WA Community Child Care, LLC.



Family Handbook

com·mu·ni·ty
kə ˈmyoōnətē/
noun

1. *a group of people living in the same place or having a particular characteristic in common.*

2. *a feeling of fellowship with others, as a result of sharing common attitudes, interests, and goals.*

OUR MISSION

WA Community Child Care's mission is to maintain positive partnerships in our community. A partnership that supports the needs and goals of each enrolled family as well as the greater community.

OUR PHILOSOPHY

IT IS OUR BELIEF that children thrive best in a positive, inclusive, enriched, and playful learning environment where they are encouraged and guided by passionate, kind, nurturing, and child-centered people.

IT IS OUR GOAL to partner with parents to enhance their parenting experience by providing family resources, periodic child development assessments, and a peace of mind knowing that we do our best to make the most of their child's day.

IT IS OUR COMMITMENT to provide exceptional child care, fully-develop a child's foundation for their future learning, and support the role of the parent as a child's life long primary role model.

Revision: 2/1/26 - Policies are reviewed and updated yearly for standard changes.

ADMISSIONS

WA Community Child Care, LLC. is a Department of Children and Families licensed child care facility. All children are welcome at the center without discrimination of children based on race, color, national origin, sex (including gender identity/sexual orientation), or disability, as governed by federal laws like the Americans with Disabilities Act (ADA). Parents are required to visit the center prior to enrollment to ensure the environment is beneficial to the child's individual needs. The Center Administrative Team will give each family a tour to ensure parents/guardians are well-informed about the center's environment, policies, and procedures.

Upon choosing our center for child care, all admissions forms will be given to the parents for completion by a member of our Administrative Team or they may be downloaded from our center's website. All admissions information is printed in English. For families requiring information in an alternative language, a member of our staff that is fluent in the alternative language may assist in interpreting forms and admissions information. Should we not have a fluent staff member at the time, we request that an interpreter accompany the child's parents during the enrollment process . To further assist families using an alternative language, the State of Wisconsin offers some publications in alternative languages. Those forms will be procured whenever possible.

Prior to enrollment, the following forms must be completed within (3) days of the enrollment date: Child Enrollment, Health History and Emergency Care Plan, Child Health Report (if applicable), Immunization Record, Intake for Child Under Two, Alternate Arrival/Release (if applicable, Permission to Transport (if applicable), Food Program forms, and any other form relating to a child's individual needs. The immunization record must be completed within 30 days of enrollment. The child health report must be completed within 90 days of enrollment. All forms, reports, and child information will be held in confidence for 3 years after disenrollment, not to be shared with any other unauthorized parties.

Upon enrollment in the program, parents will be offered a Meet 'n Greet tour of the center by a member of our Administrative staff. During the tour, parents have an opportunity to meet teachers and staff, ask questions, locate your child's personal belongings cubby space, and will be given an orientation packet (outlining such items as amenities, authorized contacts, enrollment, our keyless entry system, parking, payments, center contacts, website functionality, and necessary items to bring to the center) to ensure familiarity with our center's policies and procedures.

We believe that parents shall be informed of our center's policies as well as the Department of Children and Families regulations (DCF251) for child care centers and our continued compliance of them. Therefore, all parents will receive a copy of our Parent Handbook and a summary of the licensing regulations upon registration. In addition, our Parent Handbook and State of Wisconsin child care license and compliance record (enforcement action, stipulations, conditions, exceptions or exemptions) is available in the designated parent information area at the front entrance. In this area, you will find other information such as notices, newsletters, health alerts, etc.

The needs of all children will be met within reasonable accommodations in accordance with the Americans with Disabilities Act. If a child has a Health History Form with additional identified needs, Individualized Education Program (IEP), or Individual Family Support Plan(IFSP), we will review the parameters of support. It is our goal to ensure the center's environment and policies are beneficial to the child. In cases in which we are not able to meet the child's individual needs, enrollment will not be offered. Once an enrollment has been offered, the parents and the center are given a 30-day trial period. During this period, the parents and the center are not required to give notice of disenrollment.

ATTENDANCE

It is the responsibility of each parent/guardian, teacher, and administration staff to do their part to ensure our children are properly tracked during their time at the center. While children are in our care, parents are required to check their child in/out on our Procare child management system computer located in the parent area at the front entrance. Parents/Guardians shall complete the following steps:

- Upon arrival, check their child into our Procare computer program using their unique identification code
- Escort their child to the classroom
- Announce to the teacher that their child has arrived
- Upon departure, check their child out of the Procare computer program and announce to the teacher that their child is leaving
- If their child is absent or has an alternate schedule for the day, notification must be sent to the center verbally or our preferred method of using the Procare Connect app.

Staff shall maintain the child's in/out time on their Procare Connect app (paper copy during internet outage). To ensure children's whereabouts are maintained throughout the day, teachers shall perform a child head count of children periodically and verify count every hour on the Procare software app. Additionally, a member of the administrative staff shall periodically compare Procare computer attendance with the classroom Procare Connect app to ensure attendance consistency.

The center will assume that children will arrive on their scheduled days. To ensure the safety of the children, parents are asked to notify the center with any absence by way of oral communication or written communication. Should the parent not notify the center of absence, our staff will contact you via the Procare software app or telephone call to ensure your child's safety. The communication will be made within 30 minutes after each attendance check. Each attempt will be documented whether we are successful or not in reaching you.

AUTHORIZED/UNAUTHORIZED CHILD PICK-UP

All parents/guardians, and their assigned alternates with written permission, will be given a unique identification code for the door & computer check-in/out system. If someone other than the parent/guardian needs to pick up or drop off their child, the parent/guardian must notify the center administration in written form through email or the Procare Connect app prior to the individual's arrival.

Any person who wishes to pick up a child from our center shall be 18 years old (exceptions made for underage parents) and provide identification (with photo and birthdate) to ensure they are the authorized person. This may be done repeatedly until all staff members are familiar with the child's parents/guardians and contacts you have authorized. If the authorized person does not have a picture identification, the parent/guardian will be called to verify the individual. If the parent/guardian is not reached, the child will remain at West Allis Community Child Care until permission from the parent is obtained.

If an authorized pick-up person arrives at the center and appears to be impaired by drugs or alcohol, the staff person in-charge will attempt to keep the individual at the center, away from the children while another staff member contacts an alternate pick-up person. If the person who appears to be impaired by drugs or alcohol takes the child, the staff person in charge will contact the local Police Department and give as many details as possible regarding the situation, the person's description, the vehicle/license plate, etc.. This will be done to protect the child, the authorized pick-up person, and others from being seriously injured.

In general, parents/guardians shall have access to their child at any time during the day. If a parent or legal guardian is restricted access to their child by a court order, a copy of the court order must be on file before the center can restrict access.

BITING

Biting is a normal part of the development that many children go through. It is usually a temporary behavior that is most common between 13-30 months of age.

The safety of the children at the center is our primary concern. The center's Biting policy addresses the actions teachers will take if a biting incident occurs.

The following steps will be taken if a biting incident occurs in the classroom:

- The biting will be interrupted with "Nice touches! Our teeth are for food."
- The bitten child will be comforted
- The bite mark will be washed with soap and water with an ice pack placed on the bite mark
- Teacher will redirect the biter from the situation
- An incident report will be completed for each child involved
- Confidentiality of all children involved will be maintained to ensure each family's privacy
- The bitten area should continue to be observed by parents/guardians and staff for signs of infection
- If a child continues to bite, we will follow the steps of continued inappropriate behavior in our Procedures Handbook
- Link for Resource on Biting

CHILD ABUSE & NEGLECT PREVENTION/PROTECTION

Wisconsin State Law mandates all child care staff to report any suspected abuse and neglect of children. All staff will complete training in identifying the signs and the obligation of being a mandatory reporter. All staff shall complete a report and keep a log of all physical (unusual bruises, contusions, lacerations, burns, corporal punishment, etc.), verbal abuse, psychological punishment, unusual notations/conversations of/with children, or anything else indicating abuse/neglect received in and out of the center. The staff will then report the suspected abuse/neglect to Child Protective Services.

CHILD GUIDANCE

Our center takes a positive approach to child guidance. Staff will be trained in Child Guidance at orientation and on-going on a yearly basis. Each child in our care should experience success in developing a sense of self-esteem, self-regulation, respect, and empathy for others while also learning and practicing the necessary skills to make positive and safe choices each day in each of their learning environments. We strive for classroom settings that provide children with opportunities to explore their environment within consistent age and developmentally appropriate expectations. In this atmosphere, most behavior issues are prevented.

As children develop, it is normal for them to test their limits and have big emotions. By using the following progressive guidance steps, we strive to minimize inappropriate behavior while creating a positive learning environment for all of our children.

- Expectations for Children
    - Maintain safe practices for themselves and others
    - Be responsive to guidance in in problem-solving with their teachers/peers
    - Be receptive to coaching with appropriate action steps to use in future situations
    - Engage in opportunities that promote success throughout the day

- Expectations for Parents/Guardians

- Use positive/neutral tones in the presence of children, staff, and other families
- Be receptive to observations, strategies, and resources obtained from staff
- Be reciprocal with their observations and strategies given to staff

- Expectations of Teachers
  - Maintain consistent and active supervision
  - Model, coach, and reinforce appropriate behavior and expectations
  - Be mindful of composure and personal reactions by using positive/neutral tones at all times and in all situations
  - Maintain rational detachment by realizing the negative behavior should not be taken personally
  - Allow children time to respond to the expectations
  - Communicate discreetly one-on-one at the child's level when addressing behavior/choices
  - Become familiar with a child's special needs
  - Set clear-cut, reasonable expectations for children's behavior based on their developmental levels and individual differences
  - Provide interesting, challenging, and developmentally-appropriate activities throughout the day that allow children to feel successful and accomplished
  - Seek mentorship from the center Education Team for strategy guidance
  - Seek advice or assistance from parents/guardians on strategies that work for them

- Prohibited Forms of Behavior Management
  - Our policy does not permit actions that may be psychologically, emotionally, physically hurtful/painful, discomforting, dangerous, or potentially injurious are prohibited. Examples of prohibited actions include all of the following:
    - Spanking, hitting, pinching, shaking, slapping, twisting, throwing, or inflicting any other form of corporal punishment
    - Verbal abuse, threats, or derogatory remarks about the child or the child's family
    - Punishing a child for lapses in toilet training habits
    - Withholding or forcing meals, snacks, or naps
    - Actions that are cruel, aversive, ridiculing, embarrassing, frightening, or humiliating to the child
    - Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box, or similar cubicle

- Guidelines for Inappropriate Behavior
  - After additional positive behavior strategies have been used, we may find that persistent unsafe behavior(s) continues. This behavior may:
    - Threaten the health (physical, mental, social/emotional) and safety of the child, other children, or staff
    - Require the child to need 1:1 care from a teacher/Administrator
    - Disrupt the learning environment for other children
    - Breach the rules and guidelines of our program

  - When unsafe behavior(s) are present, we may use the following progressive procedures:
    - The Teaching Team may:
      - Observe and document the child's unsafe behavior(s) and any challenges to safety and growth in this environment
      - Communicate with families asking for additional advice or assistance on strategies that work for them in a home setting

    - The Education Team may use any of the following options:

- Notify Parents/Guardians of the observations, supports, and strategies used and ask for additional advice or assistance on strategies that work for them in a home setting
    - Resources may also be shared at this time to help guide families as they seek any additional outside support that may be available.
- Request Parents/Guardians to pick their child up from the center for the day, within 1 hour, if the behavior is deemed unsafe.
- Create a plan to further outline the procedural steps and collaborative goals to ensure safety and/or growth for the child and others in this learning environment and share any barriers where other outside resources and supports may be needed. The safety/support plans may be one of the following types:
    - A Family Support Plan (children 6 weeks-2 years old)
    - A Behavior Guidance Plan (children 3-5 years old)
    - A School-Age Behavior Expectation Plan (children who are enrolled in 4K and up)
- Request an immediate conference with the Parents/Guardians to:
    - Review a developed plan or express concerns
    - Disenroll the child from the center

- Guidelines for Immediate Disenrollment
    - The center may immediately disenroll a child for any behaviors that may cause significant risk of harm to the health (physical, mental, social/emotional) & safety of other children and staff
    - Examples of harmful behaviors (but not limited to)
        - Unsafe behaviors which results in serious bodily injury
        - Attempted unsafe behaviors which if completed, would result in serious bodily injury
        - Setting or attempting to set fires
        - Bringing weapons to the center
        - Substantial damage to the center's property or personal property, etc.
        - Leaving the sight/sound of the teacher/classroom/center
        - Non-approved photo/video uploads to social media platforms
        - Any other reason the center deems worthy of immediate disenrollment

- Notification of disenrollment may be communicated through a verbal or written form.
    - If a parent disagrees with any disenrollment, they may appeal the decision by send a written request within 10 days
    - The center will respond to the request with a decision on the appeal within 10 days

COMMUNICATION

Family communication is important in creating the best care and learning opportunities for your child. To support the role of parents as the child's primary role model, we strive to keep you informed in a variety of ways. They are as follows:

- In-Person
    - Daily drop-off and pick-up time are perfect opportunities to share information about your child's day and needs

- Parent Displays
    - Behavior & learning expectations
    - Classroom schedule
    - Family fun activities

- Food service menu
- Lesson plan
- Parent engagement
- Parenting/development resources
- Special activity information

- Parent-Teacher Conferences
  - Each year, we will offer (2) opportunities for parents and teachers to review their child's progress
    - Conferences will be held in November and May of each year
    - Opportunity for teachers to discuss the child's observations, assessments, goals, and achievements
    - Opportunity for parent input on current learning and future goals
  - Parents/guardians may additionally request a personal conference at any time during the year

- Procare Connect App
  - Daily written communication will be logged electronically by teachers that highlights the children's:
    - Daily activity updates
    - Daily needs
    - Diapering & toileting updates
    - Health observations
    - Incident reports
    - Instant messages
    - Meals & feedings
    - Medication disbursements
    - Photos & videos
    - Rest times
    - Supply reminders
  - Procare Connect app allows parents the ability to send electronic messages for:
    - Absences
    - Change of address/telephone
    - Changes to authorized pick-up list or emergency contacts
    - Child's daily needs
    - Confirmation acknowledging incident reports
    - Miscellaneous family needs

CONCEALED CARRY LAW

According to licensing regulations DCF 251.06 (2) (c), firearms, ammunition and other potentially dangerous items may not be kept on the premises (of a child care center). For more information and frequently asked questions, please see the Department of Justice's website: www.doj.state.wi.us.

CONFIDENTIALITY

While enrolled at the center, your child's medical, developmental, behavioral, and information will be held in confidence being shared only with our internal staff and the Wisconsin Department of Children and Families when required. Therefore, our staff will not share this information with other families at the center or outside agencies without your written consent.

DISINFECTION & SANITATION

Our center takes pride in the overall cleanliness of our facility. Each night, the center will be professionally cleaned. In addition, our staff must follow strict guidelines for sanitation in the following areas:

Classrooms
All tables, chairs, and surfaces will be washed daily with EPA approved Steramine sanitizer. Toys will be washed in a 3-step process of soap, rinse, and bleach water. They will be washed immediately when soiled and rotated periodically throughout the month.

Diapering
- The process for diaper changing is as follows:
    - According to State of Wisconsin licensing rules, teachers should change children's wet or soiled diapers immediately. WA Community Child Care, LLC, requires teachers to actively change diapers every 2 hours at a minimum. Parents/Guardians are responsible for providing their child with wipes, diapers, and ointment (if necessary).
    - The process for diaper changing is as follows:
        - Sanitize the sink with Steramine disinfectant spray with a 1 minute dry time
        - Sanitize the changing surface with a 3 step process of soap, water, and Steramine disinfectant spray with a 1 minute dry time
        - Gather the child's diapering supplies
        - Caregiver shall wash their hands with soap and water
        - Caregiver shall assist child in washing their hands with soap and water
        - Use latex gloves to protect from bodily fluids and feces
        - Caregiver shall assist/place the child on the changing surface and ensure the child is always within reach
        - Wipe the child's diaper area before diapering with a disposable baby wipe
        - Prepare the child's fresh diaper
        - Place the soiled diapers in the foot-operated, covered garbage can
        - Caregiver shall assist child in washing their hands with soap and water
        - Caregiver shall assist/place the child off the changing surface
        - Sanitize the changing surface 3 step process of soap, water, and Steramine disinfectant spray with a 1 minute dry time
        - Caregiver shall wash their hands with soap and water
        - Sanitize the sink with Steramine disinfectant spray with a 1 minute dry time
        - Mark the diaper change on the child's Procare Connect app

Hand Washing
The first defense against communicable diseases is hand washing. Teachers shall wash their hands with soap and water upon entering the classroom, after toileting, before and after meals, and any other time they are in contact with potential germs. Children shall be taught the importance of these techniques also, as they wash their hands after toileting, before and after meals, and any other time they are in contact with potential germs.

Universal Precautions
Universal precautions refer to the usual and ordinary steps all staff need to take in order to reduce the risk of infection of blood-borne organisms. They are universal because they refer to steps that need to be taken in all cases, not only when a staff member or child is known to be infected. Precautions are integrated into daily safety protocols.

EDUCATION
Activities will be aligned with the Wisconsin Model Early Learning Standards (WMELS) (children ages 6

weeks-5K) and the School Age Curricular Framework (SACF) (School-Age) standards that will be developmentally-appropriate, play-based, exploratory, and FUN!!!

By using the Portage Guide (developmental checklist for children ages 6 weeks - 5K), the School Age Curricular Framework (SACF) (a framework for children in 1st-5th grade), the Child & Family Intake information, and developmentally appropriate practices, children will achieve goals based on their individual needs and interests. Children's milestone achievements/progression will be shared with parents/guardians during Child Conferences available 2 times per year.

At any point in our goal setting, observation, or assessment process, we may notice that children are not meeting milestones set within the Portage Guide or display other developmental concerns. Once these notations are made, they will be given to parents/guardians via Procare messages, face-to-face at drop-off/pick-up, or a formal meeting with the Director of Education. With this information, parents/guardians can make decisions as to whether their child may require additional assessment/developmental services by outside agencies.

- For more information on WMELS: https://dpi.wi.gov/sites/default/files/imce/standards/New%20pdfs/dpl-wmels-5-web.pdf
- For more information on SACF: https://dcf.wisconsin.gov/files/youngstar/pdf/sacfcurriculumalignment.pdf
- For more information on the Portage Guide: https://sites.google.com/cesa5.org/portageproject/products/portage-guide-3

Monthly themes will enrich the learning, and they will allow your child to experience new horizons. Our activities will include experiences that will:

- Encourage use and development of language
- Develop large and small muscle skills
- Encourage creativity and imaginative play
- Develop a positive self-image
- Provide indoor and outdoor play
- Provide active and quiet activities
- Provide group and individual activities
- Provide free-play periods
- Increase cultural awareness

Routines are an important part of our days at the center. Through consistent routines, we teach the importance of table manners, toileting, hand-washing, and self-regulation. Although infants and toddlers are encouraged to eat, sleep, and develop on their own schedules, routines will also be an important part of their days. Daily routines such as toileting and eating will be done in small groups to avoid children standing in lines for lengthy periods of time. Transition periods between activities (songs, chants, fingerplays, routine, etc.) will be expeditious with children anticipating the next activity. A complete schedule outlining our daily activities is located in each classroom.

In an effort to celebrate our diverse cultures and holidays, our center encourages children and families to discuss and share their particular culture. In addition, our teachers may share information on cultures around the world while using a broad unbiased approach .

The center may use educational videos as part of the curriculum. If a child chooses not to watch an educational video, an alternative activity will be available for him/her.

Sample Center Daily Schedule

6:00am	Center Open/Free Choice Play
8:00am	Breakfast begins
8:30am	Learning Centers/Small Group/Free Choice Play
9:00am	Outdoor Time
10:00am	Learning Centers/Small Group/Free Choice Play
11:15am	Lunch
3:00pm	Snack
3:15pm	Learning Centers/Small Group/Free Choice Play
4:00	Outdoor Time
5:00pm	Learning Centers/Small Group/Free Choice Play
6:00pm	Center Close

ELECTRONIC DEVICES

For the safety of our children, all cellular, photographic, and recording devices are not allowed in our center. Special notations are as follows:

- Children – If devices are brought to the center they are to be stored at the front desk, and picked up at departure.
- Families - Devices are prohibited for use in the classrooms or in the common areas of the center. If you are making personal phone calls they are to be done outside the center.

EMERGENCY & EVACUATION

Although we cannot predict every type of emergency, there are common situations that allow us to be prepared. The protocol for those common situations are reviewed annually by all employees and outlined below.

Authority Delegation

- In the event of an emergency, the center Administrator is assigned to follow and direct the emergency protocols. In the event the center Administrator is unavailable, the following is a list, in order, of those assuming the role:
    - Director of Compliance
    - Director of Education
    - Office Manager
    - Administrative Assistant
    - Center Assistant

Building

- The center must provide children a safe building environment that is accessible with a controlled temperature (between 68-82 degrees farenheit), electrical power, and running water
- The center may close in the event of a snow, power, weather, heating, or water emergencies. In the event that the center must close, parents/guardians will be informed of the closure via the Procare Connect app and be asked to pick up as soon as possible and within the hour.

Child Accidents

- In the event that a child has a minor accident, prompt attention shall be given to the child.
- Actions of staff shall include:
    - Assessment of the injury
    - Determination of first aid need or immediate emergency care (See Medical section for details)
    - Completion of first aid care
    - Calling an Administrative staff person for review of the assessment/first aid given

    - Administrative staff contacting parent/guardian to alert of the accident (if major accident)
    - Completion of the Accident Report (See Documentation section for details)
- All head injuries require immediate parent/guardian notification

Child Incidents
- In the event that a child has an incident that caused injury or endangered their own safety, prompt attention shall be given to the child
- Actions of staff shall include
    - Assessment of the incident
    - Determine action needed to keep the environment safe
    - Completion of the action plan
    - Calling an Administrative staff person for review the incident
    - Administrative staff contacting parent/guardian to alert of the incident
    - Completion of the Incident Report (See Documentation section for details)

Communication
- During an emergency, preferred communication methods between staff include the use of center telephones, Procare App messaging, and Administrative Team cell phones
- In the event that back-up communication methods are required, all staff will be asked to use their personal cell-phones for communication
- Parents/guardians will be notified through Procare App messaging and personal cell-phone calls during emergencies

Dental
- In the event of a child receiving a dental injury the following protocols apply:
    - Staff shall report the incident immediately to Administration to contact the parent/guardian to devise an action plan
    - Staff shall complete an accident report per document standards

Electrical Power Failure
- In the event of a loss of lighting/electricity, the following protocols apply:
    - Staff must access emergency lighting from your emergency supply cache (i.e.flashlights, lanterns)
    - Contact the electric company @ (800-662-4797) and the building manager @ (414) 475-3626
- If the power will not return for an hour or more the following procedures will be in response:
    - The center will need to close
        - The Administrator or Director will make the decision who will make the phone calls to tell the parents/guardians
        - Parents/Guardians will be directed to pick up as soon as possible for the center will be closing due to lack of power
    - Classrooms will move to alternative classrooms with windows
    - The Administrator, Director, or other administrative staff will keep a running record of times out for staff and children
    - Once all children are all picked up- have administrative staff walk through the building checking for children

Evacuation
- In the event of a fire or emergency requiring evacuation, the following protocols apply:

- The alarm will sound automatically (fire) or a staff member will sound the alert by activating any pull station within the center This activation will alert the City of West Allis' emergency personnel.
- The Teacher role:
  - Gather their children, classroom backpack (containing First Aid Kit), and supplemental folder
  - Complete child tracking procedures
  - Evacuate through the building's nearest and safest exit
  - Meet on the perimeter of the outside playground
- The Administrative Team role:
  - Grab a cellular device
  - Alert the local authorities
  - Inspect the building to ensure everyone has been evacuated
  - Grab the 1st Aid kits from the front desk that contains:
    - Latex Gloves
    - Bandages & Gauze
    - Tape
    - Scissors
    - Instant Ice Packs
    - Tourniquets
    - Mylar Blankets
  - Once outside
    - Communicate to staff the general emergency information and the specific plan for the situation at hand
    - Notify Parents/Guardians of the situation via telephone, Procare Connect email/message, and/or Facebook page post
    - If the scene is deemed safe:
      - Stay on the premises
      - Return to the building when alerted
    - If the scene is deemed unsafe:
      - Gather children in available buses or escort them to neighboring facilities
        - Cousins Subs, Aurora Health Clinic, Burger King, Reunion Restaurant, and Summit Place will be our primary locations

Fire

- In the event of a fire, the following protocols apply:
  - Staff and children shall follow the evacuation procedure above
  - Staff shall use the fire extinguisher when a quick application can eliminate the fire or assist in the evacuation of children
- To prepare for evacuations, children and staff will practice fire drills one time per month

Gas Leak

- In the event of a gas leak, the following protocols apply:
  - Staff/children shall not turn ON or OFF any electrical switches or sound evacuation alarms
  - All occupants of the building shall evacuate per the evacuation protocols
  - An Administrative Team member shall call 911 to notify of the gas leak and seek advice on the final evacuation proximity from the building

- The center should not be entered by anyone until the fire department announces it is safe to return

Lost or Abducted Child

- In the event of a child being lost or abducted, the following protocols apply:
  - Anytime a child is unaccounted for, the staff member responsible for the child should notify a member of the Administrative Team
  - The Administrative Team member will call all available personnel to search the premises
  - The Administrative Team member(s) shall double-check with other staff in case the child may be at another location. (i.e. child was picked up by their parent or guardian.)
    - If the child is not located after all the potential hiding spots and immediate outdoor areas have been searched, lock down procedures will begin
    - All exits should be monitored by employees
    - NO one should be let in or out of the center
  - The Administrative Team member shall call law enforcement (i.e. 911) and provide a description of the child (i.e. what the child was wearing that day and other distinctive features.)
    - The following information should be documented:
      - Child's name, age, height, weight, date of birth, and hair color
      - Child's clothing that he/she was wearing that day, along with any other identifying features
      - The time at which the child was noticed missing
      - If the child abduction is suspected, were there any suspicious vehicles and/or persons located around the child care center? If so, describe the appearance of the person and/or vehicle.
  - The Administrative Team member shall notify the child's parent(s)/guardian(s) that the child is missing from the center
  - While awaiting the arrival of the law enforcement, the staff of the child care center will continue to search for the missing child the staff should look in every cabinet, closet, bubby, and other locations where a child may hide
  - All staff shall remain on the premises until cleared by the authorities

Media Relations

- In the event that emergencies arise that require interaction with the media, the following protocols apply:
  - The center Owner and Administrator shall determine the severity and details of the incident and assign a designated person/people (Owner, Administrator, Attorney, etc.) to make the media statement
  - The assigned person/people will notify the media in one or more of the following manners:
    - Written social media statement on WA Community Child Care, LLC.'s Facebook page
    - Written statement given to local media outlets
    - Video statement given to local media outlets

Medical

- In the event a child should need emergency medical attention, the following protocols apply:
  - The Administrator, Director, or other administrative staff will call 911 to escort the child to the nearest emergency medical facility

- Parents/guardians will be called immediately after the child's emergent medical needs are met.
- The following is our procedure for calling 911:
  - Stay calm and comfort the child
  - Have all the correct information on hand
  - Name and location of center (taped to the phone)
  - Location of child
  - Clear description of the injury
  - Age of child and child's weight
  - Do not hang up the phone unless instructed to do so
  - Someone stays with the child
  - Someone stays with the other children (move them away from incident area)
  - If possible, someone at the entrance to direct the paramedics
  - An assigned person would go with the child
  - Notify the parents/guardians
- Complete accident report per document standards

Tornado

- In the event of a tornado, the following protocols apply:
  - A member of the Administrative team shall use a bullhorn to announce the tornado drill activation to all classrooms
  - Staff shall escort children to their safe place assignments that are posted in each classroom as follows:
    - Infant 1 - Outside classroom in the hallway, away from the glass in door
    - Infant 2 - Outside classroom in the hallway, away from the glass in door
    - Toddler 1 - Outside classroom in the hallway, away from the glass in door
    - Toddler 2 - Outside classroom in the hallway, away from the glass in door
    - Toddler 3 - Outside classroom in the hallway, away from the glass in door
    - Preschool 1 - Outside classroom in the hallway, away from the glass in door
    - Preschool 2 - Outside classroom in the hallway, away from the glass in door
    - Preschool 3 - Outside classroom in the hallway, away from the glass in door
    - Preschool 4 - Outside classroom in the hallway, away from the glass in door
    - Preschool 5 - Outside classroom in the hallway, away from the glass in door
    - School Age 1 - Outside classroom in the hallway, away from the glass in door
    - School Age 2 - Outside classroom in the hallway, away from the glass in door
    - Resource Room - Outside classroom in the hallway, away from the glass in door
    - Offices - Outside classroom in the hallway, away from the glass in door
  - Once assembled in a safe place, staff shall do a verbal and visual roll-call from their Procare app or attendance sheet to ensure all children are accounted for
  - In the event we are unable to keep children in a safe building environment and the tornado has passed, a member of the Administrative Team will follow evacuation protocols above
- To prepare for tornadoes, children and staff will practice tornado drills one time per month from April-October

Violent Intruder

- In the event that a potentially violent or an aggressively violent intruder enters the center, the following protocols apply:
  - The identifying staff member shall
    - Immediately call law enforcement
    - Alert all staff via Procare Connect app that you have identified an aggressive or potentially aggressive violent intruder by noting their condition, the situation, and their location.

- Teachers shall
  - Isolate or evacuate the children away from the intruder
  - Continue communication through the Procare Connect app of your whereabouts
- The Administrative Team shall:
  - Continue communication between law enforcement and teachers and relay plans accordingly as details emerge

Water Leaks

- In the event of water leaks, the following protocols apply:
  - The center will take immediate action to control the leak
  - The building management will be alerted of the leak
  - Afterwards, the center and the building management will create a plan to properly repair and/or remediate/prevent mold and mildew

Weather

- In the event of inclement weather, the following protocols will apply:
  - We will consider our building systems, staffing availability, food sources, and overall safety when determining the closure of the center
  - If we need to cancel child care services, a mass message will be sent through the Procare app

ENVIRONMENTAL HEALTH

It is imperative that we create a healthy and safe environment for all who enter our facility. To do so, we have the following environmental policies:

Aerosoles

- All required sprays, cleaners, and deodorants shall be provided by non-aerosol methods

Bisphenol A (BPA)

- Plastics
  - Center-Provided
    - Items used for serving/storing food and drinks must be BPA-free
      - Examples include: cups, plates, bowls, utensils, serving containers, bottles, sippy cups, etc.
    - Materials used for play are BPA-free
  - Parent-Provided
    - Items used for serving/storing food and drinks must be BPA-free
      - Examples include: cups, plates, bowls, bottles, sippy cups, etc.
      - Bottles must be BPA-free or made of glass with a silicone sleeve (to prevent breaking)

Indoor Temperatures

- All indoor temperatures will be maintained between 68-82 degrees fahrenheit at all times

Mold & Mildew

- Each night, a professional cleaning crew shall sanitize the center to prevent mold and mildew build up
- Every week, our staff shall perform a series of cleaning tasks to prevent mold and mildew build up

- In the event of water leaks, the following protocols apply:
    - The center will take immediate action to control the leak
    - The building management will be alerted of the leak
    - Afterwards, the center and the building management will create a plan to properly repair and/or remediate/prevent mold and mildew

Parking/Idling Vehicle

- For the safety of children, staff, and families, all vehicles must be in the "OFF" position when parked in the lot
- This reduces the exposure of pollutants for children playing on the playground and entering vehicles and reduces the probability of vehicle theft while in the building
- Children may not be left in a vehicle unattended while parents/guardians are in the building
- Parents/guardians shall receive periodic reminders in newsletter and personal reminders

Smoking

- Smoking is prohibited anywhere on the facility's indoor or outdoor premises or in the sight of children, including hours children are not present

Ventilation

- Since the center does not have openable windows, the center relies on HVAC systems to provide proper ventilation
- The HVAC systems will be provided/maintained in accordance with state building codes by the building ownership

FIELD TRIPS

All trips will be planned in writing (date, time, and destination) and in advance with parental consent. The trip costs are the responsibility of the parent. Children may attend trips by way of center van, private bus service, or county bus service. Prior to children attending field trips, parents will be given complete information about the trip. Parent/guardian permission and signature is required for children to attend any trips.

FIRST AID

According to the State of Wisconsin licensing standards, a general first-aid "rule of thumb" is that teachers may administer soap, water, band-aid, and ice to children with minor injuries. Other forms of first-aid may only be given as a means to control a situation until the parent/guardian or emergency personnel arrives.

Each classroom and vehicle shall be equipped with a First Aid Kit that includes:

- Latex Gloves
- Bandages & Gauze
- Tape
- Scissors
- Instant Ice Packs
- CPR Masks
- Mylar Blankets
- Flashlight

The parent/legal guardian will be notified immediately of any head injuries or injuries requiring professional medical attention. If the parent/legal guardian cannot be reached in the event of an

emergency, we shall make all efforts to notify another emergency contact.

In a critical emergency, 9-1-1 must be called before a parent/guardian is notified. The staff will call 9-1-1 and request that children be transported to Children's Hospital of Wisconsin or the nearest medical facility as deemed by the emergency personnel.

GENERAL INFORMATION

The center offers care for children ages 6 weeks - 12 years old. The center operates 12 months per year, Monday through Friday from 6:00am until 6:00pm.

GRIEVANCE

In a professional environment, parents/guardians and staff shall work with each other in a harmonious manner. Should disagreements occur between each other, we ask that parents/guardians use the following steps to work towards a resolution of their concerns:

1. Meet personally with the staff member voicing the concerns while outlining steps to take to resolve the situation
2. If a personal meeting does not resolve the situation, make a request to meet with the center Administrator (healthy/safety/compliance/scheduling/care issues) or Director (education/development issues)

After that meeting, the Administrator or Director will make a decision on the best way to settle the concerns.

- Should the parent/guardian disagree with the decision, they can make a written request outlining their reasons within 5 days of the meeting.
- The Administrator will review the request and issue a final decision on the disagreement within 5 days. That decision will be the final decision on the matter.

HANDBOOK REVIEW

This handbook shall be reviewed on a minimum of every 2 years and more often when necessary. Upon creating changes to the existing handbook, the new handbooks will be shared with families. Copies of the new Family Handbook will be shared via their personal email.

HEALTH & SAFETY

The center is licensed by the Wisconsin Department of Children and Families. The center will follow the health and safety standards under their regulations for preventative measures.

Any injury or evidence of changes in behavior, abusive/neglectful care, appearance, unusual bruises, contusions, lacerations, or burns received in or out of the center will be reported by employees and noted in a logbook and the Program Administrator and parents shall be notified. The Program Administrator will review the reports on a daily basis. The logbook will be reviewed and dated every 6 months to ensure compliance in our reporting standards and prevention practices.

HOLIDAYS

We are closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The center closes early on Christmas Eve. If a holiday occurs on a Saturday, the center will be closed on the Friday before in observance of the holiday. If a holiday occurs on a Sunday, the center closes on the following Monday, in observance of the holiday.

Special Notation: Tuition is still charged on holidays; however, families may use vouchers for these days.

ILLNESS & COMMUNICABLE DISEASE

Our center is currently licensed to provide care by healthy staff for healthy children that are not displaying signs/symptoms of communicable disease. Therefore, we make it our first priority in safeguarding the health of everyone in our center. Teachers shall perform a daily health observation of each child and report their own illnesses. In cases where a child's health is a concern, the teachers will complete a Health Observation form for parent/guardian information.

To ensure a healthy environment for everyone in our program, it is our policy to temporarily exclude children and staff from care who may be infectious or display physical signs/symptoms of illness. When the signs/symptoms have been identified, the Administrative Team will confer with the teacher to make a recommendation on health risk. The general guidelines for signs/symptoms are as follows:

Symptom	Notations
Cough/Congestion/Respiratory Distress	• Consistent in nature • Children and staff shall be sent home
Diarrhea/Runny Stools	• Children and staff experiencing 3 incidents of diarrhea shall be sent home • Special exceptions may be made per Administrative discretion and Physician's written directives
Fever	• Children and staff experiencing fevers over 101 degrees shall be sent home • Temperatures will be taken under the child's arm with 1 degree added to the thermometer reading • The Administration shall verify the thermometer readings
Nausea/Vomiting	• Children and staff shall be sent home
Other Symptoms: • Chills • Drainage (ear, eye, and nose) • Extreme fussiness (infants) • Fatigue/Lethargy • Headache • Lice • Loss of taste and/or smell • Muscle aches/pain • Poor feeding/eating • Skin conditions (rash/open sores) • Sore throat	• Children and staff shall be sent home per Administrative discretion

Once it is determined that the child should be sent home, we will notify the child's parent/guardian/emergency contact to make arrangements for the child to be picked up within 1 hour. The child will be separated from the other children and cared for until the parent/guardian/emergency contact's arrival.

For precaution and prevention, our general guidelines state that the child and staff may return with a Health Care Provider's written clearance or under the following criteria:

- After 24 hours
- Fever free (without the use of fever-reducing medication)
- Symptom-free

The Administrative Team may use additional discretion in determining a child's and staff's conditions for return based on the following:

- Current symptoms/exposure level of other children in care
- Level of risk assigned to properly care for the child's medical need
- State of Wisconsin Department of Children and Families licensing regulations
- CDC Guidelines

Communicable Disease Notations

- If the child or employee has a highly-contagious, reportable communicable disease, we shall notify the local public health official, the Department of Children and Families, and families/staff within the center. Guidance shall be received from the local public health official or a physician to return to the center. All notices will be available for viewing in the parent information area. Guidance on communicable diseases is additionally available through the following chart:
    - https://www.dhs.wisconsin.gov/publications/p4/p44397.pdf
    - https://www.cdc.gov/
- When the center has health questions regarding our policies/procedures or current health issues/policies, we will consult with our local health department. Their contact information is as follows:

    Southwest Suburban Health Department
    7120 West National Avenue
    West Allis, WI 53214
    (414) 302-8600

INSURANCE

The center carries a liability insurance policy, which includes general and medical liability coverage. Any injuries that occur on our premises are not considered to be the responsibility of the center, unless it is due to the center's direct negligence.

LEAVE OF ABSENCE

Due to a variety of circumstances, families sometimes need to take time off from the center for an extended period of time. If any family needs to take a leave of absence for a period of time extending more than 2 weeks, the following will apply:

- Notice must be given in writing directed to the center Administrator outlining the dates and reason for the request for a Leave of Absence
- The acceptance of the request is at the sole discretion of the center Administrator
    - If approved, the Leave of Absence fee is immediately due and the leave will commence upon payment of the fee (see Tuition Schedule for rate)
- If the outlined Leave of Absence is longer than previously approved, it will be at the sole discretion of the center Administrator to extend duration
- The Leave of Absence fee is non-refundable

MEDIA CONSENT

It is a privilege for our staff to spend time with our children on a daily basis. Photographic images of our staff and children are some of the best ways we can share images with families and market our company.

WA Community Child Care, LLC, may display photographic images of staff and children in accordance with our business needs. These photographic image displays may include, but will not be limited to, use in classroom displays/projects, Procare daily group activity posts, newsletters, marketing materials, social media (Facebook, Instagram, etc.), and website postings. We will refrain from taking photographs to outside vendors (Walgreens Photo, Walmart Photo, online photo processing, etc.) or using in combination with AI software.

Parents/guardians and staff may choose their child's exposure for the use of photographic images. If they allow the use of the images, WA Community Child Care, LLC, will use their best discretion in the use of these photographic images and will not attach names to children's images to limit exposure.

MEDICAL CONDITIONS

Upon enrollment, parents/guardians are required to disclose any medical conditions or allergies (seasonal, environmental, food-related, etc.) their child may have, as it is important to ensure all staff and emergency personnel are familiar with each child's specific health needs. To ensure each child's specific health needs are properly communicated and available to all staff, they will be posted/available in the following areas:

- WACCC shared computer files (child's information sheet and full classroom quick-list)
- Child's individual file, the supplemental classroom binder, and in the kitchen preparation area

The center shall provide staff training in handling the special health needs of our children. Furthermore, all staff in contact with a particular child shall be familiar with the skills needed to handle specific health needs. In the event that additional training is needed to properly care for a specific health need, teachers shall make the Administrator aware of the request for additional training.

Teachers shall precisely follow each child's care plan provided by the parent. In the event that variations/additions/edits of the care plan are needed, staff will communicate with the administrative team and parent to revise the care plan.

MEDICATION

Parents/Guardians/Guardians may bring medications to the center for their child. Medication may be administered to your child by our staff by completing an Authorization to Administer Medication form (located at the check-in desk) and given to a member of the Administrative Team. New authorization forms are additionally required in the following circumstances:

- New ingredient strength recommendations
- Change in prescription or dose
- Expiration of medication
- Expiration of previous authorization

Once the parent/guardian's medication permission form and medication has been received, the Administrator, Director, or other administrative staff shall complete the following:

- Review the medication permission form to ensure it is fully complete and has the following:
    - Medication name
    - Dosing information
    - Medication route
    - Medication time
    - Medication date
    - Special instructions for monitoring
- Review the clearly labeled (by pharmacy for prescriptions or parent/guardian for over-the-counter) medication bottle to ensure it has the following:

    - Medication name
    - Stored in the original container labeled with child's name by the parent/guardian
    - Expiration date
    - Dosing information must be visible on the label
        - Dosing information for over-the-counter medication (OTC) labels must include information for the child's age and weight (Physician written permission/after-care summary is required for children of that outlines exact dose based on their age/weight)
        - Prescription medication must be a current prescription with child's identifying information and dosing requirements on label
- Make a copy for the classroom and add to their Google DRIVE
- Maintain the original in the Medication Binder
- Mark the medication on the Daily Information Form and assign which of the Administrator, Director, or other administrative staff will administer the medication each day
- Administer medication shall be administered with the following guidelines:
    - The first dosage of any medication must be given by the parent/guardian to ensure the medication is well-tolerated and allergy-free (exceptions for live-saving medications)
    - Review the medication permission slip for correct medication, dates, and dosage
    - Review the medication container to ensure it the correct child's medication
    - Give the correct dosage to the child directly from the container as directed by the permission slip
    - Ensure the administration of the medication is complete by looking in their mouth for oral medication or other signs of completeness depending on the medication type
    - Alert assigned staff to monitor child for post-medication symptoms
    - Log all administered medication in the logbook and on the Procare Connect app to include:
        - Medication date
        - Child's Name
        - Medication name
        - Dosing information
        - Medication route
        - Medication time
        - Administered personnel name
    - If a child was present and the medication was not available and/or administered, the date and reason of the missed medication must be documented on the medication permission slip
- Device-Delivered Medication Notations
    - Parents/guardians or a licensed health care provider must provide:
        - Written instructions for use, including sign and and symptoms that the medication is needed
        - Demonstration of use and any special care after use of the device to all employees who will be administering the medication
            - Documentation is required of the demonstration (demonstrator, date, and employees in attendance
        - Medication is only given by employees trained on use of the device
        - Training on the device is provided annually or as needed with employee or device changes
- Additional Notations
    - Medication is only given by designated employees trained in the administration of medication
    - Medications that are not used for intended purposes on the medication instructions/label must be accompanied with a Physician's written permission/aftercare summary
    - Medications must be administered before expiration date

- Storage
  - The medication shall be clearly labeled with the child's name and stored in the locked Resource Room cabinet or in the locked Medication Refrigerator
  - Non-refrigerated medication will be stored with the Administrative Team
  - Refrigerated medication will be stored in a refrigerator in the small refrigerator labeled "medication"
- After the medication period is over, the medication shall be returned to the parent/guardian and the medication permission form must be placed in the child's file.
- All adult medication shall be taken only in areas that children are not permitted

The following are guidelines for certain types of medication:

Medication	**Length of Time Form is Valid**	**Notations**
OTC Medications (Acute Illness)	Label directions outlining duration of use	• Logbook entry required • Examples: Tylenol, cough syrups, teething gels, nasal sprays • Unless given physical authorization
OTC Medication (Chronic Illness)	Label directions outlining length of use AND prescribed duration based on Physician's written permission stating a child's medical condition	• Logbook entry required • Examples: Tylenol, insulin, glucagon, allergy medication
Prescription Medication (Acute Illness)	Prescribed duration of use based on the Rx label	• Logbook entry required • Examples: inhalers, antibiotics, antifungal creams, nebulizers, etc.
Prescription Medication (Chronic Illness)	Prescribed duration of use based on the Rx label	• Logbook entry required • Examples: inhalers, EpiPens, seizure medications, allergy medication, steroid creams, etc.
Insect Repellant	Duration of enrollment	• Logbook entry is not required • Administered by Teachers in the classroom • Must be stored out of reach of children at all times • Exemption: medication permission slips are not required • Permission is given on the Health History enrollment form
Sunscreen	Duration of enrollment	• Logbook entry is not required • Administered by Teachers in the classroom during the months of April-October for all children 6+ months old

		• Must be stored out of reach of children at all times • Center will supply sunscreen that is water-resistant, at least spf 50, and paraben-free • Parents/guardians will have the option to bring their own non-aerosol sunscreen if desired • Exemption: medication permission slips are not required • Permission is given on the Health History enrollment form and the center's Sunscreen Permission form
Topical Ointments	Time specified on the label	• Logbook entry is not required • Administered by Teachers in the classroom • Must be stored out of reach of children at all times • Examples: diapering lotions, salves, powders body lotion, lip balms, anti-itch creams

Definitions:

Acute Illnesses are illnesses with duration lasting less than 1-2 weeks. It is not a measure of the severity of the illness. Examples are listed, but not limited to the following:

- Upper respiratory infections (cold)
- Yeast Infections
- Conjunctivitis (pink eye)
- Otitis media (ear infection)
- Teething episode

Chronic illnesses and/or ongoing diagnoses is where the medication is prescribed for longer than 3 months. Examples are listed, but not limited to the following:

- Diabetes
- Epilepsy or seizure disorders
- Allergy- anaphylaxis or seasonal
- Asthma
- Acid reflux
- Eczema
- Neurodevelopmental Disorders
- Medical Diagnosis

NAP/QUIET TIME

Due to the variety of sleeping needs, infants (under the age of 1) are allowed to sleep on their own schedule. Toddlers (ages 12-24 months) must also be allowed to sleep on their own schedule while trying to establish some routine along the way. **Any parent/guardian request to have infants sleep on their stomach, must be submitted in writing accompanied by a physician's written approval. It will be up to the full discretion of the WACCC Administrator to determine if the physician's written approval will be accepted.**

Preschool (ages 2-4 years) children will participate in quiet time. Although each child's napping routine is different, they are required to have at least 30 minutes of rest period. If a child does not sleep, they will be reminded to remember that others will be napping and quiet time activities may be done after the 30 minute rest period.

Our procedures are as follows

- Children Under the Age of 1 Years Old (See SIDS Section for Additional Safe-Sleep Information)
    - Each child shall be given a center-supplied sheet
    - Shall sleep in a crib, placed on their backs
    - Shall use a parent/guardian-supplied sleep sack in lieu of a blanket for safe sleep
    - Use of Nuks are permitted (No attached stuffed animals allowed!)
    - If a child falls asleep in a swing, car seat, or bouncer, the child must be removed from the swing, car seat, bouncer and placed to sleep on their back in a crib
    - Each child shall sleep on a cot/crib that is 3 feet apart from other children
    - Parent/guardian-supplied shall be sent home every 5 days (or as needed) to be washed
    - Crib sheets should be placed in the laundry bin every 5 days (or as needed) to be washed
    - Cribs shall be sanitized with disinfectant and air-dried every 5 days (or as needed)

- Children Over the Age of 1 Years Old
    - Parents/Guardians/guardians shall bring in a clearly-labeled, child-size blanket from home
    - If a parent/guardian has not labeled it, staff must do so
    - Children may only use their own blanket
    - Should a child need a blanket, they may use a center blanket
    - Should a parent/guardian forget the blanket, a reminder note shall be sent
    - Should the blanket be persistently missing, contact the center Administrator, Director, or other administrative staff to make a reminder telephone call
    - Children may bring in a personal pillow or sleeping pal
    - Each child shall sleep on a cot that is 3 feet apart from other children
    - Personal blankets shall be sent home every 5 days (or as needed) to be washed
    - Center-supplied blankets should be placed in the laundry bins every 5 days (or as needed) to be washed
    - Cot sheets should be placed in the laundry bin every 5 days (or as needed) to be washed
    - Cots shall be sanitized with disinfectant and air-dried every 5 days (or as needed)
    - Cots must be covered with bed sheet whenever not in use

NUTRITION

Each child shall receive consistent, daily nourishment in accordance with the CACFP Program/Meal Pattern Guidelines outlining exact types/amounts of nutrition for children. Monthly menus will be posted on the bulletin board outside each classroom and emailed to parents/guardians through the Procare management system. Periodically, food represented on menus will be representative of the cultures within the program.

When a child has a special diet request due to food allergies, food intolerances, or other physical or mental impairment that limits a major life activity, WA Community Child Care Center will provide reasonable accommodations when the request is supported with a medical statement that identifies a description of the impairment (reason for request) and how to accommodate the impairment (e.g., item(s) to be avoided and recommended substitution(s)).

When a child has a special diet request due to a personal preference (e.g., vegetarian or religious/cultural), WA Community Child Care may choose, but is not required, to make food substitutions. Parents of children who are requesting a meal accommodation for personal preference must provide a

written statement on the Child Health History form that identifies the reason for the request, foods to omit, and appropriate substitutions.

For families who wish to provide their own meals, they shall ensure the meal meets the CACFP Program/Meal Pattern Guidelines and adheres to the classroom allergies. CACFP Program/Meal Pattern Guidelines information is posted at the front check-in area bulletin board. Non-nutritional items are discouraged in daily parent/guardian-provided meals. Allergy information is posted on the classroom bulletin board.

Families are welcome to bring occasional classroom "treats" with the following guidelines:

- The treats are whole foods or prepared in a commercial kitchen with the ingredients listed on the packaging
- The treats do not contain any allergens listed on the classroom bulletin board.

The following are our guidelines for children's nutrition in their respective age groups:

Children Under 1 Years Old

- Each Infant shall receive consistent, daily nourishment in a gentle and caring environment in accordance with the CACFP Meal Pattern Guidelines
- Infants shall be fed on their own feeding patterns
- Each Infant shall receive formula and/or breast milk
    - The Center will provide 1 type of Infant Formula - Dr. Brown's Good Start Gentle Pro
    - Parents/guardians may also supply their own formula and/or breastmilk. If they supply their own formula and breastmilk, the following apply:
        - All formula and breastmilk shall be labeled with the child's name, dated, and refrigerated/frozen if needed
        - All formula must be of the commercial, iron-enriched type and will be prepared by the center staff according to the manufacturer's directions using center-supplied infant drinking water
    - Milk substitutes may only be given under the written direction of the child's physician
    - Parents/guardians must provide a daily supply of sanitized bottles (center supplies sippy cups)
    - Classroom procedures are as follows:
        - Staff shall store and warm formula or breast milk in approved warmers only (no microwave warming allowed) via DCF licensing guidelines
            - Storage & Warming.pdf
        - Staff shall discard leftover milk or formula after one hour after each feeding and rinse the bottles after use
        - Staff shall hold a child whenever a bottle is given - bottles may not be propped
        - Staff shall record all nutrition given to children in the center-supplied iPad app at each point of service throughout the day
- Baby Food Purees/Table Food
    - Each infant will be offered infant rice cereal, baby foods, and/or table foods when they are developmentally ready to eat these foods
    - The center provides rice cereal and Gerber baby food (fruits, vegetables, and meat) as well as table foods per our monthly menu of meals provided by MCFI
    - Parents/Guardians who wish to supply their own baby/table food are welcome to do so; however, they must be in accordance with the CACFP Infant Meal Pattern (posted at the check-in area and in the classroom)
    - Classroom procedures are as follows:
        - Commercial baby food containers shall be covered, labeled with the child's name, dated, and refrigerated after they are opened and shall be used within 36 hours of

opening
        - All food placed in a bowl and not given to children directly from commercial food container
        - Staff shall encourage children to experiment with self-feeding with their hands and utensils scaled to the size and development of the child
        - Staff shall sanitize highchairs with a disinfectant before and after each meal
        - Staff shall record all nutrition given to children in the center-supplied iPad app at each point of service throughout the day
        - Food will never be used as a reward or punishment
- Special Notations
    - Breastfeeding parents
        - A breastfeeding mother shall be provided a place to breastfeed or express their milk
        - A refrigerator will be made available for the storage of expressed breast milk
        - Sensitivity will be shown to breastfeeding mothers and their babies
        - Staff shall be trained in handling breast milk
        - Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression
        - Breastfeeding promotion information will be displayed
    - Meat and meat alternates
        - Yogurt and whole eggs can be served for infants developmentally ready to accept them
        - Yogurt must contain no more than 23 grams of sugar per 6 ounce
        - Cheese food, cheese spread, and tofu cannot be served to infants
    - Juice will not be given for children under 1 years old

Children Over 1 Years Old

- The center will provide 2 meals (breakfast and lunch) and 1 snack daily in accordance with the CACFP Meal Pattern Guidelines
    - Breakfast, lunch and snack are prepared/provided by MCFI
        - Parents/Guardians/guardians may bring meals and snacks for their child if they do not wish to receive the provided meals; however, meals and snacks are required to be nutritious and in accordance with CACFP Meal Pattern Guidelines (these nutrition requirements will be given to all families choosing this option)
            - If any of the required nutritional components are absent in the parent/guardian-supplied meals and snacks, the center will supply the necessary nutritional components
    - Toddlers (ages 12-23 months) may eat on their own feeding schedule
    - Meals are generally served at 3 hour intervals
        - See daily schedule for meal and snack times
    - Menus (and updates) are posted in your child's classroom and in the front lobby
- Classroom procedures are as follows:
    - Staff shall encourage good table manners, self-help skills, and conversation by sitting with the children during mealtimes
    - Staff shall sanitize tables and chairs with a disinfectant before and after each meal
    - Staff shall record all nutrition given to children in the center-supplied iPad app at each point of service throughout the day
    - Staff shall offer water throughout the day, especially during physical activity and warm outdoor play days
    - Food will never be used as a reward or punishment

OUTDOOR PLAY

Our center believes outdoor play is essential to the growth and development of our children. Additionally, the State of Wisconsin mandates that all children shall play outdoors except in the case of inclement weather and health reasons.

Air Quality

- Due to smoke from wildfires, Wisconsin can experience air quality alerts. Like the weather, the air quality can change daily.
- Check the Air Quality Index (AQI) daily before going outside.
    - When the AQI hits "Unhealthy for Sensitive Groups," the air quality can be dangerous for children, older adults, and people with heart or lung disease. Outdoor activity is still okay for these sensitive groups, but it is important to take frequent breaks and monitor for symptoms such as wheezing, coughing, and shortness of breath.
    - When the AQI is at "Unhealthy" or worse, treat the situation similarly to inclement weather and remain indoors.

Temperature

- To determine the "Real Feel" temperatures, the center will utilize the website www.accuweather.com for consistent advisement.
- Children will be permitted to go outdoors in the following:
    - Children <2 years old = 30-90 "Reel Feel" degrees
    - Children >2 years old = 10-92 "Reel Feel" degrees
    - Weather without heavy precipitation or severe weather event

Outdoor Play Weather-Appropriate Clothing Preparedness for Children

- Spring
    - Light jackets for all weather conditions under 70 degrees
    - Sunscreen available on-site at all times (for parents who do not wish to have sunscreen applied, a Health Care Provider's written clearance is required and protective garments/hats shall be provided)
- Summer
    - Light clothing with maximum skin coverage for sun exposure
    - Swimsuits and towels to be kept on-site during the week and sent home for cleaning on the child's last scheduled day.
    - Sunscreen available on-site at all times (for parents who do not wish to have sunscreen applied, a Health Care Provider's written clearance is required and protective garments/hats shall be provided)
- Fall
    - Heavy jackets, mittens, and hats
    - Sunscreen available on-site at all times (for parents who do not wish to have sunscreen applied, a Health Care Provider's written clearance is required and protective garments/hats shall be provided)
- Winter
    - Heavy jackets, mittens, hats, boots, and snow pants

Exemption From Outdoor Play

- If a child is unable to play outdoors for health reasons, a physician's note shall be provided explaining the accommodations needed to support the medical condition.
- It will be at the center's discretion if the accommodations can be met.

During outdoor play, the following procedures shall be maintained:

- Classroom alternate-attendance folders and iPads shall accompany the group outside with them in case of an emergency.

- A first-aid kit shall accompany the group outside in case of minor injuries and any minor injuries addressed outside should be thoroughly washed again inside
- Encourage all children to use the bathroom before they go outside. If they need to use the bathroom while they are outside an adult must accompany them. If the teacher is alone, the entire class must accompany them inside
- Children should not climb on fences or areas not intended for play
- Use a consistent line up procedure to help the children transition quickly

PARENTAL ROLES & RESPONSIBILITIES

The participation and input of our families provides clear direction that we are meeting the needs of our families within our center policies. To promote inclusion, feedback, and participation, the following are the roles and responsibilities of our parents/guardians:

- Our open-door policy welcomes our parents to visit and observe the center during any time of the day
- Parents/guardians are also welcome to provide suggestions that will enrich their child's education and development by making through Procare messaging, the front desk Suggestion Box, yearly program evaluations, or in writing at any time
- Parents/guardians also reserve the right to view their child's entries in the medical and accident report logbooks
- Parents/guardians will have opportunities to discuss child development formally (2) times per year (May & November) and at any time by request to meet with their child's teachers for parent-teacher conferences
- Parents/guardians will have opportunities to connect with the center staff and other families of the center such as: open house nights, family picnics, field trip accompaniment, classroom visits/donations, and many other activities will be posted via Procare messages and/or Newsletters prior to the event at various times throughout the year

PARKING/IDLING VEHICLE

For the safety of children, staff, and families, all vehicles must be in the "OFF" position when parked in the lot. This reduces the exposure of pollutants for children playing on the playground and entering vehicles and reduces the probability of vehicle theft while in the building. Additionally, no child may be left in a vehicle unattended while parents/guardians are in the building.

PERSONNEL

Quality staff is the key to quality care! Therefore, the staff is required to meet all educational requirements of the State of Wisconsin. They are all specifically trained in SIDS reduction, Shaken Baby Syndrome, and CPR. In addition, they must continue their education throughout the year by attending numerous workshops, classes, and conferences relating to the early childhood field. They must also pass a criminal background investigation and good health screening.

PETS

Due to allergies and special health conditions, fish are the only pets allowed in our classrooms. Children will be able to view the fish, but will not be responsible for assisting in the cleaning of the tanks. Upon entry to the classroom, parents must let the teacher know if they have any special requirement that their children may not be in a classroom with fish present. The teacher will then make accommodations for the request.

SCHEDULING

Our center offers a variety of schedule options for families. The enrollment options are as follows:

- Children under 2 years old must attend 5 days per week to be eligible for enrollment

- Children over 2 years old must attend at least 2 days per week to be eligible for enrollment
- Rotating days are available when schedules are received the Thursday before the week - Administrator approval is required to allow children to be on a rotating schedule
- Extra non-scheduled days may be available if approved by the Administrator the day before care is needed

Other staffing notations are as follows:
- Children may attend the center a maximum of 12 hours per day.
- Children will be assigned to regular classrooms; however, children who arrive early and remain late will be part of all-age groups to accommodate staff scheduling (During these periods, an additional adult will be available within 5 minutes of the center). State staffing ratios will still remain in effect.

SCREENING (CHILDREN)

To properly assess our children's health and development, the center requests the following types of screening:

Health Exams
- Health exams are due within 90 days of enrollment
- Health exams shall continue after enrollment in accordance with license requirements by age as follows:
    - Ages 6 weeks -1 years old at every 6 months intervals
    - Ages 2-5 years old at every 2 years intervals

Developmental Screening
- At any point in our goal setting, observation, or assessment process, we may notice that children are not meeting milestones set within the Portage Guide or display other developmental concerns
- Once these notations are made, they will be given to parents/guardians via Procare messages, face-to-face at drop-off/pick-up, or a formal meeting with the Director of Education for parents/guardians to make decisions as to whether their child may require additional assessment/developmental services by outside agencies
- If the center feels strongly that adequate care cannot be provided under current developmental level child, additional resources are required to provide care, or there is significant concern that the parent/guardian is not seeking resources for development, the center may require a screening as a condition of enrollment

SHAKEN BABY SYNDROME (ABUSIVE HEAD TRAUMA PREVENTION)

Shaken Baby Syndrome, also known as SBS, is a serious brain injury which occurs when a frustrated caregiver shakes a child, usually to stop them from crying. It is considered a serious form of child abuse.

What are the symptoms of Shaken Baby Syndrome?
- Mild forms of irritability
- Poor feeding
- Vomiting
- Lethargy
- Breathing difficulties
- Seizures
- Coma

What is the future for a child with Shaken Baby Syndrome?
- Permanent Brain Damage

- Paralysis
- Deafness
- Learning Disabilities
- Developmental Delays
- Cerebral Palsy
- Blindness
- Seizures/Epilepsy
- Behavioral Disorders
- Coma or Death

How do we reduce the risk of Shaken Baby Syndrome at our center?

- All caregivers shall attend bi-annual training to recognize the dangers of shaking babies
- All caregivers shall monitor each other closely for developmentally-appropriate practices and child interaction
- All caregivers shall use alternate options for dealing with a crying baby
- A health observation form shall be completed whenever a staff member notices the symptoms of SBS (mild forms of irritability, poor feeding, vomiting, lethargy, breathing difficulties, seizures, coma, and death)
- Listen for parent frustration about dealing with their crying infant. Report any observations to the Administrator/Director

How can parents reduce the risk of Shaken Baby Syndrome at home?

- Recognize the dangers of SBS
- Consider alternative options for dealing with a crying baby
- Educate anyone who cares for your child
- Develop and share a "Baby Plan" with caregivers listing steps to take when they become frustrated when a crying infant becomes intolerable.

SUDDEN INFANT DEATH SYNDROME/SAFE SLEEP

Sudden Infant Death Syndrome, also known as SIDS, is a sudden or unexplained death of a baby under the age of 1, and it is the leading cause of death in babies. **Any parent/guardian request to have infants sleep on their stomach, must be submitted in writing accompanied by a physician's written approval. It will be up to the full discretion of the WACCC Administrator to determine if the physician's written approval will be accepted.**

How do we reduce the risk of SIDS at our center?

- Place infants under 1 years old on their back for nap time
- Use only parent/guardian-provided sleep sack in lieu of a blanket for safe sleep
- If a child falls asleep in a swing, car seat, or bouncer, the child must be removed from the swing, car seat, bouncer and placed to sleep on their back in a crib
- Use of Nuks/pacifiers are permitted (No attached stuffed animals allowed!)
- Swaddling will not be permitted even if requested by the parent/guardian
- Assure crib sheets fit tightly and mattresses are firm
- Keep cribs clear of all pillows, toys, and stuffed animals
- Keep a clear view of cribs - no obstructed views
- Maintain child/teacher ratios at all times
- Keep temperature consistent at all times
- When the child is awake, you may allow for some "Tummy Time" throughout the day to help strengthen neck and shoulder muscles
- All WACCC staff receive training Sudden Infant Death Syndrome

How can parents/guardians reduce the risk of SIDS at home?

- Never place a child on a pillow, waterbed, or other soft surface
- Keep temperature at a comfortable setting to avoid overheating
- Use a light blanket like a receiving blanket
- Pull blanket up to child's chest - keep face clear of blankets
- Avoid smoking, drinking, or drug use while pregnant
- Avoid baby's exposure to secondhand smoke
- Mothers receive regular prenatal care

TECHNOLOGY

Advances in technology primarily require our children to receive information in more digital formats than ever before. Our center does allow children to experience digital technology as a form of enrichment in our program. Therefore, your child may have access to television, computers, and iPads as a part of our program's classroom activities.

While allowing children access to technology, we realize the importance of limiting screen time as well. To monitor the content and amount of time for our children, we use the following guidelines:

- Children under the age of 3 years will not be permitted to access television, computers, and iPads while at the center
- Children ages 3 and 4 years olds will be permitted to access television, computers, and iPads while at the center. The following are criteria for usage:
    - The usage will be limited to 30 minutes of screen time for television per week
    - The usage will be limited to 20 minutes per week for computers and iPads
    - Teachers will supervise the screen time activities to ensure appropriate content
    - While the television, computer, and iPads are in use, other activities will be available for children who do not wish to participate
    - All screen time will be pre scheduled and notated on the classroom lesson plans.
    - All movies and programs will be rated G and previewed by adults to ensure the material is age appropriate for the children, non-violent, and culturally sensitive
    - All movies and programs are to serve an educational purpose, except in special circumstances
- Children ages 5 to 12 years old will be permitted to access television, computers, and iPads while at the center. The following are criteria for usage:
    - The usage of any type of screen time will be limited to 60 minutes per day
    - Teachers will supervise the screen time activities to ensure appropriate content
    - Teachers have a system in place to ensure children have equal opportunity to use a computer and/or gaming system and stay within their time restraint
    - While the television, computer, gaming system, and iPads are in use, other activities will be available for children who do not wish to participate
    - All screen time will be pre-scheduled and notated on the classroom lesson plans
    - All movies, programs, and games will be rated G/Everyone and previewed by adults to ensure the material is age appropriate for the children, non-violent, and culturally sensitive.
    - All movies and programs are to serve an educational purpose, except in special circumstances

TERMINATION

Termination of a child's enrollment will never be based on race, color, national origin, sex (including gender identity/sexual orientation), or disability, as governed by federal laws like the Americans with Disabilities Act (ADA). The termination of a child's enrollment will happen under the following circumstances:

- Parent/guardian - initiated termination
- Mutually-initiated termination
- Center-initiated termination
- Failure of child to adjust to the center
- Inability to meet child's needs without additional staff
- Failure of parent/guardian to pay for tuition/fees
- Failure to complete required forms
- Lack of cooperation by the parental/guardian
- Failure of parent/guardian/authorized pick-up contacts to use positive/neutral tones in the presence of children, staff, and families
- Inappropriate behavior by the parent/guardian/authorized pick-up contacts
- Unpleasant scents/odor (smoking, body odor, illegal substances, etc.) by a parent/guardian/authorized pick-up contacts
- Direct use of illegal drugs by a parent/guardian/authorized pick-up contacts
- Apparent intoxication by use of substances (legal or illegal) of parent/guardian/authorized pick-up contacts
- Carrying a firearm into the center by a parent/guardian/authorized pick-up contacts

If a parent/guardian wishes to withdraw from the program, they must give a 2-week written notice and pay any outstanding balances. In center-initiated circumstances, immediate termination may be verbally communicated without written notice. In this case, the parent/guardian will not be charged a 2-week notice.

TRANSITION PLANNING

To assist our children in moving to their new classroom environment, it is important to pass on our observations to their new teacher and give them some time to visit and adjust to the classroom. Prior to the new classroom move, we will use the following steps:

- The current teacher completes the transition information form for new teacher
- Parents/guardians are notified in advance that their child will be moving permanently to a new classroom
- After drop-off to their current classroom, the child is escorted to the new classroom for several ½ days to visit the new classroom prior to the move

For children transitioning to school for the first time, teachers shall provide classroom time to teaching about the children's new move to school with stories, photos, bus tour, and child discussions.

TOILET TRAINING

State of Wisconsin licensing standards state, toilet training can begin at the age of 18 months. Toilet training will be started when both the child's parents/guardians and teachers feel it is appropriate.

Parents/Guardians and teachers are asked to discuss their thoughts regarding this process prior to starting toilet training to provide the child with consistency in this important developmental stage. It is best to continue to send diapers, in addition to extra underpants and clothing for the first couple of weeks. Staff will wash hands before and after assisting your child with toileting.

Children learning to use the toilet are taken to the bathroom more frequently to encourage consistency

and learning. This can be a very stressful time for the children and is handled with sensitivity, patience and positive reinforcement. It is best for the parents/guardians and teachers to be consistent at daycare and home to create a less stressful learning environment. If you have suggestions on your child's individual needs with regard to potty training, please let your child's teachers know.

As with diapers, rinsing soiled underwear is not possible (per state health codes). They will be placed in a plastic bag and put in your child's diaper bag or backpack. Please take this bag home on a daily basis.

TRANSPORTATION

Transportation is available to various local schools by our center bus. Each year local West Allis/Milwaukee schools will have preference in transportation availability. Transportation to surrounding schools will be considered if times allow.

While transporting the children, the driver shall maintain the vehicle in a clean and safe manner. In addition, the driver shall use the following procedures:

- Driver shall maintain an attendance list by marking children in and out as children arrive and depart to/from the bus and to/from the center
- Driver shall perform a visual inspection by walking from the front to the back of the bus after all children have departed to look for children and belongings
- Driver shall immediately notify the Center Administrator/Director and the child's parent/guardian about any transportation absences or unusual situations
- Driver shall enlist the help of another adult whenever a child is transported who has a limited ability to respond in an emergency

The vehicle shall be inspected yearly by a certified mechanic and regularly by our drivers to ensure high safety standards. The van shall be equipped with: children's emergency information, physician's phone numbers, parental consent for emergency medical treatment, route information, and a first-aid kit. All drivers shall be state licensed, over 21 years of age, display safe driving habits, and have at least 1 year of driving experience with a good driving record. A copy of the driver's driving record shall be kept on file with the center and obtained annually to ensure continued safe driving practices.

VIDEO RECORDING

WA Community Child Care, LLC. reserves the right to take video surveillance of any area of the premises during all times of the day. These recordings may be used in the following ways:

- To complete observations of children, parents/guardians, staff, or any other persons entering the premises
- To investigate an injury, complaint, or situation occurring in a classroom
- To create a timeline of an incident
- Any other ways we deem necessary

Recordings will only be available to members of the Administrative Team and IT Personnel. Any other viewing requests from The Wisconsin Department of Children and Families and police/legal authorities will be at the full discretion of the WA Community Child Care, LLC. ownership.

VOUCHERS

Each child will receive day-off vouchers towards unpaid tuition each calendar year, pro-rated by their enrollment date. The day-off vouchers may be used in lieu of payment for sickness, vacations, or closed center holidays. To redeem your vouchers, simply email your request to the center at info@wacommunitychildcare.com. Please note that vouchers may not be used towards a 2-week notice, and they must be submitted within 2 weeks of the absence. Day-off vouchers are given under the following scale:

Scheduled Days Per Week	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2	9	8	7	6	5	4	3	2	1	1	0	0
3	10	9	8	7	6	5	4	3	2	1	1	0
4	11	10	9	8	7	6	5	4	3	2	1	1
5	12	11	10	9	8	7	6	5	4	3	2	1

ITEMS SUPPLIED BY THE CENTER

Children Under 1 Years Old

- Bottled Formula Water
- Infant Formula (Dr. Brown's Good Start Gentle Pro)
- Gerber Rice Cereal
- Gerber Baby Food Purees
    - Vegetables (carrots, sweet potato, green beans, peas, squash, etc.)
    - Fruits (bananas, pears, plums, apples, tropical fruits, etc.)
    - Meats (turkey, beef, chicken, etc.)
- Table Food
- Individual Crib
- Crib/Cot Sheets (sanitized/laundered weekly)

Children 1-4 Years Old

- All Meals & Snacks
- Individual Cot
- Cot Sheets (sanitized/laundered weekly)

Children 5+ Years Old

- All Meals & Snacks

ITEMS SUPPLIED BY THE PARENT/GUARDIAN

Children Under 1 Years Old (Please label all items)

- ☐ Bottles (sanitized) (# based on feeding schedule) (BPA-free or Glass Bottles w/Silicone Sleeve)
- ☐ Change of Clothes (2) (including socks)
- ☐ Diaper Bag
- ☐ Diapers, Wipes, & Ointments, etc. (If using cloth diapers, parent/guardian must provide a step-open receptacle can - WACCC may only accept if classroom space is available)
- ☐ Formula (1 can) and/or Breast Milk (If declining center-provided formula)
- ☐ Pacifier (No attached stuffed animals allowed)
- ☐ Sleep Sack that is appropriate for child's age/weight
- ☐ Snowsuit, Boots, Hat, & Mittens (winter months only)
- ☐ Swimsuit, Swim Diapers & Towel (summer months only)

Children 1-4 Years Old (Please label all items)

- ☐ Backpack
- ☐ Change of Clothes (including socks, shoes, & undergarments)
- ☐ Child-Size Blanket
- ☐ Snowsuit, Boots, Hat, & Mittens (winter months only)
- ☐ Swimsuit, Swim Diapers (non-potty trained), & Towel (summer months only)

Children 5+ Years Old (Please label all items)

- ☐ Backpack
- ☐ Change of Clothes (including socks, shoes, & undergarments)
- ☐ Snowsuit, Boots, Hat, & Mittens (winter months only)
- ☐ Swimsuit & Towel (summer months only)

WA Community Child Care, LLC.
Tuition Schedule
Effective February 1, 2026

Scheduled # of Days	**Infants & Toddlers** (6 wks - 2 yrs)	**Preschoolers** (2yrs - 3 yrs)	**Preschoolers** (3 yrs - 5 yrs)	**School-Agers** (6 yrs - 12 yrs)	**School-Agers** (4K - 12 yrs) Before/After School	
Full Day Rates					<1.5 hours	1.5-3.5 hours
2 Full	n/a	162	150	142	98	110
3 Full	n/a	231	213	201	135	153
4 Full	n/a	300	276	258	172	196
5 Full	405	365	335	315	205	235

All payments are due on Fridays prior to the week of child care services

Services & Offers	**Discounts & Inclusions**
Absence Vouchers • Applied within 2 weeks prior/after and absence or holiday	See Day-Off Voucher Scale
Get Kids Ready Discount • State of Wisconsin discount applied for children enrolled in the program	$20.00 per week
Nutrition • Meals, Snacks, and Infant Cereal/Food	Included
Referral Bonus • Applied after the 3rd week of enrollment	Free week of tuition applied to your account!
Sibling Discount • Applied to the oldest sibling(s)	10%
Transportation to Local Schools (4K-6th grade)	Included
Additional Items	**Fees**
Collections	Attorney's Fees/Court Costs
Enrollment Termination • 2 week written notice required	Full tuition cost for 2 weeks
Extended Day	$10.00 per hour/child

• Applicable when child attends more than 10 hours per day • 12 hours maximum per day	
Late Payment Fee • Applicable when payments are not received by Monday at noon of the current week of child care services	$35.00 per week/child
Late Pick-Up	$2.00 per minute/child
Leave of Absence	$150.00/child
NSF Check / Returned Tuition Express Payment	$35.00
Registration (New Enrollment)	$100.00/family (Non-Refundable)
Registration (Yearly in September)	$75.00/family (Pro-Rated for New Enrollees)
Rotating Schedules • Rotating schedules are allowed (based on availability and prior approval) and for an additional fee. To allow for staffing, schedules are due by Thursdays at noon for the upcoming week of child care services. • If a schedule is not received by Thursday at noon, the center will not be able to guarantee the availability of child care services for the upcoming week.	$20.00 per week/child
Summer Activity Fee	TBD Each Summer Session

★ Payment Options - Tuition Express Automatic Deduction, Mastercard/Visa/Discover, Check, Cash, Employer -Sponsored Tuition Assistance, or State of Wisconsin My WI Child Care EBT Tuition Assistance
★ Tuition is to be paid in full on a weekly basis with tuition due on Fridays prior to the week of child care services.
★ Any family using Employer-Sponsored or My WI Child Care EBT tuition assistance, must pay tuition in full each week. In the event the available tuition assistance does not cover the week's tuition, the parent/guardian is personally responsible for the remainder of the tuition owed.
★ Fees will be calculated on a scheduled enrollment basis as determined by the child's schedule and retroactively after actual hours attended exceed the child's pre-scheduled times.
★ Parents/guardians may view their account ledger at any time by "clicking" on the "Accounting" tab on the Procare check-in/out system.
★ Parents/guardians, and those who share custody, may have access to their own child's billing records upon request.
★ Statements will be emailed every Thursday for the upcoming week. Parents/guardians are to contact the Office Manager for any statement questions.
★ Refunds will be made for any over-payments that are made within the policies of the center. All refunds will be made via business check.
★ Enrollment eligibility
  ○ Children under 2 years old must attend 5 days per week to be eligible for enrollment.

- Children over 2 years old must attend at least 2 days per week to be eligible for enrollment.

★ Rates subject to change at any time.

Wisconsin Tuition Assistance Provider #1000588441 / 001