



PARENT HANDBOOK

Address:

2570 Gracie Dr. Suite 103&104 Baldwin, WI 54002

Phone Number:

715-688-6880

ADMINISTRATION

Director/Admin/Owner/Licensee	Marissa Hill	kiddycountrycaredaycare@gmail.com 715-688-6880 marissahill1123@icloud.com 715-607-8219
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Welcome to Kiddy Country Care!

Kiddy Country Care was founded in 1997 by Judy Hill who opened an in-home daycare where she cared for children from ages 6 weeks - 12 years old. Some of those children were her grandchildren including Marissa Hill. It has always been Marissa's dream to own her own daycare, whether it be an in-home or a daycare center. Well in May of 2021 Marissa and Judy started the process of opening a daycare center together bringing back the name and logo of Judy's in-home daycare. Our goal is to provide a home environment where the children can learn and grow through play with structured activities led by amazing teachers.

Our Philosophy

Here at Kiddy Country Care, we strive to provide a safe, loving, nurturing, and educational home-like environment. We believe that children learn and grow through play with structured learning activities led by amazing teachers. We will encourage and show all the children how to learn new skills through their everyday life here at Kiddy Country Care.

Severability Clause

If any one or more section, subsection, sentence, clause, phrase, word, provision or application of this contract shall for any person or circumstance be held to be illegal, invalid, unenforceable, and/or unconstitutional, such as decision shall not affect the validity of any other section, subsection, sentence, clause, phrase, word, provision or application of this contract which is operable without the offending section, subsection, sentence, clause, phrase, word, provision or application shall remain effective not withstanding such illegal, invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, phrase, word, provision or application of this contract declared severable.

Emergency Contact Person/Emergency Numbers:

Kiddy Country Care has a designated emergency contact person who is available within 5 minutes of any emergency. Their name and number are posted along with all other emergency numbers. They are posted on all parent boards in the classrooms and in the entryway.

SECTION I - GENERAL INFORMATION

Operating Hours

The Center operates year-round, Monday through Friday, from 5:00 a.m. until 6:00 p.m. except for observed holidays that are defined herein. Capacity of 38.

Programs Offered

Kiddy Country Care provides the following programs:

Bumblebees Room (6 weeks to 12 months) 1:4 Teacher/Child Ratio

- License Capacity – 8
- Our Bumblebees' program is designed to help infants grow and learn while in a loving and caring environment. Infants start their transition into Caterpillars between 12 and 16 months.

Caterpillar Room (12 months – 24 months) 1:4 Teacher/Child Ratio

- License Capacity – 7
- Our Caterpillars' program is designed to provide each child with a safe and nurturing environment that will stimulate learning and development. Toddlers start their transition into Grasshoppers between 16 and 24 months.

Grasshoppers Room (24 months – 30 months) 1:5 Teacher/Child Ratio

- License Capacity – 5
- Our Grasshoppers' program provides a strong vocabulary base with the purpose of introducing literary skills to children. They spend time learning through discovery.

Butterflies Room (24 months to 36 years) 1:8 Teacher/Child Ratio

- License Capacity – 8
- Our Butterflies' program students are beginning to learn their letters, colors, shapes, and other basic concepts which will prepare them for lifelong learning.

Ladybugs Room (3 to 6 years to 11 months) 1:10 Teacher/Child Ratio

- License Capacity – 10
- In the Ladybugs' classroom students are focusing on their early learning skills. They have a full curriculum including literacy, math, science, social skills, and life skills. This classroom will provide the skills to prepare children for kindergarten.

Teachers and Staff

Kiddy Country Care is licensed through the State of Wisconsin and upholds the requirements as outlined in State regulations. Our school is committed to exceeding State standards. All Teachers are encouraged to have, or be pursuing, certification in Early Childhood Education or a similar subject. Additionally, all teachers receive in-service training annually and are required to complete continuing education hours on their own.

SECTION II - FEES

Registration Fee

The registration fee is a nonrefundable fee and is paid in full at the time of registration to ensure a spot for your child. This money pays for licensing fees and paperwork for each child. The fee is \$100.00 per family.

Reservation Fee

The reservation fee is a nonrefundable fee that is paid at the beginning of each month to hold a spot longer than 30 days. The cost of the fee is equal to one-week tuition for your child's classroom. All reservation fees paid will be credited to your account when you begin care. See Long Term Enrollment for a more detailed explanation. The reservation fee is non-refundable for cash value and will only be applied to tuition. If the parent chooses not to enroll the fee will be forfeited.

Supply Fee

A supply fee is due for each child by the end of the first week in January. The supply fee is \$50.00 per child. This fee will cover classroom supplies utilized throughout the year. If the start date is after January 15th, a prorated amount will be charged.

Long Term Enrollment

For a parent to reserve long term enrollment, the reservation fee must be paid 30 days AFTER the registration fee to hold a space. The reservation fee is equal to one week of tuition and holds a space for 30 days. When the child begins all reservation fee's paid will be applied to their tuition.

EXAMPLE: If Bumblebees child will start in August and parent starts to reserve their space in March the parent will pay a non-refundable \$260.00 reservation fee for March. In April, May, June, and July the parents will pay \$260.00 (Seedlings' tuition) at the beginning of each month totaling \$1040.00. This amount will be applied to the billing account in August when the child starts.

The reservation fee is non-refundable for cash value and will only be applied to tuition. If parent chooses not to enroll the fee will be forfeited.

For Bumblebee's start dates will be approximations, due dates may change for expecting mothers. One month prior to the desired start date, parents should notify Director regarding the specific start date.

Tuition Rates

Full Time Rates Per Classroom	RATE PER WEEK
Bumblebees (6 weeks – 12 months)	\$260
Caterpillars (12 months – 24 months)	\$245
Grasshoppers (2 years old – 2.5 years old)	\$230
Butterflies (2 years old – 3 years old)	\$215
Ladybugs (3 years old – 6 years old)	\$200
Part Time Rates Per Classroom	
Bumblebees (6 weeks – 12 months)	\$195
Caterpillars (12 months – 24 months)	\$185
Grasshoppers (2 years old – 2.5 years old)	\$175
Butterflies (2 years old – 3 years old)	\$165
Ladybugs (3 years old – 6 years old)	\$155

*Rates are subject to change upon yearly review

A 10% sibling discount will be given to the oldest full-time sibling's tuition for families with multiple children enrolled at KCC.

Vacation

One week of unpaid tuition per calendar year for full-time families may be used. This is a one-week period where your child is not in attendance for the entire week. Please notify the Director two-weeks in advance if you would like to take your annual unpaid tuition week. Vacation weeks run January 1st through December 31st each year. If your child is part-time, they are eligible to take their vacation in place of their normally scheduled days.

No credit or refund of tuition shall be given for the days that your child is sick or does attend daycare. Tuition is the same rate every week. Thank you for understanding.

Late Payment Fee

Weekly tuition payment is due by the close of business on **Friday** for the following week, or it will be considered late, and a \$25.00 late fee will be assessed the following Monday. After two weeks of unpaid tuition, care will be suspended, and you have five days to pay all unpaid tuition for care to be resumed. After three weeks of unpaid tuition KCC has the right to terminate all care without explanation. If a check bounces and has insufficient funds you will be charged an additional \$25 fee.

Notices

All parents are required to give a two-week notice for any withdrawals and/or schedule changes. This policy is based upon the need to schedule teachers in classrooms. If no notice is given, all fees will remain unchanged.

Late Pick-Up Fee

Kiddy Country Care closes at 6:00 PM. It is imperative that the office be notified as soon as possible if a parent is going to be late for any reason. A \$5 fee will be charged for the first 5 minutes after closing. At 6:05, a \$1 will be charged for every minute you are late. There will be no cap on the charge. If the parent/guardian fails to notify the school, or if the school is unable to reach the emergency contacts by 6:30 PM, the proper authorities will be notified. School management will make every effort to reach the responsible party and/or emergency contacts.

Making Payments

Tuition must be paid via the HiMama app by automatic withdrawal or manual payment, check or cash.

*A 2.9% processing fee charge will be applied via the HiMama app to all payments using a credit card

*A .60 cent charge will be applied via the HiMama app to all automatic payments using a bank account

HiMama will provide year-end tax statements no later than January 31st each year.

No credit or refund of tuition shall be given for the days that the center is officially closed. Tuition is the same each week regardless of holidays, snow days, and teacher in-service days.

SECTION III – ENROLLMENT

Required Forms

At the time of enrollment, you will receive an enrollment packet. We provide full time care (4-5 days) and part time care (minimum of 3 days). All forms must be filled out completely before your child's first day. Below is a list of the required forms and their due dates:

To hold space:

Child Care Enrollment Form
Health History/Emergency Care Plan
Alternate Arrival/Release Agreement
Authorization to administer medication
Intake Form (if under 2 years old)
Photo Permission
Written Authorization for walks
Policy Agreement

Within 30 days of starting date:

Health Care Summary
Immunization Record

Registration fees must be paid at the time of enrollment to secure a child's space. We encourage parents to allow children to participate in a tour of the facility. This is an important part of the transition; it gives the child the opportunity to respond to the classroom environment, meet the teacher, and become familiar with the other children in the classroom.

Children's Records

Records are required during enrollment and will be updated as needed. Parents are responsible for keeping information current. Records will contain:

Child's full name, birthdate, and home address
Name, address, and telephone number of child's parents/guardians
Instructions on how to reach the parents while child is in attendance
Name and telephone numbers of persons authorized to take the child from the center

Names, addresses, and telephone numbers of the child's source of regular medical care and dental care

Names, address, and telephone number of two people to be reached if parent cannot be reached if there is an injury requiring attention

Emergency Contact Card

Located in each classroom

If someone on the emergency contact card picks up the child, the person will be asked for photo identification

Parent Conduct Agreement

Kiddy Country Care is committed to exceeding parent expectations. To have a positive experience, positive relationships must develop between the Director, teachers, parents, supporting staff, and children. By enrolling at KCC, the parent and organization commit to working together as a child progresses through his/her education.

Furthermore, the parent acknowledges and accepts the school's education philosophies and accepts all policies and procedures written within the handbook. The following behaviors will not be tolerated:

Threats

Dissensions

Inappropriate language

Illegal actions

Any inappropriate behaviors that do not promote a positive, or nurturing learning environment

Should this agreement be violated in any way, KCC has the right to terminate enrollment, without notice.

Attendance

Kiddy Country Care requires all children to have a set schedule. It is important to drop off and pick up on time to ensure the teaching staff needed is present. Research has shown that consistency in a child's schedule is a key component in a child's educational path. Please call or message by 9:00 AM if your child is going to be absent for the day. Your classroom teacher will call or message you 60 minutes after your scheduled time if they have not heard from you.

We value any opportunity your child spends at home with you or relatives. Full tuition is due weekly whether your child is present or absent, except for properly scheduled vacation/sick days. We use our Himama app to keep track of attendance and child location.

SECTION VI – PROGRAM INFORMATION

Center Closed Holidays

Teacher In-Service (3rd Friday of October & Good Friday)

Labor Day

Thanksgiving Break (November 25th and 26th)

Christmas Eve (December 24th)

Christmas Day (December 25th)

New Year's Eve (December 31st)

New Years Day (January 1st)

Easter Monday

Memorial Day

Independence Day Break (TBD based on the day 4th of July lands on)

***Part-Time schedules **may not** be altered to make up days lost when school is closed during the holidays.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on Sunday will be observed on the following Monday.

Inclement Weather:

KCC will make every effort to stay open to meet your needs. KCC will follow Baldwin-Woodville School District for all closings due to inclement weather. On rare occasions, the center may release early due to inclement weather. Please refer to a local weather channel for any Baldwin school closing and the Facebook page for our stance on closings. If school is not in session the KCC director will make the decision on if it is safe to open or there is a need to close early.

Full tuition is due during school closings. In the rare event that KCC is closed for three (3) consecutive days, tuition will be adjusted accordingly.

Severe Weather, extreme heat or cold and flash floods:

1. Teachers will remain calm and comfort the kids when needed.
2. Teachers will check attendance of the children in their care.
3. If there are any changes in weather or structure of the building 911 will be called if needed.
4. Parents will be notified for pickup if evacuation is needed.

Utility Failure:

If the center should lose the use of heat, water, or electricity before the center opens, parents will be contacted as soon as possible. If the center should lose use of heat, water, or electricity while children are in attendance, parents will be notified for immediate pickup if the loss of usage lasts longer than 2 hours and is not immediately fixed.

Important Information

Important information will be found on the Family Information Board located in your child's classroom or on the Family Board located in the main hallway. Every child is provided a cubby for storage or personal items. Correspondence from the teacher may be placed in their cubby or mail slot (inquire with your child's teacher if you are unsure). Financial statements or notes from the office may also be placed in your child's cubby or mail slot. We do our best to pack folders into backpacks with all hand-outs. Center Policies and Handbooks are available to parents at all times and are located in the entryway as well as sent in an email at the time of enrollment. The licensing book is also available to parents at all times in the entry way.

Custody Issues

All custody dispute issues will be dealt and handled between the parents and owner/director. There needs to be a copy in the children's file of details on pickup and drop off regarding custody, that is court appointed.

Parent Supervision

Always supervise your child(ren) in the parking lot. The parking lot can get busy during pick-up and drop-off times. Please ensure your child(ren) are not running and playing in the parking lot.

Curriculum

Kiddy Country Care adheres to a play-based educational philosophy. A play-based curriculum allows each child the freedom to explore their environment in the bounds of a daily schedule. This helps keep each classroom on track and focused. Our play-based curriculum is designed to support learning and development for children in the areas of intellectual, social, emotional, spiritual, and physical development. There are a diverse set of activities in the rooms each day. There are large group, small group, and individual activities which are student and teacher led. There are also a variety of activities ranging from quiet to large motor activities.

Conferences

To meet the intellectual, social, emotional, spiritual, and physical needs of all the children in our care we have set goals and objectives based on the child's age and on what is developmentally appropriate for each age group. Each child's development is tracked and kept in their file. Parents can inquire about their child's development and see their child's progress at any time. Formal Parent/Teacher conferences are offered twice annually. Teachers are available to schedule a time to discuss development throughout the year. If you would like to have a sit-down conversation with your child's teacher, you should notify the teacher and Director.

Open Communication

Communication is especially important to us at KCC. We welcome questions, feedback, or discussions of any kind that affect a positive outcome for the child. You are always open to talking with your child's teacher and the Director. Explain clearly and carefully your wishes and expectations about how your child will be cared for. Also provide updates on problems and progress that your child is making. Good communication helps us work together in the best interest of your child. Sensitive issues will be discussed outside of regular hours either by phone or conference. You may call between 8:00am– 4:00pm. If you call during the day, please be

aware that we may be busy with the children. If the issue is important but can be addressed via email, please utilize the Director's email. Also, please be aware at pick-up and drop-off times teacher's may be busy with students and cannot always conference. Scheduling a time prior may be helpful to allow for substitutes and eliminate distractions.

Policy Changes

Kiddy Country Care reserves the right to change the policies and procedures written within the parent handbook at any time. Every effort will be made to communicate any changes in a timely manner. Furthermore, proper notice will be provided to each parent through written or oral communication.

Termination of Childcare

Two-week written notice is required by the parent to the Director. Fees will still be due if the parent withdraws the child before notice is given, or at any given time during the notice. Two weeks of fees may be paid in lieu of notice.

Kiddy Country Care has the right to terminate the childcare contract immediately for any of the following reasons (but not solely limited to):

Failure to comply with the policies set forth in this book.

Failure to sign and comply with the contract.

*Destructive, hurtful, or challenging behavior of child that persists even with parent cooperation in stopping the behavior.

Non-Payment of childcare fees or late and/or recurring payment of fees.

Failure to show up for 5 days in a row without any communication.

Failure to complete required forms.

Inability to meet the child's needs without additional staff.

Parent Review

Go to Google and/or Facebook and leave us an honest review! Each year that you leave a review we will credit your HiMama account \$10.00 per review. We are limiting the reviews to one per platform per year. Send us a message on HiMama after posting to ensure your credit is posted to your account.

Research

Children will not be involved in research, experimental procedures, or public relations activities without the specific and individual written consent of the parents.

Records

Information pertaining to your child will not be disclosed to persons other than Kiddy Country Care staff, other authorized agencies, or to those requesting with a court order.

SECTION V – GETTING STARTED

Supplies

Each child should bring the following supplies on or before the first day of school:

Bumblebees

Diapers

Diaper cream labeled with first and last name

Formula (if prefer a different brand) or breast milk

2 to 3 bottles labeled with child's first and last name

Three complete sets of clothing (season appropriate, replaced when used or child switches sizes)

Pacifier labeled with child's first and last name (if needed)

Fitted crib sheet

Weather appropriate clothing

Family photo

One pair of indoor shoes (closed toe, rubber soled shoes that will be worn inside)

**Kiddy Country Care supplies: baby food, cereal, and wipes. Crib sheets will be sent home every Friday to be washed (or if soiled). Sunscreen will be provided seasonally and once 6mo of age (\$25 for the summer and due May 1st).

Caterpillars, Grasshoppers, Butterflies, and Ladybugs

Diapers

Diaper cream labeled with first and last name

Pacifier labeled with child's first and last name (if needed)

One pair of indoor shoes (closed toe, rubber soled shoes that will be worn inside)

Two complete sets of clothing (season appropriate, replaced when used or child switches sizes)

Blanket for rest-time (take home when soiled to wash and return)

Small Pillow for rest-time (optional)

Crib sheet for rest-time (take home when soiled to wash and return)

Snuggle toy for rest-time (optional)

Water bottle labeled with first and last name

All supplies from home must be labeled with child's first and last name

Teachers may ask that diapers, formula, or other similar items be replenished throughout the school year. If you have any questions or concerns, you may discuss alternative options for supplies with your child's teacher.

Child's First Day

A child's first day can be overwhelming. To ease your child's transition, the staff will have your child's cubby labeled so immediate ownership can take place. At this time, your child will have the opportunity to meet the teacher and see the classroom. Take the time to prepare your child for the first day by having positive discussions and reading books about going to school.

Kiddy Country Care also encourages parents to call or message through HiMama throughout the day to see how their child is doing.

Many children will have separation anxiety. To help ease this transition the teachers will take your child and try to distract them. It is best to avoid coming in and out of your child's classroom during this transition period. The classroom teachers will send pictures throughout the day to show that your child has calmed down and is participating in the daily activities.

Monthly Calendars, Menus, and Newsletters

The menu will be posted each month on the family board located in the main hallway. Our menu is also posted in the lunchroom and each classroom. You will also receive a monthly newsletter from your child's teacher and the Director. Please reference these documents as events will be added/changed throughout the course of the school year. They also contain important information for the upcoming month.

Children with Disabilities

Kiddy Country Care welcomes all children who have any physical, behavior, and/or learning disabilities. Kiddy Country Care is committed to making reasonable accommodation for a child with special needs. Please keep in mind that Kiddy Country Care is a large group facility with State-mandated ratios. Should your child require one-on-one supervision or assistance, Kiddy Country Care may not be the best environment for your child. It is imperative that you communicate all needs at the time of your tour. All families, despite their development of a child, must be interviewed by the Director before enrollment can be processed. If, at the time of the interview, it is found that reasonable accommodation will be necessary, the Director will arrange a time to observe the child within the classroom at no charge to the parent. After the classroom observation has taken place, the Director will meet with the parents to discuss enrollment options.

School Rules

Walking feet and quiet voices in the hallways

Keep hands to self

Treat everyone with kindness and respect

Listen to the teachers and follow their rules

Each classroom also has their own set of age-appropriate rules

SECTION V – POLICIES

Supervision Policy

All children enrolled in Kiddy Country Care will always be within sight and sound of a staff member. All employees are required to conduct name-to-face checks at multiple times throughout the day to ensure proper attendance counts. Children will be counted every time the classroom goes through a doorway, transitions to new activities and when children are coming and leaving during parent pick-up and drop-off.

Open Door Policy

Kiddy Country Care has an open-door policy. We welcome parents and guardians to visit throughout the day if they choose. All parents/guardians have a door code. This code changes periodically to ensure continuous safety. Parents/guardians always have access to the building and to their children during our operating hours. We ask that you do not provide the door code to anyone other than the child's parents/guardians.

Dress Code

Parents are encouraged to dress their children in play clothes suitable for painting, drawing, etc. Keep in mind that children will be playing both indoors and outdoors, weather permitting, so clothes should be comfortable and appropriate. Clothing may get dirty while learning. Our teachers do their best to avoid getting clothes dirty.

Coats, snow pants, boots, hats, and waterproof gloves or mittens are required during the winter months for children enrolled in KCC.

Sandals, flip-flops, and opened-toed sandals/shoes are not prohibited for children due to safety reasons. **Tennis shoes or rubber-soled shoes are required for all children who are walking. Crocs work best for indoor shoes during warmer weather. In the cooler rubber-soled tennis shoes work best for indoor shoes.**

Toys from Home Policy

Kiddy Country Care supplies all the toys and educational materials that are needed. We ask that toys NOT be brought from home to avoid them being misplaced or broken.

Exceptions will be made for special share days. KCC is not responsible for lost or damaged toys from home.

Non-Discrimination Policy

Kiddy Country Care admits students of any race, color, nationality, or ethnic origins to all rights, privileges, programs, and all activities generally accorded or made available to students at our school. The school does not discriminate based on race, color, national, or ethnic origin, in administration of its education, admission policies, tuition assistance, athletic, and other school administration, and other school administered programs.

Confidentiality

Here at KCC, it is in everyone's best interest to keep all families' information in strict confidence. We will not share any information unless granted by the parents/guardians. When discussing an incident that involves more than one child, no names should be said when talking to the opposite family.

Photo/Media Permission Policy

At enrollment, there is a Media Permission Form that we ask that all parents fill out. We love to capture the moments of learning and growth of the children. They all love to see pictures of themselves throughout the center and their classrooms. When we are done with the pictures, we like to send them home with the parents. We also have a Facebook page and our own website, which are both used to share news, reminders, information about our programs here at Kiddy Country Care, we also use them for advertising. We ask that you fill out the permission form so we can respect your wish on photographs of your child(ren).

Quiet Time Policy

All children are required to rest quietly for at least 30 minutes

No child will be required to stay in a crib/cot after 30 minutes of resting during quiet time

If the child falls asleep, they will be allowed to sleep during the remainder of quiet time

Children will not be woken until the end of quiet time

Sleeping children will be in a quiet area away from other children who are playing

Cribs and cots are placed in cleared aisles

Cribs and cots are not stacked when in use

Crib mattresses are firm and crib sheets are fitted to the mattress size, crib sheets fit tightly on the mattress, and they overlap the undersides of the mattress so that is cannot be dislodged by pulling on the corners of the sheet

Children in the Caterpillars, Grasshoppers, Butterflies, and Ladybugs classrooms will all have their own labeled cot

All cots will be washed and disinfected after each use

Bedding will be sent home on Fridays or sent home to be laundered when soiled

Children in the Ladybugs classroom will transition to a shorter rest time throughout the year to prepare for kindergarten

Bumblebees (6 weeks – 12 months in the Bumblebees room)

Bumblebees nap on their own schedules as needed throughout the day

Bumblebees sleep for as long as needed and will not be woken up for any reason (if parents wish to wake their child on a schedule, a signed form will be required)

As Bumblebees children transition into the toddler stage, we will begin to work on a sleep schedule by transitioning to one nap per day

Each child has their own assigned crib in the Bumblebee room

Sleep sacks are provided and washed weekly by the center staff

Swaddles are prohibited for an infant who has begun to roll over.

With written consent of a parent/guardian an infant who has not yet begun to rollover may be placed in a swaddle with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle. We use Halo Sleep Sacks with attached wings.

Nothing is placed in the crib with an infant (except a pacifier if needed)

Infants will be placed on their backs to fall asleep in their cribs

If an infant falls asleep before being placed in their crib, the infant will be moved to their crib as soon as practical. When an infant falls asleep while being held, they will be placed in their crib within a reasonable time frame/keeping in mind the supervision needs of the other children. The sleeping infant must not be in a position where the airway may be blocked or with anything covering the infant's face

If an infant arrives sleeping, they must be moved from their car seat to their crib by the parent. If the infant is wearing outside clothes (coat, hat, etc.) the outside clothes must be removed before placing the sleeping child in their crib

Sleep Practices Policy

To reduce the risk of Sudden Unexpected Infant Death (SUID) infants will be put to sleep on their backs unless written documentation from the infant's physician directing an alternative sleeping position is on file. The physician's directive must be on a form approved by the commissioner and must remain on file at the licensed location.

A **infant** who independently rolls to the stomach after being placed to sleep may remain on the stomach if:

The infant is at least 6 months of age OR

The optional "infant less than 6 months of age regularly rolling over" form from the parent is signed and on file

Caterpillars through Ladybugs (12 months – 6 years old)

Each child is assigned their own cot

Parents provide cot sheets, pillow, and blanket

KCC sends children's bedding home weekly or sends soiled bedding home after an accident and/or sickness

Children who have completed nap or who rest quietly for 30 minutes, will not be required to remain on their cot

Sleeping children will be allowed to sleep for the entire rest period and they will not be woken until the rest period is over

Behavior Guidance Policy

Kiddy Country Care focuses on positive guidance for all our students. By putting the focus on positive behaviors exhibited by students, we feel that the opportunity for inappropriate behavior lessens.

All staff members act and serve as positive role models for children by modeling kindness and manners

Teachers use redirection as the primary mode of behavior modification

Staff talk to and patiently teach children how to use acceptable alternatives to problem behavior to reduce conflict

Staff will always take measures to protect the safety of children

Staff provide immediate and related consequences for a child's unacceptable behavior in the form of redirection or separation.

Separation Policy

A child may be separated from the group in the form of a “break” if the teacher is ineffective in guiding the child's behavior or if the child's behavior threatens the well-being of the child or other children in the center.

A child who requires a “break” from the group will remain in the classroom where they can be continuously seen and heard by a program staff person. When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation; the child will be returned to the group as soon as the behavior that precipitated the separation abates or stops. Children will be provided a separate calm down activity during their break.

A child under 16 months will never be given a “break” from the group as a means of behavior guidance.

All separations from the group will be noted on a separation log.

Separation Log

Separation logs are recorded on the Department of Human (DHS) form. This form includes the child's name, the staff person's name, the time, date, and information indicating less intrusive methods that were used to guide the child's behavior, how the child's behavior continued to threaten the well-being of other children in care.

Persistent Unacceptable Behavior Policy

If a child is separated from the group three times or more in one day, the child's parent will be notified. Parents will be called in for a formal conference with their child's teacher if a child is separated five times or more in one week or eight times or more in two weeks. Parents will be asked to provide suggestions or solutions to their child's behavior. If conferencing with the

parents does not resolve the unacceptable behavior, then the individual situation will be evaluated. Staff will observe and record the child's unacceptable behavior and the Director will make a decision that is in the best interest of all the children. In rare/extreme cases the child will be asked to leave the center.

Outdoor Play Policy

KCC uses a resource to determine whether outdoor play is safe called the Child Care Weather Watch. This is a guide based on wind-chill and heat index information from the National Weather Service. As weather does permit, children will be expected to participate in outdoor play every day. The duration of outdoor play is based off the guidance from our weather chart.

Prohibited Actions

Kiddy Country Care in conjunction with DHS prohibits the following actions. Use of the following would NEVER be tolerated and would result in immediate termination of those involved.

Corporal Punishment. Corporal punishment includes but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking

Subjection of a child to emotional abuse. Emotional abuse includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates, or frightens the child

Separation of a child from the group except as a short break where child is still within sight and sound of teachers

Punishment for lapses in toilet habits

Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior

The use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm

The use of mechanical restraints such as tying

Television Policy

Kiddy Country Care is committed to the education of each child. The curriculum is designed to give children a hands-on approach to learning that will promote learning through play, teacher-directed activities, and child-directed activities. Any videos viewed must be "PG" or "G" rated.

Screen Time Policy

Each classroom is limited to the amount of screen time they can utilize each week. Prior to watching a movie, you will be notified via HiMama of the purpose and educational benefit to

watching the movie.

CLASSROOM	MAXIMUM SCREEN TIME IN MINUTES PER WEEK
Bumblebees (6 weeks – 12 months)	No Screen Time Allowed
Caterpillars (12 months – 24 months)	No Screen Time Allowed
Grasshoppers (2 years old – 2.5 years old)	60 Minutes
Butterflies (2 years old – 3 years old)	60 Minutes
Ladybugs (3 years old – 6 years old)	120 Minutes

Biting Policy

Biting is a difficult stage that many children go through. For the child who is biting it can be a phenomenon that has no lasting developmental significance.

Biting is not something to blame on children, parents, or caregivers.

Why a child may bite

Teething. Pressure on the gums feels good when a child is teething. Try providing teething rings or objects for the child to bite on

Impulsiveness or lack of self-control. It is another way to explore their world

Making an impact. Young children like to make things happen. They like the dramatic reaction when they bite. Be sure to not overreact which may cause the biting to continue

Overstimulation and excitement. Some children may bite because they feel overwhelmed. Try calming the child or removing them from the busy situation

Frustration. Too many challenges, demands and wants may lead a child to bite. Especially before he/she develops verbal skills to ask for what he/she needs

KCC Biting Policy

Parents of the biter and parents of any child being bit will be informed and updated about what is happening in the classroom and what we are doing to resolve it. The parents of both the biter and the child who was bit will receive a written incident report explaining the details of the incident

The name of the child who bites will never be released. That is confidential information. It only makes a tough situation worse

Caregivers will focus caring attention on the bitten child. Caregivers will remove the biter from the area of play where the incident occurred

Staff and parents will consider changes to the room environment, or consider an early transition (if allowed by licensing) to change the biters environment

If needed, outside resources will be brought in to help provide analysis and solutions

Individual situations will be evaluated, and the Director will make a decision that is in the best interest of all the children. In rare/extreme cases the biter will be asked to leave the center

Birthday/Holiday Policy

Birthdays and holidays may be celebrated at school with a party consisting of cupcakes, cookies, or a cake. Plates and napkins must be supplied by parents for birthday celebrations. Please make sure all food items are store-bought and sealed in the original container. Parties are held in the child's classroom during the afternoon snack time. If you would like to plan such a party for your child, please notify your child's teacher of the date and to inquire about

any potential food allergies in the classroom. We respect any religious beliefs and do not force anyone to participate. They will be offered an alternative if needed.

Animal Policy

Classroom pets may be allowed on the premises. Violent/dangerous animals are prohibited (see the Director to determine “dangerous animals”). The cages/tanks shall be maintained in a sanitary manner. Care and feeding requirements for the specific animal will be clearly posted. Parents will be notified when children have access to pet(s) in the classroom’s science area. The children shall always be supervised and protected. Currently there are no pets at KCC.

Staff Babysitting Policy

KCC supervises its employees within the confines of the facility and associated activities. Employees of KCC are not supervised during their off-duty hours and are not acting within the scope of their employment. We respectfully request that if you ask your child's teachers to care for your child outside of their normal working hours that a waiver is signed stating that their care is separate from KCC.

Check In/Out Policy

ALL children must be checked in and out each day by an adult. Children are not allowed to enter or exit the building without a parent/guardian present. Pick-up persons other than legal guardians must be listed on emergency contact cards. Parents must notify Kiddy Country Care in writing (HiMama or note) when pick-up persons will be someone other than legal guardians.

Emergency/Accident/Incident Policies

Emergency phone numbers for medical, dental, poison control fire department, health authority and licensing division of the Department of Human Services are posted in a visible place in the center

In the event of a minor injury or accident First Aid will be administered by trained staff using current first aid techniques. Injury will be documented on an Accident/Injury Report form and written in the classroom logbook

For serious accidents requiring medical attention First Aid is administered and parents are contacted to pick up the child to be seen by a doctor. The injury will be documented on the Accident/Injury Report. Parents will review the form, sign it, and be offered a copy. The form will be kept on file. The injury will be documented in the classroom logbook. Licensing will be informed with 24 hours of an injury requiring medical attention

If the accident/injury requires immediate attention 911 will be called. Parents are called after 911. Staff will not transport children. Parents give permission to authorize the use of emergency medical care upon enrollment. If a child is transported by emergency service, licensing will be notified within 24 hours of emergency services.

Accident/Injuries/Incidents Form

The following information will be recorded on an accident/injury/incident form & recorded in the medical log books.

The name and age of the child

The date of the accident/injury/incident

Place of the accident/injury/incident

Type of injury

Action taken by staff

To whom the accident/injury/incident was reported

Report forms will be reviewed and signed by parents. Parents may keep a copy of the accident report. Injury/incidents will be logged and kept in the main office.

The accident/injury/incident report forms and the center's risk reduction plan will be reviewed annually by the Director. The review will be documented with the date and person completing the review

Fire/Tornado Policy

Fire drills are conducted monthly. Date and amount of time to evacuate is recorded and kept on file at the Center.

Tornado drills are conducted monthly, April through September. Date and amount of time to evacuate is recorded and kept on file at the Center.

Emergency evacuation plans will be posted in conspicuous places throughout the Center and in each classroom.

Fire and tornado policy is detailed on Kiddy Country Care Emergency Preparedness Plan.

Contingency Plan

All emergency numbers will be posted in the entryway and in each classroom. All listed materials will be kept in bags in the classrooms to be grabbed in the event of an emergency. Before leaving the classroom, teachers will assure to have a head count on all the children in their attendance and the clipboard in hand.

- Flashlight
- Blankets
- Portable Radio
- Extra first aid kits

There will always be a vehicle in the parking lot for emergencies. For evacuation for children and staff, they will exit out of the closet emergency door and head to the grass on the other side of the parking lot. All steps will be taken in accommodation for any child or staff with any physical or mental disabilities. If needing to evacuate and relocate, all staff and children will relocate to the Fireworks outlet or the hotel across HWY 63 and all parents will be notified for pickup.

Evacuation Location

Kiddy Country Care will evacuate to the Fireworks Outlet or the hotel across HWY 63. Parents will be immediately called for pickup. All staff will bring clipboards that have all emergency information needed during an emergency.

Missing Child Policy

If a child is missing, staff will be notified and will conduct a search of the entire facility and premises. Children in care will not be left alone and will be supervised while the search takes place. If the child is not found, the police will be notified immediately; the child's parent/guardian will be notified after the police. The license holder will report this to licensing,

Unauthorized/Incapacitated Person/Or Suspected of Abuse Policy

Unauthorized persons will not be allowed to take a child from the center. 911 will be called if the child is in immediate danger. Children suspected of abuse will be reported to Child Protective Services and licensing. If an incapacitated person attempts to remove a child from the center, the person will be informed that the center staff does not feel it is safe for the child to leave with that person. An alternate person on the emergency card will be contacted such as the other parent or an emergency contact person. If the person resists and leaves with the child, an attempt will be made to get the license plate and description of the car; this information will be

provided to 911. The 911 call will be followed by a call to child protection.

Child Pick-Up Policy

Parent/guardians may request that an additional person pick-up their child. This request must be done in writing (a note in child's backpack or via Hi Mama app) and the individual picking up must be 16 years or older with valid photo identification. Emergency contacts may pick-up without notice.

If no one comes to pick up a child

At closing time of the program, if no one has picked up a child, staff will attempt to call the parent/guardian. If the parent/guardian cannot be reached emergency contacts will be called. If unable to reach any contacts within 30 minutes of the center closing, the police will be called. Staff will not transport the child. If the police take the child a note will be left on the center door for the parents informing them of the situation and phone number for them to call.

Health Policy

Exclusion if ill Children and Staff

A child with any of the following conditions or behaviors is a sick child and must be excluded. If the child becomes sick while at the center, the child must be isolated from other children in care and the parent will be called immediately. A sick child must always be supervised. If a child becomes ill at home or outside of the center it is the parent/guardian's obligation to notify the center as soon as possible of the illness. The license holder must exclude a child:

with a reportable infectious disease/illness or condition as specified in part 4605.7040 that the commissioner of health determines to be contagious, and a physician determines has not had enough treatment to reduce the health risk to others

with chicken pox until the child is no longer infectious or until the lesions are crusted over

who has vomited **two or more** times since admission that day

who has had **three or more** abnormally loose stools since admission that day

who has contagious conjunctivitis or pus draining from the eye

who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy

who has unexplained lethargy

who has lice, ringworm, or scabies that is untreated and contagious to others

who has open scabs due to an illness

who has a **100 degree** Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medication is given

who has an undiagnosed rash or a rash attributable to a contagious illness or condition

who has significant respiratory distress

who is not able to participate in child care program activities with reasonable comfort

who requires more care than the program staff can provide without compromising the health and safety of other children in care

Children are allowed to return to Kiddy Country Care after they have been symptom free without the use of medication for 24 hours OR with a doctor note stating their symptoms and diagnosis/clearance for daycare

A fact sheet that is pertinent to the infectious disease/illness will be posted on the outside of the classroom and recorded on illness record located on the family board

First Aid Policy

All teachers have completed First Aid and CPR Training. The first Aid and CPR training is repeated every two years. The first aid and CPR training is developed by either the American Heart Association or the American Red Cross.

If a situation occurs where First Aid or CPR is required, one staff person will deliver First Aid/CPR and the other staff person will remain with the other children. The director will be called for help, if needed. All staff will be OSHA trained, including Bloodborne Pathogens, at the beginning of their employment and annually.

First Aid Kits are kept in each classroom. They are taken with the class during outside play, field trips, or any other time they leave their room.

Reporting Policy

The licensing phone number is posted by all telephone in the center 715-200-5917

The license holder will comply with the reporting requirements for abuse and neglect

Death of a child in the center will be reported within 24 hours

Injury to a child in the care of the center requiring treatment by a physician will be reported within 24 hours

Occurrence of a fire during the hours of operation that requires the service of a fire department will be reported within 48 hours

Use of any emergency medical services by a child while in care will be reported within 24 hours

Reportable diseases will be reported to Wisconsin Department of Health within 24 hours of an occurrence

Diapering Procedure Policy

The diapering procedures are posted in each diapering area

Diaper changing area is separate from areas used for food storage and preparation

One hand will always be kept on child while diapering

All products to control and prevent diaper rash and wipes will be labeled with child's name

Written parental permission is required for use of all diapering products

Hand Washing Policy

Procedures are posted at sinks. Procedures are followed by staff and children. Staff and children will wash hands:

Upon arrival

After diapering

After use of toilet

Before and after a meal/snack

After coughing, sneezing, or blowing nose

Before and after using sensory table

After playing outdoors

After feeding/touching pets or animals

Before going home

Medication Policy

Prescription medication may be administered while your child is in attendance. Please note the following guidelines:

You must fill out a form giving the school permission

KCC can only administer medication according to the prescribed dosages on the package. A doctor's note must be provided should alternate dosages be requested

Medication must be in its original container. Do not send medication in zip lock bags, pill boxes, etc.

Nonprescription medicines such as Tylenol, Orajel, Miralax, etc. will not be given without a doctor's note

Food and Sanitation Procedure Policies

Meals and snacks follow USDA and CACFP guidelines

Supplemental snacks meals may be available

Two meals and one to two snacks per day are provided

Staff sit with children during meal/snack to supervise

Menus are posted

Refrigerator food is kept at 40-degree Fahrenheit or below

Milk is unflavored

Juice is not served more than one time per day

Any food brought for a birthday treat or snack will be commercially prepared

Staff are trained in proper food handling

All food will be prepared in the Food Service area and kept away from diaper changing stations

A staff illness log will be kept for kitchen staff

Staff lunches and food are stored separately from children food

Family style dining is practiced in the lunch room

Kitchen Readiness

All deliveries will come through the back door and all food will be stored at the center. All foods will be stored accordingly.

The kitchen will be cleaned after each meal preparation and at the end of the day. All dishes will be rinsed off with hot water in the sink and then washed in the dishwasher available. If in an emergency, dishes will be washed by hand and will follow the requirements per DCF rules.

All the following will be in accordance with the DCF licensing rules.

- Equipment
- Requirements
- Food Sources
- Cleanliness
- Food Prep
- Hand Washing
- Cleaning

Food Allergy & Food Brought from Home

Information is posted in the child's classroom and in the kitchen. An Individual Child Care Program Plan (ICCPP) is on file for children with allergies and is updated annually. Staff is trained on the ICCPP.

If a child has a physician prescribed special diet a form will be kept in the child's file and all staff will be trained on the special needs. We will do our best to accommodate food allergies. We cannot guarantee certain allergens will not be present due to our kitchen set up. If your child has a severe allergy, you will be required to provide their meals.

Any food brought from home must meet CACFP guidelines. If food from home does not meet the guidelines, we will be required to provide your child with a meal that follows the guidelines. If you have any questions, please reach out to us for clarification.

Bumblebee's Feeding Policy

Diet of the infant is determined by infants' parents and put in writing

Infant feeding schedules are available in the food prep area

Infants are held while bottle feeding

Solid food is started when developmentally appropriate

Food is served on plates/bowls; food is not served directly off the table

Parents will be informed of how much their child has consumed

Baby food brought from home will be labeled with the child's first and last name

Preparation of Formula/Breast Milk

Bottles are labeled with infant's first and last name

KCC has a backup supply of formula for use in the case of an unforeseen incident

Bottles will be made fresh when the infant is ready to eat

A bottle of breast milk or formula will not be given past an hour after the infant has fed on the bottle per licensing

No solids are fed by bottle

Bottles will be served room temperature or warmed in bottle warmer

Non-frozen breast milk should be transported to the center in a cooler bag with ice pack and put directly in the fridge

Frozen breast milk will be stored in the freezer in a labeled bin

Mandated Reporting Policy

Wisconsin State law mandates all professionals working with children to report all cases and/or suspicions of child abuse and neglect regardless of severity to the appropriate authorities. The mandated reporting policy is as follows:

Who Should Report Child Abuse and Neglect?

Any person may voluntarily report abuse or neglect.

If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report:

If you know or suspect that a child is in immediate danger, call 911.

Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family childcare facility should be made to county child protection services

Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Wisconsin Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line.

Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency or local law enforcement.

If your report does not involve possible abuse or neglect but does involve possible violations of Wisconsin Statutes or Rules that govern the facility, you should call the Department of Human Services Licensing Division.

What to Report:

Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act and should be attached to this policy.

A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the

nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report:

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Wisconsin Department of Health, and unlicensed Personal Care Provider Organizations.

Retaliation Prohibited:

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- related policies and procedures were followed;
- the policies and procedures were adequate;
- there is a need for additional staff training;
- the reported event is similar to past events with the children or the services involved; and
- there is a need for corrective action by the license holder to protect the health and safety of children in care.

The internal review will be completed by the Director. If this individual is involved in the alleged or suspected maltreatment, the Assistant Director will be responsible for completing the internal review.

Documentation of the Internal Review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent

future lapses in performance by individuals or the license holder, if any.

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act. The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff.

Grievance Procedure Policy

Any complaints regarding the operations of this childcare program should be brought to the attention of the teacher and director. Communication is key to an ongoing successful relationship.

If you find the need to contact our licensing agency for any reason, please contact DHS Licensing at (715)-200-5917.

By signing below, you agree that you have received, read, and understand the policies and procedures written in this parent handbook.

Parent/Guardian Printed Name

Date

Signature

Updated Schedule – Please provide us with your child(ren)’s updated drop-off and pick-up time:

(We base staff schedules off of pick up and drop off times, so please do your best to give exact times)

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Director Signature