

PRAIRIE FARM CUB CARE



PARENT HANDBOOK

2023-2024 School Year

Board approved 04/25/2022
Board approved 05/16/2022
Board approved 08/15/2022

Board approved 01/23/2023

Board approved 6/06/2023

Board approved 3/18/2024

Introduction

Welcome to Prairie Farm Cub Care! Started in 2021, Cub Care is a program created to provide quality care for children ages 6 weeks to 12 years within our community and surrounding areas. We invite those who might work in the vicinity to consider Cub Care as an option for care. We are looking forward to working with you to provide your child with a high-quality program that best fits the needs of your family.

Mission

It is our mission to embrace families and provide a nurturing environment through loving, quality care that focuses on meeting the needs of the whole child. We believe all children are unique, and their younger years are the most crucial in their development. It is also our wish to help parents understand that we are there to help them and they are their child's most important advocate throughout their life.

Philosophy

The philosophy of Prairie Farm Cub Care is the belief that children need a safe and nurturing environment that will enhance their social, emotional, cognitive, and physical growth and development. Our goal is to provide meaningful learning experiences for children at their individual level of development. We accomplish this by providing children with the opportunity to participate in a variety of age appropriate, cross-curricular, hands-on activities, such as: dramatic play, music, art, science, language, literature, math, cooking, field trips, guest speakers, special events, computers, sensory, games and outside play. Each day consists of self-guided play, teacher-directed activities, and small and large group time.

Admission

Prairie Farm Cub Care is licensed by the state of Wisconsin to provide child care and educational programs for 50 children, ages 6 weeks to 12 years.

Cub Care practices an open enrollment policy; admission is non-discriminatory upon reason of race, creed, color, handicap, gender, national origin, or ancestry.

Per Wisconsin Licensing Rules, children may not be enrolled at Prairie Farm Cub Care for more than twelve hours per day.

Hours of Operation

Prairie Farm Cub Care is open twelve months a year, Monday through Friday from 6:00 am to 6:00 pm. We offer infant, toddler, Preschool and School Age care.

Quality Improvement and Youngstar

Cub Care has elected to participate in a quality improvement program through the state of Wisconsin called Youngstar. This program helps insure that families throughout Wisconsin are receiving high quality care. Participation is an annual process, beginning with an observation of classroom interactions and environment. This is then followed with an option of a technical assistance to work on improvements, goal setting, and finally a program rating. If you have any questions about Youngstar, contact the Director.

Delegation of Authority

The Prairie Farm School district board of education governs the Childcare center. Delegation of authority is as follows:

Prairie Farm Board of Education – President. Bonnie Roemhild

Prairie Farm Superintendent – Corey Berghammer

Child Care Administrator/Director – Dawn Miller

Assistant Director – Gabby Harris

Lead Teacher

Assistant Teacher

If the administrator/Director is out of the building he/she shall name a teacher to be in charge before leaving.

Program Expectations & Responsibilities

As a client of Cub Care, all families can expect:

- Provide quality, child-centered care and education.
- Ensure the program employs qualified and educated staff.
- Provide a safe nurturing environment.
- Provide nutritious meals and snacks.
- Have adequate and ample materials and supplies for the daily activities.
- Support your family.
- Maintain confidentiality for you and your family.
- Communicate with each family on a regular basis, through informal daily conversation, a monthly newsletter, and any other written correspondence as needed throughout the year.

Parent expectations and responsibilities

We expect that each family will:

- Submit a completed contract form and provide registration fee and deposit prior to the child's first day of attendance
- Complete and sign the Child Care Enrollment form and Health History Form
- Complete and submit Contract for Services Contract on the child's first day of attendance.
- Submit a current Child Health Report signed by a licensed physician or health professional as required by the Department of Children and Families no later than 90 days of the child's first day of attendance.
- Submit a record of the required immunizations for all disease as required by Department of Health and Family services within 5 days of the child's first day of attendance.
- Ensure that all forms requested be filled out completely, accurately and turned-in in a timely fashion.
- Pay all tuition fees when due.
- Be honest and open about family situations and events that may affect your child's day and care.
- Notify the teacher of any communicable diseases contracted by your child.
- Notify the teacher when your child will be absent.
- Notify the teacher of any schedule change (i.e. my son/daughter will be coming in late tomorrow)
- Notify the teacher ahead of time, in writing, if anyone other than those persons listed on the enrollment form, will be picking up the child.
- Give two weeks' notice to the Director of withdrawal for any reason.
- Bring extra change of seasonal clothing (socks, underwear, pants/shorts, and shirt).
- Read all parent communications and respond as necessary.
- Provide proper nap bedding (i.e. sleeping bag) along with a reusable, washable bag to store the sleeping bag in.

Parent rights and privileges

A parent has the right to:

- Request a conference with the Director regarding problems or concerns.
- View all of his/her child's student records and reports unless access is denied by court order.

New family orientation

Each family must attend a New Family Orientation prior to their child's first day at Cub Care. This will help both the parents and child feel comfortable and prepared for the first day of attendance. Orientation Includes:

- Tour of the facility
- Meeting the Teachers
- Overview of general policies
- Inclement Weather plan
- Health Policy
- Attendance Policy
- Allergy awareness
- List of items prepared by parent
- Time for asking questions

Items to bring for your child

(6 weeks to 2 years)

- Formula or breast milk (if needed), labeled and dated
- 3 Baby bottles
- Pacifiers
- Disposable diapers
- Disposable wipes
- 2 or 3 changes of clothes in a labeled Ziploc bag
- Sleepsack
- Photo of family
- Slippers* (rubber or leather soles) or rubber clog shoes (e.g. Crocs™)

NO BLANKETS PERMITTED

(3 to 5 years)

- 1 or 2 changes of clothing in labeled Ziploc bags
- Sweater or jacket
- Water Bottle
- Slippers* (rubber or leather soles) or rubber clog shoes (e.g. Crocs™)
- A small light sleeping bag and pillow brought from home for nap time. (Sleeping bags and pillow cases will be sent home with child on Fridays for laundering.) FULL SIZE SLEEPING BAGS are not allowed. PLEASE LABEL ALL ITEMS BROUGHT FROM HOME *Slippers/slip on clean shoes are required for all mobile children.

Parent participation

Cub Care encourages parents to play an active role in their child's education. Parents are welcome, at any time, to make suggestions for our program. All suggestions can be made verbally or in writing to a teacher or the director. Parents will also be occasionally requested to complete surveys regarding satisfaction of services, which may include the opportunity to give suggestions for improvements. All suggestions shall be brought to the attention of the director, and will be discussed with the teaching staff as needed.

Program options and calendar

During the School year; Childcare will be offered for children 6 weeks to 5 years for the entire day, keeping in accordance to licensing regulations. School age care will be offered in the morning, afternoon and non-school days during the school year, and all day during the summer if space available.

- Childcare will be offered from 6:00 am to 6:00 pm year round
- School age before care will be available 6:00 am to 8:00 am Monday – Friday throughout Prairie Farm’s School year.
- School Age after care will be available 3:30 pm to 6:00 pm Monday – Friday throughout Prairie Farm’s School year.
- Full Day School age care will be available for the summer months if space available.

Cub Care will be closed 2 days per year, one in the fall and one in the spring, for teacher in-service. A Calendar of activities and important dates will be provided at the time of enrollment or as it is published. Notices will also be posted at least one week prior to the scheduled closing.

Center closing and cancellations

Cub Care will use the following as guidelines for days of inclement weather, poor road conditions, or other emergency situations. Cub Care will notify parents via group text of the decision by 5:30 A.M.

1. Cub Care will attempt to be open all regular hours. School age care will be provided IF teachers are available. If weather conditions continue to worsen, the Director will reevaluate the decision to stay open or close.
2. The Director will evaluate the conditions and may also close early. Parents will receive a telephone call or text message informing them of the early closing and the need to pick up their child. Early closing time will be based on the ability of the parents to pick up in a safe manner.

In all of the above situations, please call Cub Care if you are unsure of the decision prior to dropping off your child to ensure that we are open and there is room for your child. We want to do our best to make sure all families are safe.

Enrollment Policy

Cub Care will accept children for enrollment regardless of race, sex, religion, or national origin. Families interested in enrolling their child in Cub Care are invited to contact the Director to set up a time for a tour and program orientation. Enrollment is open to anyone and registration is accepted year round. If enrollment of requested age is at capacity, a waiting list will be started.

Admission policy

Once a center tour and orientation have been completed,

1. Parents will receive an admission packet containing a parent handbook, Wisconsin state group childcare licensing summary, a contract, and the required paperwork to be completed before the child can begin attending.
2. Parents can complete the admissions packet, and return it with a \$25 registration fee and deposit equal to the first week’s tuition.
3. Children ages 6 weeks through 5 years (who are not enrolled in Early Childhood) pay the weekly rate listed below regardless of attendance. Payments are due on Mondays for that week of care or child cannot attend until payment is received. Parents will receive a bill on the Wednesday of the week prior. (Effective March 6, 2023)
4. Children may enroll at the following rates.

<u>Age Group</u>	<u>Scheduled Care</u>
6 weeks – 2 years	\$190.00/week
2 Years	\$180.00/week
3 – 5 Years	\$175.00/week

* We do not charge by the half hour, anything over an hour is an additional hour charge (including summer care)

10 Hour daily maximum \$5.00/hour

Before and After School:

School age care (minimum of one hour) \$5.00/ Hour

Summer and School and Off School Day Rate:

School age care (Kindergarten and older) \$38.00 per Day (Up to 10 hours)

*Additional hours (over 10 hours) at the rate of \$5.00 per hour

Prolonged Absences or Holding your Spot

You will be required to pay a 3 day minimum to hold your spot at Cub Care for any prolonged absence during the school year or summer months. (Applicable to those enrolled after January 1, 2024)

Fees

Registration Fee: Non-refundable fee of \$25 per family, paid at time of registration.

Deposit: This will be due at time of Registration. It is equal to your first week of care. This will be used to cover your child's first week of Cub Care.

Delinquent Payments: Parents that are 5 days late with no communication from the family with a plan to get current will incur a \$10/ week late fee on all outstanding balances. When account reaches 10 days' late termination will occur.

Returned check/NSF: Any check returned non-sufficient funds or closed account will incur a \$30 fee, plus any bank charges, and the price of the original check.

Finder's Fee: Anytime a parent is contacted due to failure to communicate a schedule change, a finder's fee of \$5.00 will be applied.

Family Discount: Families with more than 1 child in care will receive a 10% discount for the oldest enrolled child.

School District Discount: Employees of the Prairie Farm School District will only receive a 25% discount on the total of all child care fees.

Late Pick Up: Late pick up fee will be assessed at \$1 per minute past the one-hour time limit (if child is ill). A \$1 per minute fee will be assessed for any child picked up after the 6 pm closing time.

Billing and Payments

All billing will be at the rates outlines above.

1. If needed parents will submit a monthly attendance schedule to the Director no later than 5 business days before the beginning of the preceding month.
2. **All clients will be pre-billed for services, with the exception of when more hours were provided than planned for. Payments are due on Mondays for that week or care. Child may not attend until payment is received.**
(Effective March 6, 2023)
3. Parents will find their weekly bill on Skyward. A paper copy may be requested at any time.
4. Payment options:
 - a. Pay by check

Checks should be made out to Prairie Farm School District

- b. Pay in person with cash.
 - c. Or use E-Funds/Skyward (Please see Director for more information) **PREFERRED METHOD**
5. The Director or any other employee of Cub Care may take payment.
 6. If payment is made in cash, place in sealed envelope with family's name and place on desk or give to employee.
 7. A receipt for payment or statement can be requested by talking to the Director.
 8. Annual tax statements will be prepared and sent to families in January.

Child Care Assistance

Cub Care is a Youngstar participant and works with area child care assistance programs through the Department of Children and Families. Families receiving assistance are welcome at Cub Care. All families receiving Wisconsin Shares will be required to complete a Parent/Provider Payment Agreement. For more information on any of these programs contact the Director.

Required Forms

All forms necessary for enrollment will be given to the family during the center tour/orientation. These forms may also be found on the District's Child Care Web page.

The following forms must be completed prior to the first day of attendance:

- Child Care Enrollment
- Health History and Emergency Care
- Parent Handbook Acknowledgement form (updated yearly)
- Alternate Transportation Permission (for students using bus services)
- Family Contract Form
- Registration Fee \$25
- Deposit equal to first week's fees

The following forms must be completed and returned within 30 days after your child's first day of attendance.

- Immunization Records
- All about me form

The following form must be completed within 90 days of your child's first day of attendance.

- Child Health Report (signed by a physician or nurse practitioner)

According to state of Wisconsin Licensing Guidelines, enrollment of a child may be terminated if these forms are not completed and returned in a timely manner. Parents will receive a 30-day notice when forms need to be updated.

Termination of Enrollment

In the event that either Cub Care, or the parent feels the need for termination of enrollment, the following guidelines shall be respected:

1. Whether termination is due to a parent's, Cub Care or is a mutual decision, a written two-week notice will be given. All fees must be paid in full prior to the child's last day of attendance.
2. If severe emotional or behavioral problems develop, the child's enrollment may be terminated. This will be assessed on a case-by-case basis. Cub Care will make all attempts to develop a plan in collaboration with the parents, to improve the issue prior to termination. Unwillingness of Parents to collaborate, no improvements, or not enough improvement of the issue will be the decision making factor in termination.

3. Parents are expected to pay tuition when it is billed. If payment is not received within a five-day grace period, the child's enrollment may be terminated and the slot forfeited. The School will handle extenuating circumstances on an individual basis.
4. Termination will occur if parents fail to submit a Child Enrollment and Health History form by the first day of attendance, an immunization form within 30 days of the first day of attendance, and a physical form within 90 days of the first day of attendance.

Refunds

The Director reserves the right to consult with the school administration and or The Board of Education when approached with requests for refund.

Refunds will only be given if:

1. The family moves out of town.
2. All efforts of the staff and parents fail to assist the child in adjusting to the Cub Care environment.
3. A Child has a prolonged illness. Documentation may be requested

Attendance Policy

All children must be brought into the building by an adult who signs them in at the entryway. The adult will bring the child to the appropriate classroom. Contact with parents and teachers at pick up and drop off is very important.

When picking up your child please sign out in the entryway.

The teacher will have an attendance roster available at all times. This roster will include the names, birthdates, and expected hours of attendance for all children enrolled in the classroom. The teacher will note the time of arrival and departure of every child.

If a child is going to be absent or late we ask that parents notify Cub Care no later than one hour after your child's

expected arrival. It is preferred that parents notify of any absence or unscheduled attendance for their child for the day well in advance. In the event the child does not arrive at Cub Care within the hour of his/her scheduled arrival, a call will be made to the child's home to confirm the absence. If there is no answer at home, a message will be left on the home phone, and then a call will be placed to the parent's additional contacts numbers. A finder's fee may be added.

Parents are expected to be prompt when bringing in or picking up their children. The children will be discharged to authorized persons only.

Children who attend after school care will be met at the bus, signed in by their teacher.-In the event that the school age child, expected to be in attendance on any given day, does not arrive a staff member designated to look for the student will:

1. Call the parent to see if there was a scheduling change.
2. If the parent does not answer, if possible employee will call the school.
3. If the school cannot answer, the employee will call the bus garage.
4. The designated employee will continue to locate the school age child until he/she has been found.
5. If the error is due to lack of communication from the family, a Finder's Fee will be billed to the families account.

Safe Transportation

Cub Care has the legal responsibility to ensure that children arrive at and leave our program in the safest manner possible. Cub Care will adhere the following policies in regards to transportation of enrolled kids.

1. A child will only be released to an adult who is authorized to pick up the child.
2. Safe transportation involves the use of proper safety seats as children defined by the State of Wisconsin. If a teacher witnesses improper use of or neglect to use restraints, the teacher must approach the parent and

request that they find a proper car seat before transporting the child. If the parent refuses to obtain a proper car seat, the teacher will immediately call 911.

3. The State of Wisconsin also requires that the child's driver is free of impairments, such as drugs or alcohol. If the adult arrives, and appears to be under the influence, Cub Care will request that the adult call another individual who can get them home safely. If the adult refuses to call for a safe ride, the teacher will immediately call 911.
4. Child Care staff should not buckle children into their car seats. Parents should do so, in order to ensure that it is done safely.
5. Children who are in our care should not be allowed to leave the room with someone other than the Child care staff unless the individual is authorized to pick them up (with a note or phone call) from the parent.
6. The Prairie Farm School District will transport School age children to and from the school.
7. In case of emergency the child will be transported to the Mayo Clinic Health system – Northland at 122 E Woodland Ave. Barron WI 54812 via ambulance only (If parents cannot be reached or the problem cannot wait)
8. If an adult who arrives to pick up a child is unfamiliar to an employee, a Driver's License must be checked prior to release. The individual's name must be on the child's enrollment form.
9. Children should be released only to the parent/guardian unless notified via note or call that an alternative individual will be picking up the child. Parents are invited to email the director at hswanson@prairiefarm.k12.wi.us to assist in this process. Any notes or alternate pick-ups should be put in the child's file. If an individual arrives to pick up a child and is not listed on the childcare enrollment form, and the parent did not notify Cub Care, contact with the parent must be made to authorize this person. This individual will also need to show their Driver's License to confirm their identity. If an alternate person will be picking up the child more frequently, a written statement from the parents is needed.

Curriculum

Intentional planning of curriculum is an important part of our program. For the young child, curriculum involves experiencing. Cub Care utilizes creative curriculum, and the Wisconsin Model Early Learning Standard as resources to provide a comprehensive, developmentally appropriate educational experience for each child. Our curriculum is based on the interests and needs of the child from day to day. Our Child centered curriculum will use music, games, large muscle equipment, art materials, and a variety of activity centers to help each child's development. Children will also be taught about other cultures, thus encouraging cross-cultural respect. We will focus on self-esteem, social interactions, self-expression, communication skills, creative expression, gross motor (large muscle) development, intellectual growth, literacy, early math skills, and science.

Cub Care will celebrate/recognize the following Holidays: New Year's Eve/Day, Valentine's Day, St. Patrick's Day, Easter, the 4th of July, Halloween, Thanksgiving and Christmas.

Educational policies

Cub Care will adhere to the following policies in regards to enrollment, class size, ratios and scheduling.

1. The daily enrollment shall be in accordance with licensing regulations.
2. Each age group will have a supervising teacher (and an assistant as necessary)

Daily Schedule

The daily schedules of Cub Care will align with the principles of Early Childhood Education. Flexibility of the daily schedules will be used when the teacher feels appropriate and necessary. Cub Care will use creative curriculum as a basis for planning the room, environment, classroom activities and developing curriculum goals. Each classroom will have scheduling that is age and developmentally appropriate, and suit the needs of the individual child.

Classrooms with infants and toddlers will have flexibility that is individualized, specifically for rest and feeding times. Classrooms will provide safe areas for infants to experience floor time, as well as use equipment to allow them to explore from a more upright position. Cribs and quiet spaces are provided for infants to nap as needed. All infants will be

fed bottles in the arms of a teacher, assistant, or adult volunteer. Rocking chairs and or gliders will be available for rocking children to sleep or soothing at times of distress.

Toilet training will be initiated when both the parents and classroom teachers are seeing signs of readiness. During this time, we ask that children be dressed in loose fitting pants or shorts. We also ask for an ample supply of underwear and extra clothing (including socks and shoes) Potty training will be seen as a positive experience, expecting that there will be times when a child will lapse or have accidents.

Classrooms with older children will be designed with various interest centers. These centers may include circle time, large and small motor, blocks, library, dramatic play, toys and games, discovery, sand and water, music and movement, cooking, outdoors and creative art.

School Age programming will include time to prepare for the day or rejuvenate at the end of the day. School age children will have the opportunity to get a snack upon arrival to the after school area, and then choose an activity that suits their needs. Before and after care programming will consist of opportunities for mixed age groups to explore cooperatively within the classroom. Activities may include outside time, free play, games, story time, creative art opportunities, and quiet time activities at the end of the day.

Special visitors, approved by the Director, may be invited to come and speak. Field trips can be a special part of a classroom theme or focus. If visitors or field trips involve animals or wildlife, all parents will be notified well in advance to ensure that any possible allergies or concerns have been considered and addressed.

A sufficient quantity of indoor and outdoor equipment is provided so that each child has a choice of activities involving equipment.

Classroom specific daily schedules will be posted for each age group.

Cub Care may occasionally use a pre-recorded video (only G rated) to supplement the daily program. Other quiet activities will be provided at this time. Use of screen time will never exceed 30 minutes per day per child.

Outdoor Activities

Cub Care will use the outdoor play area at least twice per day, weather permitting. The first opportunity will be in the morning hours, and the second in the afternoon. During summer months it is possible that a wading pool, or a pool no more than 15 inches high, will be used. This wading pool will be emptied and disinfected daily. Cub Care will adhere to the child to staff ratios as specified in DCF 251.09 (12) (c)(3) during times of wading pool use.

Special Events and Activities

There will be times throughout the year when there are special events for parents and families of Cub Care. These may include parent's nights, special classroom events and fundraising activities. Families will be asked and encouraged to participate in these events. Special events have the ability to create a great sense of community and closeness among families and staff.

Conferences

A conference may be arranged through the Director if the parent or the teacher feels it necessary.

Children with Special Needs

Every effort will be made to meet the needs of children with special needs. The Director will meet with the parents/legal guardian and child(ren) with special needs who wish to enroll. Director will conduct a staff meeting to share and discuss the specific needs of the child and the family. If needed the Director will take the information to the School Administrator and or the board of education, which will determine if the needs can be met. The Director will also meet individually with the family and each teacher who works directly with the child(ren) on a regular basis to ensure that the child's needs are being met.

Pets/animal policy

Our classrooms may have an aquarium with fish for the children to enjoy and learn about basic animal care and respect. No other pets or animals will be kept on premises. No animals shall be allowed inside of the classroom area; viewing shall occur in the playground and no child shall be forced to participate in this experience. The staff will remain in close supervision the entire time that the animal is present around the children.

Nutrition policy

Breakfast, lunch and snack will be provided by The Cub Care program as a part of tuition.

Cub Care participates in the CACFP program and provides infant formula (Parent's Choice) baby food up to 1 year of age unless the parent prefers to provide their own. State regulations require childcare providers to dump partially consumed bottles of formula or milk. Providers are not allowed to refrigerate and reuse them. State regulation also requires that infants be fed on demand. This means if a child appears to be hungry workers are required to provide them with some form of nourishment. If your child requires a special feeding routine per your medical doctor, a signed (by the physician or nurse practitioner) copy of the feeding plan must be submitted to the center so that we may follow it. Due to changing needs of infants, this plan must be updated monthly until the child is one year of age. Formula containers should be labeled with your child's name. Children up to 6 months cannot be given milk unless a written order from a physician is provided. Children between the ages 12 months to 2 years will be given whole milk. **In order to provide any other type of milk (skim, 1% or 2%) a written order from a physician must be provided.**

When developmentally appropriate, children will eat together as a group in a family style manner. When the group gathers for meals, there shall be a set routine that is conducive to teaching healthy food choices and appropriate table manners. Eating time should be a relaxed time in which teachers should set a place at the table and eat with the children. The teacher will always model "good manners" and assist the children in serving themselves. This is a good time to talk with the children, thus encouraging social, emotional, mathematical, science, and especially language development. The eating routine shall consist of everyone helping in some way. Some children will be asked to pass out napkins, cups, and any utensils, while others will be asked to sit quietly. After the children are finished eating, they will be encouraged to clean up their eating space and join us in discussion until everyone is done eating.

WEAPONS ON PREMISES

Cub Care will remain in accordance with the Wisconsin Child Care Licensing regulation for licensed group centers. DCF2511.06 states "all firearms, ammunition, and other potentially dangerous items may not be kept on premises. It is our ultimate goal to keep all weapons inaccessible to children".

STUDENTS RECORD POLICY

The following required records will be kept and maintained by the Director:

1. Information included on the child and family enrollment/health history forms.
2. Child health report forms, including instructions for the care of a child with special problems.
3. Permission for emergency medical care found on the enrollment form.
4. The names of persons authorized to call for the child also found on the enrollment form.
5. Changes of address.
6. Conference reports.
7. Immunization record.

All such information contained in student records will remain confidential HFS 46.04(7). Parents, center staff, and licensed specialists will have access unless denied by court order.

CHILD GUIDANCE

Guidance at Cub Care will be approached in the positive manner that will encourage all children to grow emotionally and socially. Love and Logic is the base for our guidance plan. Acceptable behavior will be constantly modeled and reinforced in all staff. It is expected that the classroom atmosphere will encourage children to develop self-control, self-esteem, and respect for the rights of others. The teacher will offer a program that will provide for positive guidance, redirection, and the setting of clear-cut limits. Guidance will occur at various levels, using a toolbox of techniques. The goal of positive guidance is to create independent, well-adjusted children who have high self-esteem, sufficient self-control, and respect for others.

Child Guidance Principles:

- ★ Each child is an individual
- ★ Development varies for each child
- ★ The adult is the role model - children follow the teachers lead
- ★ Behavior is a part of the learning process
- ★ Mistakes happen
- ★ Children need rules and consequences
- ★ It's easier to start with firm expectations than try to regain control
- ★ Everyone should feel safe and secure

All workers of Cub Care will:

- Promote good behavior through encouragement, reinforcement, and praise.
- Promote good behavior by displaying posters depicting children doing nice things.
- Promote good behavior through the employee's role modeling.
- Promote good behavior in daily curriculum and sharing of stories, songs, and books.

Clear-cut boundaries and guidelines for conduct will be explained to the children from the first day they enter the school.

These boundaries and guidelines will be reinforced on a regular basis and as needed.

Techniques staff will use to address, respond to, and prevent misbehavior and provide growth-promoting guidance are:

- Allowing children to learn by experimenting - this goes for behavior and interactions as well
- Being consistent with guidance techniques
- Ignoring minor annoyances such as whining, noise making, and repetitive interruptions, so as to minimize attention for such behaviors.
- Encourage children with attention when they are behaving appropriately, helping another child or trying something difficult.
- Using verbal praise and encouragement that is sincere and specific.
- Stepping into a conflict situation only when necessary.
- Redirecting children from misbehavior when too many children are in an area, or when disputes or negative body language signal problems are beginning.
- Discussing consequences. Allowing children to clean up messes rather than scolding.
- Modeling and facilitating respect and inclusion for all children.
- Teaching conflict resolution as an opportunity for children to evaluate what caused the disagreement and to find ways to resolve future problems before they create conflict.
- Allow time for the child to respond and move to the change.
- In the event that a child is upset or crying, the teacher will make it a priority to attend to the child and show him/her that he/she is loved. The teacher will encourage the child to talk about his feelings as well as encourage the child to resume the day's activities. Promotion of using problem-solving skills will be used with a child when the teacher feels suitable.

- When a child is out of control or hurts another child through hitting, kicking, pushing, spitting, scratching, or biting they may be asked to leave the activity for a “break” to allow them to regain control of their body and/or emotions. After a short time, he or she may rejoin the group. If the child has difficulty regaining control, the teacher may have to help by standing nearby or holding a child who is being destructive to himself or herself or the environment.
- Recognizing the importance of observation, documentation and communication with Early Childhood partners including, Birth to Three, Early Childhood Special Education staff, OT/PT, Speech specialists and the Family Services Advocate in regards to children with special circumstances. (i.e. physical or emotional abuse, physical or behavioral limitations caused by a special need or overly stressed family)
- Monitor the classroom environment and evaluate if it is contributing to the challenging behaviors. Do you have too small of area for the children? If it is a mixed age grouping is that a factor in the behaviors? Have you rotated your classroom equipment/toys lately? Do you need to adjust your daily schedule due to the changing needs of the children? The following steps can be taken when a staff person sees that a child is involved in unacceptable behavior he/she will:

1. First try a non-confrontational technique and personally get involved with the child, by talking to them about what they are doing or how they are feeling. If a non-harmful, negative behavior continues after the first attempt, try a second technique with suggestions of alternative play/activity options. If the conflict is not resolved, the activity/toy that is involved in the conflict may need to be removed or the child may need to be removed. At last resort, an age-appropriate time-out may be used and parents will be informed of the day’s events.
2. In the case of harmful negative behavior, it may be necessary for a staff member to step in and, using firm action, stop the undesirable behavior. Undesirable behavior includes children hitting others, biting, yelling for an extended period of time, unusually disruptive or destructive anger, etc. If the behavior does not stop, it may be necessary to remove the child from the activity he was in and require him to sit in a quiet area (Time Out) under the direct observation of a staff member for no more than 5 minutes, or one minute per age of the child.
3. If the undesirable behavior continues for an extended period of time or increases in severity, it may be necessary to contact the parents and ask them in for a conference. Parents will be consulted and asked to help with making an appropriate plan for the child.
4. If any child inflicts harm on another child or a staff member, the child will immediately be removed from the classroom and a parent will be requested to come and get the child for the remainder of that day.
5. All punishment that is humiliating or frightening to a child is strictly prohibited. There will be no corporal punishment under any circumstances.

At no time will the following be allowed:

1. No child will be humiliated in the discipline procedure.
2. No child will be verbally abused. NO yelling, threats, or derogatory or humiliating remarks.
3. No child will be physically abused. NO spanking, hitting, pinching, shaking, yelling, bending, confining to a small place, withholding or forcing food, or other corporal types of punishment will be allowed.
4. No discipline will be delegated to another child.
5. No child will be disciplined by a teacher yelling from another area of the room.
6. No child will be punished for lapses in toilet training.

Cub Care respects the parent’s will and preferences for disciplining their children, however, even at a parent’s request our school cannot spank, hit, deny or force food, or use a foreign substance to punish a child.

Social Services Policy

Employees of Cub Care, under the guidance of the Director, will refer to various community agencies those parents and children whose problems cannot be resolved at the school. Information regarding these agencies will be kept on file at the school. In addition, 25 if any employee has concerns for a child's physical or emotional health, they are obligated by law to contact the proper authority.

Per Wisconsin Statutes 48.981 (1) Children's Code Requirements, any employee of Cub Care having "reasonable cause" to suspect that a child seen in their professional duties has been abused or neglected or has reason to believe that a child has been threatened with abuse or neglect or has reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect of the child will occur, are mandated to report. Our staff will immediately report such concern to the director, and subsequently, shall immediately inform the county department of human services or social services or local police or sheriff department.

Health Policy

In the prevention of spreading illness and disease, and general safety of children and program caregivers, Cub Care will adhere to a strict set of policies in dealing with health and safety issues. All employees will be trained, and retrained on a regular basis, in the use of universal precautions, first aid, and blood borne pathogens, identification of communicable disease symptoms, and signs of abuse and neglect.

1. Staff shall use universal precautions, including wearing protective gloves, when dealing with and bodily fluids and blood. Hands will be washed after removal of gloves.
2. Areas and equipment that have come in contact with blood or bodily fluids will be washed and sanitized immediately, or prior to being used.
3. Both the staff, and child, will wash hands after an incident involving blood or bodily secretions, such as after wiping a child's nose.
4. Staff and children will wash their hands before and after all meals and snacks, and after toileting.
5. Soiled clothing will be changed, with gloves on, and placed in a plastic bag for parents to bring home and wash. No soiled clothing will be washed or rinsed at the program.
6. Plates, cups, and eating utensils will not be shared by any staff or child.

Exclusion Policy

Exclusion Policy Children who exhibit the following symptoms may not attend Cub Care:

- Temperature of 100 F or higher (even if it is being controlled)
- Signs of noticeable discomfort
- Sore throat
- Discharge from eyes
- Undiagnosed rash
- Upset stomach
- Diarrhea
- Vomiting
- Profuse nasal discharge and/or severe cold symptoms
- Any communicable disease
- On medication for a communicable disease less than twenty-four hours

Parent Notification

If a child displays any of the symptoms listed above during the day, a parent will be notified and required to make arrangements to pick up their child within one hour.

- A late pick up fee will be assessed at \$1 per minute past the one-hour time limit.
- The child will be isolated from the group and kept as comfortable as possible until pick up.

Exclusion Form

At time of pick up the pick-up person will receive an exclusion form stating the child has displayed symptoms of illness while at Cub Care This form will also state the requirements for returning to Cub Care. The Cub Care Director, Teacher and pick up person must sign this form.

Return Policy

A child may return to once they have been symptom free for twenty-four hours without fever/pain relieving medication.

Right to Refuse

Cub Care reserves the right to refuse admittance of a child for the day if symptoms are present at the time of drop off.

Emergency Preparedness Policy

All employees and volunteers of Cub Care will be trained on the emergency procedures prior to their first day of work. Staff is required and will be trained in emergency procedures and use of the fire extinguishers within the first week of employment. A list of emergency numbers, including the back-up emergency provider, will be posted at each phone in the program. Evacuation plans will be posted within the classroom near the doors. While outdoors, employees will bring the 'outdoor bag', and attendance clipboard. The 'outdoor bag' is supplied with Kleenex, rubber gloves, Band-Aids, cold pack, Handi-wipes, and/or hand sanitizer, sunscreens, paper towels, or napkins, and a list of parent contact and emergency contact numbers. Emergency measures will be taken if there is a fire or a tornado. A fire evacuation and a tornado drill will be practiced monthly during the class session (a written record will be kept). If a fire occurs, the alarm will sound and, if possible, the teacher will call the Fire Department using the nearest telephone.

Prairie farm School District and the Community Center are responsible for a yearly inspection of all fire extinguishers. A battery-operated radio with extra batteries will be kept in the building for emergencies. In the case that an evacuation occurs the Teacher and/or Director will keep the children calm by reading a book, singing songs, or doing finger plays until they can return to the classroom.

Groups should notify the office if they are going on a walk away from school property so that everyone is accounted for in the case of an emergency. This includes staff members who take their breaks outside of the building - in those instances other staff members should be notified. Emergency evacuations and drills are also an important reason to keep children's shoes on throughout the day.

A copy of the Prairie Farm School District Crisis Management Handbook with more specific details for each of the following scenarios can be found in the Classroom Resource Binder in each classroom.

Emergency Evacuation Procedure

Fire evacuation procedure:

1. Sound fire alarm.
2. Children will be directed to stop their activities and proceed immediately to the door to line up. The teacher will direct the children to not pick up any toys or clothing.
3. Infants will be loaded into cribs for evacuation.
4. The teacher will take them out of the building through the north door or the Infant room emergency exit.
5. The Administrator, Director, or Teacher (the person who has been designated as "in charge") will pick up the Sign in attendance record.
6. Children will be directed to follow the teacher who will implement the evacuation procedure.
7. When evacuating the building, leave lights on and close doors.

8. After the children have been evacuated and reached their designated area, (Employee parking lot) the teacher or teacher's assistant will take roll call of the children present that day.
9. After all the children have been accounted for, the teacher or teacher's assistant will call the Fire Department (911).
10. When the Fire Department arrives, the teacher will inform the officer in charge whether or not all the children have been evacuated.
11. If the children need to be taken indoors due to weather conditions, etc., they will be taken to the Prairie Farm pre k - 12 School. Appropriate transportation will be provided by the school district.

Tornado or Severe Weather Procedure

If the weather appears threatening, the teacher will listen to the weather on a radio to determine if a tornado warning is in effect. If there is a tornado/severe weather warning the children will be taken to the hallway in between the daycare and the cafeteria. If present, the assistant teacher will follow, making sure all of the children have been moved to safety. The teacher or teacher's assistant will ensure that a radio and a flashlight are available. The children will return to the classroom when the tornado warning is no longer in effect.

Other Emergencies

Licensing codes state that the School may not operate under the following emergency situations: Power outages, no heat, no water, no telephone service, flooding, plumbing issues. If such an emergency arises, parents and staff will be notified as soon as possible. Parents will be asked to pick up their child as soon as possible. If necessary, teaching staff will take the children to a safe location within the building, and remain with the children until all children have been picked up. When calling the parents, the teacher will inform them of the location of the children.

Missing Child

1. In the unlikely event that a child cannot be found, the procedure below will be followed:
2. The teacher will immediately call the director or School office (if the director is not on site) and request help in locating the child.
3. The teacher and group of children will look for the child around the property including inside and outside the building.
4. If the child is not found, the teacher will have another adult watch the group of children while they look for the missing child more thoroughly.
5. If the child is not found, the teacher will call emergency services (911) as well as the child's parents.
6. All Information of the incident will be shared with the parent.

Volunteers

Cub Care will welcome individuals who would like to volunteer at the center. Volunteers can make a valuable contribution to programming, and leave a lasting impression on the minds and hearts of our young children. A volunteer is an individual who performs a service functioning within Cub Care without compensation, remuneration or other consideration, and shall serve under the immediate supervision and direction of the professional staff of Cub Care. Volunteers must complete a volunteer orientation, and are subject to a background check prior to serving in the classroom.

Volunteers of Cub Care will:

- Sign in and out, and obtain a Visitor Badge, in the District Office before proceeding to the classrooms.
- Check in with Director or Classroom teacher to discuss plans and expectations for the day
- Use appropriate language and discuss age-appropriate topics
- Keep confidential any information about a child, family, staff member, or school-related incident.
- Report any safety concerns, incidents, or emergencies to the classroom teacher or director immediately.
- Model the same professional standards as the staff of Cub Care.

- Refrain from inappropriately touching students.
- Refrain from disciplining students.
- Refrain from giving gifts or rewards to students, unless approved by the director and there is enough for each child.
- Refrain from giving a child anything to eat or drink without approval or request from a staff member.

VOLUNTEERS WILL NOT BE ASKED TO ASSUME RESPONSIBILITY OF THE ENTIRE CLASSROOM, GIVE MEDICATION, OR USE THEIR PERSONAL VEHICLE FOR CHILD TRANSPORTATION.

Parent Grievance Procedure

It is the goal of Cub Care to provide a timely and orderly review of decisions concerning parental concerns and complaints. This procedure provides parents the opportunity to address concerns regarding child guidance & discipline, confidentiality, staff conduct, termination, program safety, or matters impacting the care of a child. Parents will follow the chain of authority as defined in this handbook when dealing with conflict.

1. Parents will first approach the employee to resolve the conflict. Verbal or written communication is acceptable.
2. If the initial attempt to resolve the issue is not successful, or if the concern re-surfaces at a later date, the
3. parent shall bring the issue to the attention of the Director. At this time, the director will decide if school administration shall be involved. Director will document the situation.
4. If the problem is not resolved through the Director, it shall be brought to the Director, again, in writing.
5. If a written attempt to resolve the conflict is not successful, the issue shall be brought before the School
6. Administrator. At this time, the Administrator will decide if the issue can be resolved, or if outside mediation is needed.
7. Ample time will be given in each step to ensure that investigation can be properly conducted. All complaints
8. will be addressed, from the Director or School Administrator, in writing, within 14 days of complaint.

Visitors

Parents are welcome to visit and observe our program at any time. Non-parental visitors must be pre-approved by the director. The director will instruct the visitor how and where to enter the building. All visitors must bring a driver's license or photo identification with them while visiting.

Questions or Concerns

If you have any questions or concerns, please contact the director or Superintendent.

USDA NON-DISCRIMINATION STATEMENT

In accordance with Federal civil right law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil right activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint for, (AD3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to UDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Policy Agreement Acknowledgement

(Please complete and return with your child's enrollment paperwork)

I have read and reviewed The Prairie Farm School District's Cub Care's Parent Handbook.

I understand the contents and agree to abide by them.

Child(Ren)'s Name	Birthdate(S)
Parent Signature	Date
Parent Signature	Date
Director Signature	Date