will always be a second emergency staff member that is in the building that can fill in within five minutes. Each injury needs to be documented properly in the facility's medical log. Paperwork must be filed with the state licenser for any injury which requires a child to be seen by a physician. Minor injuries will be treated promptly and documented.

RELOCATION EMERGENCIES

Employees are required to make sure all children are accounted for. Employees also must have the emergency cards, the attendance sheet for the day, and cell phones. There will be one Teacher in front of the line and another in the back of the line as they head out of the building, going the quickest and fastest way. The Director or person in charge will be responsible for making sure all Teachers are going in the right direction, depending on if the emergency relocation is within walking distance or if the Employees need to transport children. The person in charge will be communicating with the local authorities to make sure everyone is evacuated safely and quickly. If there is an emergency where the Employees have to transport children there is a possibility that car seats will not be used, unless there is enough time to bring them. This will depend on the severity of the emergency.

One Mile Walking Plan:

In case of an emergency and SSCC, Inc. needs to evacuate the building and **are able to walk** to a destination, the children and employees will walk to Horicon City Hall. When the destination is reached and everyone is in a safe room, employees will then start making phone calls to parents alerting them of the emergency and where they can pick up their child(ren).

Our walking plan is to go South on Palmatory St., turn right on E. Walnut St., go West until N. Elm St, turn left on N. Elm St, walk around the library, and go in the front doors of City Hall which is located at 404 E. Lake St. Horicon, WI 53032.

Five Mile Transporting Plan:

In case of an emergency and SSCC, Inc. needs to evacuate the building and **are not able to walk** to a destination, the employees will transport the children to the Horicon Fire Department Building. When the destination is reached and everyone is in a safe room, employees will then start making phone calls to parents alerting them of the emergency and where they can pick up their child(ren). The Horicon Fire Department is located at 200 Ellison St. Horicon, WI 53032.

EMERGENCY PREPAREDNESS REVIEW

Every July SSCC, Inc. reviews the emergency preparedness plan to make sure it is solid, so when an emergency does occur all staff feel comfortable with what their role may be.

HEALTHCARE

A. Communicable Disease

1. A child with a reportable communicable disease may not be admitted or permitted to remain in a Child Care Center during the period when the disease is communicable. When it is determined that an enrolled child has a reportable disease transmitted through normal contact, such as:

- a. Chicken Pox.
- b. German Measles.
- c. Infectious Hepatitis.
- d. Measles.
- e. Mumps.
- f. Scarlet Fever.
- g. Meningitis
- h. Inflammation of the Eyes.
- i. Lice.
- j. Ringworm.
- k. Covid - 19

A child may be readmitted to the center if the parents provide a statement from a physician stating that the child's condition is no longer contagious or if the child has been absent for a period of time equal to the longest usual incubation period for the disease as specified by the department.

B. Cleanliness

1. Upon arrival all children must wash their hands with soap and water. A child's hands must be washed with soap and warm water before meals & snacks and after toileting or diapering. A child's hands and face must be washed after meals. Employees must wash their hands with soap and warm water before handling food, after assisting with toileting, and after wiping bodily secretions from a child with a disposable tissue. Cups, eating utensils, toothbrushes, combs, and towels may not be shared and must be kept in sanitary conditions. Wet or soiled clothing and diapers must be changed promptly.

C. Allergy/Medication

There will be a plan to accommodate and ensure the safety of children who have food allergies or other dietary restrictions. The majority of physicians will give their patients an action plan to follow. We advise parents to bring in an action plan so our Teachers are able to provide step by step care as needed. When children are enrolled in SSCC, Inc. required paperwork is filled out, including a Health History Form. Each child has this form in her/his file and a copy is given to the Teachers so they are aware of any known allergies.

1. If a child requires medication, a Medical Release Form must be signed for the Child Care to administer the medication and in doing so relieves the Child Care, its agents, employees, or representatives of any responsibility for ill effects that may result from administering the medication. A medication form must be filled out and signed prior to the administration of any medication.

The medication needs to be in the original container and labeled with the child's name and the label must include the dosage and directions for administration. All medications given to children are entered into our Medical Log Book, as it is a State requirement. If for some reason the employees forget to give any medication at certain time, the parent or guardian will be called to see if the medication should be

given at a different time or wait until the child is picked up.

2. Sunscreen and insect repellent may only be applied with the written authorization of the parent or guardian. The authorization must include the brand and the strength of the sunscreen or repellent. Authorizations must be reviewed every six months and updates as necessary. It is not necessary to record the application of sunscreen or insect repellent in the Medical Log Book.
3. Medication must be stored so it is not accessible to the children. Medications requiring refrigeration will be stored in the refrigerator in a separate, covered container labeled medication. Medications must not be left in a child's diaper bag or other bag.

F. Accidents/Illnesses

1. An Accident Report must be filled out and given to the parents for any accident/incident involving a child that requires a Teacher to provide First Aid (bumps, bruises, scrapes, splinters, applying Band-Aids or ice packs, etc.)
 - a. The yellow copy of the Accident Report will be kept on file at the Child Care and the white copy of the Accident Report form will be sent home.
 - b. The employee must write the accident in the Accident & Medical Log Book.
 - c. If the accident is severe the employee must inform the parent/guardian about the accident in person. If the employee leaves before the child is picked up the employee must call the parent. That way if the parent or guardian has questions she/he will know which employee can answer questions and provide information about the accident.
 - d. If an accident occurs which results in the child to have seen a physician, an additional form needs to be filled out and sent to our State Licensor. The Director or Assistant Director will oversee emergency situations and will make sure the form and hospital release paperwork is sent to the State Licensor within 48 hours of the accident.

G. Health Precautions

1. Bodily secretions such as a runny nose, drainage from the eye, and any matter which is coughed up must be wiped with a disposable tissue used once and disposed of in a plastic-lined container. Secretions on surfaces must be washed with soap & water and disinfected with a bleach solution, which must be made fresh daily. Employees must wash hands immediately after each of these incidents.
2. SSCC, Inc. employees must adopt universal precautions when exposed to blood and blood-containing bodily fluids and tissue discharge. Employees must wash hands immediately with soap and warm water. Single use disposable gloves must be worn if there is contact with blood-containing bodily fluids or tissue discharges. For

incidents involving vomit, urine, feces, blood or other bodily fluids, employees will clean and disinfect the floors, walls, bathrooms, tabletops, toys, kitchen counter tops and diaper changing tables.

3. Sanitation of toys and equipment: SSCC, Inc. uses a bleach and water mixture as our disinfectant.
 - a. Infant toys and equipment are sanitized and washed on a daily basis.
 - b. In the One's Room: toys that are put in the children's mouths are washed daily and all other toys are sanitized/washed weekly per the weekly cleaning rotation.
 - c. In the Two's Room: toys are washed every other week and toys that are put in the mouth are washed daily and all other toys are sanitized/washed weekly per the weekly cleaning rotation.
 - d. The Three-Twelve year old rooms: are sanitized/washed weekly per the weekly cleaning rotation.
 - e. All floors are mopped at the end of each night.
4. Disposal of soiled diapers, wet/soiled clothing and bedding: All soiled diapers will be placed in the appropriate garbage receptacles in each classroom. The garbage is taken out at the end of each night or as often as needed. Wet/soiled clothes will be put in plastic bags and put in the child's cubby to be taken home to wash. Teachers will wear gloves during the process of changing the child's clothes and wash hands after removing the gloves and after placing the soiled clothes in the cubby.
5. SIDS: Sudden Infant Death Syndrome is the unexpected death of seemingly healthy babies twelve months and younger. Experts cannot predict SIDS babies, although some babies are at greater risk. The best choice is placing babies to sleep on their backs on a firm surface in their own beds. If a baby is a tummy sleeper, parents/guardians must have a physician's note with signature stating that the Child Care employees may lay the baby on her/his tummy while sleeping. The baby's crib must also be free of toys, stuffed animals and excess bedding. If any baby has a blanket in their crib, it must be tucked in along the sides and foot of the mattress. The State requires all employees working in the Child Care to go through the SIDS training before the beginning of their employment.

In the event of a SIDS incident:

- a. One Teacher will be assigned to take the other children to a safe spot (either the gym or the Ones' Room)
- b. One Teacher will call 911 and the parent(s) or guardian(s) of the child.
- c. The Director or Assistant Director will call the State Licensor, as they will do an investigation.
- d. The Pastor of the church will be brought in to help with comforting the staff who found the infant and for the parent(s) or guardian(s).
- e. All parent(s) or guardian(s) in the Infant Room will be called.
- f. Employees will assist the officials.

ILL CHILD

A. A mildly ill child means a child who has a common, temporary illness that is non-progressive in nature and is not listed as a communicable disease. When a child with a sore throat, rash, vomiting diarrhea or other illness or condition having the potential to affect the health of other persons is observed at the Child Care, the following procedures will apply:

1. If the child requires isolation, the child's parent/guardian or other emergency contact person will be contacted as soon as possible after the illness is discovered and arrangements will be made for the child to be removed from the center.

2. If a child becomes ill but does not require immediate medical attention a decision will be made whether the child requires seclusion. The Teacher will make the decision based on the following:
 - a. If the illness can be spread to others.
 - b. If the illness prevents the child from participating in activities.
 - c. If the illness requires care that is greater than the employees can provide without compromising the health and safety of others.

****If any of these criteria are met the child will be excluded regardless of the type of illness.**

B. To ensure a healthy environment for everyone, please respect the policies of SSCC, Inc. These policies are put in place to protect your child as well as the other children in our care and the employees. If a child has a fever of 100.5 degrees or greater, is vomiting, coughing, or has diarrhea while at Child Care the parent/guardian will be called to pick up their child immediately. If a child is ill the night before coming to Child Care, please **DO NOT** give them a fever reducer bring them to the center. Children should be symptom free, without medication, for twenty four hours before returning. **SSCC, Inc. has the right to determine if a child is too sick to attend.** Please notify the employees if a child has been given any medication prior to attending Child Care for the day.

FOOD SERVICE/NUTRITION POLICY

A. The Center will attempt to keep meal time routines consistent with that of the child's home schedule. Meal time is closely supervised by all employees present at that time. It is the parent's/guardian's responsibility to ensure that the food they supply meets the proper food guidelines. It is mandated that proper nutritional requirements are met. If there are any known allergies to food it is the parent's/guardian's responsibility to inform the staff.

B. Breakfast: will be served daily from 6:30am-7:30am. You are able to bring in a healthy breakfast for your child. Milk, syrup, and utensils will always be provided by the center.

C. Snacks: 2 snacks will be provided for all age groups. During the school year the after school children will receive a snack when they return to the Child Care. A snack fee will be charged for the following amount based on weekly attendance:

- 2-3 Days per Week - \$3.75
- 4-5 Days per Week - \$5.00

D. Lunch: Children one year old and up are able to purchase hot lunch for an extra charge. . Children are offered hot lunch if checked in by the parent upon arrival by 8:10am daily. If you miss the 8:10am deadline, your child will not be able to take hot lunch that day. If the parents/guardians decide to provide their own lunch for the child(ren) a healthy well-rounded meal must be provided and must follow the USDA requirements of:

1. Ages 1-5:
 - a. One serving of milk.
 - b. Two servings of fruit or vegetables.
 - c. One serving of meat or meat alternative.
 - d. One serving of grains.

E. Menu: The snack menu is posted on the Parents Bulletin Board near the entrance to the center. Hot lunch menus are also posted on the parent board also. If you would like a copy to take home, please ask the office.

F. Allergies: Each child is to have a Health History Form on file that would explain all allergies a child has. Parents/guardians must make sure the Teachers and the Director are aware of any allergies a child has. This information is taken very seriously. If a child has a food allergy or special dietary needs parents/guardians may bring their own snack with a doctor's note about the allergy. To make all staff aware of the allergy and of the action plan, we will make a red allergy card with a photo of the child, and put it on the cupboard in the classroom of the child. The red allergy card will include the emergency action plan, and also the phone numbers incase of emergency.

G. Kitchen Cleanliness: SSCC, Inc. does not have a kitchen or dishwashing capabilities on site. If a child brings a cold lunch all dirty dishes will be returned home to be cleaned. If a child is required to bring sippy cups they will also be sent home to be cleaned. If children take hot lunch, all dirty dishes are returned to the school kitchen. The people in charge of the school kitchen are in charge of following the State Requirements. SSCC, Inc. can get a copy of the kitchen inspection report at any time is a parent/guardian would like to read it.

H. Socialization: meal time and snack time are for socialization. This time is set aside to enjoy a great meal or snack with friends and chat. We encourage socializing with friends as it's a great learning opportunity also.

I. Food Delivery/Storage: If a parent/guardian provides lunch, all leftovers will be sent home. Food will not be stored in our refrigerators at any time. If a child is eating baby food, we are able to keep the baby food in the refrigerator for twenty four hours. After twenty four hours we are required to throw it away. Left over snacks are stored in each room. They are put in a safe spot away from children in a container marked with the name of the snack and the date.

J. Special Treats/Holidays: SSCC, Inc. does plan special treats or snacks for special holidays.

If a family does not celebrate these days and wishes to not have the child(ren) participate they must let us know beforehand. This information should be shared with the employees upon

the child(ren)'s first day at the Center.

- K. Meals With Children: All employees that are scheduled to be working in the classroom\ during lunch time will sit down at the tables with the children whether they have lunch from home or hot lunch at the school.

TRANSPORTATION AND FIELD TRIPS

A. Horicon School District does provide transportation to and from schools in the district. Children are walked to and from St. Stephen Lutheran School which is in the same building. Whether your child is riding the bus or walking to school in the building, a permission slip will be signed to release and accept them into our care.

B. The Center does not own a vehicle. In case of an emergency an employee's vehicle will be used or an appropriate emergency services vehicle will be used.

C. Permission slips will be used for all field trips. The permission slip will provide all the necessary information about the trip including where the trip is located and when it will take place. The permission slip will require a signature for the child to attend.

D. Field trips are mandatory. If a child is in attendance on the day of a planned field trip, he or she must attend the field trip or the parent has the responsibility of finding alternate care for the day. Refunds are not given for absent children if a parent refuses permission for an organized field trip. If the cost of field trip is a financial burden, please bring this to the attention of the Director or Assistant Director and we will work with you regarding different payment options.

E. When attending off-site field trips and when buses are used for transportation, each employee and chaperone will have a list of the children they are in charge of and will make sure each child gets on and off the bus at each stop. The bus will not leave until everyone is on the bus and accounted for. Employees and chaperones will also carry an emergency card for each child they are responsible for.

F. Field trips for the children will be planned as often as possible. If there is a field trip within walking distance parents/guardians will be notified by a note on the door, email, or newsletter.

CONFIDENTIALITY

A. The Licensee will ensure that anyone with access to children's records does not discuss or disclose personal information and facts regarding the children and their family. The Licensee is responsible for the compliance of the Child Care employees and volunteers as required by s48.78, Stats. There is a communication book for all employees which will remain updated with any special needs of the children. This will also remain confidential and the information will only be shared with the employees who give care to that particular child.

B. Children's records are confidential, but are available upon the parents/guardians request. SSCC, Inc. maintains a Medical Log Book which contains information regarding medication that has been administered and injuries that occur at the Center. Parents/guardians may request to see any entries in the Medical Log Book that pertain to their child only.

SUSPICION OF ABUSE

A licensee, employee, or volunteer at a Child Care Center who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in s. 48.029(1) and 48.981(1), Stats., shall immediately contact the County Department of Social Services or a local law enforcement agency as required by s. 483981, Stats. The Child Protective Services Unit is required to recognize that children have certain basic needs, which must be provided for including:

1. The need for adequate food, clothing and shelter.
2. The need to be free from physical, sexual, or emotional injury or exploitation.
3. The need to develop physically, mentally, and emotionally to their potential.
4. The need for a safe and permanent family.

It is also a paramount goal of this unit to protect children and unborn children and when appropriate to strengthen family life through assisting parents in fulfilling their responsibilities.

CUSTODY DISPUTES

A parent of a child, whether it be the father or mother, has the legal right to pick up his or her child and/or have access to the child's files and personal files and personal information at any time with the exception of a COURT ORDERED loss of parental rights. In which case, a copy of the court order must be filed with St. Stephen's Child Care. If an estranged parent (by court order) tries to retrieve the child from the child care, the staff will call 911 immediately and take every precaution to ensure the child remains in the safety of the school and its staff. A parent's request to deny the other parent's right to their child will not be upheld without a court order.

PETS

On occasion we will have guest speakers who may bring in a pet. We will notify each family either by the newsletter, a written note, or in person.

WATER SAFETY

On nice warm weather days, SSCC, Inc. will utilize sprinklers, sensory tables, or small pools to cool the children off. Small pools are only filled with enough water for wading only. If the plan is to go swimming, employees will take the children to the local pool where there are lifeguards on duty to assist teachers in supervising the children.

BUILDING SAFETY

The building must comply with State and local building codes. The Licensee must maintain a record on inspections which specifies if the building meets the applicable Wisconsin Commercial Building Codes. Space designated for children may only be used in that manner during operating hours. The inside temperature must be above sixty seven degrees. If the inside temperature exceeds eighty degrees, means for air circulation (such as fans or other means) will be provided.

CONCEALED WEAPONS LAW

Please note there will be **NO weapons** of any kind allowed on our premises due to the safety of our children, employees, and families. We do our best to make our Center as safe as possible, and please help us out in regards to this matter. Thank you for your cooperation!

CENTER CLOSINGS

A. SSCC, Inc. reserves the right to close the Center if the employees or children may be at risk of any danger. During a power outage of more than 2 hours the Child Care is required by State Law to close. Parents/guardians will be notified that children must be picked up as soon as possible.

B. If the Center needs to close in the event of an unforeseen circumstance, the closing notice will be on 9.53FM WXRO, 98.7FM , or 1430AM WBEV radio station.

C. In the event of a late start or early release the Child Care for school age children will be at a first call/first service basis for adding children which is dependent upon our staffing. We will inform by you by phone call if the Child Care will be closing due to weather. Please call the extension of each child's room to notify the employees if your child will not be attending, in order to avoid being charged for the day. Please call **920-485-0465** and use the following extensions:

Infant Room ext. 1

Trans/1's Room ext. 2

2's Room ext. 3

3's Room ext. 4

4's Room ext. 4

School-age ext. 317/323

IF AT ANY TIME YOU HAVE ANY QUESTIONS, COMMENTS, AND/OR CONCERNS PLEASE FEEL FREE TO CONTACT THE DIRECTOR OR ASSISTANT DIRECTOR AT 920-485-0352 EXTENSION 5.

We are truly grateful that you have entrusted SSCC, Inc. with the care of your child(ren). If you need any materials in your native language or need additional resources to help you understand our policies, please let either the Director or Assistant Director know. By signing the following page you are acknowledging that you understand the policies and procedures set forth by St. Stephen's Child Care, Inc.

Sincerely,

St. Stephen's Child Care, Inc.

ACKNOWLEDGEMENT

I was given a tour of the Center and given the opportunity to ask questions, talk with perspective Teachers and discussed the orientation plan. I have received a copy of the Parent Handbook and head read or had it read to me carefully. I further understand all matters set forth in the Parent Handbook and agree to abide by and adhere to the St. Stephen’s Child Care, Inc. policies and procedures. I understand that these policies and procedures may be modified at times. I further understand that any provision of the Parent Handbook may be amended, revised, or eliminated at any time.

By signing below I acknowledge and agree to the policies and procedures as outlined in the St. Stephen’s Child Care, Inc. Parent Handbook.

Name (Please Print) _____

Signature _____

Date _____

PHOTO RELEASE FORM

I _____ **give** / **do not give** (please check one) permission for St. Stephen’s Child Care, Inc. to take and use pictures of my child(ren) _____ on the St. Stephen’s website and on the St. Stephen’s Child Care, Inc. Facebook page.

Name (Printed): _____

Name (Signed): _____

Date _____

REVISED 10/2021

