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**HANDBOOK**

**Bright Beginnings Academy for Kids LLC**

**363 S. Main St**

**Fond du lac, WI 54935**

**(920) 923-5750**

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**(920) 933-3214 FAX**

**EMAIL:** **brightbeginningsacademy@gmail.com**

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Policy Effective Date: 09/04/2018

**MISSION STATEMENT**

**Every child is unique and we believe that success and growth come from encouragement and praise. Our teachers focus on building every child’s self-esteem** and **confidence through positive feedback and rewards. We believe a positive childhood starts with family. We strive to help families in all aspects. We believe that you are part of our family when you attend Bright Beginnings Academy for Kids.**

**ADMISSION POLICY**

Bright Beginnings Academy for Kids LLC is licensed by the State of Wisconsin, Department of Health and Family Services. It is owned and operated by Candy Gloyd as an LLC. Ashley Ford serves as Administrator and director will oversee the center in its entirety. Aolean Teat serves as the director of operations. Bright Beginnings is licensed to care for no more than 70 children at any one time. We will serve children ages 4 weeks to 12 years old. We are open Monday through Friday, from 5:30 AM to 6:30 PM. January through December. No service will be provided on New Year’s Eve, New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve and Christmas Day. Half day rates will apply for those closure dates. 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 Monday following. We reserve the right to close the week of 4th of July or the week of Christmas for building maintenance, we will give as much notice as possible so that you may find alternate care if we choose to close one of those weeks.

We are inspected regularly to insure that we meet licensing standards. Smoking is not permitted anywhere on the premises of the center, indoors or outside.

We will post the following items for parents’ review across from the office on the parent information board: license certificate, a complete copy of operating policies and procedures, the results of our most recent licensing monitoring visit, a copy of the licensing regulations and the weekly menu.

 Bright Beginnings Academy for Kids is covered by liability insurance in the amounts required by DHFS.

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). Staff will also take daily attendance to know the names and number of children at the center at all times.

To protect each family's confidentiality, Bright Beginnings Academy for Kids will not share information about a child or a child's family with anyone who is not authorized to receive this information. Please understand both parents are entitled to information unless restricted by court order.

As a child care center, all staff is required to report any suspected abuse or neglect to the county’s Child Protective Services (CPS) office. We must notify the proper authorities if we suspect that any child is being improperly treated.

Our administrative structure is as follows:

Administrator/Director

Director of operations

Assistant Director

Assistant Director of Operations

Lead Teachers

Teacher

Assistant Teacher

Parents are welcome to visit at any time during the hours of operation unless prohibited by a court order. If so, a copy of the order must be on file at the center. Any person visiting the Center must stop in the office before proceeding to classroom. This is insuring that we are aware of all who are in contact with the children

Parents or designated adult is required to escort children into their classroom upon arrival and sign the child in. Bright Beginnings will call parents at the home number that we have listed if the child has not arrived within an hour of their scheduled arrival time. Phone calls will be documented.

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 (ren), we will need to be notified in writing or by a telephone call in advance. The person picking the child (ren) up will need to show a driver's license or other photo ID. All parents are allowed to pick up the children unless restricted by a court order in which the Center must have a copy of court order on file.

If a 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.

It is important that 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. To foster communication on a regular basis, Bright Beginnings provides scheduled conferences/written newsletters/parent bulletin board and daily conversations. We also use an app called Brightwheel to communicate daily. Bright Beginnings Academy also has a parent committee that meets every other month to discuss upcoming events and issues, concerns and solutions. We also utilize Facebook for information as well as place to have schedules turned in. The following are email addresses that can be used for communication:

Candy: [bbacandy08@gmail.com](bbacandy08%40gmail.com)

Ashley: brightbeginningsacademy@gmail.com

Allie: bbacademyoffice08@gmail.com

Erin: bbacademyoffice2008@gmail.com

Bright Beginnings will provide care for children between the ages of 4 weeks and 12 years old. We will never refuse to enroll a child on the basis of race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation. All children will be enrolled for a trial period of 2 weeks. During the trial period either the program or parent may terminate child care without advance notice.

**Items provided by parents:**

Extra clothing appropriate for the season

Diapers and any ointments needed

Wipes

Blanket for naps (must be thin)

**Items provided by center:**

Crib/Cots

Snacks/Meals

Infant Formula (Gerber Good Start Gentle)

Infant Foods (1st and 2nd foods and infant cereal)

Crib/Cot sheets

**ENROLLMENT PROCEDURES and**

**DISCHARGE OF ENROLLED CHILDREN**

Parents interested in enrolling their children at Bright Beginnings must meet with the Director to discuss their child's specific needs and to review program policies. The following items must be completed and returned to the center at least 3 days prior to enrollment.

· Form CFS-62, "Child Care Enrollment"

· Form CFS-2344, "Heath History and Emergency Care Plan

· Form CFS-104, "Alternate Arrival/Release Agreement" (if applicable)

· Form CFS-56, "Child Care Center Transportation Permission" (if applicable)

· Form CFS-61, "Child Care Intake for Child Under 2 Years" (if applicable)

The Director will inform parents when updates are needed, giving 30 days’ advance notice to submit updated forms.

**Due, completed, within 30 days** after child starts attending:

· Form DPH-4192, "Day Care Immunization Record" or an electronic record of your child's immunizations

**Due within 90 days**, signed by medical professional after child begins attending:

· Form CFS-60, "Child Health Report"

Children may be enrolled on a full-time basis for more than 5 hours per day, or a part-time basis 5 hours or less per day.

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

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

Parents are required to meet with director prior to regular attendance to go over paperwork and schedule. Parents are also encouraged to visit the classroom with their child prior to regular attendance to make transition into our care a smoother transition for all involved.

Parents are encouraged to give input regarding policies by putting it in writing, requesting a meeting with Administrator or attending our bi-monthly parent group meetings held by the director.

Parents must give a 2 week written notice of their intent to withdraw the child (ren). Failure to give a 2 week notice will result in fees being charged for those 2 weeks.

We will 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. If parents fail to attend for 2 weeks, enrollment will be terminated.

**FEE PAYMENT AND REFUNDS**

Fees are to be paid in advance on Monday for the week, unless other arrangements are made with the director.

If there will be a third party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any co-payments or unpaid amounts.

2 weeks of absences will be given for each child enrolled. The number of days per week will be prorated if the child does not attend full time. EX. If the child is enrolled 3 days per week they will receive 6 absences. If your family has a varying schedule or a partial year schedule no vacation days are given.

Only full time children attending 5 days per week will receive 10 for the year. If a child will not attend on a regularly scheduled day, parents should let the Director know by 8:00 AM. Children with schedules that vary due not receive excused absences

The Director will establish a regular rate based on each child's hours of enrollment.

There will be a 10% discount for the 2nd child from a family that attends the same hours on the same day, and 5% discount for each additional child that attends the same hours and same days. The discount will be applied to the oldest child’s rates.

Bright Beginnings will announce any tuition increases at least 2 weeks in advance.

**HEALTH CARE POLICY**

**Special Health Care Needs**

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 that child, but will otherwise be treated with confidentiality. Special needs, including dietary requirements, all information are kept in each classroom in a binder. 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.

**Child Illness**

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

· A temperature of 101 degrees F. or higher. Vomiting that has occurred in the past 24 hours. Diarrhea is handled on a case by case basis depending on other symptoms and approval to attend must be gotten by Director.

· A contagious disease such as chicken pox, strep throat or pink eye, strep throat and pink eye requires prescription medication for 24 hours before returning.

· An unidentified rash

· Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness

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

 We will report all communicable diseases, when required, to the local health department and to parents of all enrolled children.

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 1 hour, the emergency contact person on the child's enrollment form will be called.

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

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.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to St. Agnes Hospital. Should an ambulance be 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 and first aid. First aid supplies will be stored in the office area.

 When children are off-site for walk or field trip, staff will take along emergency contact information and a first aid kit in case an injury occurs to children or staff. The injury will be recorded in the medical log book upon return to the center. A cell phone will be carried along, in case help is needed.

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

**Cleanliness**

 Staff will clean toys with sanitizer solution and/or bleach water at least once a week.

**Handling Bodily Secretions**

 Kleenex is always available and staff will wipe noses as needed. After wiping a nose staff will wash their hands with soap and water and encourage children to wash hands after using Kleenex.

**Medications**

 Bright Beginnings will administer medications under the following conditions:

Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided

 All medicine must be in its original container, bearing the label with child's name, dosage and administration directions. 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.

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 into the center's medical logbook.

 **Infants and Toddlers:**

**Intake forms**: An intake form must be completed prior to the child’s start date so that we can ensure that we are providing the consistency as the parent.

**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.

**Toys:** Toys used by infants and toddlers will primarily be ones that may be washed and sanitized. All toys do not require laundering will be sanitized and allowed to air dry daily. Toys requiring laundering, such as stuffed dolls or animals, will be laundered weekly or sooner if needed.

 **Breastfeeding Policy:** Because breastfeeding has been shown to be the superior form of infant nutrition, porviding a multitude of health benefits to both infant and mother, and becasues breastfeeding employees need ongoing support from childcare providers to provide their milk for their babies. Bright Beginnings Academy for Kids LLC subscribes to the following policy.

1. **Breastfeeding mothers shall be provided a place to breastfeed or express their milk.**

Breastfeeding mothers, including employees shall be provided a private and sanitary place to breastfeed their babies or express milk. This area provides an electrical outlet, comfortable chair and nearby access to running water.

1. **A refrigerator will be made available for storage of expressed breast milk.**

Breastfeeding mothers and employees may store their expressed breast milk in the centers refrigerator. Mothers should provide their own containers clearly labeled with name and date. The center will follow guidelines from the American Academy of pediatrics and Center for Disease Control in ensuring that breast milk is properly treated to avoid waste. Universal precautions are not required in handling human milk.

1. **Sensitivity will be shown to breastfeeding mothers and their babies.**

The childcare center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrives. Artificial baby milk (formula) and solid foods will not be provided unless the mother has requested. Babies will be held closely when feeding and bottles will never be propped.

1. **Staff should be trained in handling human milk.**

All childcare center staff will be trained in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers.

1. **Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.**

Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave must be used, or the employee can come in a little earlier or leave a little late to make up the time.

1. **Breastfeeding promotion information will be displayed.**

The center will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the center.

Adapted from the Mississippi Breastfeeding Coalition’s *Building breastfeeding Friendly Communities* project by the Wisconsin Department of Health and Family Services in collaboration with the Wisconsin Breastfeeding Coalition Division of Public Health- Nutrition Section

PPH 40070 (6/03)

www.dhfs.state.wi.us/WIC

**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 in a crib, unless the child's physician's authorizes another position in writing.

· Soft objects will be removed from the crib.

· Blankets if used will be tucked tightly around the mattress. Swaddling is not allowed while at the center.

· Sheets will be tight fitting.

· If a child falls asleep in a car seat I will move them to their crib unless a written note from the child’s physician is on file.

· 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.

**Shaken Baby Syndrome (SBS)**

All staff, including substitutes and emergency back-up providers, must have attended an approved training in the identification, prevention, and grave effects of shaking babies, before being allowed to work.

Bright Beginnings will maintain a medical log where we will document the administration of medication, accidents or injuries that happen when children are in care and observations of injuries to a child’s body received outside of care. Parents will have access to entries regarding their child.

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

All children 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 Bright Beginnings Academy for Kids. The examination for a child age 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. School aged children will need only a health history on file.

Children will need to be properly immunized and an immunization record will need to be on file within 30 days of the first day of attendance.

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 are awake after 30 minutes of resting will be allowed opportunity for quiet play. Children that wake up before naptime ends will be allowed the opportunity for quiet play. Children 5 years and older will be given a 30 minute rest period if in care more than 4 hours in which they will be given quiet activities so as to allow the other children to fall asleep and enjoy some quiet time themselves.

A crib or playpen is provided for each child less than one year of age. Children age 14 months and older will transition from playpen to cots for sleeping.

**Transportation tracking:**

Children being transported to and from school will be transported by Bright Beginnings Academy for Kids staff. A clipboard with the names of children to be picked up and phone numbers of the schools will be taken along and times documented at the time of pick up or drop off. Each vehicle is equipped with alarms to ensure that all children have exited the vehicle. These alarms are used any time children are transported.

During field trips children will be transported by Bright Beginnings, chartered vehicles or parent’s vehicles. Bright Beginnings is insured for non-owned, borrowed and hired vehicles as well as our vehicle. With any method of transportation the Lead teacher or Director will check each vehicle prior to leaving the destination to ensure all children have been loaded and are properly restrained. When arriving back at Bright Beginnings Academy the Director or Lead Teacher will check again to be sure all children are accounted for and all vehicles are empty. Each driver will receive a list of children they are to have in their vehicle if parents are transporting and they will count after loading and unloading.

**NUTRITION POLICY**

Bright Beginnings participates in The USDA Child and Adult Food Program. We follow USDA guidelines when planning our menus

**Nondiscrimination statement with Complaint Filing Procedure**

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department.  (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the *USDA Program Discrimination Complaint Form*, found online at <http://www.ascr.usda.gov/complaint_filing_cust.html> or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Lunches will be prepared at the center in accordance with CACFP standards. Breakfast and snacks will be prepared at the center. We will provide breakfast, lunch and afternoon snack and dinner to all children in attendance at the times identified in the daily schedule. School-aged children will be offered an afternoon snack upon return from school.

Bright Beginnings Academy for Kids does not allow children to bring in outside food, except for class parties in which the teachers will make requests and birthday treats. NO PEANUTS OR NUTS OF ANY KIND ARE TO BE BROUGHT IN AT ANY TIME!

Children who attend during the early morning or late afternoon hours will be offered a snack to ensure that they never go without food for more than 3 hours. 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.

Children ages 2 and older will eat family style, children under age 2 will have plates prepared for them given them all the options and opportunity for seconds at lunch and dinner. Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners and develop sound nutritional habits. Children will be encouraged to clean up after themselves. Eating surfaces will be washed and sanitized before and after meals and snacks and everyone will wash their hands before and after eating. 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.

Birthday and holiday treats are allowed. Please try to provide nutritious choices low in fat and sugar. Bright Beginnings Academy is a peanut free center. Please do not send snacks or treats that include peanuts, peanut butter or anything containing those things.

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.

Babies will be held for bottle-feeding. Bottles will never be propped and unused formula or breast milk will be disposed of immediately.

If your child has special dietary needs or has food allergies parents must notify the center in writing. Food allergies will be posted for staff to view.

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

Refrigerator (40 degrees or colder) and freezer temperatures (0 degrees or colder) will be properly maintained.

Dishes will be washed and sanitized in accordance with licensing regulations using a commercial dishwasher or the 3 bucket method using hot soapy water, clear water and a bleach water solution for 2 minutes.

Snack and meal schedule:

Breakfast will be served at 9:00am

Lunch will be served at 12:00pm

Snack will be served at 3:00pm

Another snack will be served at 6:00pm

 **EDUCATION POLICY**

 All staff will have information about Developmentally Appropriate Practices and we will review this information at least annually.

Bright Beginnings staff will plan activities and provide children with a variety of experiences.

Language development: Books, writing materials, music, stories and games, finger plays, poems and flannel board stories

 Large muscle skills: Balls, hoops, bubbles, running, jumping, dancing and outdoor play which includes 15 minutes of teacher lead activities.

 Small muscle skills: Puzzles, art and craft activities, manipulative toys and blocks

 Creative expression: Dramatic play props, puppets, musical instruments and movement activities

Self-help skills: Cleaning up after ourselves, helping with mealtime preparation, daily responsibilities, and dressing ourselves

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, manipulative 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.

There will not be a religious component to our program, such as mealtime prayers or songs, stories and displays of the religious aspects of particular holidays. The children do however say “thank you” prior to meals. (“Thank you for the food we are about to eat, we may start”)

Children, including infants and toddlers, **will go outdoors daily and will perhaps get dirty** when weather permits.  The children age 2 and above will be kept indoors if the temperature is below zero degrees including the wind chill. Children younger than 2 years will be kept indoors if the temperature, including wind chill, is below 20 degrees.  Children will also stay indoors when it is raining or when the temperature is above 90 degrees.  If the inside temperature rises above 80 degrees we will provide fans or air-conditioning; if it falls below 67 degrees we will call for furnace repair and contact parents to come for their children.

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

Children under two years of age will have a flexible schedule, which reflects the child's individual needs.  They will be given individual attention including lots of time for talking.  The body position of non-mobile infants and their location in the center will be changed frequently.  We will provide safe, open spaces for children whom 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.  Parents will share information with us about the child’s night and morning activities and disposition.

Preschool age 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 will include math, science, large and small muscle movement, art and literacy.

We occasionally take field trips, including 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. If a child is unable to go on field trips parent must find alternate care for that day.

A schedule of daily activities is posted in each classroom.  Activities at the beginning of the day and at the end of the day will be designed for a wide age range of children working and playing together. Lesson plans will be posted with activities especially for the beginning and end of the day. Groups of children may be combined at the beginning and at the end of the day. A program of activities is planned a week in advance.  Staff uses a variety of resources in their planning. We will also use the services of the Wisconsin Child Care Information Center (800-362-7353) and access their resources to plan activities. The activities focus on a weekly theme based on the interests of the children and lesson plans are available for parents to review.

Transition: Children advancing to the next age group will be transitioned for a minimum of 2 weeks prior to the move. The parents will receive a letter regarding the transition start date, the date of the advancement as well as the teachers’ names and will be offered an opportunity to meet with the teachers. The children will transition at 2 hour increments per day, with the increments being at different times of the day, including naptime, lunchtime, outside time and center time. All portfolios and child records will transfer to the new classroom with the child and the teachers from the old and new classroom will discuss any issues before the move.

Screen Time: Any child under 36 months shall have no screen time. Children age 36-60 months can have up to 30 minutes of screen time a week and school-age children may have 90 minutes per day of screen time.

 **CHILD GUIDANCE POLICY**

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

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

"Time-Out” is a guidance technique that can be effective in reducing challenging behaviors of young children. Time outs may be used with children **age 3 and older**, but never for more than **5 minutes**.  The term 'time-out' is short for 'time out from positive reinforcement.' The strategy is similar to an extended form of selectively ignoring disruptive behavior. Children are removed for a brief time from all sources of reinforcement (e.g., teacher and peer attention) following serious challenging behavior. 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.

"Time-out” 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. Time-out should be used only by well-trained teachers and caregivers 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 should 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.

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

In accordance with "Wisconsin Rules for Group Child Care 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.

 **FIRE / TORNADO AND OTHER EMERGENCY POLICY**

Attendance will be kept in each classroom daily and arrival/departure times recorded.  During early AM arrival and late PM pick-up, teachers will be kept aware of children they’re responsible for, as rooms are condensed and staff leaves the center.  Teachers will know the names of each child and their whereabouts at all times.

Fire and Tornado evacuation plans will be practiced monthly.  The Director will document dates of fire and tornado drill and checking the smoke detectors (weekly) 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.  Children will be assembled at the Georgetown Cleaners on Main and 10th St.   The director will call the fire department at that time and parents will be notified.

In the event of a tornado warning, the children will be taken to the basement by all available staff members.  Blankets, a portable radio and flashlight, with extra batteries for both, are kept in the tornado shelter area at all times.  The attendance form and emergency contact information will be brought along by the staff member designated to be “in charge”.  Staff will engage the children in activities until we are assured by the authorities that the danger has passed.

In the event of a swimming emergency, Bright Beginnings will call 911 and stay with the child. The parents will be called immediately. Bright Beginnings Academy will not swim where there is not a lifeguard present at all times.

In the event of a lost 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 immediately notified.

If the center should lose the use of heat, water or electricity before the center opens; parents will be notified as early as possible and will be asked to not bring their child that day. We will also post all cancellations on KFIZ (AM1450) If the center should lose the use of heat, water or electricity while children are in attendance, the Director will call the parents of all children and ask them to pick them up within 1 hour. We will also post all early closings on KFIZ (AM 1450)

When there is only one staff person on site we will insure that an emergency provider is available within 5 minutes.  That person will be trained on SBS, and will sign a document agreeing to serve as an emergency back-up.

**4 weeks-2 years**

$31.00 up to 5 hours

$43.00 Daily Rate

$182.00 Weekly Rate

 **2 years – 5 years**

$28.00 up to 5 hours

$42.00 Daily Rate

$171.00 Weekly Rate

**School Age
(Summer and no school days including half day of school)**

$25.00 up to 5 hours

$36.00 Daily Rate

$158.00 Weekly Rate

**School Age with Transportation
Before AND After School**

$21.00 per day up to 3 hours of care

$85.00 Weekly (up to 3 hours a day)

**School Age with Transportation
Before OR After**

$17.00 per day up to 3 hour of care

$62.00 Weekly (up to 3 hours a day)

**Discounts**: **10% Discount** for the oldest child if **all children from the same family attend the same hours every day for the entire year.** 5% discount for 2nd oldest if 3 or more children in the family.

**Holidays:** Holidays/Closed days are charged at the rate of ½ the fee. This ensures that our staff can get paid for the holidays as well as other needs of the center.

**Assistance:** We are happy to work with DSS, Marian or any other organization regarding assistance with payments. We will bill them for payment and parents are responsible for any amount over what the organization pays.

**Excused absences:**  Each child receives 2 weeks of excused absences per year based on the number of days your child is contracted in a 2 week period. (2 days=4 excused) Children will varied schedules must pay for any days they scheduled for the week, no excused absences will be given.

**Late Pick up:** We **close promptly at 6:30pm during the week.** Anyone not picking up before those times will be **charged a fee of $5.00 per minute per child** and fee must be paid the following morning to provide care the next day.

**Monthly discount:** 2% discount for monthly payments made before the 5th of the month. This must be contracted as payment method. If families miss more than 2 payments on time, agreement will be voided and weekly payments are expected.

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**Fees are due on Monday before care is provided. A late fee of $1.00 per day will be added for each day late after Wednesday. Fees that becomes delinquent more than 10 days will result in termination. Families that are contracted for weekly fees will not receive an invoice weekly.**