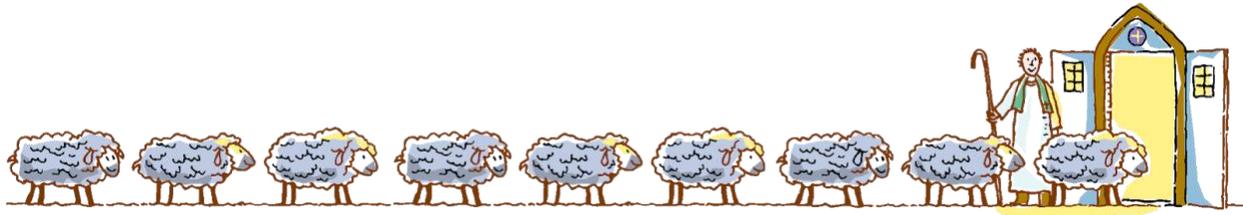


Little Shepherds Inn Group Day Care and Child Care Center



PARENT HANDBOOK



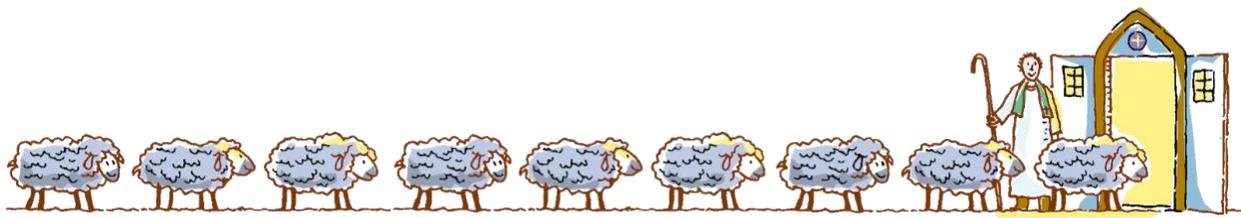
WELCOME TO LITTLE SHEPHERDS INN

Parent Handbook

Little Shepherds Inn welcomes and encourages parental participation. We invite all parents to participate in our activities, special events, and family fun. Together, we can provide your child with the best opportunities for early childhood education.

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First Reformed Church

237 S. Main Street

PO Box 319

Cedar Grove, WI 53013

Phone: 920-912-6327

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Little Shepherds Inn is a ministry of the First Reformed Church and has been licensed by the State of Wisconsin, Department of Health and Family Services to ensure that it meets licensing standards.

Mission Statement:

To help children and families grow through the enrichment of the mind, body, and spirit. It is our intent to provide a warm and loving, Christ-centered environment with planned activities appropriate to young children and their developmental stages and with a program that encourages social interaction and developmental growth.

Goals:

- honor and glorify God in all that we do and to be a Christ-like example to the children
- help the children develop his/her self-esteem
- help the child manage his/her behavior through the practice of social skills such as waiting, sharing, winning/losing, and taking turns
- encourage creativity through play, arts, and crafts
- set up a classroom environment which offers the building blocks to learning

Little Shepherds Inn is licensed to serve children ages six weeks through 12 years from 6:00am until 6:00pm Monday through Friday year-round. No services will be provided on New Year's Eve and New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve and Christmas Day. **We will close the Center on December 24 and re-open on the 1st business day in January.** As mentioned above Christmas Day and New Year's Day are pay days. The days in between are no pay days. **You may not use vacation days on paid holidays. All families will be charged for holidays.**

To protect each family's confidentiality, Little Shepherds Inn will not share information about a child or a child's family with anyone who is not authorized to receive this information.

The following items will be posted on the Little Shepherds Inn parent bulletin board: license certificate, operating policies, and procedures (Parent Handbook and the DCF Handbook), the results of our most recent licensing monitoring and the weekly menu and other parent information.

Little Shepherds Inn is covered by liability insurance in the amounts required by DHFS. Live animals are not allowed. Consideration will be given for a short visit, but a parent must obtain permission from staff prior to that visit. A wading pool may be used for summer fun. The water will be drained/disinfected after each use and the pool will be taken inside overnight. In addition, a slip 'n slide/sprinkler may be used as an outdoor activity.

INFANT AND TODDLER CARE

General Requirements

1. Prior to admission, an interview shall be conducted with a child's parents or guardian to obtain written information which will aid childcare workers in individualizing the program of care for the child, using the DCF Form CFS-0061, "Intake for Child Under 2 Years – Child Care Centers." Information shall include all the following:

- Schedule of meals and feeding
 - Types of food introduced and timetable for new foods
 - Toileting and diapering procedures
 - Sleep and nap schedule
 - The child's way of communicating and being comforted
 - Developmental and health history
 - Any other information the parent deems important
2. Admission information for an infant or toddler shall be on file in the room or area to which the child is assigned and shall be known to the childcare worker.
 3. Childcare workers shall document changes in a child's development and routines every three months based on discussion with the parent. This information will be placed in the child's folder.
 4. Each infant and toddler shall be cared for on the first/ground floor by a regularly assigned childcare worker in a specific self-contained room.
 5. Two-year olds may be moved to another area during the first two hours and the last two hours of operation to maintain staff-to-child ratios. There is a building inspection report on file with the licensing office indicating they may be cared for on the lower level of the center.
 6. The regularly assigned childcare teacher and assistant childcare teacher for each group of infants and toddlers shall have training in infant and toddler care approved by DCF at time of hiring.
 7. There are no open stairways in the infant/toddler area.
 8. Each child will have their own pack and play, with tight fitting mattresses and coverings that fit snugly over the mattress. No soft materials will be used in the crib or pack and play.
 9. Sheets will be provided by the parent. Parents will be required to take the bedding home each Friday and return it on the following Monday.
 10. Parents or guardians are required to supply extra clothing, diapers, and **wipes** sufficient to meet the needs of their child. Parents will be notified by staff when the child's supply of needed items is getting low.
 11. Daily documentation of how the day progressed including detail on feeding and diapering shall be provided to the parents or guardian at time of pickup.
 12. Infant and toddlers are required to be here 4 /5 days per week or pay for the 4 / 5 days of care.

Daily Program

1. Understanding why babies cry is important. After the staff has checked for the obvious ... hunger, soiled diapers, fatigue to name a few... calming techniques are applied. Calming techniques that involve soothing sounds or motions such as rocking (standing or sitting), playing soft music, singing, or talking softly, gently stroking the baby's forehead or other direct contact with the child are applied. As children grow older, staff reason with the child as to what prompted the outburst. Kneel and talk with them at eye level. If appropriate share some options to choose from to correct the situation. Continue talking with the child until he/she calms down. This may require moving them from the immediate classroom.

2. Each infant and each toddler shall be allowed to follow his or her own pattern of sleeping and waking. Childcare workers shall work with the parent's suggested schedule.
3. **Each child under one year of age shall be placed on his or her back in a crib or pack and play unless otherwise specified in writing by the child's physician. The child shall be allowed to assume the position most comfortable to him or her when able to roll over unassisted. Children will not be swaddled, due to state requirements.**
4. Emphasis in activities shall be given to play as a learning and growth experience.
5. Throughout the day each infant and each toddler shall receive physical contact and attention such as being held, rocked, talked to, sung to, and taken on walks inside and outside the center.
6. Routines relating to activities such as taking a nap, eating, diapering and toileting shall be used as occasions for language development and other learning experiences.
7. When a non-mobile child is awake, the childcare worker shall change the child's body position and location in the room periodically. Non-mobile children who are awake shall be placed on their stomach occasionally throughout the day.
8. The non-walking child who can creep or crawl shall be given opportunities during each day to move freely by creeping and crawling in a safe, clean, open, warm, and uncluttered area.
9. Childcare workers shall encourage infants and toddlers to play with a wide variety of safe toys and objects.
10. Infants and toddlers shall be taken outdoors for part of each day except during inclement weather. Equipment shall be provided to take infants and toddlers out of doors for a walk.
11. An adult-sized rocking chair or other adult-size chair shall be provided in each classroom for the purpose of holding and rocking children.

Feeding

1. Feed each infant and toddler on the child's own feeding schedule which has been discussed with the parent or guardian.
2. Ensure that food and formula brought from home are labeled with the child's name and dated and are refrigerated if required.
3. All feeding needs will be provided by the parent or guardian until such time as the child can eat a regular diet. At that time meals and snacks will be prepared by Little Shepherds Inn staff.
4. Discard leftover milk or formula after each feeding and rinse the bottles after use.
5. Offer drinking water to infants and toddlers several times a day.
6. Hold a child unable to hold a bottle whenever a bottle is given. Bottles may never be propped.
7. Cover, date and refrigerate commercial baby food containers which are opened, and foods prepared in the center which are stored. If not used within 24 hours, leftover foods shall be discarded. All leftover food for the day shall go home at the end of the day.
8. Hold or place a child too young to sit in a highchair in an infant seat during feeding. Wide based highchairs, hook-on chairs or infant seats with safety straps shall be provided for children who are not developmentally able to sit at tables and chairs.
9. Encourage children to experiment with self-feeding with their hands and spoons. Eating utensils and cups shall be scaled to the size and developmental level of the children.
10. Refrain from heating breast milk in a microwave oven.
11. Procedures for heating infant formula, milk and food in a microwave oven shall be posted near the microwave oven. Childcare workers shall follow the posted procedures for heating food, milk, and formula.

12. Parents are required to supplement any food restrictions, if it is a family/child preference, not a documented allergy. All allergies and family preferences need to be documented with a letter from your child's doctor.

Diapering and Toileting

1. Disposable diapers, wipes and ointment will be provided by the parents/guardian. Specific instructions on application of ointments and lotion shall be posted in the diaper changing area.
2. Plan toilet training in cooperation with the parent so that a child's toilet routine is consistent between the center and the child's home, except that no routine attempts may be made to toilet train a child until they move to the two-year old room.
3. Change wet or soiled diapers or clothing promptly.
4. Wash the child's diaper area before each diapering with a disposable or fabric towel used only once.
5. Each child will be changed on a changing table which will have an easily cleanable surface which is cleaned with soap and water and a disinfectant solution after each use.
6. A child may not be left unattended on the changing table.
7. Place disposable soiled diapers and gloves in a plastic-lined, hands free, covered container immediately.
8. Soiled diapers will be removed at the close of the day. Containers shall be washed and disinfected daily.
9. Wash hands with soap and running water before and after each diapering or assistance with toilet routines. For children under one year of age, hands may be washed with soap and a fabric or paper washcloth.
10. The classroom has a sink with hot and cold running water which is not used for food preparation or dishwashing.

PROGRAM FOCUS

Children learn through a variety of experiences. The children will learn through learning centers, play centers and whole group activities. The program includes activities which are suitable for the developmental level of each child and each group of children. Classroom instruction is child centered and allows the child to explore and learn at their own pace.

Little Shepherds Inn staff will plan activities and provide children with a of variety of experiences:

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

--Large muscle skills: balls, hoops, bubbles, running, jumping, dancing and outdoor play

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

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

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

All instruction will include cultural diversity and a faith-based component such as mealtime prayers, songs, stories, plays, programs and displays. Participation in the program will include all children.

Free time indoors will be a time for your child to explore age-appropriate arts, books, games, science, dramatic play, etc. Free time outdoors will be a time for nature walks, playground in the park, etc.

Quiet activities will include quality children's videos/DVD's and programs, music/story tapes, etc.

We do share special times with parents ... 'firsts' or accomplishments, or a happening in the classroom. Parents have been fully supportive of us passing these special moments on to them while they are away at work. If we do use photos in advertisements, permission is requested.

We occasionally take field trips, including walks around the neighborhood. Emergency information for each child will be taken whenever children leave the building or adjacent park. A cell phone will accompany the group. You will be notified in advance of any field trip requiring transportation.

A rest period of at least ½ hour will be provided for all children under the age of five who are in care for four or more hours per day. Although no child is made to fall asleep, it is encouraged that they do so, as inappropriate behaviors often are a result of over-tired children.

A schedule of daily activities is posted on the parent bulletin board and in classrooms. Activities at the beginning of the day and at the end of the day will be designed for a wide range of children working and playing together. Groups of children may be combined at the beginning and end of the day. A program of activities is planned a week in advance. Staff use a variety of resources in their planning. A variety of learning and Bible curriculum are used in the classroom, along with Bible stories and devotionals.

As school age children return from school, they will join the appropriate age group schedule for that day. A snack will be available for them. They may then choose to use resources available to them, study time, outdoor activities or join in games and other after school activities. Self-esteem is a major focus for this group as well as friendships and feelings. Although this group is more on their own, they always have a staff member guiding them.

Parents are encouraged to review their child's file with a staff member at any time. Throughout the year special children's events are planned by Little Shepherds Inn, including holiday celebrations, special events and programs, i.e., Summer Vacation Bible School. The appropriate aged children at Little Shepherds Inn will participate in these events.

A CHILD'S TYPICAL DAY

This is a general schedule. Each room has their specific schedule posted near their room.

6:00 – 7:30	Center opens. Children arrive. Free play. Children may rest if tired, or work at learning centers set up in the room for them.
7:00 – 7:45	Breakfast for school agers ... prepare meals, eat. School age children gather their things and leave for school.
8:05-8:15	School age children will walk to school with an authorized adult.
8:00 – 8:30	Second breakfast time for younger children
8:45 – 9:15	Group Time consisting of devotions, calendar activities, bring and share, news
9:15 – 10:15	Academic Time / Free Play Academic Time may consist of: Math Activities Science Activities Art Social Skills Pre-Reading Activities Free Play may consist of: Large Motor Activities Fine Motor Activities Games Creative Drama Learning Centers Puzzles

10:15 – 11:15	Story Time consisting of Bible stories and program Outside Time (weather permitting) consisting of free play on playground equipment, organized games, walk throughout the neighborhood. Indoor activities include age-appropriate arts and crafts, books, games, science, etc.
11:15 – 12:15	Lunch time ... prepare meal, eat, clean up.
12:15	Afternoon 4K children will gather their things and walk to school with an authorized adult
12:15 – 1:00	Quiet Activities will include quality children's videos/DVD's and programs, music/story tapes, etc.
1:00 – 3:00	Nap / Rest Time will be provided for all children younger than five years of age who are in care for more than four consecutive hours per day. Children who are awake after 30 minutes of resting will be allowed opportunity for quiet play.
3:00	Snack Time for Day Care children.
3:45 – 4:15	School age children return from school. Eat snack.
4:00 – 6:00	All children in their groups working on an activity, school homework, free play or outside play. Conclude the day by cleaning up, gathering things to take home and be ready for parent pick up at their appropriate time.
Transitional Times	Use of finger play, songs, quick question/answer, etc. will be used.

CHILD GUIDANCE

Children's behavior will be guided by setting clear limits or rules for children. Staff will talk with children about expected behaviors and model those behaviors consistently for them. Staff will state positively what children can do, using specific terms, e.g., "you need to walk" rather than "don't run".

Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem, and respect for the rights of others.

Hitting, paddling, shouting, and yelling is never allowed. The staff will use "time-outs" to deal with unacceptable behavior. A "time out" may be used when other techniques have not been successful. A time-out will be used to remove a child from a situation that has gotten out of control before the child hurts himself/herself or others. Time-outs never exceed five minutes and may not be used with children under three years of age. When used, the time-out will immediately follow the behavior. The child will sit quietly on the chair staff assigned which is away from the others. Once their set time has expired, staff will talk with the child about what behavior was unacceptable and what else he/she might have done or said instead. After completing the time-out, the child will be helped to rejoin the group.

We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, staff will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the staff will support the family in identifying appropriate community resources and may result in the discharge of the child from care.

In accordance with "Wisconsin Rules for Licensing Group Day Care" actions that are aversive, cruel, humiliating and actions that may be psychologically, emotionally, or physical painful, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment of the child; verbal abuse,

threats or derogatory remarks about the child or the child's family; physical restraining, binding or tying the child to restrict the child's movement or enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

While the staff respects the right of every parent to discipline their own child in a personal way, except where child abuse or neglect is concerned, parents who volunteer at Little Shepherds Inn may not hit, or shout at any child including their own. Hitting or shouting at a child in the presence of others upsets everyone and disturbs the classroom routine. Parents also may not request the staff to use any form of discipline other than that noted in the policies

If abuse is suspected by a staff member, that staff person will be automatically and immediately suspended until the State agents can investigate. Further actions will be taken depending on the findings.

If a child enters Little Shepherds Inn with strange marks, bruises, cuts, infections or reacts from symptoms of emotional abuse, a notation will be made in their file and in the incident/accident logbook. If child abuse is suspected, Social Services Child Abuse and Neglect Department will be called, and a full investigation will be implemented because mandatory reporting is required.

PARENT RESPONSIBILITIES

1. **Parents must always walk their children into the building, sign their child in, and make sure their child is left with a staff member before leaving. Parents will be charged a \$10 fee if children are found in the building not under parent supervision (within 6ft distance), before classroom drop off and after classroom pick up.**
2. Parents should have permission slips for field trips or special events (including any necessary fee's if any) turned in by the due date on the permission slip.
3. Parents should make sure that their child has an extra set of clean clothes (appropriate outdoor clothing needed for each day) at the center.
4. Sleeping bag for nap/rest time will be provided by the parent. Bedding will be sent home at the end of the week or sooner if necessary, to be laundered and returned the first day of attendance the next week. If your child (ages 1 and over) requires a pillow, a special toy (soft toys only) or a special blanket, please feel free to bring it. All items from home must be kept in bags and must be small enough to fit into the children's storage area.
5. At the end of the day, parents should sign their child out, check their child's folder for notes and check their cubby for dirty clothes. All paperwork for your child must be kept up to date; (change of address or employment, health records, etc.)
6. Parents should locate their child and talk to the teacher before leaving for the day. Take time to ask about their day.
7. If a parent has someone else pick up their child, they must first make sure that person is on the "authorized people to call for this child" list. The parent must also provide a written statement stating who will pick up their child and when. Please advise these people that if the teachers have never met them, they will be asked for identification. The emergency contact person, whether for pickup or illness pickup must be within a short distance from Little Shepherd Inn. **If we are not made aware of the change in pickup, we will not allow your child to leave until we get in contact with one of the parents or guardians. A verbal, written or text from the parent/guardian will all be accepted as ways to let the center know of a change in pick up.**
8. Little Shepherds Inn must be notified in writing of any address or telephone changes, or people who may pick up their child changes.
9. **Pay all fees in a timely manner (see contract fee outline on page 11).**
10. Respond to letters, emails, and texts sent home.
11. Be interested in their child's activities and how the child's day went.
12. **All children must be picked up by 6:00 pm. Staff are scheduled based on your needs.**
13. **• Late Pick up fees:**

- **After 15 minutes of your scheduled pick-up time, parents will be charged a \$10 fee per minute they are late.**
- **After center closing time, parents will be charged \$10 per minute they pick up after center closing hours.**

Should children arrive by special transportation (arranged by the parent), the company driver or designated adult is required to escort the children into the building upon arrival. If your child does not arrive at the center on a regularly scheduled day and we have not been informed of an absence, parents will be called within one hour of their expected arrival.

If a parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call another contact person. While staff cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger.

Parent Involvement

Parents are welcome to visit at any time during the hours of operation unless prohibited by a court order. If so, a copy of the order must be on file at the center.

It is important that we communicate daily concerning the needs and interests of each child. If there are issues or concerns that need to be discussed, parents should arrange with us a convenient time to talk on the phone. To foster communication on a regular basis, Little Shepherds Inn provides scheduled conferences, written newsletters, parent bulletin board and daily conversations.

When enrolling your child, it is important to share information about your child or your beliefs that will help us better work with your child. Does your child have special needs, how does your child handle anger, is your child a biter, do certain activities scare your child (clowns, loud noise, etc.). Then together we can determine if the environment and program best suit your child's needs.

As parents you are encouraged to become part of our activities and programs. If you have ideas for themes, menus, or special events, please feel free to share them.

Please remember to bring an extra set of clothing (appropriate for the season) for your child, a bag to keep their clothing in, and extra shoes that can get wet or dirty. For sanitary reasons please make sure that all your child's belongings are stored in a backpack or bag and make sure all items are marked with your child's name. Please do not bring toys to the Center unless it is a designated sharing day. Sharing items must be sent home on the day they are brought to the Center.

Please note that we must have paperwork from the court system pertaining to custody if one or the other parent or other family members is not allowed contact with the child.

ENROLLMENT PROCEDURES

General Information

Parents interested in enrolling their children at Little Shepherds Inn must meet with the Director to discuss their child's specific needs and to review program policies. Deny enrollment or charge a higher fee than the regular rates because of sex, race, color, creed, disability, sexual orientation, national origin or ancestry.

Upon enrollment the following items must be completed and returned to the center prior to the first day of attendance.

- Form CFS-62: Child Care Enrollment
- Form CFS-2345: Health History and Emergency Care Plan
- Form CFS-104: Alternate Arrival/Release Agreement (if applicable)
- Form CFS-56: Child Care Center Transportation Permission (if applicable)

- Form DPH-4192: Day Care immunization Record (90 days from start date)
- Form CFS-60: Child Health Report (90 days from start date)
- Little Shepherds Inn Tuition Contract
- Child's Care Schedule
- Emergency card
- Intake Form (under two years of age)
- Photo release form
- **Signed contract (will be reviewed regularly to be sure the original schedule times are being maintained)**

Drop-in care is acceptable if prior enrollment arrangements have been made and space is available, and all appropriate paperwork is turned in.

When a parent of a child identifies that a child has special needs a meeting will be held to review the child's educational requirements. Children with special needs are admitted if the school and parents agree that Little Shepherds Inn can meet those needs. Admission may be denied under the following conditions:

- Admission would impose an undue burden on the provider and there are not alternate steps that can be taken.
- Admission would require architectural changes that are not readily achievable and there are no reasonable alternatives.
- Admission would pose a direct threat to the health or safety of other children or staff and there is no reasonable way of eliminating the threat.
- Admission would require changes in policies, practices or procedures that fundamentally alter the nature of the program and there are no other reasonable alternatives.

A child may be discharged from the center for reasons such as, but not limited to: -- Failure to pay fees on time (grounds for immediate termination without advance notice) -- Lack of parental cooperation.

- Continued failure to comply with program policies
- Persistent ongoing behavioral problems. Efforts will be made to improve a behavioral situation prior to a termination decision.
- If a child becomes medically fragile in which case our staff would not be qualified to assist the child.
- A child with a chronic illness that puts other children at risk.

Parents must give a two-week written notice of their intent to withdraw the child(ren) and will be required to pay for those two weeks whether or not the child(ren) continues to attend. All outstanding fees must be paid. Little Shepherds Inn will give a two-week written notice of intent to discharge a child, except when due to parents' failure to keep current with fees owed.

If there is a disagreement on any of the items outlined above, a meeting will be arranged with parents/guardians, director/administrator, the staff persons involved to discuss possible solutions. If a satisfactory agreement cannot be made, a third party will be called.

Hours and Ages

Little Shepherds Inn is licensed to serve children ages six weeks through 12 years from 6:00 am until 6:00 pm Monday through Friday year around. No services will be provided on New Year's Eve and New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, day after Thanksgiving (no pay day), Christmas Eve (no pay day) and Christmas Day. Regular fees will be charged for these holidays. If the holiday listed falls on a Saturday, we will be closed the previous Friday. If the listed holiday falls on a

Sunday, we will be closed the Monday following. **All families will be charged their normal rate on each holiday, even if it does not fall on your child's scheduled day of care.**

- **Paid Holidays include: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day (6 total days). Vacation can not be used for paid holidays.**

Rates

There is an annual enrollment fee each year of \$35 per child. A complete list of weekly rates is given to every family that enrolls. Fees are a per week charge based off your contract. Fees are to be paid in full on the first Monday and third Monday of each month by 5:30pm. If payments are not made at this time, families will receive a 'late fee' interest rate of 10% to their daily rate until the bill is paid in full. If families have not paid their bill in full by the following week, their child's enrollment will be suspended until payment in full can be made. If you choose to terminate enrollment or are late in payments and your child's enrollment is terminated by Little Shepherds Inn, you must pay another registration fee to re-enroll. Families who have rotating schedules are required to pay a holding fee of for days of needed care, even if it is not being used that week.

Credit is not given for sick days unless your child is absent for an extended illness (one calendar week of enrollment days). A 50% credit will be given for this time period. If the illness extends beyond the calendar week, following consecutive days will be credited at 100%. No credit will be given if a physician's excuse is not submitted. Single day absences are not credited.

Summer options

Between June, July and August. Families can choose 3 options:

- *Full Rate-Stay the same
- *Coming half your normal fall schedule
- *Pulling for summer-Still paying half rate to hold your spot until fall

If a child will not attend on a regularly scheduled day, parents should call LSI at 920-912-6327 and let us know As Soon As Possible. **If no call is made, we will call the parent within the hour of the child not arriving.**

There will be a 10% reduction for additional children from one family. **The 10% will be taken from oldest children not youngest.**

There will be a yearly tuition increase at Little Shepherds Inn due to living and income increases. Little Shepherds Inn will announce any tuition increased one month in advance.

Year-end statements will be handed out to all families by January 15th of each year.

Field trips may require a fee. Parents will be notified in advance of any trip.

Schedule changes

- If you need to add a day to your schedule, that is a change in service and must be approved by the Director. There will be a daily fee attached to that day.
- Schedule changes must be done within 2 weeks of the date needed of care. If a change is done after this time, there will be a charge.
- Vacation days must be used as a half or full day. Vacation hours cannot be used in an hourly increment.
- Vacation time is as followed:
 - 5 day a week children: 10 days of vacation earned per year
 - 4 day of week children: 8 days of vacation earned per year

- 3 day of week children: 6 days of vacation earned per year

*School age children do not have vacation days

- Vacation time does not roll over to the next year. It needs to be used within that year or is lost. You may not use vacation days on paid holidays.

Weather Policy

If Cedar Grove-Belgium School District is closed we will open at 9am.-Watch channels: TMJ4, FOX6, and WISN12. However, if we feel the weather is too bad and decide to close, please watch these channels of Little Shepherds Inn announcement of being closed on TMJ4, FOX 6 and WISN12.

HEALTH CARE POLICY

Little Shepherds Inn is a smoke free environment and pet free environment.

Children need to have a Health Report on file. The examination for each child must be dated no more than 12 months prior to the first day of attendance at Little Shepherds Inn. **Physical exams will need to be updated every six months for children under two years. For children over two it needs to be updated every two years. Children will need to be properly immunized and an immunization record will need to be on file prior to the first day of enrollment.** School aged children will need only a health history on file.

When a child is known to have any special health care needs, that information will be shared with staff who are assigned to care for that child but will otherwise be treated with confidentiality. We will report all communicable diseases, when required, to the local health department and to parents of all enrolled children.

If a child is sent home with Lice your child will not be able to return to the center until all lice and eggs are gone, pending director or doctor approval.

Illness

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

- ❖ A temperature of 101degrees Fahrenheit or higher.
- ❖ Vomiting or diarrhea within the past 24 hours.
- ❖ A contagious disease such as chicken pox, strep through, pink eye or lice, etc.

Children are to be kept home until they are without symptoms **for 24 hours without a fever reducing medicine.** All communicable diseases, when required, will be reported to the local health department and to parents of all enrolled children.

Children who demonstrate the following symptoms must be picked up immediately:

Fever of 101 degrees Fahrenheit or more
Diarrhea after 2 incidents

Vomiting

Pink Eye

Lice

Chicken Pox

Harsh Cough

Severe Runny nose (constant mucous flow)

Rash

Rattled Breathing

Any lesions not identified, not treated, or not covered.

If a child gets sick, they will be isolated from the others and parents will be called immediately. If the child cannot be picked up within one hour, the emergency contact person on the child's enrollment form will be called. **If you do not pick up your child within 1 hour of being called, a fee of \$50 will be charged. The director has the power to overrule this if needed.**

Children may return to Little Shepherds Inn when:

They have gone without fever for 24 hours **without fever reducing medicine**

- ❖ They have gone without vomiting for 24 hours
- ❖ They have gone without diarrhea for 24 hours
- ❖ The rash or lesions are identified, treated, and covered
- ❖ The harsh cough is gone, controlled by medicine, and determined by a physician as not contagious.
- ❖ The rattled breathing is treated and determined by a physician as not contagious
- ❖ The runny nose is gone, controlled by medicine, and determined by a physician as not contagious
- ❖ Child can return under any of these circumstances when accompanied by a written note from the physician stating that they were seen, not contagious and can return to their normal routine.

Should your child become sick while at LSI we will:

- **Courtesy call to notify via email or phone call that your child appears to be becoming sick. We ask that you respond to this information so we know you are aware of a possible need to pick up and begin to make other arrangements if you will not be able to pick up.**
- Once your child demonstrates one or more of the listed symptoms they will be isolated from the other children.
- **At that time, you will receive a phone call making you aware of the need for pick up within one hour. If that is not possible, we will contact one of your emergency contacts. If you do not pick up with 1 hour, there will be a charge of \$50.**

COVID-19 Policy

- If your child's temperature is at or above 100.4, your child will be unable to remain at our facility. Your child will be able to return once they are symptom free for 24 hours. If your child has a temperature of 100.4 please stay home. If your child shows any other symptoms of illness, including fever, cough, shortness of breath, body aches, headache, and sore throat, please stay home.
- If your child has been in close contact with someone diagnosed with COVID19, you will need to stay home for 14 days after the contact's first symptom. If someone in your household is diagnosed with COVID19, you will be required to quarantine for 14 days after their 10-day quarantine (total of 24 days). We will follow the newest guidelines put in place by the Sheboygan health department. As the number of days of quarantine may change based on each case.
- If the Cedar Grove-Belgium Schools close and school goes virtual, LSI will not allow children to have laptop/Chrome books. We will not be staffed to "have school time" for virtual classes. Children would be able to bring in a book/worksheet and work independently on their work during a "free time" on their own.

LSI rates due to COVID-19:

- COVID has come from outside of LSI: families pay ½ rate
- COVID has come from inside of LSI (LSI requires your child to quarantine): families pay no rate
- Families choose to quarantine (not required by LSI): families pay ½ rate

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when they pick their child up. The Department of Children and Families requires that we give the parent a courtesy call when there is a head injury that requires ice.

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

Medications

The Director or immediate teacher will administer medications under the following conditions:

- ❖ Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided.
- ❖ All medicine must be in its original container, bearing the label with the child's name, dosage, and administration directions. It will be stored in a medication box that is inaccessible to children. Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator.
- ❖ We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization.
- ❖ If a medication is inadvertently missed, the parent will be called to advise on what to do. Their directive will be followed.

All medication administered, accidents or injuries occurring onsite, marked change in behavior or appearance, or any observation of injuries to a child's body received outside of center care will be entered into the center's medical logbook. All medical logbooks will be reviewed every three months. As a childcare center, all staff are required to report any suspected abuse or neglect to the county's Child Protective Services office. We must notify the proper authorities if we suspect that any child is being improperly treated.

Diapering: Before changing a diaper, the staff person involved will wash his/her hands and use gloves. Following the diaper change, the soiled diaper will be bagged and disposed of in a plastic-lined, foot activated diaper pail. Any wet or soiled clothing will be put into a plastic bag and tied. Hands of both the child and the staff member will be washed. The changing pad will be cleaned and disinfected.

Biting: Staff will try to 'shadow' the child for a few days to try to intervene before the bite and say 'no bite' firmly, but calmly. If a bite occurs move the child away from the other child and ignore him/ her for a few minutes. There will be ongoing conversations with parents to find out why this may be happening. Is the child overtired or teething? Did another child try to take the child's blanket or toy?

Toys used by toddlers will primarily be ones that may be washed and sanitized. Any toy that has been in a child's mouth will be picked up as soon as the child lets go of it and placed into a basket to be washed, sanitized and air dried. Toys requiring laundering, such as stuffed dolls or animals, will be laundered weekly, or sooner if needed.

First aid supplies will be stored in the office area.

PARENT PLEASE NOTE

**** Children will not be allowed to advance to the Marvelous Moose room until they are fully potty trained (unless parents provide a doctor note) or unless your child's needs can be met with appropriate staffing.**

MEALS, SNACKS AND NUTRITION

Little Shepherds Inn will follow the USDA guidelines when planning menus. Meals are prepared at the center and are included with fees. Little Shepherds does participate in the USDA Child and Adult Care Food Program. No child may go longer than three hours without food; breakfast, morning snack, lunch, afternoon snack.

- School aged children: breakfast time will begin at 7:15 and end at 7:45
- All other children: breakfast time will begin at 8:00 and end at 8:30

A four-week schedule of snacks and meals can be found in the kitchen on the parent board and kitchen refrigerator. Monthly records of meals and snacks are available for your review. Little Shepherds Inn does not limit the children on portions, but the first portion must be eaten before seconds or thirds are taken. Mealtimes will include meaningful conversation and will promote social interaction with staff and peers, encourage good table manners and develop sound nutritional habits. Children will be encouraged to clean up after themselves. Children will not be forced to eat; however, they will be encouraged to try new foods as appropriate. Meals will not be withheld as a form of punishment.

If your child has special dietary needs or has food allergies parents must notify the center in writing and have a written note from their doctor. Any food preferences must be substituted by the family. The center will only substitute for children with a documented allergy (must provide a note from the doctor). Special diets may require parents packing a lunch and snacks, depending on the severity of the needs. Special diets need to meet USDA guidelines unless specified by a physician.

Birthday and holiday treats are allowed. Please try to provide nutritious choices low in fat and sugar. Treats must be commercially prepared and packaged. The LSI center is peanut and tree nut free.

All standards for sanitation will be met. Staff and children will hand wash before and after meals. Dishes will be washed and sanitized in accordance with licensing regulations by use of a commercial dishwasher. Foods will be stored properly.

Leftover food items will be sealed in their original container, seal tight plastic containers or zip lock bags. Each leftover will be dated.

EMERGENCY PLAN

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

Fire drills will be practiced monthly. Tornado evacuation practiced April – October. Little Shepherds Inn has a regular six-month check of the fire extinguishers, exit lights, fire alarms and other equipment by Fire Inspection Services, Inc. This inspection report is shared with the Cedar Grove Fire Department.

Active Shooter drills will be practiced frequently throughout the year. Our active shooter policy is as follows: If an active shooter has entered the building, staff will be notified over walkie-talkie systems and classroom cell phones to take cover. Anyone who is able, should call 9-1-1 to report there is an active shooter within our facility. If able, staff and children should leave the building and meet at the designated safety spot, The Cedar Grove Public Library. If not able to evacuate to the designated safety spot, classrooms should cover and hide and barricade doors and windows using any large items your classroom may have. Lights should be turned off and children and staff should stay silent (as best as they can). If an intruder finds a way into the classroom, fight is the last resort. Staff and children should ambush the intruder by throwing chairs, books, or any large items to stop or prevent the attacker from hurting anyone. Once law enforcement has arrived and deem that it is safe to leave the building (if your class has not done so already), report to the designated safe area (Cedar Grove Public Library). Once all classrooms are at

the designated safe area, staff will begin to call and inform all parents and/or guardians. Cedar Grove Public Library address: 131 W Van Alton Ave. Cedar Grove, WI 53013.

In case of an emergency that would require an evacuation, children will be evacuated by available staff through the nearest exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken out by the staff member designated to be “in charge” to assure that all children are accounted for and all families can be notified. Children will be reunited with family at Cedar Grove Public Library, 131 Van Alton Avenue, Cedar Grove. The director will call the fire department.

In the event of a tornado warning, the children will be taken to the designated location in the basement. Emergency lighting when power is out. Cell phones for extra lighting and keeping up with weather conditions. Available blankets in that area. The attendance form and emergency contact information will be brought along by the staff member designated to be “in charge.” Staff will engage the children in activities until we are assured by the authorities that the danger has passed.

In the event of a lost or missing child, staff will check all areas of the center. If the child cannot be found, the child’s parents and/or emergency contact and the police will be immediately notified.

If a child who is scheduled to arrive at the center does not arrive within **1 hour** of the specified time on the written agreement signed by the parent, the director will call the parent to inform them that the child has not arrived.

If the center should lose the use of heat, water or electricity, or a snow emergency is declared before the center opens, parents will be notified by 7:00 am and will be asked to not bring their child that day. If the center should lose the use of heat, water, or electricity while children are in attendance, the director will call the parents of all children and ask them to pick them up within two hours.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to the previously designated hospital. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. The Aurora Sheboygan Clinic Cedar Grove office is one block from the Little Shepherds Inn and can be used in an emergency. The staff carries emergency cards and a cell phone wherever they go. If a child would be injured in an off-site location, they would consult with the director in a non-emergency. Should a child need immediate emergency attention the staff would make the decision on who to call based on the information on the emergency card. Parents will be contacted as soon as possible after a 911 call.

Children will go outdoors daily when weather permits. Children will be kept indoors if the temperature is below zero degrees including the wind chill. Children will stay indoors when it is raining or when the temperature is above 90 degrees. If the inside temperature rises above 80 degrees, we will provide air conditioning; if it falls below 67 degrees, we will call for furnace repair and contact parents to come for their children. **Children under the age do not go outside if 20 or below. Children age 2 and up do not go outside if the temperature is 0, except for walking to and from school.**

First aid supplies will be stored in the office area. Emergency phone numbers shall be posted at each telephone location. Two staff members live within 5 minutes of the Center and are designated as the emergency contact person.

The Staff

The staff at Little Shepherds Inn is certified individuals who have dedicated their lives to working with children. All staff work together to seek curriculums that use a variety of ways of teaching skills as not all children learn at the same rate and at the same skill. They not only teach children how important learning is through the activities they plan, but they also show by example as all staff members retain their certification through continuing education.

Child Care Teachers are defined as those who have either an Associate Degree or the Lead Teacher Certification in Early Childhood Education from an institute of higher education. Assistant Child Care Teachers are those who are in the process of receiving their degree in Early Childhood or having been certified through Assistant Teacher course in Early Childhood Education from an institute of higher education. All staff members, including the food preparation staff, must complete continuing education courses to retain their certification and position.

Background checks are performed on all staff members to ensure the safety and wellbeing of the children who attend Little Shepherds Inn. Background checks are conducted **through the Department of children and family childcare provider portal**. Any negative record found through the Crime Bureau is an automatic no hire or discharge.

All staff members obtain health physicals to determine if they pose a threat to the children or other staff. Health forms on file for all staff indicate “they are free from any communicable disease reportable under ch.HSS 145 which presents a safety or health risk to children, including tuberculosis, and which is transmitted through normal contact.” Under state law, no person who poses a health risk or whose behavior gives reasonable concern for the safety of children may be on the premises of the center. **LSI will reimburse pending approval of background checks.**

Staff are required to attend the regularly scheduled staff meetings. Agendas for these staff meetings will be kept on file for licensing review. **Staff are required to attend 7 Staff meetings per calendar year or upon discretion of the director. If you do not get approved by the director, disciplinary action will be taken.**

All staff are required to... Maintain a current certificate in child CPR; review of licensing rules; procedure to reduce the risk of SIDS and Shaken Baby Syndrome; biannual training to recognize child abuse and neglect and how to report it; use of fire extinguishers and maintaining their current status. Copies of certificates will be kept in employee files.

Other adults who volunteer or participate in the program at Little Shepherds Inn must abide by the same rules as the staff concerning safety and conduct. Those who participate on a regular basis must submit background information for the use of background checks.

There will be a 90-day probationary period for all new employees.

JOB DESCRIPTIONS

Administrator Duties –

- Implementing all state and center policies
- Reporting to DHFS all necessary information required for licensing
- Day to day operations, Center finances
- Maintaining staff and children’s files
- Hiring/orienting/evaluating staff; conducting criminal background checks
- Working with Director on planning of programming at Little Shepherds Inn.
- Working with Director on orientation and continuing education of staff.

Director Duties –

Assist the Administrator in ..

- Supervise planning and implementation of centers program
- Supervise staff
- Conduct staff meetings
- Assist Administrator in orienting new classroom staff and continuing education trainings for staff
Supervised by Administrator

Assistant Director Duties-

- Assist the Director in..
- Supervising, planning and implementation of the daily centers program
- Supervising the staff
- Supervised by Director

Child Care Teacher Duties -

- Lesson plans, implementing the plans
- Supervising daily activities for classroom
- Interacting with children and parents
- Maintaining classroom in order and clean fashion
- Supervised by Director
- Continuing Education

Assistant Child Care Teacher Duties –

- Assist the childcare teacher
- When training requirements have been fully met, may be the staff person in charge for the first two or last two hours of the day.
- Supervised by Director
- Continuing Education

Cook Duties -

- Preparing menus
- Preparing meals and snacks
- Purchasing groceries
- Maintaining sanitary conditions in the kitchen
- Washing and storing dishes
- Supervised by Director
- Continuing Education

SIGNATURE PAGE

Please fill in the following information and sign and date this form. Detach this page from the booklet. It will be kept on file at the Little Shepherds Inn.

Back Up person in case of an emergency (must be located in the immediate Cedar Grove area):

Phone Number: _____

The preferred hospital: _____

I have read and agree to the policies written for Little Shepherds Inn Childcare Center.

Parent/Guardian Signatures:

Dated _____