

Family Child Care Policy

Rev. Date 08/08/2017

Lil Tigger's Daycare
Sharea Bernier
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4519 Wilson Road
Kenosha, WI 53142

Policy Effective Date: 02/15/2022

I. GENERAL INFORMATION

Lil Tigger's Day Care is licensed by the State of Wisconsin, Department of Children and Families. I am licensed to care for no more than 8 children at any one time. I am inspected regularly to ensure that I meet licensing standards.

I am required to maintain a current, accurate written record of daily attendance for all of the children. Please assist me in meeting this requirement by signing your child(ren) in and out of the center on the required Daily Attendance Record.

Lil Tigger's will provide care for children between the ages of 6 weeks and 12 years. Child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry.

Child care services will be provided between the hours of 6:00 am and 10:30pm, Sunday through Saturday January through December. **No service will be provided on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas Day.** All regular fees will be charged for these holidays. If a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed the Monday following.

I will post the following items for your review:

- License certificate.
- Any stipulation, condition, exemption or exception that affects the license.
- Results of the latest monitoring visit (Department forms *Noncompliances Statement and Correction Plan* or *Compliance Statement*).
- Any warning letter or enforcement action—order, forfeiture, temporary suspension—issued by the Department as soon as it is received. These items will remain posted until the violation(s) has been verified as corrected and the action is closed.
- Center policies.

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

Parents are welcome to visit my child care program at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, I will need a copy of the order. Please understand that I can not legally limit access to a parent if there is not a copy of a court order on file at the center.

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, I need to be notified in writing or by a telephone call in advance. The person picking up the child may need to show a driver's license or other picture ID.

If parents wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity. School-age children who leave the center unescorted must be traveling to home, school or another activity where adult supervision is present. And have a Alternate Arrival Form on file.

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

It is important that we communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, please work with me to arrange a convenient time to talk on the phone at nap time or in the evening so we can give the issue the attention it deserves. To foster communication, on a regular basis Lil Tigger's provides scheduled CONFERENCES / PARENT BULLETIN BOARD / DAILY SHEETS all 3 of them.

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

Lil Tigger's is covered by liability insurance for my premises.

Lil Tigger's is covered by liability insurance for my operations.

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

II. ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN

All children will be enrolled for a trial period of two weeks. During the trial period either the provider or parent may terminate child care without advance notice.

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

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

- *Transportation Permission – Child Care Centers* (if applicable)
- *Intake for Child Under 2 Years – Child Care Centers* (if applicable)
- *Child Care Enrollment*
- *Alternate Arrival / Release Agreement – Child Care Centers* (if applicable)
- *Health History and Emergency Care Plan*
- First week's tuition / registration fee
- Parent / Provider agreement

I will inform you of any updates that are needed and give you 2 weeks to submit the updated forms.

The following items must be completed and returned to me by 30 days after child start attending.

- *Child Health Report – Child Care Centers*
- *Day Care Immunization Record* or an electronic record of your child's immunizations

Children may be enrolled on a full-time basis (40 hours per week or more), or a part-time basis (39 hours or less per week). I do accept children for drop-in care if prior enrollment arrangements have been made and space is available.

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

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

I will give a two week written notice of my intent to discharge a child, and try to inform parents of local resources that may be of help to them, except when the discharge is due to parent's failure to keep current with fees owed. Should the parent remove the child during the notice period I initiate, fees will not be charged for the remaining unused days.

Parents must give a two week notice written notice of their intent to withdraw the child(ren), and will be required to pay for those two weeks whether or not children continue to attend. All outstanding fees must be paid.

III. PAYMENTS AND REFUNDS

Fees are to be paid in advance on Friday for the following week's services. If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

Lil Tigger's does charge a registration / enrollment fee. A registration / enrollment fee of \$25.00 1st child, \$15.00 2nd child, \$10.00 3rd child must be paid. The registration / enrollment fee must be paid **PRIOR TO ENROLLMENT OR WITH THE FIRST TUITION PAYMENT**.

I will establish a regular rate based on your child's hours of enrollment.

A full-time rate is offered for children who will be in care for 40 hours or more, 5 days per week.

A part-time rate is offered for children attending 39 hours or less.

There will be an extra fee assessed for late payment or late pick up of a child.

Rates are higher for children under 2 years of age than for older children.

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

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

For current fees, see the attached Rate Sheet.

IV. CHILD AND PROVIDER ABSENCES

A. Child Absence

If your child will not attend on a regularly scheduled day please let me know within 2 hours before your child's scheduled arrival time.

If a child who is scheduled to arrive at the center does not arrive within 15 minutes after the specified time on the written agreement signed by the parent, and I have not been notified in advance of the child's absence, I will attempt to contact the parent or guardian to determine the child's whereabouts. All attempts will be documented.

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

I will transport children who attend school at Kenosha Unified School District #1 to and from the center in the morning and after school.

After a child has been enrolled for 12 months, I will allow 5 days off per year (prorated for part-time enrollments) with no fee required. These days may be used for sick or vacation time. After these 5 days are used, I will require full payment for any absences, for the rest of that year.

B. Provider Absence

I will take 2 weeks of vacation each year. For those 2 weeks, I will not charge. I will let you know of this time off at least 2 weeks in advance so you and your family can make alternate arrangements.

In the event that I or a household resident become ill, I will notify the parents of all regularly scheduled children no later than 5 A.M. that the center will be closed.

In case of an emergency situation that requires my immediate attention, I will call Joshua Gardner or Dale Forester. My emergency back-up person(s) will come to the center to stay with the children during my absence. Parents will be called to pick up their children as soon as possible, and should do so within 1 hour of receiving the call. I will provide my emergency back-up person with a brief orientation that will include the names and ages of children present, arrival and departure information for each child including the names of people authorized to pick up the child, the location of the children's files including emergency contact information, consent for emergency medical treatment and any special health care needs and the procedures to reduce the risk of sudden infant death syndrome.. My emergency back-up provider has been trained in Shaken Baby Syndrome prevention.

In the event that I am scheduled to be gone, Joshua Gardner will act as my substitute. Before my substitute or any other provider required to meet the staff-to-child ratios begins to work with the children, I will provide them with an orientation and document its completion on a form provided by the Department. The orientation will cover all of the items specified in the licensing rules. My substitute has received Shaken Baby Syndrome prevention training.

V. HEALTH

A. Child Illness / Injuries

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

- **A temperature of 101degrees F. or higher**
- **Vomiting or diarrhea has occurred more than once in the past 24 hours**
- **A contagious disease such as chicken pox, strep throat or pink eye**
- **An unidentified rash**
- **Has not been on a prescribed medication for at least 24 hours or continues to have symptoms of illness**
- **Has a constant, thick, colored nasal discharge**

If a child should become ill while at the center, parents will be contacted immediately. Sick children will be isolated within my sight or hearing and made as comfortable as possible. Children should be picked up within 1 hour. If the child is not picked up 1 hour, the emergency contact person on the child's enrollment form will be called.

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

I will report all communicable diseases, when required, to the local health department, licensing and to parents of all enrolled children. Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease.

I have not been authorized by the licensing agency to provide care for mildly ill children.

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

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

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to Kenosha Hospital and Medical Center. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. If possible, I will ask that your child be taken to the emergency medical facility that you designated on the child enrollment form.

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

B. Medications

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

Prior to applying sunscreen or insect repellent to a child, I will obtain a written authorization from the child's parent. The authorization shall include the brand and the ingredient strength.

C. Smoking

Smoking is not permitted on the premises of the center during licensed child care hours.

D. Sudden Infant Death Syndrome (SIDS)

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

- **Children under one year of age:**
 - Child will be placed to sleep on his or her back in a crib, unless the child's physician authorizes another position in writing.
 - Child will not sleep in a crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.
- **Children under two years of age:**
 - Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
 - Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.
 - If child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a crib.

VI. NUTRITION

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

- x Breakfast (7:30 a.m.)
- x A.M. snack (9:00 a.m.)
- x Lunch (12:00p.m.)
- x P.M. snack (3:00p.m.)
- x Dinner (6:00 p.m.)
- x Night-time snack (8:00p.m.)

Parents providing their own children's meals and snacks will be informed in writing of the USDA nutritional requirements.

If your child has special dietary needs (medical condition or personal choice) or has food allergies, parents must notify the center in writing.

Weekly records of meals and snacks are available for your review on bulletin board.

Lil Tigger's does not participate in the USDA Child and Adult Care Food Program.

School-aged children will be offered an afternoon snack upon arrival from school.

Children younger than 12 months must be served formula or breast milk unless written direction is on file from the child's health care professional. I will provide Good Start formula. All bottles and commercial baby food must be labeled with your child's name.

VII. DAILY ACTIVITIES

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

We celebrate the following occasions: Christmas, Easter, Halloween, Kwanzaa, Hanukah, Rosh Hashanah, Ramadan, each child's birthday.

I will plan activities and provide children with a variety of experiences. Some of the activities will include:

- Language development: Books, music, story time, finger plays,
- Large muscle skills: Balls, hula hoops, bean bags, , outdoor play
- Small muscle skills: Arts / crafts, stringing beads, pegboards, blocks
- Creative expression: Dramatic play, puppets, music / instruments,
- Self-help skills: Assist with mealtime preparation, dress self for outdoors
- Literacy skills: Books, story board, alphabet and writing games

PLAY is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials and manipulative and housekeeping equipment.

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

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

There is an outdoor play space on the premises of the center. If I choose to provide a wading pool for the children, I will be outside providing sight and sound supervision when the wading pool contains water and is present in the outdoor play space.

I **DO NOT** have a swimming pool on the premises. The center will not be using an off-premises pool, wading pool, water attraction or beach for the children. If I decide to utilize any of these off-premises, water-oriented facilities, I will follow all safety and supervision requirements as specified by licensing rules.

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

School-age children will have a quiet place to study or relax, access to appropriate materials and activities and will have ample time for large muscle activities and to participate in food preparation.

Rest or nap time will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they awake. I will help wake children find appropriate activities. The provider will launder the bedding / sleeping bag after every five uses or sooner if necessary.

A crib or playpen is provided for each child under one year of age. Children over the age of one year will sleep in a playpen or on a mat or cot.

I will allow children to watch television including VHS or DVDs. Children may bring VHS or DVDs from home. Ratings must be E (everyone) or G. The children will be allowed to watch television under the following situations: during group movie time or during free time. Children are not required to watch television, and other activities will be available during that time for children to use.

We occasionally take field trips, including walks around the neighborhood, parents will be notified of date, time and location of field trip 48 hours prior. Signed permission slip will be required. Emergency information for each child will be taken whenever the children leave the premises.

A schedule of daily activities is on the bulletin board

VIII. CHILD GUIDANCE

Children's behavior will be guided by setting clear limits or rules for children. I will talk with children about expected behaviors and model those behaviors consistently for them. I will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.

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

I do use "time outs" to deal with unacceptable behavior.

A "time out" or "take a break" may be used when other techniques have not been successful. A time out will be used to remove a child from a situation that has gotten out of control before a child can hurt himself or others. Time outs will never exceed five minutes and will not be used with children under three years of age. When used, the time out will immediately follow the behavior. I will stay with the child and talk about what behavior was unacceptable, and what else s/he might have done or said instead. Rather than use a specific time-out chair or corner, I will have the child "take a break" near the others so the emphasis is on relax / cool down rather than isolation and punishment. The child will be praised after completing the time out and will be helped to rejoin the group.

I recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, I will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and / or discharge of the child from care.

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

IX. TRANSPORTATION

I do provide transportation. I transport children to and from home, to and from school, and on field trips. You will be notified in advance of the date, time and destination of any field trip requiring transportation.

I do not contract for transportation services. Public transportation may be used (Metra,CTA) for field trips requiring transportation.

Lil Tigger's does carry liability insurance on vehicles used to transport children. Lil Tigger's is required to have a Child Safety Alarm on certain vehicles used to transport children.

Children will never be left unattended in a vehicle. A sign in and out sheet is in the vehicle so that we may keep track of all children in care. The sign in and out sheets is checked upon entering and exiting of the vehicle.

In order to track children being transported and ensure that their whereabouts are documented from the time the child is picked up until that child is relinquished to the responsible care giver, I will count all children upon entering and exiting of the vehicle to ensure that all children are accounted for, there will also be a sign in and out sheet located inside the vehicle.

Whenever children are being transported while in my care I will take a written attendance checklist to make sure that all children are accounted for by name and sight at each transition, inclusive of each time a vehicle is exited. If I am transferring the children to another responsible adult, I will be sure the adult acknowledges the transfer before leaving the child.

I will obtain the driving record of any person who will be transporting children annually.

X. PETS

Lil Tiggers has 1 Akita dog. Pets will be allowed in areas accessible to children during the hours of operation. The children will be closely supervised when the animals are accessible to ensure that the children and the animals are protected from harm, And Lil Tiggers has liability insurance that includes coverage for dogs and / or cats. All the pets for which there is an effective vaccine against rabies have been vaccinated. Prior to adding new pets to the center, I will notify parents in writing. If your child has pet allergies, please inform me verbally and also be sure to write them down on the Health History and Emergency care plan under the non-food allergies section.

RATE SHEET

Rates at Lil Tigger's, effective 08/10/2016, are as follows:

Children less than 2 years of age

Full-time 40 hours or more \$220.00 per week or \$5.50 per hour
 Part-time 39 hours or less or \$200.00 per week
 Daily (8 hours) \$45.00 per day

Children 2-3 years of age

Full-time 40 hours or more \$200.00 or \$5.00 per hour
 Part-time 39 hours or less or \$180.00 per week
 Daily (8 hours) \$40.00

Children 3-5 years of age

Full-time 40 hours or more \$180.00 or \$4.50 per hour
 Part-time 39 hours or less or \$160.00 per week
 Daily (8 hours) \$35.00

Children 6-12 years of age

Full-time 40 hours or more \$160.00 or \$4.00 per hour
 Part-time 39 hours or less or \$140.00 per week

Hourly rate for extra hours or drop-in care \$5.50 per hour

Fee for late pick up of child \$1.00 per min per 15 minute interval (or any fraction thereof) per child.

Fee for late payment. Fees are to be paid in advance on Friday's for the following week's services. If a payment is more than 5 days late, including weekend days, this fee will be charged for each day payment is not made (including the 5 days already past): \$5.00 per day. If a portion of the fee will be paid by a third party, such as an employer or the county, that payment will be accepted on a separately arranged schedule, described on the contract.

Fee for non-sufficient funds (NSF) or overdrafts. You will be charged an additional fee of \$35.00 if your check does not clear the bank.

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

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

Families will receive a minimum of two weeks notice when a rate increase is planned.