

Sprout Organizational Policies

Approved 08/12/13

Revision 01/14/16

Revision 01/26/2018

Revision 05/25/2020

Revision 06/16/2020

608-519-3999

3652 East Avenue South

La Crosse, WI 54601

Mission:

It is the mission of Sprout Childcare, LLC to provide quality, affordable care in a warm, safe and responsive environment where caregivers are sensitive to children's development needs utilizing culturally and developmentally appropriate practices, deeply rooted in the history of Early Childhood Education.

Philosophy:

We Believe:

Early Childhood Education is the foundation upon which successful lifelong learning is built.

Your child is your most valuable asset and you are trusting us to care for them while you are away. We take this responsibility very seriously. Children should be encouraged to make decisions and take responsibility for their actions.

Children need to feel safe to explore the environment and develop relationships with other children and adults.

Children learn through play and therefore our philosophy about play is that it fosters all aspects of the child's development.

It is important to meet each child's needs for physical, social, emotional, and intellectual growth by providing diverse experiences in a supportive environment.

Children deserve an environment which encourages all children to become creative, independent, responsible, well rounded, self-directed adults who can make decisions for themselves.

It is the responsibility of all teachers to nurture the child's self-esteem.

The home is the most important factor in a child's development. We will always strive to support and complement the family in order to promote the healthy development of children and parents.

History of Program:

Our childcare program was founded in 2013 by Sherry Picha and Savanna Brandt, out of the need for quality services for underprivileged families and underserved populations. We have now grown into an award winning, nationally accredited, 5 star rated, early childhood organization. This has gained Sprout recognition as the best childcare facility in La Crosse County.

Goals:

The goals of Sprout Childcare, LLC are as follows:

...establish and maintain...

a safe and healthy environment for the children

partnerships with parents and links to community resources

...encourage children to...

explore, manipulate and use the tools and toys around them

think critically

solve problems

gain confidence

build friendships

...support children's needs for...

creative expression

increased independence

closeness, warmth and compassion

...extend children's knowledge through...

books

field trips

classroom visitors

meaningful conversations and discussions

a variety of activities and experiences

...weave into the program...

a sense of respect for others and the world around us

opportunities to express kindness and cooperation

and appreciation of nature and the arts

I. GENERAL INFORMATION:

Sprout Childcare is licensed by the State of Wisconsin, Department of Children and Families (www.dcf.wisconsin.gov). We are licensed to care for no more than 116 children at any one time. We are inspected regularly to ensure that we meet licensing standards. Sprout Childcare is nationally accredited through the National Accreditation Commission for Early Care and Education Programs, and has received a five star rating with Youngstar.

Child care services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry.

Sprout Childcare will provide care for children ages zero through 11 years 11 months.

Child care services will be provided between the hours of 6:00 A.M. and 5:30 P.M., Monday through Friday, year round. No service will be provided on New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving, the Friday following Thanksgiving, Christmas Eve, Christmas Day, and possibly the WECA conference. All regular fees will be charged for these holidays. If a holiday falls on a Saturday, we will typically be closed the previous Friday. If a holiday falls on a Sunday, we will typically be closed the Monday following. Changes to the holiday closing list could happen depending on when the holiday is. Please check with the center for the yearly calendar closed list.

Emergency Closures

Severe Weather Closings: Parents are notified by Sprout Childcare to pick up their children ASAP. Closings for weather will be announced via email, on our web site, community closures on WKBT and La Crosse Tribune or text messaging. Tuition will not be refunded or credited for weather related closings.

Closure to prepare for pandemic exposure, address a direct exposure to the center, Covid-19 or significant, mandated changes ordered by the La Crosse County Health Department, the Department of Children and Families or the Governor of Wisconsin: Parents are notified by Sprout Childcare to pick up their children ASAP. Closings for the above mentioned situations will be announced via email, on our web site, community closures on WKBT and La Crosse Tribune or text messaging. Tuition will not be refunded or credited for these closings and will be billed and due as usual.

We will post the following items for your review:

- License certificate.
- Any stipulation, condition, exemption or exception that affects the license.
- Results of the latest monitoring visit (Noncompliance's Statement and Correction Plan or Compliance Statement).
- Any enforcement action—order, forfeiture, temporary suspension, denial or revocation—issued by the Department as soon as it is received. These items will remain posted until the violations have been verified as corrected and the action is closed.
- Center policies.
- Menus.

Sprout's procedure to ensure that the number, names and whereabouts of children in care are known to the staff at all times is when a child arrives, the parent signs them in on the computer. When the child enters their assigned room, the teacher will have a list of all children scheduled to attend, the child's name will be highlighted and time of arrival will be placed next to the child's name. When a child leaves for the day, the child's name will be crossed out, and the time the child left the group will be placed next to the arrival time. The parent checks the child out on the computer. If at any time of the day, the teacher is no longer with that child (break/prep time etc.) the person covering the group will be given the "point detail" sheet.

Parent Orientation

All families will receive an orientation to the center environment and policies and procedures prior to the first day of enrollment. The orientation will include but not limited to:

Tour of center which includes: all spaces used by the center, introduction to staff, where lesson plans are posted and information on assessments, explanation of bathroom, nap, meal routines, information on where compliance and non-compliance statements are posted, as well as all licensing documents, tuition, mailboxes, menus. Parents will be e-mailed our parent policy book when the tour is complete.

At contract signing parents will be given emailed and enrollment form packet of forms required to be completed prior to first day. The contract will be read to the parent in its entirety, and parents will initial next to each section of the contract. At this time we will also discuss the needs of the family and child to assure that we are a good fit for their childcare needs.

If possible, the parent will then meet the child's teacher and be shown where the child's cubby will be located.

Parents are encouraged to bring their child to Sprout to visit their group prior to starting and to visit the center whenever they would like.

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

Parents are welcome to visit our child care program and meet with the classroom teacher(s) at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, we will need a copy of the order. Please understand that we cannot legally limit access to a parent if there is not a copy of a court order on file at the center. We offer a parent and child visitation prior to your first day with Sprout where you can go into your classroom and become comfortable with the surrounding. These visitations are on request; please contact the center director to schedule a time.

We are required to maintain a current, accurate written record of daily attendance for all of the children. Please assist us in meeting this requirement by signing your child(ren) in and out of the center at the check-in computer. **Failure to do so will result in a written communication. Habitual non-compliance with this policy will result in a charge, per sign-in and sign out failure (up to \$2 a day).**

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, we need to be notified in writing or by a telephone call in advance. The person picking up the child may need to show a driver's license or other picture ID.

At this time, we will not walk children who attend school at the Elementary to and from the center in the morning and after school. If parents wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity. School-age children who leave the center unescorted must be traveling to home, school or another activity where adult supervision is present. Parents may use the form "Alternate Arrival / Release Agreement – Child Care Centers" to provide this information to the center.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While we 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 your child. If there are issues or concerns that need to be discussed, please contact us to arrange a convenient time to talk so we can give the issue the attention it deserves. To foster communication, on a regular basis Sprout Childcare provides scheduled conferences (twice annually), monthly newsletters, and will post important information near the check in station. Monthly newsletters, invoices and calendars can be e-mailed to families. Parents are encouraged to sign up for SMS text messaging alerts and announcements. Announcements and notices are posted on a regular basis.

Messages are communicated frequently through our Procure software program. During check-in or check-out of your child, look for the message icon. The software will not let you sign your child in or out unless all messages have been acknowledged. During the check-in/check-out process you may notice a message waiting for you. Please pay close attention to the message screen as information that is important to you, your child or your child's classroom will be posted there. **Failure to sign in or sign out may incur an additional charge fee (up to \$2 per day).**

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

Photos, Media & Marketing: At times, Sprout Childcare, LLC is asked to participate in news stories related to early childhood education, as well as print work for marketing. If you do not want your child photographed or recorded, please inform the Center Director.

Children may be asked to participate in fund raising events twice a year. All funds raised must be turned in to the center. Participation is voluntary.

Sprout Childcare is covered by liability insurance for the premises and the business operations.

All child care providers are mandated reporters of suspected child abuse or neglect. Children will have daily health check at drop off for the day. If a child care provider suspects a child has been abused or neglected, that provider is required to report the abuse or neglect to Health and Human Services, 300 4th Street N., La Crosse WI 54601, (608) 784-4357. Each child care provider and substitute will receive training at least every 2 years in child abuse and neglect laws; how to identify children who have been abused or neglected; and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

All parents will be required to participate in our state of the art electronic check in system, this system will also be connected to our door security system. All parent approved alternates, for drop off and pick up, will have their own identifying number. All pin numbers are unique and MUST be kept confidential. **Failure to sign in or sign out may incur an additional charge fee (up to \$2 per day).**

Cameras will monitor all classrooms and footage audio/video is available for private viewing by parent's request, within the archive period. The current archived period is ten days. If a parent requests to view the tapes, 48 hours notice must be given to allow for arrangement for management to view the tapes with the parent. The parent must also narrow their viewing to under an hour window, as the recording is in "real time". Please be aware that there are video cameras present inside and outside of Sprout Childcare, recording both audio and video.

All entrances to the center will remain locked and secured for the entire operating hours.

Additional family support and activities can be found at:

The Parenting Place of La Crosse
Monday and Thursday: 10 AM to 5PM
Tuesday: 9 am to 5 pm
Wednesday: 10 AM to 4 PM
Friday: 9 AM to 3PM
Main number 608.784.8125

**An interpreter is available if needed.

II. ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN: Policy Effective Date: 8/12/2013 Revised 1/14/16

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

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

- *Child Care Enrollment*
- *Health History and Emergency Care Plan*
- *Alternate Arrival / Release Agreement – Child Care Centers* (if applicable)
- *Intake for Child Under 2 Years – Child Care Centers* (if applicable)
- *Transportation Permission – Child Care Centers* (if applicable)
- *Infant Meal Notification-USDA* (if applicable)
- *Income Statement-USDA* (if applicable)
- Tuition deposit / registration fee
- Parent / Provider agreement
- Family Registration Form
- Policy agreement form
- Inquiry Form

We will inform you of any updates that are needed and give you one week to submit the updated forms.

The following items must be completed and returned to the center within 30 days of enrollment.

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

Articles to Bring to the Center:

A bag containing a complete change of seasonal clothing that fits, or specific articles that need replacing i.e. underwear, socks, shirt, pants.

Outerwear appropriate for the weather, i.e. Two pairs of water proof mittens and hat to be left at the center, boots, scarf, jacket, hat, snow pants.

Training underwear and plastic pants for potty training children.

Diapers, wipes for children under 2.

Inside shoes or slippers to be left at the center.

A small security item to be given at naptime that can fit into the child's cubby (if needed).

We ask that *all* personal items be labeled with your child's first and last name.

If these items are needed and not available for your child, **you will be called**. Children go outside twice daily, at a minimum, when weather allows. Sprout reserves the right to charge an additional **\$10.00/day** if diapers/training underwear/wipes are not supplied by the parent. If your "Sprout" clothing is not returned to Sprout, an additional charge of \$5.00 per piece of clothing will be applied to the families account.

Children may be enrolled on a full-time basis (10 hours/day/without additional charge), or a part-time basis (less than 4 hours a day), as long as there is part-time availability. No child may be regularly enrolled for less than 8 hours a week (2 part days).

Drop-in Care: We accept children for drop-in care if prior enrollment arrangements have been made and space is available.

RATES

- Up to 10hrs/day

Seedling Sprouts, Pea Sprouts, Brussel Sprouts, Clover Sprouts Room, Radish Sprouts Room, Alfalfa Sprouts Room: \$252.00 per week

Pineapple and Sunflower Sprouts Room AND Potty trained, and 3 Yrs : \$231.00 per week

Failure to check child in on Procure \$1.00

Failure to check child out on Procure \$1.00

Bringing your child outside of your contracted time \$15.00/day

Registration Fees: \$75 per child \$75 per family

Late Payment Fee: \$15.00

NSF Fee: \$40.00

Drop-In: \$50.00/day

Over 10 hour charge: \$15/day

Diaper/wipe charge: \$10/day

Clothing Charge: \$5.00 per article of non-returned clothing

Copies charge: \$.10 per copy for file copies

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. We 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 drop off or pick up the child at the scheduled time.
- Failure to complete and return required forms.
- Failure to comply with the terms of the child care contract.

We will give a one week 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 the discharge is due to parent's failure to keep current with fees owed or because of violent behavior. Should the parent remove the child during the notice period we initiate, fees will not be charged for the remaining unused days.

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

III. PAYMENTS AND REFUNDS:

A one week tuition deposit is required for all new enrollments and will be applied to the last week of services.

Weekly Tuition payments are due no later than Thursday at 5:30 pm. Any fees not paid on time will be assessed a late fee of \$15/week. Sprout reserves the right to not provide care for the following contracted day unless payment accompanies the child on the next day of attendance. Sprout reserves the right to change payment due date or time, given a one full week (7 day) notice to parents.

Your tuition needs to be paid by Thursday of each week, regardless of if you are on vacation or your child is ill. Payments may be made by cash, Paypal, check, money order, credit or debit cards with additional fee, or ACH transactions. Sprout prefers the use of cash payments or Paypal (using friends and families) to avoid hidden bank and card processing fees. All returned checks will be assessed a fee of \$40.

Sprout gladly accepts government assistance for any of our enrolled families. All children of government funded families will be contracted at our full rate per the center's current rate sheet. We work with each family on a case-by-case basis to determine the subsidies provided by the government agency and any required co-payment. Weekly co-payments are due no later than Thursday at 5:30pm. Any fees not paid on time will be assessed a late fee of \$15.00/week. The center reserves the right not to provide care the following contracted day unless payment accompanies the child on the next day of attendance. If you are no longer authorized for subsidy, the balance must be paid in full as stated above. If your authorization ends at any point, you will be required to pay the full balance due until you are reauthorized. Your weekly billing cycle is an estimated co-payment which may be adjusted weekly depending on attendance.

Sprout closes promptly at 5:30pm. Any parent late to pick up their child will be charged a late fee of \$15.00/child beginning at 5:31 and for every 15 minutes thereafter.

5:31-5:45, \$15 charge/child

5:46-6:00, \$30 charge/child

6:01-6:16, \$45 charge/child

This fee is due immediately and should be paid to the staff person on duty.

If a child is dropped off prior to the contracted time or picked up after contracted time, without prior approval, there will be a \$15/day charge.

If a child is left at the center later than 5:30pm and the center is unable to contact someone to pick up the child(ren), the police will be called.

Less Than Full-Time Enrollment: Sprout reserves the right to give families contracted for less than five (5) full days a notice of one or more of the following (Currently, Sprout only enrolls full-time families):

The group in which the child is enrolled is at capacity.

Another child has been enrolled for full-time care for the same group as the child not contracted for full-time care.

The child cannot be moved to another group within the center.

Options:

Parent/Guardian can maintain the child's current enrollment by paying full-time tuition per the center's current rate sheet for the remainder of the contract period.

Sprout uses a priority system to determine which family will be given the aforementioned notice based on, but not limited to, the following criteria:

Last In-First Out (most recently enrolled)

Siblings enrolled at Sprout

Number of days contracted

Government funding

Other criteria deemed necessary by Sprout Childcare.

Withdrawal and Re-Enrolling: Parents may withdraw their child with a two week written notice, and re-enroll, however the withdrawal must be for at least thirty days.

IV. CHILD ABSENCES:

If your child will not attend on a regularly scheduled day please let the center know within 1 hour before your child's scheduled arrival time.

If a child who is scheduled to arrive at the center does not arrive within 60 minutes of the contracted time, and we have not been notified in advance of the child's absence, we will attempt to contact the parent or guardian to determine the child's whereabouts. All attempts, whether successful or unsuccessful, will be documented.

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

Extra Days/Uncontracted hours

Parents must pay an additional fee (based on the contracted rate) for attendance on the days/hours that the child is not contracted to be in attendance. Parents must notify the center in advance for approval to attend extra days, as it will depend on enrollment for that day. No credit or make-up day is given for scheduled days missed by the children.

V. HEALTH:

a. Child Illness / Injuries

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

- A temperature of 100.4 degrees F. or higher for children over the age of two years.
- A temperature of 101.4 degrees F. or higher for children under the age of two years.
- Vomiting within the last 24 hours.
- A contagious disease such as chicken pox, strep throat, pink eye, or COVID-19
- An unidentified rash
- Has not been on a prescribed medication for at least 24 hours or continues to have symptoms of illness
- Has a constant, thick, colored nasal discharge
- Children will not be allowed to attend or return to the center if any live lice or lice nits are present on the child's head.

Sprout requires that all children in attendance must be healthy enough to participate in ALL activities; indoor, outdoor, and away from the center. The center reserves the right to not admit the child(ren) for the day, or we may also send them home if we feel the child is not healthy enough to participate.

If a child should become ill while at the center, parents will be contacted immediately. Sick children will be isolated and made as comfortable as possible. Children should be picked up within 30 minutes. If the child is not picked up within 30 minutes, the emergency contact person on the child's enrollment form will be called.

Children may return to the center after they are gone for 24 hours, 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 in accordance with licensing rules and the guidelines for exclusion of children from child care as adapted from the Department of Health Services, Division of Public Health.

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

COVID-19 Illness Policy

Sprout follows recommendations set forth by the CDC and local health department. Your child must not attend Sprout if he/she is exhibiting any of the following symptoms. Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. Once your child has a negative test result, they can return to Sprout. In addition, if any persons within the child's household is quarantined, being monitored for symptoms, or has a positive test result your child is unable to attend Sprout.

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

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

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

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

Sprout Childcare is not authorized by the licensing agency to provide care for mildly ill children.

b. Medications

Sprout Childcare will administer medications under the following conditions. It is not the first dosage of the medication given to the child. It is not expired. 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. We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. Blanket authorizations, such as dispensing pain relievers at the center's discretion, are not allowed.

If medication is being delivered by a device the parent or health care provider must write instructions on for use that include signs and symptoms that the medication is needed. The parent or health care provider must also demonstrate the use of the device and any special care after use.

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

c. Smoking

Smoking is not permitted on the premises of the center.

d. Sudden Infant Death Syndrome (SIDS)

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

- Children under one year of age:
 - Child will be placed to sleep on his or her back in a crib unless the child's physician authorizes another position in writing.
 - Child will not sleep in a crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads, stuffed animals, or naps with soft items attached.
- Children under two years of age, but over 12 months:
 - Will rest on nap mats.
 - Sheets or blankets will be kept away from the child's mouth and nose.
 - If child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a crib (under 12 months) or on a nap mat (over 12 months).

VI. NUTRITION:

We will follow USDA guidelines when planning our menus. We also participate in Farm to Early Care and Education. Parents providing their own children's meals and snacks will be verbally informed of the USDA nutritional requirements. No child will go without nourishment for longer than 3 hours. We will offer the following meals and snacks to all children in attendance at the times identified in the daily schedule. All meals are served family style for children over two years of age, with individual serving bowls at each table, and staff members will sit at the tables and eat with the children.

Breakfast 8:30 am - 9:00 am

A.M. Snack (under two years) 10:00am-10:20am

Lunch 11:30 am -12:00 pm

P.M. snack 2:30 -3:00 pm

Evening snack (under two years) 4:15-4:45

Evening snack 5:00 – 5:30 pm

If your child has special dietary needs (whether due to a medical condition or personal choice) or has food allergies, parents must notify the center in writing. These allergies will be posted for all staff to see inside their cupboard doors, to maintain confidentiality. Sprout will supplement the item with another appropriate USDA compliant food item.

Any special diet based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written authorization of a child's physician and upon the written request of the parent.

Safety is practiced in all aspects of meal preparation and service according to USDA guidelines. The Food Service Program is inspected on a regular basis.

Special treats must be store bought or prepared in a commercial kitchen and must not contain any allergens of a child in the daycare.

Monthly records of meals and snacks are available for your review on our website www.sproutcc.com, under the "programs" tab.

Sprout Childcare participates in the USDA Child and Adult Care Food Program. In accordance with Federal civil rights 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 rights 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, audiotope, 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 Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA 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.

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. Sprout provides Members Mark formula available in the "sensitivity" and "complete" formulations. All bottles must be labeled with your child's name and brought to the center daily. Enough bottles must be provided to supply your child for the duration of the day.

VII. DAILY ACTIVITIES:

Drop off and pick up procedure: All authorized pick-ups will have a security code to access the door. Those codes will be used to sign-in and out on our touchscreen computer. All authorized pick-ups will be required to show their ID until the staff on duty know who they are.

We do not include religious instruction or practices in our daily activities. We do not offer prayers before meals and snacks. We do not offer a religious education program or curriculum. We reserve the right to sing or say a non-denominational song or song of thanks before and/or after meals and snacks and to address religious issues in as much as they are raised by the children.

We celebrate the following occasions: Christmas, Halloween, St. Patrick's Day, Hanukah, Kwanza, Cinco de Mayo, St. Valentine's Day, Thanksgiving, Independence Day, Easter and Chinese New Year.

We plan activities according to the age and developmental level of each child in care, and provide children with a variety of experiences. The daily activities include a flexible balance of indoor and outdoor activities, active and quiet play, and individual and group activities. The provided will expose the children to a variety of cultures, and will encourage the children to use and develop language and literacy skills, use large and small

muscles, think creatively, learn new ideas and skills, and participate in imaginative play. The activities are designed to provide protection from excess fatigue and over stimulation and to ensure that each child can be successful and feel good about himself or herself.

Toilet Learning: When children are developmentally ready to learn how to use the toilet, teachers will talk with the family and discuss the ways they can help foster that experience while at Sprout Childcare and home. When a child begins toilet training, they must be in training pants (no diapers or pull-ups allowed) (minimum of 22 months old). Once a child enters the Radish room 2-21/2 yrs, they will be required to partake in toilet training, unless otherwise noted by a doctor. Prior to moving into the Alfalfa classroom, children must be able to use the toilet with minimal accidents. Children will not be moved from the Alfalfa classroom to the Sunflowers room, or receive the reduced tuition rate for 3 year olds until a child is fully potty trained (no accidents within a two week period).

All of our programming is closely aligned with Wisconsin Model Early Learning Standards (WMELS). We create interest areas where children learn through play. Our experienced and highly qualified teachers are experts in “teachable moments”. All our teachers use intentional planning for their lessons. What this means is that the teacher is assessing your child’s individual developmental needs and creating lessons that will foster growth and development in that area. Creative Curriculum guides all our lessons. The environments are aligned with Early Childhood Environments Rating Scales (ECERS) and Infant Toddler Environment Rating Scales (ITERS) rating scales.

All children will have a portfolio that will help guide the teachers in their assessments. These portfolios will be shared with the parents at conference time. Progress reports are completed by the teachers on each enrolled child. You can expect the reports bi-annually. This tool provides benchmarks for the teachers to intentionally plan their lesson to maximize your child’s educational experience. Parent/Teacher conferences are held twice a year for parents who wish to meet with their child’s teacher, or by appointment. A conference can be scheduled at any time.

Nap Time: Rest or naptime will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they awake. We will help wake children find appropriate activities.

Children under the age of 12 months will be assigned a crib that will only be used by them, until the child turns 12 months. Children over the age of 12 months will rest on cots that are covered by a cot sheet. Each child will have a cot labeled with his/her name. The cot sheets will be laundered at the center weekly or immediately upon being soiled. Each child will be provided a small blanket, as well. The blankets will be laundered weekly, or immediately upon being soiled.

Children are allowed to bring a small security item or soft item to Sprout with them to use during naptime. This security item must fit in your child’s cubby, and must be labeled with their name. Please do not send toys with your child to daycare.

Play Equipment: Sufficient play equipment is provided to allow each child a choice of at least three activities. The equipment is developmentally appropriate and reflects an awareness of cultural and ethnic diversity. The equipment provides for the following areas of development: large motor, small motor, social interaction, and creative expression.

Outdoor Play: Children spend as much time as possible outdoors with ample space and equipment. All equipment is scaled to the size and development level of the children and is of sound construction. The equipment will be placed to permit freedom to run and play. Teachers schedule teacher led activities outside, as well as, free play. Children under the age of twelve months engage in daily outdoor activity, as well. Please send appropriate outerwear to the center.

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

Infants and toddlers (children under two years of age) will have a flexible schedule which reflects the child's individual needs. They will be given individual attention including a lot of time for talking. Information at drop off will be gathered to coordinate a schedule with the child’s at home schedule, especially regarding last diaper change and last time they ate. The body position of non-mobile infants and their location in the center will be changed frequently. We will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.

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

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

Outdoor play space: There are two outdoor play spaces on the premises of the center. These play spaces are equipped with varied surfaces to allow the children to explore several options in gross motor play. The playground is monitored by video cameras and is secured behind a privacy fence. Transitions will be in small groups.

Field trips: We occasionally take field trips, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises. All children contracted for the day are expected to participate. If a parent or guardian would like to attend the field trip, they must have a completed background check on file. If parents/guardians have a conflict, other arrangements must be made for the child during the time we are away from the center. Everyone contracted for the day will be charged their contracted rate. All trips will be posted in advance. All children in attendance will be billed for the trip along with their weekly tuition. Only children whose parents/guardians have signed the permission form in advance may go on the trip. If parents/guardians fail to sign the form, they will be called to pick up their child. NO EXCEPTIONS. The location of the trip, date, departure and return time, cost and transportation company's name will be indicated on all permission forms. If anyone arrives at the center after the children have left on the trip, parents will be asked to transport their children to the field trip site. If a child misbehaves on a field trip, the parent will be called to pick up the child. Parents will be charged for the day. Children are often taken on a neighborhood walk. Permission slips will not be obtained for daily walks. All children under three will be in a wheeled vehicle such as a wagon or stroller.

Your role as a parent is very important to us. All children and families are different and we strongly encourage you to meet with your child's teacher to become accustomed to each other. Although all of our teachers are educated in child development, they take the lead from you and your child.

Sprout's Typical Shedule

6:00/6:30	Center opens
6:00-8:15	Free Play (with cd player on)
8:15 - 8:30	Diaper checks
8:30-8:45	Breakfast/on demand for under 12 months
8:45-9:00	Storytime
9:00-9:30	Music Time
9:30-10:30	Circle time/Activity Time
10:30-10:45	Diaper Checks
10:45-11:00	Prepare for outside
11:00 - 11:30	Outside/neighborhood walks/playground
11:30-12:00	Lunchtime/on demand for under 12 months
12:00-12:30	Quiet reading
12:30 -12:45	Diaper checks
12:45-2:30	Naptime
2:30-2:45	Diaper checks
2:45-3:00	Snack
3:00-3:15	Wash up/prepare for outside
3:15 - 4:00	Outside/neighborhood walks/playground or afternoon activity
4:00 - 4:30	Music Time/Evening Snack Time
4:30 - 5:30	Free choice/with CD player on
5:30 - 5:45	Evening snack
5:45 - 6:00	Snack clean up
6:00 - 6:30	Quiet activities Only

VIII. CHILD GUIDANCE:

Children's behavior will be guided by setting clear limits or rules for children. 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. Staff will talk with children about expected behaviors and model those behaviors consistently for them. We will state positively what children can do, using specific terms (e.g., "walking will keep us safe indoors" rather than "don't run"). Undesirable behavior will have an eye level discussion with the child to explain safety and help them process why they are feeling the way they do. A series of choices will be given for the child to choose from. They will be given time to process the choices. Then a child will be asked "which would you like to choose?" They will be told, "I'm going to count to three, and you can tell me your choice. If you cannot choose, I will choose for you". If behavior turns violent and the teacher feels the child could be a harm to themselves, equipment or others, they will bring the child into the office to see if they can calm down. If a child is continuing to be harmful to themselves, equipment or others, the parents will be called and the child will be sent home. If this behavior occurs more than twice in one week, and behavior plan will be drawn up and parents will receive notification of the plan. . If the behavior continues, the next steps may include referrals to appropriate community resources and / or discharge of the child from care. If progress is not made and behavior continues to be harmful to the child, equipment or others, a termination of contract will occur. 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 we won't hesitate to call you if we feel that it is necessary.

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

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

IX. TRANSPORTATION:

Sprout Childcare does not provide transportation in vehicles owned by the center, the licensee or the employees; however, public transportation is used for field trips requiring transportation. Occasional field trips require contracted transportation services. Contracted transportation services are provided through Go-Riteway, located at 1238 Clinton St, La Crosse, WI 54603. They can be reached at (608) 881-6370.

You will be notified in advance of the date, time and destination of any field trip requiring transportation.

Children will never be left unattended in any vehicle.

In order to track children being transported and ensure that their whereabouts are documented from the time the child is picked up until that child is relinquished to the responsible caregiver, we will take a written attendance checklist to make sure that all children are accounted for by name and sight at each transition, including each time any vehicle is exited. If we are transferring the children to another responsible adult, we will be sure the adult acknowledges the transfer before leaving the child.

All vehicles will be visually checked upon reaching a destination to ensure all children have exited. Any vehicles that have a manufacturer seating capacity of 6 or more passengers in addition to the driver have a child safety alarm that is in working order. This does not include public transportation.

All vehicles used to transport children in care are covered by liability insurance.

Annually, we will obtain and review the driving record of any person who will transport children and obtain an inspection for each vehicle used to transport children. This does not include public transportation.

X. PETS:

Sprout Childcare does not have pets on the premises, with exception of a classroom fish. Prior to adding pets to the center, we will notify parents in writing.

XI. EMERGENCY PROCEDURES:

Fire drills shall be practiced with the children monthly. In addition, tornado drills shall be practiced with the children monthly during the tornado season which is April through October. Completion of all practice drills will be documented.

In the event of a lost child, we will check all areas of the center. If the child cannot be found, the child's parents and / or emergency contact and the police will be notified immediately. We will notify the Department within 24 hours after the occurrence.

In the event of a tornado warning, the children will be taken into the bathrooms and office area. Blankets and a portable radio and flashlight, with extra batteries for both, are kept in the bathrooms and office cabinets. The attendance form and emergency contact information will be brought along.

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Children will be assembled at Rods Ride on Sports or the Diocese of La Crosse.

In case of an emergency that would not require evacuation, children will assemble in the office and conference rooms (depending on number of children in the center). Emergency provisions are located on the kitchen on the shelf and 5gal bottles of water are stored in the kitchen. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified.

If we are unable to re-enter the building after a necessary evacuation, we will take the children to Diocese of La Crosse and contact the parents via cell phones.

If the center should lose the use of heat, water or electricity before the center opens, we will contact parents in order of arrival times. At that time we will determine if the families need to find alternate care.

If the center should lose the use of heat, water or electricity while children are in attendance, we will contact the appropriate company for repairs. An assessment will be completed to determine if a comfortable environment, in accordance with DCF 250 Licensing Rules for Child Care Centers, can be maintained. If it is determined that Sprout will fall out of compliance, parents will be notified to pick up their children within the hour.

In the event that the center receives a threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), law enforcement and the parents will be immediately contacted to advise them of the threat. Depending on the nature of the threat, evacuation and/or closure or lockdown may be required.

Covid-19 & Pandemic Policy

As a response to Covid-19 and future pandemic situations, the following will occur (Based on the recommendations of the La Crosse County Health Department):

Phase 1: High Risk

Center will divide into two sections.

Section 1: Peas, Brussels, Clovers, Radish and Alfalfa classrooms.

Section 2: Administration, Pineapples & Sunflowers

Parents will drop off at the specified area for their classroom.

Peas, Brussels and Alfalfa classrooms will enter and exit through the door located by the back playground.

Radish and Clover classrooms will enter through the Radish playground door.

Administration, Pineapple and Sunflower classrooms will enter at the main entrance.

Hand cleaning/sanitizing stations will be set up near each check in station all who enter will be required to use it.

Staff and parents must temper prior to arrival and be free of fever. Parents will not enter classrooms, and will minimize time spent in the center.

Phase 2: Severe risk

All of the requirements in Phase 1 with the addition of:

Face coverings will be required by all parents during drop off and pick up. Only one person from each family will be allowed in the building during drop off and pick up.

All staff will wear a face covering if they leave their classroom.

No intermingling of staff in each classroom. If a staff member is not assigned to be in a classroom, a face covering must be worn if staff cannot maintain a safe distance of at least 6 feet.

Break times: Staff must maintain a 6 foot distance during break times. Please use alternate areas to break in (gross motor room, school age area, outside, etc. to maintain 6 feet apart)

Staff members MUST wear a face covering whenever coming in contact with someone closer than 6 feet.

Phase 3 (A lab tested positive case of Covid-19 is returned for staff or a child):

All the requirements of Phase 1 & 2.

Sprout will close the classroom for the recommended window of time based off guidance from the Department of Children and Families and La Crosse County Health. All close contacts of the positive individual will be notified and communicated when return date is approved.

All children must have a negative PCR test to return to their classroom on the reopening date.

Due to all staff being vaccinated, they will continue to work during closure and clean and sanitize room, while monitoring for symptoms, wearing mask, and distancing self from other employees.

Tuition will still be due during closure.

Delegation of Administration Authority: Owners-Center Director-Lead Teacher-Teacher/Assistant/Kitchen Staff/Float

Please direct your questions/concerns to your child's teacher first. If you are not satisfied with your answer, please feel free to contact the Director.

PARENT / GUARDIAN ATTESTATION AND SIGNATURE

I, the parent / guardian, by my signature below attest that I have received a copy of the child care center policies with an effective date of _____. I further attest that I have read and understand these policies, and I agree to abide by them.

Signature – Parent / Guardian

Date Signed

Signature – Licensee

Date Signed