

Weebleworld Child Care Center & Learning Academy

Parent Handbook



Last Update: January 2021

PARENT HANDBOOK FOR WEEBLEWORLD CHILD CARE CENTER, LLC
TABLE OF CONTENTS

No.	Policy
Mission Statement	1
Welcome	2
Licensing Information	3
Enrollment	4
Tuition	5
Payment Schedule	5.1
Late Payments	5.2
Subsidized Care	5.3
Multiple Child Discounts	5.4
Confidentiality	6
Mandated Reporting of Suspected Child Abuse and Neglect	7
Parent Code of Conduct	8
Swearing/Cursing	8.1
Threatening of Staff, Parents or Children	8.2
Physical/Verbal Punishment of Your Children or other children	8.3
Smoking	8.4
Not abiding by Safety Policy	8.5
Confrontational Interactions with Employees, other parents And Associates of Weebleworld	8.6
Violating the Confidentiality Policy	8.7
Parents Right to Immediate Access	9
Dismissal	10
Withdraw	11
Court Orders Effecting Enrolled Children	12

Arrival Procedures	13
Notification of Absence	13.1
Pick Up Procedures	14
Late Pick Up	14.1
Persons appearing to be impaired by Drugs and/or Alcohol	14.2
Emergency/Alternate Pick-up Forms	14.3
Transportation	15
School Calendar/Holidays	16
Emergency and Inclement Weather Closing Information	17
Curriculum Information	18
Daily Schedule of Activities	18.1
Class Assignments	18.2
Staff to Child Ratios	18.3
Nap/Rest Time	18.4
Educational/Personal Care Supplies Needed	18.5
Birthday and Holiday Celebrations	18.6
Parent/Teacher Conferences/Communication	18.7
Discipline	19
Guidance for All Age Groups	19.1
Guidance for Children Under 3 Years of Age	19.2
Guidance for Children Over 3 Years of Age	19.3
Prohibited Punishments	19.4
Toys From Home	20
Dress Code	21
Field Trips	22
Parent Participation/Volunteering	23
Health and Safety	24
Pre-Enrollment Requirements	24.1
Children with Severe Allergies	24.2
Communicable Disease	24.3

Biting	24.4
Dispensing of Medication	24.5
Force Majeure Policy	29
Referral Bonus Policy	30

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: MISSION STATEMENT

POLICY NO.: 1

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 6.1.11

The mission of Weebleworld is to provide the highest quality of care possible, in the healthiest environment possible, for children in their first twelve years of life, while also encouraging and supporting their parents and caretakers.

The Essential Ingredients of the Center are:

- **Creating a Strong Team** by nourishing relationships between the children, their parents, their siblings and their caretakers through open, comfortable and consistent communication.
- **Supporting the Caretakers** by allowing them the necessary resources and environment in order to be successful as educators.
- **Honoring the Individual Child** by allowing self-expression and an environment full of potential for creativity, teamwork and privacy.
- **Environmentally Sustainable Design** by minimizing the Center's negative impact on our planet by choosing eco-friendly materials in order to create a healthy and responsible facility for children.
- **A Home-Away-From-Home Facility** that allows children to be as comfortable as they would be at their own home by creating a more residential feel.
- **Expanding and Incorporating Nature** into the building by providing access to plants and other earthly items both inside the classroom and outside on the playground.
- **A Soothing Ambiance** through the use of calming colors, abundant natural light, organic, sustainable furniture and equipment, and uncontaminated air.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: WELCOME

POLICY NO.: 2

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 6.1.11

Dear Parent(s):

Welcome to Weebleworld Child Care Center and Learning Academy! We are thrilled to have you and your child(ren) as part of our child care family. At Weebleworld, we pride ourselves on a home-away-from-home atmosphere where children are relaxed and comfortable. This provides the best possible environment for learning.

As you take the time to read through this handbook, you will see that the common theme throughout our program is the safe nurturing of young children. We hire only the best, most qualified staff to care for and educate your children. In addition, we strive to provide a superior cleanliness throughout our facility in order to foster a healthy environment for the children in our care.

Weebleworld maintains an open-door policy at all times. You are welcome to stop in at anytime to see your child while they are in our care and/or call to check on how your child is doing. In addition, my door is always open if you have any concerns about your child's care or development. If you'd prefer not to talk face-to-face, e-mail is another great way to get a hold of me at any hour of the day or night. We truly value you and your child(ren) as part of our family and we look forward to building a great relationship that will last years to come.

Sincerely,

Margaret A. Gasner

Owner/Director

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: LICENSING INFORMATION

POLICY NO.: 3

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 12.17.12

Weebleworld Child Care Center is licensed by the State of Wisconsin Department of Children and Families to operate a group child care center serving children ages 6 weeks – 5 years, operating January through December, Monday through Friday from 6:00am-6:00pm. Our licensed capacity is 80 children.

Weebleworld Learning Academy is licensed by the State of Wisconsin Department of Children and Families to operate a group child care center serving children ages 5 years – 13 years, operating January through December, Monday through Friday from 6:00am-6:00pm. Our licensed capacity is 36 children.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: ENROLLMENT

POLICY NO.: 4

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 3.6.13

Enrollment at Weebleworld is open to children from 6 WEEKS – 13 YEARS.
Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability

Parents can reserve a spot for of their child at Weebleworld by completing the Parent Contract and paying one week of tuition plus a \$100 (per family) one-time enrollment fee. The one week tuition will be applied to the child's first week of care. This deposit (one week tuition + enrollment fee) is **non-refundable**.

Weebleworld reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Weebleworld is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Weebleworld as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Weebleworld immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: TUITION

POLICY NO.: 5

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 6.1.11

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in Weebleworld. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

5.1 PLEASE SEE CURRENT FEE SCHEDULE FOR WEEKLY RATES.

Cash, check, money order or ACH may pay tuition. Credit card payments are also available but come with a 2.5% processing fee. All cash payments must be handed directly to the Center Director. There will be a \$25.00 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a second check, all future tuition payments must be made by cash, certified check, credit card or money order.

There is no credit given for scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God. Your tuition reflects your child's placement in our program and is not based on attendance.

5.2 LATE PAYMENTS ARE CHARGED AT A RATE OF \$25.00 PER DAY.

Tuition is paid prior to the performance of child care services. Tuition is due Friday by 6:00pm. A Late Tuition fee of \$25.00 per day will be assessed if tuition is not received on or before the tuition due date and the child care services will be SUSPENDED until the tuition and any assessed late fees are paid in full.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Weebleworld. However, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved you will be notified by the Center Director.

5.3 Weebleworld does not accept child care subsidies.

5.4 Weebleworld offers a multiple child tuition discount for two or more siblings enrolled **full time** during the same school year. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted 10% per child. Discounts are only applicable when tuition payments are made on time. Families attending part-time are not eligible for the multiple child discount. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above. Discounts do NOT apply to additional fees (ex. field trip fees, long day fees, etc.)

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: CONFIDENTIALITY

POLICY NO.: 6

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 6.1.11

Within Weebleworld, confidential and sensitive information will only be shared with employees of Weebleworld who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Weebleworld strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Weebleworld.

Outside of Weebleworld, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Weebleworld, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of Weebleworld are strictly prohibited from discussing anything about another child with you.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: MANDATED REPORTING OF SUSPECTED
CHILD ABUSE AND/OR NEGLECT

POLICY NO.: 7

APPROVED BY: MARGARET A. GASNER EFFECTIVE DATE: 6.1.11

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Weebleworld are considered mandated reporters, under this law. The employees of Weebleworld are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Weebleworld take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Weebleworld can not be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: PARENT CODE OF CONDUCT

POLICY NO.: 8

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 6.1.11

Weebleworld requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Weebleworld is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Weebleworld but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.**

Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

8.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

8.2 THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADUTLS ASSOCIATED WITH WEEBLEWORLD:

Threats of any kind will not be tolerated. In today's society Weebleworld can not afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

8.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT WEEBLEWORLD:

While Weebleworld does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to

verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

8.4 SMOKING:

For the health of all Weebleworld employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Weebleworld. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

8.5 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Weebleworld. Please be particularly mindful of Weebleworld entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

8.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF WEEBLEWORLD:

While it is understood that parents will not always agree with the employees of Weebleworld or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

8.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

Weebleworld takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Weebleworld. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS

POLICY NO.: 9

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 6.1.11

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Weebleworld, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Weebleworld must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Weebleworld, **both** parents shall be afforded equal access to their child as stipulated by law. Weebleworld can not, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Weebleworld suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Weebleworld staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of Weebleworld will accompany visitors at all times, throughout the center.

Weebleworld will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, Weebleworld can not have a child at the agency when the child's parent is prohibited access. Weebleworld will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: DISMISSAL

POLICY NO.: 10

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 6.1.11

Weebleworld reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within two weeks of the dismissal. An agency check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. Weebleworld will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Weebleworld.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: WITHDRAW

POLICY NO.: 11

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 6.1.11

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition and deposit will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment at Weebleworld. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: COURT ORDERS EFFECTING ENROLLED CHILDREN POLICY NO.: 12

APPROVED BY: MARGARET A. GASNER EFFECTIVE DATE: 6.1.11

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Weebleworld must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Weebleworld administration, both parents shall be afforded equal access to their child as stipulated by law. Weebleworld can not, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Weebleworld suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Weebleworld is obligated to follow the order for the entire period it is in affect. Employees of Weebleworld can not, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Weebleworld will report any violations of these orders to the court.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: ARRIVAL PROCEDURES

POLICY NO.: 13

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 12.28.12

Upon arrival at Weebleworld, the parent or the adult dropping the child off must sign the child into care using the Procure Biometric Computer located in the lobby. Parents will be given an orientation of the sign-in computer at registration. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day.

****NO CHILD MAY BE DROPPED OFF BETWEEN 12:00PM-3:00PM (NAPTIME) IN THE JUNGLE, OCEAN OR FOREST CLASSROOMS****

Weebleworld discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. Weebleworld believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Weebleworld are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

13.1 NOTIFICATION OF ABSENCE

Parents are required to inform the center by 9:00AM if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Weebleworld will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late, are required to notify the center by 9:00AM so as to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school.

13.2 AGENCY'S RIGHT TO REFUSE ADMISSION

Weebleworld reserves the right to refuse admission to any child at any time with or without cause.

Weebleworld strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first come first served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child to ill to attend.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at Weebleworld if the child were to be present at the center.
5. Parents' failure to maintain accurate, up to date records.

6. Parents' failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: PICK UP PROCEDURES

POLICY NO.: 14

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 6.1.11

Parents or other authorized adult are required to sign their child out of care using the Procare Biometric Computer located in the lobby. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child's cubby or school bag each day.

Parents or persons designated to act "in loco parentis" are required to retrieve any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

14.1 LATE PICK-UP:

You are considered late if your child is not out of the building by 6:00PM. All measurements of time are to be according to the Procare Biotmetric Computer system digital clock.

Weebleworld charges a late fee of \$1.00 per minute and/or \$25.00 per 15-minute increments (whichever is greater). The late fee is applied per child and no discounts are given on late fees for siblings. Late fees must be paid within 7 days.

A child's services will be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

14.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of Weebleworld will contact local police and/or the other custodial parent should a parent appear to the staff of Weebleworld to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Weebleworld staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Weebleworld to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Weebleworld will contact the child's parents, local police and Child Protective Services to notify them of the situation.

14.3 EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Weebleworld. In an emergency situation the child's parents will be called first. If they can not be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form have the right to act "In Loco Parentis." In Loco Parentis status affords the pick up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the Emergency/Alternate pick-up form will be required to provide a Driver's License or other Government Issued Photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Weebleworld reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: TRANSPORTATION

POLICY NO.: 15

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 6.5.20

Weebleworld owns two 14-passenger buses. These buses are driven by licensed, approved drivers. We provide transportation to/from all Stoughton elementary schools for before and after school care.

Our vehicles are in good repair and inspected annually. They are also fitted with child safety alarms.

Additionally, during the summer months our school age program takes field trips to local attractions. Prior authorization will be necessary from parents.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: SCHOOL CALENDAR/HOLIDAYS

POLICY NO.: 16

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 1.12.21

Weebleworld Child Care Center will be closed each year for the following 11 holidays:
(regular weekly payments are due)

* **New Year's Eve Day (December 31st)**- If New Years Eve Day falls on a Sunday, we will be closed the Monday after. If New Years Eve Day falls on a Saturday, we will be closed the Friday prior.

* **New Year's Day (January 1st)**- If New Years Day falls on a Sunday, we will be closed the Monday after. If New Years Day falls on a Saturday, we will be closed the Friday prior.

* **Martin Luther King, Jr Day (3rd Monday in January)** – Closed for professional development

* **Memorial Day**

* **Independence Day (July 4th)**- If Independence Day falls on a Sunday, we will be closed the Monday after. If Independence Day falls on a Saturday, we will be closed the Friday prior.

* **Labor Day**

* **Thanksgiving Day**

* **Friday After Thanksgiving Day**

* **Christmas Eve Day (December 24th)** – If Christmas Eve Day falls on a Sunday, we will be closed the Tuesday after. If Christmas Eve Day falls on a Saturday, we will be closed the Friday prior.

* **Christmas Day (December 25th)** – If Christmas Day falls on a Sunday, we will be closed the Monday after. If Christmas Day falls on a Saturday, we will be closed the Friday prior.

* **Floating Christmas Day**- Our policy is to close for *three consecutive business* days, tied to a weekend. We will determine the floating days Weebleworld will be closed each year and give you advance notice. This gives our staff a five-day holiday for the Christmas season.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: EMERGENCY CLOSING AND INCLEMENT
WEATHER INFORMATION

POLICY NO.: 17

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 1.2.14

Weebleworld will be CLOSED when the Stoughton Schools are closed for inclement weather (**snow/ice**). If Stoughton Schools are on a delay, Weebleworld will open at 6:00AM as usual. Weebleworld will be OPEN when Stoughton Schools close for **wind chills only**. Parents are required to be alert to Stoughton School closings through TV or radio.

Should the school need to close in the middle of the day due to unsafe travel conditions, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced.

Additionally, if there is severe weather on a day that Stoughton Schools are already closed (ex. a district snow day would not be possible because school is not in session), whether or not we close Weebleworld will be left to the owner's discretion.

It is also important that parents are alert to the weather conditions. Please watch the news for area closings and check your e-mail for any messages from the owner regarding our status. If you are unsure of whether or not Weebleworld is open, simply phone the center (877-2690) as a staff member will always be in by 6:00AM unless we are closed.

In the event that the owner determines the roads to be unsafe for travel, the owner will send an e-mail out immediately. The owner will be mindful of what other area districts are doing if they had school planned for the day(s). The owner is also mindful to the fact that closing the center in an emergency can

create an inconvenience for your family. However, the safety of our staff, children and families are of utmost priority.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: CURRICULUM INFORMATION

POLICY NO.: 18

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 6.1.11

18.1 DAILY SCHEDULE OF ACTIVITIES

During the opening and closing hours, children will engage in various activities that differ from their day. Children may interact with children outside their age group. They may play with different toys and equipment or go into other classrooms or outside.

The daily schedule for children (except infants) at Weebleworld is as follows:

6:00AM-7:00AM	Free-choice play
7:00AM-8:30AM	Dividing into appropriate age groups and beginning the day (birthdays, calendar, learning centers)
8:30AM-9:00AM	Breakfast
9:00AM-10:00AM	Indoor play/Projects
10:00AM-11:15AM	Outdoor play (weather permitting)
11:15AM-12:00PM	Lunch
12:00PM-12:15PM	Audiobooks/Winding Down Time
12:15PM-2:45PM	Nap/Rest time
2:45PM-3:00PM	Snack
3:00PM-6:00PM	Outdoor play (weather permitting) Indoor play/Projects

Schedules will vary a little based on age groups. Infants, because of their special needs, will follow an individual schedule determined by the parents and caregivers.

18.2 CLASS ASSIGNMENTS

Prairie Room

This room is designated for our infants and starts at 6 weeks of age. Children are ready to move out of the Prairie Room when they are (approximately) one year of age.

Ocean Room

This room is divided into two classrooms. The first is for children ages 12-24 months and the second is for children 18-24 months of age. Children are ready to move out of the Ocean Room when they are at least 2 years of age.

Jungle Room

This room is our 2-3 year old classroom. Childare are ready to move into our preschool room when they are at least 3 years of age and fully potty trained. Fully potty trained is defined as no more than two accidents per week while at Weebleworld.

Forest Room

This is our preschool room. Children in this room range in age from 3 – 4 years. Children in this room are fully potty trained.

Desert Room

This is our 4K classroom. We accept children ages 5-12 years for both before and after school, as well as non-school days.

Outback/Arctic Rooms

These classrooms are our school age classrooms (ages 5-12) at the Learning Academy. Before/After School and Summer Camp is held here.

18.3 STAFF TO CHILD RATIOS

The ratio standards set by the State of Wisconsin Department of Children and Families (DCF) appear in the chart below. The first number is always a 1 and stands for the teacher. The numbers that follow represent the number of

children. Since we have mixed age grouping in our classrooms, we follow an equation provided by the state to help us maintain the proper legal ratios at all times.

Ages	Staff : Children	Max. # of Children/Group
6 weeks – 2 years	1 : 4	8
2 – 2 ½ years	1 : 6	12
2 ½ - 3 years	1 : 8	16
3 – 4 years	1 : 10	20
4 – 5 years	1 : 13	24
5 – 6 years	1 : 17	32
6 years and over	1 : 18	32

18.4 NAP/REST TIME

Weebleworld's designated nap/rest time is from 12:15pm-2:45pm. Most children do not sleep this entire time. However, it allows ample time for those who need more rest and for those who take longer falling asleep. Children less than 5 years of age who are in care for more than 4 hours are required by the State of Wisconsin Department of Children and Families to have a rest or naptime. A child who has not fallen asleep after 30 minutes or one who awakens will have quiet time through the use of books or activities which will not disturb the other children.

In order to control the spread of germs and communicable diseases, each child is supplied with an individual, labeled crib or cot. Cots are sanitized at the end of the week by staff members. Weebleworld also supplies each child with a cot or crib sheet. A child-sized blanket may be brought from home. All sheets will be washed weekly and blankets will be sent home on Fridays to be washed. Your child may also bring a small, soft toy or stuffed animal to be used at naptime.

Infants, because of their special needs, follow their own unique schedule for naptimes.

18.5 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED

Below is a list of supplies that parents must provide upon enrollment or before admission.

6 week – 1 year

- blanket
- sunscreen (labeled)
- two changes of clothing
- formula/breast milk (labeled and dated)
- bottles (labeled)
- baby food (labeled)
- pacifiers (labeled)
- disposable diapers (labeled on bag/box)
- any necessary ointments or creams

1 – 3 years

- blanket
- two changes of clothing
- disposable diapers (labeled on bag/box)
- sunscreen (labeled)
- any necessary ointments or creams

3 – 4 years

- blanket
- one set of extra clothing
- sunscreen (labeled)

4 – 5 years

*see annual supply list provided by 4K

18.6 BIRTHDAY/HOLIDAY CELEBRATIONS

Birthdays and holidays are very important and fun times for children. Weebleworld recognizes each child's birthday within their own classroom. Parents are welcome to bring in a special treat for their child's birthday, but are encouraged to choose a healthy option. Parents are required to check with their classroom teacher regarding any allergies within the classroom before providing a treat.

Weebleworld celebrates a wide variety of holidays with the children. Weebleworld is not religiously-affiliated, but feels that exposing children to different holiday celebrations is a great method of educating children about the various religious in our culture. If at anytime a parent feels uncomfortable with their child participating in a particular holiday or celebration, they are encouraged to speak with the Director ahead of time so that alternative arrangements can be made.

18.7 PARENT/TEACHER CONFERENCES/COMMUNICATION

Open communication between parents and staff is essential at Weebleworld. Your child will benefit from regular parent/teacher communication.

Staff at Weebleworld will send a written letter or make a phone call to parents whenever it is felt that extra communication is necessary in resolving or discussing an issue or problem. It is important that parents keep the staff up-to-date and informed about their child/children's concerns, needs and feelings. The more information parents provide the staff at Weebleworld, the better equipped we are to address problems and issues that may arise.

Parents or staff may request a formal conference at anytime one or both parties deem necessary.

Each classroom has parent communication board that is updated daily with the activities of the day. We encourage all parents to read the message board in their child's classroom in order to stay informed and involved.

Parents of children in the Infant and Toddler classrooms will receive a daily information sheet for their child which contains information such as feeding patterns, naptimes, diaper changes, and any other notes that the teacher feels appropriate.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: DISCIPLINE

POLICY NO.: 19

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 6.1.11

19.1 Guidance for All Age Groups

In order to foster healthy learning and development, children need the opportunity to make their own decisions, within acceptable limits. Staff and adult guidance with the children at Weebleworld will always be available to redirect children who need assistance in self-control, specific activities, and interpersonal problems. Redirection will never be controlling.

Specific phrases used daily at Weebleworld for guidance are:

- Walking feet
- Inside voices
- Please share
- If you take it out, you must put it away
- Please listen
- Feet on floor
- Hands and feet to yourself
- Teacher's job
- Find another choice
- Gentle touches
- Warning
- Take a break
- Use your words

19.2 Guidance for Children Under 3 years of Age

For children under 3 years old, redirection and limited choices will be used for guidance. When a problem or specific, inappropriate or unacceptable behavior arises, the child care worker will first redirect the child by using the phrases listed above and providing other choices. If the behavior continues after redirection, the child care worker will provide limited choices for what the child can or cannot play with or participate in.

19.3 Guidance for Children Over 3 years of Age

A "time-out" interrupts the situation and provides children with time to think about the situation and why it is not acceptable at Weebleworld. Time-outs may be given to children for behaviors that are physically harmful to other children, cruel, disruptive or abusive. Time-outs will be given in a specific area, assigned in the room. The area is within sight and sound of the child care teacher. Time-outs will be one minute per year of age (ex.: 3 year old = 3 minutes, 4 year old = 4 minutes, etc.), but never to exceed 5 minutes.

After a time-out is given, the teacher will address the child and explain and discuss why that behavior is not acceptable and what can be done next time to avoid that behavior. If another child was involved or injured as a result of the behavior, that child will be involved in the discussion of cause and effect.

19.4 Prohibited Punishments

Methods of discipline used at the center will concentrate on positive guidance and redirection while setting clear-cut limits. At NO time will child care workers or volunteers use actions that are aversive, cruel or humiliating, or actions that may be psychologically, emotionally, or physically painful, discomforting, dangerous or potentially injurious.

Examples of prohibited actions include:

- Spanking, hitting, pinching, shaking, slapping, twisting or inflicting any other form of corporal punishment
- Verbal abuse, threats or derogatory remarks about the child or the child's family
- Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle
- Withholding or forcing meals, snacks or naps

A child will NOT be punished for lapses in toilet training.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: TOYS FROM HOME

POLICY NO.: 20

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 6.1.11

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Weebleworld staff for safety and appropriateness, and may be prohibited at the sole discretion of Weebleworld.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: DRESS CODE

POLICY NO.: 21

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 6.1.11

Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, clothing.

Parents are prohibited from dressing children in clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear flip-flops or any other open-backed sandal or shoe. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes, coats, hats, gloves, scarves, and boots. Weebleworld is not responsible for lost or damaged items of clothing.

Jewelry/Accessories:

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Weebleworld will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it discovered after the parent leaves. Repeated (more than 3 violations per school year) violations of this policy are considered to be violation of SAFETY POLICIES and will result in dismissal from the program.

When choosing accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending Weebleworld.

Weebleworld is not responsible for damage to or loss of and articles of clothing.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: FIELD TRIPS

POLICY NO.: 22

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 6.5.20

Weebleworld does not provide transported field trips as part of our regular, school-year program. Occasionally, the preschool group takes a walking trip to nearby parks. Parents will be notified in advance of these planned trips and must approve of such activity on the child's Enrollment Form.

During the summer months, our school age program enjoys field trips to local attractions. Parents will be notified in advance of these planned trips and must approve of such activity on the child's Enrollment Form. Weebleworld has two 14-passenger buses for transport, driven by a licensed, approved driver.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: PARENT PARTICIPATION/VOLUNTEERS

POLICY NO.: 23

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 6.1.11

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. These volunteer opportunities are posted in the main office area on the parent bulletin board.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Weebleworld reserves the right to make Volunteer assignments. Weebleworld does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: HEALTH AND SAFETY

POLICY NO.: 24

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 6.1.11

24.1 PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Weebleworld. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the center director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the center director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a wavier on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Weebleworld. The Physical Examination Form, indicating the child's fitness to attend Weebleworld, must be completed by a licensed healthcare professional and returned to the Center Director within the first 30 days of enrollment.

24.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Center Director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Weebleworld from liability for administering treatment to children with severe

allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided Weebleworld exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

24.3 COMMUNICABLE DISEASES

Weebleworld follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC).

Parents are required to pick up an ill child within 1 hour of notification by phone. If a parent is reached, but can not pick their child up within 1 hour, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent can not be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Weebleworld reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program. Written notes from physicians for a child to return to the Center in relation to an illness will not be accepted if they are in disagreement with policy and guidelines received from the American Academy of Pediatrics or Public Health. Public Health guidelines will be followed over that of a private physician, if necessary.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. A fever is defined as a temperature reading on a thermometer of at least 99.5 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for diarrhea which occurs 3 or more times in a 24 hours period of time and/or 1 episode of vomiting in 24 hours. Children may return to the program 24 hours after the last episode of diarrhea or vomiting.

An unexplained rash that has the appearance of chicken pox, roseola, hand-foot-and mouth disease, fifth's disease, impetigo or other communicable disease must be cleared by a physician before returning to the center.

A child with head lice must be treated with medicated lice and nit killing shampoo AND all lice and nits must be eliminated from the hair before the child can return to the Center.

A discharge from the eye may be a sign of pink eye which is very contagious. Your child should be seen by a physician and if diagnosed, needs to have taken antibiotics for 24 hours and have no discharge remaining before returning to the Center.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Weebleworld will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

24.4 BITING

Biting is unfortunately not unexpected in toddler groups but can be very emotionally charged. There are many reasons toddlers may bite. Sometimes the biting is related to teething. Sometimes toddlers bite to express feelings they can't express with words yet. We have seen children bite when they are frustrated, and we have seen them bite in the excitement of a happy moment. No one can predict which child will bite, but we are ready to help toddlers who do bite to learn other behavior. We are also ready to give treatment, sympathy,

and advice to children who are bitten. Here are the ways we work to prevent biting and how we respond to it when it does happen.

First, we try to program the day to avoid boredom, frustration, or over-stimulation. We provide a calm and cheerful atmosphere with a mix of stimulating, soothing, age-appropriate activities and multiples of favorite toys. We also work to model acceptable and appropriate behaviors for the children, helping them learn words to express their feelings and giving them tools to resolve conflicts with our help.

Second, if a bite does occur, we help the child who was bitten. We reassure him or her and care for the bite. If the skin is not broken, we use a cold pack. If the skin is broken, we follow medical advice and clean the bite with soap and water. If it is likely the bite may get dirty, we will cover it to keep it clean. If your child is bitten, the teachers will fill out an incident report, keep a copy and give one to you when you pick up your child. If the bite has broken the skin, we will call you to let you know. We also respond to the child who did the biting. We show the children strong disapproval of biting. Our specific response varies by circumstances, but our basic message is that biting is the wrong thing to do. We also help the child who bit learn different, more appropriate behavior, and we let his or her parents know there's a problem so we can work together to solve it.

Third, the teachers and administration analyze the cause of ongoing biting. We develop a plan to address the causes of the biting, focusing on keeping children safe and helping those who are stuck in biting patterns. When we need to develop such a plan, we share the details with parents so they know specifically how we are addressing this problem.

Fourth, parents are notified if their child starts to bite. We ask parents to keep us informed if their child is biting at home. Children who bite in our program do not necessarily bite at home. But if your child is biting in both places, it is important for all of us to be consistent in dealing with it. Communication is very important in order to help your child stop biting.

We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. You can count on us to deal appropriately with biting so it will end as quickly as possible. We will support your children whether they bite or are bitten. We want the best for all the children in our program. If you want more information on biting or have any questions or concerns, please let us know.

24.5 DISPENSING MEDICATION

Weebleworld will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a parent-signed Medication Form with explicit dosage and administration instructions.

Weebleworld will only give prescription medication to the child for whom the medication container is labeled. One Medication Form per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the Medication Form must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form for any medication that is to be dispensed. Medication Forms can be found in each classroom. Medication Forms, doctor's notes and medication are to be turned into the Lead Teacher or Center Director.

Weebleworld will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) when prior parental approval is given through the use of a signed Medication Form. No medication will be given on an as-needed basis, as determined by Licensing Rules. Parents are required to supply a bottle of the fever reducing/pain medication clearly labeled with their child's name. (One bottle of fever reducing/pain medication is required per child.)

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

24.6 FIRE/TORNADO/EMERGENCY DRILLS

Weebleworld conducts monthly fire and emergency/evacuation drills. Tornado drills are conducted monthly from April through September. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any

parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

24.7 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be put in the child's cubby or school bag.

The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

24.8 FOODS

All age groups:

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Weebleworld never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Food can be used by teachers as a reward for good behavior and/or for classroom lessons. Any food given as a reward (i.e. lollipops, candy) will be placed in the child's cubby/school bag to be enjoyed at home.

Infant Group:

Children enrolled in the infant classrooms must have all food items for consumption prepared and labeled each day the child is in attendance. This includes formula/breastmilk bottles, baby food, snacks, and juice bottles. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a bottle warmer prior to feeding. No bottles will be microwaved. All bottles must be taken home by the parents each night to be washed.

Weebleworld will provide all utensils and bowls necessary for feedings. Children will not be fed directly from baby food jars, nor will the staff use previously opened baby food. Staff will mix baby cereal just prior to feedings. All unused food remaining after a feeding will be discarded.

Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

1 year and older classrooms:

Weebleworld offers breakfast for all children at approximately 8:30 a.m., a half-hour lunch at approximately 11:30a.m., and an afternoon snack at approximately 3:00 p.m.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks.

Weebleworld's curriculum focuses on developing healthy, well-balanced eating habits.

The center's weekly menu will be e-mailed and posted on each classroom's bulletin board.

24.9 FIREARMS AND WEAPONS

At NO time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: STAFF EMPLOYMENT BY CLIENT'S POLICY

POLICY NO.: 25

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 6.1.11

The staff of Weebleworld is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ Weebleworld staff will have their services terminated and any deposits will be forfeited. Staff who become employed by current or former clients of Weebleworld may have their employment with Weebleworld terminated.

Employment refers to any relationship outside of the agency's services which involves an employee of Weebleworld to interact with a current or former client's of Weebleworld. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: AGENCY CONTACT INFORMATION

POLICY NO.: 28

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 12.10.11

ADDRESS FOR CHILD CARE CENTER: 1815 Cedarbrook Ln, Stoughton, WI 53589

ADDRESS FOR LEARNING ACADEMY: 1640 E. Main St, Stoughton, WI 53589

PHONE NUMBER FOR CHILD CARE CENTER: (608) 877-2690

PHONE NUMBER FOR LEARNING ACADEMY: (608) 480-7036

OWNER/CENTER DIRECTOR: Margaret A. Gasner

E-MAIL ADDRESS: Weebleworld@gmail.com

WEBSITE: www.weebleworld.com

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: FORCE MAJEURE

POLICY NO.: 29

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 09.11.20

Force majeure refers to a natural and unavoidable catastrophe that interrupts the expected course of life events and restricts people from fulfilling their obligations. It is a French term that literally means “greater force”. These are also sometimes coined the “act of god” clause. This includes but is not limited to pandemics, hurricanes, tornadoes, earthquakes, hail or floods.

If the school district has closed, our facilities will close. If we are identified as a critical business, we will remain open if our buildings and staff are not compromised. We reserve the right to request restrictions on which families may come in for care.

If we do not close, parents continue to pay their normal contracted rate.

In the event the facility partially closes, parents will be charged via the following schedule for families with children not attending the center. Families with children still attending will continue to pay full tuition.

Tuition guidelines in the event of a partial closure:

- Days 1-10 (business days): families with children not attending: tuition charged in full
- Days 11-30 (business days): families with children not attending: tuition will be charged at 50%
- After 30 days (business days) of closure, tuition will be reassessed

In the event the facility does close, parents will be charged via the following schedule.

Tuition guidelines in the event of a partial closure:

- Days 1-10 (business days): tuition charged in full
- Days 11-30 (business days): tuition will be charged at 50%
- After 30 days (business days) of closure, tuition will be reassessed

WEEBLEWORLD CHILD CARE CENTER, LLC

POLICY: REFERRAL BONUS POLICY

POLICY NO.: 30

APPROVED BY: MARGARET A. GASNER

EFFECTIVE DATE: 6.1.11

Any family of Weebleworld who refers another family to the Center is eligible for a \$100.00 referral bonus. In order to receive the bonus, the referred family must submit all necessary paperwork, including the enrollment fee, and be in attendance for at least two weeks. The referral bonus may be deducted from the referring family's next tuition payment as a credit.