**POLICY HANDBOOK**

**Blue Door Daycare**

**608-295-3784**

**Jillynn Niemeier**

**1620 23rd Ave**

**Monroe, WI 53566**

**Updated August 2023**

**I. GENERAL INFORMATION:** Policy Effective Date: 08/16/21

Blue Door Daycare is licensed by the State of Wisconsin, Department of Children and Families ( www.dcf.wisconsin.gov ). I am licensed to care for no more than 8 children at any one time. I am inspected regularly to ensure that I meet licensing standards.

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

Blue Door Daycare will provide care for children ages 6 weeks through 13 years.

Child care services will be provided between the hours of 7 a.m. through 5:30 p.m., Monday through Thursday and Friday 7a.m. through 4:30 p.m. During the school year.

Summer hours: 7:30am- 1:00pm following the Monroe School district summer school schedule.

No service will be provided on: days that the school district is not contracted and on snow days.

All regular fees WILL be charged for holidays and school breaks.

**Holidays:**

Labor day 9/4/2023

Fall Break 10/27/2023

Thanksgiving Break 11/22/2023-11/26/2023

Winter Break 12/25/2023-01/01/2023

No School 1/15/2023

Spring Break 3/25/2023-3/29/2023

Memorial Day 5/27/2023

**Blue Door Daycare Philosophy Statement:**

Here at Blue Door Daycare the belief is that a child being offered a wider variety of open-ended experiences and the time and space in which to explore gives the child the fullest experience and the power to be the initiator. Experiences and materials offered to all children are multi-sensory and available to interact with at the child’s choosing. Science says that human beings are naturally connected to nature. A large part of our programing for children is in the outdoors. Nature provokes children into thought, action and formulating their own ideas of the world around them.

**I will post the following items for your review:**

● License certificate.

● The current Compliance Statement or Noncompliance Statement and Correction Plan

● Any notice from the department related to rule violations, such as a warning letter or enforcement action. These items will remain posted until the violations have been verified as corrected and the action is closed.

● Any stipulations, conditions, temporary closures, exceptions, or exemptions that affect the license.

● Center policies.

The community board will post any relevant information. The parents will also be informed verbally of any necessary information.

Blue Door Daycare’s procedure to ensure that the number, names, and whereabouts of children in care are known to the provider at all times is as follows: children will be signed in and signed out at drop-off and pick-up. A list of approved people to pick up the child will be filled out by the parent, a photo Identification will be checked, and a child may not be released to any person who has not been previously authorized. If a Parent or Guardian calls and informs Blue Door Daycare that someone different is going to pick the child up that is not on the approved list, a photo Identification will be checked at pick up and the parent will be asked to add the person to the list.

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

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

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

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

I WILL NOT walk children who attend school at any Monroe Schools 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 another authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While I cannot legally withhold a child from the legal guardian, I will not hesitate to call the local authorities if I feel the child is in danger. It is important that we communicate daily concerning the needs and interests of your child.

If there are issues or concerns that need to be discussed, please work with me to arrange a convenient time to talk on the phone at naptime or in the evening so we can give the issue the attention it deserves. To foster communication, Blue Door Daycare provides scheduled conferences on the child’s daily activities on a regular basis. Parents, upon request, have access to all records and reports maintained on his or her child, unless restricted by court order. To protect each family's confidentiality, Blue Door daycare 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.

Blue door Daycare is covered by liability insurance for the premises.

Blue Door Daycare is covered by liability insurance for the business operations.

All child care providers are mandated reporters of suspected child abuse or neglect. If a child care provider suspects a child has been abused or neglected, that provider is required to report the suspected abuse or neglect to Green County Human Services (608)328-9393. 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.

No person may carry weapons while on the premises of the child care center during licensed hours.

See the attached ITEMS TO BE PROVIDED list for information regarding items that will be provided by the center and those that shall be provided by the parent.

**II. ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN:** Policy Effective Date: 08/16/2021

All children will be enrolled for a trial period of 4 WEEKS. Your Trial period ends on \_\_\_\_\_. During the trial period, either the provider or parent may terminate child care without advance notice.

Parents must meet with me to discuss their child's specific needs and to review program policies. I will make a reasonable

accommodation for a child with disabilities as specified under the Americans with Disabilities Act.

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

* *Child Care Enrollment*
* *Heath 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)
* Parent / Provider Agreement
* I will inform you of any updates that I need and give you 1 WEEK to submit the updated forms.

The following items must be completed and returned to me within 1 week.

* *Child Health Report – Child Care Centers*
* *Child Care Immunization Record* or an electronic printout of your child's immunization history

Children may be enrolled on a full-time basis (32 hours per week or more), or a part-time basis (less than 32 hours per week). No child may be regularly enrolled for less than 16 hours per week.

Drop-in Care : I do not accept children for drop-in care.

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

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

Parents must give a 2 week written notice of their intent to withdraw the child(ren) and will be required to pay for those 2 week whether or not the child(ren) continues to attend. All outstanding fees must be paid. Any deposits will be applied at this time, please remember you may owe more/less than two weeks due to the size of the deposit. When notice is given, I will let you know the amount owed for remaining time less deposit. No refunds will be given if deposit amount is larger than termination notice allows for payment.

Before termination due to an inability of provider to meet the child’s needs, the following protocol must be followed:

* After conferencing about suspected developmental delays, I will provide information referring them to Birth to Three or the school district for further evaluation.
* After any evaluation takes place, I will hold a conference with the parents to discuss results and any adjustments that need to be made to accommodate the child's needs. This would start another 30-day trial period.
* After making the adjustments and welcoming therapists into my center for 30 calendar days, I will hold another conference with the parents to reevaluate if this is still a good fit for the child and we would then decide together if Blue Door Daycare is still for them.

For those with diagnosed delays before enrollment during the initial 30-day trial period there will be one conference after two weeks to discuss progress and any questions or concerns we may have, followed by a conference at the 30 day mark to discuss if this is a good fit for the child. I require you to take an active part in obtaining services for special needs as federal and state law require the parents to have an active role as the parent. I am not allowed to obtain services as a daycare provider; I can only refer. If you refuse to cooperate termination steps will be followed. During this process the other termination policies still exist and, in some cases, immediate termination may still be necessary.

Some reasons for *immediate termination* may include but are not limited to: failure for a parent to pay required fees, excessive late pickup, health or safety reasons of the children in care.

Communication between parents and the provider is very important to reduce the risk of *immediate* termination. It may be embarrassing to talk about financial/personal issues/developmental concerns, but I do keep things confidential and will work with you as much as possible if you communicate with me. If I don’t know, I can’t be flexible. I will assume I am being taken advantage of and will terminate care of your child. Please remember, I have a family that I need to take care of too, and this is my paycheck.

Upon termination (even if just graduating to Kindergarten) you will have an opportunity to meet with me to discuss the transition to the next center or school and go over any concerns you may have. Also, if you are moving and you would like the new provider to contact me about your child I am happy to speak with them so long as you tell me who will be contacting me and what you would like me to talk to them about so I don’t violate any confidentiality agreements.

**Grievance:**

**Any parent or guardian of a young child enrolled in Blue Door Daycare who has a grievance, or any type of issue or concern please reach out to the provider, Jillynn directly to address your concerns or questions. You may initially reach out via**

**phone call, email or messaging app. If further discussion is required, you may discuss briefly at drop off or pick up times. Should the matter require more focused attention parents/guardians will be scheduled for a private meeting after**

**hours without children present to address concerns and identify if any other resource or referral agencies shall be invited assist. Any and all information regarding your child will be help confidentially.**

**Pregnancy:**

Congratulations you’re expecting! Whether planned or unplanned please let me know as soon as possible so we can discuss your plans during maternity leave and after. Also, I will need to know if you will want my care of the new baby so I can hold space for the new bundle. If no space is/will be available, we will also have to discuss other options. During your maternity leave we can change the amount of time your child will be attending daycare and adjust fees accordingly, just remember your child will want some normalcy and should attend daycare at least 2 days a week after some bonding time to give everyone a break. Deposits and hold fees do apply to the new child. If in the event I would become pregnant, I plan on taking Maternity leave for 12 weeks.

**III. PAYMENTS AND REFUNDS:** Policy Effective Date: 8/22/2022

Fees are to be paid on CHILD'S FIRST ENROLLED DAY EACH WEEK for that week's services. If there will be a third-party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

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

Rates ARE NOT higher for children under 1 years of age than for older children.

There will be no reductions for additional children from one family. I am limited in the number of children that I may care for at one time. No refunds will be given for days when children do not attend due to illness or other reasons.

See the attached RATE SHEET for current fees. If you qualify for state-funded assistance you will pay the full amount due until I receive the paperwork for your co-payment. Once paperwork is received any overpayment will be credited to future payments. Your co-payment is due the same as above. Any other third-party payments will be discussed as the situation arises.

**IV. CHILD AND PROVIDER ABSENCES:** Policy Effective Date: 08/16/2021

**a. Child Absence**

If your child will not attend on a regularly scheduled day, please let me know within 24 hours before your child’s scheduled

arrival time if planned. If an absence is not planned, please let me know as soon as possible.

If a child who is scheduled to arrive at the center does not arrive within 60 minutes after the specified time on the written

agreement signed by the parent, and I have not been notified in advance of the child’s absence, I will attempt to contact the parent or guardian to determine the child’s whereabouts. All attempts, 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, I will immediately attempt to contact that facility, and the parent if necessary, to determine the child’s whereabouts.

**b. Provider Absence**

***Paid time off(PTO:*** I will take 10 days of PTO each year. For 10 days, I will require payment. I will notify you in writing of this time off at least 2 weeks in advance so you and your family can make alternate arrangements.

***Illness:*** In the event that I or a household member become ill, I will notify the parents of all regularly scheduled child/ren by

PHONE CALL or TEXT as soon as I know that the center will be closed. Regular fees WILL be charged when I am

closed because of an illness.

Regular fees WILL NOT be charged when I am closed because of an emergency.

**Substitute Care:**

I will not be using a substitute. If I am not providing care for some reason (illness, vacation, etc.) you will be required to find alternate care.

**Unplanned absence:**

In case of an emergency situation that requires my immediate attention, I will call Brent Niemeier. My emergency back-up person has been trained in Shaken Baby Syndrome / Abusive Head Trauma prevention and will come to the center to stay with the children during my absence. Parents WILL be called to pick up their children as soon as possible and should do so within 1HOUR of receiving the call. Each time an emergency situation occurs, I will provide my emergency back-up person with a brief orientation immediately before being left alone with the children. The orientation will include all of the following:

1. The names and ages of all the children in care.
2. Arrival and departure information for each child, including the names of people authorized to pick up the child.
3. The location of children’s files, including emergency contact information and consent for emergency medical treatment.
4. Information on any children with special health care needs.
5. Procedures to reduce the risk of sudden infant death syndrome.

**Bereavement:**

For loss of immediate family members provider will have access to up to 5 days paid leave

For loss of extended family member provider will have access up to 3 days paid leave

**V. HEALTH:** Policy Effective Date: 8/01/2023

**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 degrees F. or higher

● Vomiting or diarrhea has occurred once in the past 24 hours

● A contagious disease, such as chicken pox, strep throat, or pink eye

● An unidentified rash

● Has not been on a prescribed medication for at least 24 hours or continues to have symptoms of illness

● Has a constant, thick, colored nasal discharge

If a child should become ill while at the center, parents will be contacted immediately. Sick children will be isolated within my sight or hearing and made as comfortable as possible. Children should be picked up within 1 hour. If the child is not picked up within 1 hour, the emergency contact person on the child's enrollment form will be called and if not picked up in the 1 hour there will be a change of 4 dollars for every 15 minutes.

Children may return to the center when they are symptom free for 24 hours, have been appropriately treated, or have been given medical approval to return to child care. I will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for exclusion of children from child care as adapted from the Department of Health Services, Division of Public Health.

I 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.

I have received training in first aid. I will follow standard emergency medical procedures for treating injuries. Parents will be

notified immediately of a head injury. I 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 Monroe Clinic Hospital.

Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after

contacting 911. If possible, I will ask that your child be taken to the emergency medical facility that you designated on the child

enrollment form.

All medication administered, accidents or injuries occurring during the time the child is in my care, marked changes in behavior

or appearance, and any observation of injuries to a child's body received outside of my care will be entered into the center's

medical log book. As a licensed child care provider, I am required to report suspected child abuse or neglect to the local

authorities.

**\*\*\*Blue Door Daycare reserves the right to assess children and families’ illnesses and make illness**

**mitigation choices on case-by-case basis to protect everyone in Blue Door Daycare’s care and the care of provider and provider’s family. \*\*\***

**b. Medications**

I 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. I will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. Blanket authorizations, such as dispensing pain relievers at my discretion, are not allowed.

Prior to applying sunscreen or insect repellant to a child, I will obtain a written authorization from the child’s parent. The

authorization shall include the ingredient strength and be reviewed and updated periodically.

**c. Smoking**

Smoking is not permitted on the premises of the center or in a vehicle used to transport children when children are in care.

**d. Sudden Infant Death Syndrome (SIDS)**

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

● **Children under one year of age:**

o Child will be placed to sleep on his or her back in a CRIB / PLAYPEN, unless the child’s physician authorizes another

position in writing.

o If a child falls asleep in a swing or car seat, the child will be immediately removed from the swing or car seat and placed

to sleep on his or her back in a crib or playpen.

o Children will not sleep in a crib or playpen that contains soft or loose materials, such as sheepskins, pillows, blankets,

flat sheets, bumper pads, bibs, pacifiers with attached soft objects, or stuffed animals.

● **Children under two years of age:**

o Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress.

Waterbeds may not be used.

o Sheets or blankets used to cover a child one year of age or older shall be kept away from the child’s mouth and nose,

and if sleeping in a crib or playpen, shall be tucked tightly under the mattress.

**VI. NUTRITION:** Policy Effective Date: 08/16/2021

I will follow USDA Child and Adult Care Food Program (CACFP) guidelines when planning meal and snack menus. Parents providing their own children's meals and snacks will be informed VERBALLY of the CACFP nutritional requirements.

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

* Breakfast
* Lunch
* Afternoon snack

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. If your child has special dietary needs I will accommodate special diets and if you choose to send the entire meal the meal must follow USDA requirements for child care nutrition. Since I have no way of knowing what happens when your child is at home, I rely on you to keep me updated about any changes in your child's allergies. I will read the ingredient list each time I buy food. I will wash my hands, utensils and surfaces well between preparing different foods with the understanding that complete protection is not possible. This will prevent cross-contamination with food allergens. THE PARENTS will provide any supplemental food.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. Daily records of meals and snacks are available for your review UPON REQUEST

Blue Door Daycare participates in the USDA Child and Adult Care Food Program. In accordance with Federal Law and USDA policy, this institution is prohibited from discriminating on the basis of race, color, religious creed, national origin, sex, age, political beliefs, disability, or limited English proficiency. To file a complaint of discrimination, write USDA, Director, Center for Civil Rights Enforcement, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired 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.

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

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

**VII. DAILY ACTIVITIES:** Policy Effective Date: 08/16/2021

Religious instruction/education:

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

We celebrate the following occasions: Christmas, Easter, Halloween, Thanksgiving and Brithdays

I 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 activities 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. Some of the activities include:

● Language development: e.g., Books, music, story time, fingerplays, flannel board stories

● Large muscle skills: e.g., Balls, hula hoops, bean bags, swinging, outdoor play

● Small muscle skills: e.g., Arts / crafts, stringing beads, pegboards, blocks

● Creative expression: e.g., Dramatic play, puppets, music / instruments, flannel board

● Self-help skills: e.g., Assist with mealtime preparation, dress self for outdoors

● Literacy skills: e.g., Books, storyboard, alphabet and writing games

PLAY is the major component of our program. Enough time, materials, and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials and manipulative and dramatic play materials. Infants and toddlers (children under two years of age) will have a flexible schedule which reflects the child's individual needs. They will be given individual attention, including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. I will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects. School-age children will have a quiet place to study or relax, access to appropriate materials and activities, and will have ample time for large muscle activities and to participate in food preparation. Children, including infants and toddlers, will go outdoors daily when weather permits, so dress your child appropriately for the weather.

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

● Heavy rain

● Temperatures above 90 degrees Fahrenheit.

● Wind chills of 0 degrees Fahrenheit or below for children age 2 and above

● Wind chills of 20 degrees Fahrenheit or below for children under age 2

**Outdoor play space:**

There is an outdoor play space on the premises of the center. Trampolines and inflatable bounce surfaces on the premises may not be accessible to or used by children in care.

**Rest or Nap:**

Rest or nap time will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they wake. I will help awake children find appropriate activities. Children under one year of age will sleep in a crib or playpen. Children over the age of one year will sleep in a BED, COT, PADDED MAT, SLEEPING BAG, CRIB, OR PLAYPEN. The PROVIDER will launder the bedding / sleeping bag at least after every five uses or as soon as possible if wet or soiled.

**Screen time:**

I WILL allow children to watch G-rated television or videos. Children MAY NOT bring VHS, DVDs, Blu-rays, or mobile devices from home. The children will be allowed to watch television or have screen time under the following situations: on the occasion, times like a movie day or during pick up or drop off. Children are not required to watch television and other activities will be available during that time for children to use.

Field trips: We occasionally take field trips and other off-premises activities, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises. I will be taking walking field trips to the parks and library on a regular basis and that I will notify parents in writing 1 week before any other planned field trips.

See attached SCHEDULE OF DAILY ACTIVITIES.

**VIII. CHILD GUIDANCE:** Policy Effective Date: 8/16/21

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

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

**Time outs:**

I use “time-outs'' to deal with unacceptable behavior. A "time-out" or "take a break" may be used when other techniques have not been successful. A time-out will be used to remove a child from a situation that has gotten out of control before a child can hurt him/herself or others. Time-outs will never exceed three minutes and will not be used with children under three years of age. When used, the time-out will immediately follow the negative behavior. I will stay with the child and talk about what behavior was unacceptable, and what else they might have done or said instead. Rather than use a specific time-out chair or corner, I will have the child "take a break" near the others so the emphasis is on relaxation / cool down rather than isolation and punishment. The child will be transitioned back to an activity.

I recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, I will request a

conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources and / or discharge of the child from care.

In accordance with DCF 250 Licensing Rules for Family Child Care Centers, actions that may be psychologically, emotionally, or

physically painful, discomforting, 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:** Policy Effective Date:8/16/20

Transportation:

I do not provide transportation. Public transportation is not used for field trips.

**X. PETS:** Policy Effective Date: 08/01/2023

Blue Door daycare does not have any pets.

**XI. EMERGENCY PROCEDURES:** Policy Effective Date:8/16/20

* Fire evacuation plan shall be practiced with the children monthly and tornado drills shall be practiced with the children monthly from April through October. Completion of all practice drills will be documented.
* In the event of a tornado warning , the children will be taken to the basement . Blankets, a portable radio, a flashlight, and extra batteries are kept in the tornado shelter area at all times. 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 parents notified. Children will be assembled at the edge of the sidewalk next to the house.
* If we are unable to re-enter the building after a necessary evacuation, I will take the children to neighbor’s house 1621 25th Ave Monroe WI 53566 and parents will be contacted to pick their children up within 1 hour.
* In the event of a lost child, I 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. I will notify the Department within 24 hours after the occurrence.
* If the center should lose the use of heat, water, electricity, or other building services before the center opens, I will call all families and let them know the center will not be opened that day.
* If the center should lose the use of heat, water, electricity, or other building services while children are in attendance, I will call all families and have them come and get the child/ren. If not able to get a hold of a parent, that emergency contact will be called next. If unable to stay at the center will take child/ren to a neighbor’s house 1621 25th Ave Monroe WI 53566.
* In the event of a flood before the center opens, I will call all families to inform them the center will not be open for the day and let them know when the center is ready to reopen. In the event of a flood while children are in attendance, I will keep the children in a safe part of the center until parents are able to get the child. If unable to stay at the center provider will take the children to a neighbor’s house 1621 25th Ave Monroe WI 53566 .
* If local schools are closed due to severe weather, the center will be closed.
* If the center receives a threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), I will immediately contact law enforcement and the parents to advise them of the threat. Depending on the nature of the threat, evacuation and/or closure or lock-down may be required.
* In the event of a medical emergency, I will contact emergency medical services (911) and the parents to alert them of the situation.
* To prevent allergic reactions due to food or other causes, I will accommodate special diets and if you choose to send the entire meal the meal must follow USDA requirements for child care nutrition I will not allow children to trade or share food, utensils, napkins or food containers. I will store food out of reach of young children and in ziplocked or Tupperware to avoid contamination. However since I have no way of knowing what happens when your child is at home, I rely on you to keep me updated about any changes with your child's allergies. To keep your child safe, please provide each child with an allergy a written care plan that includes instructions regarding the allergen, steps to be taken to avoid that allergen, and a detailed treatment plan in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications (such as an epinephrine auto-injector). The care plan should include specific symptoms that would indicate the need to administer medication. If a child has an allergic reaction that doesn’t appear to be life-threatening, I will contact the parents. I will immediately contact parents if I suspect an allergic reaction or contact with / ingestion of an allergen.

**ITEMS TO BE PROVIDED -** 8/16/20

**Parent Provided Center Provided Items**

|  |  |  |
| --- | --- | --- |
| Parent or guardian | Provider | Items |
| X |  | Disposable diaper/ Cloth diapers |
| X |  | Baby wipes |
| X |  | rest time items mat or sleeping bag to sleep on.(sleeping bag, blanket, etc.) |
| X |  | Bottles for formula, and or Breast Milk |
| X |  | Full change of clothing including underwear and socks |
|  | X | Sunscreen |
|  | X | insect repellent |
| X |  | clothing suitable for outdoor play for each season |
|  | X | pack and play |
| X | X | Formula or breastmilk |

**RATE SHEET**

Rates at Blue Door Daycare, effective 8/01/2023, are as follows:

Rate for full-time or part time is $5.11 an hour (for bill purposes around up to half hour mark.)

There is a 163.50 dollar minimum per week. (32 hours)

Summer rate is $25 dollars a day.

One time Deposit of: $327 per child. Any deposits will be applied to the last two weeks of care. Please remember you may owe more/less than two weeks due to the size of the deposit. When notice is given, I will let you know the amount owed for remaining time less deposit. No refunds will be given if deposit amount is larger than termination notice allows for payment.

If your child attends a different amount than anticipated payment will be reduced or increased for the following week. If you qualify for state-funded assistance you will pay the full amount due until I receive the paperwork for your co-payment. Once paperwork is received any overpayment will be credited to future payments. Your co-payment is due the same as above. Any other third-party payments will be discussed as the situation arises.

**Hourly rate for extra hours** $5.11 per hour

**Fee for late pick up of child** $8.00 per 15-minute interval (or any fraction thereof) per child due at pick up.

Fees are to be paid on CHILD'S FIRST ENROLLED DAY EACH WEEK for that week's services. If there will be a third-party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts. Fee for late payment. If a payment is more than 2 days late, INCLUDING weekend days, a mandatory daily fee of $15.00 will be charged for each day payment is not made. This fee will be charged for each day payment is not made (including the NUMBER OF DAYS LATE days already past due). Fee for non-sufficient funds (NSF) or overdrafts. You will be charged an additional fee of $35.00 if your check does not clear the bank and any other fees accrued and cash will be due for payments after. Cash payment will be due immediately for funds.

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

If the parent or legal guardian is under age 18, a cosigner must sign the contract to act as guarantor to the contract and agree to be bound by all financial terms. Families will receive a minimum of 3 weeks notice when a rate increase is planned.

**SCHEDULE OF DAILY ACTIVITIES - 8/01/2023**

**Begin Time End Time Activity**

7:00am Program opens

Arrival

8am Breakfast

Free play

outdoor play

free play/clean up

11:30 lunch

book/ story time

nap/quiet time

2:30-3:30pm snack

free play

5:30pm Pick up

\*Infants and toddlers remain on their own schedule of eating and sleeping. Tummy time will periodically be provided to infants during their waking hours.

Blue Door Daycare Handbook Acknowledgment

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read, understand and agree to adhere to

policies and procedures outlined in Blue Door Daycare’s Handbook dated, \_\_\_\_\_\_.

Parent/ Guardian Name: (printed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/ Guardian signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date:\_\_\_\_\_\_\_\_\_\_\_