

LITTLE CUB ACADEMY[™]



where adventure begins

Parent Handbook

Policies & Procedures

2024-2025

Welcome

Dear Families,

Welcome to Little Cub Academy! Several years ago, we started as a small, in-home childcare center in the Village of Eagle, known as A Mom's Love and Care. As the need for childcare continued to grow around us, we knew we needed to expand so that we could continue to help families like yours find the quality care our children deserve! Although we are expanding, it is still our primary goal and mission to create an at home environment that is warm and nurturing, educational and fun! Here at Cub Academy, we are a family, and nothing but the best will do! We value quality over quantity and will go above and beyond to make sure you and your little ones feel welcome, safe, and at home. Please know that you can reach out to us at any time with questions or concerns. We are here to help, learn, and grow together to provide only the best for our families!

Sincerely,
Your Little Cub Academy Teachers

Mission Statement

Our mission is to provide a nurturing and safe environment where children can grow, learn, and explore through engaging, hands-on, real-world activities. We are committed to fostering social, emotional, and cognitive development, while partnering with families to support each child's unique journey in early education.

Center Philosophy

At our daycare, we believe in a child-centered philosophy, where each child is valued for their individuality and unique strengths. We focus on fostering a supportive and inclusive environment that encourages curiosity, creativity, and a love for learning. Our approach emphasizes play-based learning, allowing children to explore and discover the world around them while developing essential social and emotional skills. We strive to build strong partnerships with families, recognizing that collaboration between parents and educators is crucial in nurturing each child's growth and development. Safety, respect, and kindness are the cornerstones of our daycare philosophy, ensuring that every child feels loved, respected, and empowered to thrive.

Little Cub Academy does not allow concealed weapons to be carried on persons (any person or employee entering the building), or on the premises. If a person is found to be in noncompliance with this regulation, they will be asked to vacate the premises. If a person should refuse to vacate the premises the local authorities will be contacted.

Admission

Little Cub Academy is licensed by the State of Wisconsin, Department of Children and Families (www.dcf.wisconsin.gov). We are licensed to care for no more than 57 children at any one time. We are inspected regularly to ensure that our center meets licensing standards.

Little Cub Academy is licensed to provide care for children 6 months through 12 years.

Childcare services will be provided between the hours of 6:30 AM and 5PM, Monday through Friday, January through December. Before and After school care for school age children starts at 6:30am and ends at 5:00pm. Care for ages 4 and under, hours are 8:30am-4:00pm. Weekend care will be available soon. Contact the director for days and times.

There are no limitations for enrollment at **Little Cub Academy**.

No service will be provided on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Easter, 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. **Additional closings-** we will follow the Mukwonago area school district calendar and will be closed when they are closed to allow for staff training.

Absent Child without prior notification - Parents are responsible for the schedules they provide us. We expect children to be in attendance on those days at those times. If a child who is scheduled to arrive at the center, does not arrive within **30 minutes** of the specified time on the written agreement signed by the parent, and we have not been informed of the child's absence, we will attempt to contact the parent or guardian to determine the child's whereabouts. All attempted contacts will be documented.

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 by completing DCF-104, **"Alternate Arrival/Release Agreement."** School-age children who leave the center unescorted must be traveling to home, school, or another activity where adult supervision is present.

If a child is transported to the center and does not arrive and we have not been informed they will not be attending that day, we will attempt to contact the facility from which they were transported from, to determine their whereabouts. All attempted contacts will be documented.

Parents interested in enrolling their children at **Little Cub Academy** must meet with the Director to discuss their child's specific needs and to review program policies. We appreciate and respect each families' culture. We strongly believe that you as a parent have the right to make decisions for your child and we want to encourage you to give us as much information about your child as possible at enrollment. You are more than welcome to offer this information at parent-teacher conferences, via

phone call, text or any other method or time you feel comfortable doing so. We want to work with you and your family to make the transition to our center as comfortable as possible.

We encourage you to bring the child being enrolled to come and visit the center before the child's first day of attendance.

We do have a designated dual-purpose space where staff and families can meet within the center for conferences, private conversations, etc. You do need to schedule the use of the room.

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

- Form DCF-62, "Childcare Enrollment"
- Form DCF-44, "Health History and Emergency Care Plan"
- Form DCF-104, "Alternate Arrival/Release Agreement" (if applicable)
- Form DPH-4192, "Day Care Immunization Record" or electronic record of child's immunizations
- Form DCF-61, "Childcare Intake for Child Under 2 Years" (if applicable)
- Photo Release Form

For children under 5 years:

- Due, signed by medical professional, within 14 days after child's first day of attendance:
Child Health Report

The Director will inform parents when updates are needed, one month will be given to submit updated forms.

ITEMS TO BE PROVIDED

<u>Parent Provided</u>	<u>Center Provided</u>	<u>Items</u>
☒	☐	Disposable diapers (No cloth diapers due to sanitary issues)
☒	☐	Baby wipes
☒	☐	Bottles & Formula/breast milk (LABELED)
☒	☐	SMALL nap blanket (Kids over 1 year)
☒	☐	2 Full changes of clothing, including underwear & socks.
☒	☐	Sunscreen (labeled)
☐	☒	Insect repellent (May supply your own)

We will provide sleeping cots, sheets, and cribs/playpens.

To protect each family's **confidentiality**, **Little Cub Academy** will not share information about a child or a child's family with anyone who is not authorized to receive this information. Only those persons or agencies that have been given permission in writing by a parent/guardian will be allowed to receive information on a child and/or her/his family. At the families' request and with written consent from the family we will transfer any child's record to the new setting whether it be a new childcare facility, head start, public, private, or parochial school, etc.

The Department of Children and Families licensing representative may visit and inspect any group Childcare center at any time during licensed hours of operation. A department licensing representative shall have unrestricted access to the premises identified in the license, including access to children served and staff records and any other materials or other individuals having information on the group Childcare center's compliance with the DCF 251 rules.

Little Cub Academy has an open-door policy. Parents are welcome to visit the childcare program at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, we will need a copy of the order. Please understand that we cannot legally limit access to a parent if there is not a copy of a court order on file at the center.

Little Cub Academy does not have pets on the premises. Prior to adding pets to the center, we will notify parents in writing. If your child has pet allergies, please inform me verbally and be sure to write them down on the Health History and Emergency Care Plan under the non-food allergies section.

Parent accesses to children's records - Parents have full access to review their child's records. Please call the main number to make a request to review the records so that they can be prepared for you. Parents will have access to entries regarding their child unless restricted by court order.

Medication log procedure are as follows: All medication administered, accidents or injuries occurring on-site, marked change in behavior or appearance, or any observation of injuries to a child's body received outside of center care will be entered in the center's medical logbook. The director will review the medical logbook at least every 6 months and document this procedure.

Non-discrimination - We will never refuse to enroll a child based on race, sex, color, creed, political persuasion, national origin, handicap, ancestry, or sexual orientation. Parents must meet with me to discuss their child's specific needs and to review program policies.

Americans with Disabilities Act - **Little Cub Academy** will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act. For more information on the ADA go to: <https://www.ada.gov/chcinfo.pdf>

Use of children's photos - **Little Cub Academy** may take photos or videos of children from time to time. These may be used in children's portfolios, for hanging on walls within the center, in the center's newsletter, etc. The center may also use the photos and/or videos in our marketing

materials. We will never take or use photos of you or your child/children without a **signed and dated photo permission form**.

Emergency Closings – There may be times when an emergency arises which requires the childcare center to close. We will send out a text message if we have an emergency closing. We will also post any closings on our Facebook business page. There are no refunds for emergency closings.

Little Cub Academy will have posted in the entryway the following items for the public's review:

- Licensing rules
- License certificate
- Results of most recent licensing inspection.
- Notice of enforcement action, stipulations, conditions, exceptions, or exemptions.

Little Cub Academy will also have posted in the entry way the following items for the parent's review.

- Center policies
- Parental notices
- Observations
- Any other parent information

All childcare providers are **mandated reporters** of suspected child abuse and neglect. If a childcare provider suspects a child has been abused or neglected, that provider is required to report the abuse or neglect to the county's Child Protective Services (CPS) office or law enforcement. The number is (262) 548-7212. Each Childcare provider and substitute will receive training at least **every 2 years** in child abuse and neglect laws; how to identify children who have been abused or neglected; and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities. If an employee or volunteer is suspected of having mistreated a child that person will be subject to immediate suspension pending the outcome of the CPS investigation. The incident will be reported to the Department of Children and Families within 24 hours of occurrence.

The administrative structure at **Little Cub Academy** is as follows for all hours of operation:

- Program Director/ Administrator/Licensee
- Teachers
- Assistant Teachers

Discharge of Enrolled Children

It is important we communicate daily concerning the needs and interests of each child. If there are issues or concerns that need to be discussed, parents should arrange with us, a convenient time to talk on the phone or schedule a conference.

To foster communication on a regular basis, Little Cub Academy provides parent bulletin boards, face to face daily conversations, text messages and phone calls.

Circumstances and procedures for termination of enrollment

Child related:

Little Cub Academy will regularly advise parents on their child's progress through daily sheets for infants & toddlers, daily conversations, and scheduled conferences. When children have problems adjusting to the center's daily schedule and classroom rules, parents will be contacted for a face-to-face conference. At this meeting, the teacher will state her concerns and discuss observations made of the child's behavior, and an action plan will be developed. If after two weeks the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services.

Parent initiated mutual decision, center initiated, and involuntary discharge:

A child may be discharged from the center for many reasons. Occasionally, after an action plan has been tried without positive result, the center and the parents come to a mutual decision to end the child's enrollment. In some circumstances the termination may be center initiated.

Parent related/Center initiated:

If the problem leading up to termination is due to non-compliance to the center's policy by the parents, the director will contact the parents for a face-to-face meeting. At this meeting, the director will state her concerns and review and clarify agency policy with the parents. Input from parents will be encouraged so that common understanding can be reached. If after 2 weeks the problem is still present, parents will be advised in writing that their child's enrollment will be terminated. Parents will be given a 2 weeks' notice regarding the termination of their child's enrollment. The parent will be responsible for childcare fees for the final 2 weeks even if the child does not attend.

Involuntary discharge of a child could result for the following reasons:

1. Failure to pay fees on time (Grounds for immediate termination, without notice.)
2. Lack of parental cooperation
3. Inability of childcare program to meet the needs of the child. Staff will consult with the parents concerning how any problems might be solved before ending the care arrangement. The parent may be referred to other community resources.
4. Repeated failure to pick up the child at scheduled time.
5. Failure to complete and return required forms.
6. Continuous disciplinary problems
7. Hostility by parents toward staff or volunteers

Behavior related discharges. Examples of behavior related discharge include, but are not limited to, acting out, inability to follow classroom rules to an extreme leading to a stressful environment for the other children, harming self or another child or staff, inability to follow teacher's directions to keep self and other safe. Before and/or after school care- Children who are unable to follow directions during loading and unloading of buses, putting themselves or others in danger, could also be an example of behavior related discharges.

Steps prior to discharge. Efforts will be made to work out a plan for behavior management between staff and the parents to see if problematic behaviors can be managed and/or corrected. The teacher will ask for a parent/teacher conference to discuss the behaviors in detail. Input from parents on behavior management is vital. If after two weeks the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services. All meetings, behavior plans, and outcomes will be documented and placed in the child's file.

Outside agency involvement:

Prior to any child being terminated, efforts may be made to seek additional services from other care providers to address the problem. For example, children may be referred to a physician for a vision or hearing screening. Referrals to birth to 3, speech and language screenings are some of the outside agencies that could be utilized. Should the child require additional services that are not available directly through the center, an outside agency may be contacted to meet those needs. Staff will consult with parents before contacting any outside agency.

Decision making:

All decisions regarding the discharge of enrolled children are summarized in the section above, *Circumstances and procedures for termination of enrollment*. All teachers must discuss with the director before any decisions are made. The Director will make the final decision.

Discrimination issues:

If you feel your child has been discharged due to discrimination, please bring these concerns to the Director for a thorough review. It is our policy to never refuse to enroll a child based on race, sex, color, creed, political persuasion, national origin, handicap, ancestry, or sexual orientation.

Appeal process:

Should you disagree with the termination of your child for any reason, please set up a conference to discuss it with the teacher and director. If there is no satisfactory resolution you will need to talk to the director and the director will make the final decision.

Little Cub Academy will, in most cases, give 2 weeks written notice of our intent to discharge a child (and try to inform parents of local resources that may be of help to them), except when due to parent's failure to keep current with fees owed. Parents must also give the center a 2 week written notice of intent to withdraw their child. Parents are expected to comply with all the policies and procedures of the Childcare center; failure to comply could result in the termination of your child's enrollment.

Fee Payments and Refunds

- **Parents/guardians must pay all fees with online automatic payments.**
- **Little Cub Academy does not accept cash or personal checks.**
- If there is 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.
- There is an extra fee assessed for late payment.
- There is an extra fee assessed for late pick up of a child.
- **Refunds will not** be given for days children do not attend due to illness or other reasons.
- **Little Cub Academy does** charge a registration fee.
- There will not be a reduction for additional children from one family.

Fee determination methods:

Little Cub Academy charges fees based on the number of days your child is enrolled. These fees are outlined in the rate sheet. A contract will be drafted and signed by parents with an agreement on the rate per month for your child's care. Additional fees will be assessed for additional hours beyond those outlined in the parent contract.

Fee calculating methods – Little Cub Academy charges a weekly fee. Parents are charged their weekly fee regardless of the number of days we are open. Our prices are prorated to account for the days we are closed. Parents will be billed monthly or bi-weekly based on the number of days per week their child is enrolled.

RATE SHEET

Rates at Little Cub Academy LLC, effective DATE 1/01/2024, are as follows:

Please see our website for updated rates.

Fee for late pick up of child- after 5 minutes, \$2 per minute including the 5 minutes prior.

Fee for late payment- If a payment is late, a mandatory daily fee of \$10 will be charged for each day payment is not made. Children cannot attend until payment is made. The days missed, due to no payment made, will still be charged the full amount.

Fee for non-sufficient funds (NSF) or overdrafts. You will be charged an additional fee of \$40 if your check does not clear the bank.

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

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

Families will receive a minimum of 30 days notice when a rate increase is planned.

Child Education

There is not a religious component to our program. We do not offer mealtime prayers, songs, stories or displays of the religious aspects.

Groups of children may be combined at the beginning and at the end of any given day to release unneeded staff. We will always follow staff to child ratio rules during this time.

School Age Children:

AM: At Little Cub Academy we know how important the morning hours are before arriving at school. It is our goal to help your children start the day off right! We also know that each child is unique in their needs! We will create a plethora of stations that include, but are not limited to: a quiet space, a creative art/building space, energy burning space, homework space, and a social space for some quality time with peers. As we get to know our group of kids, we will expand our activities to best meet their needs. We will also utilize our beautiful outdoor space to allow the children to soak up some fresh air and if needed, burn some energy in the mornings! Morning snack is provided.

PM: At the end of the day, school age children will be given similar choices to unwind and relax after school. Whether they need quiet time or to burn some energy, teachers will work with our group to create activities that best meet their needs. Afternoon snack is provided.

Preschool:

Our preschool classrooms will focus on early learning, social and emotional growth, self-help skills, and large motor skills. Extended care hours will include lunch, a nap, and some outdoor time, weather permitting. Preschool children will have opportunities to play and explore their

surroundings. They will be given many learning experiences in a variety of developmental areas that are age appropriate. Daily activities include math, science, large and small muscle movement, art, and literacy.

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

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

Make sure your child/children wear sturdy shoes that will allow them to be active. All teachers will be supervising and interacting with the children while they are outdoors. We have a clean, organized, tranquil and safe outdoor play area. We have a variety of fixed and portable play equipment that allow for mastery of balance and coordination (tunnels, balance boards, safe climbers), travelling skills (tricycles, ride on, push/pull toys) and large manipulative skills (balls, hoops). There are multiple pieces of equipment so that multiple children can participate in an activity at a time and that there are spaces for children of all ages, including infants. When weather does not permit outdoor play, Children engage in physical activity indoors, including vigorous activity like running and jumping.

Infants and toddlers 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. We 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. A written report will be maintained documenting what each child ate, when they slept and when they wet or soiled a diaper. We will use this report to share information with parents about the child's activities and disposition for that specific day.

Rest or naptime will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they awake. Staff will help awake children find quiet activities. **Little Cub Academy** staff will launder the bedding after every five uses, or sooner if necessary.

Night Care We are not licensed to provide care between 10:00 P.M. and 5:00 A.M.

It is important that we communicate daily concerning the needs and interests of each child. **Little Cub Academy** offers parent-staff conference opportunities to discuss the child's growth and development and adjustment to the program. If there are issues or concerns that need to be discussed, parents should arrange with us a convenient time to talk on the phone. To foster communication on a regular basis, **Little Cub Academy** provides scheduled conferences/parent bulletin board and daily conversations. To support healthy development, we intentionally include

information about physical activity, gross motor development and nutrition in our communications with families.

Little Cub Academy staff along with parents and their input will plan activities and provide children with a variety of hands-on, real world, learning experiences.

Learning through 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, manipulatives, and housekeeping equipment. Our curriculum will provide exposure to a variety of cultures through music, stories, games, and art, and we will celebrate how we are all the same and how we are all different from one another. Routines such as toileting and eating and intervals between activities are planned to avoid keeping children waiting in lines or assembled in large groups.

Staff will help children **transition** without having to stand in line or large groups by singing, dancing and marching.

We occasionally take walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises. You will be notified in advance of any field trip requiring transportation.

Little Cub Academy teachers work together to create a curriculum that is up to date and relevant to meet the needs and interests of our students. Learning materials are suitable for the developmental level of each child and each group of children. The program provides each child with experiences which will promote all the following: self-esteem and positive self-image, social interaction, self-expression and communication skills, creative expression, large and small muscle development, intellectual growth, and literacy.

A schedule of daily activities is posted in each classroom. A program of activities is planned a week in advance. Staff use a variety of resources in their planning. We will also use the services of the Wisconsin Childcare Information Center (800-362-7353) and access their resources to plan activities.

There is a Childcare teacher assigned to each classroom in the center and staff to child ratios are always maintained. Depending on the number of children present on any given day there may also be an assistant Childcare worker in the classroom. Each group of children is supervised by a teacher who is within sight and sound of the children to guide the children's behavior and activities, prevent harm and assure safety.

There is an outdoor play space on the premises of the center. Trampolines and inflatable bounce surfaces are not allowed. We 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 we do utilize any off-premises, water-oriented facilities, we will follow all safety and supervision requirements as specified by licensing rules.

Child Guidance

When a child is crying, fussy or distraught, staff will work to calm and comfort the child, in ways that are appropriate for the child's age and personal disposition. This may include stroking, cuddling, rocking; offering a drink; acknowledging the child's fear, or separation sadness, or conflict; distracting or redirecting to another activity; talking calmly with the child about how s/he is feeling or what has happened. If the unhappiness persists, we may contact a parent to share what is occurring and inquire if this might indicate onset of an illness.

Children's behavior will be guided by setting clear limits or rules for children. We will talk with children about expected behaviors and model those behaviors consistently for them. We will state positively what children can do, using specific terms, e.g., "you need to use an inside voice" rather than "don't yell". 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 help children develop self-control, self-esteem, and respect for the rights of others. Opportunities for physical activity are not withheld as a behavior management strategy. Children are redirected to safe physical activities and are involved in discussion about safety concerns, when necessary.

We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior continuously, we 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 "Wisconsin Rules for Group Childcare Centers," actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally, or physically painful, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, 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 or enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

"Time-Out" or "Taking a break" is a guidance technique that can be effective when dealing with unacceptable behaviors of young children. Time outs may not be used with children under age 3, and never for more than 3 minutes. A time out is not a punishment, but a time to allow children a needed break. Usually, this strategy requires that a child be removed from an ongoing activity for a brief time, typically by having a child sit on the outside of the activity within the classroom until the child calms down and is ready to rejoin the activity and try again. Time-out is intended to be a non-violent response to conflict that stops the conflict, protects the victim, and provides a 'cooling off period' for the child.

This method is only effective when used in the context of a comprehensive approach to behavior support that is designed to teach, nurture, and encourage positive social behaviors. Breaks are

used only when less intrusive discipline procedures have been tried and deemed unsuccessful and only in combination with positive procedures designed to teach new skills and prevent challenging behaviors from occurring. Effective management of behavior will always start with praise and encouragement for pro-social behavior and self-regulation and be accompanied by distraction, redirection, withdrawal of attention, and logical and natural consequences. The child will be praised after completing the time-out and will be helped to rejoin the group.

Routines such as toileting and eating and intervals between activities are planned to avoid keeping children waiting in lines or assembled in large groups.

Classroom arrangement, materials and programming are scaled to the developmental level, size and ability of children which will contribute to providing clear guidelines and promoting positive behavior.

Parental Involvement in solving behavior: Efforts will be made to work out a plan for behavior management between staff and the parents to see if problematic behaviors can be managed and/or corrected. The teacher will ask for a parent/teacher conference to discuss the behaviors in detail. Input from parents on behavior management is vital.

Little Cub Academy refers to the NAEYC information regarding child biting issues. You can find this information at: <https://www.naeyc.org/our-work/families/understanding-and-responding-children-who-bite>

Emergency Plans

Fire and Tornado evacuation plans will be practiced **monthly**. Tornado drills will be conducted monthly from April to October. The Director will document dates of fire and tornado drills and the **monthly testing** of smoke detectors on a form provided by the state.

In case of an emergency that would require an evacuation, children will be evacuated by all available staff through the nearest exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken out by the staff member designated to be “in charge” to assure that all children are accounted for, and all families can be notified. Infants will be evacuated four to a crib with emergency provisions and all children will be taken outdoors to the side yard or front sidewalk whichever is the safest. The director or person in charge will check classrooms, bathrooms, and staff areas to make sure all persons are evacuated. The Director or person in charge will call all clear to re-enter the building once it is safe to do so. If we are unable to return to the building following an evacuation, the children will be **taken to the playground** or field just beyond the playground, until parents, or another authorized adult can be reached and come for them.

In the event of a tornado warning, the children will be taken to the back 2 classrooms (Preschool and Infant Room) by all available staff members. Blankets, a portable radio w/ flashlight, Band-Aids, water, and books are kept in the tornado shelter area always. The attendance form and emergency contact information will be brought along by the staff member designated to be "in charge". The director or person in charge will check classrooms, bathrooms, and staff areas to make sure all persons are evacuated. Staff will engage the children in quiet activities until we are assured by the authorities that the danger has passed. Tornado drills will be conducted monthly from April to October.

In the event of a missing child, staff will check all areas of the center. If the child cannot be found, the child's parents and/or emergency contact and the police will be notified immediately. The Director will notify the Child Care Department within 24 hours after the occurrence. If a staff member is alone on the premise, they will contact the five-minute emergency back up person.

In the event of:

Earthquakes, floods, hurricanes, landslides, mudslides, lightning, tornadoes, tsunamis, volcanoes, wildfires, winter weather we look for guidance at: <https://www.cdc.gov/disasters/index.html>

Procedures for extreme heat or cold:

The children may be kept indoors during inclement weather such as any of the following:

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

Loss of building services such as heat, water, electricity, or telephone, procedures are as follows: if the center should lose the use of heat, water, electricity, or telephone before the center opens; parents will be notified by 5:00 AM and will be advised that the center is closed, and the parent will be responsible for finding alternate care for their child until the situation is resolved.

If the center should lose the use of heat, water, electricity, or telephone once the center opens; parents/guardians will be notified that the center is closed, and the parent/guardian will be responsible for picking up their child/ren within one hour of the call. If the parents cannot be reached, we will call your emergency back-up person to come and pick up the child/ren.

Human Caused Events

Threat to the building or occupants, depending on what the emergency may be, if possible, evacuation of the building will be initiated using the fire evacuation procedure. If it is not possible to evacuate the building each classroom will take cover in a secure area. The main door will be closed and 911 will be called. The teacher will keep children calm and in one area of the room until the threat has passed or the police or fire department has arrived. Law enforcement and the parents will be immediately contacted to advise them of the threat.

Allergic reactions – each child with an allergy should have a written care plan that includes instructions regarding the allergen, steps to be taken to avoid that allergen, and a detailed treatment plan in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications (such as an epinephrine auto-injector). The care plan should include specific symptoms that would indicate the need to administer medication.

If a child has an allergic reaction that does not appear to be life-threatening, I will contact the parents. I will immediately contact parents if I suspect an allergic reaction or contact with / ingestion of an allergen.

All staff will take training in infant and child CPR, AED and first aid. First aid supplies will be stored in each classroom. **When children or staff is off-site for a walk or field trip**, teachers will take along a cell phone, emergency contact information, attendance sheets and a first aid kit in case an injury occurs to a child or staff. **If there is a medical emergency** with a child or adult requiring **emergency medical treatment**, 911 will be called. Staff will perform first aid, initial check, call, and care procedure. Children who are present will be taken from the area calmly by available staff for supervision and safety. If it is a life-threatening situation, with no time to consult the child's file or parent, the child will be taken to the **Mukwonago ProHealth Care Hospital**. If an ambulance is needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. The injury will be recorded in the medical logbook upon return to the center.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about minor injuries when they pick their child up.

Daily Attendance: Staff will be trained to manage the established system of knowing the whereabouts of all children in their care always. During early AM arrival and late PM pick-up, teachers will be kept aware of children they are responsible for, as rooms are condensed, and staff leave the center. Parents or authorized adults are required to bring children into the building and to sign the children in at the beginning of the day (documenting arrival time) and sign them out at the end of the day (documenting departure time). Comparison of the attendance record to the actual children in care will occur at each transition and frequently throughout the day.

Parents are encouraged to call if their child will not be attending or will be arriving late. If a child is being transported by a transportation company and does not arrive at the scheduled time, staff will call the parent or authorized adult to check on the child. All attempts will be documented.

Emergency contact person - when there is only one staff person on site with eight or less children, we will ensure that an emergency provider is available within 5 minutes. That person will be trained on Abusive Head Trauma (AHT/SBS) and will sign a document agreeing to serve as an emergency back-up.

Authorized Pick-Up 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 WILL need to show a driver's license or other picture ID.

Reports to the department, the center will report to the Department of Children and Families any situation as it pertains to statute 251.04(3) (a-n) DCF 251 *Licensing Rules for Group Childcare Centers*.

Emergency phone numbers will be posted in each room occupied by children as well as in the center's office and kitchen. The address and phone number of the facility will appear on the phone list as well.

Emergency supplies – a radio and flashlight with extra batteries for both, first aid kit and blankets will be kept in the shelter area always. A flashlight is also always kept in each classroom.

Special evacuation considerations Any child who has a limited ability to respond in an emergency will be identified at time of admission. Staff will be aware of any **special evacuation needs** the child will have and accommodations will be made to ensure their safe removal from the building.

Custody Issue Disputes – In case there were a custody issue dispute we would ask the unauthorized parent/guardian to please leave the premises. If they refuse to leave, we will call the authorities/police dept.

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

Procedure if an unauthorized person arrives to pick up a child If an unauthorized person arrives to pick up a child, we will ask that person to leave. If they choose not to leave, we will call the local police department.

Health Care

Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS staff will do the following with any child under the age of ONE year.

- All infants will be placed to sleep on their backs unless the **child's** physicians authorize another position in writing.
- Soft objects will be removed from the crib.
- Sheets will be tight fitting.
- If a child falls asleep in a swing or car seat, we will move them to their crib.
- Staff will ensure that awake, non-mobile children have time each day to spend in a prone position ("tummy time").

- All staff members, substitutes, and volunteers will be trained on these procedures before they begin working with children.
- **Children between the ages of one and two years:**
 - Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds will 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.

III Child - Children who are ill are not to be brought to the center. Examples of children who are ill:

- A temperature of 100 degrees F. or higher, vomiting or diarrhea has occurred more than once in the past 24 hours.
- A contagious disease such as chicken pox, strep throat, or pink eye
- An unidentified rash (cannot return until note from doctor says it is not contagious)
- Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness.
- Has a **constant**, thick colored nasal discharge.
- A **constant** cough.

If you give your child medicine before arrival, such as children's Tylenol or Ibuprofen, KEEP child home! If child is sick enough for medicine, they should be staying home. Medicines like these will cover up symptoms, but not make the child any less contagious. Please respect other families and our staff.

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

Children may return to the center when they are fever and **symptom free for 24 hours**, have been appropriately treated, or have been given medical approval to return to Childcare. If given prescription medication, child should be **on medication for 24 hours before returning**. We will follow procedures on personal cleanliness and communicable diseases stated in licensing rules and the guidelines for exclusion of children from Childcare as adapted from the Division of Public Health.

In the event of a communicable disease exposure at the center, parents will be informed. Certain diseases must also be reported to the public health department and to our licensing specialist.

All medication administered, accidents or injuries occurring during the time the child is in our care, marked changes in behavior or appearance and any observation of injuries to a child's body

received outside of our center, will be entered the center's medical logbook. **The medical log will be reviewed by the director every month initialed and dated.** All staff are required to report suspected child abuse or neglect to the local authorities. The person/staff who suspects abuse or negligence is the person who will make the report. After making a report that person will need to notify the director/licensee of the report made.

Medications

Little Cub Academy will only administer emergency medications such as inhalers or EPI pens.

All medicine must be in its original container, bearing the label with child's name, dosage, and administration directions. Additionally, prescription medication will bear the name of the doctor and pharmacy. It will be stored in a medication box that is inaccessible to children. Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator.

We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. If a dose is missed, we will not double up. You will be notified and missed dosage will be documented in medical log.

Non-medicinal products: Sunscreen, insect repellent, lip balm, diaper creams and other non-medicinal products will only be used on a child when signed authorization is on file. Specific products supplied by the parent should be labeled with the child's name.

The center will maintain confidentiality of child and family regarding health care needs. Information will only be shared with those staff that provides care to the child.

Cleanliness will be maintained always. Tables will be washed and sanitized before and after meals and snacks. Floors and bathrooms will be cleaned and disinfected daily.

Diapering: Before changing a diaper, the staff person involved will wash his/her hands. Following the diaper change, the soiled diaper will be bagged and disposed of in a plastic-lined, foot-activated diaper pail. Any wet or soiled clothing will be put into a plastic bag and tied. Hands of both the child and the staff member will be washed. The changing pad will be cleaned and disinfected.

Sanitation of Toys and equipment: Toys used by infants and toddlers will be washed and sanitized daily. Any toy that has been in a child's mouth will be picked up as soon as the child lets go of it and placed into a basket to be washed, sanitized and air dried. Toys requiring laundering, such as stuffed dolls or animals, will be laundered weekly or sooner if needed. Toys in classrooms for older children will be cleaned and sanitized once a week or as needed.

We will practice **universal precautions** when handling all blood injuries and bodily fluid. All staff will use disposable gloves when treating blood injuries. Surfaces touched by blood will be washed and disinfected, and all materials used to treat the injury will be wrapped in an airtight plastic bag and disposed of immediately.

Proper hand washing procedures will be followed to prevent the spread of disease. Hand washing procedures will be posted at all sinks.

Minor 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 they pick their child up.

Serious Injury: If there is a need for **emergency medical treatment**, 911 will be called. If it is a life-threatening situation, with no time to consult the child's file or parent, the child will be taken to the Mukwonago Pro Health Care. If an ambulance is needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All staff will have training in infant and child CPR, AED and first aid. First aid supplies will be stored in each classroom.

When children or staff is off-site for a walk, teachers will take along emergency contact information, attendance sheets and a first aid kit in case an injury occurs to children or staff. The injury will be recorded in the medical log upon return to the center. A cell phone will be carried in case help is needed. If the injury is serious 911 will be called and taken to the nearest hospital.

Procedure for sharing information on a child's special health Care Needs with everyone responsible to care for the child. "Special health care needs" includes children with physical, emotional, social, and cognitive disabilities. When a child is known to have any special health care needs, that information will be shared with those staff who are assigned to care for the child and will otherwise be treated with confidentiality. Such special needs, including dietary requirements, will be posted on the inside of the staff cupboard door, where medication and medical logbook are stored. When specialized equipment is needed, such as nebulizer or epi-pen, the child's parent or a medical professional will train staff in correct procedures.

Health related forms:

All children under 5 years will need to have a **Health Report** on file. The examination for a child under age 2 needs to be dated not more than 6 months prior or 90 days after the first day of attendance at **Little Cub Academy**. The examination for a child aged 2 and older must be dated no more than 12 months prior or 90 days after first day of attendance. Physicals for children under 2 years of age will need to be updated every 6 months. Physical exams for children over 2 years of age will need to be updated every 2 years.

Children will need to be **properly immunized**, and an immunization record will need to be on file within 14 days of the first day of attendance. Visit WIR.GOV to print immunization records.

Child biting health procedures will be as follows. The area of the bite wound will be washed with soap and water and a bandage applied. If necessary, an ice pack for comfort. The incident will be documented in the medical log and parent informed upon pick up of the injured child. **Little Cub Academy** refers to the NAEYC information regarding child biting issues. You can find more information at:

<https://www.naeyc.org/our-work/families/understanding-and-responding-children-who-bite>

Mildly Ill Child Care

Little Cub Academy is not authorized by the licensing agency to provide care for mildly ill children.

Nutrition

Personnel Orientation and Training - food service personnel shall participate in an orientation and document annual training of at least four hours in kitchen sanitation, food handling and nutrition.

Meal-time routines: We will **provide an AM snack and PM snack**, to all children in attendance at the times identified in the daily schedule. **School-aged children will be offered a AM snack and an PM snack upon departure and** return from school. Children will eat family style and will be allowed to serve themselves. As caregivers we make sure the food we provide is healthy. We understand that it is a child's role to decide whether and how much to eat.

Please bring a packed lunch for your children during lunch time.

Parents must pack a daily lunch for their child. A healthy eating guide will be provided, and parents are expected to include the recommended food groups and portions for their child.

Child guidance and food:

Children will not be forced to eat; they will be encouraged to try new foods as appropriate. Meals will not be withheld as a form of punishment. To support development, we provide child-sized dishes and utensils.

Mealtime socialization:

Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners, and develop sound nutritional habits. Our staff model healthy eating behaviors in the presence of children, eating the same foods as children and refraining from eating or drinking unhealthy foods in front of children. Often, our staff spend time talking with children about healthy foods and nutrition. Children will be encouraged to clean up after themselves.

Menu requirements, preparation and changes, age-appropriate menu, USDA guidelines

Little Cub Academy DOES participate in The USDA Child and Adult Food Program. All meals are prepared following the USDA guidelines when preparing and planning our menus. Serving sizes will match age-appropriate amounts as outlined in the USDA guidelines. Any changes or substitutions in the menu will be posted with the original menu. Refer to Healthy Bites: A Wisconsin Guide to Promoting Childhood Nutrition for recommendations on specific nutrition policies related to fruits, vegetables, whole grains, meats, meat alternates and beverages.

Infant and toddler feeding:

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. All bottles and commercial baby food must be labeled with your child's name and dated. Babies will be held for bottle-feeding. Bottles will never be propped, and unused formula or breast milk will be disposed of immediately. Refer to Healthy Bites: A Wisconsin Guide to Improving Childhood Nutrition for more ideas on infant feeding policies.

Food allergies: If your child has food allergies parents must notify the center in writing. Food allergies will be discretely posted in the classroom and the kitchen.

Special diets: If your child has special dietary needs parents must notify the center in writing. Special dietary needs will be discretely posted in the classroom and the kitchen.

Menu posting: Weekly records of ~~meals and~~ snacks are available for parents to review. If a menu must be changed for any reason, the food substituted will be noted on the posted menu.

Kitchen cleanliness, dishwashing: Eating surfaces will be washed and sanitized before meals and snacks. Everyone will wash their hands before and after eating. Dishes will be washed and sanitized in accordance with licensing regulations.

Food storage: Food will be stored up off the floor and once opened, in airtight containers.

Special treats, holidays, etc. Birthday and holiday treats are allowed. Only treats that are store purchased and factory sealed will be allowed. We cannot accept anything homemade. Please try to provide nutritious choices low in fat and sugar. We encourage nutritious alternatives for special treats, as well as replacing food-based treats with creative activities. Please keep in mind we may have children with peanut and/or egg allergies.

Detailed kitchen instructions (equipment, requirements, food sources, cleanliness, food prep., hand washing, cleaning aids):

- **Little Cub Academy** does have a kitchen with a refrigerator and microwave. The kitchen has been inspected and meets all building code requirements.
- Refrigerator (40 degrees or colder) and freezer temperatures (0 degrees or colder) will be properly maintained. Proper hand washing procedures will be followed to prevent the spread of disease.
- Hand washing procedures will be posted at all the sinks.

All cleaning products will be kept in a separate locked cabinet apart from all food and food items.

Transportation

We do not provide transportation. Public transportation is not used for field trips at this time.

Sign and Date

Please sign, date, and turn in to the director before your child's first day. Thank you.

Child Care Contract & Payment Agreement

- The purpose of this contract and payment agreement is to state the basic rights and responsibilities of the parent/guardian and the child care center in the on-going care arrangements for the child. This agreement is based on the premise that care of the child is supported by clear understanding and continued communication between the parent/guardian and the childcare provider.
- The provider can **modify** this agreement and/or policies at any time. The provider may give parents/guardians a minimum of two-week notice as to any changes that will be taking place.

This contract is between: Little Cub Academy LLC and,

Parent/Guardian: _____

Parent/Guardian: _____

For the care of:

Child's name: _____ Birthdate: _____

Child's name: _____ Birthdate: _____

Child's name: _____ Birthdate: _____

This agreement shall be in effect until January 1st, 2025. If a new agreement is not signed by the written date and the child remains in care, the terms of this agreement shall continue in effect until parent(s)/guardian(s) and provider sign a new agreement.

Little Cub Academy LLC will provide childcare as follows:

- Care will begin on _____ (date).
- The hours of care for the child(ren) covered by this agreement will be on the following days and times.

Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____

Care schedule is subject to change only by mutual agreement of the parent and the provider with a two-week notice before the change occurs.

Payments and Fees

All fees are expected to be paid on time and in full by the due date, whether the child attends or not.

Tuition

Tuition Fee: _____ (Completed by director)

To be paid: BI-WEEKLY MONTHLY

The program we use for invoicing does have a transaction fee. A card processing fee of 2.95%. ACH processing fee of 0.6% (\$0.25 min, \$2 max).

Annual Registration Fee \$50 due at time of registration

Deposit Fee A deposit, equal to a biweekly bill, is due during registration. This is a one-time fee, applied to your last two weeks of care. If a two-week notice is not given for discharge by parents, the deposit fee will be used to cover these last two weeks.

Late pick-up and early drop-off fees: If a child is picked up late, the provider reserves the right to dis-enroll the family from the program. Alternative arrangements must be made, by the parent/guardian, for pick up if a parent/guardian is unable to pick up their child/ren on time. **A fee of \$2 for every minute after closing until that child is picked up will be applied.**

Late payment fee: Tuition is to be paid on or before the Friday prior to the week of care. A late payment is any payment that is made after close of business on Friday. Late payments incur a fee of **\$10 per 24 hours or portion thereof.**

Third-Party Payments: If the parent/guardian is receiving subsidy payments from a government or other agency, the parent/guardian is responsible for paying the full amount of the fees and/or copays under this contract if the government agency does not pay the provider for any reason. Parents/guardians are responsible for the days/hours the third-party payer does not pay to the provider.

Fee for non-sufficient funds, overdrafts: An additional **\$40 fee** will be charged if a check does not clear the bank.

Closings and Absences – Review entire section

Regular tuition applies to all the following closings

- **Holidays** - The program will close on certain holidays and regular tuition applied. Additionally, if a holiday falls on a weekend, Little Cub Academy will designate the Friday preceding or the Monday following as a paid holiday.

- **Inclement Weather** – Little Cub Academy follows the Mukwonago Area School District for winter weather related closings. Parents/guardians may want to check early in the morning if schools are closed because of inclement weather during extremely cold and snowy days. Regular tuition applies.
- **Professional Development:** Little Cub Academy may close 6 days per calendar year for training and professional development. Regular tuition applies.
- **Child Absences:** It is important that children arrive and are picked up at the scheduled time. Families must notify the provider early in the morning if their child will not attend child care on a given day.

We will be following the Mukwonago Area School District calendar and will be closed when the school is closed. This includes a week for spring break and winter break. These weeks are paid as this is factored into our pricing.

Withdrawal: A two-week advanced written notice must be provided before the intent of withdrawal of a child. Payment for these two weeks is required. Your deposit may be used to cover cost.

Required Paperwork and Supplies

Families are responsible for providing all paperwork and certain supplies for their child as stated in the Policies and Parent Handbook no later than the first day of attendance.

Agreement between the parties

The terms of this agreement and policies will be effective until the parent/guardian and provider decide to sign a new agreement. The provider can modify this contract and/or policies at any time and will notify families of any changes of any changes that will be taking place.

This agreement may be terminated by the parent/guardian by giving a two-week written notice before the last day of care. Provider may terminate at will.

A failure to enforce one or more terms of this agreement and the program policies does not waive the provider's right to enforce any other terms of this agreement and the program policies.

In the event parent(s)/guardian(s) fail to pay the fees agreed under this agreement, in addition to the right to termination of the provision of services, the Provider is entitled to recover the unpaid fees, together with its reasonable attorney fees and costs incurred in enforcing this agreement. Disputes will be subject to resolution in the Circuit Court or Small Claims Court, as applicable.

If a new agreement is not signed by that date and the child remains in care, the terms of this agreement will continue in effect until a new agreement is signed by both parties.

Acknowledgment

I attest that I have received a copy of this Contract and Parent/Guardian Agreement and the Center Handbook and further attest that I have read and understand all terms, and I agree to abide by them.

Parent/Guardian

Print

Date

Parent/Guardian

Print

Date

Program Representative

Print

Date